

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
August 13, 2014

Commissioner Warren opened the meeting at 7:30pm. Those present were Commissioners Warren, McKinley and Marvin, Manager Dickinson, Auditor Phinney, EDC Jarski, and community member Loyal Baker.

Minutes from the July regular meeting were read and approved. The monthly budget report and monthly inquiry summaries were reviewed. The Port was awarded \$3000 from Pacific Power for marketing. The travel budget for 2014 was discussed and was suggested that it be increased on the 2015 budget. The inquiry summary was reviewed. The Open Public Meetings Act training in July was attended by all Commissioners, the Port Manager, and the Port Auditor. The Commissioners signed their completion certificates. All certificates will be kept on file at the Port office. Dickinson recommended a records retention policy be adopted in January. Phinney will do some research into records retention and contact several other Port to see what kind of policies they have in place for records retention.

The Blue Mountain Station Co-op applied for and received a Food Establishment Permit for the commercial kitchen and market. Suite H was shown to a prospective business. They will let us know if they are interested in the space next week. The AR1 zoning was discussed. Dickinson would like to help find a way to move forward in finding a solution for businesses in this zone. Bill Stalzer will be here on September 3rd to work on the development agreement. Bill Warren hosted a group of individuals with the WSU Center for Sustaining Agriculture and Natural Resources in July. This group toured the Artisan Food Center and met the tenants. The Port of Columbia was one of 9 out of 30 awarded the Whitman Fellowship. This fellow or intern will assist the Artisan Food Center tenants with marketing as well as market the Co-op Market. The fellowship is for one year and will begin in September. All funding is through Whitman College. The first annual Foodstock will be held on August 16th from 10am-2pm at the Blue Mountain Station. This event is geared toward families and will feature a bounce house, tie-dye station and live music.

Dickinson reported that she attended a shoreline management meeting. The 9 acre parcel that the Port owns along the Snake River was not included in plan but has been added. The Department of Ecology is funding the much needed update and will be asking the public for their input this fall. The second annual Swim the Snake was held on August 9th. Participants started the swim at Lyons Ferry Park and made their way to the Marina.

Phinney reported that Jay's Garage has moved into Industrial Building #3 – 527 Cameron. The garage is very busy. Total Office Concepts came up to see what could be done with the Port main office in the existing space. They will get back to us with several options.

Dickinson reported that the rail bank grant application is due on August 29th. An estimate of \$250,000 to \$275,000 in repairs are needed for bridges. The Port, Watco and Seneca are working together to gather all the information needed for submission of this grant. This grant is awarded points for job creation, financial and in kind contributions. A meeting has been scheduled in September with local legislators, a Walla Walla Port Commissioner, a Port of Columbia Commissioner and shipper representatives to discuss the need for funding to rehab the railroad. Dickinson will look into the lobbyist rules. Dickinson asked the Commission to consider budgeting \$10,000 for matching funds in 2015 for this project. The \$10,000 will only be spent if the grant is awarded to the Port.

MOTION: made by Commissioner Marvin and seconded by Commissioner McKinley to budget \$10,000 matching funds in 2015 for the Rail bank grant. Motion carried unanimously.

Jarski reported on the CDBG grant stating that there is new funding through the economic opportunity grant. One of the stipulations for this grant is creating jobs for low to moderate income individuals. Columbia County, Columbia Pulp and the Port are working together on the grant. Columbia County will be submitting this grant at the end of September. We will know the outcome by November. A public hearing will be held next Wednesday.

Jarski reported on several potential business leads. A packet was submitted via the State to Project Tech Support. This business has decided not to expand at this time. Jarski met with Katie Fast from CREDiT and 2 potential applicants from Columbia County. Jarski sat in on 2 client meetings with Joe Jacobs from the SBDC. Jarski is working with Pacific Power on an Energy Efficiency Event that will be held at the Liberty Theater in October. High energy users in the community will be invited to attend the event to learn how to better their efficiency. The Chamber, and Port met with the GSA regarding the moving of existing agencies in Columbia County to a new location. The GSA will be sending out an RFQ soon. Global Entrepreneurial Week is November 17 – 23, Dickinson and Jarski are working on two activities targeted to youth and two for adults.

The following vouchers were presented for approval of payment:

Payroll	13,238.68	WCIF	1,038.82
Banner Bank	4,680.32	Banner Bank	2,660.07
Employment Security Dept.	138.12	Dept. of Health Revenue Section	103.90
Enduris	23,413.00	CenturyLink	187.77
Cardmember Services	3,129.60	Total Office Concepts	132.01
Smith Brothers Lawn Care	1,769.69	Pacific Power	950.43
City of Dayton	1,040.05	Sun Pest Management	53.95
Dayton Mercantile	21.65	City Lumber	136.42
NPR	512.00	Dayton Chronicle	27.80
Crown Paper & Janitorial Supply	64.71	Darrell Chapman	371.65
Sun River Electric Services	326.94	Stalzer & Associates	936.11
Basin Disposal	118.05	Union Pacific Railroad	846.34
Little Dipper Dairy	35.00	Schaefer Refrigeration	1,109.44
Dept. of Commerce	100.00	Touchet Valley Television	550.00
Overhead Doors of Walla Walla	914.07	WPPA	265.00
Dingle's	193.06	Boe Designs	537.50
Gypsy Girl Granola	20.00	Chapman Heating & Air	6,727.47
ConferenceCall.com	23.63	Waitsburg Times	144.00
The Experimental Fermentation Co.	118.69	Incidental Account	160.00
Christine Jarski	154.96	Jennifer Dickinson	969.43

The amount of vouchers approved for payment was \$67,526.33

Meeting was adjourned at 8:23pm.

Dale McKinley, Secretary