

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
December 9, 2015

Chairman Warren opened the meeting at 10:00 am at the Port office. Those present were Commissioners Warren, Crowe and Marvin, Manager Dickinson, Auditor Shochet, EDC McMasters, members of the press Loyal Baker and Dian Ver Valen.

Port Manager Dickinson administered the appointment and oath of office to Commissioner Fred Crowe.

The minutes to the November meeting were discussed.

MOTION was made by Commissioner Marvin, seconded by Commissioner Crowe to approve the November minutes as written. Motion carried with no further discussion.

The monthly budget report was reviewed. Dickinson noted that the expenses came in under budget overall. She reported that staff reviews have been done, and hers will be done in January. The January regular monthly 2016 meeting was discussed; the board will review and update Port policies for 2016 and the capital project list. A one year lease renewal for Brian Ward was approved and signed with no changes.

Dickinson reported that Walla Walla Natural Foods has a new engineer. Dickinson will coordinate with the engineer and planner Stalzer to conduct a traffic, SEPA and sewer study. Dickinson said that per the project financier, the project would not be completed until 2017. A firm estimate from the engineer would be necessary before funding could be done.

McMasters reported that the BMS annual co-op meeting will take place tonight. It will be a membership drive and celebration of the year's accomplishments. He also reported on the workshops he attended in November. Food Hub workshop in Mt. Vernon provided good insights on how to help local food growers expand their market and develop distribution systems. Dickinson noted that food bought locally really impacts economic development. McMasters envisions our food network to span from Pomeroy to Pendleton.

Dickson presented a railroad encroachment request in Walla Walla County. She's already done a site visit and recommends that the commissioners approve the request.

MOTION was made by Commissioner Marvin, seconded by Commissioner Crowe to approve railroad encroachment request. Motion carried with no further discussion.

Dickinson reported that the Columbia County Grain Growers had a plugged culvert by the rail tracks. WATCO responded quickly and unplugged the culvert. She reported that she met with WPPA rail person James Thompson, and he wants to discuss plans for rail funding. Dickinson will contact him again. Commissioner Marvin requested to be included in the conversations. Dickinson gave a brief report on the Marina. The playground equipment and fencing have been ordered. Dave Jepson with Anderson Perry is writing a manual on the LOSS system that is due in February. He is also writing a water connection report. The first piece of the Marina's Annual Management Plan is due on January 1st. The second piece will be due in April. All on track. Shochet gave the maintenance report. There was a roof leak at office building 3, a window leak at Jay's, plugged toilets at USDA, and a water line leak outside of Vestas. The group discussed lighting upgrades. There are 2 properties in the Industrial Park that still have outdated lighting. The group agreed that LED would be the most efficient and cost effective. Dickinson will go forward with this in 2016.

The annual CEDS meeting will be held on December 16th from 11:30 to 1:00 at the Fire Station on Patit Road. Lunch will be provided, and John Begley will be one of the speakers. The public is welcome to attend.

McMasters reported on business leads. He is also conducting hands on Social Media workshops that have been well attended. He taught a series of 6 classes to middle school students as part of Junior Achievement's Global Entrepreneurship Week. He also coordinated an Ignite the Entrepreneur event at the Liberty Theater. 28-30 people attended. He reported on several other outreach activities and upcoming 2016 event.

The amount of vouchers approved for payment was \$52,019.42

Payroll & related expenses	\$14,738.72	Basin Disposal of WW	\$120.09
WCIF	\$689.00	TVTV	\$60.00
Banner Bank GO Bond	\$2,266.07	Dayton Chronicle	\$83.16
Banner Bank Ind Bldg 6 N/P	\$4,680.32	Smith Brothers	\$92.06
Banner Bank Ind Bldg 2	\$1,241.64	Jennifer Dickinson	\$659.27
Cardmember Services	\$2,568.66	WW Web Weavers	\$120.00
Total Office Concepts	\$107.67	Ferrellgas	\$812.87
Pacific Power	\$904.70	NPR	\$512.00
City of Dayton	\$509.49	Dayton Mercantile	\$18.81
Touchet Valley Landscapes	\$108.30	Dingles	\$146.12
US Linen and Uniform	\$78.36	Bradley McMasters	\$775.81
Darrell Chapman	\$32.49	The Times	\$147.00
Cathy Shochet	\$12.32	Nothing's Simple Farm	\$60.00
Basin Disposal inc	\$15.08	Louise Waggoner	\$700.00
KOA at Lyons Ferry Marina	\$15,746.17	WW Union bulletin	\$35.00
CenturyLink	\$249.99	Ben's Roofing	\$291.33
Sun Pest Management	\$53.95	City Lumber	\$4.42
Anderson Perry	\$3,378.55	Total Warrants	\$52,019.42

The meeting was adjourned at 11:00am. Next meeting will take place on January 13th at 11:00 am at the Port office.

Earle Marvin, Secretary