

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
June 10, 2015

Commissioner Warren opened the meeting at 10:00 am at Lyons Ferry Marina. Those present were Commissioners Warren, Crowe and Marvin, Manager Dickinson, Auditor Shochet, Marina Concessionaire Jim MacArthur, and Adam Keatts with Banner Bank.

The minutes to the May meeting were discussed.

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

Dickinson reviewed the budget report, noting that additional tax dollars were received at the end of May. She explained that the Blue Sky grant has not reimbursed the Port yet, however cash flow remains fine. Dickinson explained that the budget will be revised after the bond measure goes through. There was also a discussion about the procedures used for addressing tenant delinquencies. Commissioner Warren stated the importance of the Port not allowing past due tenants to get too far in arrears.

Commissioners received copies of the 2014 Financial Report prior to the meeting. The group agreed that the report was presented in a very organized and thorough manner. Dickinson noted that the county tax valuation is expected to be \$712M thanks to the wind farms. Prior to the wind farms, the county tax valuation was \$250M.

Dickinson presented a raw land lease for Pacific Civil & Infrastructure. The firm will lease 9 acres of Port-owned Snake River waterfront land to draw water for dust control during Columbia Pulp construction. She read verbiage that stipulated Columbia County Grain Growers trucks have the right of way on the shared easement. The lease will be for up to 12 months.

**MOTION** was made by Commissioner Crowe, and seconded by Commissioner Marvin to sign the raw land lease. Motion carried with no further discussion.

Adam Keatts of Banner Bank and Dickinson spoke to the group about the bond for the USDA project. The bond is structured for the Port to maintain a positive cash flow throughout the 10 year term of the bond. Dickinson reported that there will be a supplemental budget public hearing. The special meeting will take place on June 22<sup>nd</sup> at 10:00am at the Port office.

Marina Concessionaire MacArthur reported on the Lyons Ferry Marina & KOA. Planned improvements include a new playground, a new entrance sign, and installing 3 modular cabins. Dickinson stated that the Port is working toward renewing his lease in 2016 instead of 2017 to show the Port's commitment to the upcoming improvements. Other operations/facilities items were also discussed. The commissioners commended MacArthur for winning the KOA Presidents Aware numerous times thanks to his excellent customer service and facilities maintenance.

Dickinson reported that XO Alambic is moving into BMS, and that Mary's Candies is open 5 days a week. FABREO food tradeshow is on June 12<sup>th</sup>. There is a new BMS brochure that will be given out at the event. Three BMS business owners will participate along with Dickinson and McMasters. Washington State Public Port District managers asked to tour the Port of Columbia on July 16. The group will tour BMS. This is a big honor for the Port of Columbia.

Dickinson reported that the BMS Development Agreement was quickly approved by the County Commissioners. The agreement would establish a 20 year set of requirements for how the BMS property could be developed, much like homeowner's association rules and regulations. Port Chairman Warren is to sign the Agreement before the County Commissioners sign it.

**MOTION** was made by Commissioner Marvin, and seconded by Commissioner Crowe for Chairman Warren to sign the Development Agreement. Motion carried with no further discussion.

Dickinson reported on BMS landscaping items. Some people are opposed to weed spraying, while others have opinions about too many weeds. Will try a new plan for mowing and graveling some areas.

Dickinson reported that the solar panels are generating power at BMS. She also reported that the driveway to the Industrial Park is now paved, and that a plumber was dispatched to Dayton Tractor. The USDA/FSA requested a few minor floor plan adjustments. Presently the ETA for completion (after floor plan discussion delays) is November 2015.

The EDC report was summarized. The group agreed that McMasters is making great progress thanks to his ease with networking and his numerous regional connections.

Per Dickinson, Columbia Pulp expects their bond to close in July or August. She is still working on getting a manufacturer of paper products to locate their operation in Dayton, perhaps on a Port property.

The following vouchers were presented for approval of payment:

Payroll	\$14,058.04	Smith Brothers Lawn Care	\$3,470.03
WCIF	\$658.43	Blue Crystal	\$110.91
Banner Bank GO Bond	\$2,266.07	Brad McMasters	\$515.03
Banner Bank Ind Bldg. 6 N/P	\$4,680.32	Jennifer Dickinson	\$668.82
Cardmember Services	\$2,413.72	CenturyLink	\$291.43
Total Office Concepts	\$124.60	Sun Pest Management	\$53.95
Pacific Power	\$799.18	Basin Disposal Inc.	\$15.08
City of Dayton	\$837.17	Barker Inc	\$2,486.30
Mary's	\$36.00	Ferrellgas	\$516.25
US Linen and Uniform	\$76.25	Mike's Plumbing	\$2,194.24
Dallas Dickinson	\$48.06	Palouse Knowledge Corridor	\$1,500.00
Basin Disposal of WW	\$120.83	Touchet Valley TV	\$60.00
Waitsburg Times	\$36.00	Central WA Asphalt	\$11,246.72
PNWA	\$620.00	Stalzer and Associates	\$1,720.91
Bob McCauley	\$337.50	Patton & Associates	\$1,850.00
Dayton Chronicle	\$340.45	Dingles	\$6.48
City Lumber	\$73.66	WW-Free	\$35,953.77
Dayton Mercantile	\$22.79		

The amount of vouchers approved for payment was \$76,150.95

Meeting was adjourned at 11:15am. Next meeting will take place on July 8th at 10:00am at Port office.

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Earle Marvin, Secretary