

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
May 13th 2015

Commissioner Warren opened the meeting at 7:30pm. Those present were Commissioners Warren and Marvin, Manager Dickinson, EDC Brad McMasters, Auditor Shochet, members of the press Loyal Baker and Chloe Allmond.

The minutes to the April meeting were discussed. Commissioner Marvin noted a clerical error.

**MOTION** was made by Commissioner Marvin, seconded by Commissioner Warren to approve the minutes as corrected. Motion carried.

Dickinson reviewed the budget report, noting that substantial tax dollars were received at the end of April. She also noted that many budgeted expenses are occurring during the first half of 2015. Brief discussion followed. Expenses for planner Stalzer are not as high as they appear from a budget standpoint because he didn't bill his projected amount in 2014, thus lots of carry over in 2015. Brief discussion followed.

The group was pleased that Blue Mountain Station website traffic has increased significantly over the past few months.

Dickinson presented a new lease for Suite J in the Artisan Food Center. The space formerly occupied by Mace Mead Works is to be leased by XO Alambic Distillery. It is a craft distillery that will also sell custom made blue cheese under the name of Blue Mountain Blue. The group discussed the business and the owner's plans for space improvements.

**MOTION** was made by Commissioner Warren, and seconded by Commissioner Marvin to sign the 2 year lease, with no further discussion, for XO Alambic. Motion carried.

Dickinson reported that the 2014 Annual Report will be available at the June Commissioner's meeting. The report has been completed but not delivered yet.

Dickinson discussed a request from Columbia Pulp for temporary (approximately 6 months) access to the Snake River through Port land, via an easement shared by the Port and Columbia County Grain Growers. They propose the placement of a water tower on Port property so water trucks can transport water to the construction site. Grain trucks are to have the right of way on the easement, and signs will be posted to remind drivers of this. Discussion followed regarding lease rate for use of Port land/easement. No decision was made on this. Dickinson will draft a proposal for the next meeting.

McMasters reported that several BMS business owners will have booths at the FABREO Food & Beverage Tradeshow at Pasco on June 12th. McMasters and Dickinson will also attend to promote BMS development. McMasters described his use of social media to build a following for BMS and local events. The Port purchased a secondhand 60 gallon Hobart mixer and double oven for the commercial kitchen. The large capacity mixer is already proving to be invaluable to people who rent the kitchen for high-volume baking. The solar panels are up on BMS, however it will be another week or two until they will be functional. A net meter is required by the grant to show the amount of energy produced by the panels. The panels will provide power to the market, commercial kitchen and exterior lights. McMasters reported that May 23<sup>rd</sup> is the kick-off celebration for the Summer Farmer's Market, with special events including face-painting, live music, kids in the Dayton Days parade handing out Mary's candy. Mary's Candy Grand Opening will be on May 23<sup>rd</sup> as well.

Dickinson reported that she and planner Stalzer attended a County Commissioners workshop to discuss the Development Agreement. There will be a public hearing on June 3<sup>rd</sup> at 1:15. Dickinson said that the County Commissioners understood and seemed supportive of the agreement

Marina – No report, however the June Port Commissioners meeting will take place there. Commissioner Marvin requested that warrant signing take place at 9:00 at the Port Office.

Maintenance items were discussed. Asphalt will be set on the Industrial Park driveway starting May 21<sup>st</sup>. There is a minor roof leak in the ridge cap of IB #2.

Dickinson reported on the five hour Design Intent Workshop that took place at the Port Office on May 7<sup>th</sup>. It was for the USDA remodel of Industrial Building #2. Future USDA and GSA tenants attended as well as the USDA Project Manager, Architect Stenkemp, and several remote participants. She reported that the requested 45 day completion time was not feasible, and that Stenkemp felt 90 calendar days would be more realistic. Colors were selected and floorplans were discussed. She is still working on the bond structure with Banner Bank. Budget amendment will come later.

Dickinson, McMasters, Dwight Robanske and Bill Clemens attended the Clarkston SEWEDA meeting on May 12<sup>th</sup>. On that day Dickinson and McMasters also toured the Moscow Food Co-op and met with store management. They were impressed with the size and scope of the store.

McMasters presented more details on the EDC report that was handed out. Highlights included his joining the steering committee for a NW Cooperative Development Center Conference on food co-ops held in Eastern Washington in 2016. He is also developing a workforce recruitment package for Columbia Pulp that will also be generic enough for future use. He has met with business owners to assist in development and/or succession strategies. He described his plan to post all "for lease" space on the SEWEDA website, with the goal of "3 click" navigation. Lemonade Day was a great success. Commissioner Warren said he was very impressed by the enthusiasm of the young entrepreneurs.

The following vouchers were presented for approval of payment:

Payroll	\$12,912.69	Sun Pest Management	\$53.95
WCIF	\$658.43	Basin Disposal Inc.	\$15.08
Banner Bank GO Bond	\$2,266.07	Blinds Are Us	\$628.35
Banner Bank Ind Bldg 6 N/P	\$4,680.32	Quality Roofing	\$621.58
Cardmember Services	\$7,745.05	Ferrellgas	\$392.65
Total Office Concepts	\$113.66	Nealey Marinella	\$781.00
Pacific Power	\$840.56	Artmil	\$685.74
City of Dayton	\$966.79	Community Council	\$250.00
Dingle's	\$23.77	Walla Walla Electric	\$2,651.99
US Linen and Uniform	\$114.09	M4 Construction	\$8,159.32
Catherine Shochet	\$27.14	Overhead Door of WW	\$448.51
Basin Disposal of WW	\$120.83	Touchet Valley TV	\$120.00
Dayton Chronicle	\$55.60	Inland Cellular	\$139.63
City Lumber	\$111.49	Stalzer and Associates	\$2,483.53
Dayton Mercantile	\$4.21	NPR	\$512.00
Smith Brothers Lawn Care	\$1,022.19	Tourism Walla Walla	\$133.00
Conference Call.com	\$58.03	Merle Myrick	\$5,900.00
Brad McMasters	\$616.80	Quality Roofing Services	\$810.75
Jennifer Dickinson	\$572.79	Stenkemp Architecture	\$2,517.66
CenturyLink	\$190.14		

The amount of vouchers approved for payment was \$60,405.39

Meeting was adjourned at 8:35pm. Next meeting will take place on June 10<sup>th</sup> at 10:00am at Lyons Ferry Marina

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Earle Marvin, Secretary