

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
February 9, 2017

Chairman Marvin opened the meeting at 11 am. Those present were Commissioners Marvin, Crowe, and Warren, Manager Dickinson, Auditor Smith and members of the press Loyal Baker, and Michele Smith.

The minutes from the January meeting were discussed.

MOTION: Made by Commissioner Warren, and seconded by Commissioner Crowe to approve the January minutes as written with correction. Motion carried with no further discussion.

The budget report was reviewed. Dickinson noted that income is on track, however, there are a couple of buildings that are currently not leased. ADO funding for the quarter was received. Expenses are average and additional shelving was put in the Commercial Kitchen at Blue Mountain Station.

Bell Farm House is vacant as of January 31, 2017. Previous tenant, who had been there 7 years, accepted a job in Lewiston, ID. Dickinson provided handout of property and description. Dickinson has a list of potential tenants already. Decision on renter will be made on credit check, income verification and references. Current rental rate is \$761.67 with the recommendation to increase to \$1000 with a one year lease with the option for renewal. Commissioner Marvin mentioned the long term plan is to demolish the standing property to make room for additional BMS buildings. Commissioners directed staff to advertise the rental.

Industrial Building #5, Bay C remains vacant. Space is attractive to potential tenants as it has approximately 2400 sqft, shop, bathroom and office. Original lease fell through and will contact next person interested. USDA/GSA doors are fully functioning again. Opp & Seibold removed thresholds and believe once the ground thaws, the concrete will settle on its own and they will come reinstall the thresholds. The Transit Building sprinkler backflow froze and broke. Smith Landscaping has been contacted.

Tenant renting suite B at BMS wants out of their lease agreement. When they move to the new building, they will have to reapply for their license. All commissioners agreed to let them out of the lease. Dickinson met with a potential tenant that is very interested in a space.

Koppers will start railroad bridge work starting the week of February 20th. Supplies will be stored next to rail line at BMS. Frontier will be the contact for all people requesting right of way use. Dickinson reported all Seneca spur line sale documents have been signed, but have not received payment yet. Plans for a lay down yard have been cancelled by UP.

Lyons Ferry Marina had a significant amount of damage from the ice. Dickinson visited and stated that the steel frame on the walkway is bent and broken; flotation has moved and moorage roofs are now crooked and fingers twisted. Three boats started to sink and boat owners have been notified. Jim bought bubblers to melt the ice. Dickinson filed a claim with Enduris February 8, 2017. They stated to fix the problems and send the invoices to them. Jim has contacted two contractors for estimates. Dickinson met with Jim regarding updated 10 year lease. Will need to have a succession and transition plan in place. Dickinson, Jim & Angela had a conference call with KOA headquarters. Improvements need to be made to achieve "holiday" KOA branding. They understand that the Corps are involved and are willing to work with them as well. There will be an inspection in May to determine what needs improvement to maintain KOA holiday status.

Dickinson reported on economic development. She met with Innovatio and received an update that they are still making pulp and sending out to other facilities. Staff is working two 10 hour shifts from 5 am-10 pm. They are hopeful to have equipment in April. The bond market has calmed and Columbia Pulp is looking to

replace the private equity company this next week. Comprehensive Economic Development Strategy results were reviewed; Bike & Walking Path, Fairgrounds & Community Event Center, Assisted Living, Downtown Improvement, Regional Food Planning. Dickinson had meeting with TvTv to discuss broadband and improvements in our area. The owner stated that he is working to upgrade equipment and nodes which will increase the bandwidth. There is a concern regarding the customer service; he knows he needs help and is working on it. Dickinson stated that she will contact CenturyLink to see what improvements they are making in our area.

Commissioner Marvin suggested that evaluations be moved to possibly April or May prior to the budget. All agreed on this change.

Dickinson is currently working with the new company to build the the website. It is hopeful this will be completed in two months.

Commissioner Marvin wanted to remind Commissioner Crowe & Commissioner Warren that the F1 Report is due by April 15, 2017.

The following vouchers were presented for approval of payment:

Payroll	\$15,144.06	Banner Bank IB#2	\$4,216.67
Dept of Health - LOSS Program	\$215.20	Mark Dilg	\$867.69
Dingles	\$43.30	Total Office Concepts	\$80.79
Basin Disposal of WW	\$117.40	Century Link	\$256.03
Basin Disposal Inc	\$15.08	Louise Waggoner	\$700.00
Dayton Chronicle	\$455.66	Dayton Mercantile	\$85.12
Bly's Plumbing	\$518.02	Chapman Heating & Air	\$311.90
Inland Northwest Partners	\$150.00	City of Dayton	\$514.30
City of Dayton	\$199.75	Orkin	\$1,653.53
Kyle's Custom Toys and Towing	\$6,438.44	Cardmember Services	\$975.97
Sun Pest Mgmt	\$107.90	Personnel Concepts	\$10.90
Marinella & Boggs	\$750.00	Jennifer Dickinson	\$648.68
WCIF	\$321.84	Bradley McMasters	\$350.00
Banner Bank	\$4,680.32	Angela Smith	\$282.90
Banner Bank Go Bond	\$2,266.07		

The amount of vouchers approved for payment was \$42,377.52

Meeting was adjourned at 11:47 am. Next meeting will take place on March 8, 2017 at 10:00 am.

Fred Crowe, Secretary