

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
March 8, 2017

Chairman Marvin opened the meeting at 10 am. Those present were Commissioners Marvin, Crowe, and Warren, Manager Dickinson, Auditor Smith and members of the press Loyal Baker and Dian VerValen.

The minutes from the February meeting were discussed.

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

The budget report was reviewed. Dickinson noted that previous budgeted amounts for the year were incorrect, but have been corrected. Income is on track. Expenses are average. The final snow removal amount is approximately \$18,000.00 and they will put the gravel back into place. The Bell farm house needed maintenance prior to renting. The Industrial park will need to be graded and re-graveled and a request for quotes will be prepared.

There are four leases that need to be approved. The first lease is for Rey's Roast. Previously this was a three year contract, but now wants a one year lease. The next lease is Suite A at Blue Mountain Station. Bee Local Honey Inc., Brett and Hilary Kelsay, are from Benton County and are requesting a one year lease. They have honey products at Albertons and Safeway and will be available at the co-op market. The Bell Farm House had a lot of interest, however, only 3 applications were submitted. Background checks and credit check were done on all applicants. The house was offered to the first candidate, who declined. The house was then offered to Colton Bickelhaupt, who works at Les Schwab and Wyatt Frame, who works at Innovatio. The last lease is for 521 Cameron St. Eric Turbak, owner of Dayton Construction, will be leasing the building for construction related projects. The garden space at Blue Mountain Station has a potential tenant, however, the lease was still being reviewed. Commissioners signed all leases.

Dickinson gave an update on the new website stating it is still under construction, but progress has been made. The old website cannot be edited at this point.

The space at 4 & 5 Port Way will be up for lease in a couple months. Gemmell will continue to do machining from his home. This can be rented as one large space or two smaller spaces.

Smith provided a report on repairs. Smith Insulation wrapped pipes and put insulation in Suite B at Blue Mountain Station. 3 Port Way had plumbing problems; new toilet and new stems in the faucets. Bell Farm House-fill oil heating oil tank, patched and painted the ceiling in the kitchen and repaired and replaced a light fixture.

New banners for Blue Mountain Station were purchased. Northwest Public Radio is advertising for Blue Mountain Station with half Choose Columbia County. There are many upcoming events, season kickoff, food stock and Easter egg hunt. The co-op classes have been a huge success. The last class, Cooking Authentic Indian Food, was very well attended, had a great instructor and all stayed to enjoy a wonderful meal. They are looking at grants for the produce cooler. XO Alambic has moved barrels inside.

Koppers started railroad and bridge repair. Supplies are being stored next to rail line at BMS. Frontier will be the contact for all people requesting right of way use. Funding needs to be spent by June 30th, 2017. Dickinson stated she will follow up with Frontier regarding right of way requests to ensure there is a good system in place.

Dickinson gave update on Lyons Ferry Marina ice damage and insurance. Claim was filed with Enduris on February 8, 2017. The first section of moorage A was previously re-built and withstood the weather. Sections two & three were damaged. The docks failed; are listing and flotation is gone. The boat launch failed; missing flotation and bent metal. Two contractors provided estimates ranging from \$300,000 - \$500,000. Claim is on

hold because the amount is over \$250,000 the excess insurer will be involved. An expert is to visit the marina to do an inspection. Dickinson spoke with the adjustor to justify replacement as the price difference is minimal. The Corp of Engineers will allow removal of any structures needed without a permit while the Joint Aquatic Resource Permit Application is being accepted. Dickinson is asking for approval to continue moving forward with emergency resolution.

MOTION: Made by Commissioner Warren and seconded by Commissioner Crowe to approve Dickinson to continue moving forward with emergency resolution. Motion carried with no further discussion.

All items from last year’s Annual Inspection Report have been fixed. The annual management plan for this year is due April 1, 2017. The electrical certification is a new item this year.

Dickinson is serving on the the Fairgrounds Facility Committee. Improvements were made to Pavilion such as HVAC, audio/visual, and chairs and tables. Concrete for Main Street signs should be poured/set this week with signs installed after. Dickinson will be meeting with College Place regarding the sign project. Goldman Sachs is continuing to work with Columbia Pulp in finding a private equity firm. Once the bond is reissued, they will require that they pay ahead prior to signing. Innovatio is hoping to have their equipment in April.

McMasters gave his business leads report. Bee Local Honey is a new company based out of Benton County who has bees in the Prescott vicinity and will rent suite A at Blue Mountain Station. Honey products sold at Albertsons & Safeway and will be at co-op market. Jennie and Brad spoke with Project Stone Ground. They farm in and around Columbia County and taking product to Idaho to mill. He is in Anaheim, California at the Natural Products Expo West. Project SH Farmstead; Smith Hollow Farmstead, Marcus and Lacey Mead, small diverse vegetable farm with a good business plan. They are building an 18,000 square foot greenhouse. Mama Monacelli’s Kitchen is renting the commercial kitchen and will be featured at the Fabreo Expo as a Blue Mountain Station vendor.

The following vouchers were presented for approval of payment:

Payroll	\$15,872.54	Ferrellgas	\$604.72
Double T Construction	\$270.75	Sun Pest Management	\$53.95
Kenny Dimmick	\$198.25	Pacific Power	\$3,361.88
Smith Insulation	\$351.98	Dayton Mercantile	\$9.06
Total Office Concepts	\$77.84	Columbia County Treasurer	\$507.30
Dayton Chamber of Commerce	\$300.00	Cardmember Services	\$951.33
Crown	\$67.58	WCIF	\$321.84
US Linen & Uniform	\$162.88	Banner Bank	\$4,680.32
City Lumber	\$83.66	Banner Bank Go Bond	\$2,266.07
Dingles	\$10.28	Banner Bank	\$4,216.67
Lou's Cleaning	\$650.00	NPR	\$575.00
AgLink	\$820.43	Walla Walla County Treasurer	\$37.62
Kyle's Custom Toys & Towing	\$2,918.69	Bly Plumbing	\$280.89
Basin Disposal Inc	\$32.16	Jennifer Dickinson	\$644.50
Basin Disposal of WW	\$237.71	Bradley McMasters	\$421.28
City of Dayton	\$514.30	Angela Smith	\$282.90
CenturyLink	\$256.03		

The amount of vouchers approved for payment was \$42,040.41

Meeting was adjourned at 11:00 am. Next meeting will take place on April 12, 2017 at 7:00 pm.

Fred Crowe, Secretary