

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
October 11, 2017

Chairman Marvin opened the meeting at 10 am. Those present were Commissioners Marvin, Crowe, and Warren, Manager Dickinson, Economic Development Coordinator McMasters, Auditor Smith, and Lyons Ferry Concessionaires Steve Klontz, Nick Klontz, Nathan Klontz, Leslie Povey and Angela MacArthur.

The minutes from the September meeting were discussed. **MOTION:** Made by Commissioner Crowe, and seconded by Commissioner Warren to approve the September minutes as written. Motion carried.

Chairman Marvin opened the Supplemental Budget Hearing to public comment at 10:06. The budget was supplemented to include the Lyons Ferry Ice Damage, Resolution No 2017-2. There being no comment, the hearing was closed at 10:08.

**MOTION:** Made by Commissioner Crowe, and seconded by Commissioner Warren to adopt Resolution No. 2017-2. Motion carried with no further discussion.

Dickinson reviewed the budget report. Year to date revenue and expenses are higher than projected due to the ice damage at Lyons Ferry Marina. The approval of the supplemental budget will correct the budget.

There were two leases to be signed by the commissioners. The first lease is for Dayton Electric, 4 Port Way. This is a 1 year lease and rent will be \$500 plus \$64.20 leasehold tax. Commissioners signed lease. The next lease is for the new concessionaire at Lyons Ferry Marina, Seven K's Enterprises. This will be a twenty five year lease with a rent increase every five years. The railroad property was added to the lease and the termination verbiage was changed. The lease was sent to the USACE for them to review. The Commissioners signed the lease and it will be effective November 1, 2017. There will be a going away potluck for Jim and Angela on Sunday October 29, 2017 from 3 pm – 5 pm.

Steve Klontz, owner of Seven K's Enterprises, provided information about his company and changes that they intend to make at Lyons Ferry Marina. Steve is lived in Starbuck for a time where his father was the pastor of the church. He was originally working with Jim and Angela when they were looking for a business. He is impressed with the work they have done and is excited to take over. Some of the proposed changes including moving the playground next to the bathroom, putting in cabins, a possible splash pad or swimming area, laundry facilities, moving the boat/trailer yard to the upper level behind RV sites and further develop the current camping sites.

Dickinson provided an update on Lyons Ferry Marina ice damage. Dickinson has had lengthy discussions with the insurance company. The repair is almost complete; however, North Idaho Maritime is waiting for more floatation and there will be one more invoice. The condition of Dock A has improved with the repair, Dock C walkway had warped boards and is will need additional repair. Reid Middleton is waiting to receive input from Klontz regarding the facility plan and Lyons Ferry Marina.

A draft 2018 budget was reviewed and discussed. Income from Lyons Ferry Marina and Industrial Building #1 will increase. Port salaries will increase due to having janitorial services and wages increases for the Manager and Auditor. Payroll benefits will also increase due to staff utilizing health benefits. There was a discussion regarding the Inland Ports & Navigation Group. Although the Port supports their effort, the decision was made not to join at this time. The 2018 budget hearing was set for November 8<sup>th</sup> at 10:00 am at the Port Office during the next Port Commission meeting.

Smith provided an update on maintenance in the Industrial Park. The HVAC was serviced at 4 & 5 Port Way. It will also be cleaned and painted prior to renting. Apollo performed the winter maintenance at Blue Mountain Station with nothing remarkable to report. New door sweeps were installed at Blue Mountain Station, Suite A. There is a need for a forklift at Blue Mountain Station. Smith has spoken with multiple companies trying to find the best option to meet the needs.

Marketing continues at Blue Mountain Station. There was another hit from Craigslist. The new building has one tenant with a signed lease and a potential tenant that would be interested in renting half of the building. They will create a 3D workup of the space and will schedule a meeting with Allen.

The grand opening of the CWW Railroad was well attended. Dickinson thanked the commissioners for their participation. The train will be hauling rock from Konen to Walla Walla once a week. They will also be hauling for Northwest Grain Growers. There have been two complaints regarding noise from neighbors of the railroad. Dickinson attended a WSDOT meeting in Waitsburg regarding repairing and realigning the road. The process is moving along quickly.

McMasters reported on economic development. He provided an ADO Performance Measures. Half of the goals have already been achieved for 2017-2018. Additional targets will be submitted when the A-19 is submitted quarterly. He also provided a hand out for [www.choosewashington.com](http://www.choosewashington.com) a powerful tool that provides information on cities in Washington State. The site allows you to search properties, compare communities, access county data, utilities and incentives, industry and business data and other useful data.

McMasters notified the commissioners of his departure. His last day will be October 31, 2017. He will be taking a job with United Way of Walla Walla as the director of development and marketing. The commissioners thanked him for his work at the Port for the last two and a half years. Dickinson is planning to meet with the City, County and the Chamber to discuss their needs and make changes to the job description if necessary.

Dickinson, Smith, Commissioners Crowe and Marvin will attend the WPPA Small Ports Conference in Leavenworth on October 26 & 27, 2017.

The following are upcoming events:

Oktoberfest	October 14, 2017	11 AM – 4 PM	Blue Mountain Station
Cup of Joe	October 19, 2017	7:00 AM	Pioneer West

The following vouchers were presented for approval of payment:

Payroll	\$16,369.79	Harmony Gardens & Glass	\$203.82
WCIF	\$321.84	US Linen and Uniform	\$84.88
Banner Bank	\$4,680.32	Total Office Concepts	\$107.28
Banner Bank	\$2,266.07	Dayton Chronicle	\$94.88
Banner Bank	\$4,216.67	Dayton Chamber	\$2,500.00
Sun Pest Management	\$53.95	Badger Construction	\$1,838.22
Dayton Mercantile	\$13.52	North Idaho Maritime	\$74,425.73
Chapman Heating	\$357.93	North Idaho Maritime	\$88,586.60
Artmil	\$1,300.75	Double T Construction	\$75.81
Century Link	\$270.27	Brad McMasters	\$820.88
City Lumber	\$200.80	City of Dayton	\$1,238.31
Dingles	\$75.27	Jennie Dickinson	\$646.88
Agri-Times	\$20.00	Basin Disposal Inc	\$31.90
Smith Brothers	\$920.55	Basin Disposal of Walla Walla	\$126.01
Department of Revenue	\$6,061.09	Angela Smith	\$310.34
Department of L&I	\$344.77	Cardmember Services	\$5,166.71
Employment Security	\$100.99	Rey's Roast	\$48.00
Department of Retirement System	\$234.18	Apollo	\$582.10
Northwest Public Radio	\$575.00		

The amount of vouchers approved for payment was \$215,272.11

Meeting was adjourned at 11:45 am. Next meeting will take place on November 8, 2017 at 10:00 am at the Port of Columbia.