

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
March 14, 2018

Chairman Marvin opened the meeting at 10 am. Those present were Commissioners Marvin, Crowe and Warren, Manager Dickinson, Economic Development Coordinator Witherington, Auditor Smith, and members of the press Michele Smith and Loyal Baker

It was noted that there will be an executive session at the end of the meeting to discuss a potential real estate sale. There will be no further action after the executive session.

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

The budget report was reviewed. The revenue is ordinary; rent & tax payments. The last insurance payment for the Lyon's Ferry Marina ice damage was received in February. The expenses were relatively low this month, except for expenses in capital improvement.

Three leases were presented for approval: RAD Driving School, a two year lease and with no rent increase; Rey's Roast a two year lease with no rent increase; and the Bell Farm House lease, a one year lease with Patton & Riggin-Bly. There are maintenance items, such as replacing the living room floor and some plumbing problems, that will be completed prior to having the new renters move in. Vestas, who has had a month to month lease, provided the Port with written notice to terminate their lease. This is a difficult building to rent due to all of the office space. Kuhlmann Financial Services notified the Port that they are no longer interested in renting office space at the Port Main Office due to only using it from January to April. Commissioners agreed to let them out of their lease and they can use the conference room as needed. County Commissioners have been talking about moving District Court back to the Courthouse. They have 4 years remaining on their lease and there were at least \$12,000 worth of improvements completed to the building to meet their needs. They are unsure if Juvenile Justice will stay in part of the building. There was a discussion regarding the cost for District Court to get out of the lease. Port Commissioners authorized Dickinson to negotiate with County Commissioners.

Dickinson stated that she is waiting to hear back from the insurance company regarding the breakwater. She hopes to have a facility plan update from Reid Middleton at the April meeting. The RCO application will be due in November and is hopeful to have a better cost estimate for the boat launch.

Smith reported on maintenance items in the Industrial Park and Blue Mountain Station. The roof at 4 Port Way had a leak that was repaired. Dayton Tractor's HVAC unit went out and needed to be replaced. Jay's Garage had the overhead door serviced. Blue Mountain Station needed to have two exhaust fans worked on. Suite B needed to have a larger exhaust fan installed and Suite H's fan was inspected and will have the mechanism replaced.

The Port advertised a request for proposal for a service contract on our website and in the newspaper for landscaping services at the Industrial Park and Blue Mountain Station. There was only one respondent, Touchet Valley Landscape, and they were selected. This will be a three year contract with an option to renew an additional year.

Blue Mountain Station will be hosting an Easter Egg Hunt on March 31, 2018 at noon. Kathryn is working with Blue Mountain Station tenants to register for FABREO. There were business leads for the second building that Kathryn is following up on. Dickinson, Witherington, Commissioner Marvin and Litzenberger had a meeting on Monday. Litzenberger stated that they have no interest in completing the building and intend to sell the building. The Port would have first right of refusal. Dickinson has contacted the Port attorney to discuss compliance with terms of the lease regarding an appraisal.

Dickinson stated that Frontier Rail is removing tracks at Seneca. Paul Didelius and Chris Shires are communicating about having Seneca lease part of the railroad. Seneca will store the ties at the vacant Port lot near the viaduct. In the Spring they will test run cars for Seneca.

Dickinson provided an update on the community and economic development. Dickinson and Witherington attended the Bike Trail meeting. They will be applying to the Department of Transportation to see if they can receive money for design.

David Klingenstein was a special guest at the Economic Development Steering Committee Meeting to discuss broadband. There was a bill that passed that will allow Ports to have more authority to address broadband. There is a definite need for reliable and efficient broadband in our community and Klingenstein is exploring options. Dickinson met with the new staff of the planning department to see how they see the future and to make sure expectations are very clear. This was a very well received meeting. The hospital grand opening was very well attended and there are many new services available to our community. Task Force is applying for a grant from Sherwood Trust for Caboose Park.

Witherington provided an update on what she has been working on in the last two weeks. There was one Cup of Joe at Washington Federal where Witherington and new Chamber Director, Melissa Bryan, were highlighted. Witherington is working with the school and local business owners to re-start an internship program. She also did research to see what it would take to put in electric car chargers at Blue Mountain Station. Tesla will cover 50% of the installation cost. There will be two Tesla chargers and one universal charger. Walla Walla Electric has been contacted to put additional power at Blue Mountain Station.

Dickinson provided handouts of our current Comprehensive and Strategic Plan and also one from the Port of Chelan to be used as comparison. Marvin stated that he would like the new plan to be smaller than the previous. Dickinson modified the table of contents. A new section, Economic Development, will be added and will include an overview and strategic goals, telecommunications. Another new section will be added, Strategic Plan or Goals which will include Goals, Policies, Objectives and Implementation. Commissioners agreed with the outline.

The following vouchers were presented for approval of payment:

Payroll	\$11,933.42	Chapman	\$9,901.51
WCIF	\$1,407.00	Incidental Checking	\$175.00
Banner Bank	\$4,680.32	Total Comfort Solutions	\$380.75
Banner Bank	\$2,266.07	City of Dayton	\$553.50
Banner Bank	\$4,216.67	Walla Walla County Treasurer	\$37.00
Liberty Theater	\$300.00	Quality Roofing	\$812.26
NPR	\$580.00	TVTV	\$65.00
2K Electric	\$808.24	Pacific Power	\$1,287.76
Dayton Chronicle	\$59.60	Basin Disposal of WW	\$141.45
Overhead Door	\$1,234.08	Basin Disposal Inc	\$32.44
CenturyLink	\$273.61	Cardmember Services	\$1,033.37
Col. Co. Treasurer	\$507.30	Jennifer Dickinson	\$107.46
City Lumber	\$10.36	Angela Smith	\$337.06
Western Restaurant Supply	\$2,657.32	Artmil	\$263.76
Total Office Concepts	\$79.08	Waitsburg Times	\$108.00
Touchet Valley Landscaping	\$1,606.09		

The amount of vouchers approved for payment was \$47,855.48.

An executive session was held to discuss a potential real estate sale. Commissioner Marvin stated that no action would be taken after the session. Executive session started at 10:47 am and lasted until 11:14 am.

Meeting reconvened at 11:14 am and was adjourned. Next meeting will take place on April 11, 2018 at 7:00 pm at the Port of Columbia.

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Fred Crowe, Secretary