

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
April 10, 2019

Chairman Crowe opened the meeting at 7 pm. Those present were Commissioners Marvin, Crowe and Warren, Executive Director Dickinson, Economic Development Coordinator Witherington, Auditor Smith and Special Guest Wrandoll Brenes from PocketiNet

The minutes from the March meeting were discussed. **MOTION:** Made by Commissioner Marvin, and seconded by Commissioner Warren to approve the March minutes as written. Motion carried with no further discussion.

The 2019 monthly budget report was reviewed. Some tax revenue came in March. There was a lot of travel in March with Dickinson and Witherington going to Olympia.

There were four leases to be signed by the commissioners. The first lease is a one-year renewal for Dianne Patton & Steve Riffin for the Bell Farmhouse. The second is a one-year lease for Biker B's Bath Works for Suite B at Blue Mountain Station. The third is a two-year lease for Paco's Mechanical and Powder Coating for 521 Cameron. The fourth is a two-year lease for Red Band Cellars for 3 Port Way. Commissioners signed all leases.

Dickinson and Witherington went to Olympia to present to CERB regarding broadband. They were granted the funds to complete a feasibility study. They are reviewing pre-contract requirements and completing a scope of work. They will contract with PocketiNet. Randall from PocketiNet talked about their service and their intentions of expanding to Columbia County. They are currently in a contract with the Port of Garfield on their broadband design. **MOTION:** Made by Commissioner Warren, and seconded by Commissioner Marvin to appoint contract with PocketiNet for the broadband feasibility study. Motion carried. Commissioners also signed a letter to CERB stating that the matching funds for the feasibility study are available.

Smith completed the Annual Management Plan II and submitted to the Corp of Engineers. The electrical certification was approximately \$14,000. When the electrical certification paperwork was completed by Walla Walla Electric, they said more work will need to be done next year to become 100% compliant.

The following maintenance items were completed in the Industrial Park; the lock was replaced at 521 Cameron and regular lawncare maintenance began.

Dickinson provided an update on Blue Mountain Station Building #2. The way the building is set up now, the Port cannot afford the improvements even with revisions to the plans. The firewalls and additional HVAC units are very expensive. There are two options; 1. Do not have any tenants. 2. Only have one firewall, one bathroom and one tenant. Commissioners were given a handout of all options and the financial outcome for each. There was an in-depth discussion regarding all options and the possibility of having additional walls and HVAC at a later time. Marvin asked about the impact of only having one tenant. Witherington indicated that she has developed a good relationship with this business and would be willing to help find him another space. **MOTION:** Made by Commissioner Marvin, and seconded by Commissioner Warren to accept and move forward with the recommendations provided by the Executive Director; Concrete-KCI \$59,378.55, Plumbing-Total Comfort Solutions \$41,233.22, Electrical-Walla Walla Electric \$33,547.00 and to request revisions for HVAC, Drywall & Painting, Insulation, and Framing & Doors. Revisions will be sent to the Commissions and a special meeting will be announced. Motion carried with no further discussion.

The construction on the greenhouse at Blue Mountain Station is complete and the Co-op has flowers for sale. They will be doing more advertising and will hold a grand opening event on April 19, 2019. Jean McKeen is helping with the downtown flower baskets and Memorial Day pots. There will also be an Easter Egg Hunt at Blue Mountain Station on April 20, 2019 at 11:00 a.m.

The Waitsburg/Dayton Trail continues to move forward and the railroad is very supportive of this. Alex Stone with Washington State Department of Transportation who is offering technical assistance has been having monthly Steering

Committee meetings. Witherington is working on an adjacent landowner letter that will be sent in the next few weeks. There will be an open meeting for landowners to provide feedback and address problems and concerns.

Dickinson provided the Executive Director report. She and Witherington went to Olympia and had a very successful trip. They met with State Representatives regarding railroad funding, school funding, ADO funding, city wastewater treatment facility improvements and CERB funding. The Columbia Pulp video is on Facebook.

Witherington provided the Economic Development Coordinator report. She has been meeting with Meagan Bailey, Planning Director, regarding affordable housing development. She also attended a Washington State Department of Commerce program on affordable housing which provided an overview of available state program and guidance on moving forward. Bob Hutchens with the hospital stated that senior housing is going to be part of the hospital districts strategic planning this month. The last Cash Mob was a success and she is submitting the program to the Washington Public Ports Association for their Community Outreach Award.

The Economic Development Plan for Columbia County was reviewed. This will replace the plan prepared by SEWEDA. If approved the plan will be reviewed at the annual meeting in December. The Commissioners have requested to review this and it will be discussed at next month's meeting.

Dickinson and Witherington will continue to work on the strategic plan. If an extension is needed, it will be discussed at the May meeting.

The following vouchers were presented for approval of payment in the approved amount of amount of \$55,411.46

Payroll	\$16,797.51	Jennifer Dickinson	\$212.93
Basin Disposal of WW	\$115.18	Summit Contracting	\$2,380.40
Basin Disposal Inc	\$34.04	Touchet Valley Landscape	\$1,556.64
Marinella & Boggs	\$750.00	Double T Construction	\$151.76
Dayton Chronicle	\$101.31	WA State Farmers Market Assoc	\$500.00
CenturyLink	\$310.41	Blue Mountain RC&D	\$200.00
FerrellGas	\$933.27	Dept of Revenue	\$4,240.23
LEAF	\$201.73	Employment Security	\$66.55
SunPest Management	\$107.90	Dept of L&I	\$369.93
Banner Bank	\$4,680.32	DRS	\$25.00
Banner Bank	\$2,380.98	Liberty Theater	\$320.00
Banner Bank	\$4,216.67	NW Public Broadcasting	\$580.00
Banner Bank	\$1,711.31	Darrell Chapman	\$81.30
WCIF	\$2,222.50	Total Office Concepts	\$30.85
Dayton Mercantile	\$27.32	US Linen & Uniform	\$88.64
Dingles	\$42.59	Rock Hill Concrete	\$316.35
Pacific Power	\$2,088.56	Walla Walla UB	\$510.00
Cardmember Services	\$2,482.66	City of Dayton	\$1,360.45
Newcomb Architecture	\$1,150.00	City Lumber	\$9.35
Kathryn Witherington	\$1,065.95	Dayton Tractor	\$249.15

Meeting was adjourned at 8:23 p.m. Next meeting will take place on May 8, 2019 at 7:00 p.m. at the Port of Columbia.

Earle Marvin, Secretary