

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
December 14, 2016 at Port Office

Commissioner Marvin opened the meeting at 10:00 am. Those present were Commissioner Crowe, Marvin, Manager Dickinson, Auditor Angela, EDC McMasters, WSBD member Joe Jacobs & client Larry Kessee, Grain Growers staff member Mitch Payne, members of the press Michele Smith and Kaye Eaton.

The minutes from the November meeting were discussed.

MOTION: Made by Commissioner Marvin, and seconded by Commissioner Crowe to approve the November minutes. Motion carried with no further discussion.

Dickinson introduced Joe Jacobs, Washington Small Business Development Coordinator of Walla Walla. Joe supports Walla Walla and Columbia County regions, however, this is a statewide program so the opportunity to connect with other regions with business opportunities increases. In 2016 clients in our region associated with WSBD have accessed 4.9 million of the 11 million dollar cap, there were 7 new businesses and 20 new jobs.

Jacobs brought client, Larry Kessee, to explain the process beginning to end. Kessee stated that he is currently retired and living in the Tri-Cities area registered as an architect in the state of Washington. He has been interested in Dayton for many years. He comes here to hunt and attend many events that are held in Dayton (Mule Mania, All Wheels, Murder Mystery, etc). While staying at the Weinhard Hotel in June/July, he was told it is for sale, which sparked his interest. Kessee stated that he started looking at the hotel and community. He also researched the local market. After deciding that he wanted to move forward and had been approved for financing, he contacted Jacobs. With the help of Jacobs they created a business plan and requested hotel financials including the past 3 year's tax returns. Jacobs reached out to Jim Fletcher who works in the Wenatchee region who also specializes in QuickBooks to help analyze the information. Jacobs helps the potential business owner decide if the business would be financially smart.

McMasters refers potential business owners needing assistance to Jacobs. 65-70% of businesses in the United States will be for sale in the next year can cause jobs and investment to leave the community. It is ideal for sellers to meet with Jacobs 2-3 years prior to wanting to sell the property to make sure that documents are in order.

Jacobs ended the discussion by stating that they appreciate all the local support from the Dayton and Walla Walla region. SBDA provides money to the organization, but local businesses need to match the amount given to continue support. Without the donation and support, small businesses in the Walla Walla region would suffer. The Port of Columbia contributes \$1,750 annual to the Walla Walla SBDC.

Dickinson reviewed the monthly budget report and says 2016 is shaping up to end with a higher cash balance than projected.

Dickinson notified commissioners that Embee Meche, currently leasing month to month, gave notice to vacate by December 31. Gemmell's is also on a month to month lease, so they could give notice at any time well.

The 2017 meeting schedule was reviewed. Commissioner Marvin stated that he would like all meetings to be during the day. Evening meetings are an inconvenience and staff has to come back to work. Dickinson stated that when choosing meeting times, we need to be considerate of all involved, including members of the press and those who are working and unable to attend day meetings.

MOTION: Made by Commissioner Crowe, and seconded by Commissioner Marvin to approve 2017 meeting schedule as prepared. Motion carried with no further discussion.

McMasters gave an update on activities at the Blue Mountain Station. He gave a tour of BMS to WSU students and peers. The Co-op annual meeting was very well attended at 37 and there were lots of new faces. The new building has the stemwalls up and an address has been obtained. There are two potential clients leaving one space potentially available. The Co-op classes are very well attended. The last class regarding knife skills was taught by Dan Thiessen from WWCC and had 17 attendees. The next Co-op offered class is planning your garden on January 8th.

Dickinson gave an update on the Industrial Park. Kyle's Custom Toys and Towing has agreed to provide snow removal at not only the industrial park but also at BMS. They are doing a great job and are very professional. There was a roof leak at District Court that has been fixed. There was also a security system that was put in at District Court/Juvenile Justice. The Port was not notified of this. Jay's Garage had a problem with their HVAC unit and Chapman has been contacted.

Dickinson said the WSDOT rail project funds may now be funneled directly to the rail operator, which simplifies our bookkeeping. Frontier is considering bids received for the bridge work, including replacement of one bridge with a culvert. They are still waiting on final bids on the siding project. Dickinson is also working with Frontier on right of way permits that are in progress.

Mitch Payne with NW Grain Growers showed commissioners a property near their seed processing facility that they are interested in obtaining so they can expand the seed plant. Dickinson said Frontier Rail is talking to the potential shippers in that area before making a decision to eliminate that spur.


Dickinson updated commissioners on Seneca's wish to purchase an old spur adjacent to their seed plant that has not been used in years and is partially paved over. Frontier has no issue with selling the property. Dickinson shared her research in coming up with an approximately value for the property. A public hearing to declare the property surplus must be held, and commissioners set the hearing for January 11th at 10 am. Commissioners agreed that a range of \$25,000 to \$30,000 per acre was fair for the property

Dickinson attended the tourism survey presentation on December 13, 2016. Columbia Pulp's financing is stalled until after the holidays, so no groundbreaking in December. The election has the bond market in turmoil and the interest rates on bonds skyrocketed. Dickinson also wrote an article in the UB regarding the Port. These will be bi-monthly articles in the Business Monthly, and Dickinson said commissioners are welcome to contribute as well.

McMasters gave his EDC report. He has a lead on a BBQ sauce processor interested in Columbia County. He organized and participated in the PitchIt! Business plan media event on November 16, 2016. McMasters, Spooner and Jacobs presented at the Dayton Middle & High School to kickoff Global Entrepreneurship Week. There will be a public Blue Mountain Regional Trails planning meeting January 30, 2017 at 5:30 pm at the Best Western. The community will be have the opportunity to give input on what and where they would like to see trails. McMasters also reminded members of the CEDS meeting on December 21, 2016 at 11:30. Attendees will review and prioritize projects and vote on the top 3 priorities for the upcoming year.

Payroll expenses	\$15,061.19	HB Cleaning Service	\$288.69
Boe Designs	\$195.00	WFIC	\$815.80
Oxarc	\$56.59	Dayton Chronicle	\$593.03
Dayton Chamber	\$2,500.00	Quality Roofing	\$487.38
Smith brothers	\$823.09	City of Dayton	\$548.30
Touchet Valley Television	\$135.00	Banner Bank	\$4,680.32
State Auditor's Office	\$577.22	Banner Bank	\$2,266.07
Ben's Roofing	\$6,031.61	Banner Bank	\$4,216.67
Apollo	\$1,725.90	Incidental Fund	\$345.00
Artmil	\$785.74	CJ Bookkeeping	\$90.00
Elsom Roofing	\$439.97	Northwest Public Radio	\$575.00
Dingles	\$73.69	Cardmember Services	\$1,217.91
Century Link	\$256.57	Lou Waggoner	\$675.00
Union Bulletin	\$75.00	Basin Disposal - BMS	\$111.86
Dayton Mercantile	\$31.54	Basin Disposal - Port	\$15.08
Total Office Concepts	\$96.32	Pacific Power	\$901.26
Capital Press	\$89.99	Pitch It!	\$1,000.00
US Linen & Uniform	\$122.16	Jennie Dickinson	\$737.28
Walla Walla Web Weavers	\$120.00	Brad McMasters	\$350.00
WA State Dept of Commerce	\$70.00	Angela Smith	\$407.33

Meeting was adjourned at 11:15 am. Next meeting will be held January 11 at 10:00 am at the Port of Columbia.


 Earle Marvin, Secretary