

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
October 9, 2019

Chairman Crowe opened the meeting at 3:30 p.m.

Present: Commissioners Marvin and Crowe, Executive Director Dickinson, Economic Development Director Witherington

Guests: Todd Brandenburg, Wrandal Brenes

Press: JJ Dipple, Michele Smith

Brenes and Brandenburg updated commissioners on the rural broadband feasibility study PocketiNet is performing for the Port. Brenes shared a map of a preliminary backbone of fiber throughout Dayton. The possibility of building in phases, starting with commercial zones, was discussed. PocketiNet will next help with an estimate on cost and financial modeling. Witherington reported that once PocketiNet's work is complete, the next step in the feasibility study will be public outreach.

The previous month's minutes were discussed. **MOTION:** Marvin motioned to approve minutes as written. Crowe seconded, motion passed.

The September budget numbers were reviewed. Expenses to complete work at Building #2 at Blue Mountain Station and a higher than anticipated insurance bill were the notable expenses this month.

The 2020 Draft Budget was reviewed.

Under Expenses, Dickinson suggested that the Port use 2020 as a chance to maintain existing buildings and rebuild the Port reserves after the expenses of Building #2 in 2019. She suggested that employees not receive raises. Some salary costs have been moved to janitorial. Payroll expenses and benefits are projected to go up slightly in 2020 due to an increase in PERS rate. Utilities continue to rise in cost. Staff will do an analysis on rising costs to determine if there's anything to be done to lower them.

Under Revenues, the projected revenues include a 1% levy increase (\$4,125) plus projected value increase due to Columbia Pulp (anticipated to be around \$30,000). Notable changes in existing revenues include a reduced rate on GSA rent after their first five years, once tenant improvements are paid off. Reduced rate will start in November 2020. A discussion was held on whether or not rents should be raised as leases come up for renewal due to the large increase in our property insurance costs. **MOTION:** Marvin motioned that rents be increase by 2-5%, excluding Blue Mountain Station tenants, as leases come up for renewal. Crowe seconded. Motion passed.

The November meeting date will be moved forward one day to Tuesday, November 12.

Leases for new tenants Boe Designs and Jordan Henderson Fine Art were reviewed and signed by commissioners.

Lyons Ferry Marina: US Army Corps wants to start the planning process a little earlier than usual for next year. Dickinson will be meeting with marina tenants to begin identifying needs.

Rock Hill Industrial Park: New gutters were put on Port office building.

Blue Mountain Station: Marketing efforts will focus on increasing use of the commercial kitchen, since other spaces are full. Building #2 needs gravel added in back. Maintenance included work on the forklift, commercial kitchen freezer, and Oktoberfest prep including landscaping and window cleaning.

CWW Railroad: Columbia Rail will perform weed maintenance on a 14' swath. It's impractical to treat the entire 100' right of way. Dickinson is working with operator Paul Didelius to renew the lease. In the meantime, it has become a month-to-month lease.

Touchet Valley Trail: An RFQ for design and engineering on the trail was advertised for two weeks, and 6 firms or plan centers contacted the Port for more information. Anderson Perry was the only firm that submitted a Statement of Qualifications.

Dickinson and Witherington interviewed Anderson Perry. **MOTION:** Marvin motioned to grant the Port Executive Director the right to proceed with contract negotiations with Anderson Perry. Crowe seconded. Motion passed.

Executive Director Update: Dickinson has been asked to speak at the Governor’s Smart Planning Award presentation for the Blue Mountain Region Trails project. The Port of Columbia is one of municipalities receiving this award. She also suggests that we perform an economic impact analysis of the Port in Columbia County in the next year. Commissioner Marvin likes the idea and suggests staff begin work on it as soon as possible.

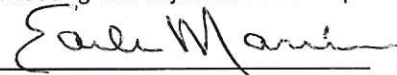
Economic Development Director Update: Witherington presented Resolution No 2019-05 to commissioners, designating November as Columbia County Entrepreneurship Month. This is in line with efforts from the Department of Commerce to maximize entrepreneurship opportunities in the month of November as part of Global Entrepreneurship Month. This will include both celebration of existing entrepreneurs and assistance for interested members. **MOTION:** Marvin moves to approved Resolution No. 2019-05. Crowe seconded. Motion passed. Witherington also reported that Columbia Pulp’s Lyons Ferry facility is operational.

Executive Session on Evaluation of Personnel began at 5:00 p.m. and was concluded at 5:11 p.m. with no action taken.

The following vouchers were presented for approval of payment in the approved amount of amount of \$ 157,357.49.

	Payroll	20,052.38	10188	Jay's Garage	308.46
10167	Enduris	45,725.00	10189	Northwest Public Broadcasting	580.00
10168	Banner Bank	2,380.98	10190	Overhead Door Co. of Walla Walla, Inc.	159.89
10169	Banner Bank	4,216.67	10191	Dept of Labor & Industries	1,231.07
10170	Banner Bank	2,440.84	10192	Employment Security Dept.	114.30
10171	Banner Bank	4,680.32	10193	Pacific Power	873.99
10172	Basin Disposal Inc	34.04	10194	Steves Custom Decals and More	10.00
10173	Jennifer S Dickinson	49.78	10195	Smith Insulation	22,662.20
10174	Kathryn L Witherington	439.04	10196	Walla Walla Electric, Inc.	12,949.08
10175	LEAF	201.73	10197	Total Comfort Solutions, LLC	13,384.31
10176	Total Office Concepts	63.75	10198	Walt's Plumbing & Septic Tank Service	61.14
10177	Touchet Valley Television, Inc	65.00	10199	Sun Pest Management	63.66
10178	US Linen & Uniform	128.50	10200	Dept of Revenue	5,328.25
10179	Valerie J Kerr	131.84	10201	Dayton Chronicle	817.94
10180	Agri-Times	20.00	10202	Waitsburg Times	360.00
10181	Apollo Heating & Air Conditioning	581.02	10203	Ferrellgas	576.75
10182	Anchor Raingutters, Inc	788.07	10204	CenturyLink	318.16
10183	Barker, Inc.	7,355.85	10205	Basin Disposal Inc	0.00
10184	Chapman Heating, Inc.	983.19	10206	Cardmember Service	1,146.47
10185	City of Dayton	2,226.20	10207	MBG Cleaning Services	1,130.00
10186	Dayton Merchantile	53.14	10208	Touchet Valley Landscapes	2,602.51
10187	Dingle's	19.13	10209	City Lumber	42.84

Meeting was adjourned at 5:11 p.m. Next meeting will take place on November 12, 2019 at Port of Columbia office.


 Earle Marvín, Secretary