

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
April 8, 2020

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

Present Via Zoom: Commissioners Marvin, Crowe, and Aschenbrenner, Jennie Dickinson, and Jennifer DeLannoy, members of the press Melissa Gemmell and Michele Smith.

Minutes: The previous month's minutes were discussed. **MOTION:** Commissioner Crowe moved to approve the minutes as written, and Commissioner Aschenbrenner seconded it. Motion carried unanimously.

Budget Report: The current budget report was discussed. Dickinson was surprised that the bill for last year's election was \$4,600. This cost has gone up a lot in the last few years, and seems spendy for one name on a ballot. The broadband feasibility study cost of \$30,000 will be 75% reimbursed by CERB.

Leases: Two leases were presented for renewal: RAD Driving School 2-year renewal with a 3.9% rent increase, and the Bell House residential lease 1-year renewal with no rent increase. Rental of the secured parking lot on Cameron Street was amended. The lease addendum for that parking area was removed from Jay's Garage's lease and an addendum adding it to Paco's Mechanical and Powder Coating's lease at \$75 a month was presented. Due to the remote meeting making signatures impossible, Dickinson asked Commissioner to vote on renewals and the addendum. (Usually they give approval by signing the documents.)

MOTION: Commissioner Crowe moved and Commissioner Aschenbrenner seconded a motion to approve both lease renewals and the parking lot addendum. Motion carried unanimously.

Rock Hill Industrial Park: A gutter was replaced at 3 Port Way, and a doorknob was replaced at 517 Cameron. Most businesses in the industrial park are either

Lyons Ferry Marina: The campground and boat launch are closed due to the COVID-19 stay at home order. The final portion of the US Army Corp of Engineers annual management report was completed and submitted before the deadline of April 1.

Blue Mountain Station: Commercial kitchen use is significantly decreased due to the COVID-19 closures. Distillers cannot provide tastings, but XO Alambic is making hand sanitizer for local first responders. Mama Monacelli reports her business orders have decreased significantly. In contrast, the Co-op Market and Humble Honey processing businesses are both seeing increased sales.

CWW Railroad: Currently operating but still hurting from the flood.

Community & Economic Development Report: Dickinson reported that the Touchet Valley Trail concept plan is still being worked on, payment for the broadband study is complete, and she has been sending out regular eNewsletters to the community to help keep businesses and residents informed about the current health status of the county, opportunities for business grants and loans, plus much more. Dickinson was successful in finding funds for Project Timothy to provide individuals with rent, utility, and food assistance. DeLannoy reported working almost exclusively on COVID-19 small business help. We have partnered with the Chamber of Commerce to make flyers with restaurant take-out and other business information and mailed it to most households in the county. Secured signage for businesses and started accepting applications for the Working Washington Small Business Emergency Grant.

Fred Crowe submitted his resignation as Port commissioner for District 3 due to a change in residence. His resignation is effective April 9th. He and his wife moved into town, and their new house is in a different commissioner district. Dickinson provided a press release she had prepared seeking applicants for the position. Applicants need to apply by May 1. Commissioners Marvin and Aschenbrenner would like to fill the position as soon as possible, so a special meeting may be called.

Discussion on COVID-19 and Emergency Declaration Resolution: Dickinson has been participating in conference calls with the Washington Public Ports Association, and most Ports are declaring emergencies for the purpose of making decisions on staffing, potential rent deferrals, and other COVID_19-related issued on an emergency basis. Dickinson said that three businesses have already asked for rent deferrals. Dickinson recommends suspending late fees and interest through June 30th and approving deferrals on a case by case basis as requested by businesses. Marvin suggested a 6-month repayment period and adding a notice on the front door about the option for deferral if needed by tenants. Leasehold taxes will still need to be paid by the Port even if a business does not pay rent.

Resolution 2020-03: Emergency Declaration COVID-19 – A resolution ratifying the emergency declaration made by the executive director on March 21, 2020. Crowe moved to approve the resolution, and Aschenbrenner seconded it. Motion carried unanimously.

The following vouchers were presented for approval of payment in the approved amount of amount of \$ 84,035.99.

10420-10426	Payroll	\$13,540.11	10443	Columbia County Treasurer	\$271.65
10427	Employment Security Dept.	\$89.63	10444	Dingle's	\$8.66
10428	Employment Security Department	\$90.82	10445	Ferrellgas	\$1,189.17
10429	Banner Bank BMS #2 Bond - 9342	\$2,440.84	10446	MBG Cleaning Services	\$1,210.00
10430	Banner Bank IB#2 - 1189	\$4,216.67	10447	Oxarc, Inc	\$345.47
10431	Banner Bank - 1585	\$3,205.27	10448	Pacific Power	\$1,262.50
10432	Banner Bank - GO Bond - 3946	\$2,380.98	10449	Sun Pest Management	\$63.66
10433	Banner Bank - 1585	\$1,475.05	10450	Total Office Concepts	\$12.91
10434	Anderson Perry, Inc.	\$2,488.15	10451	Touchet Valley Television, Inc	\$65.00
10435	Jennifer S Dickinson{O}	\$111.80	10452	Walla Walla County Treasurer	\$37.00
10436	Dayton Chamber of Commerce	\$2,500.00	10453	AWB - Association of WA Business	\$575.00
10437	Apollo Heating & Air Conditioning	\$3,581.26	10454	City of Dayton	\$1,339.50
10438	Artmil, Inc.	\$747.74	10455	City of Dayton	\$1,715.33
10439	Basin Disposal Inc	\$55.10	10456	Cardmember Service	\$2,000.00
10440	Basin Disposal of Walla Walla	\$115.98	10457	PocketNet	\$30,000.00
10441	Brewer's Bookkeeping & Payroll Services	\$1,200.00	10458	Leaf	\$201.73
10442	Col. Co. Auditor	\$4,674.76	10459	CenturyLink	\$314.25
			10460	Walla Walla Union Bulletin	\$510.00

Meeting was adjourned at 4:07 p.m. Next meeting will take place on May 13th via Zoom unless circumstances change.



Dan Aschenbrenner, Secretary