

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
September 9<sup>th</sup>, 2020

Chairman Marvin opened the meeting at 3:30 pm

**Present Via Zoom:** Commissioners Earle Marvin, Sean Milligan, and Shawn Brown, Executive Director Jennie Dickinson, Port Administrative Assistant Kelly Hinds, members of the press Michele Smith and Melissa Gemmell.

Marvin asked for any public comments: None at this time.

**Minutes:** Minutes from August 12th regular meeting and the August 31st Special Meeting were reviewed.

**MOTION:** Commissioner Milligan moved to approve both sets of the minutes as written, and Commissioner Brown seconded it. Motion carried unanimously.

**Budget Report:** Dickinson reported that lease revenue continues to come in as planned. A grant from Pacific Power was received to help cover the Rock Hill Trail maintenance costs. We may not have to do a budget amendment after all as our total expenditures for the year will likely not exceed what was budgeted because the trail design project will extend into 2021.

**Leases:** No new leases to report this month.

**Rock Hill Industrial Park:** Touchet Valley Landscaping trimmed the Rock Hill Trail and has been trimming bushes and hedges in the Industrial park. Dayton Electric replaced a ballast in Desperado Cowboy Bullets' building.

**Lyons Ferry Marina:** The Corps of Engineers scheduled their annual inspection after all, and has scheduled with Jennie Dickinson to meet them there at 10 a.m. on Monday September 14<sup>th</sup>.

**Blue Mountain Station:** A new countertop Kitchen Aid mixer was purchased for the commercial kitchen. Rusty Figgins of XO Alambic sold his business and is vacating Suite J. Red Band Cellars has been asking for more space for several months, so that business will now rent Suite J in addition to their space in the industrial park. An outdoor table was damaged due to the wind storm that came through over Labor Day Weekend. There has been a wasp problem with reported various nests on the property and Douglas Hinds from Pacific Power volunteered to spray them. The Co-op has been very busy.

**CWW Railroad:** Dickinson and Port attorney Kim Boggs responded to the railroad-related public records inquiry from Columbia REA. There were branches left behind along the rail line and properties after the rail operator came through with regular trimming maintenance that need to be removed. Commissioner Marvin would like to push forward with rail rehabilitation funding and have more commissioner involvement. Approved sending a letter to Paul Didelius of Columbia Rail and Paul Webber of HDR Engineering inviting them to attend the November meeting for discussion.

**Community & Economic Development:**

- **Executive Director Report:** Dickinson provided a written report to the commissioners in their packets.
- **Broadband Project:** Received positive feedback on the Broadband Informational Meeting. The project will require \$200,000 in matching funds if state funding is awarded. Dickinson will ask community

partners for assistance. The \$200,000 will cover the cost of designing the system, which needs to get underway soon.

- **Port of Columbia COVID-19 Small Business Relief Fund:** A committee of six reviewed the second round of grant applications and recommended awards.

Earle Marvin brought up a concern shared by the commission regarding a lack of redundancy in knowledge of Port operations if Dickinson were unable to perform her various duties. Jennie Dickinson pointed out that she has been working with less staff in order to rebuild our reserve. Discussion of a redundancy plan will be placed on the next agenda. Marvin also wanted to make sure that the other commissioners were receiving important e-mails from the WPPA. Dickinson will follow up. October 29-30, 2020 is the date set for the Small Ports meeting which will be held virtually this year rather than in Leavenworth.

**Vouchers for Small Business Grants:** Dickinson presented a voucher for distribution of grant funds.

**MOTION:** Commissioner Milligan moved and Commissioner Brown seconded a motion to approve Port Small Business Relief Funds (PRsBR) distribution in the amount of \$170,718.07. Motion passed unanimously.

**Approval of vouchers:** Commissioners approved regular monthly vouchers in the amount of \$59,593.58.

10671 - 10682	Payroll	14,077.89	10699	Dingle's of Dayton	28.10
10683	A-1 Plumbing	1,048.61	10700	LEAF	201.73
10684	Anderson Perry, Inc.	14,449.80	10701	MBG Cleaning Services	1,210.00
10685	Armored Knights Locksmith	334.96	10702	Orkin	402.96
10686	Banner Bank - 1585	3,205.27	10703	Pacific Power	857.15
10687	Banner Bank IB#2 - 1189	4,216.67	10704	Sun Pest Management	63.66
10688	Banner Bank BMS #2 Bond - 9342	2,440.84	10705	Total Office Concepts	23.00
10689	Banner Bank - 1593	1,475.05	10706	Touchet Valley Landscapes	6,705.31
10690	Banner Bank - GO Bond - 3946	2,380.98	10707	Total Comfort Solutions, LLC	234.06
10691	Basin Disposal of Walla Walla	115.98	10708	US Linen & Uniform	128.50
10692	Basin Disposal Inc	35.56	10709	Jennifer S Dickinson{O}	44.08
10693	Brewer's Bookkeeping & Payroll Services	1,200.00	10710	Boe Designs	500.00
10694	CenturyLink	320.09	10711	Touchet Valley Television, Inc	65.00
10695	Chapman Heating, Inc.	660.16	10712	Cardmember Service	1,290.19
10696	City of Dayton	1,764.21	10713 -		
10697	Crown Paper & Janitorial Supply, Inc	71.77	10736 10737 -	PSBRF #1	153,730.42
10698	Dayton Chronicle	VOID	10741	PSBRF #2	16,987.65

The meeting was adjourned at 4:05 p.m. by Earle Marvin

  
Sean Milligan, Secretary