

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
December 9th, 2020

Chairman Earle 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 the November meeting were reviewed.

MOTION: Commissioner Milligan moved to approve the minutes, and Commissioner Brown seconded it. Motion carried unanimously.

Review monthly budget: Received tax revenue in November of \$57,000 and should receive more in taxes this month of December. Tax revenue for the Port is down about \$29,000 for the year. We still have several grant reimbursements to come in, hopefully before year's end. We are at approximately 93% of projected income. \$17,681 was the last of the CARES monies for business grants. \$70,000 was saved through salary and budget cuts for the year.

2021 Meeting Schedule: The proposed meeting schedule is the same – the second Wednesday of every month at 3:30 p.m.

Motion: Shawn Brown moved to adopt the proposed meeting schedule, with the understanding that the June meeting will held at Lyons Ferry KOA at ten a.m. if restrictions have been lifted. Sean Milligan seconded the motion. Motion carried unanimously.

Leases: Cowboy Bullets agreed to renew their lease with a 2% rent increase for the next three years. The new rate is \$460 monthly. Commissioners approved. New lease with the subconcessionaire at Lyons Ferry Marina has been postponed. The bank did not like our requirements for assigning a beneficial interest in the lease to secure a mortgage. Current lease arrangements will stay the same for now.

Succession Plan: No change at this time. Dickinson is gathering information and is setting January 2021 as a target date to present a plan.

Comprehensive Plan Review Workshop: The Commissioners have set a date of Friday, December 18th at 1:00 for a workshop to discuss the comprehensive and strategic plans and review with new commissioners. Dickinson will notify the press of a special meeting.

Rock Hill Industrial Park: Replaced glass in some Dayton Tractor windows and repaired exterior security light at Jay's Garage.

Lyons Ferry Marina: Working on completion of the Annual Management Plan report for the Corps of Engineers. Future plans include upgrading or remodeling the upper restroom, purchasing a new sign for the highway and cleaning the rules sign. Plans include replacement of the store windows with more efficient windows, upgrading WiFi in the RV Park, paint the exterior of the store/restaurant building, finish the landscaping around the cabins and finish fencing the dog park. We will also work on planning for RV pull through sites.

Blue Mountain Station: Cedar Rain has been busy making liquors and their tasting room is almost finished. They will have to wait to open until COVID-19 restrictions are lifted. The BMs Co-op Market got their liquor license and will now be selling local beers and wine.

CWW Railroad: Rail car derailed last Thursday, December 3rd due to operator error, not because of the condition of the track. There have been local complaints regarding weed control around the tracks. The rail operator is responsible for controlling the weeds. They spray once a year.

Bike Trail: The bike trail public meeting will not be held until at least February of 2021 depending on completion of the 30% design. Dickinson has been working on a trail maintenance plan with a landscaper. Commissioners would like to review what Anderson Perry has put together over Christmas break if possible.

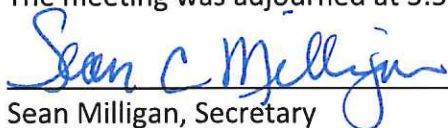
Community & Economic Development:

- **Executive Director Report:** Dickinson will send a zoom invitation for the December 16th CEDS meeting. The Whoopemup Meat Company has changed their name to Table Rock Cut and Wrap. They are making good progress and have found a temporary butcher. Marvin suggested contacting Wally McCauley to see if he might be interested in helping them.

Approval of vouchers: Commissioners approved regular monthly vouchers in the amount of \$55,737.22.

10849 - 10860	Payroll	11,590.09	10877	LEAF	201.73
10861	Anderson Perry, Inc.	10,753.36	10878	MBG Cleaning Services	1,210.00
10862	Banner Bank - 1585	3,205.27	10879	Mid Valley Restaurant Equipment/Service	3,437.44
10863	Banner Bank - 1593	1,475.05	10880	National Pen	153.86
10864	Banner Bank - GO Bond - 3946	2,380.98	10881	Orkin	294.56
10865	Banner Bank IB#2 - 1189	4,216.67	10882	Pacific Power	1,285.28
10866	Banner Bank BMS #2 Bond - 9342	2,440.84	10883	Perfection Glass	3,284.52
10867	Basin Disposal Inc	73.12	10884	Sun Pest Management	63.84
10868	Basin Disposal of Walla Walla	115.98	10885	The Times	105.00
10869	Brewer's Bookkeeping & Payroll Services	1,200.00	10886	Total Office Concepts	12.06
10870	Capital Press	100.00	10887	Touchet Valley Landscapes	1,325.20
10871	Cardmember Service	230.36	10888	Touchet Valley Television, Inc	65.00
10872	CenturyLink	Voided	10889	US Linen & Uniform	117.22
10873	City of Dayton	1,403.00	10890	Washington Public Ports Association	150.00
10874	Dayton Chronicle	90.75	10891	CenturyLink	321.79
10875	Dayton Merchantile	12.18	10892	Lyons Ferry Marina	4,378.81
10876	Jennifer S Dickinson{O}	43.26			

The meeting was adjourned at 3:59 p.m. by Earle Marvin.


Sean Milligan, Secretary