

**Port of Columbia**  
Regular Monthly Meeting Minutes  
July 9, 2024

Chair Bryan opened the meeting at 5:00pm.

**Present:** Commissioners Bryan, Watts and Spring, Port Staff Jennie Dickinson, Jill Essency and Tracy Clark, Presenters Kathryn Witherington of Common Roots Housing Trust, Danielle Garbe Reser of Blue Mountain Action Council, 3 members of the public. 3 members of the public attended via Zoom. **Absent:** None.

Pledge of Allegiance was recited.

**Public Comment:** None.

**Approval of Minutes:** Commissioner Watts moved to approve the minutes from the June 12<sup>th</sup> regular meeting, seconded by Spring. Motion approved.

**Finances: Monthly Budget Report & Approve Vouchers –** Dickinson explained a couple of unusual warrants. The vouchers were approved. Commissioner Spring asked that a percentage formula be added to the Total Expenses line item on the budget report.

**2023 Annual Report:** The accountants report was provided to the commissioners. Dickinson reported that a federal audit will take place in September.

**Leases:** There were no leases to be signed. The Club has given notice they will not be renewing their lease of Suite B in the Co-working building.

**Comprehensive Parks Master Plan:** Dickinson stated there were only a couple of minor changes to the Master Plan and that the updated version will be posted on our website. Spring would like to see a recreation map created. Essency is working on creating one. Public Comment was opened by Chair Bryan. No comments were made. Spring moved to adopt Resolution 2024-04 for the Cooperative Parks Master Plan, seconded by Watts. Motion approved.

**Rock Hill Industrial Park:** Dickinson reported the water testing of the USDA building has been completed and we are waiting on results from the lab. The Hospital building's HVAC system is not cooling. It was mentioned that a preventative plan might be a good idea for the HVAC systems in our buildings. Dickinson will investigate to see if it is cost effective.

**Lyons Ferry Marina:** Dickinson received feedback on her RCO presentation. There were only minor issues to be addressed. The main takeaway is that we are eligible for the grant requested. The next presentation is due on July 18<sup>th</sup>. There was a fire near Lyons Ferry and campers were given a Level 1 Evacuation notice. The fire was controlled, and no further action was needed. The Swim the Snake event will take place on August 10<sup>th</sup>.

**Blue Mountain Station:** There were 7 responses to the Request for Statement of Qualifications (RFQ) for Architecture and/or Engineering for the Mainstem Malt facility. Dickinson has started interviewing the firms. The Port is turning in a grant application this week. Phil is continuing to apply for grants. Dickinson has been answering questions for Mainstem Malt and submitted letters of support. It doesn't look like we will need to do a cultural resource study since one was done when we bought the site. More than likely a pre-contract SEPA permit will be needed. Watts made a motion to adopt Resolution 2024-05 Authorizing Repayment of CERB Financing for the Craft Malt Facility, Spring seconded. Motion approved. Foodstock will be held on July 20<sup>th</sup> at BMS. Dickinson is still getting inquiries for space at BMS and we have none available. Also, one tenant believes they will outgrow their current space. She would like to start the process of designing another building. The Commissioners agreed to start that process.

**CWW Railroad:** Dickinson looked at the graffitied rail cars stored at Huntsville. She will contact the Sheriff's department to see if anything can be done about it. The rail operator wants to apply for a grant to improve the crossings on 124, the Port will need to be the applicant. If the operator prepares the application, the Port will support it. The rail appraisers, RL Banks, have not given a formal proposal but have offered some rough numbers on

3 different analysis options. The first is a tack valuation, called liquidated valuation. The second is called a feasibility analysis, which would give us an understanding of the revenue being generated at this time. The third is the real estate appraisal, which would show the most value and complete appraisal. The first two would cost about \$24,000 (the rail operator would pay half of any appraisal done). The real estate appraisal would be \$30,000 without detailed analysis. It would be an additional \$15,000 with the details. The consultant budget has about \$38,000 available. The commissioners would like a formal proposal before deciding. Dickinson will ask what the turnaround time would be.

**Dayton Community Broadband:** Phase 1 – Dickinson is working on insurance for the project. **Touchet Valley Broadband:** Phase 2 – There is one more residence and then it will be complete. We still need to do final reports on both projects. **Rural Broadband Planning:** Dickinson attended a WPPA Broadband committee meeting with a representative of National Telecommunications & Information Administration (NTIA) in attendance. They gave the impression that there is a chance to get BEAD funding and they expect some sort of application from our county. They will not release funds unless every county in the state has some project to be funded.

**Staff Reports on Community and Economic Development:** Dickinson reported All Wheels Weekend was successful. We are working on our Fair Booth concept. Northwest Grain Growers asked for a letter of support in expanding their seed plant. Port staff toured a new recreation venture called Jasper Mountain Reserve. Essency continues to meet with businesses. We started a new fiscal year for our ADO contract which meant we needed to submit our standard report and best practices report. We met 100% of our goals or better in business retention & expansion, recruitment startup, export assistance and training. We also submitted our marketing plan.

**Housing:** Kathryn Witherington from Common Roots Housing Trust gave a presentation on what their mission is.

**Blue Mountain Action Council:** Danielle Garbe Reser of BMAC requested a letter of support and a pledge of \$10,000 to help fund their purchase of the Knoblock Apartments. Spring made a motion to provide the letter and pledge, seconded by Watts. Motion approved.

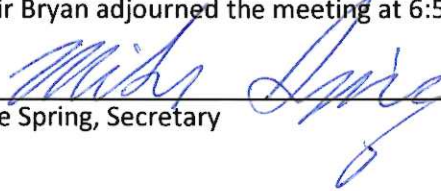
**Dayton Development Task Force:** Dickinson gave a brief update on the last Task Force meeting.

**Final Comments:** Chair Bryan asked for final public comment. Melissa Bryan asked about potential housing at BMS.

**Approval of Vouchers:** Commissioners approved regular monthly vouchers in the amount of: \$145,791.43.

12979-12988	Payroll	25,029.19	13011	Dayton Mercantile	32.70
12989	Kyle Terry	200.00	13012	Dept of Commerce	100.00
12990	Employment Security Department	313.55	13013	Emerge Technologies	70.00
12991	Employment Security Dept.	344.04	13014	Game Inc.	16,193.12
12992	Employment Security Dept.	160.16	13015	Inland Cellular	72.57
12993	Dept of Labor & Industries	480.00	13016	Jamestown Networks	210.27
12994	Dept of Revenue	12,635.67	13017	LEAF	556.76
12995	Jennifer S Dickinson(O)	260.36	13018	MBG Cleaning Services	1,480.00
12996	2Over Publishing	220.00	13019	Mill Creek Mechanical	814.51
12997	Arrowleaf Consulting	1,911.80	13020	Pacific Northwest Waterways Assc.	920.00
12998	Banner Bank - 1585	3,205.27	13021	Pacific Power	1,012.01
12999	Banner Bank - 1593	1,475.05	13022	PacifiCorp (v)	1,227.29
13000	Banner Bank - GO Bond - 3946	2,431.59	13023	Petrichor Broadband, LLC	2,517.00
13001	Banner Bank BMS #2 Bond - 9342	2,440.84	13024	Port of Whitman County	974.70
13002	Basin Disposal Inc	68.25	13025	Quality Signs	3,685.60
13003	Basin Disposal of Walla Walla	136.15	13026	Senske	74.96
13004	Blue Mountain Irrigation & Landscape	3,047.47	13027	Shaelyn Jenkins	275.00
13005	Brewer's Bookkeeping & Payroll Svcs.	400.00	13028	Strategy Northwest, LLC	2,000.00
13006	Cardmember Service	966.15	13029	US Linen & Uniform	119.02
13007	City Lumber	78.99	13030	Vintage	400.00
13008	City of Dayton	2,753.30	13031	Walla Walla Union Bulletin	130.00
13009	Columbia iConnect	156.39	13032	Washington Public Ports Association	575.00
13010	Crown Paper & Janitorial Supply, Inc	303.36	13033	Dept. of Commerce	53,333.34

Chair Bryan adjourned the meeting at 6:53 pm.

  
Mike Spring, Secretary