

Port of Columbia
Regular Monthly Meeting Minutes
August 14, 2024

Chair Bryan opened the meeting at 5:04pm.

Present: Commissioners Bryan, Watts and Spring, Port Staff Jennie Dickinson, Jill Essency and Tracy Clark, 3 members of the public. 2 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 July 9th regular meeting, seconded by Spring. Motion approved.

Finances: Monthly Budget Report & Approve Vouchers – Dickinson explained a couple of the larger warrants. The vouchers were approved. She also explained a couple of items on the budget report that Watts had questions on.

Preliminary Budget Discussion: At the next meeting Dickinson will provide a year-over-year comparison, estimated year end numbers and draft budget. At the October meeting she will present a preliminary budget for discussion and consensus. The November meeting will be the public hearing on the final budget. Dickinson talked about budget considerations that were outlined in the handout the commissioners received from her. Watts would like to see a commitment list to be reviewed before the final budget is formed.

Federal Audit: September will be Dickinson's first Federal and Financial audit. She has met with the auditors and has received a list of needs, which she has begun gathering.

Leases: D&C Detailing has opted for the 2-year renewal option for their lease. The commissioners signed the lease with no questions or comments.

Rock Hill Industrial Park: The Hospital building's HVAC system needed to be replaced. The USDA water testing is ongoing, and the lighting upgrade is taking place in that building. The next lighting upgrades should take place in the Ace Automotive storage bay and at TEMA.

Lyons Ferry Marina: Dickinson will make her next RCO presentation on August 28th. Feedback was given on the last presentation which helped her to tweak her upcoming presentation.

Blue Mountain Station: The Request for Proposal (RFP) has been sent to two Architecture/Engineering firms for the Mainstem Malt facility. Dickinson will make a recommendation at the next commission meeting. The SEPA permit will be done by Anderson Perry. Dickinson continues to meet with Phil and his finance company. Outside organizations continue to ask for tours of BMS. Foodstock took place on another super-hot day. We are considering moving it up one week with the chance of finding cooler weather and maybe an hour earlier to beat the heat of the day.

CWW Railroad: Dickinson contacted the Sherriff's office about the graffitied rail cars stored at Huntsville. There is nothing they can do to assist with their removal. She reached out to the rail operator about possibly moving them to a less visible location. Another rail bank funding is available, but the rail operator hasn't spent the last grant from two years ago. Dickinson will ask what his plans are for fulfilling that obligation. The rail appraisers, RL Banks, have presented a formal proposal for the appraisal. The total came in at \$56,250. This is over the amount Dickinson is allowed to sign without approval from the commission. The rail operator will pay half of the appraisal cost according to our policy. Watts would like to make Didelius aware of the cost before signing the proposal. Spring made a motion to approve Dickinson signing the proposal if Didelius agrees to pay his portion and if not, it will come back for discussion at the next meeting, Watts seconded. Motion approved.

Dayton Community Broadband: Phase 1 – This project is complete. The final paperwork has been filed for the release of the retainage. **Touchet Valley Broadband:** Phase 2 – This project is also finished. The final billing will be

submitted for repayment and closeout paperwork will follow. **Rural Broadband Planning:** Petrichor is working on the BEAD funding requirements. Port of Whitman bought a new hybrid wireless system for testing that might be a viable option.

Staff Reports on Community and Economic Development: Bryan asked about the status of the Cold Spring Lane agreements with the landowners. Dickinson will ask the Port's attorney about the next steps and check with RAMS, Inc., the property management company for the rail operator. The commissioners would like to proceed with resolving this issue. Dickinson attended the WPPA conference in Kalama. She assisted with the Evening at the Depot event. Essency is working with a business who hopes to open an event venue. The Choose Columbia County campaign is picking up Tri-Cities followers. She attended the NW Economic Development course in Lacey. Essency is helping with a new event, Park to Park, that is taking place on August 19th. She also helped with and participated in the Swim the Snake event. Preparations are underway for Fall Family Festival/Oktoberfest being held on September 28th. The Department of Commerce is raising the floor for monies given to the ADOs in 2025. The Port now has an AED device and Essency has been trained on how to use it along with CPR and first aid.

Housing: No report.

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

Final Comments: Chair Bryan asked for final public comment. Dave Harvey suggested the commissioners consider increasing the budget for staff raises. Spring announced Chief Springs has been sold to a young couple who plan on changing the name of the business to Buckwheat Brewing Co.

Approval of Vouchers: Commissioners approved regular monthly vouchers in the amount of: \$286,386.76.

08/01/2024	13034-13043	Payroll	27,660.97	08/14/2024	13071	Department of Health	103.90
08/14/2024	13044	Jill Essency (O)	40.20	08/14/2024	13072	Dingle's of Dayton	50.33
08/14/2024	13045	Jennifer S Dickinson(O)	434.58	08/14/2024	13073	Double T Construction	1,927.30
08/14/2024	13046	2Over Publishing	237.50	08/14/2024	13074	Elk Drug	9.72
08/14/2024	13047	A-1 Plumbing	274.26	08/14/2024	13075	Emerge Technologies	70.00
08/14/2024	13048	Anatek Labs	650.00	08/14/2024	13076	Enduris	89,315.00
08/14/2024	13049	Apollo Heating & Air Conditioning	1,088.88	08/14/2024	13077	Express Lawn Service	6,362.63
08/14/2024	13050	Arrowleaf Consulting	3,300.50	08/14/2024	13078	Inland Cellular	72.39
08/14/2024	13051	Banner Bank - 1585	3,205.27	08/14/2024	13079	Jamestown Networks	198.23
08/14/2024	13052	Banner Bank - 1593	1,475.05	08/14/2024	13080	LEAF	382.23
08/14/2024	13053	Banner Bank - GO Bond - 3946	2,431.59	08/14/2024	13081	Liberty Theater	320.00
08/14/2024	13054	Banner Bank BMS #2 Bond - 9342	2,440.84	08/14/2024	13082	MBG Cleaning Services	2,260.00
08/14/2024	13055	Basin Disposal Inc	68.25	08/14/2024	13083	Mill Creek Mechanical	1,525.56
08/14/2024	13056	Basin Disposal of Walla Walla	136.15	08/14/2024	13084	Pacific Power	1,125.33
08/14/2024	13057	Blue Mountain Irrigation & Landscape	2,079.47	08/14/2024	13085	PacifiCorp (v)	4,031.00
08/14/2024	13058	Blue Mountain Septic	270.00	08/14/2024	13086	Performance Systems Integration	346.26
08/14/2024	13059	Blue Mtn. Telecommunication	62,554.69	08/14/2024	13087	Petrichor Broadband, LLC	45,097.00
08/14/2024	13060	Boggs Ortuno PLLC	750.00	08/14/2024	13088	Port of Whitman County	1,050.62
08/14/2024	13061	Brewer's Bookkeeping & Payroll Srvc.	400.00	08/14/2024	13089	Roto Rooter	727.36
08/14/2024	13062	Cardmember Service	3,404.73	08/14/2024	13090	Stephens Media Group	1,400.00
08/14/2024	13063	City of Dayton	4,386.02	08/14/2024	13091	Strategy Northwest, LLC	2,000.00
08/14/2024	13064	Columbia Co Fair	25.00	08/14/2024	13092	Union Pacific Railroad Co.	846.34
08/14/2024	13065	Columbia County Treasurer's Office	14.00	08/14/2024	13093	US Linen & Uniform	119.02
08/14/2024	13066	Columbia iConnect	156.39	08/14/2024	13094	Valley Wide Pasco Propane	408.60
08/14/2024	13067	Crown Paper & Janitorial Supply, Inc	81.58	08/14/2024	13095	Waitsburg Times	189.00
08/14/2024	13068	Dayton Chamber of Commerce	5,000.00	08/14/2024	13096	Washington Public Ports Assoc.	450.00
08/14/2024	13069	Dayton Electric	1,219.50	08/14/2024	13097	Young's Heating and Cooling LLC	465.90
08/14/2024	13070	Dayton Mercantile	81.51	08/14/2024	13098	Zero dB Communications, LLC	1,666.11

Chair Bryan adjourned the meeting at 6:10 pm.


 Mike Spring, Secretary