

**Port of Columbia**  
Regular Monthly Meeting Minutes  
September 11, 2024

Chair Bryan opened the meeting at 5:00pm.

**Present:** Commissioners Bryan, Watts and Spring, Port Staff Jennie Dickinson, Jill Essency and Tracy Clark, 4 members of the public. 5 members of the public attended via Zoom. **Absent:** None.

Pledge of Allegiance was recited.

**Public Comment:** None.

**Approval of Minutes:** Commissioner Spring moved to approve the minutes from the August 14<sup>th</sup> regular meeting, seconded by Watts. Motion approved.

**Finances: Monthly Budget Report & Approve Vouchers** – Dickinson explained a couple of the larger warrants. The vouchers were approved. There were no comments or questions on the budget report.

**2025 Draft Budget Discussion:** Dickinson provided a commitment document, per Watts request. Dickinson reviewed the draft budget's revenue and expense line items with the commissioners. There were no comments or questions.

**Federal Audit:** The auditors have been requesting more details on some specific items. They also have requested information from Commissioner Bryan.

**Leases:** There were no leases to discuss. Dickinson obtained a sample of Port of Whitman's tenant application for review. She will adapt it to fit our needs then present it as a new policy for the upcoming year.

**Rock Hill Industrial Park:** The Hospital building's HVAC system has been replaced. Everything else seems to be going smoothly in the park.

**Lyons Ferry Marina:** Dickinson and the concessionaire are in the process of sending the seasonal camping program report to the Corps of Engineers. This is a report on the 4 camp spaces that are set up for longer stays at the marina. Dickinson is waiting to hear the RCO's decision on funding after her final grant presentation.

**Blue Mountain Station:** Dickinson has been working with the consultants and they need construction drawings and a lease in order to gather financing for the project. She is meeting with Boggs and should have something to present at the October meeting. Dickinson and Neuman thought Urban Patterns was a good choice for architecture on his project. Dickinson is recommending Anderson Perry for the civil engineering portion. They will do the wastewater treatment, roads, and SEPA. Spring made a motion to grant Dickinson authority to enter into a contract with Urban Patterns for architecture and Anderson Perry for civil engineering, seconded by Watts. Motion approved.

**CWW Railroad:** The appraiser contracts have been signed with both RL Banks and the real estate appraiser. The rail operator and the Port have agreed to a restricted appraisal and not the full appraisal to reduce the cost. The appraisal will include net liquidated value, underlying real estate value, and going concern value. The cost will be \$22,025 for each for the Port and the rail operator. If the sale moves forward, a full appraisal will need to be completed. Didelius provided the commissioners with a handout titled Briefing/dynamics Columbia Rail (CWW LLC) lease of POC RR Line. Discussion took place on why Didelius feels he needs to own the line to continue serving the community. He and his manager stated that storing cars is the only way to make money. Spring pointed out that the Port could retain ownership of the rail, we could then store cars on it as a way to make money, then inject that money back into the rail so it could better serve the community. Possibly partner with CWW to make that happen.

**Broadband:** Nothing new to report, still working on finalizing completion paperwork for both projects.

**Staff Reports on Community and Economic Development:** Dickinson has been busy attending several meetings. She will be meeting with a group interested in bringing an energy project to the area, a new business is looking to locate here, and she has been asked to help facilitate an open house for a new business in town. She is the new president of the RTPO and led her first meeting. She will be attending the WPPA Environmental Seminar and has been asked to

moderate a panel on water scarcity and agriculture. A small block of rooms have been booked for the small ports meeting where she will present on comp planning. Dickinson also attended a WPPA meeting on short line rail modernization tax credit. Essency reported there will be an increase to the ADO funding. She continues to develop assets through the Choose Columbia County project. Lyons Ferry Marina was the focus of this year's fair booth. Fall Family Festival is taking place this year on September 28<sup>th</sup> from 11-4 at Blue Mountain Station. The Port held another Quarterly Connections event at Inland Cellular, focusing on Maximizing Your Online Presence. The Union Bulletin ran an article on the grain cluster. Mainstem Malt was awarded a WSDA Resilient Food System Grant. Essency is assisting Teeny McMunn with the Fall Flea Market being held at the Fairgrounds Pavilion and Youth Building on October 12<sup>th</sup>.

**Housing:** No report.

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

**Executive Session to Discuss Real Estate:** (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.

**Executive Session for executive director evaluation:** (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

The executive sessions began at 6:18 pm and were expected to last no more than a total of 30 minutes. The commissioners asked for three additional extensions, ending at 7:26. No action was taken after the executive sessions.

**Final Comments:** Chair Bryan asked for final public comment. Jill Essency commented that she just celebrated her one-year anniversary at the Port. She wanted to say how much she has enjoyed her time here working closely with Jennie.

**Approval of Vouchers:** Commissioners approved regular monthly vouchers in the amount of: \$73,237.18.

09/03/2024	13099-13108	Payroll	26,757.50	09/11/2024	13125	Dayton Mercantile	61.18
09/11/2024	13109	Jennifer S Dickinson(O)	44.64	09/11/2024	13126	Dingle's of Dayton	85.62
09/11/2024	13110	Jill Essency (O)	442.20	09/11/2024	13127	Emerge Technologies	70.00
09/11/2024	13111	Anatek Labs	1,550.00	09/11/2024	13128	Grassi Refrigeration	13,874.71
09/11/2024	13112	Banner Bank - 1585	3,205.27	09/11/2024	13129	Herres Enterprises	100.00
09/11/2024	13113	Banner Bank - 1593	1,475.05	09/11/2024	13130	Inland Cellular	72.48
09/11/2024	13114	Banner Bank - GO Bond - 3946	2,431.59	09/11/2024	13131	Jamestown Networks	198.23
09/11/2024	13115	Banner Bank BMS #2 Bond - 9342	2,440.84	09/11/2024	13132	LEAF	263.54
09/11/2024	13116	Basin Disposal Inc	68.25	09/11/2024	13133	MBG Cleaning Services	1,480.00
09/11/2024	13117	Basin Disposal of Walla Walla	136.15	09/11/2024	13134	Pacific Power	1,075.03
09/11/2024	13118	Blue Mountain Irrigation & Landscape	2,712.17	09/11/2024	13135	Senske	74.96
09/11/2024	13119	Brewer's Bookkeeping & Payroll Svcs	400.00	09/11/2024	13136	State Auditor's Office	278.20
09/11/2024	13120	Cardmember Service	6,059.09	09/11/2024	13137	Strategy Northwest	2,000.00
09/11/2024	13121	City Lumber	2.11	09/11/2024	13138	Tell It Media	2,410.65
09/11/2024	13122	City of Dayton	2,796.88	09/11/2024	13139	US Linen & Uniform	139.53
09/11/2024	13123	Columbia iConnect	156.39	09/11/2024	13140	Valley Wide Pasco Propane	289.10
09/11/2024	13124	Crown Paper & Janitorial Supply	85.82				

Chair Bryan adjourned the meeting at 7:28 pm.

  
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 Mike Spring, Secretary