

Port of Columbia
Regular Monthly Meeting Minutes
October 9, 2024

Chair Bryan opened the meeting at 5:00pm.

Present: Commissioners Bryan, Watts and Spring, Port Attorneys Kim Boggs and Ryan Ortuno, Port Staff Jennie Dickinson, Jill Essency and Tracy Clark, Presenter Lisa Naylor, 4 members of the public. 4 members of the public attended via Zoom. **Absent:** None.

Pledge of Allegiance was recited.

Public Comment: Danielle Garbe-Reser of BMAC thanked the commissioners for their pledge of support for the purchase of the Knoblock apartments, but the owner of the property would not grant them an extension on the purchase agreement. Therefore, they will not be pursuing the purchase. Tracy Clark spoke of the value of the rail line that the commissioners should consider before selling it at a reduced price.

Levy Presentation: Lisa Naylor, from the Columbia County Parks & Recreation District, gave a PowerPoint presentation in favor of passing the levy that will be on the November ballot for the pool.

Approval of Minutes: Commissioner Watts moved to approve the minutes from the September 11th regular meeting, seconded by Spring. Motion approved.

Finances: Monthly Budget Report & Approve Vouchers – Dickinson explained a couple of the larger warrants including a late bill that was submitted from Petrichor and NoaNet on the co-lo room. Watts would like an explanation on why this invoice was submitted so late. Dickinson is already looking into it. The vouchers were approved. There were no comments or questions on the budget report.

2025 Budget: Dickinson updated the commissioners of her adjustments to the draft budget. Watts and Bryan agreed with the changes. Spring would like to take the 1% tax increase that is allowed, Bryan and Watts both declined doing that. The 1% tax will not be taken. There were no other comments or questions. Dickinson would like to increase the Capital Facilities Plan to include the purchase and installation of a storage shed at BMS. Watts wants to make sure it fits with the aesthetics of the property. The commissioners agreed that a storage shed would be good to have. The public hearing to adopt the budget will take place at the November 13th meeting.

Federal Audit: The audit is going well. Dickinson is pleased with the back-up documentation the staff gathered throughout the project. That documentation was easy to provide to the auditors when they asked for it. At the end of the audit there will be an exit conference that one of the commissioners may need to attend.

Bank Signatory Language for County Treasurer: The County Treasurer and Banner Bank have asked us to designate bank signatories for our "sweep" account by name as well as the people authorized to speak with the county about our warrants and the temporary investment account. Spring made a motion to designate Seth Bryan, Mike Spring and Jennie Dickinson as signatories on Banner Bank account number 206007201, seconded by Watts. Motion approved. Spring made a motion allowing Jennie Dickinson, Tracy Clark, Seth Bryan, and Mike Spring to sign the county's Authorization Form in their designated roles as presented, seconded by Watts. Motion approved.

Leases: There were no leases to discuss.

Rock Hill Industrial Park: The lighting project is almost complete. Watts requested a future follow-up report on the actual savings the business see from the new lighting, for return on investment information. The USDA common area is required to be painted by GSA this month.

Lyons Ferry Marina: The concessionaire submitted the seasonal camping program report to the Corps of Engineers. Dickinson reported the Port placed 5th out of 12 for the RCO grant. This puts us just outside the funding range. The legislature could add money to this grant, which we might be able to qualify for. Watts asked what this means to KOA at this point. Dickinson stated that KOA has always said that as long as we are working on it, they are okay with seeing our progress. It is unclear what happens when we stop working on this.

Blue Mountain Station: Dickinson sold the wheat grown at BMS for \$3,425.66. She has been working with Boggs on the draft lease for Main Stem Malt that they need for their financing company. The State Environmental Policy Act (SEPA) checklist is underway.

CWW Railroad: Dickinson reported two rail crossing updates have been funded. The operator is moving forward with his grant funded improvements. The appraisers should make their report either at the November 13th or December 11th meeting.

Broadband: We are waiting on the state to release retainage on both projects. One ISP has reached out about expanding fiber up North and South Touchet and the Wolf Fork Roads. Dickinson will talk with Petrichor to see if the Port should partner with this ISP.

Staff Reports on Community and Economic Development: Dickinson has booked 3 hotel rooms for the Small Ports Conference in Chelan, on Oct. 24 and 25. Spring and Bryan will check their schedules about attending. She has had meetings with two companies interested in the former Columbia Pulp site. Dickinson reached out to Michelle Shoun about progress on the slaughter facility. Shoun stated she has not moved forward on her end and does not expect the Port to hold that property for her. There has been an increase to our ADO funding of \$10,000. Essency is continuing business outreach. There is interest from a business who is very interested in the BMS grain cluster project and bringing their business to Dayton. She is also working on marketing lodging properties in the area. Fall Family Festival / Oktoberfest was well attended. Essency is attending ADO Best Practices meetings and is attending a new group called Frontier Working Group, for rural ADOs. The fall flea market takes place this Saturday. There are about 300 people interested in attending and the vendor booth spaces are full with a wait list of 5 additional vendors.

Housing: Dickinson feels that the Knoblock deal is not a lost cause. She hopes to talk to the owner about moving forward with the idea.

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

Executive Session to Discuss Potential Litigation: (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

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 6:12 pm and were expected to last no more than a total of 45 minutes. No action was taken after the executive sessions.

Final Comments: Chair Bryan asked for final public comment. Dave Harvey spoke of tenants investing in their leased property, using that money as tax write-offs and should not expect reimbursement when done. Also, that the Port staff does a good job and that has value. They should set aside their political/personal views and do what's best for the Port.

Approval of Vouchers: Commissioners approved regular monthly vouchers in the amount of: \$106,072.62.

| | | | | | | | |
|------------|-------------|-------------------------------------|-----------|------------|-------|----------------------------|-----------|
| 10/01/2024 | 13141-13151 | Payroll | 26,845.84 | 10/09/2024 | 13173 | Jamestown Networks | 198.23 |
| 10/09/2024 | 13152 | Jennifer S Dickinson(O) | 87.74 | 10/09/2024 | 13174 | LEAF | 274.82 |
| 10/09/2024 | 13153 | Jill Essency (O) | 254.60 | 10/09/2024 | 13175 | MBG Cleaning Services | 1,480.00 |
| 10/09/2024 | 13154 | Tracy Clark | 275.00 | 10/09/2024 | 13176 | Moments Remembered DJ Srv. | 950.00 |
| 10/09/2024 | 13155 | Incidental Fund | 356.80 | 10/09/2024 | 13177 | Obenland & Low Agency | 100.00 |
| 10/09/2024 | 13156 | 2Over Publishing | 689.20 | 10/09/2024 | 13178 | Pacific Power | 1,034.27 |
| 10/09/2024 | 13157 | Banner Bank - 1585 | 3,205.27 | 10/09/2024 | 13179 | Petrichor Broadband, LLC | 21,535.33 |
| 10/09/2024 | 13158 | Banner Bank - 1593 | 1,475.05 | 10/09/2024 | 13180 | Port of Pasco | 891.47 |
| 10/09/2024 | 13159 | Banner Bank - GO Bond - 3946 | 2,431.59 | 10/09/2024 | 13181 | Port of Whitman County | 1,409.93 |
| 10/09/2024 | 13160 | Banner Bank BMS #2 Bond - 9342 | 2,440.84 | 10/09/2024 | 13182 | SJ Environmental, LLC | 2,500.00 |
| 10/09/2024 | 13161 | Basin Disposal Inc | 67.65 | 10/09/2024 | 13183 | State Auditor's Office | 1,168.44 |
| 10/09/2024 | 13162 | Basin Disposal of Walla Walla | 136.15 | 10/09/2024 | 13184 | Stephens Media Group | 1,400.00 |
| 10/09/2024 | 13163 | Brewer's Bookkeeping & Payroll Srv. | 400.00 | 10/09/2024 | 13185 | Strategy Northwest, LLC | 2,000.00 |
| 10/09/2024 | 13164 | Cardmember Service | 795.05 | 10/09/2024 | 13186 | US Linen & Uniform | 166.62 |
| 10/09/2024 | 13165 | City of Dayton | 2,491.76 | 10/09/2024 | 13187 | Valley Wide Pasco Propane | 456.42 |
| 10/09/2024 | 13166 | Columbia County Public Works | 350.00 | 10/09/2024 | 13188 | Waitsburg Times | 108.00 |
| 10/09/2024 | 13167 | Columbia iConnect | 156.39 | 10/09/2024 | 13189 | Walla Walla Union Bulletin | 288.75 |
| 10/09/2024 | 13168 | Dayton Mercantile | 13.75 | 10/09/2024 | 13190 | Dept of Labor & Industries | 475.08 |
| 10/09/2024 | 13169 | Double T Construction | 271.00 | 10/09/2024 | 13191 | Employment Security Dept. | 315.87 |
| 10/09/2024 | 13170 | Elk Drug | 16.21 | 10/09/2024 | 13192 | Employment Security Dept. | 346.60 |
| 10/09/2024 | 13171 | Emerge Technologies | 70.00 | 10/09/2024 | 13193 | Employment Security Dept. | 161.35 |
| 10/09/2024 | 13172 | Grassi Refrigeration | 12,752.45 | 10/09/2024 | 13194 | Dept of Revenue | 13,229.10 |

Chair Bryan adjourned the meeting at 7:08 pm.



 Mike Spring, Secretary