

Port of Columbia
Regular Monthly Meeting Minutes
November 13, 2024

Chair Bryan opened the meeting at 5:01pm.

Present: Commissioners Bryan, Watts and Spring, Port Attorney Kim Boggs, Port Staff Jennie Dickinson, Jill Essency and Tracy Clark, Joshua Westergreen of 2 Cannon River Construction, 9 members of the public. 5 members of the public attended via Zoom. **Absent:** None.

Pledge of Allegiance was recited.

Public Comment: Gerry Kaiser asked the commission to make a motion to direct the Executive Director to research state and federal grant opportunities for rail improvements.

Approval of Minutes: Commissioner Watts moved to approve the minutes from the October 9th regular meeting, seconded by Spring. Motion approved.

Finances: Monthly Budget Report & Approve Vouchers – Dickinson explained a couple of the larger warrants including check for retainage to Zero db which will be held until the final release is received. There was discussion on how the Port's investigation invoice should be paid. The commissioners decided that 50% of the invoice would be paid by the Port and the other 50% will be paid by the county. Commissioner Spring moved to approve the 50% payment, seconded by Watts. Motion was approved with a 2 to 1 vote, with Bryan against. The vouchers were approved. There were no comments or questions on the budget report. The commissioners also signed the Banner Bank Signature Card that was approved at the last meeting.

2025 Budget Review and Public Hearing: Dickinson stated that Palouse Fiber Packaging (former Columbia Pulp site) appealed their tax rate with the county, which may be lowered and would affect our tax revenue line item. Dickinson reviewed the budget for those attending the meeting. The Public Hearing opened at 5:12pm. Bryan asked for public comment. None were made. The Public Hearing was closed at 5:13pm. Spring proposed that Attorney Boggs attend all Port commission meetings in the future. Bryan would like to see the cost of that proposal. Boggs will draft a bid to present to the commissioners. Commissioner Spring moved to adopt the budget as written, seconded by Watts. Motion approved. Commissioner Watts moved to adopt the Levy Certification with Resolution #2024-06 which included not taking the 1% tax levy option, Spring stated again he would like to take that option but continued to seconded the motion. The motion was approved with a 2 to 1 vote, with Spring against. Commissioner Spring moved to approve the Capital Facilities Plan for 2025, Watts seconded. Motion approved.

Federal Audit: The audit is complete. Dickinson will let the commissioners know when a date has been set for the exit conference.

Leases: Jordan Henderson Fine Art, Columbia County Hospital District, and Dayton Tractor were those renewing. All three leases had a 3% increase to their rent.

Change of Date for the December Meeting – Dickinson will be out of town and asked the board if they would like to change the date or have her attend via Zoom. The commissioners agreed it would be good to have her attend that meeting in person. The new date for that meeting will be December 18, 2024 instead of the 11th.

Rock Hill Industrial Park: Joshua Westergreen, from 2 Cannon River Construction, made a brief presentation showing interest in purchasing property in the industrial park for his business. Bryan would like to make sure it looks tidy and aligns with our comp plan. Dickinson stated we have an appraisal that was completed in 2023 on that same property. Boggs suggested we obtain a new or amended appraisal since it has been some time since it was completed. All agreed to move forward with this project. A grading proposal for this fall has been submitted for the industrial park since it wasn't done in the spring.

Lyons Ferry Marina: Dickinson met with the concessionaires about the Annual Management Plan. The Corps has clarified that the electrical needs to be reviewed on an annual basis, but we are not expected to upgrade to meet current codes each year. There has been no word on the RCO Grant monies adjustment.

Blue Mountain Station: Dickinson stated the SEPA comment period would close tomorrow. Architecture and engineering are finalizing the budget and the scope of work that needs to be submitted to CERB. All other pre-contract materials are complete. There is a pasta business from Oregon very interested in relocating here. Dickinson and Essency are talking and working with them.

CWW Railroad: Dickinson reported the rail line inspection is complete. The appraisers will make their presentation at the December meeting. Spring asked the board to give Dickinson direction to pursue ways to improve the rail line with grants or other means. The commission agreed to this directive.

Broadband: We are still waiting on the state to release retainage on both projects.

Staff Reports on Community and Economic Development: Dickinson is attending WPPA Legislative meetings. Columbia iConnect is looking to expand fiber service in the county. The staff attended the WPPA Small Port's conference. While there we learned we need a transportation section added to our comp plan. Dickinson and Essency handed out candy for Inland Cellular during Trick or Treat Main St. Dickinson continues to work with Walla Walla on tourism branding for the area. Essency reported on the success of the Flea Market, working with an Oregon pasta business on relocating here, attending a grain cluster round table meeting, working with Whitman students on making a new recreation map for the area, and continuing work on the CEDS meeting and winter workshops.

Housing: A presentation was made at the last EDSC meeting stating that Columbia County is one of the few counties in the state that is considered to have affordable housing.

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

Final Comments: Chair Bryan asked for final public comment. None were given.

Approval of Vouchers: Commissioners approved regular monthly vouchers in the amount of: \$179,052.75.

11/1/2024	13195-13204	Payroll	27,357.71	11/13/2024	13229	DL Lighting, LLC	8,167.50
11/13/2024	13205	Incidental Fund	140.05	11/13/2024	13230	Emerge Technologies	70.00
11/13/2024	13206	Jennifer S Dickinson{O}	296.43	11/13/2024	13231	Herras Enterprises, LLC	160.00
11/13/2024	13207	Jill Essency {O}	80.40	11/13/2024	13232	Inland Cellular	144.91
11/13/2024	13208	Anderson Perry, Inc.	1,192.50	11/13/2024	13233	Jamestown Networks	198.23
11/13/2024	13209	AWB - Association of WA Business	500.00	11/13/2024	13234	LEAF	282.72
11/13/2024	13210	Banner Bank - 1585	3,205.27	11/13/2024	13235	MBG Cleaning Services	1,480.00
11/13/2024	13211	Banner Bank - 1593	1,475.05	11/13/2024	13236	National Pen	589.54
11/13/2024	13212	Banner Bank - GO Bond - 3946	2,431.59	11/13/2024	13237	One Call Concepts, Inc.	1.17
11/13/2024	13213	Banner Bank BMS #2 Bond - 9342	2,440.84	11/13/2024	13238	Orkin	3,279.81
11/13/2024	13214	Basin Disposal Inc	67.65	11/13/2024	13239	Pacific Power	1,014.74
11/13/2024	13215	Basin Disposal of Walla Walla	136.15	11/13/2024	13240	Petrichor Broadband, LLC	5,371.00
11/13/2024	13216	Blue Mountain Irrigation & Landscape	3,143.60	11/13/2024	13241	Port of Whitman County	599.06
11/13/2024	13217	Blue Mountain Septic	280.00	11/13/2024	13242	Prolawn LLC	7,235.70
11/13/2024	13218	Brewer's Bookkeeping & Payroll Svcs	400.00	11/13/2024	13243	Senske	74.96
11/13/2024	13219	Cardmember Service	3,171.05	11/13/2024	13244	State Auditor's Office	12,602.46
11/13/2024	13220	City Lumber	20.57	11/13/2024	13245	Strategy Northwest, LLC	2,000.00
11/13/2024	13221	City of Dayton	2,249.11	11/13/2024	13246	Urban Patterns	967.50
11/13/2024	13222	Col. Co. Planning Dept.	423.71	11/13/2024	13247	US Linen & Uniform	249.93
11/13/2024	13223	Columbia County Public Works	125.00	11/13/2024	13248	Valley Wide Pasco Propane	108.40
11/13/2024	13224	Columbia County Treasurer's Office	35.00	11/13/2024	13249	Waitsburg Times	54.00
11/13/2024	13225	Columbia iConnect	156.39	11/13/2024	13250	Washington Public Ports Assoc.	575.00
11/13/2024	13226	Crown Paper & Janitorial Supply	459.44	11/13/2024	13251	WEDA	400.00
11/13/2024	13227	Dayton Chamber of Commerce	2,500.00	11/13/2024	13252	Zero dB Communications, LLC	76,030.88
11/13/2024	13228	Dayton Mercantile	34.78	11/13/2024	13253	Keating, Bucklin & McCormack	5,072.95

Chair Bryan adjourned the meeting at 6:07 pm.



 Mike Spring, Secretary