

Port of Columbia
Regular Monthly Meeting Minutes
March 12, 2025

Chair Bryan opened the meeting at 5:00pm.

Present: Commissioners Bryan, and Spring, Port Attorney Kim Boggs, Port Staff Jennie Dickinson, Shane Laib, Tracy Clark, and 8 members of the public. 5 members of the public attended via Zoom. **Absent:** Commissioner Watts.

Pledge of Allegiance was recited.

Public Comment: None.

Approval of Minutes: Commissioner Spring moved to excuse Watts as absent due to a work conflict, seconded by Bryan. Motion approved. Spring moved to approve the minutes from the February 12th meeting, seconded by Bryan. Motion approved.

Finances: Monthly Budget Report & Approve Vouchers – Dickinson reviewed some of the larger vouchers. The vouchers were approved. The budget report was presented to the commission. There were no comments or questions.

Leases: Renewal of CHS lease with a 3% increase. The lease was signed by the commissioners.

Revolving Bank Account for Electronic Payments: Dickinson would like to open a revolving bank account at Banner Bank called a Basic Public funds checking account. The purpose of this account would be to have the ability to accept electronic payments from tenants, kitchen users and event participants. The monies in this “revolving” account would be transferred to the Port’s “sweep” account once a week. Three motions are needed to accomplish this. Spring made a motion to open a revolving bank account at Banner Bank, seconded by Bryan with discussion. Bryan wanted to clarify that this would not pose an additional burden on the staff. Dickinson and Clark assured the commission that this is a necessary account to help those needing to pay fees to the Port and it would be a simple additional step on deposit day. Motion approved. Spring made a motion designating Bryan, Spring, and Dickinson as signatories on this new revolving Banner Bank account, seconded by Bryan. Spring made a motion to allow Dickinson, Clark, and Laib the authority to initiate requests to transfer monies from the revolving Basic Public funds checking account to the Port’s “sweep” account once a week, seconded by Bryan. Motion approved.

Rock Hill Industrial Park: Dickinson reported that the GSA has terminated their lease effective August 31, 2025. There have been several press inquiries regarding this.

Lyons Ferry Marina: Dickinson reported that the concessionaire is working on the AMP II that needs to be filed at the end of the month. The concessionaire reported to Dickinson that a barge traveling too fast caused damage to the breakwater at the marina. He contacted the barge company who admitted they were in the wrong and will provide repairs caused by them.

Blue Mountain Station: Dickinson stated one of the tenants is having financial troubles and will vacate a portion of their building by April 30th with hopes of easing some financial burden. Red Band Cellars will be closing their tasting room. Another tenant has shown interest in moving to that space. There has been an inquiry into one of the other vacant spaces. A grant application has been submitted on behalf of the pasta company. Scope of work is in progress on BMS #2 improvements. A local business approached Dickinson and Laib wanting more information about the grain cluster with hopes of being a part of it. Mainstem Malt’s federal grant for equipment is frozen by the federal government. The Port staff is working on garden ideas to make that space more user-friendly.

CWW Railroad: Dickinson asked the commissioners if there were any changes or additions to the list of items for rail research that she provided in the meeting packet. Bryan had nothing to add or change. Spring would like to add forecasting information from the Corps of Engineers on the normal operation of the locks with the funding cuts that are taking place. Will this affect the locks, river traffic and truck traffic? Spring made a motion to adopt the list of items for rail research, with the addition of information from the Corps of Engineers and monthly status updates,

seconded by Bryan. Motion approved. The commissioners signed the City of Dayton’s Sewer Agreement. Jake Davis has asked to place a road on the railroad right-of-way off Cold Spring Rd so he can subdivide his property.

Broadband: Dickinson reported that we did not receive funding from our application. A private ISP has applied to serve our county with a hybrid system and has apparently been awarded the grant. More information needs to be gathered.

Staff Reports on Community and Economic Development: Dickinson reported that there is a proposed 50% cut to our ADO funding. The RTPD and Main Street programs are safe from cuts at this time. Laib gave a presentation on the booth that the Port and the Touchet Valley Golf Course had at the Spokane Golf and Travel Show in Spokane. Laib will be hosting 13 business workshop/trainings with the grant money we received from Washington State Microenterprise Association. He is working on printing 4 tourism brochures that showcase our area. There is a digital asset library the community can use. Laib has been working with the SBDC in regard to the turnover at Blue Mountain Station. There will be a Spring Flea Market Memorial Day weekend. Foodstock will be held on July 19th.

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. Chuck Ketterman asked if the railroad research list will be available for the public to view. He suggested the Port ask the appraisers if other rail owner/operators would be interested in our rail line. He would like to know if the old rail ties will be cleaned up and removed when the replacement is complete. Dickinson confirmed the research list will be added to our website. Don Hicks thought that with the improvements to the rail that the value should be amended. Ryan Paulson thanked the commission for help moving the wastewater facility ahead.

Approval of Vouchers: Commissioners approved regular monthly vouchers in the amount of: \$706,399.28.

03/03/2025	13395-13405	Payroll	31,391.02	03/12/2025	13425	Emerge Technologies	70.00
03/12/2025	13406	Jennifer S Dickinson(O)	77.26	03/12/2025	13426	Inland Cellular	72.47
03/12/2025	13407	Shane Laib (o)	737.91	03/12/2025	13427	Jamestown Networks	198.23
03/12/2025	13408	Artmil, Inc.	1,009.94	03/12/2025	13428	LEAF	199.28
03/12/2025	13409	Banner Bank - 1585	3,205.27	03/12/2025	13429	MBG Cleaning Services	1,480.00
03/12/2025	13410	Banner Bank - 1593	1,475.05	03/12/2025	13430	One Call Concepts, Inc.	3.51
03/12/2025	13411	Banner Bank - GO Bond - 3946	2,431.59	03/12/2025	13431	Pacific Power	2,832.47
03/12/2025	13412	Banner Bank BMS #2 Bond - 9342	2,440.84	03/12/2025	13432	Petrichor Broadband, LLC	5,231.00
03/12/2025	13413	Basin Disposal Inc	70.59	03/12/2025	13433	Senske	79.46
03/12/2025	13414	Basin Disposal of Walla Walla	141.97	03/12/2025	13434	Strategy Northwest, LLC	2,000.00
03/12/2025	13415	Blue Mountain Irrigation & Landscape	3,270.35	03/12/2025	13435	The Schallert Group, Inc.	6,500.00
03/12/2025	13416	Boggs Ortuno PLLC	3,275.00	03/12/2025	13436	Tres West Engineers, Inc.	3,000.00
03/12/2025	13417	Brewer's Bookkeeping & Payroll Svcs	400.00	03/12/2025	13437	TRV Publications	1,425.00
03/12/2025	13418	Cardmember Service	4,045.73	03/12/2025	13438	Urban Patterns, LLC	4,138.75
03/12/2025	13419	City Lumber	27.26	03/12/2025	13439	US Linen & Uniform	94.14
03/12/2025	13420	City of Dayton	2,422.53	03/12/2025	13440	Valley Wide Pasco Propane	556.97
03/12/2025	13421	Columbia County Public Works	600.00	03/12/2025	13441	Walla Walla County Treasurer	37.00
03/12/2025	13422	Columbia County Treasurer	507.30	03/12/2025	13442	Wilson Technology Solutions	900.00
03/12/2025	13423	Columbia iConnect	156.39	03/12/2025	13443	Zero dB Communications, LLC	19,883.31
03/12/2025	13424	Dayton Mercantile	11.69	03/12/2025	EFT Wire	Kaspar Schulz	600,000.00

Chair Bryan adjourned the meeting at 6:03 pm.



 Mike Spring, Secretary