

Port of Columbia
Regular Monthly Meeting Minutes
April 9, 2025

Chair Bryan opened the meeting at 5:00pm.

Present: Commissioners Bryan, Watts, and Spring, Port Staff Jennie Dickinson, Shane Laib, Tracy Clark, and 5 members of the public. 4 members of the public attended via Zoom. **Absent:** Port Attorney Kim Boggs.

Pledge of Allegiance was recited.

Public Comment: None were made.

Approval of Minutes: Spring moved to approve the minutes from the March 12th meeting, seconded by Watts. Motion approved.

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

Leases: Renewal of Steve Riffin's lease with a 3% increase and Red Band Cellars lease with the removal of Blue Mountain Station Suite J. Both leases were signed by the commissioners.

Spring WPPA Meeting: Dickinson mentioned that the first day of the spring WPPA meeting is May 14th which is our commission meeting day. She will host the meeting remotely. Dickinson asked if any of the commissioners would like to attend the WPPA meeting. Commissioner Spring stated that he would like to attend.

Review Draft ED Job Description: Dickinson provided the commissioners with a draft of the Executive Director's job description she had drawn up at the request of the commissioners. The commissioners agreed that this document was very thorough, nicely descriptive, and professional looking. Watts would like to add the date to the document and make minor adjustments to the format. With this new job description, the job review would likely need to be updated to match.

Rock Hill Industrial Park: Dickinson reported that there was an abandoned RV parked on Port property. Kyle's Towing wanted \$3,000 to remove it. A post on Facebook garnered some feedback on how it came to be parked there and by the next morning it was moved by an unknown person. The party interested in purchasing the vacant lot for a construction business spoke to Dickinson about hiring an appraiser. She has not heard any more from the interested party at this time, so no action has been taken.

Lyons Ferry Marina: Following the passing of Tim Dewald, Wally and Joanne Knouf have taken back operation of the marina. They are working with KOA on reinstating the franchise agreement in their name. The Corps of Engineers have given a 30-day extension to complete the AMP Part II that was due April 1st. The Knoufs plan to start the process of selling their business again in the next couple of months. The Port will have an opportunity to interview any prospective buyers. Dickinson was given a request from the RCO for a Match Verification Form on the RV Pull Thru project. This is not a commitment, it is only a placeholder if we are funded. The commissioners agreed to providing the form as long we are not committed to completing the project with the uncertainty of who will be operating the marina.

Blue Mountain Station: Dickinson reported that Mountain Man Sourdough will be moving to a month-to-month lease since they are working toward opening a storefront downtown. Red Band Cellars is moving out of Suite J at the end of April but there is another business interested in the space. Mainstem's lease negotiation is underway. Design of the malt facility has started. Dickinson and Laib toured PERCA's worm farm and found it very interesting. Worms can be used to pretreat waste, which the malt facility may need. The BMS garden center will open tomorrow.

CWW Railroad: Dickinson is making progress on information gathering that has been requested by the commissioners. She has completed the history and current use portions. The Columbia Rail crossing grant agreement from DOT has been signed. She is working with the RTPPO on listing the project on their state

transportation improvement program list. Dickinson is also working with Columbia Rail to make sure the project complies with federal regulations. Work on replacing the ties is on going and should be completed by June.

Broadband: Dickinson reported that an ISP has been awarded 40 project areas. She and others have some concerns on their ability to complete the work required. Dickinson is trying to protect the state match in case the private sector can't fulfill the requirements. This line item may be removed from future agendas with this news.

Staff Reports on Community and Economic Development: Dickinson reported that she attended a WEDA Conference where they discussed ADO funding projection and met with the Governor. Economic development funding overall is being slashed. Dickinson is still in contact with the company working on a renewable energy project, and a wind turbine expansion is being planned here as well. Both will increase our county's tax base. Laib also attended the WEDA Conference and an Innovia meeting in Spokane. He reported that glass recycling is happening monthly this summer again. He is also working on the Business Boosters workshops, the upcoming Spring Flea Market, and the 150th anniversary celebration of Columbia County. Laib explained that the garden area at BMS has been reimaged into smaller more manageable plots including some raised beds.

Housing: Dickinson is watching housing prices. She shared some University of Washington statistics on affordability.

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

Executive Session: An executive session was held (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.* The executive session began at 5:57pm and was expected to last no more than 20 minutes, it ended at 6:08pm. No action was taken.

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

Approval of Vouchers: Commissioners approved regular monthly vouchers in the amount of: \$87,704.28.

04/01/2025	13444-13452	Payroll	26,852.29	04/09/2025	13473	Cardmember Service	2,154.89
04/09/2025	13453	Jennifer S Dickinson(O)	339.56	04/09/2025	13474	City of Dayton	2,447.99
04/09/2025	13454	Shane Laib (o)	718.58	04/09/2025	13475	Columbia County Public Works	100.00
04/09/2025	13455	Employment Security Department	427.09	04/09/2025	13476	Columbia iConnect	156.39
04/09/2025	13456	Employment Security Dept.	376.47	04/09/2025	13477	Crown Paper & Janitorial Supply, Inc	90.28
04/09/2025	13457	Employment Security Dept.	175.25	04/09/2025	13478	Dayton Mercantile	28.81
04/09/2025	13458	Dept of Labor & Industries	477.81	04/09/2025	13479	Dept of Retirement Systems	25.00
04/09/2025	13459	Dept of Revenue	11,854.45	04/09/2025	13480	Emerge Technologies	70.00
04/09/2025	13460	Anderson Perry, Inc.	1,818.75	04/09/2025	13481	Inland Cellular	72.43
04/09/2025	13461	Artmil, Inc.	900.00	04/09/2025	13482	Jamestown Networks	198.23
04/09/2025	13462	Banner Bank - 1585	3,205.27	04/09/2025	13483	MBG Cleaning Services	1,480.00
04/09/2025	13463	Banner Bank - 1593	1,475.05	04/09/2025	13484	One Call Concepts, Inc.	1.17
04/09/2025	13464	Banner Bank - GO Bond - 3946	2,431.59	04/09/2025	13485	Pacific Power	1,716.91
04/09/2025	13465	Banner Bank BMS #2 Bond - 9342	2,440.84	04/09/2025	13486	Sarah Magill	4,500.00
04/09/2025	13466	Basin Disposal Inc	62.70	04/09/2025	13487	Senske	79.46
04/09/2025	13467	Basin Disposal of Walla Walla	139.06	04/09/2025	13488	Urban Patterns, LLC	15,777.50
04/09/2025	13468	Blue Mountain Irrigation & Landscape	1,845.97	04/09/2025	13489	US Linen & Uniform	94.14
04/09/2025	13469	Blue Mountain RC & D	200.00	04/09/2025	13490	Valley Wide Pasco Propane	425.80
04/09/2025	13470	Blue Mtn. Telecommunication	491.99	04/09/2025	13491	Wilson Technology Solutions	75.60
04/09/2025	13471	Blue Room Architecture & Design P.S.	1,200.00	04/09/2025	13492	Young's Heating and Cooling LLC	376.96
04/09/2025	13472	Brewer's Bookkeeping & Payroll Svc	400.00				

Chair Bryan adjourned the meeting at 6:09 pm.


Mike Spring, Secretary