

Port of Columbia
Regular Monthly Meeting Minutes
November 12, 2025

Secretary Spring opened the meeting at 5:00pm.

Present: Commissioner Spring, Port Attorney Kim Boggs, Port Staff Jennie Dickinson, Shane Laib, and Tracy Clark, along with 3 members of the public. Commissioner Watts attended via phone. 4 members of the public attended via Zoom. **Absent:** Commissioner Bryan.

Pledge of Allegiance was recited.

Public Comment: None were made.

Approval of Minutes: Watts moved to approve the minutes of the October 8th meeting, seconded by Spring. Motion approved.

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

Audit Update: There was no update from the Accountability Audit.

New Digital Check Signature for QuickBooks: Commissioner Spring will be the new QuickBooks check signer.

Leases: There were no leases to discuss.

Rock Hill Industrial Park: Nothing new to report.

Lyons Ferry Marina: Dickinson presented a resolution to consider for approval of the CERB Application for RV/Project Matching Funds. Johnny moved to approve Resolution #2025-05, seconded by Spring. Motion approved.

Blue Mountain Station: Nothing new to report.

CWW Railroad: Dickinson provided an update on ongoing negotiations regarding the railroad lease, which she is consulting with other ports and the Washington Dept. of Transportation rail division about. Watts asked what the timeline looks like for the new lease to be put in place. Dickinson hopes to have information at the next meeting. Dickinson and CWW verified that the current lease will be honored until the new lease can be finalized.

2026 Budget Review and Public Hearing: Dickinson stated that there were no changes to the draft budget she presented at the last meeting and posted on our website. The Public Hearing was opened at 5:10p. There were no public comments made. The Public Hearing was closed at 5:11p. Dickinson asked the commission to consider adopting the Port Levy. The resolution does not include the 1% increase that is allowed by law. Watts moved to approve Resolution #2025-04 regarding the Port Levy without the 1%, Spring would like to take the 1% but seconded the motion made. Motion approved. The capital facilities plan was presented. There were no changes to be made. Watts moved to adopt the 2026 Capital Facilities Plan as presented, seconded by Spring. Motion approved. Watts made a motion to adopt the 2026 Budget, seconded by Spring. Motion approved.

Broadband: Dickinson asked the commission to consider approval of the staff recommendations for the following professional services for the Starbuck & E911 broadband project - Westland as the Cultural Resource Consultant, Petrichor for the Construction Management, Technical Assistance, and Mapping Consultant, and Zero DB for the Design Consultant. Watts asked what the pricing was on these proposals. Dickinson said all three were within budget. Watts moved to approve the three recommendations, seconded by Spring. Motion approved.

Staff Reports on Community and Economic Development: Laib reported the new ADO contract has been signed. The project Clean Slate is moving forward and is under construction. The glass recycling took in 3,900 pounds of glass this year. Watts asked how that compared to last year. Laib will try and find those numbers for the next meeting. Fiesta en Jalisco has closed in Dayton. The operators have been moved to a family location in Montana. The annual Comprehensive Economic Development Strategy (CEDS) meeting is scheduled for December 2 at 11:30a.

This meeting is meant for businesses, non-profit organizations, and governments to attend. It will be at the Fairgrounds Pavilion. Dickinson mentioned that the port staff attended the Small Ports Conference. It is always very informative and a great networking event. She continues to work on the lease negotiations for Mainstem Malt.

Housing: Nothing new to report.

Dayton Development Task Force: Spring gave a brief overview of items discussed at last month's Task Force meeting.

Executive Session: *RCW 42.30.110 (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. (20 minutes)*

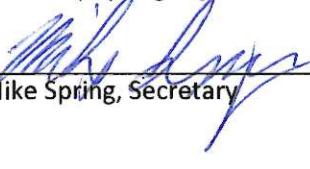
The executive session began at 5:23pm and was expected to last 15 minutes. They extended the session for an additional 5 minutes, it ended at 5:45pm. No action was taken.

Final Comments: None were made.

Approval of Vouchers: Commissioners approved regular monthly vouchers in the amount of: \$137,636.70.

11/03/2025	13804-13813	Payroll	28,189.25	11/12/2025	13835	Dayton Chamber of Commerce	550.00
11/12/2025	13814	MuffinKind (k)	50.00	11/12/2025	13836	Dayton Mercantile	120.79
11/12/2025	13815	Incidental Fund	100.00	11/12/2025	13837	Dingle's of Dayton	34.40
11/12/2025	13816	Jennifer S Dickinson(O)	372.15	11/12/2025	13838	Emerge Technologies	70.00
11/12/2025	13817	2Over Publishing	1,646.71	11/12/2025	13839	Herres Enterprises, LLC	176.04
11/12/2025	13818	Anderson Perry, Inc.	6,395.00	11/12/2025	13840	Inland Cellular	66.81
11/12/2025	13819	AWB - Association of WA Business	500.00	11/12/2025	13841	Jamestown Networks	198.23
11/12/2025	13820	Banner Bank - 1585	1,354.30	11/12/2025	13842	LEAF	567.67
11/12/2025	13821	Banner Bank - 1593	1,475.05	11/12/2025	13843	Liberty Theater	320.00
11/12/2025	13822	Banner Bank - GO Bond - 3946	2,431.59	11/12/2025	13844	MBG Cleaning Services	2,120.00
11/12/2025	13823	Banner Bank BMS #2 Bond - 9342	2,440.84	11/12/2025	13845	One Call Concepts, Inc.	2.78
11/12/2025	13824	Basin Disposal Inc	69.18	11/12/2025	13846	Orkin	3,695.26
11/12/2025	13825	Basin Disposal of Walla Walla	139.06	11/12/2025	13847	Pacific Power	1,323.96
11/12/2025	13826	Blue Mountain Irrigation & Landscape	1,591.75	11/12/2025	13848	Petricor Broadband, LLC	2,470.00
11/12/2025	13827	Boggs Ortuno PLLC	5,450.00	11/12/2025	13849	Senske	79.46
11/12/2025	13828	Brewer's Bookkeeping & Payroll Svrs	400.00	11/12/2025	13850	State Auditor's Office	278.20
11/12/2025	13829	Cardmember Service	8,682.39	11/12/2025	13851	Stephens Media Group	2,800.00
11/12/2025	13830	City Lumber	40.10	11/12/2025	13852	Urban Patterns, LLC	56,997.02
11/12/2025	13831	City of Dayton	2,600.56	11/12/2025	13853	US Linen & Uniform	159.06
11/12/2025	13832	Columbia County Treasurer's Office	14.00	11/12/2025	13854	Valley Wide Pasco Propane	477.20
11/12/2025	13833	Columbia iConnect	156.39	11/12/2025	13855	Waitsburg Times	243.00
11/12/2025	13834	Crown Paper & Janitorial Supply, Inc	33.50	11/12/2025	13856	Washington Public Ports Assoc.	755.00

Secretary Spring adjourned the meeting at 5:46 pm.


Mike Spring, Secretary