

Port of Columbia
Regular Monthly Meeting Minutes
January 14, 2026

Secretary Spring opened the meeting at 5:00pm.

Present: Commissioners Spring, Watts, and new Commissioner Scott Hudson, Port Attorney Kim Boggs, Port Staff Jennie Dickinson, Shane Laib, and Tracy Clark, along with 2 members of the public. 4 members of the public attended via Zoom. **Absent:** None

Pledge of Allegiance was recited.

Public Comment: None were made.

Election of Officers: Hudson moved to nominate Spring as the commission chair, seconded by Watts. Motion approved. Watts moved to nominate Hudson as secretary, seconded by Hudson. Motion approved. Spring mentioned there will be a conflict on the Task Force board with two Port commissioners serving as voting members. Watts moved to nominate Dickinson to replace Spring on the Task Force board, seconded by Hudson. Motion approved.

Approval of Minutes: Watts moved to approve the minutes of the December 10th meeting, seconded by Hudson. Motion approved.

Finances: Monthly Budget Report & Approve Vouchers – Dickinson reviewed the year end budget report for the commissioners. There was nothing unusual on the new 2026 budget report to review. Dickinson explained a couple of unusual invoices on the voucher report. One, in particular, exciting as it was was the final payment of the BMS Sewer contract with CERB. The vouchers were approved.

Leases: There were none.

Spring took a moment to state he would like to have an open dialogue with those in attendance during the meetings. If there is something someone would like to add during the meeting they are to raise their hands. When recognized by the chair, they could make comment. Watts would like to make sure those comments are held to one minute.

2026 Policies: Hudson jumped right to the Delegation of Authority Resolution 2026-01, with concerns regarding the requested increase from \$35,000 to \$50,000 under the Contracts & Professional, and Professional Services section. Dickinson stated that it was a common amount when she researched other Ports resolutions. She further explained that if a contract came in over \$35,000, there would need to be a special meeting held for the commissioners to sign it, such as with a CERB contract. The commissioners would have already approved the project budget, so this action would allow signing the contract without additional approval, and avoid delays in getting started. Dickinson was asking for a higher authorization amount in order to expedite the process. Watts and Hudson would like to see it remain at \$25,000. The resolution was reprinted with the lower amount so the commissioners could sign it. Hudson asked if input from the commissioners would be allowed on the job description of a newly created position under the General & Administrative section of this resolution. Boggs feels it is not good practice to give legal advise in a public meeting. She would be happy to meet with Hudson privately to discuss his question. Spring stated it is the duty of the commissioners to set goals and objectives of the director and for staff. Dickinson said the creation of a new position would be done during the annual budget discussion. The port director would not create a new position without it being part of the budget discussion. Watts stated the board would give direction to the director, what is needed within our budget, and then let the director manage how that gets done. Watts would like to have open discussion on setting salaries. Hudson moved to adopt the policy changes as written, seconded by Watts. Motion approved. Watts moved to approve Resolution 2026-01 as re-written, seconded by Hudson. Motion approved.

Again, Spring took a moment to suggest that there be a monthly workshop to discuss projects with other entities such as the County Commissioners, City Council, School Board, etc. to improve the look of our downtown. He is seeing many empty buildings and businesses leaving and would like to work with other groups to come together to improve those situations. Watts does not want to have monthly workshops but would be open to the idea if a

specific topic needed to be addressed. Spring stated we need to share mutual goals with those other entities. Boggs suggested he attend their regular meeting and ask if that is something they would be interested in attending. Laib suggested quarterly workshops. Dickinson reminded them that the comp plan drives the direction of the Port. She also suggested we add a Commission Item to the agenda where they could suggest something they would like to see improved upon with a clear and narrow vision. Spring agreed to approach the other entities about the workshop idea.

Rock Hill Industrial Park: Dickinson reported there has been some shrub trimming done. Nothing else to report on.

Lyons Ferry Marina: Dickinson submitted the Annual Part I Management Plan paperwork. Part II will be completed by April 1st. Dickinson will make a presentation to CERB in Olympia for grant to cover match funding for the RV project.

Blue Mountain Station: Dickinson reported Cedar Rain will be vacating Building #2 at the end of the month. She will meet with the pasta company in a couple of weeks. Dickinson and Laib are working on another lead, and a local group might be interested in the property. Dickinson and Port attorney Boggs provided an overview of the Mainstem Malt lease. Phil Neumann attended via Zoom and said it was a long time coming and was happy to move forward. Boggs added that everyone involved wants the project to succeed. The Commissioners signed the lease, with no questions or comments.

CWW Railroad: Dickinson has not heard from CWW since the last meeting. She will reach out to them. It was stated that the first load from Prescott to Wallula took place. This could lead to 1000 + cars a year.

Broadband: Dickinson stated that design is underway on the Starbuck/E911 project. The consultants involved are Zero db, Petrichor, and WestLand.

Staff Reports on Community and Economic Development: Dickinson stated the state audit has been completed. This is an audit that takes place every three years. It was a clean audit. The staff baked for and delivered the 24 tenant Christmas trays prior to the holiday break. Dickinson met with Hudson and swore him in on January 6th. She attended a meeting for the new Washington Saves program that will start in 2027. This is a 401k like program that individuals without employer sponsored retirement savings plans can contribute to. The Port received the SBDC quarterly report and BMAC will be offering financial classes soon. Laib reported submitting the ADO 2nd quarter report. The new quilt shop/laundromat should be opening soon. He is helping Dingle's find sources for supplies. Pioneer West has closed their store. Laib is hoping to find out if that building will be for lease or sale. Elfin Magic hosted a Christmas party at BMS. He is working on grant opportunities to repair the east grandstands at the fairgrounds. Laib has started a local dining campaign called Dish Up Dayton.

Housing: Nothing new to report.

Dayton Development Task Force: There had been no meeting since the CEDS meeting in December.

Executive Session: *RCW 42.30.110 (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 session began at 6:23pm was expected to last 15 minutes. They extended the session for an additional 5 minutes, it ended at 6:50pm. Action was taken after the session. Watts moved to increase Dickinson's salary by a total of 10%, which is made up of a 3% COLA and a 7% raise, seconded by Hudson. Motion approved.

Final Comments: None were made.

Approval of Vouchers: Commissioners approved regular monthly vouchers in the amount of: \$118,595.06.

01/02/2026	13904-13913	Payroll	27,686.75	01/14/2026	13940	Crown Paper & Janitorial Supply	234.79
01/12/2026	13914	Dept of Revenue	12,774.71	01/14/2026	13941	CSD Attorneys at Law	108.00
01/14/2026	13915	Jennifer S Dickinson(O)	118.30	01/14/2026	13942	Dayton Chamber of Commerce	2,800.00
01/14/2026	13916	Incidental Fund	35.00	01/14/2026	13943	Dayton Mercantile	211.92

01/14/2026	13917	Erbil Mediterranean Bakery	50.00	01/14/2026	13944	Dept of Commerce	10,156.83
01/14/2026	13918	Walla Walla Cookies & Milk (k)	7.50	01/14/2026	13945	Dingle's of Dayton	63.89
01/14/2026	13919	Regina Weldert	500.00	01/14/2026	13946	Emerge Technologies	70.00
01/14/2026	13920	Dept of Labor & Industries	474.98	01/14/2026	13947	Inland Cellular	66.91
01/14/2026	13921	Employment Security Dept.	133.20	01/14/2026	13948	Jamestown Networks	198.23
01/14/2026	13922	Employment Security Department	432.22	01/14/2026	13949	LEAF	420.81
01/14/2026	13923	Employment Security Dept.	381.00	01/14/2026	13950	MBG Cleaning Services	1,480.00
01/14/2026	13924	Col. Co. Treasurer	5,237.22	01/14/2026	13951	Mill Creek Mechanical	227.22
01/14/2026	13925	2Over Publishing	366.60	01/14/2026	13952	One Call Concepts, Inc.	5.56
01/14/2026	13926	Banner Bank - 1585	1,354.30	01/14/2026	13953	Pacific Power	2,638.49
01/14/2026	13927	Banner Bank - 1593	1,475.05	01/14/2026	13954	Petrichor Broadband, LLC	2,349.00
01/14/2026	13928	Banner Bank - GO Bond - 3946	2,431.59	01/14/2026	13955	Senske	79.46
01/14/2026	13929	Banner Bank BMS #2 Bond - 9342	2,440.84	01/14/2026	13956	State Auditor's Office	2,197.78
01/14/2026	13930	Basin Disposal Inc	69.54	01/14/2026	13957	Tell It Media	4,635.88
01/14/2026	13931	Basin Disposal of Walla Walla	139.56	01/14/2026	13958	US Linen & Uniform	118.22
01/14/2026	13932	Blue Mountain Irrigation & Landscape	1,993.91	01/14/2026	13959	USIC Locating Services, LLC	467.40
01/14/2026	13933	Boe Designs	1,425.00	01/14/2026	13960	Valley Wide Pasco Propane	415.57
01/14/2026	13934	Brewer's Bookkeeping & Payroll Srvc	400.00	01/14/2026	13961	Waitsburg Commercial Club	50.00
01/14/2026	13935	Cardmember Service	3,391.19	01/14/2026	13962	Waitsburg Times	148.50
01/14/2026	13936	City Lumber	8.67	01/14/2026	13963	Washington Public Ports Assoc	1,266.00
01/14/2026	13937	City of Dayton	2,290.12	01/14/2026	13964	WEDA	400.00
01/14/2026	13938	Col. Co. Auditor	4,666.50	01/14/2026	13965	Zero dB Communications, LLC	17,344.46
01/14/2026	13939	Columbia iConnect	156.39				

Chair Spring adjourned the meeting at 6:52 pm.



 Scott Hudson, Secretary