

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
November 11, 2019

Chairman Crowe opened the meeting at 1 p.m.

Present: Commissioners Crowe, Marvin and Aschenbrenner, Executive Director Dickinson, Economic Development Director Witherington

Press: JJ Dippel

The previous month's minutes were discussed. MOTION: Marvin motioned to approve minutes as written. Aschenbrenner seconded. Motion passed.

The October budget was reviewed. Miscellaneous expenses during the monthly were largely due to the Touchet Valley Trail Design Charrette.

Commissioner Crowe opened the public hearing on the 2020 budget at 1:06 p.m.

The 2020 Final Budget was reviewed. The only change made since the draft budget was moving some of the Salary and Payroll Expenses to the Professional Services category. This change was made to hire a contractor for bookkeeping rather than having a staff person do the work. The total expenses did not change.

There were no comments from the public. The public hearing was closed at 1:10 p.m.

MOTION: Marvin moved to adopt Resolution 2019-06, authorizing a Levy Certification for a 1% increase. Aschenbrenner seconded. Motion passed.

MOTION: Aschenbrenner moved to adopt the 2020 budget. Marvin seconded. Motion passed.

MOTION: Marvin moved to adopt resolution 2019-07, appointing Jennie Dickinson as Port Auditor. Aschenbrenner seconded. Motion passed. Dickinson said that the state auditor had mentioned that commissioners could sign a single warrant page, rather than one for each bill, as long as they were still reviewing each bill. Commissioners encouraged Dickinson to explore this option in more detail and implement if possible.

Commissioners signed a 5-year lease with Dayton Tractor & Machine, and a 3-year lease with TEAM, which recently sold to new owners.

Lyons Ferry Marina: Dickinson recently met with the concessionaires, who reported that it was a great year. Their new cabins have been a success this year. Next year's work plan includes putting in pull-through RV stations and other improvements.

Rock Hill Industrial Park: Minor work was done at Cameron Street Coworking, including moving one door and rekeying two doors. Filters were changed at the USDA building.

Blue Mountain Station: There was one plumbing call to address a potential leak in the Artisan Food Center. No leak was found and the excess water was likely due to high winds on a rainy day. Efforts are being made to winterize the building. Commissioner Marvin encouraged setting up a fire department tour of Building 2 now that it's complete and tenants are moving in.

CWW Railroad: Columbia Rail is moving Seneca Seed more frequently. They have contracted with RAM, a property management firm, to manage leases and ROW requests along the line. CWW is still struggling to gain access across a small stretch of Up's line near Wallula in order to resume shipping grain. Paul continues work on that issue.

Touchet Valley Trail: Witherington reviewed the October Design Charrette for commissioners. Witherington and Dickinson will be visiting WSU on December 9 for a concept plan presentation from their landscape architecture class. This information

will be helpful as the project moves in to design. The Port lawyer has reviewed the agreement with Anderson Perry.
 MOTION: Marvin motioned to approve agreement with Anderson Perry. Aschenbrenner seconded. Motion passed.

Executive Director Update: Dickinson has agreed to be a Census Convener for Columbia County for the 2020 Census. There are other Columbia County representatives as well. BMAC is leading the effort to increase the census count and will be coordinating efforts in the community.

Economic Development Director Update: Witherington reported that the addition of new staff Molly Weatherill-Tate at the Chamber of Commerce and Meagan Bailey at the City of Dayton are creating positive partnership opportunities in the community. She also reported on upcoming events for the Green Giant Sign dedication and a Civil Discourse Class.

The following vouchers were presented for approval of payment in the approved amount of amount of \$56,662.98.

Check numbers	Payroll	\$10,894.86		MBG Cleaning	\$1,130.00
10218	Jennifer Dickinson	\$257.40	10237	NW Public Broadcasting	\$580.00
10219	Kathryn Witherington	\$182.68	10238	Pacific Power	\$850.15
10220	Valerie Kerr	\$372.36	10239	Total Comfort Solutions	\$4,294.89
10221	A-1 Plumbing	\$231.70	10240	Total Office Concepts	\$80.09
10222	Banner Bank	\$4,680.32	10241	Touchet Valley Television	\$65.00
10223	Banner Bank	\$2,380.98	10242	US Linen	\$192.75
10224	Banner Bank	\$2,440.84	10243	Waitsburg Times	\$405.00
10225	Banner Bank	\$4,216.67	10244	Walla Walla Electric	\$4,377.77
10226	Basin Disposal	\$226.40	10245	Walt's Plumbing	\$95.70
10227	Brewer's Bookkeeping	\$750.00	10246	WA Economic Development Ass	\$400.00
10228	Century Link	\$320.62	10247	State Auditor's Office	\$3,601.41
10229	City Lumber	\$11.25	10248	Dayton Chronicle	\$26.78
10230	10223	\$1,654.94	10249	Ferrellgas	\$655.63
10231	Crown Paper	\$54.86	10250	Cardmember Services	\$4,404.83
10232	Dayton Electric	\$135.50	10251	Employment Security Department	\$354.22
10233	Dayton School District	\$192.29	10252	Incidental Fund	\$70.00
10234	Diane Patton	\$150.00	10254	Col Co Treasurer	\$3,196.56
10235	HDR Engineering	\$389.23	10217	Dept of Retirement Systems	\$2,137.52
10236	Leaf	\$201.73	10253		

Meeting was adjourned at 2:08 p.m. Next meeting is on Wednesday, December 11 at 3:30 p.m.


 Earle Marvin, Secretary