

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
January 8, 2020

Chairman Crowe opened the meeting at 3:30 p.m.

Present: Commissioners Marvin, Crowe, and Aschenbrenner, Jennie Dickinson, Kathryn Witherington

Press: JJ Dippel, Michele Smith

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

The December budget report was discussed. The numbers are almost final for 2019. Dickinson said that the 2016-2018 audit is complete and the exit conference will take place soon.

Dickinson reviewed the 2020 Capital Facilities Plan. Expenditures are proposed on the low side this year to help rebuild the Port's reserve. Some funds are allocated for finishing the front of BMS #2 and for additional signage on site. Lyons Ferry expenses include restrooms roof replacement, additional signage, and a site plan for pull-thru RV spots.

The Personnel policy was updated to reflect more accurate salaries and probation periods and to include information on the Washington State Paid Family Medical Leave Act that begins this month. **MOTION:** Marvin motioned to approve changes to policies. Aschenbrenner seconded. Motion passed.

The 2020 Election of Officers was held. Marvin was nominated to serve as Chair. Aschenbrenner was nominated to serve as Secretary. **MOTION:** Crowe motioned to make the nominative slate the elective slate. Aschenbrenner seconded. Motion passed.

A new 10-year lease with Columbia County Public Transportation was signed.

The 2020 Economic Development Plan draft was reviewed. Marvin suggested removing the target dates from the project list. With that change, the plan was adopted.

Lyons Ferry Marina: The marina is already filling up with reservations for the summer. With the exception of planning for the capital facilities improvements discussed above, there are no further updates.

Rock Hill Industrial Park: Minor maintenance this last month included fixing the door at the USDA building and a roof leak at the CCHS building. Witherington will be working on advertising the remaining spaces at the Cameron Street Coworking Facility this month.

Blue Mountain Station: Witherington will be developing a marketing push around the beverage cluster of mead, liqueurs, and whisky at Blue Mountain Station. Marvin had requested a tour of Building 2. The other commissioners are interested as well. Dickinson will work to coordinate that tour with tenants.

CWW Railroad: Dickinson continues to work with Columbia Rail and their property manager on right of way leases.

Touchet Valley Trail: The steering committee will be refining the concept plan draft this month at their meeting. Dickinson has signed the contract with Anderson Perry and they should begin work shortly.

Executive Director Report: Dickinson is helping the Citizens for Education with the upcoming school levy. She is also coordinating with Blue Mountain Action Counsel on outreach for the 2020 census.

Economic Development Director Report: Witherington is assisting the City of Dayton as needed with Affordable Housing efforts. She met this week with Representative Rude to go over legislative efforts that could improve housing outcomes. Under Broadband, she reported that PocketiNet should be finishing up their financial analysis of the project this month. The commissioners would like a report from PocketiNet once the work is complete. Witherington will coordinate that for next


month. Next steps once the mapping and financial model is complete is to form a community broadband team and begin outreach on the project.

Executive Session on real estate began at 4:20 and ended at 4:32 p.m. No action was taken.

The following vouchers were presented for approval of payment in the approved amount of amount of \$59,890.18.

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|-------------|------------------------------|-----------|-------|---|----------|
| 10309-10314 | Payroll | 14,800.82 | 10330 | Incidental Fund | 26.47 |
| 10315 | Banner Bank BMS #2 Bond 9342 | 2,440.84 | 10331 | CenturyLink | 319.87 |
| 10316 | Banner Bank GO Bond 3946 | 2,380.98 | 10332 | Dayton Mercantile | 33.92 |
| 10317 | Banner Bank 1585 & 1593 | 1,475.05 | 10333 | Cardmember Service | 947.65 |
| 10318 | Banner Bank 1585 & 1593 | 3,205.27 | 10334 | Ferrellgas | 938.36 |
| 10319 | Banner Bank IB#2 1189 | 4,216.67 | 10335 | LEAF | 201.73 |
| 10320 | Marinella & Boggs | 750.00 | 10336 | Pacific Power | 1,989.26 |
| 10321 | Orkin | 239.17 | 10337 | City of Dayton | 1,323.75 |
| 10322 | Department of Commerce | 11,643.18 | 10338 | Brewer's Bookkeeping & Payroll Services | 1,200.00 |
| 10323 | US Linen & Uniform | 128.50 | 10339 | Dept of Revenue | 5,328.25 |
| 10324 | Oxarc, Inc | 59.95 | 10340 | Employment Security Dept. | 61.24 |
| 10325 | Total Office Concepts | 116.19 | 10341 | Employment Security Department | 103.56 |
| 10326 | MBG Cleaning Services | 2,340.00 | 10342 | Dayton Chamber of Commerce | 400.00 |
| 10327 | Purswell's Pump Co | 878.58 | 10343 | Jennifer S Dickinson{O} | 139.16 |
| 10328 | Chicken Bills Cafe | 705.60 | 10344 | Kathryn Witherington | 86.96 |
| 10329 | Dayton Electric | 1,409.20 | 10345 | Dept. of Revenue | Void |

Meeting was adjourned at 4:33 p.m. Next meeting will take place on February 11 at Port of Columbia office.


 Dan Aschenbrenner, Secretary