

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
May 13, 2020

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

Present Via Zoom: Commissioners Earle Marvin and Dan Aschenbrenner, Executive Director Jennie Dickinson, Admin. Asst. Kelly Hinds, Sean Milligan, and members of the press Melissa Gemmell and Michele Smith.

Minutes: The previous month's minutes were discussed. MOTION: Commissioner Aschenbrenner moved to approve the minutes as written, and Commissioner Marvin seconded it. Motion carried unanimously.

Budget Report: We received \$22,500 in reimbursement for 75% of the broadband feasibility study cost of \$30,000. Rent payments are coming in mostly as usual, and no port businesses are planning to close at this time. One large expense this month was the replacement of the expansion tank in the boiler at the Artisan Food Center.

Rock Hill Industrial Park: Replaced the door handle at the Cameron Street Coworking building. A dog waste station was purchased to place at the trail head of Rock Hill hiking trail. Working on a plan to have it installed.

Lyons Ferry Marina: Boat Launch and campground are open. Trailers only at the campground at this time, no tent camping. The restaurant is offering take out only and the store is working to keep social distancing in place. The Department of Fish and Wildlife commented on how well they are doing following guidelines.

Blue Mountain Station: Pest control at BMS was increased due to a report of rodents, and seasonal landscaping and weed spraying is taking place. The parking lot work BMS Building #2 has been on hold as the contractors are just now able to go back to work. So far so good with the small businesses there, so no closures at this time. The Artisan Market has seen an increase in business as well as the garden center.

CWW Railroad: Columbia Rail received a grant from the Utilities and Transportation Commission for signage and signal upgrades.

Community & Economic Development Report: Dickinson expanded on the report she handed out. Almost all work is COVID-19 related. The Port has been working with the City and the Chamber on a Big Heart for Small Businesses shop local campaign. We continue work on sourcing personal protective equipment for small businesses to use when they can reopen. VS Mainstreet has announced that it will be closing. Dickinson has been working with the individual vendors within the building to gauge interest in continuing the business concept on their own. Local business owners have expressed concern that people from out of town will seek services here as they are not available to find them in their own communities. While they are happy to be moving forward with Phase 2, they also want to put Columbia County first, such as hair salons serving existing clients and not taking on any new clients at this time. Restaurants are reopening at 50% capacity, regular sanitation, and gathering customer contact information in the event that someone reports contracting the virus and has visited their establishment. The Touchet Valley Bike Trail concept plan is nearing completion. The bike trail steering committee will review it at their meeting set for May 20th. Commissioners want to review the plan before it goes public.

Application for vacant District #3 Commissioner: Dickinson reported that she had received only one applicant for the position from Sean Milligan. A Special Meeting was set for Monday, May 18th at 3:30 via Zoom to interview Sean Milligan and potentially appoint him to the position.

Update on status of Working Washington Small Business Emergency Grant Program and opportunity for CDBG Microgrant Program: Waiting to hear back on grant applications for the first program. The Port will need to contract with each business and pass the funds through from the state.

Dickinson reported that some additional funds through the Economic Division of Community Development Block Program (CDBG) are available, and there is \$6,025 earmarked for Columbia County. She would like to accept it as the start of a second microgrant program. We would get the funds through a subrecipient agreement with Walla Walla County.

Motion: Commissioner Aschenbrenner made a motion authorizing Dickinson to sign a subrecipient agreement between Walla Walla County and the Port of Columbia for CDBG micro grant program funds. Marvin seconded the motion and motion carried.

Update on rent deferral request: Two businesses asked for deferrals. They are waiting to hear about possible grant funding before they pay rent. Pay back schedule may be set up to receive necessary payments.

Approval of vouchers: Commissioners approved vouchers in the amount of \$86,906.40.

10461 - 10471	Payroll	13,037.5 1	10491	Lyon's Ferry Marina - KOA	2,184.56
10472	Apollo Heating & Air Conditioning	0.00	10492	Leaf	297.28
10473	Artmil, Inc.	1,200.00	10493	Marinella & Boggs	750.00
10474	Banner Bank	3,205.27	10494	MBG Cleaning Service	2,420.00
10475	Banner Bank	1,475.05	10495	Orkin	393.28
10476	Banner Bank	2,440.84	10496	Pacific Power	1,121.36
10477	Banner Bank	2,380.98	10497	Sun Pest Management	63.66
10478	Banner Bank	4,216.67	10498	Total Office Concepts	228.16
10479	Anderson Perry, Inc.	10,926.6 7	10499	Touchet Valley Landscapes	5,650.42
10480	State Auditor's Office	4,546.57	10500	Touchet Valley Television	130.00
10481	Brewer's Bookkeeping & Payroll Services	2,400.00	10501	US Linen	321.25
10482	CenturyLink	312.75	10502	Washington Dept of Revenue	5,801.78
10483	City Lumber	39.77	10503	Cardmember Services	8,466.48
10484	City of Dayton	1,542.04	10504	Jennifer Dickinson	42.79
10485	Darrell Chapman	243.90	10505	Basin Disposal of Walla Walla	231.96
10486	Dayton Chamber of Commerce	2,800.00	10506	Basin Disposal Inc	72.12
10487	Dayton Mercantile	14.56	10507	Liberty Theater	320.00
10488	Dept of Retirement Systems	25.00	10508	HomeStreet Bank - Incidental Funds	311.66
10489	Ferrellgas	140.79	10509	Apollo Heating & Air Conditioning	6,036.54
10490	Intrado	114.73			

Meeting was adjourned at 4:06 p.m. by Earl Marvin. Next meeting will take place on June 10th at 10:00 am at Lyons Ferry Marina if the Open Public Meetings Act proclamation has been lifted.


Earle Marvin, Chair