

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
July 7, 2020

Chairman Marvin opened the meeting at 3:30 pm

Present Via Zoom: Commissioners Earle Marvin, Sean Milligan, and Dan Aschenbrenner, Executive Director Jennie Dickinson, Port Intern Keegan Milsten, and members of the public Neil Carpenter and Scott Peters.

Marvin asked for any public comments: Columbia REA CEO Scott Peters said they have been working with RAMS, Inc., the railroad property management company that the Port's lessee, CWW Railroad is contracting with for railroad right of way management. CREA is questioning the annual recurring fee that RAMS has proposed charging for railroad crossings. He said they are used to one-time application and/or crossing fees, but not recurring fees. He says that if there are large fees charged, they will have to be passed on to their customers. Dickinson responded by first pointing out that since the Port is leasing the property to CWW, the Port does not have a relationship with RAMS, Inc and therefore cannot dictate what they are charging. She did say that she had spoken with RAMS and was under the impression they had waived all fees for CREA's Bolles crossing application and were going to propose a Master Agreement that would govern all current and future crossings. Commissioner Marvin asked Dickinson to report back on this item at the August meeting.

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

Budget Report: Dickinson discussed large expenditures for the month – our annual Blue Mountain Station land payment for \$53,333 and \$151,138 in Working Washington Small business Emergency Grant payments. We received full reimbursement in the amount of \$151,138 for the grant expenditures per our contract with the WA State Dept. of Commerce. We will need to make an amendment to our budget due to the grant income and expenditures sometime soon – the August or September meeting.

Governor's Proclamation: Dickinson said that the Open Public Meetings Act Proclamation prohibiting and/or setting parameters for government bodies to meet has been extended again, and does not allow for us to meet in person unless we can provide adequate social distancing for commissioners and public and/or provide an remote meeting option for the public. We do not currently have the room to allow this.

Commissioner Aschenbrenner's Resignation: Commissioner Aschenbrenner has purchased a home in the country outside of Dayton that is not in his district, therefore he is submitting his resignation from the board effective July 10th. Dickinson will advertise for District 1 candidates, with a due date of July 31. Commissioners would like to interview candidates prior to the August regular Port Commission meeting.

Rock Hill Industrial Park: The General Service Agency, which is the governing body for the USDA office lease, scheduled their annual inspection for this month. Carpet were shampooed and windows washed this month.

Lyons Ferry Marina: Dickinson discussed the restroom project with the concessionaire. Will continue to work on this. The Corps of Engineers will not be conducting an inspection this year due to funding shortages.

Blue Mountain Station: The new gravel parking lot at BMS Bldg. #2 is complete. There is some loose insulation inside the building that we are working to get repaired. Since it was just installed, Dickinson expects Smith Insulation to repair it under warranty. The Artisan Food Center paved parking lots are scheduled for sealing and repainting this month. The BMS trademark has been renewed for another 5 years.

CWW Railroad: Weed spraying has been completed for the year. Rail Bank funds are available for projects, and hopefully CWW will apply.

Community & Economic Development:

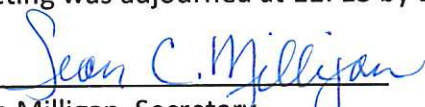
- **Executive Director Report:** Dickinson provided a written report to the commissioner prior to the meeting. Highlights include Dickinson submitting 5 quarterly reports for various funding agencies and that she is excited about Columbia County Health system’s plan to construct assisted living units.
- **Public Meeting for Broadband Project:** Dickinson stated that CERB is requiring the public meeting, and we will have to hold it electronically. Commissioners suggested mid-September for the meeting
- **Update on status of Working Washington Small Business Emergency Grant Program:** Grants are paid out, and the businesses are very grateful.
- **CDBG/CARES Act Microgrant Program:** Dickinson asked commissioners to approve an Interlocal Agreement with the City of Dayton for \$76,800 in funds for the microgrant program.

MOTION: Commissioner Milligan moved, and Commissioner Marvin seconded a motion to approve the Interlocal Agreement with the City of Dayton. Motion carried unanimously.

Approval of vouchers: Commissioners approved vouchers in the amount of \$262,455.36

10549 - 10559	Payroll	12,541.39	10602	LEAF	201.73
10560 - 10583	WWSBEG Grants	151,138.00	10603	City of Dayton	1,568.24
10584	Incidental Fund	73.88	10604	Total Office Concepts	15.58
10585	Banner Bank IB#2 - 1189	4,216.67	10605	Touchet Valley Landscapes	1,410.89
10586	Banner Bank - GO Bond - 3946	2,380.98	10606	Badger Construction	10,296.61
10587	Banner Bank - 1593	1,475.05	10607	Brewer's Bookkeeping & Payroll Services	1,200.00
10588	Banner Bank - 1585	3,205.27	10608	Boe Designs	500.00
10589	Banner Bank BMS #2 Bond - 9342	2,440.84	10609	Orkin	402.96
10590	Basin Disposal of Walla Walla	115.98	10610	Dingle's	23.36
10591	Chapman Heating, Inc.	136.58	10611	Marinella & Boggs	750.00
10592	City Lumber	159.75	10612	Department of Commerce	53,333.33
10593	Ferrellgas	151.61	10613	Dept of Revenue	6,541.79
10594	MBG Cleaning Services	1,730.00	10614	Dept of Labor & Industries	45.87
10595	Pacific Power	837.84	10615	Employment Security Department	79.21
10596	Rock Hill Concrete	341.91	10616	Employment Security Dept.	78.17
10597	Sun Pest Management	63.66	10617	Walla Walla Union Bulletin	545.00
10598	Total Office Concepts	15.58	10618	CenturyLink	312.75
10599	Touchet Valley Television, Inc	65.00	10619	Cardmember Service	1,173.59
10600	US Linen & Uniform	128.50	10620	Jennifer S Dickinson{O}	42.79
10601	Waitsburg Times	215.00	10621	Dayton Chamber of Commerce	2,500.00

Meeting was adjourned at 11: 13 by Earle Marvin. Next meeting will take place on August 12th.


Sean Milligan, Secretary