

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
June 10, 2020

Chairman Marvin opened the meeting at 10:00 a.m.

**Present Via Zoom:** Commissioners Earle Marvin and Sean Milligan, Executive Director Jennie Dickinson, Admin. Asst. Kelly Hinds.

Touchet Valley Trail Steering Committee members in attendance: Lucia Portman, National Park Service; Meagan Bailey, City of Dayton; Trina Cole, City of Dayton; Dena Martin, Columbia County Planning; Paul Gonseth, Washington State Department of Transportation; Clara Dickinson-McQuary, Washington State Parks; Joy Smith, Waitsburg Commercial Club; Glen Mendel, community member (Dayton); Terry Lawhead, community member (Waitsburg); Paul Didelius, Columbia Rail owner; Brian Hansen, Anderson Perry; Shaun Darveshi, Palouse Regional Transportation Planning Organization.

Marvin asked for any public comments and there were none.

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

**Budget Report:** The first half property tax collection from Columbia County was slightly below 50%. Renters have been doing well in keeping up with lease payments. Large expenditures include well repair at Lyons Ferry at a cost of \$7,000.00 and a payment to Anderson Perry for \$35,000 that will be reimbursed by Washington State Department of Transportation.

**Leases:** Jay's Garage agreed to a three-year lease with a 2% rent increase. MOTION: Commissioner Milligan moved to approve the lease and commissioner Marvin seconded it. Motion carried unanimously.

**November Meeting Date:** November meeting date was changed from November 11 (a holiday) to November 10.

**Rock Hill Industrial Park:** Business has seemed to be managing pretty well through this difficult economic environment. Maintenance items included a sewer lift pump repair at Dayton Tractor and a gutter repair at the Port office. The new dog waste station was placed at the Rock Hill trail head.

**Lyons Ferry Marina:** The concessionaires would like to upgrade the upland restroom and shower house. A Boating Facilities grant through the Resource Conservation Office (RCO) could potentially pay for it. The concessionaires are willing to put 25,000 of their own money into the project as matching funds. The application process is very competitive, but we have the required planning documents in place. Application would be due this fall. The river level rose quickly due to unexpected snow melt and run off during the unusually-hot weekend in June. It affected the docks and the sea wall. More gravel was added to repair the sea wall.

**Blue Mountain Station:** Nothing new to report.

**CWW Railroad:** Paul Didelius was present during the meeting and stated that they have been storing rail cars to generate revenue because of the economy being down. There is not a lot of freight coming out of Seneca

Commissioners discussed the plan approval process. The plan is still open to change, and really doesn't need to be formally adopted until funding is sought for construction. Commissioner Marvin thinks the plan should be turned over to Anderson Perry as they are leading the engineering and design work now. Commissioner Milligan would like to see the steering committee continue to serve in an advisory capacity as the trail design work continues, making recommendations to the Port Commission as needed.

MOTION: Commissioner Milligan made a motion to forward the plan to Anderson Perry for use in the engineering process, and Commissioner Marvin seconded it. Motion carried unanimously.

Commissioners thanked the steering committee for their work.

**Update on status of Working Washington Small Business Emergency Grant Program:** Paperwork is being drafted and attorney Kim Boggs is looking over the contract document. Checks will likely need to be written to the businesses prior to our next commission meeting. Jennie will prepare a separate voucher just for the grant fund distribution.

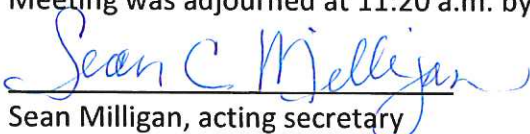
**CDBG Microgrant Program:** Waiting to hear back on grant application for more funding.

**Update on rent deferral request:** No new requests.

**Approval of vouchers:** Commissioners approved vouchers in the amount of \$84124.62

10510 - 10519	Payroll	12622.94	10534	Pacific Power	863.09
10520	Banner Bank	4,216.67	10535	Patton & Associates	2,050.00
10521	Banner Bank	2,440.84	10536	Purswell's Pump Company	7,273.13
10522	Banner Bank	3,205.27	10537	Sun Pest Management	63.66
10523	Banner Bank	1,475.05	10538	Total Comfort Solutions	1,522.55
10524	Banner Bank	2,380.98	10539	Total Office Concepts	10.09
10525	A+ Sparkle	430.00	10540	Touchet Valley Landscaping	1387.12
10526	Brewer's Bookkeeping & Payroll Services	1,200.00	10541	Touchet Valley Television	65
10527	City Lumber	254.23	10542	US Linen	130.43
10528	City of Dayton	1,736.97	10543	Ferrell Gas	534.18
10529	Dayton Mercantile	11.37	10544	Century Link	312.75
10530	Dingle's	80.18	10545	Dog Waste Depot	250.46
10531	Double T Construction	988.61	10546	Cardmember Services - Elan	444.49
10532	LEAF	201.73	10547	Anderson Perry, Inc	35766.58
10533	MBG Cleaning	2,164.00	10548	Jennifer Dickinson	42.25

Meeting was adjourned at 11:20 a.m. by Earle Marvin. Next meeting will take place on July 8<sup>th</sup>.

  
Sean Milligan, acting secretary