

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
August 12, 2020

Chairman Marvin opened the meeting at 3:30 pm

Present Via Zoom: Commissioners Earle Marvin, Sean Milligan, and Shawn Brown, Executive Director Jennie Dickinson, Port Intern Keegan Milsten, Port Administrative Assistant Kelly Hinds, members of the press Melissa Gemmell and Michele Smith.

Marvin asked for any public comments: None at this time.

Minutes: Minutes from the July 7th regular meeting and the August 6th Special Meeting were reviewed.

MOTION: Commissioner Milligan moved to approve both sets of the minutes as written, and Commissioner Marvin seconded it. Motion carried unanimously.

Budget Report: Dickinson reported that lease revenue continues to come in as planned, and that we received \$3,000 from the Department of Commerce for a grant for Main Street Salon. Larger bills include a payment to Anderson Perry for trail design and BMS parking lot sealing and striping.

Leases: A 1-year lease renewal for Jordan Henderson Fine Arts was presented and approved. XO Alambic owner Rusty Figgins has sold his businesses and has asked to be let out of his lease. Red Band Cellars, an existing Port tenant has been looking for additions space for several months, so he is interested in leasing the space Rusty is vacating. He would like both of his leases to have the same term, so Dickinson presented a new lease with Red Band Cellars for Suite J at BMS through March of 2021. Commissioners approved the lease.

Rock Hill Industrial Park: No maintenance this month. Discussed the possibility of hiring Billy's Goats to clear weeds along the Rock Hill Trail. DOC has been hired in the past to help with maintenance but due to COVID that was not a possibility this year.

Lyons Ferry Marina: The Corps of Engineers scheduled their annual inspection after all, which will take place on September 17th, 2020 at 10:00 a.m. The Marina concessionaire reports that they have been very busy.

Blue Mountain Station: Has undergone some maintenance needs this last month. The boiler was inspected. Two hot water meters need to be replaced due to excessive condensation making them difficult to read. Plumbing repairs were necessary in the tenant bathroom and the public bathroom. The kitchen mop drain area needed to be unplugged, and the main grease trap was backed up as the company that attends to this maintenance did not perform their clean-out due to COVID and failed to let the Port know. There have been several inquiries regarding possible rental space available at Blue Mountain Station.

CWW Railroad: Per the lease with CWW Rail, commissioners vote on final approval of certain railroad crossing agreements. Dickinson presented a recommendation from the rail operator's property management company to approve a pipeline crossing and encroachment license agreement with the City of Waitsburg for a municipal water line extension. **MOTION:** Sean Milligan made a motion to approve the agreement, and Shawn Brown seconded it. Motion carried unanimously. Discussed master license agreement the rail operator has proposed to cover Columbia REA crossing requests. The rail operator sent the master agreement to CREA but has had no response. The Port has received an extensive Public Records Inquiry from Columbia REA asked for information dating back to 1996. Dickinson has contacted the Port attorney for assistance in responding. Sean Milligan stated that if this research requires extended work we could be reimbursed.

Community & Economic Development:

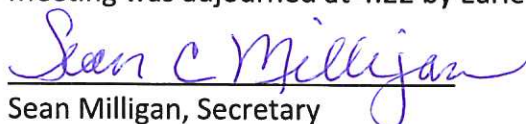
- **Executive Director Report:** Dickinson provided a written report prior to the meeting. The public health department has received 32,000 more masks but needs more hand sanitizer.
- **Public Meeting for Broadband Project:** Lydia Caudill has been hired to help work on the Broadband project. A Public Works Board grant opportunity has come up. Dickinson and Caudill will be following up with this application. The Broadband Information Meeting has been scheduled for August 31st at 6:00 pm. PocketsNet will provide a summary presentation on the feasibility study, and we will ask for input from the community. Commissioner Marvin wants to make sure that a clear description of the project is given so the public will understand what is proposed.
- **Port of Columbia COVID-19 Small Business Relief Fund:** A second round of grant funding has generated a lot of applications. Keegan updated the Port's website with a new page specific to COVID-19 grant opportunities and other business resources. His last day will be August 14.

Executive Session: Commissioners went into executive session at 4:09 pm to evaluate the executive director.

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

10622 - 10633	Payroll	12,665.07	10652	Chapman Heating, Inc.	97.56
10634	Banner Bank IB#2 - 1189	4,216.67	10653	Total Office Concepts	15.08
10635	Banner Bank BMS #2 Bond - 9342	2,440.84	10654	Dayton Chronicle	42.00
10636	Banner Bank - GO Bond - 3946	2,380.98	10655	Brewer's Bookkeeping & Payroll Services	1,200.00
10637	Banner Bank - 1593	1,475.05	10656	Main St Salon	3,000.00
10638	Banner Bank - 1585	3,205.27	10657	Col. Co. Treasurer	14.00
10639	Herres Enterprises, LLC	180.00	10658	US Linen & Uniform	128.50
10640	Basin Disposal of Walla Walla	234.29	10659	Waitsburg Times	189.00
10641	Armored Knights Locksmith	316.51	10660	Dingle's of Dayton	21.17
10642	Boe Designs	500.00	10661	LEAF	201.73
10643	Touchet Valley Television, Inc	65.00	10662	Dept of Health	103.90
10644	Basin Disposal Inc	88.14	10663	Jennifer S Dickinson{O}	42.44
10645	Dayton Chronicle	144.00	10664	Cardmember Service	1,137.55
10646	Wellens Farwell Construction	8,142.00	10665	CenturyLink	321.97
10647	A-1 Plumbing	702.97	10666	Dept of Labor & Industries	109.80
10648	Sun Pest Management	63.66	10667	Total Comfort Solutions, LLC	365.52
10649	MBG Cleaning Services	1,570.00	10668	Ferrellgas	272.00
10650	Pacific Power	749.17	10669	Touchet Valley Landscapes	1,324.23
10651	City of Dayton	1,904.65	10670	Anderson Perry Inc	7,175.25

Meeting was adjourned at 4:22 by Earle Marvin. Next meeting will take place on September 9th, 2020.


Sean Milligan, Secretary