

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
October 14th, 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 Administrative Assistant Kelly Hinds, members of the press Michele Smith and Melissa Gemmell, Jarret Mankin from RAMS Inc., and Amy Amerein, community member.

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

Minutes: Minutes from September 9th, 2020 were reviewed.

MOTION: Commissioner Brown moved to approve the minutes, and Commissioner Milligan seconded it. Motion carried unanimously.

Budget Report: Dickinson reviewed the budget report and highlighted unusual income and expenses, which were few. We received a \$1,000 grant from Pacific Power for trail maintenance. One start-up business returned their grant as they decided not to proceed with starting up their tutoring business at this time.

2021 Budget Review: Dickinson reviewed the budget comparison and draft 2021 budget worksheets that were sent to commissioners prior to the meeting. The income projections include a 1% levy increase as allowed by law. Discussed the possibility of looking into other property insurance carriers as our premiums have increased 43% over the last two years. Jarret with RAMS Inc. stated that he may know another insurance broker that might be able to find a more reasonable price and will provide Dickinson with contact info. Dickinson made sure the listening public knows that the community rumor that she makes \$150,000 per year is just that – a rumor. She also reminded commissioners that she has worked with less staff this year, and cut other administrative and capital expenses, in order to replenish the Port's cash reserves. The draft budget shows that this has been a successful effort as Dickinson is estimating the Port will end the year with \$168,000 cash-on-hand versus the \$46,000 we ended 2019 with. With budget approval next month, commissioners will be authorizing an annual salary of \$68,600 for Dickinson (an approximate 3% increase) and a 2% increase for the Administrative Assistant hourly wage. The salary line item also includes funds to hire another full-time employee. The Port's current debt service will be paid off between 2026 and 2030. Broadband matching funds and the remaining WSDOT grant funds for trail design are included in the budget proposal. Commissioners will hold a public hearing on the levy increase and the 2021 budget at 3:30 pm November 10th.

Leases: Commissioners approved a two-year lease extension for Mama Monacelli's Kitchen and a 2-year lease renewal with Boe Designs with both lease rates staying the same. Dickinson reiterated that lease rates are not scheduled to increase for BMS tenants at this time, and there may be instances in the industrial park where a rent increase will cause financial harm to a business already suffering from COVID-19 financial damage.

Redundancy Plan: Earle Marvin brought up a concern shared by the commission regarding a lack of redundancy in knowledge of Port operations if Dickinson were unable to perform her various duties. Dickinson pointed out that normally there would be a second staff person with more knowledge of operations, but she has been working with less staff in order to rebuild our reserve. Dickinson stated that Port attorney Kim Boggs is very familiar with Port laws and our Port district and would be able to help if needed. Marvin was concerned with the need to have a third person to be able to sign checks in the event Dickinson was unable to do so. Brown stated that we could reach out to other Ports as well to see how they have handled these

situations in the past and if they might have any input. A goal has been set for January 2021 to come up with a redundancy plan that would fit the Port's needs.

Marvin asked about registration for the Small Port Seminar. Dickinson said registration is not open yet, but she will send the link when it is. Marvin would also like new pictures of the commissioners sent to the WPPA.

Rock Hill Industrial Park: A concrete parking bumper was replaced at the USDA Service Center after our annual GSA inspection. Dayton Tractor is having their windows replaced and their building trim repainted. Hoping to get Desperado Cowboy Bullets' trim painted this year as well.

Lyons Ferry Marina: The Corps of Engineers performed their annual inspection, which went very well. A Life Ring needs to be replaced as well as an electrical cord. A new metal roof has been placed on the lower restroom building.

Blue Mountain Station: Oxarc performed their annual fire suppression maintenance on the class 1 hoods, and Apollo performed semi-annual HVAC maintenance. Total Comfort Solutions installed a grease trap dosing system in the commercial kitchen sink. The Department of Labor and Industries received a complaint from a labor union about a subcontractor that worked on the BMS Building #2 project supposedly not paying prevailing wage. It turns out not to be a company that we paid any funds to. Dickinson sent all requested information to L & I. Bard and Bee Meadery opened during Oktoberfest and had a successful turn out.

CWW Railroad: Jarrett with RAMS, Inc., the railroad right of way management company that the rail operator contracts with, recommended approval of a private crossing agreement for Noble Farms. Indemnification of the Port and a property owner signature line will be added to the document as the Port is the land owner.

Motion: Commissioner Brown moved and Commissioner Milligan seconded a motion to approve the Noble Farms crossing agreement. Motion carried unanimously.

The rail operator and HDR, the consulting firm that has been working on a railroad funding strategy, have agreed to attend the November meeting to discuss rehabilitation needs. Dickinson has asked them for an updated study-in-progress prior to the meeting.

Community & Economic Development:

- **Executive Director Report:** Dickinson provided a written report to the commissioners in their packets. Dickinson is working on 5 quarterly reports that are due for our various funding partners.
- **Broadband Project:** The Port has applied for grant funding for its broadband project through the Public Works Board. The Board recently informed the Port that Charter Communications also submitted an application for the grant request for a broadband project for Dayton, Pomeroy and Prescott. They have since withdrawn from Pomeroy as the Port of Garfield has already received funding for its broadband project. Charter did not follow the requirements of the application to notify existing ISPs of their intent to apply. The Port should hear by October 23rd if our funding application is approved.
- **Port of Columbia COVID-19 Small Business Relief Fund:** The City of Dayton has received more CARES funding in the amount of \$38,400 and would like to add it to our Small Business Relief Fund through an amendment to our existing Interlocal Agreement. With that funding, the Port has about \$94,000 left to grant to qualified businesses. Applications need to be submitted to the Port by October 30th. The Port has received three already with a fourth application on the way. Dickinson is trying to get the word out within the community to those who have not already received funds.

Motion: Moved by commissioner Milligan and seconded by Commissioner Brown to authorize the chairperson to sign the amendment to the Interlocal Agreement with the City of Dayton. Motion carried unanimously.

- Touchet Valley Trail:** The bike trail design is almost to the 30% mark at which time the Port will have a public meeting, possibly in January. Marvin would like to have the meeting in a public forum verses a Zoom meeting if possible. Dickinson asked what the commissioners would like to get out of the meeting. Marvin said he wants to inform the public of our progress and get their feedback. Commissioner Brown pointed out that gatherings of more than 10 people are still prohibited. Commissioner Milligan asked if we have to have a meeting. Dickinson replied that no, a meeting is not a requirement. The bike trail is an approved project in our Comprehensive Plan, and until the commissioners tell her to stop working on it, she will continue to work on it. It is up the Port commission. She thinks a digital meeting should work well and gave the broadband meeting as an example of a successful public Zoom meeting. Marvin said it was successful because everyone is in favor of broadband. Marvin also stated that the Port promised to hold another public meeting.

Approval of vouchers: Commissioners approved regular monthly vouchers in the amount of \$134,405.47.

10742 - 10753	Payroll	12,574.0 2	10773	Dayton Merchantile	25.48
10754	Jennifer S Dickinson{O}	77.75	10774	Dept of Labor & Industries	76.20
10755	Employment Security Department	81.14	10775	Dingle's of Dayton	92.11
10756	Cardmember Service	2,086.90	10776	Enduris	56,997.0 3
10757	Employment Security Dept.	80.06	10777	LEAF	201.73
10758	Dept of Labor & Industries	290.76	10778	Marinella & Boggs	750.00
10759	Agri-Times	20.00	10779	MBG Cleaning Services	1,210.00
10760	Apollo Heating & Air Conditioning	581.02	10780	Orkin	402.96
10761	Banner Bank BMS #2 Bond - 9342	2,440.84	10781	Oxarc, Inc	326.07
10762	Banner Bank - 1585	3,205.27	10782	Pacific Power	800.77
10763	Banner Bank - 1593	1,475.05	10783	Sun Pest Management	63.66
10764	Banner Bank - GO Bond - 3946	2,380.98	10784	Total Office Concepts	20.15
10765	Banner Bank IB#2 - 1189	4,216.67	10785	Touchet Valley Landscapes	1,743.43
10766	Basin Disposal of Walla Walla	115.98	10786	Anderson Perry, Inc.	29,179.7 9
10767	Basin Disposal Inc	53.34	10787	Downtown Walla Walla Foundation	250.00
10768	City of Dayton	2,024.12	10788	Brewer's Bookkeeping & Payroll Services	1,200.00
10769	CenturyLink	320.09	10789	Dept of Revenue	5,937.78
10770	Crown Paper & Janitorial Supply, Inc	105.28	10790	Employment Security Department	0.00
10771	Columbia County Treasurer	235.65	10791	Touchet Valley Television, Inc	65.00
10772	Dayton Chamber of Commerce	2,500.00	10792	US Linen & Uniform	198.39

The meeting was adjourned at 4:42 p.m. by Earle Marvin

Sean C. Milligan

Sean Milligan, Secretary