

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
January 13<sup>th</sup>, 2021

Chairman Earle Marvin opened the meeting at 3:30 pm

**Present Via Zoom:** Commissioners Earle Marvin, Sean Milligan, and Shawn Brown, Executive Director Jennie Dickinson, Port office manager Melody Shahan, Port Administrative Assistant Kelly Hinds, community member Joy Smith, members of the press Michele Smith and Melissa Gemmell.

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

Introduction of New Employee: Melody Shahan is the new office manager.

**Minutes:** Minutes from the December meeting were reviewed. A small correction was noted changing “which” from “with” in the previous minutes listed under 2021 Meeting Schedule Motion.

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

**Review monthly budget:** The Port ended the year with a \$146,000 cash balance, slightly lower than anticipated due to the timing of an \$18,000 reimbursement from DOT. \$22,000 in back taxes in 2020 should trickle in during 2021. We received our last payment of \$5,000.00 from the solar panel incentive program at Blue Mountain Station. It was about a \$12,000.00 investment and our return was \$20,000.00.

**Executive Director Succession Plan:** Commissioners liked the plan overall. Commissioner Marvin suggested the Commissioners review it again in six months. Shawn suggested including the password to the computers in the list of key documents. Earle suggested the paragraphs be numbered to help reduce confusion when referencing the plan paragraphs.

**MOTION:** Commissioner Brown moved to approve the succession plan. Commissioner Milligan seconded it. Motion carried unanimously.

**Port Policies:** Port Policies #1-18, 2021 were discussed. Only minor amendments were made.

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

**Capital Facilities Plan:** Sean Milligan asked if the Port is committed to funding a project if it is on the list, and Dickinson replied that it is not. It is a proposed list of potential expenditures.

**MOTION:** Commissioner Milligan made a motion to approve, and Commissioner Brown seconded it. Motion carried unanimously.

**Designated Check Signers:** Discussed adding one commissioner and another staff member to the designated check signer list for back-up. The Bank Account policy lists signers by title, but the bank needs to have the commissioners approve signatories by name. Executive Director Jennie Dickinson, Office Manager Melody Shahan and Port Commissioners Earle Marvin and Sean Milligan are authorized to sign checks.

**MOTION:** Made by Commissioner Milligan to authorize Earle Marvin, Sean Milligan, Jennie Dickinson, and Melody Shahan as signers on the Banner Bank and HomeStreet Bank accounts held by the Port of Columbia, and the motion was seconded by Commissioner Brown. Motion carried unanimously.

**Comp Plan Update:** Following up from the December workshop, Dickinson was advised to change the verbiage to “reference documents” rather than appendices. Dickinson will make the necessary changes. Commissioners set a public hearing to consider minor updates to the comp plan for February 10<sup>th</sup> at 3:30 pm.

**Rock Hill Industrial Park:** Woodward Canyon Family Farms has given their notice and will be leaving the Industrial park in February. There are several businesses interested in the location.

**Lyons Ferry Marina:** Currently taking reservations and conducting maintenance on the property.

**Blue Mountain Station:** The Garden Space has become available as previous renters are retiring. The space will be available for \$25 dollars a month plus summer water usage charges. The potential gardener would also be able to utilize the Artisan Co-op Market to sell their goods. The main grease trap outside the building was cleaned as part of the biannual maintenance plan.

**CWW Railroad:** Nothing new to report at this time.

**Public Health:** Columbia County was lumped in with other larger counties in a regional approach to reducing COVID-19 cases, making it difficult for Dayton to reopen their restaurants. The health department is recommending to wait until we qualify for the new Phase II before pushing the legislature for change.

**Bike Trail Update:** Dickinson reported that the 30% design should be completed in the next couple of months. Marvin suggested scheduling a public meeting for March 21<sup>st</sup>. Commissioners Milligan and Brown think it’s premature to schedule a meeting since we’ve not received the plans yet. Dickinson asked the Commissioners for feedback on the public meeting outline she sent in their packets. The public meeting would be a zoom webinar, with maps and the ability to comment posted on our website, prior to, during, and after the meeting. Attendees would be able to ask questions via chat during the meeting. Representatives from other trail communities will be invited to speak. Sean Milligan requested an updated schedule for trail design from Anderson Perry. Dickinson will follow up. Commissioners agreed to proceed with proposed meeting outline.

**Community & Economic Development:**

- **Project Updates:** Columbia County Hospital District had NoaNet put in fiber to their facility without permission to dig in the Rock Hill Industrial Park. The Port and other tenants were not included in the initial conversation and therefore did not have the opportunity to inquire about access to other buildings. Dickinson will follow up to see what access is be available as the Hospital has already covered the initial connection cost.
- **2021 Economic Development Plan:** The plan was reviewed with a correction needed on the footer. **MOTION:** Commissioner Brown moved to approve the plan with the footer correction. Commissioner Milligan seconded it, and the motion carried unanimously.

**Approval of vouchers:** Commissioners approved regular monthly vouchers in the amount of \$55,737.22.

10849 - 10860	Payroll	11,590.09	10877	LEAF	201.73
10861	Anderson Perry, Inc.	10,753.36	10878	MBG Cleaning Services	1,210.00
10862	Banner Bank - 1585	3,205.27	10879	Mid Valley Restaurant Equipment/Service	3,437.44
10863	Banner Bank - 1593	1,475.05	10880	National Pen	153.86
10864	Banner Bank - GO Bond -	2,380.98	10881	Orkin	294.56



	3946				
10865	Banner Bank IB#2 - 1189	4,216.67	10882	Pacific Power	1,285.28
10866	Banner Bank BMS #2 Bond - 9342	2,440.84	10883	Perfection Glass	3,284.52
10867	Basin Disposal Inc	73.12	10884	Sun Pest Management	63.84
10868	Basin Disposal of Walla Walla	115.98	10885	The Times	105.00
10869	Brewer's Bookkeeping & Payroll Services	1,200.00	10886	Total Office Concepts	12.06
10870	Capital Press	100.00	10887	Touchet Valley Landscapes	1,325.20
10871	Cardmember Service	230.36	10888	Touchet Valley Television, Inc	65.00
10872	CenturyLink	Voided	10889	US Linen & Uniform	117.22
10873	City of Dayton	1,403.00	10890	Washington Public Ports Association	150.00
10874	Dayton Chronicle	90.75	10891	CenturyLink	321.79
10875	Dayton Mercantile	12.18	10892	Lyons Ferry Marina	4,378.81
10876	Jennifer S Dickinson{O}	43.26			

The meeting was adjourned at 4:33 p.m. by Earle Marvin

  
Sean Milligan, Secretary

