

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
February 10th, 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, Office Manager Melody Shahan, Port Administrative Assistant Kelly Hinds; community members Fred Crowe, Betty Longen, DeWayne Straube, and Sue Bell; Brian Hansen & Adam Schmidtgall from Anderson Perry; and members of the press Michele Smith and Melissa Gemmell.

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

Minutes: Minutes from the January meeting were reviewed.

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

Review monthly budget: No comments were made on the budget report. Accepted as presented.

Comp Plan Update: Commissioner Marvin opened the public hearing. Public comments opened with a letter written by Betty Longen and read by Dickinson stating her objection to annexation. A petition against annexation was also shared with the commissioners that was signed by 37 residents at the west end of town. Dickinson stated that the reason the potential for future annexation was discussed during a Port Commission workshop was because being inside the city limits would reduce utility costs for the 9 businesses at Blue Mountain Station as well as provide better signage options. Many visitors request signage that is closer to the highway, which we currently cannot place there because of the scenic byway designation. Dickinson noted there is no annexation being proposed at this time. Commissioner Milligan said annexation may be considered in the future but not at this time. It is proposed as an addition to the Comp Plan for future consideration along with a few other minor updates. The public hearing was closed.

Consider Adoption of Updated Comp Plan: Commissioner Brown moved to approve the Comprehensive Plan as amended, and Commissioner Milligan seconded it. Motion carried unanimously.

Leases: Shakira Bye of Bye Trades has requested to rent the commercial garden. Red Band Cellars has requested more space and will add 4 Port Way to his rental. Dayton Electric has agreed to move from 4 Port Way to 5 Port Way and Red Band Cellars will pay the extra costs for Dayton Electric's monthly rent in the new space. Leases are prepared for signatures.

Consider Approval of Proposed Correspondence: A letter to the editor at the Dayton Chronicle regarding incorrect information printed about annexation was presented for approval.

MOTION: Commissioner Brown moved to approve sending the letter and Commissioner Milligan seconded the motion. Motion carried unanimously.

A multi-jurisdictional letter to Governor Inslee requesting Columbia County be removed from the Southeast regional category on the Roadmap to Recovery was presented.

MOTION: Commissioner Brown moved to approve Marvin's signature on the letter, and Commissioner Milligan seconded. The motion was approved unanimously.

Rock Hill Industrial Park: New requirements from the General Services Administration for the USDA Service Center states the office must be disinfected and cleaned for COVID daily, which will cost more money. We believe we can be reimbursed for it. Arrangements are being made for this to be completed.

Lyons Ferry Marina: Wind damage to dock A is currently being repaired. The annual Large Onsite Sanitary Sewer Permit renewal for the Dept of Health is underway. The cost of the permit has tripled since last year. Monitoring reports that must be submitted to the Dept of Health will be provided by the concessionaire.

Blue Mountain Station: The HVAC at Building 2, Suite A and the faucets in the commercial kitchen have been repaired. Senseke has removed the outside lighting and said they are not willing to leave the lights up year-round. Dickinson will try to find another company to provide that service.

CWW Railroad: Nothing new to report at this time.

Executive Director's Report: A written report was submitted to the commissioners in their packets. One item of note is that the Washington Economic Development Association is offering a small grant for us to work with local businesses that want to apply to for a PPP loan.

Touchet Valley Trail: Anderson Perry provided an updated schedule for the Touchet Valley Trail (TVT) design work, which says they will have the 30% design completed by the end of February and extends the full design into 2022. The Washington State Department of Transportation funding is good for 10 years, so the only agreement that may need to be amended would be the subconsultant's agreement between the Port and Anderson Perry. It expires December 31, 2021. Adam Schmidtgal suggested a contract extension of one year, which can take place in the fall. Dickinson would like to discuss timing of the public meeting with the TVT Steering Committee before setting a date.

Broadband: Dickinson discussed the purpose of an interlocal agreement (ILA) that was sent to the commissioners in their packet. NoaNet is planning to apply for federal funds to provide internet infrastructure in rural areas and would like to include the Dayton project in their application. The Port would be a subrecipient of the funds, which would be used to construct the fiber network. The ILA work order states that NoaNet will provide a construction cost estimate for the Port's project at a cost not-to-exceed \$3,250. They are also willing to run a fiber line to the Port office from their handhole that was installed for the hospital building next door, which is included in that price. Dickinson said we can then work with a private internet company to install a wireless system to serve the businesses in the industrial park and beyond. The Port attorney is still reviewing the ILA.

MOTION: Commissioner Milligan moved to approve Dickinson's signature on the agreement after revisions by the Port's attorney and corrections made to the pricing and project line. Commissioner Brown seconded the motion, which carried unanimously.

Executive Session: An executive session was held to discuss the potential sale of property. Executive session began at 4:10 and ended at 4:24.

The City of Waitsburg has requested a permanent easement on Port-owned property for a Mill Race Road realignment project. Dickinson needs to find out if a permanent easement is the same as the sale of Port property to determine the method of disposal.

MOTION: Commissioner Brown moved to approve Dickinson’s execution of a temporary construction easement and a permanent easement agreement with the City of Waitsburg provided that the easement is not considered a sale of property. Commissioner Milligan seconded the motion and it was unanimously approved.

Approval of vouchers: The following vouchers were presented for approval in the amount of \$39,589.20.

10941-1051	Payroll	13,522.34	10969	Dayton Chamber of Commerce	2,900.00
ACH	Intuit - Check Order	178.84	10970	Dayton Chronicle	203.50
10952	A-1 Plumbing	569.31	10971	Dayton Electric	265.58
10953	Anderson Perry, Inc.	10,756.53	10972	Dayton Merchantile	19.37
10954	Artnil, Inc.	116.59	10973	Department of Health	645.60
10955	AWB - Association of WA Business	575.00	10974	Dingle's of Dayton	22.75
10956	Banner Bank - 1585	3,205.27	10975	Double T Construction	164.77
10957	Banner Bank - 1593	1,475.05	10976	Inland Northwest Partners	50.00
10958	Banner Bank - GO Bond - 3946	2,380.98	10977	Jennifer S Dickinson{O}	43.30
10959	Banner Bank IB#2 - 1189	4,216.67	10978	LEAF	201.73
10960	Banner Bank BMS #2 Bond - 9342	2,440.84	10979	MBG Cleaning Services	1,210.00
10961	Basin Disposal Inc	72.52	10980	Pacific Power	1,448.89
10962	Basin Disposal of Walla Walla	116.79	10981	Sun Pest Management	63.84
10963	Brewer's Bookkeeping & Payroll Services	1,200.00	10982	Total Comfort Solutions, LLC	738.78
10964	Cardmember Service	553.50	10983	Total Office Concepts	11.10
10965	CenturyLink	324.82	10984	Touchet Valley Landscapes	356.73
10966	City Lumber	43.35	10985	Touchet Valley Television, Inc	65.00
10967	City of Dayton	1,543.35	10986	US Linen & Uniform	117.22
10968	Crown Paper & Janitorial Supply, Inc	302.63	10987	Washington Public Ports Association	989.00

Commissioner Marvin closed the meeting at 4:35pm

Sean C. Milligan
 Port Commissioner, Secretary

