

**Port of Columbia**  
Regular Monthly Meeting Minutes  
September 14, 2022

Chair Crowe opened the meeting at 5:00pm

**Present:** Commissioners Crowe, Bryan, Port Staff Jennie Dickinson & Tracy Clark, 8 members of the public and 7 attending via zoom. Commissioner Watts was absent.

**Public Comment:** Chair Crowe asked for any public comments. Public comment was heard from Theresa Eier.

**Approval of Minutes:** Minutes from the August meeting were reviewed.

**MOTION:** Commissioner Bryan moved to approve the minutes and Commissioner Crowe seconded.

**Finances:**

**Monthly Budget Report & Approve Voucher** - Dickinson highlighted the large payment to Enduris, which is the Port's property and liability insurer. Premiums have been steadily increasing. Commissioner Crowe noticed we are at 52% of tax revenue, she asked Dickinson for clarification as to when we would receive the remaining 48%. Dickinson stated that the tax revenue is received twice a year, usually in April and October. It was stated that the Economic Development line-item expense are Fall Family Festival event costs.

**Bank Signer Change** - The Port's petty cash account is now at Bank of Idaho, after Home Street Bank was purchased by them. Dickinson requested Valerie Kerr, a former employee, be removed from that account and that Tracy Clark be added. Commissioner Bryan moved to make that change, with Commissioner Crowe seconding. Motion passed.

**Preliminary Budget Discussion** - Dickinson started the preliminary budget discussion. Commissioner Crowe asked if it would be a good idea to look into changing insurance companies since we have been with Enduris for many years. Dickinson stated that if a change were to take place, it would be for the 2024 year. Dickinson would like to budget a 3% increase in the salaries of the staff. Commissioner Crowe thought it should be more like 10%, to align with the cost-of-living increase. Commissioner Bryan agreed as long as there is money in the budget. Dickinson went over some budget items that need to be considered and discussed further. One such item is the 1% tax levy increase. Commissioner Bryan stated that he does not want to pursue that increase. Dickinson asked the commissioners to think about whether or not they would support energy efficiency grants from the newly passed legislation.

**Leases:** Commissioners' Bryan and Crowe signed a new 2-year lease for Sweet Cheeks Bake Shop who is moving into BMS suite H, beginning October 15, 2022. They also signed a 3-year operating lease extension for Columbia Rail.

**Comp Plan Process:** Dickinson is in the process of issuing an RFP for a consultant to lead the Comp Plan update Process.

**Rock Hill Industrial Park:** HVAC work was done on Jay's Garage, Columbia Detailing and the broadband co-location space at the co-working building. Red Band Cellars is thrilled to be expanding into Dayton Electric's space.

**Lyons Ferry Marina:** There was a plugged sewer line at Lyons Ferry. The lessee handled the situation themselves.

**Blue Mountain Station:** Fall Family Festival and Oktoberfest is taking place on Sat. Sept 24<sup>th</sup> from 11am to 4pm. There will be live music, food, beer garden, vendors and family friendly activities. There have been

some complaints about the garden area at BMS. The lessee found it was more challenging to take care of than expected. She will start to clear it up. The commission and Dickinson suggested maybe changing the model of the garden space.

**CWW Railroad:** Dickinson received a call from a citizen regarding the elimination of crossings. The person agreed with the concept but stated Cherry would not be a crossing to close. The Grain Growers should finish the survey for the siding surplus project. More complaints have been issued regarding the weeds along the railway. The lessee is to take care of the weeds.

**Executive Director's Report:** Dickinson attended a meeting in Walla Walla involving the SBA and USDA. There have been inquiries from small businesses looking for start up grants. Jennie and Tracy are now on a committee to recommend artwork to replace the trees on the four corners by the stoplight on Main St. Dickinson was approached about lowering the cost of land the Port has for sale. RCW 53.25.140 prohibits selling Port property to a private business for less (or more) than market value as determined through appraisal.

**Housing:** No report.

**Broadband:** Dickinson made a presentation to the City Council on the broadband franchise agreement on Tues. Sept 13<sup>th</sup>. Commissioner Crowe heard positive comments regarding that presentation. City Council will vote on it in Oct. Dickinson also met with the County Commissioners regarding their franchise agreement. The attorneys had not finished them so no action could be taken. The next step is to work with multi-unit dwelling owners on how to proceed with installation on their properties.

**Approval of Vouchers:** Commissioners approved regular monthly vouchers in the amount of: \$206,577.74.

|           |             |   |           |           |       |                                 |           |
|-----------|-------------|---|-----------|-----------|-------|---------------------------------|-----------|
| 9/1/2022  | 11835-11844 | Payroll   | 17,278.30 | 9/14/2022 | 11864 | Enduris                         | 81,309.00 |
| 9/14/2022 | 11845       | Incidental Fund   | VOIDED    | 9/14/2022 | 11865 | Ferrellgas                      | 841.67    |
| 9/14/2022 | 11846       | Jennifer S Dickinson(O)   | 429.33    | 9/14/2022 | 11866 | Jamestown Networks              | 198.23    |
| 9/14/2022 | 11847       | Adam Kirtley  | 650.00    | 9/14/2022 | 11867 | Kelly Connect                   | 29.31     |
| 9/14/2022 | 11848       | Banner Bank - 1585  | 3,205.27  | 9/14/2022 | 11868 | LEAF                            | 201.73    |
| 9/14/2022 | 11849       | Banner Bank - 1593  | 1,475.05  | 9/14/2022 | 11869 | MBG Cleaning Services           | 1,480.00  |
| 9/14/2022 | 11850       | Banner Bank - GO Bond - 3946                                      | 2,380.98  | 9/14/2022 | 11870 | Mill Creek Mechanical           | 7,134.89  |
| 9/14/2022 | 11851       | Banner Bank IB#2 - 1189   | 4,216.67  | 9/14/2022 | 11871 | Pacific Power                   | 1,284.12  |
| 9/14/2022 | 11852       | Banner Bank BMS #2 Bond - 9342                                    | 2,440.84  | 9/14/2022 | 11872 | Senske                          | 142.76    |
| 9/14/2022 | 11853       | Basin Disposal Inc  | 56.85     | 9/14/2022 | 11873 | Total Comfort Solutions, LLC    | 968.39    |
| 9/14/2022 | 11854       | Basin Disposal of Walla Walla Brewer's Bookkeeping & Payroll Srvs | 120.89    | 9/14/2022 | 11874 | Touchet Valley Landscape        | 2,225.50  |
| 9/14/2022 | 11855       |   | 1,200.00  | 9/14/2022 | 11875 | US Linen & Uniform              | 118.72    |
| 9/14/2022 | 11856       | Cardmember Service  | 839.18    | 9/14/2022 | 11876 | Waitsburg Times                 | 189.00    |
| 9/14/2022 | 11857       | City Lumber   | 33.01     | 9/14/2022 | 11877 | Washington Public Ports Assoc   | 850.00    |
| 9/14/2022 | 11858       | City of Dayton  | 2,395.42  | 9/14/2022 | 11878 | Wilson Technology Solutions     | 2,560.01  |
| 9/14/2022 | 11859       | Columbia iConnect   | 136.39    | 9/14/2022 | 11879 | Z Pest Control LLC              | 134.87    |
| 9/14/2022 | 11860       | Crown Paper & Janitorial Supply                                   | 37.55     | 9/14/2022 | 11880 | Zero dB Communications, LLC     | 66,644.32 |
| 9/14/2022 | 11861       | Dayton Electric   | 352.30    | 9/14/2022 | 11881 | Incidental Fund - Bank of Idaho | VOIDED    |
| 9/14/2022 | 11862       | Dayton Mercantile   | 23.58     | 9/14/2022 | 11882 | Incidental Fund - Bank of Idaho | 30.00     |
| 9/14/2022 | 11863       | Doug's Septic Service, Inc  | 285.00    | 9/14/2022 | 11883 | Orkin                           | 2,678.61  |

Chair Crowe adjourned the meeting at 5:58pm.

  
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 Johnny Watts, Secretary