

PORT OF COLUMBIA
Regular Monthly Meeting Minutes
August 11, 2021

Chairman Marvin opened the meeting at 3:30pm

Present via Zoom: Commissioners Earle Marvin Sean Milligan, Shawn Brown, Executive Director Jennie Dickinson, Port Office Manager Melody Shahan, community members Barb Miller, Betty Longen, Jesse Yost, Virginia Schmidt, Seth Bryan, Charles Amerein, Seth Murdock and members of the press Beka Compton Michele Smith and Dayton Chronicle.

Commissioner Marvin asked for any public comments. None were made.

Approve Minutes: Minutes from the July meeting were reviewed.

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

Monthly Budget Report: Expenses this month were typical. A \$10,000 bill for the HVAC system at 4 Port Way was paid. The property and liability insurance has increased 20% again this year to \$64,000. Dickinson has not been able to find a better rate or insurance company.

Leases: Dickinson presented a one-year lease with M-For at Blue Mountain Station, building #2. A new lease with Lodmell Cellars at 521 Cameron Street will start on October 1st for one year unless they need to terminate early due to lack of an alcohol license. Dickinson explained that this early termination clause is a normal provision for this type of lease, lasts a few months while they wait to receive their federally required alcohol license. Dickinson would like to look into budgeting for funds to construct another building.

Revisit Succession Plan: Dickinson presented an updated Succession Plan with numbered items, as requested. The Key Documents list, which will be updated regularly, shows where rendered service contacts are located, draft budget material and other information. Commissioner Milligan requested a few editorial item changes. A calendar detailing what items need to be addressed, such as a new meeting schedule or preparing for budget changes, each month has been made. Dickinson will post the Succession Plan and Key Documents list on her bulletin board for easy access.

MOTION: Commissioner Milligan moved to accept the Succession Plan as it appears in the packet. Commissioner Brown seconded it. Motion carried unanimously.

Meeting Format: WPPA (Washington Public Ports Association) will hold a workshop on August 24th regarding recent changes to COVID vaccine mandates. Commissioner Marvin stated his preference to continue with Zoom meetings due to the increased positive cases in the area and for his own health, as he's recovering from pneumonia. Commissioner Brown asked about any changes under guidance from the WPPA. Commissioner Milligan pointed out that the state has recently updated mandates that dictate meeting in person, room capacity limits, etc. He read an article that explained the constraints that government agencies have to work on and are different from the general public. Dickinson had not heard of any changes but will look into it. Commissioner Brown would like Dickinson to speak with the Port's lawyer and find out more information. For now, zoom meetings will continue and this topic will be evaluated every month.

Rock Hill Industrial Park: The HVAC unit at 4 Port Way was replaced. Minor work was done on the HVAC unit at 527 Cameron Street. The Columbia County Health System building has been experiencing an ongoing leak from the skylight in the roof. Dickinson told the roofer that if this continues to be an issue either take out the leaking part of the roof for repairs or remove the skylight.

Lyons Ferry Marina: The pre-engineering report and survey proposal, not to exceed \$13,000, from Anderson Perry for the engineering work and design as required by KOA shows that it will take a lot of dirt work to complete the project. Joanne stated that a new bathhouse will be needed regardless of the full hook-ups available for each RV spot and a re-analysis of the water connections is necessary to show capacity for 11 connections at the park for the bathhouse. The commissioners agree to have Dickinson sign the document.

Blue Mountain Station: The wheat crop has been harvested at 81.5 bushels per acre, will be sold tomorrow as the price is high. These funds contribute to payment of debt service on the property. Research into year-round lights on both buildings continues. Currently the job is being done by Senske but the lights are only for the holiday season. Foodstock was very well attended, the tenants were happy, the food trucks ran out of food, vendors did great at the artisan faire and the community enjoyed it. Dickinson would like to continue working with the marketing firm in the future as they helped to make the event a great success.

CWW Railroad: The letter sent in the packet requesting a meeting with the Walla Walla Commissioners, railroad shipper and other operators is waiting at the Port office for the Commissioners to sign.

Executive Director's Report: The realtors "for sale" sign at Woody's is not in the window. Melody spoke with the realtor who informed her that the sign was removed due to the fire next door at the Eagle's building. The building is still for sale.

Marketing Grant: Tell-It Media is doing marketing for the Dayton community and had submitted a new tagline idea but the Chamber prefers the existing "Discover Dayton". Work will continue with the current tagline.

Broadband: The Port has been awarded a \$2 million grant from CERB to bring broadband to the Dayton area.

Precontract Requirements: In order to receive the grant, the Port must meet all pre-contract requirements within 6 months. These include SEPA, a statement regarding permits and franchise agreements, finalized scope of work and a budget.

Matching Funds: Dickinson went to the County Commissioners on July 19th and requested \$100,000 in matching funds. She was accompanied by Commissioner Brown, county planner Dena Martin, representatives from Columbia County Health System, the local library and school district all who spoke about the great need for broadband in our area. The county has ARPA funds that can be used but the treasurer is unsure if these funds can match with federal funds. All entities Dickinson has spoken to say that ARPA funds that go to the state can be put with with federal funds and she is waiting to get results from Cathy McMorris-Rogers' aide to confirm this. This evening Dickinson will ask the City of Dayton for a \$335,000 match. If Dickinson is able to get all the matching funds, Dayton could have fiber ordered and completed by the end of 2022.

Touchet Valley Trail: A mailer was sent to households in the county but was not sent by the Port, regardless of what is thought to the contrary. Anything sent out by the Port will have the Port's logo, identify as being from the Port of Columbia and the Port Commissioners would have prior approval to anything being sent out. Dickinson asked if we should publicly address this issue and Commissioners Marvin and Brown both said no. Commissioner Brown has spoken with the people who are responsible for the flyer and asked them to identify themselves in any future mailings.

Approval of vouchers: Commissioners approved regular monthly vouchers in the amount of \$122,028.17.

11222-11231	Payroll	15,107.84	11251	Department of Health	103.90
11232	Incidental Fund	350.00	11252	Dingle's of Dayton	38.42
11233	Jennifer S Dickinson{O}	384.90	11253	Elk Drug	12.65
11234	Banner Bank - 1585	3,205.27	11254	Enduris	64,407.00
11235	Banner Bank - 1593	1,475.05	11255	LEAF	201.73
11236	Banner Bank - GO Bond - 3946	2,380.98	11256	Madison Lindsey	400.00
11237	Banner Bank IB#2 - 1189	4,216.67	11257	Mama Monacelli's Kitchen	10.00
11238	Banner Bank BMS #2 Bond - 9342	2,440.84	11258	MBG Cleaning Services	1,210.00
11239	Basin Disposal Inc	54.39	11259	Mill Creek Mechanical	10,292.58
11240	Basin Disposal of Walla Walla	127.68	11260	Overhead Door Co. of Walla Walla, Inc.	666.66
11241	Blue Mountain RC & D	200.00	11261	Pacific Northwest Waterways Association	730.00
11242	Brewer's Bookkeeping & Payroll Services	1,200.00	11262	Pacific Power	925.19
11243	Cardmember Service	1,961.44	11263	Roto Rooter	626.01
11244	CenturyLink	324.79	11264	Sun Pest Management	63.84
11245	City Lumber	128.51	11265	Total Office Concepts	19.09
11246	City of Dayton	2,814.05	11266	US Linen & Uniform	150.12
11247	Col. Co. Treasurer	12.40	11267	Manja Creations	20.00
11248	Columbia iConnect	179.60	11268	Mill Creek Mechanical	238.48
11249	Darrell Chapman	74.25	11269	Touchet Valley Landscaping	5,266.85
11250	Dayton Mercantile	6.99			

An executive session to discuss personnel evaluations and real estate was held and lasted 40 minutes.

Public comment: Seth Murdock encouraged the commissioners to conduct open, in person public meetings and not to postpone their decision until next month. He would like to have the public able to attend in person public meetings. He also feels the public should disregard the governor's decision as he's a "tyrant". Commissioner Milligan asked Dickinson to inquire about state rules regarding public meetings for appropriate actions to be taken.

Meeting adjourned at 4:59pm

Commissioner Milligan, Secretary

