

**PORT OF COLUMBIA**  
Regular Monthly Meeting Minutes  
September 8, 2021

Commissioner Milligan opened the meeting at 3:30pm.

Present via Zoom: Commissioners Commissioner Milligan and Commissioner Brown, Executive Director Dickinson, Port Office Manager Melody Shahan, community members Barb Miller, Bruce Hiebert, Jess Yost, Joy Smith, Seth Bryan, Lisa Naylor, Johnny Watts and members of the press Beka Compton and Dayton Chronicle.

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

**Appoint Chairman and Discuss District 2 Vacancy:**

**MOTION:** Commissioner Milligan moved to appoint Commissioner Brown as chairman and Commissioner Brown seconded it. Motion carried unanimously.

Commissioner Brown conveyed appreciation for Commissioner Marvin's service to the Port and expressed condolences to his wife and family and they are in our thoughts and prayers as we all move ahead. Dickinson did send flowers to Shirlee on behalf of the Port. Shirlee stated that there would be no service at this time because of COVID but the family may have a gravesite service at a later date. The Port is seeking candidates to serve District 2 Port Commissioner seat. The candidate must live within District 2 and be a registered voter to apply. Potential applicants must send a resume with a letter of interest either by postal mail, email to Dickinson or drop off in person by Friday, October 8, 2021 at 5pm for consideration. A link to the Commissioner's districts map is on the Port's website. Interviews will be conducted publicly at the October Commission meeting.

**Approve Minutes:** Minutes from the August meeting were reviewed.

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

**Review Monthly Budget Report:** The 2022 budget report sent to Commissioners showed typical expenses for September with exception of some extra shrub trimming costs. Tax revenue was more than \$8,000 and all tenants are current on their rent. Commissioner Brown asked about the timing of rents received, and Dickinson explained that all those kinds of details are tracked and can be viewed at the Port office any time. The 2022 budget discussions will start at the October meeting. A comparison budget with current finances and a forecast for the upcoming year will be sent in the next meeting packet. A public hearing and adoption of the 2022 budget will take place at the November meeting. Dickinson called attention to the debt service section, noting that all bonds currently held will be paid off by 2030. Blue Mountain Station bonds include a 0% interest loan for the Bell Farm and infrastructure, a 2.5% loan for sewer extension, and bonds for completing the Artisan Food Center and building #2. All the rents from the Farm House rental, crop, commercial kitchen rentals and tenant leases are used to pay the Blue Mountain Station bonds. Rock Hill bonds include construction of Industrial Building #6 and remodel at Industrial Building #2. Both buildings are fully occupied, and rents received are used for the bond payments.

**Start 2022 Budget Discussion:** Budget considerations: with both business parks at capacity, Dickinson would like to discuss construction of a new building, and budget now for planning and/or architecture and

engineering costs. Beginning with construction for Engineering and Architecture line #29 raised to \$50,000 for a new building and Dickinson will add it to the draft budget. Commissioner Earle's passing will incur a new election expense for his seat next year. Dickinson suggested an increase in advertising and office equipment, both currently over budget. Travel includes conference, mileage and food expenses but she would like to break those out. The Blue Mountain Station website needs a redesign at a cost of about \$7,000, which will be added to advertising. Land and Capital Improvements should be increased to a previous years' amount. Dickinson suggests increasing elections in case of another primary next year. Dickinson has been pleased with the marketing company and will get a quote for 2022 to continue their work. The Port has recovered nicely from COVID and it's been a good year.

**Leases:** Cedar Rain Spirits was granted a 2-year lease extension at the same rental rate per his current lease renewal clause.

**Meeting Format:** The law regarding meeting venues changed and no longer reduces the occupancy limit. WPPA and the Port of Whitman suggested, for a hybrid meeting, using a device called the Owl which is an AI camera device that allows people in a separate room to participate in a Zoom meeting. The Owl device costs \$910 and would connect to a computer and a TV screen in the conference room. Our tech consultant, with Wilson Technology, can mount the TV to the wall and connect it all. Participants would come to the conference room to join the meeting where they can be seen and heard by everyone in the Zoom meeting. The Port will continue with Zoom meetings and use the new system when it is ready. Masks must be worn in the meeting room as per state mandate.

**Rock Hill Industrial Park:** Maintenance items - A lock changed for an interior door with no key, back flow tests required by the city, an overhead door motor was worked on. Dustin trimmed the shrubs behind Port and hospital building and he recommended replacing the old shrubs over time in the business park.

**Lyons's Ferry:** Joanne reported to Dickinson that it was a great Labor Day weekend that included a well-received and fun kids' karaoke. The work camp couple did great and will be back next year. Anderson Perry was out to the marina recently to measure for predesign of the pull thru sites.

**Blue Mountain Station:** Orkin came back to spray specific for fall weather. Family Fall Festival is on October 9<sup>th</sup> with over 100 pumpkins available in the garden and free pumpkin painting for kids. One of the kitchen users will bring his cookies, the Co-op will offer an Oktoberfest menu and Gary Winston & the Real Deal will be supplying live music.

**CWW Railroad:** The letter to the Port of Walla Walla was sent with a request to meet in October with all dates that are available, no response has been received. It is assumed they are busy with the Walla Wall Fair. The railroad owner has a company to spray the weeds but the spray didn't work so he will have them come back to spray again. Dickinson reports that the area by AgLink looks great but the area between Willow and Cherry is unacceptable with branches still laying in the right of way. The railroad owner needs to abide by his contract.

**Executive Director's Report:** A serious lack of housing and nonexistent childcare is hurting our community, making it difficult to attract more people. Common Roots is a group in Walla Walla with affordable housing options. Paul with Columbia County Health Systems was considering the Christian church by the elementary school as a learning center. Commissioner Brown asked Dickinson to reach out to Paul and see if they are still interested in Port property. Joy is on the board for Common Roots and offered to speak to the commissioners. Dickinson and Commissioner Brown will schedule Common Roots to speak with the Port at a future meeting.

**Marketing Grant:** The marketing is going well. Radio and social media posts are promoting the theater and museums to draw more visitors, and Fall Family Festival marketing is starting. The Chamber prefers the “Discover Dayton” over the suggested tagline by Tell-It Media, but it does not appear on the Chamber’s website. Tell-It Media is trying to help, but with taglines not matching it makes things more difficult.

**Broadband:**

- **Pre-Contract Requirements:** Dickinson is working on the pole attachment agreement. The fiber will be attached to PacifiCorp poles and the permits must be completed by February.
- **Matching Funds:** Currently short \$96,500 and Dickinson has verified that ARPA funds can be used as match. If the Port is not able to acquire the funds from the county, Dickinson plans to ask the Blue Mountain Community Foundation, Warren Community fund, Wildhorse Foundation, Innovia and possibly the Port to make up the difference needed.
- **Public Works Board:** Public Works Board is offering a no-match grant that could extend broadband service to the county line along the railroad right of way and serve both sides of the highway. The deadline to notify all internet service providers who have shown interest in serving the area was August 26<sup>th</sup>. Dickinson will continue working on the application for funds.

**Touchet Valley Trail:** Anderson Perry is working through some additional adjacent property deeds to verify where boundary lines are located. Dickinson and a representative from the city are discussing holding meetings with homeowners along Commercial Street. A Transportation Improvement Plan must be passed in order to be eligible for future federal funds. Dickinson will present a resolution at a future meeting.

**Approval of vouchers:** Commissioners approved regular monthly vouchers in the amount of \$88,115.30.

11314-11278	Payroll	14818.36	11296	Double T Construction	766.52
11279	Jennifer S Dickinson{O}	792.73	11297	Ferrellgas	870.87
11280	Anderson Perry, Inc.	38,427.21	11298	Herres Enterprises, LLC	135.00
11281	Armored Knights Locksmith	308.40	11299	Innovia Foundation	300.00
11282	Banner Bank - 1585	3,205.27	11300	Jamestown Networks	264.73
11283	Banner Bank - 1593	2,440.84	11301	LEAF	201.73
11284	Banner Bank - GO Bond - 3946	2,380.98	11302	MBG Cleaning Services	1,210.00
11285	Banner Bank IB#2 - 1189	4,216.67	11303	Mill Creek Mechanical	289.97
11286	Banner Bank BMS #2 Bond - 9342	1,475.05	11304	Orkin	408.66
11287	Basin Disposal Inc	54.39	11305	Overhead Door Co. of Walla Walla, Inc.	3,772.32
11288	Basin Disposal of Walla Walla	121.96	11306	Pacific Power	VOIDED
11289	Brewer's Bookkeeping & Payroll Services	1,200.00	11307	Sun Pest Management	63.84
11290	Cardmember Service	1,253.52	11308	Total Comfort Solutions, LLC	86.56
11291	City Lumber	20.36	11309	Total Office Concepts	27.19
11292	City of Dayton	2,537.88	11310	Touchet Valley Landscapes	2,963.10
11293	Columbia iConnect	136.39	11311	US Linen & Uniform	100.08
11294	Crown Paper & Janitorial Supply, Inc	617.36	11312	Wilson Technology Solutions	1,766.23
11295	Dayton Chronicle	44.00	11313	Pacific Power	837.13

Meeting adjourned at 4:51pm

Commissioner Milligan, Secretary