

Port of Columbia
Regular Monthly Meeting Minutes
October 13, 2021

Chairman Brown opened the meeting at 3:30pm.

Present via Zoom: Commissioners Sean Milligan and Shawn Brown, Executive Director Dickinson, Port Office Manager Melody Shahan, community members Jack Miller, Jesse Yost, Genie Crowe, Kim Boggs, Bette Longen and members of the press Michele Smith, Justin Jaech and Dayton Chronicle.

Approve Minutes: Minutes from the September meeting were reviewed.

MOTION: Commissioner Milligan moved to approve the minutes, as corrected and Commissioner Brown seconded.

Review Monthly Budget Report: Minor correction to voucher approval sheet. CenturyLink was canceled when the Port office switched to broadband and that left a credit on the bill which has been corrected. The extra charge from NoaNet was for the pre-engineering to have the fiber termination placed in the back of the Port building and to install broadband at the Port office.

Review Draft 2022 Budget: A finalized budget must be approved and submitted to assessor's office by November 30th. The November meeting will include a budget proposal and passing of a resolution for a 1% levy increase. The 2021 Port levy tax revenue was budgeted at \$450,000 and at year end was estimated for \$460,000. Next year, including the allowed increase of 1% by law, it will be approximately \$470,000. A draft budget was reviewed with comparison of the 2021 budget, year to date totals, anticipated year-end totals and draft numbers for 2022. Revenue and expenses were reviewed line by line. A suggestion was made by Jack Miller to change personnel totals from net to gross. This change will be shown on the final budget. Dickinson will prepare a lease for viewing by the public and legal notices will be posted in the newspaper as required by law.

Leases: Jordan Henderson Fine Art located at the Cameron Co-working building has agreed to a 5% rent increase on his extension and it is ready to be signed at the Port office. Lodmell Cellars has declined their lease for renting 521 Cameron Street. A new party may be interested in the space.

Meeting Format: The Port does have an OWL for hybrid meetings and it is ready for use in the conference room if people social distance and wear a mask. Commissioner Milligan expresses doubt about in person meetings because the county COVID numbers are still too high to encourage people to come back. Commissioner Brown agrees.

Executive Session: Discussion regarding personnel began at 4:15pm. Regular session resumed at 4:57pm

Rock Hill Industrial Park: HVAC repair work was done. Blues Crew walked the Rock Hill Trail and advised against gravel as a surface but said that wood chips would be a good idea. Trees, Inc has been doing tree clearing and has wood chips available. Blues Crew is also willing to widen the tread in the coming spring.

Lyons Ferry Marina: Enjoyed a great year and hopes for a great one next year. The concessionaires have suggested renting Conestoga wagons to campers for spots that are rarely used due to their location.

Blue Mountain Station: The Fall Family Festival was successful and 3 high school girls volunteered their time for the event.

CWW Railroad: Dickinson is waiting to hear back from the railroad operator regarding the tree limbs on Commercial Street and to discuss sterilization for 2022.

Executive Director's Report: Changes to the ADO contract with the state and a new reporting system requires deliverables that will be hard for us to meet. Examples are for "export assistance" and "diversity, equity and inclusion" work.

Broadband, TV Trail, Marketing Grant: A Public Works grant for over 1 million to extend broadband west toward the county line has been applied for by the Port. Huntsville has been removed from the project area, as Spectrum Internet serves that area. County Commissioners have not made a decision regarding the \$96,500 requested in matching funds. Dickinson is working with Banner Bank for a required \$155,000 letter of credit for loan or bond for the pole attachment with PacifiCorp. A franchise application with the county is still pending. The section along Commercial Street, for the trail, may be moved to the bike lane on Main Street with Anderson Perry and Washington State Department of Transportation open to the idea. The trail would then go along Cottonwood to Main Street to Blue Mountain Station and the railroad tracks, but this is just a design idea and no plans have been made to make this change. The marketing firm, Tell-It Media, is going to work on marketing the schoolhouse museum in November then turn their attention to lodging. Commissioner Brown suggests an invitation to meet with Common Roots to discuss housing scheduled for January or February.

District 2 Vacancy: Bruce Hiebert withdrew his name. Interviews for Commission Candidates Genie Crowe and Jesse Yost were conducted.

Commissioner Brown suggests an orientation session for the new commissioner with Dickinson and that both he and Commissioner Milligan would be available to help if needed. Dickinson will send documentation "Knowing the Waters" to the new commissioner. In normal times a commissioner's seminar sponsored by the WPPA would be available, but it is uncertain if that is happening. Open Public Meetings Act training must be done within 90 days of appointment. It is required and must be filed with public disclosure.

Executive Session: Evaluation of commissioner candidates began at 5:33pm. Regular session resumed at 5:45pm

MOTION: Commissioner Milligan moved to appoint Genie Crowe as District 2 Commissioner, Commissioner Brown seconded. Motion carried.

Commissioner Milligan thanked both candidates for being patient and for their interest.

Dickinson gave the oath of office to Genie Crowe as the new commissioner and she was sworn in.

An employment contract with Dickinson was presented. The document will be effective as of today, October 13, 2021 with an end date of January 1, 2024. Benefits, paid leave and sick leave will be paid as stated in the Port Personnel Policy.

MOTION: Commissioner Milligan moves to ratify the employee contract for Port Executive Director as negotiated and Commissioner Brown seconded. Motion carried.

Approval of vouchers: Commissioners approved regular monthly vouchers in the amount of \$58,953.01.

11315-11323	Payroll	14627.00	11343	Dingle's of Dayton	12.95
11324	Employment Security Department	91.96	11344	Double T Construction	617.88
11325	Dept of Labor & Industries	338.88	11345	Jamestown Networks	847.98
11326	Employment Security Dept.	130.70	11347	Mill Creek Mechanical	157.18
11327	Dept of Revenue	6,173.94	11348	NoaNet	2,530.00
11328	A-Glass Act Cleaning Services	330.00	11349	Pacific Power	823.54
11329	Apollo Heating & Air Conditioning	695.39	11350	Sun Pest Management	63.84
11330	Banner Bank - 1585	3,205.27	11351	Total Office Concepts	14.58
11331	Banner Bank - 1593	1,475.05	11352	US Linen & Uniform	104.28
11332	Banner Bank - GO Bond - 3946	2,380.98	11353	Wilson Technology Solutions	2,003.76
11333	Banner Bank IB#2 - 1189	4,216.67	11354	Jennifer S Dickinson	523.27
11334	Banner Bank BMS #2 Bond - 9342	2,440.84	11355	Basin Disposal Inc	54.39
11335	Brewer's Bookkeeping & Payroll Services	1,200.00	11356	Basin Disposal of Walla Walla	119.56
11336	Cardmember Service	1,556.47	11357	Dayton Chamber of Commerce	5,000.00
11337	CenturyLink	0.00	11358	LEAF	201.73
11338	City Lumber	143.86	11359	Orkin	299.18
11339	City of Dayton	2,313.55	11360	Touchet Valley Landscapes	1,583.67
11340	Columbia iConnect	136.39	11361	Marquelle Fowler	800.00
11341	Crown Paper & Janitorial Supply, Inc	157.92	11362	CenturyLink	307.08
11342	Dayton Mercantile	63.27			

Meeting adjourned at 5:56pm



Sean Milligan, Secretary