

Port of Columbia
Regular Monthly Meeting Minutes
November 10, 2021

Chairman Brown opened the meeting at 3:30pm

Present via Zoom: Commissioners Shawn Brown, Sean Milligan, and Genie Crowe, Executive Director Jennie Dickinson, Port Office Manager Melody Shahan, community members Michael Haight, Seth Bryan, Jesse Yost, Paula Murdock, Aneesha Dieu and members of the press Michele Smith, Justin Jaech and Dayton Chronicle.

Commissioner Brown ask for any public comments: None at this time.

Approve Minutes: Minutes from the October meeting were reviewed.

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

Review Monthly Budget Report: All tenants are up to date on their rent. The Port will receive tax revenue for November and December. Reimbursement from the DOT for the bike trail and ADO quarterly payment have been received. On the expense side a business recruitment ad was placed in Site Selection Magazine. Listed under Special Projects are \$5,000 start-up grants.

Public Hearing – 2022 Port Budget: Commissioner Brown opened the public hearing for the proposed 2022 budget at 3:35pm. Dickinson provided background on the proposed budget including a 1% levy increase and noting that the Personnel line item was changed to reflect gross salary numbers, as per public comment at October's meeting. All remaining lines of the budget were briefly reviewed. Commissioner Brown requested Dickinson explain Promotional Hosting because it may be not clearly defined in the budget. Dickinson stated it is required by law that the Port budget no more than \$2,500 per year for activities such as buying a meal or hotel room when hosting a new business in the area or for an economic development meeting where lunch is provided and paid for by the Port. No public comments were made. Commissioner Brown closed the public hearing at 3:46pm.

MOTION: Commissioner Milligan made a motion to adopt Resolution 2021-02 - 1% tax levy, Commissioner Crowe seconded. Motion carried unanimously.

MOTION: Commissioner Milligan made a motion to adopt the 2022 Port budget as presented, Commissioner Crowe seconded. Motion carried unanimously.

Leases: Columbia Pulp will be leasing the space at 521 Cameron for research and development of byproducts from the Starbuck plant. The byproducts will be made into new products including animal bedding, soil amendments and pelleting products.

MOTION: In the April 2020 meeting late fees were suspended for tenant businesses being impacted by a decrease in foot traffic due to COVID. The late fee waiver is not necessary now as business has increased over the past year. Commissioner Crowe moved to remove the late fee waiver starting December 1, 2021 and Commissioner Milligan seconded. Motion carried unanimously.

Meeting Format: The County Fire Marshall has been asked to come and evaluate the capacity of the conference room. Commissioner Brown requested to hear the fire marshal's report about the capacity of the conference room and if it reasonable and possible to have in-person meetings. Commissioner Milligan said

that with a mandate being in place meetings should continue with Zoom. Director Dickinson said that board members can be held legally liable if mandates are not followed and someone were to become sick and seek legal action against the Port. The meeting for December will continue via Zoom.

The Port had a leasehold tax audit covering the last 3 years with only two small items found, one for a crop payment and one a private lease payment. A check has been issued for \$211.00 for the tax that was not paid.

Rock Hill Industrial Park: Continuing sinkhole issues from NoaNet's workers are being addressed. The roof leak at CCHS appears to have been fixed. Alisha Walker with Locally Nourished has leased the old Village Shoppes building with her partner, Boe Stevenson. He rents space at Cameron Co-Working and will move his business to the new location at the end of November. He will offer retail in front of the new space with the merged schools' new mascot, Wolf Pack gear. A new artist will move into the vacant space at Cameron Co-working with a printing press. A lease will be ready at the December meeting.

Lyons Ferry Marina: The concessionaires will attend a KOA show in the winter.

Blue Mountain Station: Christmas lights have been installed on both buildings. The tenants and commercial kitchen users are worried about news items and social media posts they have read and are not feeling valued as Blue Mountain Station tenants. Two tenants have asked to extend their leases. Director Dickinson warned that making negative remarks about current businesses could seriously affect new businesses considering coming to the area.

CWW Railroad: The weed removal company that was spraying for the operator is no longer in business. Branches and debris, which could have been a fire hazard, have been removed from Commercial Street. The owners of a double wide trailer have been contacted by the railroad owners. Dickinson will discuss with the owners their plans to relocate it. She spoke with an attorney who stated it is a crime to leave it on Port property. The train can pass but railroad administration says it is too close to the tracks. Commissioner Milligan asked about a solution to the weeds, Dickinson said she is continuing discussion with the railroad owner. The Port of Walla Walla, at a recent meeting, expressed their disinterest in the future of the railroad. The rail operator understands the limits of the line but is willing to continue operating and maintaining it. A suggestion was made to invite the railroad operator to a future meeting.

Executive Director's Report: Two startup grants for \$5,000 each have been awarded. One for Annie's Attic located in downtown Dayton in the former Noble Hunt building and the adjacent building, offering vintage furniture and a restaurant by Laura and Tony Aukerman. Starbuck Lodge will have cabins and a bathhouse with plans for a fishing guide in the future by Deb Hays and Zonie Dedloff. An additional \$5,000 is available for another startup. Dickinson requested input on the draft economic impact analysis. Commissioners need more time to read it.

CEDS Meeting: A Zoom meeting on December 7th is set for the annual planning meeting. Commissioners Crowe and Brown plan to attend. Commissioner Milligan suggested a discussion on how to attract daycare to Dayton.

Broadband: The next grant application is due the first part of December. Dickinson said an application is pending with the Public Works Board for the Touchet Valley project. The City has given a check for their match of \$335,000 for the Dayton project. The County has not made a decision about matching funds. A pole attachment agreement between the Port and PacifiCorp is required. A letter of credit or a bond must be established. Dickinson is continuing work with our insurance company and our bank in needed items.

Touchet Valley Trail: Discussions regarding Commercial Street and putting the trail on the south side would eliminate issues for residents but would not repair the street that is in desperate need of repair. The railroad owner may talk with AgLink's new owner to discuss the trail being located near their facility. Anderson Perry has options for this portion of the trail to be presented at the next Steering Committee meeting. Smith Hollow schoolhouse would like to connect with the trail on the south side of railroad bridge. Property boundaries are still being verified.

Childcare Facility: A committee consisting of The Port, YWCA, Columbia County Health Systems, Early Learning Coalition of Walla Walla and ESD 123 is applying for a \$1 million grant from the Department of Commerce. A contractor stated it would take about \$1.9 million to make the Christian Church building function as a childcare facility, including \$400,000 for repair of the roof. The committee is searching for another space and may prefer to construct a new facility at Blue Mountain Station. Waitsburg lost their daycare and a place between the two cities could be ideal. The city park is also being considered and community members will speak with the city to see if there is property they would be willing to use for a daycare center. CCHS will own the building and the YWCA will operate the facility. Dickinson is helping get letters of support for the grant. A letter of support by a willing partner for the location of the childcare center is strongly advised to be presented to the state. The Commissioners unanimously agreed to offer support for the childcare facility to be located on Port property.

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

11315-11323	Payroll	\$14,627.00	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	11346	MBG Cleaning Services	1,210.00
11327	Dept of Revenue	6,173.94	11347	Mill Creek Mechanical	157.18
11328	A-Glass Act Cleaning Services	330.00	11348	NoaNet	2,530.00
11329	Apollo Heating & Air Conditioning	695.39	11349	Pacific Power	823.54
11330	Banner Bank - 1585	3,205.27	11350	Sun Pest Management	63.84
11331	Banner Bank - 1593	1,475.05	11351	Total Office Concepts	14.58
11332	Banner Bank - GO Bond - 3946	2,380.98	11352	US Linen & Uniform	104.28
11333	Banner Bank IB#2 - 1189	4,216.67	11353	Wilson Technology Solutions	2,003.76
11334	Banner Bank BMS #2 Bond - 9342	2,440.84	11354	Jennifer S Dickinson{O}	523.27
11335	Brewer's Bookkeeping & Payroll Services	1,200.00	11355	Basin Disposal Inc	54.39
11336	Cardmember Service	1,556.47	11356	Basin Disposal of Walla Walla	119.56
11337	CenturyLink	0.00	11357	Dayton Chamber of Commerce	5,000.00
11338	City Lumber	143.86	11358	LEAF	201.73
11339	City of Dayton	2,313.55	11359	Orkin	299.18
11340	Columbia iConnect	136.39	11360	Touchet Valley Landscapes	1,583.67
11341	Crown Paper & Janitorial Supply, Inc	157.92	11361	Marquelle Fowler	800.00
11342	Dayton Mercantile	63.27	11362	CenturyLink	307.08


 Sean Milligan, Secretary

Meeting end at 4:37pm. Next meeting via zoom December 8th.

