

**Port of Columbia**  
Regular Monthly Meeting Minutes  
December 8, 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, Fred Crowe, Vicki Zoller, David Elkins, Seth Bryan, Jesse Yost, and members of the press Justin Jaech and Dayton Chronicle.

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

**Approve Minutes:** Minutes from November meeting were reviewed.

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

**Review Monthly Budget Report:** The Port received \$55,000 in taxes for November. The budget report should not be considered year-end as we will continue to receive revenue through the end of the month. The railroad had not paid their rent for the year. Commissioner Crowe noted Industrial Building #5 shows a very large amount, Dickinson said it may be a mistake and will look into it. Commissioner Milligan noted that the County had billed for the primary election and asked Dickinson to verify that the amount is for just one pamphlet and not for both, due to an error on the part of the County. An Economic Impact Analysis was conducted and a final version will be completed soon, a copy will be sent to the Commissioners and posted on the Port's website.

**Leases:** Blue Mountain Station Co-op Market has agreed to a small rent increase and signed a 2-year lease. Mike Collins of Bard and Bee Meadery signed a 2-year lease with a 2-year extension option. Teresa Rae of Rae studio will rent a vacant space at Cameron Co-working on a 1-year lease.

**2022 Meeting Schedule:** Dickinson asked for input from the incoming commissioners and looked at other public meetings schedules in the community to avoid conflict says the date and time that worked best is the second Wednesday each month at 5:00pm.

**MOTION:** Commissioner Crowe moved to approve the Port Commission meeting schedule for 2022 on the second Wednesday each month at 5:00pm and Commissioner Milligan seconded. Motion carried unanimously.

**Meeting Format:** Dickinson researched the proclamation regarding in-person meetings and found that there is no limit on room capacity or requirement for social distancing but there is a requirement that everyone must wear a mask while in public buildings. The Port's attorney stated that if the mandate is not followed and someone gets sick, elected officials can be sued and they would not be protected by the Port's insurance. Commissioner Milligan said that if someone were to refuse to wear a mask at an in-person meeting they would be invited to leave or the meeting will end. January's meeting will be held via Zoom.

**2022 Board Chair:** A chairperson must be in place before the next meeting.

**MOTION:** Commissioner Brown moved to appoint Commissioner Crowe as chairperson and her term will begin at end of the current meeting, Commissioner Milligan seconded. Motion carried unanimously.

**Rock Hill Industrial Park:** The roof at the building next to the Port, being rented by the hospital district, is leaking again. A bid from Gillespie Roofing to replace the roof is estimated at \$48,000. Alan Gillespie, owner

of Gillespie Roofing, stated that prices have increased about 40% in the last few months. Dickinson stated that part of the reason for the roof replacement is that the metal roof on the building has screws and gaskets which slowly move the roof up and down in the wind. This motion loosens those screws and gaskets causing leaks. A leak was noticed coming from the skylight too. Dickinson put out a request for quotes. A special meeting may be called to accept a bid before January 12<sup>th</sup>. Other repairs done in the Industrial Park include minor work on a HVAC unit and a door that needed a new seal.

**Lyons Ferry Marina:** The concessionaires went to a KOA show and came back with ideas for a bathroom near the proposed RV spaces. Anderson Perry is working on RV pull thru space design and working on how to fit them into the area. The US Army Corps of Engineers Annual Management planning is underway.

**Blue Mountain Station:** Dickinson received many compliments on the Christmas lights on both buildings. Commissioner Brown also heard compliments and was asked why the lights are not up year-round. Walla Walla Electric has been asked for an estimate to put up lights year-round and suggested LED, round lights but no estimate has been submitted.

**CWW Railroad:** The trailer found on the railroad right of way is owned locally and the owner had plans to move it. WA State Labor & Industries must inspect the trailer before it can be moved because it was built in the 1970's. The Port's attorney and Dickinson agreed to allow the owner time to get things sorted out before taking any action.

**Executive Director's Report:** Dickinson has received several compliments from the public on the CEDS meeting. Currently a total of 35 responses to the top projects for 2022 survey have been received. The number one so far is broadband.

**Request for Financial Assistance:** Included in the packet sent to Commissioners is a funds request for a feasibility study to be conducted to form a parks and recreation district, which would include sports fields and the golf course. Vicki Zoller, on behalf of the Friends of the Pool, spoke about a community assessment/feasibility study that will need to be done to offer the community input on the topic before voting. This study will give necessary information to the community such as estimated costs and amount in taxes to property owners. The group would also offer community outreach with informational meetings asking the community for an assessment on the concept design drawings and analysis. This will cost over \$25,000. The Friends of the Pool has \$10,000 on hand toward the feasibility study and the City has agreed to donate. The Dayton School District, Columbia County Health Systems and other community members will be asked to donate. Vicki requested a donation from the Port of \$5,000. She expressed that the group is hoping to have the project on the ballot in 2022 to be voted on. The budget was reviewed for available funds.

**MOTION:** Commissioner Crowe moved to donate the balance listed in Community Support, line item #26, on the budget, in the amount of \$3,250, to Friends of the Pool and Commissioner Milligan seconded. Motion carried unanimously. Commissioner Brown suggested Vicki come back and update the Port on the progress.

**Broadband:** Dickinson reviewed the CERB contract sent to the Commissioners for approval for \$2 million in broadband funds. It is noted on page 3 of the document sent to Commissioners that the areas not filled in is because there are no federal numbers yet. Dickinson is requesting authorization of her signature on the agreement.

**MOTION:** Commissioner Milligan moved to approve Dickinson's signature on the contract with CERB and Commissioner Crowe seconded. Motion carried unanimously.

**Pole Attachment Agreement:** Dickinson asked for approval to sign the PacifiCorp Pole Attachment agreement pending resolution of the security item. PacifiCorp accepted the terms the insurance company suggested and Dickinson is still working on the security portion. Dickinson explained the two different required options listed in the security section of the contract, one for a performance bond and the other a letter of credit.

**MOTION:** Commissioner Crowe moved to approve Dickinson’s signature on the pole attachment agreement, Commissioner Milligan seconded. Motion carried unanimously.

**Touchet Valley Broadband:** An application to the Public Works Board to extend broadband to the outskirts of Huntsville was successful and requires no match. Dickinson will send an email to the County Commissioners making them aware of the awarded amount. The pole attachment agreement will include this extension.


**RFP – Design Services:** An RFP for broadband Design and Engineering services has been put out. The RFP is due December 21<sup>st</sup> and will be ready for January approval. The RFP is on our website and was publicized in the paper of record.

**Touchet Valley Trail:** Commercial Street alternatives show that the different options will each affect about ten landowners. The Steering Committee preferred the Highway 12 option.

**Childcare Facility:** A grant application was submitted to the state by the Childcare Committee. The location for the facility has not yet been confirmed. Tours are being offered in Walla Walla at a childcare facility called My Friend’s House, operated by the YWCA which will operate Dayton’s facility.

**Approval of Vouchers:** Commissioners approved regular monthly vouchers in the amount of \$78,082.67.

11363-11371	Payroll	14,359.78	11391	Crown Paper & Janitorial Supply, Inc	46.04
11372	Incidental Fund	76.54	11392	Dayton Chamber of Commerce	150.00
11373	Jennifer S Dickinson	571.81	11393	Dayton Chronicle	90.00
11374	Annie's Attic	5,000.00	11394	Dayton Mercantile	46.37
11375	Starbuck Lodge	5,000.00	11395	Dept of Revenue	258.19
11376	A-1 Plumbing	214.09	11396	Elk Drug	45.89
11377	Anderson Perry, Inc.	18,593.68	11397	Ferrellgas	1,437.49
11378	Banner Bank - 1585	3,205.27	11398	Jamestown Networks	188.61
11379	Banner Bank - 1593	1,475.05	11399	LEAF	201.73
11380	Banner Bank - GO Bond - 3946	2,380.98	11400	Marinella & Boggs	750.00
11381	Banner Bank IB#2 - 1189	4,216.67	11401	MBG Cleaning Services	1,210.00
11382	Banner Bank BMS #2 Bond - 9342	2,440.84	11402	Orkin	2,463.41
11383	Basin Disposal Inc	54.39	11403	Pacific Power	966.65
11384	Basin Disposal of Walla Walla	122.20	11404	Senske	2,119.31
11385	Brewer's Bookkeeping & Payroll Services	1,200.00	11405	Sun Pest Management	63.84
11386	Cardmember Service	892.01	11406	Total Office Concepts	14.86
11387	City Lumber	85.58	11407	US Linen & Uniform	104.28
11388	City of Dayton	2,073.72	11408	Waitsburg Times	72.00
11389	Columbia iConnect	136.39	11409	WEDA	400.00
11390	Conway Data, Inc	5,355.00			

  
 Johnny Watts, Secretary

Meeting adjourned at 4:52pm. Next meeting is January 12<sup>th</sup> at 5:00pm via Zoom.

