

Port of Columbia
Regular Monthly Meeting Minutes
January 12, 2022

Chairperson Crowe opened the meeting at 5:00pm

Present via Zoom: Commissioners Genie Crowe, Seth Bryan and Johnny Watts, Executive Director Dickinson, Port Office Manager Melody Shahan, Port of Whitman guests Joe Poire and Kara Riebold, community members Michael Haight, Fred Crowe, Vicki Zoller, Jesse Yost, Jim Kime, Kim Boggs, Belinda Larsen, Kelly Hinds, Ken Graham, Gene Warren, Brian Hunt, Melissa Bryan, Scott Hudson, Kari Dingman, Dallas Dickinson, Stella, Lara and Maura Trainor, Chris Hyland, Charles Amerein, Shawn Brown, Gracie Pearson, Derek Reid, Paul Didelius, Paula Murdock, Joy Smith, Dave Harvey, Nick DePaulo, Glen Mendel, Shane Laib, Jerry Middel, Martha Lanman, George, Steve Tapio and members of the press Waitsburg Times, Beka Compton, and Dayton Chronicle.

Commissioner Crowe asked for any public comments: None were made.

Appoint Commissioner Secretary: Commissioner Crowe asked for a volunteer to be the Port Secretary and Commissioner Watts accepted the position.

Approve Minutes: Minutes from December meeting were reviewed.

MOTION: Commissioner Crowe moved to approve the minutes and Commissioner Bryan seconded. Motion carried unanimously.

Review Monthly Budget Report: The budget report was explained in detail.

Discuss New Commissioner Training, Workshops, Tours and Other Ideas: A workshop to discuss Port projects was set for Thursday, January 27, 2022 at 5:00pm. Future workshop priorities will be discussed at the workshop. The press must be notified 24 hours prior, as it is considered a public meeting.

Port Policies – Review and Adopt: The Commissioners asked if we could postpone adoption until next month. Dickinson said yes to all but the Capital Facilities Plan. Commissioner Watts requested a cell phone to be used for Port business. Commissioner Crowe asked about any previous commissioners asking for a cell phone to which Dickinson responded in the negative. Commissioner Crowe isn't certain if the cost is necessary and asked to review the topic at the next meeting after seeing how many calls Commissioner Watts receives in a month. Commissioner Watts agreed to have his personal phone number be given to anyone who requests to contact him.

Capital Facilities Plan – Review and Adopt: This plan is a short-and-long term guide for capital expenditures and must be adopted annually, by law.

MOTION: Commissioner Watts moved to accept the Capital Facilities Plan and Commissioner Bryan seconded. Motion carried unanimously.

Meeting Format: Commissioner Bryan expressed his wish that we could have a hybrid meeting and Commissioner Watts concurred. Commissioner Crowe agreed but is apprehensive due to high COVID numbers in the County right now. Discussion was held on the size of our meeting room, the limited capacity and Dickinson reminded them we have to follow the state mandates to be compliant with the law.

MOTION: Commissioner Bryan moved to hold a hybrid meeting for February unless guidelines change in 30 days. No second was made. Therefore, February's meeting will be held via Zoom. Kim Boggs will research the legality of holding a workshop virtually with no public allowed in the meeting room.

Rock Hill Industrial Park: A large amount of snow removal was completed. Office building #3 roof replacement is a small works roster project and we received six responses to the Request for Quotes. Gillespie Roofing submitted the lowest bid.

MOTION: Commissioner Bryan moved to have Gillespie Roofing conduct the work to replace roof on office building #3 and Commissioner Watts seconded. Motion carried unanimously.

Lyons Ferry Marina: The concessionaires are installing, at their own expense, Conestoga wagons made just for sleeping in two smaller RV spaces. The Port and the concessionaires are currently working on the Annual Management Plans (AMP) report for the US Corps of Engineers.

Blue Mountain Station: Mama Monacelli's Kitchen and Bard & Bee Meadery are closed for the season. Otherwise, things are going smoothly.

CWW Railroad: An article in the Union Bulletin regarding grain shipping had incorrect reporting. Union Pacific owns the rail line from Walla Walla to Port Kelley. The railroad will be discussed more in a future workshop.

Executive Director's Report: Dickinson's report was included in the Commissioner's packet. A round table with Cathy McMorris Rodgers was not included in her report.

Broadband: Dickinson shared a timeline to explain the process for broadband. Starting in February 2019 feasibility exploration of dark fiber network was added to a comp plan and a year later the study was completed. August 2020 a public meeting was conducted. September 2020 Public Works Board (PWB) construction funds were applied for but none were awarded. May 2021 the Port applied to Community Economic Revitalization Board (CERB) construction funds and in July 2021 was awarded \$2 million in funds. August 2021 precontract requirements were met and sent to CERB. December 2021 the CERB contract was signed and completed. January 2022 selection of a design firm and design to begin. Estimated July 2022 to start construction and a February 2023 project completion date.

Consider Approval of Agreement with Petrichor: Joe Poire and Kara Riebold with the Port of Whitman were here representing Petrichor Broadband, a municipal LLC formed by 6 ports to support the expansion of broadband for all ports, tribes, counties, cities, public utility districts, industrial development zones. Petrichor was formed by the Ports of Kalama, Ridgefield, Skagit County, Bellingham, Pasco and Whitman County. Commissioner Bryan questioned the overlap in roles with engineers and Petrichor for similar services. Kara explained specifics, such as using gel or no gel, mapping of the system, etc. will be done by Petrichor. Dickinson shared with the Commissioners that part of her job is to find experts to do work we don't have the expertise for and broadband design, construction and oversight is a perfect example. Staff recommended hiring Petrichor for technical assistance.

MOTION: Commissioner Watts moved to accept the interlocal agreement with Petrichor and Commissioner Crowe seconded. Motion carried unanimously.

Consider Approval of Staff Broadband and Design and Engineering: The Summary of Scoring for RFP Respondents was discussed by Dickinson. All four companies were interviewed and Zero dB ranked the highest. If approved, an agreement will be entered into and Zero dB will acquire the supplies quickly.

Commissioner Bryan agreed Zero dB is the best company based on the rating system. Commissioner Watts agreed.

MOTION: Commissioner Bryan moved to approve the staff recommendation of Zero dB for engineering and design services, Commissioner Watts seconded. Motion carried unanimously.

Touchet Valley Trail: Commercial Street is an unpopular route for the trail, so the Steering Committee suggested a Highway 12 alternative. The engineering firm moved the route to Highway 12 and 90% of design is expected to be done by July. A survey along the railroad lines will be very valuable. Commissioner Bryan asked about the trail boring near the Touchet River by the highway bridge and another one by the railroad bridge and the state park. Dickinson explained that a boring test in these places is to test the conditions for a bridge installation and how to design for the soil to be stable enough to be built there.

Childcare Facility: Columbia County Health System is spearheading the project because they are having a hard time keeping staff due to a lack of childcare in the area. Blue Mountain Station is a preferred area for some because of the location between Waitsburg and Dayton. The City has interest in building a facility at the city park and a community center or a pool could be a deciding factor by the committee. The childcare committee plan to hire a grant writer to find more funds for the project.

Economic Development Steering Committee: Dickinson invited the Commissioners to be added to the group notification for the meetings. The meetings are the first Tuesday of every month at 12:00pm and meet virtually for about an hour.

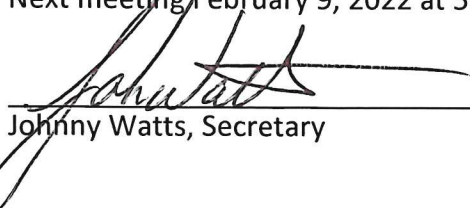
Approval of vouchers: Commissioners approved regular monthly vouchers in the amount of: \$85,429.15.

410-11418	Payroll	\$13,286.04	11438	Columbia iConnect	136.39
420	Incidental Fund	77.00	11439	Dayton Electric	433.60
11421	Jennifer S Dickinson{O}	504.62	11440	Double T Construction	247.15
11422	Anderson Perry, Inc.	23,143.91	11441	Jamestown Networks	188.62
11423	AWB - Association of WA Business	575.00	11442	LEAF	201.73
11424	Banner Bank - 1585	3,205.27	11443	MBG Cleaning Services	1,210.00
11425	Banner Bank - 1593	1,475.05	11444	Mill Creek Mechanical	281.84
11426	Banner Bank - GO Bond - 3946	2,380.98	11445	Oxarc, Inc	1,202.37
11427	Banner Bank IB#2 - 1189	4,216.67	11446	Pacific Power	1,362.88
11428	Banner Bank BMS #2 Bond - 9342	2,440.84	11447	Senske	1,651.56
11429	Basin Disposal Inc	54.39	11448	Steven Peterson	8,000.00
11430	Basin Disposal of Walla Walla	116.79	11449	Sun Pest Management	63.84
11431	Brewer's Bookkeeping & Payroll Services	1,200.00	11450	Total Comfort Solutions, LLC	952.16
11432	Brewer's Technology Services	30.00	11451	Total Office Concepts	15.23
11433	Cardmember Service	1,127.95	11452	Touchet Valley Landscape	945.88
11434	CenturyLink	18.88	11453	US Linen & Uniform	104.28
11435	City Lumber	14.29	11454	Walla Walla Valley Chamber of Commerce	1,750.00
11436	City of Dayton	1,743.86	11455	Friends of the Pool	3,250.00
11437	Col. Co. Auditor	7,820.08			

Executive Session started at 6:29pm, estimated at 15 minutes. Ended at 6:43pm.

Meeting adjourned at 6:44pm.

Next meeting February 9, 2022 at 5:00pm.



 Johnny Watts, Secretary

