

Port of Columbia
Regular Monthly Meeting Minutes
July 13, 2022

Chair Crowe opened the meeting at 5:00pm

Present: Commissioners Crowe, Bryan and Watts, Port Staff Jennie Dickinson & Tracy Clark, 5 members of the public with 8 attending via zoom.

Public Comment: Chair Crowe asked for any public comments. No one commented.

Approval of Minutes: Minutes from the March meeting were reviewed.

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

Review Monthly Budget Report & Approve Vouchers: Commissioner Bryan wanted clarification on three checks. They were checks written to the bands for Foodstock. Dickinson clarified that the Community Council sponsorship check was assigned to advertising.

Review Annual Financial Statement: This report is completed by the accountant to conform to the Budgeting, Accounting, & Reporting System (BARS), code set by the state. Dickinson stated that our reserve fund is healthy at this time. One of the Banner Bank loans will be paid off sooner than expected since we didn't reduce the payment as was planned. Dickinson shared a State Auditor graph that shows the Port is in the good categories for cash balance sufficiency, change in cash position, and enterprise self sufficiency.

Leases: Steve Riggin added a person and a dog to his lease. There is a new tenant for the co-working building, Southeast Washington Alliance for Health. The 521 Cameron, Bay C has been leased to Clean Freaks Automobile Detailing, LLC dba Columbia River Detailing. All 3 leases were signed.

Comp Plan Process: Dickinson asked the commissioners if they want to review the RFP before submitting it. The commissioners agreed it was not necessary to review it first.

Rock Hill Industrial Park: Dayton Tractor's sewer lift pump has shorted out. Dayton Electric will do the repair. An interior door was installed at the co-working building. Blue Mountain Station has been mowed and trimmed. There are still issues with weeds in and around both BMS and Rock Hill. Dickinson is working with Z Pest. May have to change contractor if things don't improve. The Port received the lots U and V appraisal. It is a hard appraisal to have done and the appraiser did the best he could. The Port has paid for the appraisal and should be reimbursed 50% of the cost from the requester.

Lyons Ferry Marina: A qualification site visit needs to be scheduled for the large on-site septic permit. A metal roof will be installed on the Shower House. No sign of the camp wagons yet.

Blue Mountain Station: FoodStock is this Saturday. Food vendors, live music and crafters will be there. The weather forecast is hot. There has been a hatch of hover flies, which is a problem. The Port staff will do what they can to lessen the problem.

CWW Railroad: Dickinson met with the Mayor to confirm the city has the option of using the railroad right of way for a sewer pipe extension to the potential new wastewater treatment plant location.

Executive Director's Report: Sweet Cheeks Bakery and Smuggler's Leaf Tea are new commercial kitchen renters at BMS. Sweet Cheeks is looking for a building in downtown Dayton. The lack of action taken by the

Eagle's on their fire damaged building has stopped the sale of Woody's. Dickinson has asked the city to assist with deeming the building unsafe to spur some action. Columbia Pulp is in receivership and their downtown office building is for sale. She believes a targeted advertising campaign could help. The Port will offer assistance with that.

Report from the Chamber: Belinda gave a report on the activities sponsored by Chamber to date. She is working on getting grant monies to replace the reader board sign and the sound system downtown. Vikki's Sweet Shop has opened a storefront on Main St..

Housing: Dickinson has found no legislative authority for ports to build housing. The Port of Bellingham and the Port of Pasco are working towards assisting with housing. What Dickinson has found is that ports can help plan housing projects as long as there is some commercial aspect to it and someone else builds it. Mostly cities and counties create housing.

Broadband: Due to federal funding difficulties, the co-location center remodel will be accomplished with Port funds. Apartment complexes will be contacted on how they would like to receive broadband. Revenue will be generated from the broadband project. If 50% of households sign up it will generate \$12,880 per month for the Port. Public outreach will take place soon. If a customer signs up during construction, the installation will be free. If sign up happens post construction there will be a fee. Jay's Garage is allowing the Port to store the fiber in his outdoor secure leased space when it arrives.

Approval of Vouchers: Commissioners approved regular monthly vouchers in the amount of: \$148,125.86.

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|-------------|---|-----------|-------|--|-----------|
| 11733-11742 | Payroll | 17,340.02 | 11765 | Dept of Commerce | 53,333.33 |
| 11743 | Tracy Clark | 67.88 | 11766 | Ferrellgas | 1,012.99 |
| 11744 | Jennifer S Dickinson{O} | 598.21 | 11767 | Jamestown Networks | 198.23 |
| 11745 | Artmil, Inc. | 103.02 | 11768 | Kelly Connect | 24.11 |
| 11746 | Banner Bank - 1585 | 3,205.27 | 11769 | LEAF | 201.73 |
| 11747 | Banner Bank - 1593 | 1,475.05 | 11770 | MBG Cleaning Services | 1,480.00 |
| 11748 | Banner Bank - GO Bond - 3946 | 2,380.98 | 11771 | Mill Creek Mechanical | 427.10 |
| 11749 | Banner Bank IB#2 - 1189 | 4,216.67 | 11772 | Overhead Door Co. of Walla Walla, Inc. | 323.85 |
| 11750 | Banner Bank BMS #2 Bond - 9342 | 2,440.84 | 11773 | Pacific Power | 933.11 |
| 11751 | Basin Disposal Inc | 56.85 | 11774 | Senske | 69.20 |
| 11752 | Basin Disposal of Walla Walla | 118.14 | 11775 | Touchet Valley Landscape | 563.16 |
| 11753 | Boggs Ortuno PLLC | 1,500.00 | 11776 | US Linen & Uniform | 116.96 |
| 11754 | Brewer's Bookkeeping & Payroll Services | 1,200.00 | 11777 | Walla Walla Union Bulletin | 135.00 |
| 11755 | Cardmember Service | 782.53 | 11778 | Z Pest Control LLC | 567.28 |
| 11756 | City of Dayton | 2,372.02 | 11779 | Zero db Communications LLC | 33,322.16 |
| 11757 | Columbia County Public Works | 1,500.00 | 11780 | Employment Security Department - PFML | 182.64 |
| 11758 | Columbia County Treasurer's Office | 661.79 | 11781 | Employment Security Department | 149.66 |
| 11759 | Columbia iConnect | 136.39 | 11782 | Labor & Industries | 367.36 |
| 11760 | Community Council | 1,000.00 | 11783 | Washington State Dept of Revenue | 6,157.00 |
| 11761 | Crown Paper & Janitorial Supply, Inc | 38.30 | 11784 | Valbridge Property Advisors | 3,500.00 |
| 11762 | Dayton Chamber of Commerce | 2,500.00 | 11785 | Boe Stevenson | 200.00 |
| 11763 | Dayton Chronicle | 147.00 | 11786 | McKenzie Lindsey | 400.00 |
| 11764 | Dayton Mercantile | 20.03 | 11787 | Marquelle Fowler | 600.00 |

Chair Crowe adjourned the meeting at 6:02pm.


 Johnny Watts, Secretary