

**Port of Columbia**  
Regular Monthly Meeting Minutes  
August 10, 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 3 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 Bryan moved to approve the minutes and Commissioner Watts seconded. Motion carried unanimously.

**Review Monthly Budget Report & Approve Vouchers:** Dickinson clarified Herres Enterprises voucher is a replacement voucher for two uncleared checks dating back to 2015-16. The treasurer requested this to remove outstanding checks from our account. Currently there are two final checks that are unresolved. Dickinson stated we are 66% through the year.

**Leases:** Dayton Electric has given notice he is vacating 5 Port Way at the end of August. Red Band Cellars is expanding into that space. He will now occupy 3, 4 and 5 Port Way spaces. Commissioners signed a lease addendum for Red Band Cellars taking effect September 1, 2022.

**Comp Plan Process:** This process will be publicly advertised for discussion at the next Commissioners meeting.

**Public Hearing to Consider Surplus Property:** Discussion was held involving Chris from Northwest Grain Growers regarding their purchase of surplus property of the former rail siding.

**Consider Resolution #2022-03:** Dave Harvey made a comment that NWGG are wonderful neighbors and that selling the surplus property to them is an excellent idea. After public comments were heard Commissioner Bryan moved to approve Resolution #2022-03, Commissioner Watts seconded. All were in favor, motion approved.

**WPPA Trustee:** Dickinson stated there should be a commissioner willing to be a WPPA Trustee with Jennie being the alternate. Seth volunteered to fill that role. Commissioners Bryan and Crowe attended a commissioners conference and found it very interesting and informative.

**Rock Hill Industrial Park:** The Port staff is working on the USDA deficiencies list, per their lease agreement. In reviewing Touchet Valley Landscape's agreement, they are allowed to remove the shrubbery for better traffic sightline when leaving their building. The co-working building now has a conference table and chairs, a lounge area and artwork on the walls. There will further discussion on how to use the space in the future.

**Lyons Ferry Marina:** The camp wagons have arrived. Still waiting on information regarding the pull through sites.

**Blue Mountain Station:** Two tenants are vacating at the end of September, Humble Honey (Suite A) and Mama Monacelli's (Suite H). The Port is working on listing these spaces as available. Fall Family Festival is scheduled for September 24<sup>th</sup>.

**CWW Railroad:** The rail operator's lease is up at the end of December. He has expressed interest in a three year extension as long as the existing out clause, if rail usage drops below 200 cars, remains in effect.

Dickinson said he has been good on his reporting and is doing a better job on weed control. The Port is working with the city on weeds along the railway behind Pioneer West. The FRAP application holder would like to consolidate some of the crossings in town. He would also like to have passenger legal travel between Waitsburg and Dayton. All three commissioners agreed there needs to be further discussion regarding the consolidation of the crossings.

**Executive Director's Report:** Woody's shared wall is still under review. There is a new round of grant money available – Working Washington 5.0. The Port has sent an email to the local businesses offering to help with the application process.


**Housing:** Dickinson attended a conference in July. She learned that Ports can include affordable housing in their master planning as long as there is a commercial aspect along with the housing. Ports cannot build houses themselves but can assist others. Conference attendees recommended that port-related housing projects, use the term workforce housing rather than affordable housing, to better align with the economic development directive given to ports through legislation.

**Broadband:** The master lease is under review by the Port attorney. Progress is being made with the franchise agreement with the city. The Port's attorney is reviewing it. Charter/Spectrum is working on a franchise agreement with the city as well. The Port's fair booth will highlight broadband. One of the ISPs is talking about starting customer sign-ups there. The fiber did not arrive in July. The supplier didn't ship fiber to any of their clients that month.

**Approval of Vouchers:** Commissioners approved regular monthly vouchers in the amount of: \$62,090.69.

11788-11797	Payroll	16,779.83	11816	Dayton Mercantile	45.28
11798	Herres Enterprises, LLC	270.00	11817	Department of Health	103.90
11799	Jennifer S Dickinson(O}	782.98	11818	Dept of Labor & Industries	59.80
11800	A-Glass Act Cleaning Services	355.00	11819	Dingle's of Dayton	75.66
11801	Anderson Perry, Inc.	8,819.14	11820	Double T Construction	1,105.68
11802	Banner Bank - 1585	3,205.27	11821	Elk Drug	28.76
11803	Banner Bank - 1593	1,475.05	11822	Jamestown Networks	198.23
11804	Banner Bank - GO Bond - 3946	2,380.98	11823	Kelly Connect	75.53
11805	Banner Bank IB#2 - 1189	4,216.67	11824	LEAF	201.73
11806	Banner Bank BMS #2 Bond - 9342	2,440.84	11825	MBG Cleaning Services	1,480.00
11807	Basin Disposal Inc	56.85	11826	Mill Creek Mechanical	731.70
11808	Basin Disposal of Walla Walla	123.67	11827	National Pen	216.73
11809	Brewer's Bookkeeping & Payroll Services	1,200.00	11828	Pacific Northwest Waterways Assoc.	750.00
11810	Cardmember Service	2,313.02	11829	Pacific Power	930.24
11811	City Lumber	789.29	11830	Senske	2,347.38
11812	City of Dayton	2,518.47	11831	Total Comfort Solutions, LLC	610.56
11813	Columbia iConnect	136.39	11832	Touchet Valley Landscape	4,642.30
11814	Crown Paper & Janitorial Supply, Inc	107.88	11833	US Linen & Uniform	175.44
11815	Dayton Chronicle	84.00	11834	Z Pest Control LLC	256.44

Chair Crowe adjourned the meeting at 6:12pm.

  
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 Johnny Watts, Secretary  
 Genie Crowe, Chair