

Port of Columbia

Regular Monthly Meeting Minutes

October 12, 2022

Chair Crowe opened the meeting at 5:00pm

Present: Commissioners Crowe, Bryan, and Watts, Port Staff Jennie Dickinson & Kelly Hinds, 8 members of the public and several attending via zoom.

Public Comment: Chair Crowe asked for any public comments. None at this time.

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

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

Finances:

Monthly Budget Report & Approve Voucher – Income side: A small amount of tax revenue was received in September. Sold wheat crop share of 778 bu. at \$9.20 bu. Expense side: There is a large payout for fiber optic cable. Four reels of fiber arrived today and the final 10 reels will arrive on Friday the 14th. Dickinson has submitted the first reimbursement request to CERB for broadband expenses, and is working on receipt of the \$90,000 in matching funds from the county.

Preliminary Budget Discussion – The proposed budget was reviewed line by line by line. Discussed increase in tax revenue. Proposed a levy increase of 1% as has been done historically at the Port because the dollars that the Port uses are invested back into the community. Businesses generate economic activity and pay a large share of taxes. PacifiCorp and the other wind companies pay $\frac{3}{4}$ of the taxes in our community. There is an automatic rent increase included for Lyons Ferry Marina. Fiber leases will yield approximately \$20 back per month per customer. Project is expected to be finished, weather dependent, between Feb-June 2023. Bryan stated that he does not want to take the 1% tax levy increase as he's concerned about our citizens and would like to do more with less. Watts agreed. Crowe asked Bryan and Watts if they would be willing to cut out their salaries to cover the lost revenue and Watts stated "absolutely" and Bryan said "it's always an option". Watts said "if that's what it took, I think there are other routes". Bryan suggested maybe to trim on the expense side if needed. Bryan also felt that the proposed COLA was not necessary for the Port employees. He says Dickinson got a raise last year, so she doesn't need a COLA, and Tracy Clark was recently hired, he presumes at a high enough wage to make a COLA unnecessary. Bryan mentioned that he does not want to pay the \$20,000 in match for completing design of the trail because the trail is not going to exist. Dickinson said we signed a contract and promised \$20,000 in match, and we should finish what we promised to do. Bryan would like to see what penalties might be involved. He also questioned monies donated to The Club and felt funds should be available for the American Legion. Dickinson explained the legalities involved, and said there is a contract with the Club for workforce development services. Discussed possible stage for Blue Mountain Station for future events and also placing signage for more visibility. Bryan felt both were unnecessary and that the money could be better spent elsewhere as he was uncertain as to the direction that the property was going. Dickinson budgeted for the comp plan update at \$50,000.

Comp Plan Process: Bryan moved to proceed with Maul, Foster, Alongi for consulting services to update our comp plan. Watts seconded it, and the motion carried.

Rock Hill Industrial Park: The Port has signed a new agreement with the Department of Corrections for occasional work on the Rock Hill trail. Overhead Door Company fixed the garage door at Columbia River Detailing. Tim Bren with Double T Construction has been cleaning out gutters and trimming weeds.

Lyons Ferry Marina: The concessionaire won the Founders Award from KOA once again. Pull-thru site work is slow and needs to speed up.

Blue Mountain Station: M-FOR will be moving out of Building #2 at the end of November. An HVAC system will need to be installed, but they made electrical improvements that the Port gets to keep. Have a new garden tenant ready to take over as soon as possible.

CWW Railroad: Seth asked for a more detailed price on the railroad appraisal again. Dickinson will work on that when she has more time.

Community and Economic Development

Dayton Community Broadband Update: Dickinson and designers are visiting multi-dwelling unit properties to determine how best each unit can be served. Examples of locations being visited include Eagle Manor, Cameron Court, Best Western, Weinhard Hotel, Seneca, Columbia Court. City and County franchise agreements are approved.

Touchet Valley Broadband Project: Dickinson asked for approval to sign the Public Works Board Contract.

Table Rock Meats: Discussed the proposal submitted by the company. They are looking forward to offering USDA certified meats and also help out women’s shelters with some of their extra products produced. Jennie explained the process for getting to a land sale. State law dictates the process that includes approval of a development proposal, updating the comp plan, and holding a public hearing on the sale. Bryan made a motion to approve Table Rock Meat Co’s development proposal, and Watts seconded it. Motion carried.

Before the executive meeting began Seth stated that he would like more time consider the proposed budget and to review the PWB contract and wants to schedule another meeting. Dickinson’s review would be conducted then as well. A special meeting was scheduled for October 26th at 6:30 p.m. Commissioners would like to receive their meeting packets the Friday before regularly scheduled meetings instead of Monday. Watts also emphasized the need for a tablet. Watts asked that the American Flag and pole be placed in the conference room and that the pledge of allegiance be performed before each Port meeting. Crowe stated that she asked staff to place the flag in the lobby so all users of the buildings could see it. She also said the pledge is done before many meetings and events already and is not part of our existing Port protocol. Watts stated that it should become our protocol. Bryan made a motion to say the pledge of allegiance before each meeting, and Watts seconded it. Motion passed.

Approval of Vouchers: Commissioners approved regular monthly vouchers in the amount of: \$251,431.33.

10/3/22	11883-11895	Payroll	24,163.19	10/12/22	11913	Herres Enterprises, LLC	96.00
10/12/22	11896	Tracy Clark	400.00	10/12/22	11914	Jamestown Networks	198.23
10/12/22	11897	Jennifer S Dickinson{O}	302.92	10/12/22	11915	Kelly Connect	259.34
10/12/22	11898	Anderson Perry, Inc.	21,194.00	10/12/22	11916	LEAF	201.73
10/12/22	11899	Banner Bank - 1585	3,205.27	10/12/22	11917	MBG Cleaning Services	1,960.00
10/12/22	11900	Banner Bank - 1593	1,475.05	10/12/22	11918	Mill Creek Mechanical	777.77
10/12/22	11901	Banner Bank - GO Bond - 3946	2,380.98	10/12/22	11919	National Pen	157.12
10/12/22	11902	Banner Bank IB#2 - 1189	4,216.67	10/12/22	11920	Orkin	2,678.61
10/12/22	11903	Banner Bank BMS #2 Bond - 9342	2,440.84	10/12/22	11921	Pacific Power	1,185.22
10/12/22	11904	Basin Disposal Inc	64.95	10/12/22	11922	PacificCorp	1,641.28
10/12/22	11905	Basin Disposal of Walla Walla	119.05	10/12/22	11923	Suffield Furniture Co	758.75
10/12/22	11906	Brewer's Bookkeeping & Payroll Srv.	1,200.00	10/12/22	11924	Total Comfort Solutions, LLC	423.69
10/12/22	11907	Cardmember Service	704.63	10/12/22	11925	Touchet Valley Landscape	1,547.78
10/12/22	11908	City Lumber	97.71	10/12/22	11926	US Linen & Uniform	125.08
10/12/22	11909	City of Dayton	2,507.99	10/12/22	11927	Valley Wide Pasco Propane	975.38
10/12/22	11910	Columbia iConnect	136.39	10/12/22	11928	Walker & Associates Inc	167,643.50
10/12/22	11911	Dayton Chamber of Commerce	2,500.00	10/12/22	11929	Washington Public Ports Assoc.	385.00
10/12/22	11912	Double T Construction	3,307.21				

Chair Crowe adjourned the meeting at 5:58pm.



 Johnny Watts, Secretary