

**Port of Columbia**  
Regular Monthly Meeting Minutes  
December 14, 2022

Chair Crowe opened the meeting at 5:00pm. Pledge of Allegiance was recited.

**Present:** Commissioners Crowe, Bryan, and Watts, Port Staff Jennie Dickinson & Tracy Clark, 12 members of the public. Attending via Zoom were 15 members of the public.

**Public Comment:** Chair Crowe asked for any public comments. No comments were made.

**Approval of Minutes:** Commissioner Bryan moved to approve the minutes from the November 9<sup>th</sup> regular meeting, seconded by Watts. Motion carried.

**Finances: Monthly Budget Report & Approve Vouchers –** Dickinson gave explanations on a couple of larger vouchers. Vouchers were approved. The expense side of the year is finished. We are starting the new year ahead of budget projections for cash on hand. Columbia Pulp has not paid their taxes for 2022.

**Leases:** The commissioners signed the renewal lease for Rae Studio located in the Co-Working building.

**State Audit Update:** The audit looks like it will be conducted virtually, which will save some money. All requests for documents and other items for the audit have been electronic.

**Comp Plan Kick-Off:** Dickinson attended a Zoom meeting for the once a month meeting this week. January will be the first in person meeting. Dickinson asked that MFA move the railroad to the front of the comp plan discussion.

**2023 Meeting Schedule:** The 2023 meeting schedule was presented to the commissioners. It was decided that the June meeting will be held at the Marina. Seth made a motion to approve the schedule with June's meeting to be held at the marina, Johnny seconded. Motion passed.

**Rock Hill Industrial Park:** The Port is continuing with routine maintenance and snow removal. Two companies have submitted quotes for painting the GSA interior.

**Lyons Ferry Marina:** Dickinson met with the concessionaires to go over the reporting that needs to be done annually. Part one is complete. KOA seems to be fine with the delays on completing the pull-through sites, as long as we keep the communication lines open and keep them informed. The new cabins and wagons are a big hit and continue to be booked.

**Blue Mountain Station:** Guest presentation provided by Robert & RC McNicols, owners of Cedar Rain. They are current tenants in suite A of BMS #2 and are interested in leasing the space currently vacated by Forgotten Trails CBD. Their business is growing and they would like more space for production, storage and tasting room expansion. They also want to hold special events there. They are asking the Port to hold that portion of the building until March 1<sup>st</sup> at the latest, for them to take occupancy. After that HVAC improvements will need to be made. The new garden lessee is interested in leasing more ground to expand his operation to include vegetables and cut flowers. The commissioners liked both propositions.

**CWW Railroad:** Dickinson met with the rail operator and the city regarding work to be done on N. 3<sup>rd</sup> St., which will include railroad crossing improvements. Paul Didelius made a presentation explaining his desire to purchase the rail line from the Port. He feels the line needs more improvements than the Port can afford to do. With the improvements he will be able to increase rail activity including more freight cars and possibly passenger service. Commissioners Bryan thinks this is a good idea and would support the sale. Commissioner Crowe wants to hear comments from the public. Watts agrees with the other commissioners' points of view.

**Community and Economic Development**

**Directors Report:** No report.

**Dayton Community Broadband Update:** A Standards of Conduct document was presented along with an Assurances of Compliance with Civil Rights Requirements document which are both required for the federal grant monies received for the project. Seth moved to have Crowe as the signer of the Assurances form, Watts seconded, motion approved. The fiber materials bid spreadsheet was shared and explained by Dickinson. The materials will be provided by multiple companies, offering the best price and fulfillment. The total for materials will be \$254, 824.80. Bryan moved to approve materials purchase, Watts seconded, motion passed. There are 50+ homes needing underground service. A damage waiver was mailed to those residents on 12/13 with a request to sign and return to the Port for access to their property. A pre-bid meeting for construction will be held on 12/15. January 5<sup>th</sup> will be the opening of the sealed bids with 1/11 being the formal choosing date. A public meeting will be held later in January. Dickinson stated that funds could be available to assist with budget overage. Watts is very concerned about going over budget.

**Touchet Valley Broadband Project:** No report.

**Housing:** Dickinson attended a WEDA workforce housing committee meeting today. There is legislation happening to address workforce housing.

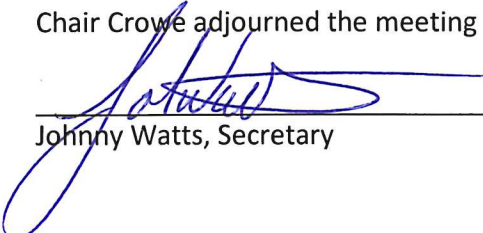
**Table Rock Meats:** Michelle from Table Rock Meat Co. shared a video of a humane slaughter process. She also explained what the building site would look like and addressed concerns made by the public about the facility.

**Public Comment:** No comments other than those made during the TRM discussion.

**Approval of Vouchers:** Commissioners approved regular monthly vouchers in the amount of: \$77,298.55.

12/01/2022	11985-11994	Payroll	17,433.70	12/14/2022	12016	LEAF	201.73
12/14/2022	11995	Anderson Perry, Inc.	4,442.60	12/14/2022	12017	MBG Cleaning Services	1,480.00
12/14/2022	11996	Apollo Heating & Air Conditioning	1,056.90	12/14/2022	12018	Mill Creek Mechanical	1,143.62
12/14/2022	11997	Banner Bank - GO Bond - 3946	2,380.98	12/14/2022	12019	Pacific Power	2,012.29
12/14/2022	11998	Banner Bank IB#2 - 1189	4,216.67	12/14/2022	12020	PacificCorp	13,599.40
12/14/2022	11999	Banner Bank BMS #2 Bond - 9342	2,440.84	12/14/2022	12021	Phase 3 Digital Agency	365.00
12/14/2022	12000	Basin Disposal Inc	63.24	12/14/2022	12022	Quality Roofing Services	10,298.00
12/14/2022	12001	Basin Disposal of Walla Walla	118.80	12/14/2022	12023	Senske	142.76
12/14/2022	12002	Boggs Ortuno PLLC	1,500.00	12/14/2022	12024	State Auditor's Office	1,242.27
12/14/2022	12003	Brewer's Bookkeeping & Payroll Scv.	1,200.00	12/14/2022	12025	The Q Wood-Fired Grill	1,327.20
12/14/2022	12004	Cardmember Service	1,210.54	12/14/2022	12026	Total Comfort Solutions, LLC	139.58
12/14/2022	12005	City Lumber	156.83	12/14/2022	12027	US Linen & Uniform	178.53
12/14/2022	12006	City of Dayton	1,848.89	12/14/2022	12028	Valley Wide Pasco Propane	216.69
12/14/2022	12007	Columbia iConnect	136.39	12/14/2022	12029	Washington Public Ports Assc.	150.00
12/14/2022	12008	Crown Paper & Janitorial Supply, Inc	271.85	12/14/2022	12030		Voided
12/14/2022	12009	Dayton Chronicle	380.00	12/14/2022	12031		Voided
12/14/2022	12010	Dayton Mercantile	29.55	12/14/2022	12032		Voided
12/14/2022	12011	Dingle's of Dayton	9.52	12/14/2022	12033	Armored Knights Locksmith	193.49
12/14/2022	12012	Double T Construction	81.30	12/14/2022	12034	Banner Bank - 1585	3,205.27
12/14/2022	12013	Jamestown Networks	198.23	12/14/2022	12035	Banner Bank - 1593	1,475.05
12/14/2022	12014	KAPP-KVEW	610.60	12/14/2022	12036	Jennifer S Dickinson{O}	103.24
12/14/2022	12015	Kelly Connect	37.00				

Chair Crowe adjourned the meeting at 7:25pm.




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Johnny Watts, Secretary