

**Port of Columbia**  
Regular Monthly Meeting Minutes  
February 8, 2023

Chair Bryan opened the meeting at 5:02pm. Pledge of Allegiance was recited.

**Present:** Commissioners Bryan and Crowe, Port Staff Jennie Dickinson & Tracy Clark, and 5 members of the public. Commissioners Watts attended via Zoom along with 5 members of the public.

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

**Approval of Minutes:** Commissioner Crowe moved to approve the minutes from the January 11<sup>th</sup> regular meeting and the January 17<sup>th</sup> special meeting with changes suggested by her, seconded by Watts. Motion carried.

**Finances: Monthly Budget Report & Approve Vouchers –** Dickinson gave explanations on a couple of larger vouchers. Vouchers were approved. There were no questions or comments regarding the budget/expenses.

**Leases:** Cedar Rain Spirits' lease addendum was presented. They are adding Suite B of BMS#2 to their current lease of Suite A, which will now consist of the entire BMS#2 building. The addendum was approved and signed.

**State Audit Update:** The auditor has finished his audit. His only comments were that the Port needs to create a small works policy and post our prevailing rates.

**Rock Hill Industrial Park:** The Club's roof had work done to repair some small leaks in the roof.

**Lyons Ferry Marina:** The concessionaires are gearing up for the season. They will start to open things up in March with more opening as the season progresses. They are completing the once-a-year report and are working on the Department of Health Permit.

**Blue Mountain Station:** All of the suites are rented. Dickinson has had several businesses looking for space. Phil Neumann from Mainstem Malt made a presentation and answered questions regarding his proposal to build and house a craft malt business at BMS. They are currently using a facility in Butte, MT. The Port will be applying for CERB monies to help fund a feasibility study. Dickinson has already spoken with CERB and they feel it is a good fit for the program. The request to CERB would be for \$50,000, with \$6,500 match provided by Mainstem Malt, and \$6,000 provided by the Port. This facility could be the start of a business hub, which will bring more business and jobs to Dayton. Commissioner Watts asked to see a business plan. Dickinson suggested it is too early for that. A business plan would be part of the feasibility study.

**Consider Resolution #2023-03:** Resolution #2023-03, *A resolution of the Port of Columbia authorizing the submission of an application for Community Economic Revitalization Board planning grant funds to determine the feasibility of the location of a craft malt facility and related grain business cluster at the Blue Mountain Station Food Processing Park*, was presented to the Commission for signatures. Commissioner Crowe made a motion to approve Resolution #2023-03, Watts seconded. Motion approved.

**CWW Railroad:** The rail operator asked Dickinson for references for other ports he is working with.

### **Community and Economic Development**

**Director's Report:** Columbia Pulp has 4 interested buyers. Dickinson is meeting with one of them tomorrow. Kevin Rust came to the Port office with a petition hoping to get the formation of a Pool District on the ballot.

**Dayton Community Broadband:** We are calling this Phase 1 – Materials are arriving daily. Zero dB has been marking the ground for underground layouts. A concerned citizen asked about the markings on his property. Zero dB will talk with him about it. Should receive the Bond packet this week. The Notice to Proceed will be sent out shortly. Construction is to start on February 13<sup>th</sup>. The Invitation for Bid on the Co-Location building has been sent out.

**Touchet Valley Broadband:** Phase 2 – RFP’s have been sent out and posted on our website. Should have proposals in time for next month’s commission meeting.

**Rural Broadband Planning:** Phase 3 - The re-formation of a BAT committee has occurred to try and get broadband to the remainder of the county. This is being done with the support of WSU. A design study is being done in conjunction with the WA State Broadband Office by Breaking Point Design. Should have high-level cost estimates on three design options.

Final Comments: Commissioner Watts would like to meet with Phil of Mainstem to find out more about his plans. Dickinson will forward on his contact information.

**Approval of Vouchers:** Commissioners approved regular monthly vouchers in the amount of: \$198,322.72.

02/01/2023	12096-12108	Payroll	17,759.99	02/08/2023	12131	Jamestown Networks	396.48
02/08/2023	12109	Jennifer S Dickinson{O}	109.60	02/08/2023	12132	KAPP-KVEW	283.80
02/08/2023	12110	A-1 Plumbing	455.28	02/08/2023	12133	Kelly Connect	71.86
02/08/2023	12111	Anderson Perry, Inc.	7,340.90	02/08/2023	12134	LEAF	201.73
02/08/2023	12112	Armored Knights Locksmith	184.28	02/08/2023	12135	Maul Foster Alongi	5,565.96
02/08/2023	12113	Banner Bank - 1585	3,205.27	02/08/2023	12136	MBG Cleaning Services	1,480.00
02/08/2023	12114	Banner Bank - 1593	1,475.05	02/08/2023	12137	Pacific Power	2,291.67
02/08/2023	12115	Banner Bank - GO Bond - 3946	2,380.98	02/08/2023	12138	PacificCorp	3,181.92
02/08/2023	12116	Banner Bank IB#2 - 1189	4,216.67	02/08/2023	12139	Performance Systems Integration	300.94
02/08/2023	12117	Banner Bank BMS #2 Bond - 9342	2,440.84	02/08/2023	12140	Petrichor Broadband, LLC	37,500.00
02/08/2023	12118	Basin Disposal Inc	63.24	02/08/2023	12141	Purswell Pump Co	6,575.96
02/08/2023	12119	Basin Disposal of Walla Walla	119.08	02/08/2023	12142	Senske	71.38
02/08/2023	12120	Brewer's Bookkeeping & Payroll Svcs	1,300.00	02/08/2023	12143	State Auditor's Office	4,597.56
02/08/2023	12121	Cardmember Service	2,818.86	02/08/2023	12144	Sweet Cheeks Bakeshop, LLC	259.68
02/08/2023	12122	City Lumber	392.87	02/08/2023	12145	Total Comfort Solutions, LLC	423.32
02/08/2023	12123	City of Dayton	1,848.89	02/08/2023	12146	Touchet Valley Landscape	223.21
02/08/2023	12124	Columbia County Health Department	235.00	02/08/2023	12147	US Linen & Uniform	119.02
02/08/2023	12125	Columbia iConnect	136.39	02/08/2023	12148	Valley Wide Pasco Propane	416.26
02/08/2023	12126	Crown Paper & Janitorial Supply, Inc	67.08	02/08/2023	12149	Washington Public Ports Assc.	1,098.00
02/08/2023	12127	Dayton Chamber of Commerce	400.00	02/08/2023	12150	WBE Technologies LLC	50,853.05
02/08/2023	12128	Department of Health	872.06	02/08/2023	12151	Wilson Technology Solutions	204.19
02/08/2023	12129	Gillespie Roofing Inc.	932.24	02/08/2023	12152	Zero dB Communications, LLC	33,322.16
02/08/2023	12130	Inland Northwest Partners	50.00	02/08/2023	12153	Dayton Chronicle	80.00

Chair Bryan adjourned the meeting at 5:56 pm.

  
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 Genie Crowe, Secretary