

Port of Columbia
Regular Monthly Meeting Minutes
April 12, 2023

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

Present: Commissioners Bryan, Crowe and Watts, Port Staff Jennie Dickinson & Tracy Clark, and 7 members of the public. Attending via Zoom were 9 members of the public.

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

Approval of Minutes: Commissioner Bryan moved to approve the minutes from the March 8th regular meeting, seconded by Crowe. Motion carried.

Finances: Monthly Budget Report & Approve Vouchers – Dickinson stated this is the final payment for Industrial building #2. CERB reimbursements are being received. Needed to move some money to cover expenses until CERB reimbursements are finalized. Vouchers were approved. There were no questions or comments regarding the budget/expenses.

Leases: Red Band Cellars lease was presented for renewal. He currently leases all of Industrial Building #1 and Suite J at BMS. Those leases are now combined into one lease with a 2-year term. Rent was increased 3%. The Bell Farm House lease was presented for its annual renewal. Rent was increased 9%.

Review New Procurement & Public Works Policy #8-2023: The Auditor recommended we have a small works procedure in place. The staff asked several Ports for examples of their policies and after reviewing those that were submitted, it was decided to use the Port of Clarkston's and combine it with our own needs. The Commissioners would like to make a few adjustments before approving. This revised policy will be presented at the May meeting for approval. Commissioner Watts suggested we send a copy of the policy to the Auditor to confirm this is what he was looking for.

Rock Hill Industrial Park: Fiber work and rack installation is taking place in the Co-Location building. Barker will be working to repair gravel areas where the fiber has been trenched. The shrubs have been removed in front of the GSA building and will be replaced with rock. Columbia County Public Transport is interested in purchasing their facility. There needs to be further consideration as to if this would be a good move for the Port.

Lyons Ferry Marina: The Annual Management Plan Part II has been submitted to the Corps of Engineers. A LOSS inspection will take place next week. Anderson Perry has been working on the Pull Through RV sites addition for the KOA Campground. We will have more detailed information to share at the June Commission meeting held at the Marina. KOA requires the addition of these pull through sites in order to remain a member.

Blue Mountain Station: CERB awarded the grant to the Port for the feasibility study for Mainstem Malt. Dickinson reworked the Scope of Work to fit with CERB's criteria. Dickinson presented a service agreement with Arrowleaf Consulting, to develop a feasibility study and plan, to the commission. Commissioner Crowe moved to accept the agreement, Watts seconded. Motion approved.

CWW Railroad: Dickinson met with the City, Anderson Perry and Zero dB regarding the use of the rail right of way for a city sewer line. The Grain Growers survey has been completed for finalizing the sale of the surplus rail. Closing should take place before the end of April.

Community and Economic Development

Director's Report: There is a current business who is looking toward an expansion with about 20 additional employees. No news on Columbia Pulp. The Port would like to survey local businesses asking what they would like assistance with for the success of their business.

Lots U&V Boundary Line Update: Survey markings have been done. The Hearn Ditch has been located. Michelle feels the property will still work for their needs. May have to reduce lot and price if the boundary line is adjusted.

Dayton Community Broadband: Phase 1 – There have been several inquiries about markings around town and repairs to disturbed ground. The co-location build has seen delays in materials, including the backup batteries.

Touchet Valley Broadband: Phase 2 – We received 3 bids for Construction Management, Technical Support and Mapping Services. The staff recommends awarding it to Petrichor. Commissioner Crowe moved to award Petrichor, Watts seconded. Motion approved.

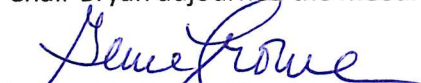
Rural Broadband Planning: Phase 3 – Preliminary design study is taking place. It is going to be a challenge to reach all residents in the county. The rough cost estimate would be about \$55 million to provide fiber to the remainder of the county. May work towards getting fiber to the more populated areas including Starbuck, The Tucannon, along with North and South Touchet Roads. WSU is offering a grant for the planning work in the amount of \$59,117.00. Commissioner Crowe moved to accept the grant, Watts seconded. Motion approved.

Final Comments: Two community members in attendance made comments in support of selling the railroad. One member supported the sale but only if it was in the best interest of the community and for the best price.

Approval of Vouchers: Commissioners approved regular monthly vouchers in the amount of: \$511,318.76.

04/03/2023	12204-12213	Payroll	17,906.23	04/12/2023	12237	Dayton Mercantile	30.19
04/12/2023	12214	Jennifer S Dickinson{O}	1,080.99	04/12/2023	12238	Double T Construction	1,197.82
04/12/2023	12215	Incidental Fund	VOID	04/12/2023	12239	Fiber Instrument Sales Inc	104,857.40
04/12/2023	12216	Dept of Revenue	5,113.56	04/12/2023	12240	Jamestown Networks	198.24
04/12/2023	12217	Employment Security Dept.	159.88	04/12/2023	12241	KAPP-KVEW	900.00
04/12/2023	12218	Employment Security Department	232.66	04/12/2023	12242	Kelly Connect	324.15
04/12/2023	12219	Dept of Labor & Industries	319.41	04/12/2023	12243	LEAF	201.73
04/12/2023	12220	Apollo Heating & Air Conditioning	1,056.90	04/12/2023	12244	Maul Foster Alongi	9,498.59
04/12/2023	12221	Banner Bank - 1585	3,205.27	04/12/2023	12245	MBG Cleaning Services	1,480.00
04/12/2023	12222	Banner Bank - 1593	1,475.05	04/12/2023	12246	Pacific Power	1,579.56
04/12/2023	12223	Banner Bank - GO Bond - 3946	2,380.98	04/12/2023	12247	Senske	71.38
04/12/2023	12224	Banner Bank IB#2 - 1189	5,258.80	04/12/2023	12248	State Auditor's Office	128.10
04/12/2023	12225	Banner Bank BMS #2 Bond - 9342	2,440.84	04/12/2023	12249	Tell It Media	894.30
04/12/2023	12226	Basin Disposal Inc	67.14	04/12/2023	12250	Total Comfort Solutions, LLC	153.54
04/12/2023	12227	Basin Disposal of Walla Walla	119.25	04/12/2023	12251	Touchet Valley Landscape	4,415.95
04/12/2023	12228	Brewer's Bookkeeping & Payroll Svcs.	1,300.00	04/12/2023	12252	TRV Publications	990.00
04/12/2023	12229	Cardmember Service	800.28	04/12/2023	12253	US Linen & Uniform	119.02
04/12/2023	12230	City Lumber	17.91	04/12/2023	12254	Valley Wide Pasco Propane	606.69
04/12/2023	12231	City of Dayton	1,920.38	04/12/2023	12255	Walker	20,454.34
04/12/2023	12232	Columbia iConnect	136.39	04/12/2023	12256	Walla Walla Union Bulletin	530.00
04/12/2023	12233	Cowboy Carpentry	2,735.57	04/12/2023	12257	WBE Technologies LLC	49,376.20
04/12/2023	12234	Crown Paper & Janitorial Supply, Inc	680.02	04/12/2023	12258	Zero dB Comm., LLC	263,071.77
04/12/2023	12235	Dayton Chamber of Commerce	300.00	04/12/2023	12259	Incidental Fund	22.28
04/12/2023	12236	Dayton Chronicle	1,510.00				

Chair Bryan adjourned the meeting at 5:57 pm.



 Genie Crowe, Secretary