

Port of Columbia

Regular Monthly Meeting Minutes

June 14, 2023

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

Present: Commissioners Bryan, Crowe, and Watts, Consultant Abbi Russell, Port Staff Jennie Dickinson & Tracy Clark, and 5 members of the public. Attending via Zoom was 1 member of the public. **Absent:** None.

Public Comment: Chair Bryan asked for any public comments. None were made.

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

Finances: Monthly Budget Report & Approve Vouchers – There were no questions or comments regarding the budget/expenses. Dickinson explained a couple of larger invoices on the voucher sheet. Watts had questions regarding Dickinson's reimbursement check. He wanted to know why mileage wasn't paid with Port credit card. Dickinson explained that she used her own vehicle and mileage was reimbursed using the Federal mileage rate and thus paid by check. No further discussion and vouchers were approved.

Annual Report: Dickinson handed out the annual financial report for the fiscal year ending December 31, 2022 to the commissioners.

Personnel: The Port is looking to fill the Economic Development Coordinator position. This position is full-time, with benefits and will be at an hourly rate of \$20-30 depending on qualifications. There have been two applicants so far. Interviews will be held soon. Kelly will be retiring mid-July.

Rock Hill Industrial Park: Grading of the driving areas has been completed. Gravel to be put down to cover bare spots. Lignin will be applied as a dust abatement. The annual USDA building inspection took place. They were pleased to see the bushes in front of the building had been removed. There were just a couple of minor things that need to be addressed. The carpets will need to be replaced in 2026.

Lyons Ferry Marina: Joanne reported they will be hosting a site decorating contest over the 4th of July. Rental of the cabins and wagons have been strong. They are booked out into August. The new dinner offerings of local items are being well received. Brian from Anderson Perry presented information on the build out of the pull through sites. There would be 10 sites with patios with the cost estimate of 1.2 million dollars. These sites are needed to remain a KOA. Most of the cost will be in earthwork, lift stations for sewer, permits and surveys. This amount will need to be discussed to see if ROI will be worth it for the concessionaire and the Port. There might be grant funding opportunities available through RCO or CDBG. If grant monies were available, more improvements could be made including the boat ramp and parking. Commissioner Watts would like to know the requirements from KOA. He also asked the concessionaire if remaining a KOA was critical. They feel the support from KOA and name recognition is needed. The Army Corps of Engineers supports the KOA connection. KOA has higher standards, which is important to the Corps. There will be two upcoming inspections, KOA on July 15th and the Corps inspection August 15th.

Blue Mountain Station: The craft malt feasibility study is ongoing. FoodStock will take place on Saturday, July 15th. The musicians are booked and there will be a good variety of food vendors attending.

CWW Railroad: The application they submitted was successful. The Port will contribute \$20,000 in matching funds. The 3rd St. crossing will be improved with the construction being completed on that street by the city.

Community and Economic Development

Director's Report: Dickinson apologized for not providing a mid-month report, she was out of the office for her step-daughter's wedding. She attended a RTPD meeting in Pullman recently. Visit Walla Walla was awarded the grant funds they applied for. Dickinson offered support of this grant with the understanding that Columbia

County would be included in the marketing done by Visit Walla Walla. The ADO renewal has taken place and for the first time ever the Port was audited last Friday, which we passed with no issues. Commissioner Bryan, his wife Melissa and Dickinson attended the WPPA Spring Conference. Items discussed were brown field sites are being identified, agricultural leases, housing, and how to communicate Port's work with communities. The façade grant money from the Task Force has been issued. My Dad's Place has opened a new bar next to their restaurant using some of that money. Columbia Pulp has interested buyers. The receivership has not been helpful when she has contacted them. They are looking to sell it for parts, which is the worst-case scenario.

Dayton Community Broadband: Phase 1 – This phase is 58% complete. They have been pulling fiber in the industrial park. A walk through with the ISP's of the co-lo building is scheduled for July 11th. There will be a fiber lighting ceremony on September 20th, time TBD.

Touchet Valley Broadband: Phase 2 – Materials quotes are in. Construction to start in September and hopefully completed by winter. Commissioner Crowe moved to approve the staff recommendation for materials purchased from WBE and Power & Tel, seconded by Watts. Motion carried.

Rural Broadband Planning: Phase 3 – Planning work is still being done to provide fiber to Starbuck, Tucannon, North & South Touchet. Digital equity is very important. There may be an opportunity to partner with State Parks.

Final Comments: One community member in attendance made a comment regarding inclusion of landscaping and irrigation for the pull through site. Anderson Perry confirmed those items will be included.

Approval of Vouchers: Commissioners approved regular monthly vouchers in the amount of: \$352,277.27.

06/14/2023	12307-12315	Payroll	18,096.68	06/14/2023	12342	Elk Drug	7.48
06/14/2023	12316-12322	VOID's	0.00	06/14/2023	12343	KAPP-KVEW	1,486.25
06/14/2023	12323	Zero dB Communications, LLC	1,413.10	06/14/2023	12344	Kelly Connect	82.36
06/14/2023	12324	Joyce Paine	50.00	06/14/2023	12345	LEAF	201.73
06/14/2023	12325	Artmil, Inc.	1,800.00	06/14/2023	12346	Maul Foster Alongi	11,226.95
06/14/2023	12326	Banner Bank - 1585	3,205.27	06/14/2023	12347	MBG Cleaning Services	1,870.00
06/14/2023	12327	Banner Bank - 1593	1,475.05	06/14/2023	12348	Mill Creek Mechanical	200.54
06/14/2023	12328	Banner Bank - GO Bond - 3946	2,431.59	06/14/2023	12349	Pacific Power	1,066.27
06/14/2023	12329	Banner Bank BMS #2 Bond - 9342	2,440.84	06/14/2023	12350	Patton & Assoc.	2,430.00
06/14/2023	12330	Basin Disposal Inc	67.14	06/14/2023	12351	Quality Roofing Services	10,298.00
06/14/2023	12331	Basin Disposal of Walla Walla	119.25	06/14/2023	12352	Senske	71.38
06/14/2023	12332	Boggs Ortuno PLLC	750.00	06/14/2023	12353	Touchet Valley Landscape	725.07
06/14/2023	12333	Brewer's Bookkeeping & Payroll Svcs	1,300.00	06/14/2023	12354	US Linen & Uniform	178.53
06/14/2023	12334	Cardmember Service	3,089.92	06/14/2023	12355	Valley Wide Pasco Propane	615.05
06/14/2023	12335	City of Dayton	2,029.91	06/14/2023	12356	Walla Walla Union Bulletin	130.00
06/14/2023	12336	Columbia iConnect	136.39	06/14/2023	12357	Zero dB Communications	14,761.46
06/14/2023	12337	Crown Paper & Janitorial Supply, Inc	115.45	06/14/2023	12358	Jennifer S Dickinson{O}	286.41
06/14/2023	12338	Dayton Chronicle	380.00	06/14/2023	12359	Barker, Inc.	1,517.60
06/14/2023	12339	Dayton Mercantile	37.58	06/14/2023	12360	Zero dB Communications	250,092.49
06/14/2023	12340	Dingle's of Dayton	61.73	06/14/2023	12361	Arrowleaf Consulting	10,000.00
06/14/2023	12341	Double T Construction	1,029.80	06/14/2023	12362	Dennis Mitchell	5,000.00

Chair Bryan adjourned the meeting at 6:24 pm.


 Genie Crowe, Secretary