

Port of Columbia
Regular Monthly Meeting Minutes
July 11, 2023

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

Present: Commissioners Bryan, Crowe, and Watts, Anderson Perry Reps Jake Hollopeter and Ben Shaw, Mayor Zac Weatherford, City Public Works Director Ryan Paulson, Port Staff Jennie Dickinson & Tracy Clark, and 4 members of the public. Attending via Zoom 5 members of the public. **Absent:** None.

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

Special Presentation: Anderson Perry representatives Jake and Ben, along with the Mayor of Dayton and the Public Works Director gave a presentation regarding the proposed sewer line that would be placed in the railroad right of way. This project would run on opposite sides of the broadband fiber project. There might be a couple of places where they would run near each other but there would be space between them. The commissioners were in agreement to move forward with this concept and drafting an agreement with the City.

Approval of Minutes: Commissioner Watts moved to approve the minutes from the June 14th regular meeting, seconded by Crowe. Motion carried.

Finances: Monthly Budget Report & Approve Vouchers – Commissioner Watts asked for clarification on one tenant’s payments. Dickinson explained why there were double payments made in some months and no payments in others. As a cash basis Port, deposits must be made when received, not based on the month it is due. Early or late payments may cause double payments in one month. There were no further comments about the budget. Dickinson explained a couple of larger invoices on the voucher sheet. There was no further discussion and vouchers were approved.

Leases: Dickinson reported that Southeast Washington Alliance for Health’s lease is up for renewal. The commissioners signed the renewed lease with no questions or comments.

Staffing: Jo Ann Brewer, the Port’s contract bookkeeper, has given notice. She has begun training Tracy, who has agreed to handle basic bookkeeping with assistance from Jo Ann on some of the more complex bookkeeping. The Economic Development Coordinator position is still open. Dickinson will continue to try to fill it. Kelly’s last day will be Foodstock. The commissioners and staff thanked her for her service and wished her the best in her retirement.

Rock Hill Industrial Park: Lignin has been laid on top of new gravel in the travel lanes. The GSA building’s inspection deficiencies are being completed. Columbia River Detailing has new owners, and they are changing the name to D&C Detailing.

Lyons Ferry Marina: There are two more inspections taking place this summer, one is the annual inspection and the other is the ERGO inspection. There is nothing to report on the pull through sites. Watts would like to see the requirements from KOA in order to remain a KOA.

Blue Mountain Station: Foodstock is taking place this Saturday. There have been social media posts as well as radio spots. Suite B is now vacant and available for lease. The craft malt feasibility study is ongoing.

CWW Railroad: The operator has been attending the meetings with Anderson Perry and the city on the right of way usage. Paul is still interested in purchasing the rail line. Reports from Maul, Foster and Alongi should be available in September with their findings.

Community and Economic Development

Director’s Report: Dickinson reported WEDA is looking for attendees for their summer conference. There is nothing to report on the brown field project at this time. Dickinson has spent a vast amount of time assisting in the best outcome for the stakeholders of Columbia Pulp. Commissioner Watts questioned Dickinson about a

letter of support she submitted for a business interested in purchasing the plant as a going concern rather than allowing it to be sold for parts. Dickinson responded that this is part of a Port Executive Directors job duties and happens regularly. Commissioners asked that a letter of clarification be drafted based on the request from the receiver. Visit Walla Walla has been awarded a grant from the state for a Regional Tourism Plan. Dickinson has been asked to sit on the steering committee.

Dayton Community Broadband: Phase 1 – The walk through with the ISP’s of the co-lo building took place this morning. One ISP has signed the master lease, two more are expected. The ISP’s will lease rack space from the Port. The Port will charge \$20 per customer per month plus rack space and electricity charges. Dickinson suggested we enter into a contract with Petrichor for fiber management. This would cost the Port 15% of revenue with the minimum of \$10,000 per year. There will be a fiber lighting ceremony on September 20th at 5:00.

Touchet Valley Broadband: Phase 2 – The invitation to bid for construction went out today.

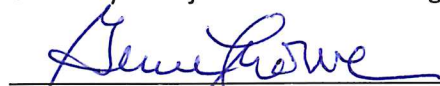
Rural Broadband Planning: Phase 3 – The next step is to apply for funding and figuring out where to look for that. Dickinson suggested using some of the WSU grant money to hire Petrichor to help.

Final Comments: Chair Bryan asked for final public comments. None were made.

Approval of Vouchers: Commissioners approved regular monthly vouchers in the amount of: \$302,457.22.

07/03/2023	12363-12372	Payroll	17,983.25	07/11/2023	12396	Dayton Electric	460.70
07/11/2023	12373	Employment Security Department	242.96	07/11/2023	12397	Dayton Mercantile	51.56
07/11/2023	12374	Employment Security Dept.	166.94	07/11/2023	12398	Dennis Mitchell, PhD	4,000.00
07/11/2023	12375	Dept of Labor & Industries	362.98	07/11/2023	12399	Elk Drug	26.98
07/11/2023	12376	Dept of Revenue	6,036.59	07/11/2023	12400	Jamestown Networks	198.23
07/11/2023	12377	Jennifer S Dickinson{O}	217.64	07/11/2023	12401	Kelly Connect	328.4
07/11/2023	12378	Anderson Perry, Inc.	7,210.04	07/11/2023	12402	LEAF	201.7
07/11/2023	12379	Arrowleaf Consulting	5,000.00	07/11/2023	12403	Maul Foster Alongi	11,119.78
07/11/2023	12380	Banner Bank - 1585	3,205.27	07/11/2023	12404	MBG Cleaning Services	1,480.00
07/11/2023	12381	Banner Bank - 1593	1,475.05	07/11/2023	12405	McKenzie Lindsey	400.00
07/11/2023	12382	Banner Bank - GO Bond - 3946	2,431.59	07/11/2023	12406	Pacific NW Waterways Assc.	800.00
07/11/2023	12383	Banner Bank BMS #2 Bond - 9342	2,440.84	07/11/2023	12407	Pacific Power	1,108.44
07/11/2023	12384	Basin Disposal Inc	66.00	07/11/2023	12408	PacificCorp	10,599.10
07/11/2023	12385	Basin Disposal of Walla Walla	134.85	07/11/2023	12409	Phoenix Pulp and Polymer	4,760.80
07/11/2023	12386	Blue Room Architecture	4,216.40	07/11/2023	12410	Rock Hill Concrete	6,105.91
07/11/2023	12387	Brewer's Bookkeeping & Payroll	1,300.00	07/11/2023	12411	Senske	71.38
07/11/2023	12388	Camila's Party Rental	400.00	07/11/2023	12412	Total Comfort Solutions	121.18
07/11/2023	12389	Cardmember Service	918.15	07/11/2023	12413	Touchet Valley Landscape	724.94
07/11/2023	12390	City Lumber	92.00	07/11/2023	12414	US Linen & Uniform	119.02
07/11/2023	12391	City of Dayton	1,680.00	07/11/2023	12415	WA Public Ports Assc.	1,290.00
07/11/2023	12392	Columbia iConnect	136.39	07/11/2023	12416	Wasteland Kings	850.00
07/11/2023	12393	Cowboy Carpentry	304.95	07/11/2023	12417	WBE Technologies LLC	16,691.44
07/11/2023	12394	Dayton Chamber of Commerce	2,500.00	07/11/2023	12418	Zero dB Comms, LLC	128,828.39
07/11/2023	12395	Dayton Chronicle	264.00	07/11/2023	12419	Dept of Commerce	53,333.33

Chair Bryan adjourned the meeting at 6:04 pm.



 Genie Crowe, Secretary