

Port of Columbia
Regular Monthly Meeting Minutes
August 9, 2023

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

Present: Commissioners Bryan, Crowe, Petrichor Manager Kara Riebold, Port Staff Jennie Dickinson & Tracy Clark, and 3 members of the public. Attending via Zoom were Commissioner Watts and 4 members 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 July 11th regular meeting, seconded by Crowe. Motion carried.

Finances: Monthly Budget Report & Approve Vouchers – The budget was reviewed with Crowe requesting clarification on where the Special Project income came from. Dickinson stated it was from the Craft Malt Study grant. Dickinson explained a couple of larger invoices on the voucher sheet. There was no further discussion and vouchers were approved.

Preliminary Budget Discussion: Dickinson reviewed the handout she had provided to start the budgeting process. Some key points to consider are insurance increases, staff wage increases to be in line with CPI rates, increase in maintenance fees, Federal audit fees, and the 1% tax levy. The commissioners are split on taking the tax levy but are in agreement with wage increases for the staff in the amount of 7-8%. Dickinson will provide a preliminary draft budget at next month's meeting.

Leases: Dickinson reported that The Club's lease is up for its 5-year renewal. The industrial park has a new tenant, D&C Detailing, who is asking for a 1-year lease with a 2-year renewal. The commissioners signed both leases with no questions or comments.

Staffing: Dickinson has a candidate for the Economic Development Coordinator position. She is a recent college graduate who lives in Dayton. Dickinson will be checking references and will give a status update at the next meeting.

Rock Hill Industrial Park: There have been a couple of complaints about rocks sticking to vehicle tires from the lignin that was put down. Now that it has rained, it seems to have fixed that problem. It remains to be seen if the dust will return now that the lignin is not as sticky.

Lyons Ferry Marina: The marina has passed its annual Dept. of Health inspection. The Corps ERGO inspection will take place next week. Dickinson is looking into funding from different sources for the pull-through sites and boat launch improvements. It might be a good idea to include this in the budget for next year.

Blue Mountain Station: The craft malt study is on-going. One item they are looking more closely at is electricity vs propane. One solution may be a railcar of propane since it would be close to the rail line. The study should be complete by the end of September.

CWW Railroad: The Port is fielding questions about right-of-way usage. These are being passed onto the rail management company. The Port's attorney is working on the documents for the new city sewer line agreement. This should be finalized by the end of August.

Community and Economic Development

Director's Report: Dickinson drafted a letter of clarification for the commissioners to sign regarding the Port's involvement with Columbia Pulp. The commissioners approved and signed the letter. The Weindhard Hotel is in the process of being sold. The new owner plans to close over the winter to complete some renovations. The golf course has a new restaurant called the Back 9 and is open for breakfast and lunch. The regional tourism plan is moving ahead. Its focus is tourism "beyond wine" and bringing visitors to the region including Dayton.

The Department of Commerce is working on providing contracts to those participating in the ADO program. Projects are being funded by Federal funding. The Port will see if any of the comp plan projects can benefit from these funds.

Dayton Community Broadband: Phase 1 – All three of the ISP’s have signed their service summaries and agreements. They will start installation in the co-location room beginning August 14th. Dickinson presented an Interlocal Cooperation Agreement for Telecommunication Services with Petrichor for consideration of approval. Commissioner Crowe asked how many other agreements like this one have been signed with Petrichor. Kara responded that Petrichor has currently 5 signed agreements with more to come as other Ports complete their broadband projects. Commissioner Crowe moved to approve the agreement, seconded by Watts. Motion carried. Dickinson reminded everyone of the Fiber Lighting Ceremony taking place on Sept. 20th. The celebration will have dignitaries from CERB, the State Broadband Office, the City and County along with the Port Commissioners in attendance. An invitation will be mailed to every household in Dayton.

Touchet Valley Broadband: Phase 2 – Staff recommends awarding the construction work to Blue Mtn. Telecommunication Services of Walla Walla. Crowe moved to approve the award, seconded by Watts. Motion carried. A pre-construction meeting will be held soon. DOT would like a bond held due to fiber lines crossing HWY 12. This phase has a January 31, 2024 projected completion date.

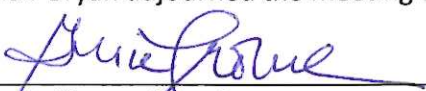
Rural Broadband Planning: Phase 3 – Dickinson suggested using some of the WSU grant money to hire Petrichor to help find funding for this phase.

Final Comments: Chair Bryan asked for final public comments. One member in attendance wanted to hear more about how the Foodstock event was perceived. Suggested a large tent might give more shade and make it more visible from the Highway.

Approval of Vouchers: Commissioners approved regular monthly vouchers in the amount of: \$367,712.66.

08/01/2023	12420-12426	Payroll	10,174.74	08/09/2023	12449	Elk Drug	8.43
08/01/2023	12427	WCIF	2,643.11	08/09/2023	12450	Elkhorn Media Group	750.00
08/01/2023	12428	Col. Co. Treasurer	2,941.78	08/09/2023	12451	Herres Enterprises, LLC	48.00
08/01/2023	12429	Dept of Retirement Systems	1,673.97	08/09/2023	12452	Jamestown Networks	396.46
08/09/2023	12430	Jennifer S Dickinson{O}	505.83	08/09/2023	12453	Jay's Garage(v)	99.20
08/09/2023	12431	Incidental Fund	25.00	08/09/2023	12454	Kelly Connect	27.97
08/09/2023	12432	Anderson Perry, Inc.	15,579.82	08/09/2023	12455	LEAF	201.73
08/09/2023	12433	Armored Knights Locksmith	220.59	08/09/2023	12456	Legacy	56,016.92
08/09/2023	12434	Arrowleaf Consulting	5,000.00	08/09/2023	12457	Liberty Theater	320.00
08/09/2023	12435	Banner Bank - 1585	3,205.27	08/09/2023	12458	Maul Foster Alongi	851.89
08/09/2023	12436	Banner Bank - 1593	1,475.05	08/09/2023	12459	MBG Cleaning Services	1,480.00
08/09/2023	12437	Banner Bank - GO Bond - 3946	2,431.59	08/09/2023	12460	Overhead Door Co. of WW, Inc.	365.85
08/09/2023	12438	Banner Bank BMS #2 Bond - 9342	2,440.84	08/09/2023	12461	Pacific Power	1,322.56
08/09/2023	12439	Blue Mountain Septic	250.00	08/09/2023	12462	PacifiCorp (v)	6,274.90
08/09/2023	12440	Brewer's Bookkeeping & Payroll Svcs	1,300.00	08/09/2023	12463	Power & Tel	55,064.39
08/09/2023	12441	City of Dayton	2,846.80	08/09/2023	12464	Senske	142.76
08/09/2023	12442	Columbia iConnect	136.39	08/09/2023	12465	Tell It Media	2,855.90
08/09/2023	12443	Cowboy Carpentry	470.00	08/09/2023	12466	Touchet Valley Landscape	1,116.68
08/09/2023	12444	Dayton Chronicle	424.00	08/09/2023	12467	US Linen & Uniform	119.02
08/09/2023	12445	Dayton Mercantile	32.42	08/09/2023	12468	Valley Wide Pasco Propane	334.14
08/09/2023	12446	Department of Health	511.90	08/09/2023	12469	Washington Public Ports Assc	425.00
08/09/2023	12447	Dingle's of Dayton	20.59	08/09/2023	12470	Zero dB Communications, LLC	182,186.38
08/09/2023	12448	Double T Construction	921.40	08/09/2023	12471	Cardmember Service	2,073.39

Chair Bryan adjourned the meeting at 6:00 pm.


 Genie Crowe, Secretary