

Port of Columbia
Regular Monthly Meeting Minutes
September 13, 2023

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

Present: Commissioners Bryan, Crowe, and Watts, Port Staff Jennie Dickinson, Jill Essency & Tracy Clark, and 6 members of the public. Attending via Zoom were Consultant Abbi Russell and 4 members of the public. **Absent:** None.

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

Approval of Minutes: Commissioner Crowe moved to approve the minutes from the August 9th regular meeting, seconded by Watts. Motion carried.

Finances: Monthly Budget Report & Approve Vouchers – The budget was reviewed with Dickinson explaining a couple of larger invoices on the voucher sheet. There was no further discussion and vouchers were approved.

2024 Draft Budget Discussion: Dickinson went over the handout she had provided with preliminary budget items. Commissioner Crowe would like to see the Port take the 1% tax that is allowed each year. Watts was pleased that Dickinson provided a balanced budget. Bryan would like to see an increase in the appraisal fund by taking money from Architecture and Engineering. Dickinson will provide a final draft budget at next month's meeting. Dickinson informed the Commission about findings from our DRS audit. Unbeknownst to the Port PERS contributions are required from any employee working 70 or more a month and is not optional. It is also required that all employees, including Commissioners, fill out a Retirement Status Verification form. Dickinson passed out these forms to the Commissioners. She also stated that the Port will need to pay for monies not collected from our most recent non-active employees and current employees not filed with DRS. Watts asked for an estimate of how much that would be. Dickinson said she is working with our compliance officer but didn't have a number yet.

Leases: Dickinson reported that Cedar Rain's lease is up for its 2-year renewal. The Club is asking for an addendum to add Suite B of the Co-Working building to their current lease. This addendum would be a 1-year lease. The commissioners signed both leases with no questions or comments.

Comp Plan Update Final Report: Abbi Russell from Maul, Foster, Alongi gave a final report on the Comp Plan Update. Commissioner Crowe noted that one section of the report needs to be changed. This section in question was regarding Dayton not having a WSU extension office, which we do. Abbi will make corrections to the report addressing this issue.

Rock Hill Industrial Park: Two garage doors will need to be replaced. Both doors are very old and get lots of use.

Lyons Ferry Marina: The marina has passed its recent Corps ERGO inspection. The concessionaire is finishing out the season. The refrigerator in the concessionaire's residence needed to be replaced.

Blue Mountain Station: The craft malt study is ongoing but looks feasible. Dickinson feels changes need to be made to the Garden model. What is now in place is not really working. Several tenants have tried to be successful but have failed. Maybe a community garden concept with raised beds with weed resistant walkways between them would be better. Crowe thought something like the "P-Patch" idea currently being done in Seattle might work. More research needs to be done. The Chamber would like to place an old pickup truck at BMS to advertise All Wheels Weekend year-round. The Commissioners would like to make sure the truck is attractive and well maintained, with no weeds around it.

CWW Railroad: A complaint has been made by a shipper against the rail operator for the lack of maintenance of the tracks.

Community and Economic Development

Director's Report: Dickinson is participating in the Sewer Advisory Committee which is looking for feedback from the community with any concerns. She also shared some concerns from DOT regarding the preservation and maintenance of roads in the state. They would like citizens to contact our legislators to stress the importance of road maintenance. Regional Tourism surveys will be conducted for visitors and stakeholders. Palouse Fiber has purchased the Pomeroy plant for pulp production. The same company has purchased the land, water rights, building shell and straw inventory of Columbia Pulp at Lyons Ferry. Dickinson introduced Jill Essency as the new Economic Development Coordinator. Essency summarized her first weeks on the job.

Dayton Community Broadband: Phase 1 – Dickinson reported that three areas in Dayton will go live on Monday. Zero dB will conduct a clean up at the end of the project by fixing any remaining problems and making sure everything is in order. The Fiber Lighting Ceremony will be held next Wednesday, Sept. 20th.

Touchet Valley Broadband: Phase 2 – A pre-construction meeting was held with Blue Mtn. Telecommunication Services of Walla Walla. A performance bond is needed before the notice to proceed can be issued. Cultural monitoring will take place during construction. Underground waivers have been sent to homeowners with several of them having been signed and returned to the Port. Crowe asked about the Charter franchise with the City of Dayton. Dickinson stated that the Port project needs to be complete before Charter starts their project.

Rural Broadband Planning: Phase 3 – No update at this time.

Final Comments: Chair Bryan asked for final public comments. One member in attendance thought there should be some sort of reciprocal advertising of BMS if the Chamber is placing the AWW truck on BMS property. Another member of the public would like to make sure that the tractor at the other end of town is tended to before placing another old vehicle in Dayton for advertising events.

Executive Session: The executive session began at 6:21pm. The executive session was held per RCW 42.30.110 to evaluate personnel. No action was taken.

Approval of Vouchers: Commissioners approved regular monthly vouchers in the amount of: \$552,844.55.

9/1/2023	12472-12478	Payroll	10,796.24	9/13/2023	12504	Double T Construction	352.30
9/1/2023	12479	WCIF	2,643.11	9/13/2023	12505	Enduris	84,810.00
9/1/2023	12480	Col. Co. Treasurer	2,826.72	9/13/2023	12506	Jamestown Networks	198.23
9/1/2023	12481	Dept of Retirement Systems	1,745.96	9/13/2023	12507	Joanne Knouf	1,791.38
9/13/2023	12482	Tracy Clark	32.05	9/13/2023	12508	Kelly Connect	50.01
9/13/2023	12483	Jennifer S Dickinson(O)	183.27	9/13/2023	12509	LEAF	257.12
9/13/2023	12484	Agri-Times NW	37.00	9/13/2023	12510	Legacy	65,976.71
9/13/2023	12485	Anderson Perry, Inc.	7,293.11	9/13/2023	12511	MBG Cleaning Services	1,480.00
9/13/2023	12486	Arrowleaf Consulting	5,000.00	9/13/2023	12512	Minuteman Press	2,346.65
9/13/2023	12487	Artmil, Inc.	900.00	9/13/2023	12513	Nick Velluzzi	300.00
9/13/2023	12488	Banner Bank - 1585	3,205.27	9/13/2023	12514	Pacific Power	1,222.55
9/13/2023	12489	Banner Bank - 1593	1,475.05	9/13/2023	12515	PacifiCorp (v)	7,307.24
9/13/2023	12490	Banner Bank - GO Bond - 3946	2,431.59	9/13/2023	12516	Performance Systems Integration	345.43
9/13/2023	12491	Banner Bank BMS #2 Bond - 9342	2,440.84	9/13/2023	12517	Port of Whitman County	1,238.07
9/13/2023	12492	Basin Disposal Inc	65.94	9/13/2023	12518	Power & Tel	62,894.29
9/13/2023	12493	Basin Disposal of Walla Walla	134.85	9/13/2023	12519	Precision Garage Doors	479.12
9/13/2023	12494	Blue Room Architecture & Design	1,000.00	9/13/2023	12520	Three Little Birds	360.00
9/13/2023	12495	Boggs Ortuno PLLC	750.00	9/13/2023	12521	Touchet Valley Landscape	1,087.27
9/13/2023	12496	Brewer's Bookkeeping & Payroll Svc	800.00	9/13/2023	12522	US Linen & Uniform	119.02
9/13/2023	12497	Cardmember Service	1,567.68	9/13/2023	12523	Valley Wide Pasco Propane	215.16
9/13/2023	12498	City Lumber	3.74	9/13/2023	12524	WA State Dept. of Transportation	3,631.40
9/13/2023	12499	City of Dayton	2,607.48	9/13/2023	12525	Waitsburg Times	48.00
9/13/2023	12500	Columbia iConnect	136.39	9/13/2023	12526	Wilson Technology Solutions	598.95
9/13/2023	12501	Dayton Chronicle	275.00	9/13/2023	12527	Young's Heating and Cooling LLC	493.44
9/13/2023	12502	Dayton Mercantile	14.58	9/13/2023	12528	Zero dB Communications, LLC	266,026.34
9/13/2023	12503	Diego Romero	850.00				

Chair Bryan adjourned the meeting at 6:21 pm.


Genie Crowe, Secretary