

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (ED) Margie Ziegler; and Administrative Assistant (AA) Bonita Snyder. PC/Staff Absent: None. Guests Present via teleconference: Dev Bell, Bell Design; Kenneth Wake, Stratton Innovations; Lyle Stratton, Stratton Innovations; Cam Thomas; Bryon Hanke, Port Consultant.	Meeting called to order by PC Vinyard at 4:31 PM.
Administrative Matters Election of Officers Approval of Minutes Approval of Vouchers	Minutes – December 15, 2020. Minutes – December 22, 2020. Vinyard suggested corrections. Corrections made. Minutes – December 28, 2020. Vouchers – December 16, 2020, #28398-28428, \$53,091.29. Vouchers – December 31, 2020, #28429-28447, \$47,424.55. Vouchers – January 5, 2021, #28448-28458, \$56,047.99. Payroll Vouchers – January 5, 2021, #D12798-D12813, \$14,004.46.	PC Schmitt M to retain Wayne Vinyard, President; Bill Schmitt, Vice President; and Jim Herman, Secretary for 2021, PC Herman S, MP 3-0. PC Schmitt M to approve the December 15 minutes, PC Herman S, MP 3-0. PC Schmitt M to approve the December 22 minutes with corrections, PC Herman S, MP 3-0. PC Schmitt M to approve the December 28 minutes, PC Herman S, MP 3-0. PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.

<p>Administrative Matters (cont.) Resolution No. 1-2021 Delegation of Authority</p>	<p>ED Ziegler stated the proposed resolution utilized language from the 2019 resolution. PC Schmitt stated he was in favor of eliminating the changes made on the 2020 resolution and reverting to the 2019 format. Ziegler stated her name was put into the Executive Director role and AA Snyder was made the Port Auditor as recommended by Port Counsel Bill Eling.</p>	<p>PC Schmitt M to approve Resolution No. 1-2021, PC Herman S, MP 3-0.</p>
<p>Old Business</p>	<p>None.</p>	
<p>New Business Cam Thomas Building Presentation</p>	<p>Lyle Stratton, President of Stratton Innovations, introduced his company and stated Cam Thomas was seeking development of a 42,000 square foot speculative building for manufacturing or warehousing tenants on 100 Dow Road. Stratton expressed his desire to work with the Port in order to match aesthetically as well as having complementary spaces in order to draw a wide range of tenants. Stratton stated Thomas would be very interested in working with the Port on any Port land sales.</p> <p>PC Schmitt expressed concern about the loading dock placement as it appeared trucks would have to back into the property from Dow Road creating potential congestion. PC Herman agreed. Schmitt added while there is light traffic now, the Port anticipates traffic to increase as its developments increase. Stratton noted all current plans were in preliminary stages and various loading dock arrangements were being considered. He added they have submitted the SEPA, but site plans and building permits have not yet been submitted. ED Ziegler shared a map of a loading dock in Bingen Point Business Park as an example. Ziegler stated the Port would prefer a design where trucks were not backing up on Dow Road. Discussion followed regarding the truck loading options. Stratton stated all plans were in preliminary stages and they were still seeking the most effective solution for final plans, including location and placement of the loading docks.</p>	

<p>New Business (cont.) Cam Thomas Building Presentation (cont.)</p>	<p>Schmitt noted the Port’s development in Dallesport does not match the Bingen Point color schemes. Ziegler observed the proposed colors would match the Crematorium. Ziegler stated the Port was not as concerned about color, but effort could be made to soften the appearance of the large metal building with trim or wainscoting. Stratton requested the Port’s color palate selected for Lot 39.</p> <p>Ziegler asked about parking and traffic flow plans. Stratton stated the preliminary plans outline 28 spaces on the east side of the building from north to south. Stratton stated until they have an actual tenant, a traffic study is not required as the type of use will greatly alter the results of the study. Thomas expressed his belief 28 spaces would be the maximum amount of parking spaces required.</p> <p>Stratton added Klickitat County prohibits a sewer connection until the end user is contracted. He indicated the building will have fire suppression sprinklers. Discussion followed on water meter sizes needed for the building.</p> <p>PC Vinyard asked about the 10 foot setback around the south and west of the property. Stratton stated the setback was included in the Klickitat County SEPA.</p>	
<p>Dirt Huggers</p>	<p>PC Schmitt mentioned the growth of Dirt Huggers parking expansion. PC Vinyard noted the parking area was critical to the business, but there is no planned parking on their leased lot. ED Ziegler noted she toured the Dirt Huggers operation and stated the area south of the lease is a materials off load area. Ziegler reported the maps received from Beseda show encroachment onto the WSDOT leased area.</p> <p>Schmitt expressed concern about leasing partial lots and suggested removing the butte to make the whole lot useful. Herman suggested</p>	

<p>New Business (cont.) Dirt Huggers (cont.)</p>	<p>making an agreement with the tenant to remove the butte for lease credit. Discussion concerning the cost and use of removing the butte followed.</p> <p>The PC discussed the merits and complications of leasing partial lots, as well as lot access. Vinyard stated Dirt Hugger needs to allot for parking in light of additional expansion and added the Port should avoid land-locking its own properties. Discussion concerning the use of of leased and unleased land surrounding the Dirt Hugger operation. Ziegler stated Dirt Hugger has requested three acres. Vinyard verified the expansion proposed to be leased by Dirt Hugger has been surveyed for archaeological significance. Ziegler stated the Port office has received a copy of Dirt Hugger's Cultural Resources Survey.</p> <p>Ziegler stated the need to move forward with the lease amendment and license in order to define boundaries.</p>	
<p>KCPEDA Project List</p>	<p>ED Ziegler presented the project list for Klickitat County Public Economic Development Association. PC Schmitt suggested removing the Dow Road realignment as he said the Port would not tear out a paved road while most of the roadways in Dallesport were gravel. PC Vinyard stated he would want to reassess the value of the realignment before making a determination to remove it from the list.</p>	<p>PC Herman M to add the Lot 39 buildings to the KCPEDA project list, PC Vinyard S, MP 3-0.</p>
<p>Payroll Date Change</p>		<p>By consensus the PC approved the Payroll date changes for 2021.</p>
<p>Accrual to Cash Financial Reporting</p>	<p>PC Herman stated he was in favor of operating on a cash basis as the Port had done so in the past. He added the Port spent a lot of money on converting over to the accrual reporting. Herman stated he still wants the Port to maintain a balance sheet. PC Vinyard stated accrual was sometimes required by grantors, and expressed concern about losing opportunities for grant monies. Herman stated the Port could operate on a cash basis and create a balance sheet at the end of the year reporting</p>	<p>PC Herman M to move from accrual to a cash reporting financial system, Schmitt S, MP 3-0.</p>

<p>New Business (cont.) Accrual to Cash Financial Reporting (cont.)</p>	<p>accrual if grantors required that information.</p> <p>ED Ziegler stated other Ports have switched to cash reporting, and operate using accrual, with an end of year adjustment statement for cash reporting. One of the reasons to do this is because of the GASB 87 requirements for leases. Ziegler stated we may have had to purchase additional software to track leases if continuing to report on accrual basis. Discussion followed about ways to represent finances.</p> <p>PC Schmitt stated he wanted to be sure the reporting method would not affect the Port's ability to go out for bonds and grants. Vinyard stated if funding was not at risk, he could support the change. Herman stated if required for grants, the Port could generate the appropriate reports.</p>	
<p>Procurement Policy</p>	<p>ED Ziegler read recommendations from the State Auditor's Office to establish a procurement policy. She presented a draft Procurement policy based on the Port of Vancouver and Port of Longview and is supported by the Port's Delegation of Authority. Discussion followed about appropriate thresholds and corrections were made. PC Herman suggested the policy be sent to the State Auditor's Office to show compliance with the recommendations.</p>	<p>PC Herman M to approve the Procurement Policy Thresholds and Processes, PC Schmitt S, MP 3-0.</p>
<p>Executive Director's Report 2021 Strategic Planning</p>	<p>ED Ziegler presented a list of outstanding projects. PC Vinyard asked about the former engineer for the Marina Boat Ramp repair. Ziegler recounted the connection of Thomas Camaro to Tenneson Engineering, and noted he is no longer in the area. Ziegler stated many of the projects involve Tenneson Engineering and she has communicated with Darrin Ekman to establish priority. She proposed finishing the NW Boundary Fill Project, before moving to the mine expansion, then completing the Boat Ramp.</p> <p>PC Schmitt expressed concern about the mine depth. Vinyard requested clarification on the mine contract to alleviate his concerns about the terms the Mine is operating on.</p>	

<p>Executive Director's Report (cont.) 2021 Strategic Planning (cont.)</p>	<p>Vinyard stated he wanted an archaeological service the Port could rely on to do large scale evaluations. Ziegler stated AA Snyder contacted Klickitat County and requested they share the results of their RFQ with the Port.</p> <p>Ziegler stated she would like to establish a general fill policy. Schmitt suggested the Port accept fill and stockpile it, rather than requiring the contractor to compact it, then hire someone to compact it all at once. Ziegler stated she would like to select a contractor from the Small Works Roster for a calendar year to compact fill when it looks like the Port has a significant fill stockpiled.</p> <p>Vinyard stated his appreciation for the review and stated it helped direct the Port's focus.</p>	
<p>Executive Director's Report (cont.) Hood River-White Salmon Bridge EIS Comment</p>	<p>ED Ziegler presented a draft EIS Letter of Support to submit to the Port of Hood River as comment on the SR-35 Bridge Project to date.</p>	<p>By consensus, the PC approved the letter of support.</p>
<p>Executive Director's Report (cont.) Maureen Chan-Hefflin</p>	<p>ED Ziegler stated Maureen Chan-Hefflin has been paid for 100 contracted hours, but invoiced an additional ten hours over the contracted amount. PC Herman stated he felt additional hours required separate approval from the PC.</p>	<p>PC Schmitt M to pay the invoice for Chan-Hefflin, Herman S, MP 3-0.</p>
<p>Commissioners Remarks</p>	<p>PC Vinyard stated the Klickitat County Public Economic Development Association (KCPEDA) board is meeting January 26, at which time Margie will present the Port's .09 dollars grant application. He also stated he was pleased with the ground breaking ceremony and the turn out of the County Commissioners and KCPEDA.</p> <p>PC Schmitt stated the water lines are in for the 151C building and the bathrooms are plumbed. Schmitt suggested the existing building should remain until the fifth building is built for an onsite contractor office and</p>	

Commissioners Remarks (cont.)	dry goods storage. Schmitt reported the project is progressing smoothly so far. Schmitt stated he canceled the Mid Columbia Economic Development District meeting for January. PC Herman stated he has not been able to attend the South West Regional Transportation Council (SWRTC) meetings as they conflict with the Port meetings and recommended Mr. Anderson, Klickitat County Commissioner, be approached take to on representation at SWRTC.	
Public Comment	Byron Hanke said the Port has started the year off right.	
Adjournment	PC Vinyard adjourned the PC Meeting at 6:38 PM.	

Approved on January 19, 2021
(Date)

SW Vinyard
Wayne Vinyard, President

Bonita Snyder
Bonita Snyder, Administrative Assistant

Jim Herman
Jim Herman, Secretary