

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman (via teleconference), Wayne Vinyard; Executive Director (ED) Margie Ziegler; and Administrative Assistant (AA) Bonita Snyder. <b>PC/Staff Absent:</b> PC William Schmitt <b>Guests Present:</b> Port Attorney Bill Eling (via teleconference).	Meeting called to order by PC Vinyard at 4:37 PM.  Vinyard noted a 30 min executive session is scheduled for 5:00 PM.
<b>Administrative Matters</b> Approval of Minutes  Approval of Vouchers	Minutes – April 6, 2021.  Payroll Vouchers – April 20, 2021, #D12886-D12893, \$10,232.36.  Vouchers – April 20, 2021, #28578-28594, \$111,037.33.	PC Vinyard M to approve the minutes as corrected, PC Herman S, MP 2-0.  PC Herman M to approve the vouchers, PC Vinyard S, MP 2-0.
<b>Old Business</b> DIP Mine Expansion Permit	ED Ziegler stated staff located the draft mine expansion permit and associated notes from 2016 and AA Snyder would transfer information into the current Department of Natural Resources (DNR) application.  Ziegler stated Darrin Eckman, Tenneson Engineering, has not heard from the geotechnical engineer regarding using the sandy soil as structural fill at the mine. She noted the next step is to determine the correct mining elevation so the Port can provide direction to James Dean Construction.  PC Vinyard asked if archaeological issues relating to the mine permit had been addressed. Ziegler stated she had not reached out yet to Archaeological Investigations Northwest but planned to discover why the survey had not been submitted. Vinyard stated the Port needed to find out if further action needed to be taken.	
<b>New Business</b> 2021-01 Groundskeeping Contract Award	ED Ziegler announced the receipt of two bids for the 2021-01 Groundskeeping Contract from Valencia Lawn Care \$3,300 per month and FLI Landscaping \$1,732.00 per month. Ziegler said FLI	PC Herman M to accept the apparent low bidder and enter into a contract for landscaping with FLI

<p><b>New Business (cont.)</b> Groundskeeping Contract Award (cont.)</p>	<p>Landscaping is the presumed low bidder at \$1,732.00 per month. She said many companies were seen driving the grounds, but only two bids were received. PC Vinyard asked about the cost increase over our previous contract. Ziegler stated this bid is an increase of \$399.85 per month above the previous contract.</p>	<p>Landscaping, PC Vinyard S, MP 2-0.</p>
<p><b>Executive Director's Report</b> NW Boundary Fill Project and Change Order</p>	<p>ED Ziegler reported Crestline has finished moving the fill dirt. She added some compaction is still needed and a steel plate needs to be moved off the walking path. She noted the preliminary costs appear to be closer to the originally estimated \$50,000 rather than the \$80,000 estimate including excess soil. Ziegler stated the City of Bingen is happy with how their lot was left. The Bingen soil was still wet, so instead of increasing the height of the berm the soil was placed out as fill on Lot 1.</p>	
<p><b>Executive Director's Report (cont.)</b> DIP 151C Building Update &amp; 151B Repairs</p>	<p>ED Ziegler noted most of the work has been completed in the 151B building and Hamilton Construction has occupied the space they leased. She added Maintenance staff will complete the bathroom on the Port's side as time allows. She said Maintenance staff is now focusing on mowing and irrigation set up at Bingen Point.</p> <p>Ziegler reported the doors have been installed on the 151C building and the tenant seems impressed with the building. She noted she presented the potential tenant with the draft lease and he accepted the proposed rate. She said the potential tenant will present a drawing for any interior requirements, but noted he likes the open concept of the space.</p>	
<p><b>Executive Director's Report (cont.)</b> BPT Underpass Drainage</p>	<p>ED Ziegler said the next step is to set up a meeting with Washington Department of Transportation and Darrin Eckman, Tenneson Engineering.</p>	
<p><b>Executive Director's Report (cont.)</b> PUD Water System Agreement</p>	<p>ED Ziegler noted there has been no progress on the water system agreement.</p>	
<p><b>Executive Director's Report (cont.)</b> IT Services Contract</p>	<p>ED Ziegler stated staff has been collecting information and looking at IT Service Contracts examples from other ports.</p>	

<b>Executive Director's Report (cont.)</b> Summer Interns	ED Ziegler presented the financial impacts of hiring interns in 2020. She noted returning interns have historically been granted an increase of \$1/hr over minimum wage due to their experience. Ziegler stated she contacted both interns from 2020 and they may be interested in returning. She noted the Port's Maintenance Technician has been part time, and the 2020 interns were hard working and pleasant. PC Herman said he reviewed the presented information and thought it looked good, but added his belief the ED had the authority to determine intern hires and wages without PC input. PC Vinyard expressed appreciation for the information, and agreed the decision was within the purview of the ED.	
<b>Commissioners Remarks</b>	PC Vinyard presented AA Snyder with a bouquet for Administrative Assistant Week in appreciation of her efforts on the Port's behalf.  Vinyard stated the Klickitat County's February Labor reporting indicated there were about 9,000 Klickitat County residents employed and the unemployment rate in the county is 7%.	
<b>Public Comment</b>	None.	
<b>Executive Session</b> Potential Litigation	PC Vinyard recessed the PC Meeting at 4:48 PM for ten minutes. Vinyard called an executive session at 4:58 PM pursuant to RCW 42.30.110 (1)(i)(i) for a period of thirty minutes. Vinyard adjourned the executive session at 5:22 PM. No action was taken in the executive session.	
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 5:22 PM.	

Approved on May 4, 2021  
(Date)

Margie Ziegler  
Margie Ziegler, Executive Director

Bonita Snyder  
Bonita Snyder, Administrative Assistant

Jim Herman  
Jim Herman, Secretary