

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: Byron Hanke, Port Consultant; Bill Eling, Port Attorney.	Meeting called to order by PC Vinyard at 4:40 PM.
Administrative Matters Approval of Minutes Approval of Vouchers	Minutes – May 18, 2021. Vouchers – June 1, 2021, #28632-28645, \$26,555.99.	PC Schmitt M to approve the minutes, PC Herman S, MP 3-0. PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.
Old Business DIP Mine Expansion Permit	ED Ziegler presented the Tenneson Engineering letter to James Dean Construction regarding mine elevations and grade specifications. She said if the PC agrees with the letter she will send it out.	By consensus the PC accepted the letter from Darrin Eckman, Tenneson Engineering.
New Business Insitu 1E Lease	ED Ziegler said she has been in correspondence with Insitu regarding the proposed lease amendment for Building 1E. Ziegler said Insitu has requested two five year options be added in addition to the three year termination option on the proposed amendment. Ziegler said she spoke with Port Attorney Bill Eling and indicated the Port would not weaken its lease by conceding to Insitu’s request, as the lease terminates 2021. PC Vinyard expressed concern about financial liability for the Port. Vinyard stated five year lease options provided security for the Port. Ziegler stated \$212,646 currently remains owed on the building. She noted the building would have \$108,854 outstanding by 2024 and will be paid off in 2027. PC Herman stated his opinion the proposed lease amendment is a negotiation, and Insitu could walk away at the end of their lease term	By consensus the PC directed Ziegler to enter into a lease amendment for Building 1E for two five year options with a termination option at the end of the third year and a 15 month notice requirement and a lease amendment extending the lease for Lot 34 one year with an additional year option.

<p>New Business (cont.) Insitu 1E Lease (cont.)</p>	<p>rather than extending for any amount of time. Ziegler noted Insitu is not looking for a rent reduction, but is looking for an option to shorten the term of one extension. PC Schmitt stated he would prefer to work with Insitu in order to keep them in the building for a portion of time, rather than refusing to compromise and having them walk away. Vinyard asked what the lease termination notice was. Ziegler responded the 1D lease provided a 15 month notice of termination, but Insitu proposed a 270 day termination for 1E. Vinyard clarified Schmitt and Herman’s position that if the opt out is not allowed, Insitu would possibly not renew their lease effective 2021. Discussion followed. Ziegler stated for clarification the Port would agree to two five year options with an option to exit at three years with the same language for escalation as agreed upon on the 1D lease.</p> <p>Ziegler stated Insitu has asked for an extension of an additional year on the Lot 34 “Marina” building.</p>	
<p>New Business (cont.) Byron Hanke – Port Consultant Contract</p>	<p>ED Ziegler presented contract balance information updated with the May hours. PC Vinyard stated Hanke is a valuable resource as a sounding board on difficult issues. He noted Hanke met regularly with the previous Executive Director. Ziegler stated she liked having someone available to reach out to when the Port needs an expert.</p>	<p>PC Schmitt M to renew the contract with Byron Hanke to June 30, 2022, PC Herman S, MP 3-0.</p>
<p>Executive Director’s Report DIP 151C Building Update & 151B Repairs</p>	<p>PC Ziegler stated she met with the 151C landscaping irrigation contractor on site. She said the building is well insulated and was cool inside, despite the hot day and hot weekend. Ziegler stated Dana Hale, Hale Construction, will finish the bioswale. PC Vinyard clarified there were no further archaeological considerations related to the bioswale. Ziegler stated no native soil would be moved as the contractor will be working with soil imported from Dirt Hugger. She said the bioswale topsoil will be hydroseeded to hold the soil in place and have seed ready for germination when Fall moisture comes.</p>	

<p>Executive Director's Report (cont.) DIP 151C Building Update & 151B Repairs (cont.)</p>	<p>Schmitt stated the 151B bathroom will be very basic and sinks will be installed on both sides of the partition.</p> <p>Ziegler mentioned rocks will be placed to protect the new pavement edge. Schmitt noted the pavement was tested and approved, so should be satisfactory. Ziegler said the asphalt is the DOT mixture designed for stability on sandy soils. Ziegler stated the 151C building was scheduled to be finished by the end of May, and is very close to completion.</p> <p>Ziegler noted the Port should start planning a ribbon cutting for the 151C building.</p>	
<p>Executive Director's Report (cont.) BPT Underpass Drainage</p>	<p>ED Ziegler said the Washington State Department of Transportation (WSDOT) canceled the upcoming meeting and Darrin Eckman, Tenneson Engineering preparing information to present at the July 6 PC meeting.</p>	
<p>Executive Director's Report (cont.) PUD Water System Agreement</p>	<p>ED Ziegler stated nothing more has happened relating to the PUD agreement. Schmitt asked what is still required. Ziegler responded she needed to meet with the PUD, agree to responsibilities, and sign the agreement.</p>	
<p>Executive Director's Report (cont.) IT Services Contract</p>	<p>ED Ziegler stated staff has focused on simplifying the website.</p>	
<p>Executive Director's Report (cont.) 4th of July</p>	<p>ED Ziegler stated she has not been able to get a hold of the Bingen Fire Chief, but the Mayor Pro Tempore will discuss the 4th of July event at the City meeting. PC Schmitt stated for the safety of the community the Port should host the event. PC Vinyard agreed with the caveat that Bingen Fire Department supported the event. Ziegler said she spoke to Insitu to see if they will be holding the barbecue again for the police, fire and Port staff working the event. Vinyard suggested speaking with Custom Interface and Zepher to address any concerns they may have. Ziegler mentioned Barnard should also be alerted.</p>	

Executive Director's Report (cont.)
2021 3rd Qtr Strategic Planning

ED Ziegler stated she received a response from Klickitat County saying the Port is not eligible for the Tourism Tax Dollars.

Ziegler mentioned the Barnard lease only has provision for one RV and a request has been made to park a second RV. PC Schmitt the RV needs to be self contained. PC Vinyard stated he would request clarification on their disposal plans and additionally stated it should be made clear that this is a limited provision. Ziegler said she would limit the term to three weeks.

Ziegler reported on Municipal Research and Services Center recommendations related to public meetings and COVID-19 safety.

Vinyard complimented Ziegler on the 3rd quarter strategic planning write up. He said it helps him to keep things in perspective.

Ziegler reported she is continuing marketing efforts online for the 151C Building. She noted someone seeking six acres for hydroponic farming contacted her. She requested information about water usage. She stated the potential lead would like greenhouses with cooling and immediate access to a building for processing. She said they were not interested in the 151C Building. Vinyard stated the Port needs to be very aware of the number of employees per acre in order to put the land to good use. PC Schmitt noted the Port is limited on land it can quickly develop for lease.

Ziegler stated working on the Community Economic Revitalization Board (CERB) grant to meet the June deadline is a priority for her.

Ziegler noted Northwest Natural is still interested in leasing BPT Lot 16, but are running into permitting delays. As a result, they are now hoping to begin the lease mid July rather than June 1. Ziegler stated Northwest

<p>Executive Director's Report (cont.) 2021 3rd Qtr Strategic Planning (cont.)</p>	<p>Natural has staked the proposed access point to the lot, but cannot construct and leave the access approach due to potential liability. However, the Port can build the access and bill Northwest Natural for the installation. Ziegler reported Darrin Eckman, Tenneson Engineering, suggested there was not significant water to require culvert, so the access can be built with rock. She noted Northwest Natural planned to install rumble plates to prevent gravel from being pushed onto the road.</p> <p>Ziegler reported staff is investigating to determine what archaeological survey work has been performed for Lots 24, 25, 26. She noted she is still waiting for responses from Klickitat County and the engineering firm Kennedy Jenks.</p> <p>Ziegler noted a response was received regarding the DIP Lot 15 lease.</p> <p>Ziegler noted a former Maintenance Intern would be returning for the summer. She added she hoped the Port's Maintenance Technician would return to a full time schedule once school is out.</p> <p>Ziegler reported Archaeological Investigations Northwest completed the subsurface surveys and will be submitting a report to Department of Archaeology and Historic Preservation for approval. Ziegler stated Hamilton was very helpful. She said the Port staff watered and compacted the ground with a jumper to return the lot to its previous condition.</p> <p>Ziegler noted the annual financial report had been submitted to the State Auditor's Office and a bill from Teresa Johnson, CPA, had been received.</p> <p>Ziegler stated the East Harbor survey markers had been placed and she was waiting to hear back from SDS regarding an easement.</p>	
--	---	--

Executive Director's Report (cont.)
2021 3rd Qtr Strategic Planning (cont.)

Ziegler noted the only remaining part of the Northwest Boundary Project is to release the retainage.

Ziegler noted Maintenance Lead Jeff McClain had ordered parts for the irrigation system to meet Dept of Ecology's metering request.

Ziegler said she would send out Eckman's letter to James Dean Construction. She noted the next step is for James Dean Construction and Eckman to determine what Eckman needs from the Port to complete the mine expansion form. She noted Eckman may also need to visit the mine to check elevations.

Ziegler reported with work from the Cam Thomas development and Lot 39, there has been 2,990 cy of fill added in Dallesport.

Ziegler stated for the Marina Parking/Lot and Paving project rocks were moved.

Ziegler stated she reached out to Economic Development Authority for funding about chlorination of Well #2. Discussion followed about fire fighting.

Ziegler said Insitu's in-house electrician quit, and there has been no further word on the lighting upgrade the PC budgeted.

Ziegler noted Dirt Hugger still wants a designated parking area. She stated she has been monitoring the Dirt Hugger footprint and material.

Ziegler noted she needs to check with the Dallesport Logyard to ensure the staging area was cleaned after their last use.

<p>Executive Director's Report (cont.) 2021 3rd Qtr Strategic Planning (cont.)</p>	<p>Ziegler noted Custom Interface would like to extend their leased area to the South in 2022.</p> <p>Ziegler stated Underwood Fruit has requested expanded parking, but she needs to find out more about what they need. Vinyard asked how much area they would like. Ziegler stated she has not determined that yet.</p> <p>Ziegler noted two Sunset Maple trees are dying now in the Bingen Business Park. She noted seven trees have been removed over time. She noted she would like to hire an arborist to evaluate the trees to see if what is affecting them and if something can be done to help save the other trees.</p> <p>Ziegler reported on a webinar she attended relating to President Biden's Infrastructure Plan.</p> <p>Ziegler reported Dave Sauter is the Klickitat County Regional Transportation Council representative.</p>	
<p>Executive Director's Report (cont.) Meeting Schedule</p>	<p>PC Vinyard noted the next meeting is regularly scheduled for June 15. ED Ziegler asked if the PC wanted to have the meeting as there would be no issues requiring a decision by the PC. PC Herman suggested moving the June 15 meeting to June 22 to balance the time between meetings. PC Schmitt said it will work out better for him.</p>	<p>By consensus the July 15 meeting is canceled and a Special meeting is scheduled for June 22, 2021.</p>
<p>Commissioners Remarks</p>	<p>PC Vinyard stated he drove out to view the Northwest Boundary Project and was impressed with the amount of land with the potential to be developed. He added it is much lower than Maple street.</p> <p>Vinyard reported the Klickitat County Public Economic Development Authority meeting was canceled. He said he was not able to learn why the meeting was canceled.</p>	

Commissioners Remarks (cont.)	<p>Vinyard asked if the conduit from the 151C building was still present. PC Schmitt said he believed it was, and needed to be disposed of as it has survived the surplus process. Discussion followed about other surplussed items requiring cleanup on Lot 39. Schmitt noted the metal dumpsters have hidden costs. He added he had spare parts to fix up the spray trailer.</p> <p>Schmitt noted the next Mid-Columbia Economic Development District meeting is July 2.</p> <p>Vinyard noted beaver activity on Port property. Ziegler commented a beaver seems to have built up a dam that holds back the Columbia River influence. She noted the Port has been in contact with the tribal fish hatchery interested in re homing beavers to beneficial locations.</p>	
Public Comment	None.	
Executive Session Potential Litigation Performance Evaluation – Executive Director	PC Vinyard recessed the PC Meeting at 6:06 PM for 9 minutes. Vinyard called an executive session at 6:15 PM pursuant to RCW 42.30.110 (1)(i) and RCW 42.30.110 (1)(g) for a period of one hour. At 7:15 PM Vinyard extended the executive session for one hour. At 8:15 PM Vinyard took a recess of 10 minutes and extended the executive session for one hour. Vinyard adjourned the executive session at 9:07 PM. No action was taken in the executive session.	
Adjournment	PC Vinyard adjourned the PC Meeting at 9:08 PM.	

Approved on June 22, 2021
(Date)

Margie Ziegler
Margie Ziegler, Executive Director

Bonita Snyder
Bonita Snyder, Administrative Assistant

Jim Herman
Jim Herman, Secretary