

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
<b>Attendance</b>	<p><b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (ED) Margie Ziegler; and Administrative Assistant (AA) Bonita Snyder.</p> <p><b>PC/Staff Absent:</b> None. <b>Guests Present:</b> Darrin Eckman, Tenneson Engineering.</p>	Meeting called to order by PC Vinyard at 11:00 PM.
<b>Budget Workshop</b>	<p>ED Ziegler presented the projected operating and non-operating revenue for the 2022 Budget. Ziegler explained lease revenue has been adjusted by and estimated 2.6% for the consumer price index (CPI) or 3% depending on the terms of the lease.</p> <p>Ziegler presented the 2022 Capital Budget including projects projected over the next five years. Darrin Eckman, Tenneson Engineering gave the Port Commission and overview on projects that have been designed, current projects and future projects.</p> <p><b>Boat Launch Repair</b> – Ziegler said this project could take place during the in water work window.</p> <p><b>Marina Parking Lot Improvement</b> - Eckman suggested bidding the Marina Parking Lot Improvement with an alternate completion date (as late as March 2022) in hopes of lower bid options.</p> <p><b>Paving Marina Park</b> - Eckman clarified the \$600,000 project cost includes all curbing, storm drainage, and paving.</p> <p><b>Walking Path Trail</b> - Eckman stated the pathway is planned as a paved 8-10' walkway. Eckman stated the area along Marina is complete until grades have to change. He said the area along Bingen Point Way, Lots 16 and 19 has been excavated and is at subgrade, so just need rock placed and paving. The only area completely undeveloped is along Maple</p>	By consensus, the PC approved the draft budget and directed staff to schedule a public hearing to be held November 16, 2021 pursuant to RCW 53.35.020.

**Budget Workshop (cont.)**

street.

**DIP Roads** – Eckman said the Port would benefit by having Klickitat County Public Works grade the gravel portion of Dock Road annually until the Port resurfaces the road. Ziegler asked if estimates included paving Parallel Avenue. Eckman said the estimate included utility extensions, replacing AC pipe and extending pavement on Parallel Avenue to Dow Road. Schmitt asked about using asphalt grindings on Dock Rd. Eckman said he provided a study to the former Executive Director regarding the use of asphalt grindings. Eckman said asphalt grindings are sometimes suitable depending on the application.

**Marine Terminal** – Eckman said the quoted amount includes a storm drain system, dock wall improvement, maintenance storage buildings, electrical relocation, and paving.

**Rail** – PC Schmitt said the rail could be repaired but is low priority because the Port has received no interest. He said the section by Dock Road could be dismantled and saved for parts.

**Water System** – Ziegler gave Eckman the Water Reservoir Cleaning quotes for review.

**Reservoir Painting** – Ziegler said we will have the reservoir cleaned and fix any repairs before it will be painted.

**Water Master Plan** – Ziegler said the Water Master Plan is outdated and a Water System Management Program can be completed instead.

**Pump House/Chlorination** – Eckman said he will meet with Port Maintenance staff and have a walk through of the water system in preparation for bid documents for chlorinating well #2. Eckman said a system may be designed with one chlorination station tied to both wells.

**151C Dividing Wall** – Ziegler presented information regarding wainscoting and the construction of a dividing wall made out of steel and

**Budget Workshop (cont.)**

sheet rock.

**Lighting Upgrade** – Ziegler said Jenny Talyor, Insitu had noted lighting incentives appear to be dried up at this time.

**Bus Stop** – Ziegler said a grant has been awarded for a bus stop and the Port will partner with Mid-Columbia Economic Development District and possibly Insitu staff to construct the bus stop.

**Electric Vehicle** – Ziegler wanted to budget for an electric vehicle for maintenance transportation at BPT for small jobs (like irrigation repairs).

**BPT Fill** – Ziegler said we received fill on BPT Lots 1, 2, 6, and 9 in 2021. Eckman said after a second compaction is completed on Lot 9 he will do an estimate of remaining fill needed. Purchasing fill was discussed and funds were added to the budget if an opportunity becomes available.

**BPT Way Improvements** – Eckman talked about the Bingen Point Way widening, extending utilities to the West, moving the south pump house upland, and making a walking path along the harbor. Eckman said Bingen Point Way Improvements to the east consist of extending utilities and paving.

**Irrigation Line Repair/1D Storm Drainage** – Eckman explained the project of correcting the drainage between 1B and 1D. He said the project bid could include the sinking dry well in the Marina Parking Lot too.

**Feasibility Study** – Discussion followed regarding the best place to focus the CERB Grant for a feasibility study in Dallesport. By consensus the PC agreed that doing the archaeological survey, finish pulling in electrical, and a marketing analysis on DIP Lot 24 & 26 is top priority.

**Mine Permit** – Ziegler said she will start work with Archaeological Investigation Northwest to pick up where we left off on the Mine Report. Eckman said he is waiting for information regarding sand stability to be

<p><b>Budget Workshop (cont.)</b></p>	<p>used as fill.</p> <p><b>Ford Ave</b> – Eckman said there are large cracks in the asphalt on Ford Avenue and should be addressed in the future before they get worse. Ziegler said if Hamilton is approved to place fill on Lot 22 the cracks should be filled after that project. Schmitt said at some time the fill dirt from the Lot 39 and 100 Dow Road projects placed along Ford Avenue needs to be addressed.</p> <p><b>Utilities Lot 38</b> – Ziegler said Hamilton will have the powerlines replaced once the project is finished. She said water and sewer are in Parallel Avenue. She said natural gas and telephone line can be an extension from Lot 39.</p> <p><b>Utilities Dock Rd</b> – Ziegler said she has an old quote from PUD to bring power to Lot 24/25. Eckman stated the PUD is experiencing supply chain issues.</p> <p><b>Lake Pump House</b> – Eckman said the project would widen Maple Street to allow room to construct a new pump house and retaining wall on West edge using bench block. Material stockpiled to build up bench for pump house is onsite was brought in as fill.</p> <p><b>Dike Seepage</b> – Eckman said the Port could look at doing a bentonite fill in a cutoff trench, but chances are the dike is not uniform and a cutoff trench would not be effective. Seepage expected to come from West rather than the South.</p> <p>ED Ziegler presented the operating and non-operating expense budget for the 2022 budget. PC Herman suggested a reduction in interest income because the LGIP rates have dropped on investments in the state pool. PC Herman suggested the Port seek quotes for property and liability insurance for 2023.</p> <p>Improvements to the conference room were discussed. Ziegler said to</p>	
---------------------------------------	--	--

<b>Budget Workshop (cont.)</b>	<p>improve presenting information we could have a monitor on the wall. Ziegler said the Port's laptop is in need of replacement. Herman said we should be staying up with the times.</p> <p>Vinyard recessed the meeting for 15 minutes at 4:30 PM. The meeting resumed at 4:47 PM.</p>	
<p><b>Administrative Matters</b> Approval of Minutes</p> <p>Approval of Vouchers</p>	<p>Minutes – October 5, 2021. PC Vinyard noted there were unanswered questions on the minutes and awaiting legal review.</p> <p>Payroll Vouchers – October 20, 2021, #D13036-D13043, \$11,384.16. PC Herman referenced a memo from Hale Construction about retainage owed that included additional sales tax. He stated he agrees there should not be sales tax on the retainage amount of \$40,619.85 and it should be paid once the Notice of Completion is approved by the Department of Revenue.</p>	<p>PC Schmitt M to table the October 5, 2021 minutes, PC Herman S, MP 3-0.</p> <p>PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.</p>
<b>Old Business</b>	None.	
<p><b>New Business</b> DIP 151C Building Project Acceptance</p>	ED Ziegler reported Hale has ordered an overhead door panel to replace the bent panel, but his supplier is experiencing shipping delays. She said the parking lot paint has lifted in certain areas, and Hale has agreed to repaint those areas in the Spring. She said those items were the only things outstanding on the building, so she would submit the Notice of Completion to the Department of Revenue.	PC Herman M to accept the DIP 151C Building Project, PC Schmitt S, MP 3-0.
<p><b>Executive Director's Report</b> BPT Lot 9 Fill Project</p>	ED Ziegler said she expects more fill material from Basecamp. She noted Jeff Dean, James Dean Construction will compact the existing fill, weather permitting.	
<p><b>Executive Director's Report (cont.)</b> BPT Underpass Drainage</p>	ED Ziegler stated the Washington State Department of Transportation (WSDOT) has asked to meet with the Port directly. She said she would set up a time with Darrin Eckman, Tenneson Engineering to meet with the WSDOT. PC Vinyard asked if the WSDOT would consider an onsite visit. Ziegler stated she would ask Eckman if he was awaiting any technical information from the WSDOT, then she would suggest an	

	onsite visit.	
<b>Executive Director's Report (cont.)</b> Marina Parking Lot Improvement Project	ED Ziegler stated Darrin Eckman, Tenneson Engineering will complete the bid documents for the Marina Parking Lot Improvement project. She would send them out as soon as they were ready and have a two week turn around to award the bid. PC Schmitt stated it would be nice to have that project underway.	
<b>Executive Director's Report (cont.)</b> Strategic Planning 4 <sup>th</sup> Qtr	ED Ziegler reviewed the 4 <sup>th</sup> Quarter 2021 Strategic Planning staff report. She noted the Sailboard Park Irrigation Leak project has been pushed to Spring of 2022.	
<b>Commissioners Remarks</b>	None.	
<b>Public Comment</b>	None.	
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 4:55PM.	

Approved on November 16, 2021  
(Date)

Margie Ziegler  
Margie Ziegler, Executive Director

Bonita Snyder  
Bonita Snyder, Administrative Assistant

Jim Herman  
Jim Herman, Secretary