

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: None.	Meeting called to order by PC Vinyard at 4:31 PM.
Administrative Matters Approval of Minutes Approval of Vouchers Resolution No. 7-2021 Dallesport Industrial Park Water Rates	Minutes – November 16, 2021. Minutes – November 30, 2021. Payroll Vouchers – December 3, 2021, #D13068-D13083, \$13,201.77. Vouchers – December 7, 2021, #28864-28882, \$47,742.74. ED Ziegler stated the rates were based on a 3% increase and noted the addition of hydrant language including a placement fee of \$60.	PC Schmitt M to approve the minutes for both meetings, PC Herman S, MP 3-0. PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0. PC Schmitt M to approve Resolution 7-2021, PC Herman S, MP 3-0.
Old Business DIP 151C Building Prospective Tenant	ED Ziegler stated an email was sent to Rolls Royce including a draft lease and a statement of interest from the Port. She said she received a question concerning a lease rate reduction if they took the full space. She stated she responded by letting Rolls Royce know the Port would install an office, but the rate would remain at \$0.78. She added the draft lease is being reviewed by the Rolls Royce attorneys. Ziegler commented she had spoke with Dana Hale, Hale Construction and he suggested the office be drawn and mezzanine weight limits established with an engineer’s stamp in order to have proof in case a mezzanine is desired in the future. PC Schmitt agreed and expressed disappointment that the bathrooms were not so built.	

<p>Old Business (cont.) DIP 151C Building Prospective Tenant (cont.)</p>	<p>Ziegler stated the procurement policy allows quotes for amounts up to \$40,000 and sealed bids for amounts over \$40,000. She said she will pursue quotes to build out the office space once we know more details.</p>	
<p>Old Business (cont.) Marina Parking Improvement Project - Award</p>	<p>ED Ziegler stated five bids were received for the project with the results provided to the Port Commissioners. She added the apparent low bid was from James Dean Construction with a base bid of \$12,150 and Additive No. 1 at \$1,700. Ziegler explained Darrin Eckman, Tenneson Engineering had reviewed the bids and found no errors or irregularities with the bid submitted by James Dean Construction. Ziegler said the budgeted amount for this project is \$20,000.</p>	<p>PC Schmitt M to award the contract for the Marina Parking Improvement Project to James Dean Construction for the base bid and all additives in the amount of \$13,850, PC Herman S, MP 3-0.</p>
<p>Old Business (cont.) BPT Boat Ramp Repair - Award</p>	<p>ED Ziegler stated four bids were received for the project with the results provided to the Port Commissioners. She added the apparent low bid was from James Dean Construction with a base bid of \$29,962, Additive for Concrete Side Wall at \$242 per lineal foot, Additive for Grout at \$482 per cubic yard, and Additive Rip-Rap at \$184 per cubic yard. Ziegler explained Darrin Eckman, Tenneson Engineering had reviewed the bids and found no errors or irregularities with the bid submitted by James Dean Construction.</p> <p>Ziegler said the additive costs are to be provided in case the cavity under the boat ramp is larger than estimated. Ziegler stated the Port budgeted \$20,000 in 2021 and \$20,000 in 2022 for a total of \$40,000.</p>	<p>PC Schmitt M to award the contract for the Boat Ramp Repair to James Dean Construction for the base bid and all additives, PC Herman S, MP 3-0.</p>
<p>New Business Dallesport Water Valve Installation – Award</p>	<p>ED Ziegler stated three quotes were received for the emergency valve installation including Suulutaaq for \$17,250, Crestline Construction for \$10,220.70, and the apparent low bid from James Dean Construction for \$7,899. Ziegler explained Darrin Eckman, Tenneson Engineering had reviewed the quotes. James Dean Construction was informed November 24, 2021 they were the low quote and were given notice to proceed. The work commenced December 7, 2021 and was expected to be completed December 8, 2021.</p>	

<p>New Business (cont.) PUD Water System Operation and Maintenance Contract Extension</p>	<p>ED Ziegler said she met with the PUD and discussed responsibilities. She said she is making progress but is not ready to sign a new contract. She requested a contract extension. The PUD sent an extension to March 31, 2022.</p> <p>Ziegler stated the Port annually places \$20,000 received from the PUD into the Water System Reserve Fund. Ziegler noted in 2021 the Dow Road hydrant, two water line breaks on Lot 38, and the valve replacement cost exceeded \$20,000. Ziegler suggested this year's \$20,000 be kept in the General Fund to offset the expenses incurred this year rather than moved to the Water Reserve Fund.</p>	<p>By consensus the PC directed ED Ziegler to sign the extension for the PUD Water System Operation and Maintenance Contract Extension to March 31, 2022.</p> <p>By consensus the PC directed ED Ziegler to maintain the \$20,000 in the general fund to offset expenses, rather than investing it in the Water Reserve Fund.</p>
<p>New Business (cont.) KCPEDA Board Appointment List</p>	<p>PC Schmitt stated he believed PC Vinyard should continue as the Klickitat County Public Economic Development Authority (KCPEDA). Vinyard accepted the role.</p>	<p>By consensus the PC agreed to have PC Vinyard continue to serve on the KCPEDA Board.</p>
<p>New Business (cont.) KCPEDA 2022 Project List</p>	<p>ED Ziegler referenced a project list sent to the Klickitat County Public Economic Development Authority (KCPEDA) last year. PC Schmitt expressed the opinion the Dow Road Realignment should be the last item on the priority list, if not struck from the list. PC Herman agreed it should be last on the list. Ziegler asked what the PC felt should be top priority. Schmitt stated he felt the list as represented was otherwise accurate. PC Vinyard stated the Lot 39 development could be removed as we accomplished what was described for that project. Schmitt agreed and stated the Cornerstone building should move up to top priority. Discussion followed about construction of buildings. Ziegler suggested changing BPBP Improvement project description to include five lots rather than five acres. Discussion followed about which lots should be prioritized with respect to accessing and extending utility service. Discussion followed about attracting commercial buildings to Bingen Point Lots 22 and 24. Schmitt expressed concern about the ability of the community to support a restaurant if a franchise was located at Bingen Point. Vinyard suggested adding Infrastructure in DIP to the list due to</p>	

<p>New Business (cont.) KCPEDA 2022 Project List (cont.)</p>	<p>the need for more shovel ready ground. Discussion followed about potential lots to bring to development readiness and archaeological evaluations in Dallesport. Schmitt said the Port should bring utilities to the Cornerstone lots. Paving the Dock Rd was also discussed.</p> <p>Ziegler shared information about a distillery interested in locating near the DIP rail spur. She said it may be possible to consider pursuing infrastructure funds to make the rail operable with a dedicated partner. Discussion followed about the value of the rail. Vinyard stated the barge dock needed to be added to the list as well. Ziegler stated she would add the Barge Dock and Stormwater Drainage Project to the list.</p> <p>Ziegler reported she received a call requesting receipt of barged concrete blocks which would be managed and crushed by James Dean. Discussion followed about the load limits of the bridge and staging area options. Vinyard stated the Port needs to tighten expectations of how the staging area is used. Discussion followed about rent rates. Ziegler suggested a 3% increase for the Dallesport Log Yard leases for 2022. Vinyard stated it may be time to renegotiate the lease, as there has been no increase for the past six years. Vinyard said he wants to support local industries, but it's also important to be good managers of the public's money.</p> <p>Ziegler said Jeff Hunter, Klickitat County Public Works will provide a quote to grade Dow and Parallel and may be able to complete the work in 2021.</p> <p>Schmitt stated a road engineer needed evaluate Dow Rd. for pavement.</p>	<p>By consensus the PC directed Margie Ziegler to pursue a 5% increase for the Dallesport Log Yard lease amendment, and add a CPI increase when the lease is re-negotiated with emphasis on compliance and cleanup.</p>
<p>Executive Director's Report Dallesport Industrial Park Feasibility Study RFQ</p>	<p>ED Ziegler stated the feasibility study RFQ was released. She noted a question has come in which will require an addendum.</p>	

<p>Executive Director's Report (cont.) BPT Underpass Drainage</p>	<p>ED Ziegler stated the Department of Transportation (DOT) is petitioning BNSF (Burlington Northern Santa-Fe) to finish the review process. She said she and Darrin Eckman, Tenneson Engineering are going to meet with the DOT December 20, 2021, then all parties will meet on January 5, 2022.</p>	
<p>Executive Director's Report (cont.) Fiber Installation</p>	<p>ED Ziegler stated she met with LS Networks who are working to provide a proposal to bring fiber to Kerrits from Insitu. She said once she receives the proposal Darrin Eckman, Tenneson Engineering will evaluate it. PC Vinyard said there are other options, such as satellite, if fiber installation would cause significant impacts to the Port's infrastructure.</p>	
<p>Executive Director's Report (cont.) Redistricting</p>	<p>ED Ziegler stated she is seeking quotes for redistricting. She stated last time it was completed in-house but there is not a clear trail of how it was done. She said other Ports are using Flo Analytics and the cost is between \$5,000-10,000. She noted because there are no commissioners on the ballot in 2022, the Port is able to complete redistricting in 2022 rather than by the end of 2021.</p>	
<p>Executive Director's Report (cont.) Ford Avenue Sewer Line Easement</p>	<p>ED Ziegler met Ben Beseda, Tenneson Engineering to troubleshoot the Ford Avenue area to get the access road reinstated. Schmitt expressed concern about the archaeological implications of correcting the work. Ziegler shared the archaeological survey of the area from 2000 when Ford was installed. PC Schmitt suggested communicating with Klickitat County and the PUD to find out the standard of road that needs to be in place for adequate access. PC Vinyard agreed. Discussion followed about the potential cleanup issue from the Lot 15 ground displacement.</p>	
<p>Executive Director's Report (cont.) Maintenance Technician</p>	<p>ED Ziegler stated recruitment is underway for a Maintenance Technician. AA Snyder stated the job is posted to the Port Website, Gorge Net, LinkedIn, Indeed, and WorkSource. Vinyard expressed appreciation of Michael Knott's offer to be available for snow removal.</p>	

Executive Director's Report (cont.) December Meeting Schedule		By consensus the PC determined to cancel the December 21, 2022 meeting unless the Executive Director deems it necessary. ED Ziegler stated the next meeting would be January 4, 2022.
Commissioners Remarks	None.	
Public Comment	None.	
Executive Session Performance Evaluation – Executive Director	PC Vinyard recessed the PC Meeting at 6:19 PM for six minutes. Vinyard called an executive session at 6:25 PM pursuant to RCW 42.30.110 (1)(g) for a period of one hour. At 7:25 PM Vinyard extended the executive session for one hour. Vinyard adjourned the executive session at 8:36 PM. No action was taken in the executive session.	
Executive Director Salary	PC Vinyard reopened the PC Meeting at 8:36 PM.	PC Herman M to approve a 5% CPI wage increase for the position of Executive Director effective January 1, 2022, PC Schmitt S, MP 3-0.
Adjournment	PC Vinyard adjourned the PC Meeting at 8:40 PM.	

Approved on January 18, 2022
(Date)

Margie Ziegler
Margie Ziegler, Executive Director

Bonita Snyder
Bonita Snyder, Administrative Assistant

Wayne Vinyard
Wayne Vinyard, President