

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman via teleconference, William Schmitt, Wayne Vinyard; Executive Director (ED) Margie Ziegler; and Administrative Assistant (AA) Bonita Snyder. <b>PC/Staff Absent:</b> None. <b>Guests Present:</b> David Flaiz, Kerrits; Michele McAlpine, Kerrits.	Meeting called to order by PC Vinyard at 4:30 PM.
<b>Administrative Matters</b> Approval of Minutes  Approval of Vouchers	Minutes – January 18, 2022.  Vouchers – January 27, 2022, #28936-28951, \$71,759.61.  Payroll Vouchers – February 4, 2022, #D13114-D13127, #28952, \$11,844.36.	PC Schmitt M to approve the minutes as corrected, PC Herman S, MP 3-0.  PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.
<b>New Business</b> Kerrits Proposed Renovation	David Flaiz, Kerrits, stated Kerrits has been increasing staff and is running out of space. He said he has been working with a design firm in Portland to reconfigure the space to accommodate existing staff and future growth. Flaiz noted the draft presented to the commission was a working copy, but wanted to ensure the Port was aware of and approved some significant design elements before Kerrits continued with plan development. Flaiz drew attention to key features of the proposed renovations including stair locations, additional windows in the exterior walls, skylights, and modifying locations of exterior doors. PC Vinyard asked if the proposed new entrance would be a single or double door. Flaiz said it would be single. Michele McAlpine, Kerrits, noted they hoped to provide a space where visitors could come into direct contact with staff upon entering the building. ED Ziegler noted the design plan for a new canopy for the proposed new entrance. She asked if it would match the design for the rest of the building. McAlpine said the intent	

<p><b>New Business (cont.)</b> Kerrits Proposed Renovation (cont.)</p>	<p>was to match. Flaiz stated he was also very interested in upgrading the HVAC system, as heating and cooling is not currently adequate. Flaiz stated he was in negotiation with the Port for a lease into a portion of Suite E which would require a dividing wall and altering stair accesses.</p> <p>Vinyard stated the most important consideration is to maintain the integrity of the building. He expressed concern about skylights leaking given the metal roof. PC Schmitt agreed and noted leaking skylights have been a problem in other buildings. McAlpine stated the current roofing insulation is old and cracking which needs to be addressed as they hope to remove the current drop ceiling and open to a high ceiling. Discussion followed about alternatives to skylights. McAlpine noted the window size would depend on the structure's capability as well. Vinyard said the building has structural limitations, but commented natural lighting and the elevated ceiling, if possible, were very positive concepts for the space. Ziegler stated the next step would be to get numbers from the contractor in order to explore a partnership. Vinyard stated the PC felt the preliminary designs as presented did not cause concern, if the structure's integrity was maintained. He noted any negotiations about partnership would be directed to Ziegler, but thanked Flaiz and McAlpine for sharing their vision for the space with the PC.</p>	
<p><b>Old Business</b> DIP 151C Building Prospective Tenant</p>	<p>ED Ziegler stated she has been working with Rolls Royce on the 151C building. She noted Rolls Royce is almost finished reviewing the changes the Port proposed on the lease. She said she is waiting to hear a response on whether or not Rolls Royce is interested in moving into the building while the office is under construction.</p> <p>Ziegler stated she had a productive meeting with Dana Hale, Hale Construction about the office space design including the ability to have a future mezzanine, and requested a quote for an enclosed office and an open room. She said she discussed electrical needs, lighting, floor</p>	

<p><b>Old Business (cont.)</b> DIP 151C Building Prospective Tenant (cont.)</p>	<p>coverings, and HVAC. Hale requested additional budget for electrical outlets. Ziegler discussed different options for HVAC given a wall or enclosed office versus open space, and the capacity of a mini-split. Ziegler said Hale anticipated having a quote ready by February 8. PC Schmitt suggested the office and HVAC be kept as simple as possible. PC Vinyard agreed and cautioned against spending money on the office that would exceed the needs of the interested tenants and would adversely impact the Port's return on investment. Vinyard added the Port should keep in mind needs of future tenants. Discussion followed about the gate installation expected for the 151C entrance.</p>	
<p><b>New Business (cont.)</b> Dockage/Wharfage Rates</p>	<p>ED Ziegler shared her formula of taking the 2006 dockage and wharfage rates and adding a 3% per year adjustment to come up with an estimated rate. She noted other Ports facilities are so different, rates were not comparable. Ziegler stated Evan Clemson, Advanced American Construction, met with Paul Cothren, Dallesport Log Yard, to view the dock area and stated it would be viable for his proposed use. PC Vinyard stated it would be good if they can coordinate and work together, but emphasized it is a public dock.</p>	
<p><b>Executive Director's Report</b> DIP Water System Update</p>	<p>ED Ziegler stated she has a meeting February 2 with Darrin Eckman, Tenneson Engineering, to discuss the Well #2 chlorination project and noted Eckman has received pump house keys.</p>	
<p><b>Executive Director's Report (cont.)</b> DIP Mine Expansion Permit</p>	<p>ED Ziegler reported Darrin Eckman, Tenneson Engineering, has received information from Archaeological Investigations Northwest that he can overlay with his expansion map.</p>	
<p><b>Executive Director's Report (cont.)</b> BPT Underpass Drainage</p>	<p>ED Ziegler stated she has a meeting February 9. She noted Port staff is still studying lake levels to determine how long it takes to return to the correct level after a rain or snow event.</p>	
<p><b>Executive Director's Report (cont.)</b> DIP Feasibility Study</p>	<p>ED Ziegler reported the contract with Maul Foster and Alongi has been signed and the first meeting is scheduled for February 15.</p>	

<p><b>Executive Director's Report (cont.)</b> Marina Parking Improvement Project</p>	<p>ED Ziegler stated James Dean Construction has pulverized and graded the lot, but still needs to do a final proof roll. PC Vinyard stated it looks much better. PC Schmitt noted there is still a significant soft spot. Vinyard agreed.</p> <p>Ziegler noted the change order work to grade Maple Street was completed on January 24. She said Darrin Eckman, Tenneson Engineering has reviewed the road, noted it will require a deep cut to remove all the potholes, and expressed concern about cutting into the road base. Vinyard noted the previously identified soft spots have become visible, but agreed the only way to eliminate those was to cut below them and re-roll the road. Discussion followed about appropriate solutions.</p> <p>Vinyard noted the ingress from Lots 1 and 2 looks good, but the mill yard turn out onto Maple Street is very rough. Ziegler shared correspondence between the Mayor of Bingen, WKO, and herself, discussing options on how to address the impact of logging trucks on the unpaved portion of Maple Street and the consequent effects. Ziegler also said after a discussion with WKO, they graded the same day. Ziegler stated Eckman noted it will need to dry out before it can be repaired.</p>	
<p><b>Executive Director's Report (cont.)</b> BPT Boat Ramp Repair</p>	<p>ED Ziegler reported James Dean Construction has removed the frame work from the wall, and are waiting for blocks to cure before placement. Ziegler stated Darrin Eckman, Tenneson Engineering, has been happy with the project progress.</p>	
<p><b>Executive Director's Report (cont.)</b> General Updates</p>	<p>ED Ziegler noted the new Mayor of Bingen reached out to establish contact with the Port. Ziegler invited Bingen city officials to stop by for a tour of the Port.</p>	

**Executive Director's Report (cont.)**  
General Updates (cont.)

PC Schmitt noted there is quite a bit of trash on the river side of Maple Street. Ziegler stated monitoring for trash and graffiti was addressed in the weekly staff meeting. PC Vinyard suggested a road closure to motor vehicles in order to eliminate some of the trash dumps. Schmitt agreed and said it would be better for maintaining the road as well. Ziegler noted Maple Street is popular for dog walkers. Schmitt and Vinyard both were favorable to maintaining pedestrian access. Discussion followed about what would be needed in order to close the road, including turn around space, gating, and signage options. Schmitt noted there may still be garbage problems, but if there was a gate, those intent on dumping would be visible to staff at the mill. Vinyard agreed and expressed the belief people dump at the end of Maple because it is out of sight. Ziegler asked when the PC felt a gate should be implemented. Schmitt suggested the beginning of Summer.

Ziegler stated she met with Schmitt regarding a feasible time frame for the construction of a new building at 151 Parallel, and determined it would take approximately 14 months. Ziegler stated she will continue to seek available funding.

Ziegler stated she met with Vinyard and discussed the past SDS fence encroachment and Maple Street/Marina Way Intersection traffic.

Ziegler stated she received a fill placement application from a contractor awarded a WSDOT project and it has been reviewed by Darrin Eckman, Tenneson Engineering. Ziegler said she was hoping for approximately 5,000 cubic yards of fill.

Ziegler stated Laura Ives, Washington Economic Development Association (EDA) visited the Port. Ziegler asked about funding for building construction. Ives said the EDA has funds for new construction and she wanted to talk with the Port after the DIP Feasibility Study is

By consensus the PC directed Executive Director Margie Ziegler to have Darrin Eckman, Tenneson Engineering, take a look at Maple Street and determine if there is ample space for a gate and vehicle turnaround between the Lot 1 entrance and the pump house.

<b>Executive Director's Report (cont.)</b> General Updates (cont.)	completed. Discussion followed about the requirement for a multi-tenant occupancy for buildings built with EDA funds.	
<b>Commissioners Remarks</b>	PC Schmitt wanted to make clear that he had personal knowledge of one of the Maintenance Technician applicants, but that should have no bearing on ED Ziegler's selection. He encouraged Ziegler to make a selection based on merits.	
<b>Public Comment</b>	None.	
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 5:29 PM.	

Approved on February 15, 2022  
(Date)

Margie Ziegler  
Margie Ziegler, Executive Director

Bonita Snyder  
Bonita Snyder, Administrative Assistant

SW Vinyard  
Wayne Vinyard, President