

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman via teleconference, 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 4:32 PM.
Administrative Matters Approval of Minutes Approval of Vouchers	Minutes – February 1, 2022. Vouchers – February 8, 2022, #28953-28969, \$15,458.57. Vouchers – February 15, 2022, #28970-28978, \$1,358.16. Payroll Vouchers – February 18, 2022, #D13128-D13134, \$9,825.23.	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	None.	
New Business DIP 151C Office Construction	ED Ziegler stated she has received a quote from Dana Hale, Hale Construction for the 151C office space. She noted the office could have been built on a change order when the project was open, but at the time the focus was on completing the shell. Ziegler reviewed the procurement policy and noted the bid was under \$40,000 so she pursued quotes by phone. Ziegler shared contractor responses from when she sought quotes including two contractors who had additional requirements and could not meet the timeline. Ziegler said she sought advice from other Ports and learned that available contractors are hard to find. She noted there are still significant difficulties relating to supply chain and suggested it would be best to begin the process of constructing the office as soon as possible to accommodate the future tenant. Ziegler noted the Port could return to Mackenzie and have them draw out specifications for the office, but it may delay the process even further. Ziegler noted Hale is available	PC Schmitt M to proceed with the construction of the 151C office space as described by Dana Hale’s quote, PC Vinyard S, MP 3-0.

	<p>to do the work and is familiar with the building specifications. Ziegler stated she sent the proposal off to Darrin Eckman, Tenneson Engineering for review for load requirements for a future mezzanine. She said Eckman will follow up with the contractor.</p>	
<p>New Business (cont.) Port Holidays</p>	<p>ED Ziegler stated some employees have asked if the Port would honor the Juneteenth holiday. She noted the Port currently does not recognize all Federal holidays. PC Herman stated the floating holiday could be used if employees wished to observe Juneteenth. PC Schmitt agreed. PC Vinyard noted a holiday costs the Port approximately \$1,000 per day, and the Port currently expends approximately \$10,000 on the recognized holidays. PC Schmitt said the benefits package offered by the Port was already generous.</p>	<p>By consensus the PC determined June 19th would not be a paid holiday recognized by the Port.</p>
<p>Executive Director's Report Lease Updates</p>	<p>ED Ziegler stated she spoke with Hank McCarthy of Rolls Royce and he confirmed Rolls Royce would be willing to move into the building while the office was under construction. She added Kevin Archer, Cushman & Wakefield, Rolls-Royce's leasing company, is awaiting approval to send a response about some of the lease language from Rolls Royce. Ziegler stated Hank is interested in hiring administrative staff for the building, so she recommended using Gorge.Net Classifieds for local hires.</p> <p>Ziegler stated she met with a fence contractor and PC Schmitt on site. After discussion it was determined to install two 15 foot gates rather than one 30 foot gate at the paved entrance to Lot 39. Schmitt expressed his belief one person might find a 30 foot gate challenging to open. PC Vinyard noted a long gate is more prone to distortion and agreed two 15 foot gates would be more manageable. Schmitt shared the contractor's advice that running electricity to automate a 15 foot gate is less costly, and for day to day traffic, only one 15 foot gate would need to be powered. He added if a large vehicle needed passage, the driver could open one gate manually. Schmitt noted the Port may never choose to</p>	

	<p>automate the gate, but it would be an option. Ziegler said she requested confirmation of a previous quote, to see if the quote was still current.</p> <p>Ziegler discussed potential signage placement options, including vinyl lettering for the store front doorways. Discussion followed relating to the proposed office placement. Ziegler noted the parking lot markings would be corrected in the Spring.</p> <p>Ziegler stated she put together a lease amendment for Kerrits including their proposed expansion and it is awaiting Port Attorney review. She said she also has been working on the lease amendment to reduce leased space for Industrial Equipment Software (IES), and noted IES has now expressed interest in having a mezzanine built.</p> <p>Ziegler stated Strider Construction Company is interested in leasing a half acre of Lot 18 for three months, the duration of the DOT's Chamberlain Lake project.</p> <p>Ziegler shared recent leads including a manufacturer of hydroponic growing systems and a retail space. The hydroponic systems manufacturer would like a building for warehouse space and development, but was not interested in locating in the DIP. A retail shop for firewood, bark, gravel, and shavings was interested in either a BPT or DIP location. Ziegler said she requested additional information. Discussion followed. Vinyard said there was no place for the retail shop at BPT. PC Herman said they would need to have a solid floor such as pavement or concrete, not just a dirt lot. Vinyard noted the Port is already practicing catch and release because lots are not ready in Dallesport. Vinyard expressed frustration that the Port did not have a ready place for a business using natural resources that fit the needs of the local community.</p>	
Executive Director's Report (cont.)	ED Ziegler stated she spoke with Darrin Eckman, Tenneson Engineering	

DIP Water System Update	about what needs to happen in order to chlorinate Well #2. She stated her next move will be to find all information relating to the piping system. Discussion followed about the location of the well house and the associated roadways.	
Executive Director's Report (cont.) DIP Mine Expansion Permit	<p>ED Ziegler stated she set up a meeting to tour the mine because she was unable to participate in the last tour. She stated Jim Dean, James Dean Construction has requested a meeting to discuss mine reclamation responsibilities prior to April. Ziegler asked if the PC wanted a workshop. Ziegler noted the mine operator's agreement expires in October so now is the time to find answers. She added James Dean Construction has asked to renew the contract, but she has not formally accepted. PC Schmitt said he would like to have a meeting with Darrin Eckman, Tenneson Engineering so the PC have a clear understanding of the options and issues before meeting with Jim Dean. PC Vinyard agreed and noted Dean would be valuable in helping develop solutions. Vinyard suggested the Port reach out to George Bennett, Bennett Consulting who worked on this project in the past, or a consultant like him. Ziegler said she learned Bennett is semi-retired. Ziegler suggested Bennett be utilized for agreement amendments, royalty rate review, etc., after determining the needs and responsibilities of the mine operation. Vinyard said he wanted clarification about what materials were suitable fill and finish the reclamation. Discussion followed.</p> <p>Ziegler noted the Port is in receipt of the Cultural Resources survey conducted by Washington Department of Transportation, and Archaeological Investigations Northwest has done an overlay that they have provided to Darrin Eckman, Tenneson Engineering.</p> <p>Vinyard noted the Port's leases need more reporting, updating, and awareness to ensure the lease terms are being met and are suitable for both the tenant and the Port's needs. He noted if the PC has a better grip</p>	By consensus the PC directed ED Ziegler to schedule a workshop to discuss the DIP Mine Expansion Permit on March 1, 2022 at 12:00pm.

	on the lease terms, there will be fewer surprises.	
Executive Director's Report (cont.) BPT Underpass Drainage	ED Ziegler stated the meeting with the DOT was canceled but a new Project Manager has been hired. Ziegler noted staff is still tracking the lake level recovery from a snow event.	
Executive Director's Report (cont.) DIP Feasibility Study	ED Ziegler stated she had a kickoff meeting with Maul Foster and Alongi (MFA), and will begin to provide requested information to MFA. She shared MFA's timeline for the feasibility study. Ziegler said MFA also asked about the kind of economic development the Port would like to see. Ziegler noted she is going to try to find out how much fill was placed on the cornerstone lots. PC Vinyard stated Lot 26 was previously a hole much like Lot 22. PC Schmitt agreed.	
Executive Director's Report (cont.) Marina Parking Improvement Project	<p>ED Ziegler noted the Marina Parking Lot passed the proof roll. She added the project did not include removing any of the muddy areas or addition of gravel. PC Schmitt said Darrin Eckman, Tenneson Engineering suggested annually budgeting to roll and grade the parking area until the Port is ready to pave the lot. Ziegler stated Eckman's suggestion was to do the same for Maple Street. Ziegler noted the dirt was swept from the paved areas.</p> <p>Ziegler stated Eckman proposed installing a culvert from the Marina Park dry well to prevent future flooding. She said the culvert could be added to the project to repair the Sailboard Park irrigation line near Bldg 1D.</p> <p>Ziegler reported the change order to grade Maple Street was completed. She noted it was graded, not rolled. She explained the intent of the change order was to preserve the road bed. She noted it had many pot holes with standing water, and the road was being torn up. Ziegler said to make Maple Street perfect it would need to be graded, rolled, and graveled. Ziegler asked if the PC wanted to expend additional funds on a road that is just to be maintained as an emergency exit. Schmitt</p>	

	<p>suggested a fine material to fill the pot holes be used. Discussion followed about the worst areas. PC Vinyard noted West Bingen Point Way needs to be dressed up in order to use it as a feasible emergency exit. He stated if it were gated on both ends, then it would only be accessed by maintenance staff, reducing the wear on the road. Ziegler suggested using CERB funds to extend utilities and pave the West Bingen Point Way when we have a future tenant. She noted it would be good to pave the road using CERB money, bringing the road to a tenant. Schmitt commented he had a better understanding of the desire for an underpass because he has seen traffic was backed up to Marina Way waiting for the train. Ziegler stated she spoke with Eckman about turn around options on Maple Street and showed pictures of current traffic, and expressed concern at the potential for congestion if a gate were installed on Maple Street. Schmitt noted use of signage at the beginning of the unpaved area on Maple Street may prevent turnaround issues. PC Herman agreed. Ziegler said Eckman noted the current walking path was designed for tenant employees, not public use, and some options could be considered for parking on unleaseable areas. Ziegler noted anywhere there is public access, there will be garbage. She stated she will have maintenance staff monitor and perform prompt cleanup and repair to reduce the presence of garbage and graffiti.</p> <p>Vinyard stated WKO did a fantastic job with the Maple Street repair. Schmitt agreed and said it was a big improvement. Ziegler noted the cleanup effort on the entrance corner by maintenance staff.</p>	
<p>Executive Director’s Report (cont.) BPT Boat Ramp Repair</p>	<p>ED Ziegler noted the Control Density Fill was pumped into the dock voids.</p>	
<p>Executive Director’s Report (cont.) Grant Updates</p>	<p>ED Ziegler discussed a rail-spur grant opportunity the Regional Transportation Council brought to her attention. She stated she watched a webinar and had a discussion with the DOT about the Port’s project</p>	

	<p>and how it aligned with the grant. She noted the grant application requests a lot of information that does not relate including traffic flow, safety, freight mobility traffic, green house gas emissions etc. Ziegler stated she got an updated quote of \$115,000 to repair the rail. Ziegler noted the Freight Rail Assistance Fund was not funded this year, but Move Ahead Washington was, and the Hood River Bridge is part of that program. Ziegler stated she reached out to the BNSF to see if there are any issues that need to be resolved leading up to the Port's rail-spur.</p>	
<p>Executive Director's Report (cont.) General Updates</p>	<p>ED Ziegler stated she spoke with Matt Stevenson, the new owner of the Reese Mill, about the need to establish an easement to the Port's property on the north east edge of the harbor.</p> <p>Ziegler stated she reviewed the Flo Analytics proposal for redistricting and Flo Analytics reduced their proposal from \$8,000 to \$6,500 for the redistricting process.</p> <p>Ziegler reported the gate by the bioswale on Lot 39 has been bent.</p> <p>Ziegler said port staff researched the 0.74 acres in the Dallesport Log Yard (DLY) lease, and learned the space was not formally defined. Ziegler stated she reached out to the DLY and learned they could not identify the boundary. She reported Tenneson Engineering will be surveying the space to determine the boundaries.</p> <p>Ziegler stated she has been working with LS Networks to explore boring under the asphalt along Marina Way to bring fiber to Kerrits in the 1A building. Ziegler noted Darrin Eckman, Tenneson Engineering proposed cable be placed with future Marina Way Improvements in mind. Ziegler noted LS Networks is also bringing in fiber in DIP by using power poles.</p>	<p>PC Schmitt M to approve entering into a contract with Flo Analytics for the redistricting process, PC Vinyard S, MP 3-0.</p>
<p>Commissioners Remarks</p>	<p>PC Herman suggested posting pictures of the improvements at the Marina Parking Lot and Boat Ramp. Ziegler agreed and said the pictures</p>	

	would be updated on the Port's website as well.	
Public Comment	None.	
Adjournment	PC Vinyard adjourned the PC Meeting at 6:08 PM.	

Approved on March 1, 2022
 (Date)

Margie Ziegler
 Margie Ziegler, Executive Director

Bonita Snyder
 Bonita Snyder, Administrative Assistant

SW Vinyard
 Wayne Vinyard, President