

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: Darrin Eckman, Tenneson Engineering.	Meeting called to order by PC Vinyard at 4:32 PM.
Administrative Matters Approval of Minutes Approval of Vouchers	Minutes – May 3, 2022. Vouchers – May 17, 2022, #29070-29086, \$92,572.76. Payroll Vouchers – May 20, 2022, #D13194-D13202 and #29069 \$10,331.77.	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 BPT Bldg 1A Kerrits Remodel	Darrin Eckman, Tenneson Engineering said he reviewed the plans and toured the existing spaces occupied by Kerrits. Eckman said Kerrits is essentially combining three and a half suites into one usable office space they can easily move through. He stated the work they are doing is largely non-structural and will not negatively affect the Port’s building. He noted Kerrits has employed an architect and a structural engineer to design their renovation. Eckman noted there is no reason to remove the existing canopy between suites C and D. Eckman also said he requested the new stair footings be given a good surface finish in the event the concrete is ever left exposed. Eckman stated a determination will need to be made about whether or not the concrete sidewalk will need to be widened to accommodate movement by the proposed new entrance, which would affect the landscaping. Eckman noted Kerrits is seeking to upgrade the HVAC and lighting.	By consensus, the PC determined to approve the proposed improvements and provide up to \$111,000 in financial support primarily to update HVAC, lighting, and electrical which is outdated. It was agreed investment above \$111,000 would necessitate renegotiation of lease rates.

Old Business (cont.)

BPT Bldg 1A Kerrits Remodel (cont.)

Eckman shared details about the current capacity of the HVAC system in place for suites B, C, and D. He noted the proposed office space requires three to four times more capacity. Eckman stated the balance in the suite has shifted dramatically between office and shop space, and something will need to be done to maintain comfort for staff in the building. Eckman stated LED lights are much more efficient with energy costs, heat output, and overall illumination.

ED Ziegler noted Kerrits is seeking approval from the Port to make the proposed changes, and wants to ascertain the Port's willingness to partner financially. PC Schmitt stated he would be willing for the Port to support aspects which directly benefit the Port. PC Vinyard was cautious about investing in improvements without adequate return. Vinyard stated he wanted to ensure lease rates reflected the type of space being leased, and the Port would get a timely return on any investments made. Vinyard noted the proposal is to convert the space from light industrial to a commercial space, and lease rates should reflect the type of building it will be. PC Herman noted the rate was blended based on a rate for warehouse space and office space. Discussion followed about what kinds of space are in demand for future leasing, and the challenge of determining an added value improvement for leasable space versus an improvement that has value only to a certain tenant.

Ziegler stated the building currently does not have adequate HVAC, and it needs to be replaced. Eckman noted the current system was installed in 1996. Schmitt said the lights and HVAC would stay with the Port and be a benefit to the Port in the long run, given the demand for office space. Schmitt noted Kerrits did not request the Port fund the entire remodel, but has requested financial support with a portion. Ziegler led the PC in discussion through the specific improvements requested for financial partnership. Eckman proposed various ways of cost sharing

<p>Old Business (cont.) BPT Bldg 1A Kerrits Remodel (cont.)</p>	<p>using prorated values. Discussion followed about each item and the cost share the Port could take on. Vinyard stated he would like to support replacement costs without getting into enhancements which would necessitate the increase of the lease rate to recoup the Port's investment, and reflect a market lease rate.</p>	
<p>Executive Director's Report Rock Purchase</p>	<p>ED Ziegler noted the Port purchased the 4,500 cubic yard stockpile of rock from SDS Lumber for \$8 per cubic yard for \$36,000. Sales tax was an additional \$2,700, for a final cost of \$38,700. Darrin Eckman, Tenneson Engineering stated it was a fair price for quality rock. Ziegler said she did price comparisons with Eckman. Ziegler shared costs from previous projects ranging from \$5 per cubic yard to place free fill to \$19 per cubic yard to crush and place boulders onsite.</p> <p>Eckman stated he evaluated the condition of Maple street and discussed a drainage issue at the end of the pavement of Maple Street. He noted WKO corrected damage caused to Maple Street when hauling rock.</p>	
<p>Pave Portion of Maple Street</p>	<p>Darrin Eckman, Tenneson Engineering stated WKO proposed paving from the end of Maple Street to the south side of their gated access into the mill yard, and at least 30' into their yard. Eckman expressed his only concern was the Port taking on stormwater drainage. He said WKO has assured him they will mitigate the stormwater. Eckman said there is no downside to their offer, from his perspective.</p> <p>Eckman stated the berm on the east edge of the road should be eliminated so water is not trapped by the road edge. ED Ziegler stated WKO is hoping to increase their curb appeal. Ziegler stated she has walked the fence line with WKO and they are aware of the previous fence encroachment. Eckman said WKO is hoping to pave by the end of the week.</p>	
<p>DIP Mine Expansion Permit</p>	<p>ED Ziegler tabled the discussion on the mine.</p>	

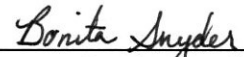
<p>Executive Director's Report (cont.) DIP 151C Office Construction</p>	<p>ED Ziegler stated Darrin Eckman, Tenneson Engineering reviewed Change Order #1 for low voltage electrical, and an additional circuit for the mini-split for \$3,358.96. Eckman noted he was taken back at the cost initially, but after further review of current market rates, felt the cost was appropriate. Ziegler said the original quote electrical was only for four outlets and six light fixtures. Ziegler said she approved Change Order #1.</p> <p>Ziegler reported Change Order #2 was received for the HVAC mini-split. In response to PC Schmitt's question, Ziegler clarified the mini-split was not considered in the original bids. Eckman said the cost for the mini-split was reasonable factoring the additional labor.</p>	<p>By consensus, the PC approved Change Order #1 for electrical improvements and Change Order #2 for the HVAC unit.</p>
<p>Executive Director's Report (cont.) 2022-02 BPT Irrigation Repair</p>	<p>Darrin Eckman, Tenneson Engineering reported on the BPT Irrigation Repair project. He noted there was a two inch pipe was stacked directly on top of the four inch, and the PVC was creased. He stated the leak was caused by a hole in the four inch pipe. Eckman said an unknown valve was discovered. He reported the four inch pipe was repaired and the two pipes were separated, however there appears to be a leak between the valve and the pump. Eckman recommended keeping watch for the location of the existing leak, but the leak did not appear to be as significant. Eckman added the project included correction of a drainage issue between buildings 1B and 1D.</p>	
<p>Executive Director's Report (cont.) WPPA Spring Meeting</p>	<p>ED Ziegler stated she went to the WPPA Spring Meeting with PC Herman. She shared some of the things she learned about how the Port should communicate with the public.</p>	
<p>Executive Director's Report (cont.) Open Public Meetings Act Update</p>	<p>ED Ziegler stated this meeting is the last meeting the Port will host with a remote (call-in) option, per the Open Public Meeting Act requirements effective June 1, 2022.</p>	

Executive Director's Report (cont.) General Updates	ED Ziegler noted the Washington Department of Transportation issued a correction to Columbia Gorge News regarding a statement made that the new underpass would eliminate an at-grade crossing.	
Commissioners Remarks	PC Vinyard complemented ED Ziegler on her debriefing of staff. PC Schmitt shared examples of business who located with the Port then expanded, and celebrated the Port's role in supporting emerging businesses. PC Herman said he enjoyed attending the WPPA Spring Conference.	
Public Comment	None.	
Adjournment	PC Vinyard adjourned the PC Meeting at 6:41 PM.	

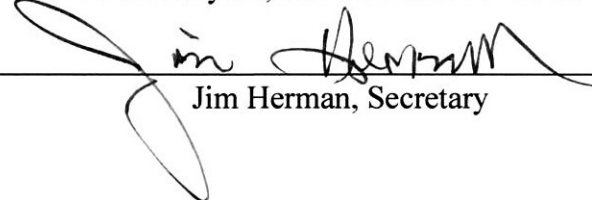
Approved on June 7, 2022
(Date)



Margie Ziegler, Executive Director



Bonita Snyder, Administrative Assistant



Jim Herman, Secretary