

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> Port Commissioners (PCs) William Schmitt, Wayne Vinyard; Executive Director (ED) Margie Ziegler; and Administrative Assistant (AA) Bonita Snyder. <b>PC/Staff Absent:</b> Port Commissioners (PC) James Herman. <b>Guests Present:</b> None.	Meeting called to order by PC Vinyard at 4:35 PM.
<b>Administrative Matters</b> Approval of Minutes  Approval of Vouchers	Minutes – August 16, 2022.  Vouchers – August 22, 2022, #29196-29203, \$44,224.78.  Payroll Vouchers – September 2, 2022, #D13280-D13296, \$15,268.63.  Vouchers – September 6, 2022, #29204-29214, \$25,313.95.	PC Schmitt M to approve the minutes, PC Vinyard S, MP 2-0.  PC Schmitt M to approve the vouchers, PC Vinyard S, MP 2-0.
<b>Old Business</b> BPT Bldg 1A Kerrits Remodel	ED Ziegler presented Resolution 3-2022 drafted by Port Attorney Bill Eling to amend resolution number 12-2010 and establish a leasehold improvements policy.  Ziegler presented a draft leasehold agreement and draft amendment to be submitted for review to the Kerrits team.	PC Schmitt M to approve Resolution 3-2022, PC Vinyard S, MP 2-0.
<b>Old Business</b> DIP Barge Dock/Staging Area	ED Ziegler stated she will be asking Dallesport Log Yard every month for a status report on bark cleanup. Ziegler stated a letter has already been sent requesting cleanup to be sufficient by the annual locks closure (in the Spring) so the Port can inspect the asphalt of the barge dock. Discussion followed about how to set rates for barge use.	
<b>Executive Director's Report</b> 2022-03 BPT Lot 9 Boundary Fill	ED Ziegler presented Change Order #1 for \$3,728.80 to install the correct extension on the sanitary sewer manhole. She said the project was expected to be completed by September 30, 2022.	PC Schmitt M to accept Change Order 1 to extend the manhole and complete the 2022-03 BPT Lot 9 Boundary Fill project, PC Vinyard S, MP 2-0.

<p><b>Executive Director's Report (cont.)</b> DIP 151C Office Construction</p>	<p>ED Ziegler stated the exterior seal around the HVAC mini-split cabling is the only thing outstanding for the office construction project.</p> <p>PC Schmitt asked for information about BNSF equipment staged on the Port Rail Spur. Ziegler noted there was a miscommunication between BNSF but the Port did receive revenue for hydrant water use. Discussion followed.</p> <p>Ziegler said Washington State Department of Transportation (WSDOT) asked the Port to review a white paper for the BPT Underpass. Ziegler explained the white paper talks about the WSDOT's process for selecting the site for the underpass crossing. Discussion followed.</p>	
<p><b>Executive Director's Report (cont.)</b> DIP Mine Expansion Permit</p>	<p>ED Ziegler stated the Department of Natural Resources (DNR) inspected the mine August 30, 2022, and she shared the report with the Port Commission. She noted the previous out of bounds area was noted as reclaimed, and the Port is again in compliance with the DNR. Discussion followed about the positive details of the report.</p>	
<p><b>Executive Director's Report (cont.)</b> 2023 Budget Schedule</p>	<p>ED Ziegler presented a proposed date for the Budget workshop. By consensus the Budget workshop was scheduled for October 18 starting at 11:00am.</p>	
<p><b>Executive Director's Report (cont.)</b> Feasibility Study</p>	<p>ED Ziegler stated Maul Foster and Alongi has presented draft reports of the feasibility study. She proposed a workshop to discuss the progress of the feasibility study to discuss Lots 24/26 as well as improvements at the Barge Dock. By consensus the PC will have a workshop at 12:00pm, prior to the regular PC meeting on September 20, 2022.</p> <p>Ziegler noted Willamette sent out a letter to the tribes August 31, 2022 regarding the archaeological investigation on Lots 24/26 and no response has yet been received.</p>	

<b>Executive Director's Report (cont.)</b> Prospective Tenant	ED Ziegler stated a prospective tenant has reached out seeking a new location. She discussed their needs and stated they currently have nine full time employees. Discussion followed about possible placement and lot requirements.	
<b>Commissioners Remarks</b>	PC Vinyard noted upcoming events and recommended staff representation for the Columbia Gorge Ecological Symposium and the Washington Public Ports Association Small Ports Seminar. ED Ziegler stated she was registered for the Small Ports Seminar.	
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 5:33 PM.	

Approved on September 20, 2022  
(Date)

Margie Ziegler  
Margie Ziegler, Executive Director

Bonita Snyder  
Bonita Snyder, Administrative Assistant

Jim Herman  
Jim Herman, Secretary