

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
<p><b>Attendance</b></p>	<p><b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman, 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> Mike Briggs, Washington State Department of Transportation; Danae Austenfeld, Washington State Department of Transportation.</p>	<p>Meeting called to order by PC Vinyard at 11:08 PM.</p>
<p><b>Budget Workshop</b></p>	<p>ED Ziegler presented the projected operating and non-operating revenue for the 2023 Budget. Ziegler explained lease revenue has been adjusted by and estimated 4% for the consumer price index (CPI) or 3%-3.5% depending on the terms of the lease.</p> <p>Ziegler presented the operating and non-operating expense budget for the 2023 budget. Ziegler noted insurance costs continue to climb. Discussion followed regarding estimated cost of living adjustments.</p> <p>Ziegler presented the 2023 Capital Budget including projects projected over the next five years. Significant discussion followed on specific project needs and project priority.</p> <p>At 3:00 PM Washington State Department Mike Briggs and Danae Austenfeld joined the workshop via teleconference to review the Underpass Project and respond to any questions the Port Commission had.</p> <p>PC Vinyard recessed the meeting for one hour at 3:30 PM. The meeting resumed at 4:30 PM.</p>	<p>By consensus, the PC approved the draft budget and directed staff to schedule a public hearing to be held November 1, 2022 pursuant to RCW 53.35.020.</p>

<p><b>Administrative Matters</b> Approval of Minutes</p> <p>Approval of Vouchers</p>	<p>Minutes – October 4, 2022.</p> <p>Vouchers – October 18, 2022, #29237-29260, \$94,478.78.</p> <p>Payroll Vouchers – October 20, 2022, #D13321-D13328, \$11,304.03.</p>	<p>PC Vinyard M to approve the minutes, PC Schmitt S, MP 3-0.</p> <p>PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.</p>
<p><b>Old Business</b> BPT Bldg 1A Kerrits Remodel</p>	<p>ED Ziegler stated she has a meeting October 19 with Kerrits. Ziegler stated weather stripping for suite D has been ordered. She noted she did a walk through to inventory light fixtures, and took photos of the restrooms. She said she has requested ADA specifications from the Klickitat County Building Department. Ziegler said AA Snyder has set up a walk through with the PUD to consider LED and HVAC upgrades. Ziegler restated the Port will allocate \$111,000 to update lighting to LED, replace HVAC systems, and ensure ADA compliance in the restrooms. Ziegler noted lease documents are reviewed by Kerrits legal team and comments have been submitted to the Port’s legal counsel.</p> <p>Ziegler noted lease documents have been sent to Wolfram Manufacturing for approval to reduce the leased area in suite E and complete the assignment.</p>	
<p><b>New Business</b> DIP 151C Office Project Acceptance</p>	<p>ED Ziegler stated she would like to get acceptance of DIP 151C Office Construction completion. She added the final bill is included in the AP for the office space.</p>	<p>PC Schmitt M to accept the completion of the office space for 151C, PC Herman S, MP 3-0.</p>
<p><b>Executive Director’s Report</b> 2022-03-BPT Lot 9 Boundary Fill</p>	<p>ED Ziegler stated she spoke with Aaron Kreps, Artistic Excavation, and he will reach out to the supplier for a status update on the manhole riser.</p>	
<p><b>Executive Director’s Report (cont.)</b> DIP Mine Expansion Permit</p>	<p>ED Ziegler noted there was lengthy discussion on the mine in the budget workshop, and as of October 24, 2022 the project will have high priority. Ziegler stated she received information from Darrin Eckman, Tenneson Engineering about monitoring the mine using drones, and she believed it would be a good place to start.</p>	

<p><b>Executive Director's Report (cont.)</b>          USDA Grant: DIP Wtr System          Chlorination</p>	<p>ED Ziegler stated the draft request for quotes was received today from Darrin Eckman, Tenneson Engineering and will be reviewed and issued tomorrow. She described the project base bid and additives. Ziegler stated the grant funding is \$99,000. She stated bids are to be received back November 3 with the contract to be awarded no later than November 8. The PC stated they are not available on November 8<sup>th</sup> for a Port Commission meeting to award the contract. Ziegler said she will contact each PC member and let them know the bid results. Ziegler said it is unknown what the bids will come back at and it may require using funds from the Water Reserve Fund but she will communicate the information with the PC before awarding the contract. Ziegler clarified the public hearing for the Budget and Comprehensive Scheme will take place November 1 and Budget approval would take place November 22.</p>	<p>PC Herman M to allow ED Ziegler to accept the lowest responsible bidder and award the DIP Water System Chlorination project, PC Schmitt S, MP 3-0.</p>
<p><b>Executive Director's Report (cont.)</b>          Dept. of Commerce – Industrial Site          Readiness Grant</p>	<p>ED Ziegler described the Department of Commerce grant and the changed requirements. She reported Richard Foster, Klickitat County Public Economic Development Authority was very supportive and recruited many letters of support.</p>	
<p><b>Executive Director's Report (cont.)</b>          General Updates</p>	<p>ED Ziegler said the State Auditor's Office completed the accountability audit for 2019, 2020 and 2021 and celebrated positive audit results.</p>	
<p><b>Commissioners Remarks</b></p>	<p>PC Schmitt stated he confirmed with L77 and they are available to mow the cornerstone Lots 24/26 at \$150 per hour with an estimated work time of 10 hours. He said the sagebrush will be finely chopped and the project should be completed in the winter.</p> <p>PC Herman commended ED Ziegler and AA Snyder for their work through the audit and on the budget.</p>	

<b>Public Comment</b>	None.	
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 4:39 PM.	

Approved on November 1, 2022  
 (Date)

Margie Ziegler  
 Margie Ziegler, Executive Director

Bonita Snyder  
 Bonita Snyder, Administrative Assistant

Jim Herman  
 Jim Herman, Secretary