

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: None.	Meeting called to order by PC Vinyard at 4:34 PM.
Administrative Matters Approval of Minutes Approval of Vouchers Resolution 4-2022 Adoption of the Regular Tax Levy Resolution 5-2022 Adoption of the 2023 Budget Resolution 6-2022 Amendment of the Comprehensive Scheme of Harbor Improvements and Industrial Developments	Minutes – November 1, 2022. Vouchers – November 16, 2022, #29269-29286, \$7,711.49. Payroll Vouchers – November 18, 2022, #D13345-D13355, \$19,476.54. Vouchers – November 22, 2022, VOID #29148, -\$67.77. ED Ziegler noted the Port qualified for a levy refund in the amount of \$719.76. She noted the Klickitat County Assessor Office recommended increasing the levy amount for anticipated new construction.	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. PC Schmitt M to approve Resolution 4-2022, PC Herman S, MP 3-0. PC Herman M to approve Resolution 5-2022, PC Schmitt S, MP 3-0. PC Schmitt M to approve Resolution 6-2022, PC Herman S, MP 3-0.
Old Business BPT Bldg 1A Kerrits Remodel	ED Ziegler stated the Port has all Kerrits signed documents for Lease Amendment #4 to allow renovation of Suite E to start December 1 to create Suite F. She stated the signed documents for the Suite E	

<p>Old Business (cont.) BPT Bldg 1A Kerrits Remodel (cont.)</p>	<p>assignment, estoppel, and lease amendment from IES/Hartwig/Wolfram have also been received. She stated she was in Suite E today and said they are nearing completion of vacating the future Suite F space.</p>	
<p>New Business</p>	<p>None.</p>	
<p>Executive Director's Report 2022-04 DIP Well #2 Disinfection and Improvements</p>	<p>ED Ziegler stated the Port received two bids and the results were provided to the PC. She stated the apparent low bidder was Beam Construction with a base bid of \$23,400, unit price work for rock excavation at \$10 per cubic yard, Additive #1 for transmission main \$74,707, Additive #2 for door replacement \$10,350, and additive #4 for the magnetic flowmeter \$15,500. Ziegler stated all bids were reviewed by Darrin Eckman, Tenneson Engineering and he recommended declining Additive #3 for the disinfection room. Ziegler said with prior approval of the PC at the October 18, 2022 Port Commission meeting she awarded the bid to the lowest responsible bidder, Beam Construction. Ziegler said Beam started work on November 21, 2022. Ziegler stated the Port maintenance staff are building the disinfection room, as the low bid for that job came in at \$17,000. She noted they have framed in two walls. PC Vinyard asked about staff ability to install the door. Ziegler stated due to the size and weight of the door, it was determined it would be best to have it professionally installed.</p>	
<p>Executive Director's Report (cont.) 2022-03 BPT Lot 9 Boundary Fill</p>	<p>ED Ziegler stated Artistic has completed the base bid and additives for a total of \$35,500 and the change order of \$3,728.00 for a grand total of \$42,170.96 with sales tax. Ziegler said the final project has been reviewed by Darrin Eckman, Tenneson Engineering.</p>	
<p>Executive Director's Report (cont.) DIP Mine Expansion Permit</p>	<p>ED Ziegler stated she and PC Vinyard had an excellent meeting with James and Jeff Dean, James Dean Construction, and Darrin Eckman to discuss royalty rates, mine depth, fill material, and mining area. Vinyard added the Deans had good ideas about how to solve some of the issues. Ziegler stated she will be looking for documentation on a prior royalty rate analysis. She said it was important to the Deans that royalty rate</p>	

<p>Executive Director's Report (cont.) DIP Mine Expansion Permit (cont.)</p>	<p>comparisons were compared to local quarries. Ziegler discussed the need for reassurance about reclamation progress, and how the Port would like to set a minimum of cubic yards of fill placement each year. Ziegler said the Hamilton concrete was inspected and found to contain 30% asphalt, so she is waiting to hear back about whether or not it can be used as fill material. Ziegler stated increasing the bond was also discussed.</p> <p>Ziegler stated she set up a meeting in December with Jeff and Kyle of James Dean Construction to discuss transporting rock via barge.</p>	
<p>Executive Director's Report (cont.) Dallesport Log Yard Update</p>	<p>ED Ziegler reported two barges of pulp logs were exported. She noted Paul and Dorie Cothren, Dallesport Log Yard, determined they did not want to continue moving pulp logs. There will be a temporary mobile chipping operation to process the rest of the pulp logs directly into chips starting next week with an expected finish mid-December. Dallesport Log Yard will be fully responsible for the chipping operation and cleanup.</p>	
<p>Executive Director's Report (cont.) General Updates</p>	<p>ED Ziegler noted the 1211 building will be available in December for lease. She shared information supporting an adjusted lease rate for the small business incubator building.</p> <p>Ziegler said Apex Advanced Technology on DIP Lot 39 have requested an additional three month lease term.</p> <p>PC Schmitt noted he spoke with someone looking for a fenced yard to park and change fuel trucks.</p> <p>Ziegler stated the Klickitat County PUD evaluated the light fixtures on the 154 building for upgrade.</p> <p>Ziegler stated the Port received the CPA's letter of engagement. She noted the hourly rate increased to \$229 per hour.</p>	

Executive Director's Report (cont.)	<p>Ziegler noted she talked with Mt. Adams Fruit about fire safety. They have cleaned up their fence lines and pruned trees. Ziegler said the Port has received a burn permit and will burn the brush in cooperation with Mt. Adams Fruit.</p> <p>PC Schmitt stated he was going to arrange an onsite meeting to discuss sagebrush grubbing on DIP Lot 24 & 26.</p> <p>Discussion followed about the December meeting schedule.</p>	By consensus the PC canceled the December 6 meeting.
Commissioners Remarks	None.	
Public Comment	None.	
Adjournment	PC Vinyard adjourned the PC Meeting at 5:45 PM.	

Approved on December 20, 2022
 (Date)

Margie Ziegler
 Margie Ziegler, Executive Director

Bonita Snyder
 Bonita Snyder, Administrative Assistant

Jim Herman
 Jim Herman, Secretary