

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (ED) Margie Ziegler; Maintenance Technician (MT) David Sauter; 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 – August 15, 2023. Vouchers – August 23, 2023, #29663-29670, \$9,029.01. Payroll Vouchers – September 5, 2023, #D13573-D13589, \$16,143.80. Vouchers – September 5, 2023, #29671-29680, \$64,780.48.	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 CERB Loan Terms	ED Ziegler stated CERB completed their calculations on the Port’s debt to service coverage ratio and the Port’s ratio is too high to qualify for grant funding. She presented the PC with the loan term options. PC Herman noted the interest cost would be less with a shorter term loan, then described the flexibility of having a longer loan. Herman recommended a 20 year loan for the advantage of liquidity and versatility, and noted the Port could always pay off early if it was beneficial in the future. Discussion followed regarding the Port’s position in relation to the debt service coverage ratio.	PC Herman M to consider a \$1,000,000 20 year loan at 2.5% interest if awarded by CERB for construction of the DIP 151E building, PC Schmitt S, MP 3-0.
Executive Director’s Report SDS Lumber Co – Dallesport Lot 43	ED Ziegler stated Port Attorney Bill Eling adapted the Port’s basic land lease to develop a suitable lease agreement considering SDS’s requests and protections for the Port such as minimum wharfage, performance timelines, and insurance. Ziegler noted SDS has said due to the Port’s	

<p>Executive Director’s Report SDS Lumber Co – Dallesport Lot 43 (cont.)</p>	<p>delays and unreasonable terms they wish to withdraw from negotiations September 1, 2023. Ziegler stated the Port is well prepared with a ground lease for a future tenant, and the Port now knows the extent of cleanup required. PC Vinyard stated he hoped it would work out to be a win-win, but what the Port needs and what SDS was able to do were not aligned. Vinyard said both companies must do the best they can for who they represent.</p> <p>Ziegler stated the Port cannot compromise on the bark cleanup. Vinyard stated we need to have continuous cleanup progress in order to market to future demands. PC Schmitt concurred.</p> <p>Ziegler stated she will continue discussions with Dallesport Log Yard for bark cleanup. She noted Eling is reviewing Dallesport Log Yard’s obligations and what options are available to the Port for cleanup.</p>	
<p>Executive Director’s Report (cont.) 2022-04 DIP Well #2 Disinfection and Improvements</p>	<p>ED Ziegler stated Darrin Eckman, Tenneson Engineering reported Beam Construction has quoted \$4,604 to move the chlorine injector to downstream of the flowmeter. Discussion followed about whether or not the location will correct the issue and who will be responsible to bear the cost of the correction. Ziegler is requesting Eckman confirm with the manufacturer the placement change will work.</p>	
<p>Executive Director’s Report (cont.) 2024 Budget Schedule</p>	<p>ED Ziegler asked PC to confirm availability for October 17, 2023.</p>	<p>By consensus, the October 17 meeting will be canceled and a special meeting will be scheduled for October 23 to include the budget workshop starting at 12:00pm, with business meeting to follow.</p>
<p>Executive Director’s Report (cont.) 100 Dow Road</p>	<p>ED Ziegler reported an inquiry to install a fire suppression system in the 100 Dow Road property. She stated she shared information with the requester about the process to connect including the need for the property</p>	

<p>Executive Director's Report (cont.) 100 Dow Road (cont.)</p>	<p>owner to submit a completed water application to the Port office. The KC PUD is working in conjunction with the Port to follow connection procedures as outlined by Darrin Eckman, Tenneson Engineering.</p>	
<p>Executive Director's Report (cont.) General Updates</p>	<p>ED Ziegler stated the Maintenance Intern worked 350 hrs this summer.</p> <p>Ziegler noted Hamilton and Ferrellgas entered into amendments to extend lease terms.</p> <p>MT Sauter reported he has started foundation work for the BPBP Bus Stop and the cut sod was used to repair the bioswale behind BPBP Building 1A.</p> <p>Sauter stated the Port intended to submit the draft documents for the Shoreline Use permit to Klickitat County tomorrow.</p> <p>Ziegler noted the HVAC project for BPBP Building 1A for suites C and D is complete. Sauter noted there was concern about the performance of the system in suite C. He stated the contractor made flow rate adjustments, but the system has not been re-tested during hot weather. Sauter noted the system was designed by the contractor, and was not restricted to Port specifications, so he will monitor the system next summer and continue to communicate with the system designer to ensure adequate performance.</p>	
<p>Commissioners Remarks</p>	<p>PC Vinyard stated he attended the Klickitat County Public Economic Development Authority (KCPEDA) meeting. Vinyard described some of the business discussed including .09 dollar recipients. Vinyard described circumstances around a proposal to utilize the KCPEDA board as the Affordable Housing Advisory Board. Vinyard expressed concern about the blending the missions of economic development and housing needs. He stated his intent to defend the economic development dollars for economic development uses. Discussion followed about the need for an advisory council to administer the housing funds, the risks of merging the</p>	

Commissioners Remarks (cont.)	<p>mission of Economic Development and Housing Authority, and the spending limitations of the .09 dollar funds. Vinyard stated he shared information about the Port's application to CERB for funding, described the project, reviewed the Port's recent projects and success with CERB funds in the past, and recognized the support of the County.</p> <p>PC Schmitt stated the Port needs a new phone system as communicating via teleconference is a challenge.</p> <p>PC Herman stated he met with Jessica Metta and is working to understand his role as a Mid-Columbia Economic Development District board member.</p>	
Public Comment	None.	
Adjournment	PC Vinyard adjourned the PC Meeting at 5:43 PM.	

Approved on September 19, 2023
(Date)

Margie Ziegler
Margie Ziegler, Executive Director

Bonita Snyder
Bonita Snyder, Administrative Assistant

Jim Herman
Jim Herman, Secretary