

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt (via teleconference), Wayne Vinyard; Executive Director (ED) Margie Ziegler; Property Manager (PM) David Sauter; and Administrative Assistant (AA) Bonita Snyder. PC/Staff Absent: None. Guests Present: Keaton Curtice, Klickitat County Public Economic Development Authority.	Meeting called to order by PC Vinyard at 4:30 PM.
<p>Administrative Matters</p> <p>Approval of Minutes</p> <p>Approval of Vouchers</p> <p>Resolution 3-2023 Adoption of the Regular Tax Levy</p> <p>Resolution 4-2023 Adoption of the 2024 Budget</p> <p>Resolution 5-2023 Amendment of the Comprehensive Scheme of Harbor Improvements</p>	<p>Minutes – November 7, 2023.</p> <p>Payroll Vouchers – December 5, 2023, #D13648-D13662, \$14,003.49.</p> <p>Vouchers – December 5, 2023, #29757-29766, \$8,578.48.</p> <p>PC Herman requested staff investigate any fuel tax rebates the Port is eligible for, especially for off-road fuel usage for grounds maintenance, such as mowing.</p>	<p>PC Herman M to approve the minutes, PC Vinyard S, MP 2-0, PC Schmitt abstains.</p> <p>PC Herman M to approve the vouchers, PC Vinyard S, MP 2-0, PC Schmitt abstains.</p> <p>PC Schmitt M to approve Resolution 3-2023, PC Herman S, MP 3-0.</p> <p>PC Herman M to approve Resolution 4-2023, PC Schmitt S, MP 3-0.</p> <p>PC Herman M to approve Resolution 5-2023, PC Vinyard S, MP 3-0.</p>
Old Business	None.	

New Business	None.	
Executive Director's Report DIP Potential Tenant	<p>ED Ziegler stated North Fork Resources has signed a lease and has begun moving equipment onto the lot. Ziegler stated the tenant has expressed an interest in shipping rock aggregate and logs.</p> <p>Ziegler stated the lease is well constructed and there is a plan for oversight and management. PM Sauter stated he feels this is a very positive outcome, and a good fit. Ziegler stated the tenant has already begun networking with local businesses.</p>	
Executive Director's Report (cont.) Architect/Design Professional Services Search	ED Ziegler stated she will be meeting with Tom Wood December 1, but still has not selected an Architect/Design Professional.	
Executive Director's Report (cont.) KC Shoreline Permit	ED Ziegler reported the Wetland Specialist has been conducting fieldwork, and will be submitting a report. Ziegler added Darrin Eckman, Tenneson Engineering has been asked to complete the elevation certificate to be submitted to Klickitat County.	
Executive Director's Report (cont.) WSDOT Potholing	PM Sauter stated Washington State Department of Transportation (WSDOT) started potholing for the underpass to locate and determine the elevation of the pressure sewer and water lines. Sauter explained there is a proposed filtration pond with an overflow outfall crossing Marina Way. Sauter stated WSDOT has increased the size of their outfall system to accommodate Port future development use. Sauter noted it will be good for the Port to have confirmation of where utility lines are.	
Executive Director's Report (cont.) Kerrits HVAC	ED Ziegler stated PM Sauter is working on updating warehouse lighting in the 1A building and will be replacing original blinds in Suites B, C, and D. Ziegler noted these improvements were funded with remaining budget from the agreement made with Kerrits to install HVAC and lighting upgrades.	

<p>Executive Director's Report (cont.) Kerrits HVAC (cont.)</p>	<p>PC Vinyard suggested contemplating ways to extend the life of the metal roofing of the 1A building. PM Sauter reported patched leaks in Building 1D downstream from skylights. He recommended skylights not be permitted in future builds or tenant improvements.</p>	
<p>Executive Director's Report (cont.) Theft</p>	<p>PM Sauter described the theft of property from DIP Lot 39 and stated the Sheriff is working to resolve the case. PC Vinyard suggested the Port consider additional security. Discussion followed.</p>	
<p>Commissioners Remarks</p>	<p>PC Vinyard stated the Klickitat County Board of Commissions has not yet considered the Port's .09 Request.</p> <p>Keaton Curtice, Klickitat County Public Economic Development Authority (KCPEDA), stated a KCPEDA Resolution needs to be drafted and signed, and a Memorandum of Understanding needs to be drafted and approved by the Klickitat County Prosecuting Attorney, before it can be presented to the Klickitat County Board of Commissioners. As such, the issue is expected to be before the Board in February. PM Sauter stated he did not expect this project to put a demand on the local housing market, as the jobs can be filled locally. Discussion followed about the challenge to find local affordable housing.</p>	
<p>Public Comment</p>	<p>Keaton Curtice, Klickitat County Public Economic Development Authority (KCPEDA), clarified the Klickitat County Public Economic Development Association resolution will be approved at the next meeting scheduled for January 23, 2023. He noted the Memorandum of Understanding and resolution for board approval were expected to be considered in February.</p> <p>Curtice handed out the Klickitat County Project list and requested Port project updates by the January 23, 2024 KCPEDA meeting.</p>	

Adjournment	PC Vinyard adjourned the PC Meeting at 5:26 PM.	
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Approved on December 19, 2023
(Date)

Margie Ziegler
Margie Ziegler, Executive Director

Bonita Snyder
Bonita Snyder, Administrative Assistant

Jim Herman
Jim Herman, Secretary