

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (ED) Margie Ziegler; Property Manager (PM) David Sauter; and Administrative Assistant (AA) Bonita Snyder. PC/Staff Absent: None. Guests Present: None.	Meeting called to order by PC Vinyard at 4:31 PM.
Administrative Matters Approval of Minutes Approval of Vouchers Resolution #6-2023 Establishing Dallesport Industrial Park Water Rates Oath of Office	Minutes – November 21, 2023. Vouchers – December 5, 2023, #29757-29766, \$8,578.48. Payroll Vouchers – December 5, 2023, #D13648-D13662, \$14,003.49. Vouchers – December 13, 2023, #29767-29771, \$38,976.56. Vouchers – December 18, 2023, #29772-29780, \$9,372.85. Payroll Vouchers – December 20, 2023, #D13663-D13662, \$11,946.22. ED Ziegler stated the water rates are a 3% increase from last years rates. The Klickitat PUD has confirmed fees will not increase this year. Vinyard asked if 3% was adequate. PC Vinyard took his oath of office administered by AA Snyder, a public notary.	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. PC Herman M to approve Resolution 6-2023 to Establish the Dallesport Industrial Park Water Rates PC Schmitt S, MP 3-0.
Old Business	None.	

New Business January Meeting Schedule	ED Ziegler opened a discussion about the upcoming meeting schedule.	By consensus, the PC canceled the January 2 nd meeting.
New Business (cont.) Appointment to the KCPEDA Board	PC Vinyard stated the Klickitat County Public Economic Development Authority board is seeking renewals for appointment to the board.	PC Schmitt M to appoint Wayne Vinyard to the Klickitat County Public Economic Development Authority Board, PC Herman S, PC Vinyard Abstained, MP 2-0.
Executive Director's Report KC Shoreline Permit	ED Ziegler stated she expects the Wetland Report sometime this week, and when received will review it and submit it to the county.	
Executive Director's Report (cont.) New DIP Building – Architect/Design Professional	ED Ziegler stated she met with PC Schmitt and PM Sauter to review Statements of Qualifications of Architect/Design professionals and make a selection. PC Schmitt shared the specifications that come with a kit building. Discussion followed about how an architect was not required, but professional guidance and engineering would be required to locate, orient, and create specific guidelines for mechanical, electrical, and utility placement. PM Sauter stated the Port has more in-house capability, and should be able to be more cost effective with processes such as permitting, etc. Discussion followed about adjustments that will need to be made to the site plan. Ziegler stated she would like to negotiate a contract with a clear scope of work with Tenneson Engineering, as they scored the highest in the evaluation.	PC Schmitt M to direct ED Ziegler to negotiate a contract with design professional Tenneson Engineering, an AKS company, for the expandable 10,000 sq. ft. building on Dallesport Industrial Park Lot 39, PC Herman S, MP 3-0.
Executive Director's Report (cont.) PUD Operator Agreement Completed	ED Ziegler noted the Amendment to the PUD Operator Agreement was completed, and a checklist was developed to describe PUD and Port responsibilities. Ziegler added Well #2 has been chlorinated for a week and is being monitored for performance. Ziegler stated the request for the USDA \$99,000 grant money has been submitted.	
Executive Director's Report (cont.) 1 st Qtr 2024 Strategic Plan	ED Ziegler shared the first quarter Strategic Plan and requested the PC review and call her with any questions.	

<p>Executive Director's Report (cont.) General Updates</p>	<p>ED Ziegler stated she met with the Hood River Bridge Authority to discuss lay-down yard locations and needed temporary housing from 2026-2031 during the replacement of the bridge. Ziegler stated the Port has been asked to present a proposal. Ziegler stated she was not interested in proposing land for an RV Park, but would like to present options for lay-down yards, or a park-and-ride lot for employees for the bridge project.</p> <p>Ziegler stated the Port received Teresa Johnson, CPA's engagement letter for 2024. Ziegler noted the per hour rate has increased, but the amount of service Johnson has engaged to perform is significantly reduced.</p> <p>Ziegler stated the meter is broken, and a non-traffic rated meter box is in place at 100 Dow Rd. Ziegler stated the PUD has disconnected water service until this is resolved. Ziegler stated the Port issued another letter December 18, 2023. Discussion followed about phone conversations with property owner Cam Thomas.</p> <p>Ziegler stated she is meeting with the Washington State Department of Transportation (WSDOT) to discuss impacts of accepting stormwater and the costs of accommodating the stormwater through a new pumping system.</p> <p>Ziegler stated the new tenant on DIP Lot 43 and 45 are moving bark, and are discussing moving rock. Darrin Eckman, Tenneson Engineering is advising on the rock material needed to stabilize the ground near the barge dock terminal. Discussion followed about the equipment and screening process being used.</p>	
<p>Commissioners Remarks</p>	<p>PC Vinyard stated the next Klickitat County Public Economic Development Authority meeting is January 23, 2024.</p> <p>PC Herman stated there is a virtual Mid-Columbia Economic</p>	

	Development District meeting December 21, 2023.	
Public Comment	None.	
Executive Session Performance Evaluation – Executive Director	PC Vinyard called an executive session at 6:00 PM pursuant to RCW 42.30.110(1)(g) [to evaluate the performance of the Executive Director] and announced he expected the session to end at 6:30 PM. Pursuant to RCW 42.30.110(2) Vinyard announced that the executive session was extended to 6:45 PM. At 6:45PM Vinyard announced the executive session was further extended until 7:00 PM. Pursuant to the statute, no action was taken in the executive session.	
Executive Director Salary and Vacation Accumulation	PC Vinyard proposed an increase of ED Ziegler’s salary by 3.5%. Ziegler stated in 2021 the PC allowed her to accumulate vacation at three times the annual rate. Ziegler requested another year to reduce balance carryover to three times the annual rate by December 31, 2024. Vinyard stated it was important that Ziegler use vacation in order to stay healthy and avoid burnout. Discussion followed.	PC Herman M to increase ED Ziegler’s salary by 3.5% effective January 1, 2024, PC Schmitt S, MP 3-0. PC Herman M to allow ED Ziegler an additional year to use up excess vacation, PC Schmitt S, MP 3-0.
Adjournment	PC Vinyard adjourned the PC Meeting at 7:04 PM.	

Approved on February 6, 2024
(Date)

Margie Ziegler
Margie Ziegler, Executive Director

Bonita Snyder
Bonita Snyder, Administrative Assistant

Wayne Vinyard
Wayne Vinyard, President