

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: Tom Wood, Wood Family Spirits.	Meeting called to order by PC Vinyard at StartTime PM.
Administrative Matters Approval of Minutes Approval of Vouchers	Minutes – March 5, 2023. Vouchers – March 18, 2024, #29853-29870, \$21,229.24. Payroll Vouchers – March 20, 2024, #D13735-D13743, \$13,599.79. Vouchers – April 2, 2024, #29871-29880, \$9,111.13. Payroll Vouchers – April 5, 2024, #D13744-D13759, \$15,404.88.	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	None.	
Executive Director’s Report DIP 153 Building Update	ED Ziegler noted Port staff spent time brainstorming what is needed or desired for the building. PM Sauter stated the brainstorming process helped narrow down what elements were needed in the base bid. Sauter stated the staff needs direction on whether or not to seek two bids for the base model and the clerestory from the manufacturer. PC Schmitt expressed concern about the potential for roof leakage with the altered roof line. Discussion followed. Sauter noted the building permit was submitted under the current guidelines, so will not be affected by upcoming changes. He noted the	By consensus the PC directed ED Ziegler to seek bids on two versions of the metal structure; a base model, and a version with a clerestory in order to get a materials cost difference.

Executive Director's Report (cont.) DIP 153 Building Update (cont.)	SEPA comment period will be ending soon. As of now, no comments have been received.	
Executive Director's Report (cont.) 1E Tenant Improvement Request	ED Ziegler stated Insitu would like to create one additional office space in Building 1E for a total of two offices. Ziegler reviewed the lease and noted the office would be at their own expense with Port approval.	By consensus the PC was supportive of Insitu's request to build an additional office space in Building 1E.
Executive Director's Report (cont.) 100 Dow Road Update	ED Ziegler stated Wesco, tenant at the 100 Dow Road building, has requested to pave the loading bay access and a portion of the access road connecting to Dow Road, and install a trench drainage system. Ziegler related conditions the Port would require including stormwater management from Dow Road and traffic barrier placement.	
Executive Director's Report (cont.) DIP Barge Dock Update	ED Ziegler stated the tenant operating on DIP Lots 43 and 45 would like to meet the Port Commission at a future meeting. Ziegler also stated that North Fork Resources requested information about the security deposit release from the assignee (Dallesport Log Yard). Ziegler stated she reviewed the assignment language with North Fork Resources, and agreed the issue of the security deposit release would be between Dallesport Log Yard and the Port. Ziegler stated the assignment language signed by Dallesport Log Yard gave them 60 days to fulfill lease obligations for security deposit return. Ziegler stated Dallesport Log Yard failed to complete requirements for any security deposit to be returned.	
Executive Director's Report (cont.) Shoreline Permit Update	PM Sauter stated a Public Hearing for the Shoreline Permit is scheduled April 15 and he and ED Ziegler will attend. Sauter noted the Port has responded to all received comments. He noted he expects the Planning Commission to take action after the hearing. He stated it will then go to the Klickitat County Board of Commissioners and the Department of Ecology for approval. Ziegler stated the Port has planted 26 additional trees in the wetland buffer to compete with blackberries and reed canary grass as recommended by the professional who performed the wetland survey.	

Executive Director's Report (cont.) Landscaping Contract	ED Ziegler stated the landscaping contract is terminating at the end of April and the Port will be reviewing whether or not to extend the current contract or go out for new quotes.	
Executive Director's Report (cont.) WPPA Spring Meeting	ED Ziegler asked the Port Commission to communicate with Port staff if they would like to attend.	
Commissioners Remarks	None.	
Public Comment	None.	
Adjournment	PC Vinyard adjourned the PC Meeting at 5:26 PM.	

Approved on April 16, 2024
(Date)

Marge Ziegler
Marge Ziegler, Executive Director

Bonita Snyder
Bonita Snyder, Administrative Assistant

Wayne Vinyard
Wayne Vinyard, President