

October 14, 2020

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Staff Accountant (SA) Margie Ziegler; and Administrative Assistant (AA) Bonita Snyder. <b>PC/Staff Absent:</b> None. <b>Guests Present:</b> Byron Hanke, Port Consultant (via teleconference).	Meeting called to order by PC Vinyard at 4:30 PM.
<b>Administrative Matters</b> Approval of Minutes	Minutes – September 15, 2020	PC Schmitt M to approve the minutes, PC Herman S, MP 3-0.
Approval of Vouchers	Vouchers – September 14, 2020, #28321-28344, \$33,302.25.	PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.
<b>Old Business</b> Free Right Turn – Marina Way at Maple	PC Herman noted the free right turn sign was installed on Marina Way. SA Ziegler stated all tenants were informed of the traffic change and she had received positive feedback. PC Schmitt said he spoke with Maintenance Lead Jeff McClain about adding signage to alert pedestrians that westbound Marina Way traffic turning north on Maple Street does not stop.	
<b>New Business</b> DIP 151C Building – Award Bid	SA Ziegler stated nine bids were received for the DIP 151C Building project with result provided to the Port Commissioners. She added the apparent low bid was from Hale Construction NW with a bid of \$755,101. She added Mackenzie reviewed the bids.  PC Vinyard stated he was surprised by the cost, but observed the bid encompasses more than just the building. PC Herman stated the infrastructure is a large portion of the cost and will set up the lot for future development. Vinyard stated the Port has needed this kind of building in order to recommend facilities to potential tenants in Dallesport. PC Schmitt noted the next building can be built much more	PC Schmitt M to award the contract for the DIP 151C Building to Hale Construction NW for the bid in the amount of \$755,101, PC Herman S, MP 3-0.

<p><b>New Business (cont.)</b> DIP 151C Building – Award Bid (cont.)</p>	<p>quickly.</p> <p>Herman said the 151C building has a forty year payback not considering interest; however, the Port is not in business to make money, but to make jobs. Ziegler noted the Port has currently invested \$93,000 in this project. Herman stated the Port will have no pay back on that investment if the building is not built.</p> <p>Schmitt stated the Port reduced the cost of the bid by not including landscaping, but irrigation was included. He noted Ziegler had suggestions for low maintenance landscape. Herman stated his belief the PC should consider extending the completion date through May 31, 2020. Schmitt and Vinyard concurred. Schmitt stated May may still be too cold to lay asphalt, so the Port may need to enter into an agreement to allow paving in warm weather in order to ensure quality.</p> <p>Ziegler noted Hale Construction spoke with the Port’s architect about the lack of clear statement by the Port about the power requirements in the bid. As a result Hale’s bid only includes power for inside the building. Klickitat County Public Utility District (PUD) roughly estimated the cost of power from the road to the building would cost \$46,000. This money would be an additional expense for the Port paid directly to the PUD. Schmitt noted a lesson the Port learned in this process is to get estimates from the PUD and the Engineer prior to going out to bid on the next building.</p> <p>Port Consultant Hanke stated the PC had raised the most important points in the decision making process. He supported moving forward with the building expressing it may be the best opportunity to build, given the disparity between the low and high bids. Schmitt expressed the opinion if the Port did not build now, the Port should resign itself to never building a building, because the cost will continue to increase.</p>	
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<p><b>New Business (cont.)</b> DIP 151C Building – Award Bid (cont.)</p>	<p>Ziegler said the contract had been adjusted to reflect the May 31<sup>st</sup> end date and the Port’s architect suggested putting the electrical concern in an email to Hale Construction. Vinyard recognized Ziegler and Schmitt for their effort and dedication toward the project.</p>	
<p><b>New Business (cont.)</b> Radcomp IT Services Contract</p>	<p>SA Ziegler explained Thornsbury managed the Port’s IT concerns, so the Port does not currently have a contract for IT support. She said Radcomp did an evaluation of the Port’s system and provided two quotes for annual contracts. Ziegler also requested an additional hourly rate agreement in order to have professional assistance available if there was a challenge staff could not address. PC Schmitt expressed the opinion an annual agreement should not be entered into at this time, but supported entering into an hourly agreement. PC Herman concurred.</p>	<p>PC Schmitt M to direct SA Ziegler to enter into an hourly agreement with Radcomp, PC Herman S, MP 3-0.</p>
<p><b>New Business (cont.)</b> Byron Hanke Consulting Contract</p>	<p>SA Ziegler stated Port Consultant Hanke approached her with a question about how to pay his increased hours. PC Vinyard expressed his preference to stay up to date with monthly billing rather than having a balance carried over. PC Schmitt agreed.</p>	<p>The PC directed SA Ziegler pay Port Consultant Byron Hanke’s monthly balance until a new director is selected.</p>
<p><b>New Business (cont.)</b> Maureen Chan-Hefflin Consulting Contract</p>	<p>Port Consultant Hanke stated Chan-Hefflin has spent a few hours working with staff as well as some hours with him relating to the Executive Director search. Hanke said he was in favor of the PC supporting Chan-Hefflin’s contract as she was invaluable to him on developing an applicant rating system including fair and equitable questions in order to present a short list of applicants to the PC.</p> <p>PC Herman asked if the contract was limited to a certain number of hours. Hanke suggested there could be an arbitrary limit on a monthly basis or for the duration of the campaign and noted the Executive Director search was estimated to last three to five months. Herman stated he felt more comfortable assigning an hour limitation rather than having an open-ended contract. After seeking input, Herman asked if 100 hours was a reasonable limitation.</p>	<p>PC Herman M to approve the Maureen Chan-Hefflin consulting contract with a limit of 100 hours at \$75 per hour with the option to renegotiate if more time is needed, PC Schmitt S, MP 3-0.</p>

<b>New Business (cont.)</b> Winter Equipment Rental – Skid-steer	PC Schmitt stated he determined, in conference with Maintenance Lead Jeff McClain, the most important piece of equipment needed for immediate use is a Skid-steer. In order to test the usage and versatility of the Skid-steer, Schmitt proposed a three month rental starting in December in order to have equipment for parking lot snow removal. Schmitt suggested if the Skid-steer seems effective for regular year-around use, the Port could purchase a used model in 2021. He noted he expected to budget for a closed cab, but McClain does not believe a closed cab is necessary. PC Herman observed the low quote was significantly lower than other quotes. SA Ziegler noted the cost of the rental could be covered by the 2020 equipment budget. Schmitt added a new lawn mower was also a high priority budget item for 2021.	PC Vinyard M to proceed with a three month rental of a Skid-steer for snow removal, PC Herman S, MP 3-0.
<b>New Business (cont.)</b> PC Meetings and Mileage	SA Ziegler asked for clarification on compensating increased PC travel and time. PC Vinyard noted PC Schmitt travels to Dallesport frequently, and both Schmitt and PC Herman travel to the Port for more than PC meetings. Schmitt noted he had volunteered for the Dallesport project.	By consensus the PC declined additional compensation for extra mileage and meetings during the transitional time between directors.
<b>Executive Director's Report</b> NW Lot Boundary Fill Project	PC Ziegler noted a change order and a letter had been submitted by the contractor. She added she asked Darrin Eckman of Tenneson Engineering to present an overview of Port projects at the budget meeting October 20, 2020.	
<b>Executive Director's Report (cont.)</b> 2021 Capital Improvement Budget Worksheet	In order to prepare the 2021 Capital Budget the PC discussed former Capital Improvement Projects and gave them priority rankings. Rankings will be used in the budget workshop on October 20, 2020.	
<b>Executive Director's Report (cont.)</b> Leads	SA Ziegler reviewed the most recent leads with the PC.	
<b>Executive Director's Report (cont.)</b> Letters of Support	SA Ziegler presented Letters of Support for the bus shelter and fixed route services for signature.	By consensus the PC signed letters supporting the bus shelter and fixed route services.

<b>Executive Director's Report (cont.)</b> Staff Update – Tenants, Projects, and Grants	SA Ziegler reviewed recent tenant concerns, upcoming projects, and grants. Ziegler shared the Washington State Department of Transportation proposal for storm water outfall relating to the SR14 Underpass. She added Klickitat County Public Economic Development Authority has provided an application for the Distressed County Sales and Use Tax (.09 dollars) Grant and mentioned the Port's interest in accessing funds at the County Commission meeting.	
<b>Commissioners Remarks</b>	<p>PC Vinyard noted it would be nice to pursue point 09 dollars, as he knows Klickitat County would support the Port.</p> <p>PC Schmitt stated Mid Columbia Economic Development District is running smoothly, and two new busses should have arrived. A grant has been received for two more busses.</p> <p>PC Herman thanked SA Ziegler for her hard work.</p>	
<b>Public Comment</b>	None.	
<b>Executive Session – Lease Rates and Personnel</b>	<p>PC Vinyard recessed the PC Meeting at 6:59 PM for a five minute break, resuming at 7:04 PM. Vinyard called an executive session to discuss lease rates pursuant to RCW 42.30.110(1)(c) and personnel pursuant to RCW 42.30.110(1)(g) for a period of one hour. Vinyard asked that SA Ziegler join the discussion on lease rates.</p> <p>At 8:08 PM Vinyard extended the executive session for 30 minutes. Vinyard adjourned the executive session at 8:42 PM. No action was taken during the executive session.</p>	
<b>Lease Rates and Personnel</b>	<p>PC Vinyard stated no decisions were made regarding lease rates.</p> <p>PC Vinyard proposed changing SA Ziegler's title to Administrative Services Manager with a pay raise of 30% and changing to salary from hourly wage, increasing AA Snyder's wage by 10%, increasing Maintenance Lead Jeff McClain's wage by 10%, and increasing</p>	<p>PC Schmitt M to change SA Ziegler's title to Administrative Services Manager as a salaried position and increase wage by 30%, increase AA Snyder's wage by 10%, increase McClain's wage by 10%, and increase</p>

<b>Lease Rates and Personnel (cont.)</b>	Maintenance Technician Michael Knott's wage by 5%. PC Herman stated Port Consultant Hanke would contact Ziegler with details regarding notices to employees.	Knott's wage by 5% with all changes to go into effect October 16, 2020, PC Herman S, MP 3-0.
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 5:30 PM.	

Approved on October 20, 2020  
(Date)

S W Vinyard  
Wayne Vinyard, President

Bonita Snyder  
Bonita Snyder, Administrative Assistant

Jim Herman  
Jim Herman, Secretary