

October 20, 2020

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Administrative Services Manager (ASM) Margie Ziegler, and Administrative Assistant (AA) Bonita Snyder. PC/Staff Absent: None. Guests Present: Byron Hanke, Port Consultant (via teleconference); Anne Medenbach; Darrin Eckman, Tenneson Engineering.	Meeting called to order by PC Vinyard at 12:08 PM.
Budget Workshop	<p>ASM Ziegler presented the draft 2021 budget. Ziegler explained lease revenue has been adjusted by either three percent or an estimated two percent growth in the consumer price index (CPI), depending on the terms of the lease. Ziegler added water system income is based on estimates from the Klickitat PUD factoring in a 3% rate increase in January. Ziegler based mine and marine terminal income based the 2019 and 2020 revenues.</p> <p>PC Vinyard recessed the meeting for fifteen minutes at 2:00 PM. The meeting resumed at 2:15 PM.</p> <p>Ziegler presented the draft Capital Budget that included the compilation of the PC's ranking worksheets of previously budgeted capital projects which were not completed. She suggested budgeting by capital improvement category. Ziegler presented information from Bryan Charters, Insitu, regarding lighting upgrades on Building 1D and 1E. After discussion the PC Herman suggested budgeting half the estimated amount and allowing Insitu's electrician to do the installation. PC Schmitt talked about the budgeted lawn mower. PC Vinyard suggested purchasing the mower in the spring to get the most benefit from the warranty period.</p>	By consensus, the PC approved the draft budget and directed staff to schedule a public hearing to be held November 3, 2020 pursuant to RCW 53.35.020.

Budget Workshop (cont.)	<p>Vinyard recessed the meeting for 15 minutes at 3:45 PM. The meeting resumed at 4:00 PM.</p> <p>Darrin Eckman, Tenneson Engineering presented an update of current projects to the PC including: Mine Expansion, DIP Dock Stormwater Project, NW Boundary Project including Project Status, Change Order, Lot 19, BPT Irrigation Pump Automation, Wetland Property Exchange, Maple Street Fill for New Lake Pumps, Maple Street Culvert, BPT Lot 9, DOT Underpass – Drainage, Future Fill Areas.</p> <p>The PC prioritized the following areas to work on in 2021:</p> <ol style="list-style-type: none"> 1. SW Boundary Fill Project 2. Bingen Lake Pumping 3. Marina Parking Lot Stormwater/Paving 4. Mine Expansion 5. DIP Dock Stormwater Project 	
Executive Session – Personnel	<p>PC Vinyard called an executive session at 6:47 PM to discuss personnel pursuant to RCW 42.30.110(1)(g) for a period of fifteen minutes. Vinyard adjourned the executive session at 7:07 PM. No action was taken during the executive session.</p>	
Administrative Matters Approval of Minutes	<p>Minutes – October 14, 2020</p> <p>PC Schmitt proposed clarification for the motion in the personnel portion of the October 14, 2020 minutes.</p>	PC Schmitt M to approve the minutes with corrections, PC Herman S, MP 3-0.
Old Business	None.	
New Business	<p>ASM Ziegler updated the PC on potential leads since the last meeting. The PC discussed possible placement.</p>	
New Business (cont.) .09 Dollars	<p>ASM Ziegler stated Richard Foster of Klickitat County Economic Development Authority mentioned the Port's project at the Klickitat County board meeting and encouraged the Port to apply for a Distressed County Sales and Use Tax Grant (.09 dollars). Ziegler requested the PC</p>	The PC directed Ziegler to talk with Foster and determine a reasonable amount of grant funds to seek in order to mitigate the difference between the

New Business (cont.) .09 Dollars (cont.)	provide a dollar figure to request on the Port's application.	budget and bid received for construction of the 151C building.
Executive Director's Report NW Lot Boundary Fill Project – Updates	ASM Ziegler stated Darrin Eckman, Tenneson Engineering, had provided a thorough update. PC Vinyard asked if the SW Boundary addition should be considered in the budget. Ziegler stated the budget will be updated with an engineer's estimate for the SW Boundary Project by Maple Street, a volume pump for Bingen Lake, and the Department of Natural Resources application for the Mine Expansion. PC Schmitt added Eckman was also going to look at the Marina Park parking lot. PC Herman noted the engineer gave a ballpark estimate for the parking lot, but should have a better idea after reviewing the lot. Discussion followed concerning the Marina boat ramp repair.	
Executive Director's Report (cont.) DIP 151C Building	ASM Ziegler reported she is working with the Port's Architect to get the contract for the 151C building project signed. PC Schmitt noted there will be a change order to alter door heights from 12 to 14 feet.	
Commissioners Remarks	PCs Schmitt and Herman reported their plan to take the C5500 Dump Truck to Yakima October 26, 2020 to get the plow blade installed. Schmitt added it should be available to pickup by October 28. PC Vinyard expressed his appreciation for the efforts of various team members.	
Public Comment	None.	
Adjournment	PC Vinyard adjourned the PC Meeting at 7:24 PM.	

Approved on November 3, 2020
(Date)

SW Vinyard
Wayne Vinyard, President

Bonita Snyder
Bonita Snyder, Administrative Assistant

Jim Herman
Jim Herman, Secretary