

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (ED) Margie Ziegler; and Administrative Assistant (AA) Bonita Snyder. <b>PC/Staff Absent:</b> None. <b>Guests Present:</b> Don McDermott, Dallesport/Murdock Community Council.	Meeting called to order by PC Vinyard at 4:40 PM.  PC Vinyard noted there would be an executive session at the end of the meeting.
<b>Administrative Matters</b> Approval of Minutes	Minutes – March 9, 2021.  Minutes – March 16, 2021.	PC Schmitt M to approve the minutes, PC Herman S, MP 3-0.
Approval of Vouchers	Payroll Vouchers – April 5, 2021, #D12870-D12885, \$13,511.73.  Vouchers – April 6, 2021, #28553-28577, \$204,789.56.	PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.
<b>Old Business</b> DIP Mine Expansion	ED Ziegler said she collected information about the mine application to provide to Darrin Eckman, Tenneson Engineering.  Ziegler said she had scheduled a meeting with a company interested in barging aggregate. They will meet onsite to evaluate current conditions and to determine the feasibility of installing dolphins or a second dock. PC Schmitt asked if they intended to install those facilities, or if they were wanting the Port to do so. Ziegler stated at this point they were just interested in seeing what was possible, but may be interested in a public/private partnership for facilities.  Ziegler relayed details of her meeting with another aggregate company to explore the feasibility of a conveyance system to Lot 46. She described obstacles that made a conveyor seem unfeasible. PC Vinyard said it was	

	<p>a daunting project in the past. Schmitt noted the potential danger of rock being transported over the rail line. Vinyard asked if the mine expansion permit would be required before the Port could engage in any kind of contract with aggregate exporters. Schmitt agreed the expansion permit would be important.</p>	
<p><b>New Business</b> IT Services Contract</p>	<p>ED Ziegler referenced the staff report. AA Snyder outlined the Port's current IT service options. She noted the current contract was entered into based on an urgent need for support and bids were not sought. PC Herman said he supported getting three service quotes. PCs Schmitt and Vinyard agreed. Vinyard stated his preference to have a local company that could provide quick service in an emergency. Snyder asked what level of support the PC was interested in. Vinyard said he thought a proactive support that keeps the Port up-to-date would be best. Herman agreed. Snyder noted the trend toward subscription based software. Vinyard suggested the Port should trust its selected subject matter expert to determine what is required.</p>	<p>By consensus the PC directed staff to seek bids for IT Consulting.</p>
<p><b>Executive Director's Report</b> 2021 2<sup>nd</sup> Qtr Strategic Planning</p>	<p>ED Ziegler reviewed the accomplishments of the Port during the first quarter and projects that will continue into the second quarter. Ziegler reviewed plans of action for the mine expansion and fill policy. Ziegler said she communicated the PCs concerns about the stormwater runoff from the underpass to the Washington State Department of Transportation (WSDOT) and would like to discuss fill placement and staging lease opportunities with the WSDOT for the underpass project as well.</p> <p>Ziegler said Teresa Johnson, CPA, estimated she could complete the Port's annual financial statement in approximately 40 hours, due to the transition from accrual to cash basis. Ziegler noted the new financial statement would be used by Port staff as a template in future years.</p>	

	<p>Ziegler reported a request for a fund raiser to gravel the marina park.</p> <p>Ziegler reported interest in ground leases at Bingen Point business park.</p> <p>Ziegler summarized tenant related activities such as leases, maintenance, improvements, and communications with tenants.</p> <p>Ziegler noted the Port is past due to go out to bid for a backflow testing contract.</p>	
<p><b>Executive Director's Report (cont.)</b> NW Boundary Fill Project and Change Order</p>	<p>ED Ziegler said the PC agreed to a change order to extend the boundary fill project to the south for up to \$50,000 at the November 3, 2020 meeting. She said the estimated change order amounted to \$28,600 before the project was stopped due to soil conditions last fall. During the last meeting the PC agreed to consider receiving the fill dirt from City of Bingen. When Darrin Eckman, Tenneson Engineering, approached Crestline Construction about completing the change order and extending the berm to the south, Crestline said they could extend the berm to the south and raise the existing berm with the fill from the City of Bingen for time and materials at an estimated grand total of \$49,500. Ziegler said this amount is less than the PC's estimate in November. She reported work resumed Monday April 5 at a rate of one truck every four minutes. Ziegler stated Eckman estimated the berm would be raised by a total of two feet. She added the project will be complete before the permit expires.</p>	
<p><b>Executive Director's Report (cont.)</b> DIP 151C Building Update &amp; 151B Repairs</p>	<p>ED Ziegler presented a financial review of the 151C project to date. PC Schmitt reported the communications trench is scheduled to be completed April 12. Discussion followed about the total cost of the building. PC Herman said the payback on this building will happen over many years, but the Port's mission is to provide jobs. Ziegler said she believed the .09 dollars grant contract was in the process of being finalized.</p>	

	<p>Schmitt said there is previously surplussed material inside the 151B building which should be discarded. PCs Vinyard and Herman agreed. Herman added it was a liability to keep. Vinyard clarified all materials had already been surplussed and advertised. Ziegler confirmed. Schmitt noted sewer, water, electric were installed to the interior of 151B. He noted the maintenance staff would patch the roof holes with roofing scraps from the 151C Building. He said after the current tenant vacates the Port could paint the building to match the 151C building. Ziegler stated Klickitat County has been instructed to close out the demolition permit.</p> <p>Schmitt shared photos of the 151C building showing a completed roof and storefront awnings.</p> <p>Schmitt noted Maintenance Lead Jeff McClain has been working on clearing the RV hookup areas. The Port now has services for three RV spots on Lot 39. Ziegler stated McClain mapped RV utilities for future use. Vinyard clarified no excavation was required. Ziegler said the RV spots were already established, but overgrown with blackberries. Schmitt stated there are two 50 amp circuits, one 30 amp circuit, two frost-free spigots and three sewer dumps. Schmitt stated McClain will place gravel left from a previous tenant around the building.</p> <p>Schmitt relayed conversation with Hamilton Construction in which Hamilton expressed concern about tearing up newly installed pavement with their equipment. Schmitt stated he clarified the pavement would end with Lot 39, so they would not be driving over newly installed pavement.</p>	
<b>Executive Director's Report (cont.)</b> BPT Underpass Drainage	ED Ziegler said there is a meeting with the Washington State Department of Transportation (WSDOT) April 7 to discuss the Underpass. She said she sent the WSDOT the PC concerns expressed at the last PC meeting.	

<b>Executive Director's Report (cont.)</b> PUD Water Agreement	<p>ED Ziegler said the Public Utilities District (PUD) Water Agreement has not been completed yet. She noted the PUD gave the Port its comments and Port maintenance staff have been asked to go through the Department of Health checklist to determine task responsibilities for the Port and PUD.</p> <p>Ziegler noted the Dallesport hydrant meter is on and Hamilton Construction and Cam Thomas intend to use hydrant water. Discussion followed about the Cam Thomas development. PC Vinyard said if the new design answers the concern with truck traffic blocking the road. PC Schmitt stated it was hard to tell. Ziegler said the building is now farther from the road, but it's not clear if there will be obstructions to the road. Ziegler stated they requested a 2" meter so she would invoice them for the difference between a 1" and 2" connection. She noted they said they were not going to install a sprinkler fire suppression system.</p>	
<b>Commissioners Remarks</b>	<p>PC Vinyard reported a Klickitat County Public Economic Development Authority meeting is scheduled for May 25.</p> <p>PC Schmitt stated he would attend a Mid-Columbia Economic Development District meeting April 7 to discuss dispersal of grant funds. Schmitt requested his packet be mailed to a different address for the next meeting.</p> <p>PC Herman stated he is leaving for three weeks and ensured staff had his alternate mailing address. He asked if Southwest Regional Transportation Council ever said anything more about finding a replacement. Ziegler stated Matt Ransom said he enjoyed serving with Herman on the board and will seek a replacement.</p>	
<b>Public Comment</b>	<p>Don McDermott, Dallesport/Murdock Community Council said he was happy to see the PC selected Ziegler as the Port's Executive Director.</p>	
<b>Executive Session</b>	<p>PC Vinyard recessed the PC Meeting at 5:40 PM for fifteen minutes.</p>	

Potential Litigation	Vinyard called an executive session at 5:55 PM pursuant to RCW 42.30.110 (1)(i)(i) for a period of one hour. Vinyard adjourned the executive session at 6:52 PM. No action was taken in the executive session.	
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 6:52 PM.	

Approved on April 20, 2021  
 (Date)

Margie Ziegler  
 Margie Ziegler, Executive Director

Bonita Snyder  
 Bonita Snyder, Administrative Assistant

SW Vinyard  
 Wayne Vinyard, President