

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt (via teleconference), Wayne Vinyard; Executive Director (ED) Margie Ziegler; and Administrative Assistant (AA) Bonita Snyder. PC/Staff Absent: None. Guests Present: Port Attorney Bill Eling.	Meeting called to order by PC Vinyard at 4:30 PM.
Administrative Matters Approval of Minutes	Minutes – April 20, 2021.	PC Herman M to approve the minutes, PC Vinyard S, PC Schmitt Abstained, MP 2-0.
Approval of Vouchers	Vouchers – May 04, 2021, #28595-28611, \$97,265.72. Payroll Vouchers – May 5, 2021, #D12894-D12910, \$12,398.98.	PC Herman M to approve the vouchers, PC Vinyard S, PC Schmitt Abstained, MP 2-0.
Old Business DIP Mine Expansion Permit	ED Ziegler noted the NW Boundary Fill project is finished so the Port can prioritize the Mine Expansion Permit. She said the first item is for Darrin Eckman, Tenneson Engineering, to determine the appropriate mining elevations for future excavation.	
New Business	None.	
Executive Director's Report Accept NW Boundary Fill Project and Change Order	ED Ziegler referenced the project approval letter from Darrin Eckman, Tenneson Engineering. Ziegler noted the original bid for the Northwest Boundary Fill Project was \$366,355 and the project commenced April 8, 2020. Change Order #1 adjusted the bid materials estimate to the actual processed amount, adding \$30,020.00 to the project. Change Order #2 extended the berm to the South adding \$28,600. Change Order #3 allowed the Port to raise the berm using free fill from the City of Bingen with an additional expense of \$17,451.25. Ziegler noted the project was completed April 22, 2021, and the total project cost (including sales tax) for the NW Boundary Fill Project is \$473,396.09. Ziegler noted 24,000	PC Schmitt M to accept the NW Boundary Fill Project, PC Herman S, MP 3-0.

Executive Director's Report (cont.) Accept NW Boundary Fill Project and Change Order (cont.)	cu yards of fill were added, eliminating all the boulders the Port had accumulated at an estimated average of \$18/yd to crush, place, and compact.	
Executive Director's Report (cont.) BPT Lot 18 – Barnard Pipeline	ED Ziegler stated Barnard Pipeline is leasing Lot 18 at \$603.84 per acre through the end of August generating an estimated \$6,500.	
Executive Director's Report (cont.) DIP 151C Building Update & 151B Repairs	<p>ED Ziegler provided an overview of recent change orders for 151C.</p> <ul style="list-style-type: none"> • CO#7: additional telco trenching, \$6,271.65 • CO#8: install 20AMP receptacles, \$4,959.57 • CO#9: install curbs on the east side of 151C, \$6,301.48 • CO#10: removal of mechanical room credit, -\$6,316.08 <p>Ziegler noted Change Order #8 will be deleted as the potential tenant requesting this change will not be leasing the building.</p> <p>Ziegler stated the restroom flooring and wall coloring has been selected, the glass doors are installed, and the overhead doors are onsite ready for installation. Ziegler reported the paving has been scheduled.</p> <p>Ziegler noted the maintenance staff will finish the restroom in the 151B building as time permits.</p>	
Executive Director's Report (cont.) BPT Underpass Drainage	ED Ziegler stated she and Darrin Eckman, Tenneson Engineering, are working on setting up a meeting with the Department of Transportation to discuss drainage and lake pumping.	
Executive Director's Report (cont.) PUD Water System Agreement	ED Ziegler stated the Port did not have an O&M manual, so staff has put together a checklist to discuss with the PUD in order to determine responsibilities.	
Executive Director's Report (cont.) Water System Emergency Fire Hydrant Replacement	ED Ziegler stated it was reported that water was coming out of the ground at the base of the fire hydrant at 100 Dow Road when the valve was turned on. It was discovered the hydrant was broken at the boot and not at the breakaway flange. She said it was unclear what caused the	

Executive Director's Report (cont.) Water System Emergency Fire Hydrant Replacement (cont.)	break. Maintenance staff, in conjunction with the KCPUD and Cross Excavating, replaced the hydrant. Port Maintenance Staff will install a concrete pad to support the hydrant in the sandy soil so if forcibly contacted in the future the hydrant will appropriately break at the breakaway valve. Ziegler added Cam Thomas's development plans indicate installation of steel bollards around the hydrant for protection.	
Executive Director's Report (cont.) IT Services Contract	ED Ziegler noted she and AA Snyder had discussions about elements of the IT Services Contract.	
Executive Director's Report (cont.) Backflow Contract Extension	ED Ziegler stated she extended the previous backflow contract and scheduled testing for May 11.	
Executive Director's Report (cont.) Archaeological	ED Ziegler noted the archaeological report for Lot 4 and 38 was submitted to the Department of Archaeology and Historic Preservation (DAHP) and a subsurface survey is being required. Archaeological Investigations Northwest (AINW) has quoted \$17,500 to complete survey. Ziegler added AINW is available to perform testing the week of May 17. Vinyard requested the motion include funds if additional expenses are incurred related to any additional testing to expedite the completion the survey. He also advised limiting Hamilton Construction's occupation of the lots until the survey is completed.	PC Schmitt M to enter into a contract with Archaeological Investigations Northwest for subsurface testing up to \$25,000, PC Herman S, MP 3-0.
Commissioners Remarks	PC Vinyard noted an upcoming Klickitat County Public Economic Development Authority Board meeting on May 25. PC Schmitt said he would miss the MCEDD meeting May 5 but had arranged a replacement.	
Public Comment	Port Attorney Bill Eling commented it was a good day to do a tour and inventory of the Port properties. He noted being proactive relating to potential archaeological concerns is a good course of action.	

Executive Session Potential Litigation	PC Vinyard recessed the PC Meeting at 4:50 PM for two minutes. Vinyard called an executive session at 4:52 PM pursuant to RCW 42.30.110 (1)(i)(i) for a period of one hour. Vinyard adjourned the executive session at 5:58 PM. No action was taken in the executive session.	
Adjournment	PC Vinyard adjourned the PC Meeting at 5:59 PM.	

Approved on May 18, 2021
(Date)

Margie Ziegler
Margie Ziegler, Executive Director

Bonita Snyder
Bonita Snyder, Administrative Assistant

Jim Herman
Jim Herman, Secretary