

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (ED) Margie Ziegler; and Administrative Assistant (AA) Bonita Snyder. PC/Staff Absent: None. Guests Present: None.	Meeting called to order by PC Vinyard at 4:30 PM.
Administrative Matters Approval of Minutes Approval of Vouchers	Minutes – May 4, 2021. Vouchers – May 18, 2021, #28611-28631, \$220,841.83. Payroll Vouchers – May 20, 2021, #D12911-D12918, \$10,027.79.	PC Schmitt M to approve the minutes as corrected, PC Herman S, MP 3-0. PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.
Old Business DIP Mine Expansion Permit	ED Ziegler stated Darrin Eckman, Tenneson Engineering, is preparing a letter to James Dean stating the appropriate mining elevation. PC Vinyard asked if Eckman had an update from geotech about suitable fill. Ziegler said she had not received that update.	
New Business 4 th of July	ED Ziegler stated she is awaiting response from the Bingen Fire Chief about plans for Fourth of July fireworks. She noted the City of Bingen has not yet discussed the event. PC Schmitt said if the Port is not held responsible for regulating mask wearing, he believes the Port should try to host the event. He guaranteed availability of one Appleton Fire Truck. PC Vinyard agreed and noted the potential for extreme fire risk in July, given the lack of rainfall.	
New Business CERB Funding Application	ED Zielger stated Community Economic Revitalization Board (CERB) has planning money, so she would like to submit an application by the July 12, 2021 deadline. Ziegler stated the Port should facilitate industrial development potential in Dallesport properties, determine what needs to be done to attract jobs, contract for planning services to prepare a master plan and related environmental studies to determine feasibility.	

Executive Director's Report Marketing Strategies	Ziegler said Byron Hanke, Port Consultant, asked if he should contact other Ports to learn the strategies they employ to land large tenants. PC Vinyard said the Port needs to reassess everything the Port owns to determine exactly what is required to be development ready. Ziegler noted the Port also needs to know its infrastructure needs.	
Executive Director's Report DIP 151C Building Update & 151B Repairs	<p>ED Ziegler noted the 151C parking lot has been paved, doors installed, the interior cleaned, sheet rock taped in the bathrooms, curbs poured, and landscaping irrigation is being installed. She said she is waiting for response from Klickitat County about how to finish the bio-swale. Ziegler stated Mackenzie will visit soon to create a punch list of what still needs to be done. Ziegler noted staff has begun marketing efforts, including posting on the Port's website and the commercial version of the Gorge Classifieds. Ziegler said staff is still developing postings for three other real estate sites. She added she is focusing on marketing the building as a single space at this time. Ziegler discussed her outreach to businesses that previously expressed interest.</p> <p>PC Schmitt said he would pick up scrap siding prior to the contractor's cleanup in order to use for 151B roof patches. Schmitt reported the building needs to have an electrical circuit for the Hamilton side. He shared plan changes for the 151B bathroom. Schmitt stated Maintenance Lead Jeff McClain devised a strategy to minimize additional damage from walking on the roof to repair the holes. Discussion followed about staff safety while making roof repairs.</p>	
Executive Director's Report (cont.) BPT Underpass Drainage	ED Ziegler stated Darrin Eckman, Tenneson Engineering, required estimated stormwater calculations from the Washington Department of Transportation (WSDOT). She said once Eckman has those calculations the Port can schedule a meeting with the WSDOT.	

Executive Director's Report (cont.) PUD Water System Agreement	ED Ziegler said the PUD Water System Agreement is still on her list to accomplish. PC Vinyard said he understood there was no particular urgency, it just needed to be renewed.	
Executive Director's Report (cont.) IT Services Contract	ED Ziegler noted the Port is now into its \$215 per month contract rate with Radcomp.	
Executive Director's Report (cont.) DIP Lot 15	ED Ziegler stated a letter, reviewed by Port Attorney Bill Eling, was mailed regarding DIP Lot 15 lease concerns. Ziegler added the tenant was asked to submit a written response.	
Executive Director's Report (cont.) Archaeological Survey	ED Ziegler stated she is waiting for Archaeological Investigations Northwest (AINW) to schedule subsurface testing on Lots 4, 12, 38. Once scheduled, they will call for locates. She noted the Port's backhoe has been delivered to Dallesport. Ziegler reported she sent inquiries to Klickitat County and Kennedy Jenks to determine if cultural resources have been evaluated for Lot 24.	
Executive Director's Report (cont.) DOT Bank Stabilization Project	ED Ziegler reported James Dean Construction won the award for the Highway 14 bank stabilization project and have inquired about a staging area, materials storage and possible fill material. Ziegler said many contractors inquired prior to the award if the Port would accept fill. Ziegler said Darrin Eckman, Tenneson Engineering, suggested not accepting any materials over 12".	
Executive Director's Report (cont.) Insitu	ED Ziegler stated she received an email from Insitu's property manager about altering the 1E lease using the same options the 1D lease has. Ziegler said she asked about the potential impacts of a work-from-home workforce as relates to the need for building space at the Port. The manager replied if change is made, Insitu is most likely to consolidate to the Port buildings. PC Herman said if the Port's tenants are not successful, the Port will not be successful. As such, he expressed his inclination to work with Insitu. PC Vinyard stated he was concerned about the potential of weakening the Port's contracts with changes. PCs	

<p>Executive Director's Report (cont.) Insitu (cont.)</p>	<p>Schmitt and Herman agreed. Schmitt said he would prefer to have a weaker contract rather than no lease, and expressed the opinion those were the likely options. Vinyard expressed the personal feeling the change would be fine, but wanted the Port's Attorney to determine if these changes are good practice for the Port.</p> <p>Ziegler said Insitu requested to extend the lease for an additional year for Lot 34. Ziegler reaffirmed the Port was not interested in ownership of the temporary building.</p>	
<p>Executive Director's Report (cont.) Boat launch parking</p>	<p>ED Ziegler stated the Port Maintenance staff moved the rocks from the middle of the boat parking lot. She noted additional rocks could be moved to optimize parking space. PC Schmitt said the lot becomes packed on fishing season weekends. PC Herman suggested marking lanes for parking to increase parking efficiency. Schmitt noted the lot would ideally be paved and striped, but the expense is prohibitive. Ziegler said she requested information on the availability of Klickitat County's tourism dollars. Schmitt stated the boat launch needs to be maintained even though it is not financially profitable, as it is one of the last launch sites on the Washington side of the river. PC Vinyard agreed and said the Port needed to ensure one interest cannot block public access.</p>	
<p>Executive Director's Report (cont.) SDS Survey</p>	<p>ED Ziegler reported Tenneson Engineering completed a survey of the property line between SDS and the Port property east of the harbor. Maintenance Lead Jeff McClain made the survey stakes highly visible using white PVC pipe and reflective tape. Ziegler noted maintenance staff will try to keep the area clear to maintain visibility of the stakes. Ziegler said she walked the survey markers with Ben Beseda, Tenneson Engineering. She noted the Port's next step is to work out an easement with SDS to provide access to the area east of the harbor. Ziegler stated Beseda reviewed the title search and revealed no easement access</p>	

Executive Director's Report (cont.) SDS Survey (cont.)	currently exists for the Port. Discussion followed about future use of Port property. PC Schmitt stated if it were possible to get an easement the Port should secure one. Ziegler said it was a good time to explore an easement option.	
Executive Director's Report (cont.) Kubota Lawn Mower	ED Ziegler reported Maintenance Technician Michael Knott has made several positive reports about the efficiency of the Kubota lawnmower and staff is able to mow Sailboard Park in less time.	
Executive Director's Report (cont.) Cam Thomas Development	ED Ziegler said she is still discussing the potential traffic situation with the highway approach for the Cam Thomas development with Klickitat County Road Department to avoid the potential traffic issues. She noted Ben Beseda, Tenneson Engineering, suggested asking for the traffic turning plan to determine what vehicle was used in the plan design.	
Executive Director's Report (cont.) BPT Potential Lease	ED Ziegler said NW Natural is interested in renting 0.57 acre of Lot 16 from June to October. She added they will gravel a portion of the lot. She stated NW Natural could install the culvert for the approach but will remove it when they leave, or would pay the Port to install it and it would remain after they vacate. PC Schmitt said he thought NW Natural should install and remove it. PC Vinyard agreed. Ziegler noted there was no way to know if future development would require an approach in that exact location.	
Commissioners Remarks	<p>PC Vinyard noted an upcoming Klickitat County Public Economic Development Authority Board meeting on May 25. He noted it was an advertised Zoom meeting so if anyone else wanted to attend, they would be able. He added it would include a presentation of the buildable lands survey.</p> <p>Vinyard asked for staff feedback related to the Port's website. He noted it was the first impression the public had of the Port and it needs to be useful and professional. He asked if website design needed to be included with the IT Contract. ED Ziegler said she and AA Snyder discussed the website earlier that day and found there was so much</p>	

Commissioners Remarks (cont.)	<p>information on the Port's website that it appeared busy. She said she felt determining what the Port wants the website content to say is the first step. She also expressed concern about managing the website and ensuring staff could make updates. She suggested staff training would help the Port make the best of the website it currently has. Snyder agreed and said simplifying the content will increase navigability. PC Schmitt supported training staff. Vinyard expressed the opinion it was important to have a website in a current format so any outside website consultant could readily provide support if needed.</p> <p>Ziegler said staff will be working on the CERB grant application soon so we can meet the deadline. Vinyard stated Port income is limited and that means projects move slowly. He noted outside monies are becoming very competitive but becoming effective grant writers will be key to shortening Port development timelines. Schmitt agreed and said the Port needs to be seeking grants. Schmitt asked if the Port had received its grant money from the County. Ziegler stated staff is providing copies for reimbursements to the County but have not yet heard back.</p>	
Public Comment	None.	
Adjournment	PC Vinyard adjourned the PC Meeting at 5:46 PM.	

Approved on June 1, 2021
(Date)

Margie Ziegler
Margie Ziegler, Executive Director

Bonita Snyder
Bonita Snyder, Administrative Assistant

Jim Herman
Jim Herman, Secretary