

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> None.	Meeting called to order by PC Vinyard at 4:30PM.
<b>Administrative Matters</b>	Minutes – June 1, 2021.	PC Schmitt M to approve the minutes as corrected, PC Herman S, MP 3-0.
Approval of Minutes		
Approval of Vouchers	Payroll Vouchers – June 4, 2021, #D12919-D12934, \$12,808.93.  Payroll Vouchers – June 18, 2021, #D12935-D12942, \$10,726.26.  Vouchers – June 22, 2021, #28646-28673, \$26,084.86.	PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.
Resolution No. 2-2021 Authorizing CERB Application	ED Ziegler stated the Community Economic Revitalization Board (CERB) requires a resolution to be passed in order to apply for funds. She noted CERB has reviewed the proposed resolution. She said the application deadline is July 26.	PC Schmitt M to approve Resolution 2-2021, PC Herman S, MP 3-0.
USDA Rural Business Development Grant (RBDG)	ED Ziegler said she was approached by Roni Baer, Program Specialist for the United States Department of Agriculture (USDA) Rural Development, about a grant opportunity unlike any other Baer has seen. Baer stated the grant was for agencies inside the Columbia Gorge Commission Scenic Area Boundary that could be affected by wildfires and who will also promote economic development. Ziegler stated this is an opportunity to promote economic development at DIP by increasing the amount of water available for future tenants by chlorinating Well #2. The deadline is July 6. PC Vinyard said he felt the Port should try for it. PC Schmitt agreed.	PC Schmitt M to grant ED Ziegler the authority to apply for and administer the Rural Business Development Grant, PC Herman S, MP 3-0.

<b>Old Business</b> DIP Mine Expansion Permit	ED Ziegler stated Darrin Eckman, Tenneson Engineering, has gone through the Mine Expansion Permit, and determined the next task is to review the State Environmental Policy Act (SEPA). Eckman is still awaiting feedback from the Geotech. She noted Eckman's letter relating to mining elevation was hand delivered to Jim Dean.	
<b>New Business</b> Executive Director Compensation Consideration	<p>PC Vinyard stated he thought the evaluation process was effective and expressed his hope it was comfortable for ED Ziegler. Ziegler said she felt the evaluation was fair.</p> <p>Ziegler stated the current policy for vacation carryover is double the amount of annual accrual. She noted she was unable to take vacation during the transition period between Executive Directors and requested consideration of an increase in vacation balance carryover. PC Herman stated the PC wanted her to take her vacation, and suggested the increase be temporary. Ziegler noted she is planning vacation time and will submit her proposed times to the PC.</p>	<p>PC Schmitt M to approve the six month salary increase per the hire letter dated December 22, 2020, PC Herman S, MP 3-0.</p> <p>PC Herman M to increase Ziegler's vacation balance carryover to three times the annual accrual until December 31, 2022, when it will revert to two times the annual accrual amount, PC Schmitt S, MP 3-0.</p>
<b>New Business (cont.)</b> MCEDD USDA Rural Development Grant Letter of Support	PC Schmitt noted the Port is providing a letter supporting Mid-Columbia Economic Development District's (MCEDD) application to the USDA Rural Development Grant. ED Ziegler clarified the Port is seeking the Enterprise Grant funds, and MCEDD was seeking funds for the Revolving Loan. Schmitt stated MCEDD is applying for all of the grant funds, which if awarded, MCEDD will then administer as grants to local businesses. Ziegler stated she would find out if supporting MCEDD's application would hurt the Port's chances at the grant money, and she would send the letter based on that determination.	
<b>Executive Director's Report</b> DIP 151C Building Update & 151B Repairs	ED Ziegler reported the contracts to date on the 151C building totals \$1,118,000. She stated the Port has the final bill from Hale Construction, but it will not be paid until some outstanding issues are resolved. She stated she has been in communication with Dana Hale, Hale Construction, and Ryan Weston, Mackenzie, about the concerns with the	

<p><b>Executive Director's Report (cont.)</b> DIP 151C Building Update &amp; 151B Repairs (cont.)</p>	<p>electrical plans, downspouts, and the bioswale. Ziegler noted Weston will reach out to Hale relating to those issues and will also try to determine what industry standard for electrical outlet placement is. Ziegler noted the Port was never able to see or approve the electrical plans prior to installation.</p> <p>PC Schmitt noted the lack of installed outlets or exterior spigots were both disappointments to him. He said it was a mistake the Port made because no one knew that "Design Build" meant the plans were completely up to the contractor's discretion. PC Herman noted maybe outlets were not installed as a tenant has not been selected for the building yet. Schmitt stated there should be outlets available throughout the building even so, such as an outlet on every post. Ziegler stated that because it is new construction, the Port can not alter the electrical itself, so it needs to wait for Hale's response. She added Hale suggested the Port construct a plywood wainscot around the interior of the building to protect the insulation. Schmitt said that is a normal procedure, but the purchase of plywood should wait until the costs subside. He added he did not believe the lack of wainscot should have prevented additional outlets being installed.</p> <p>Ziegler stated the Port still has not received as-builts for plumbing, electrical, and irrigation layout, nor an Operating and Maintenance manual.</p> <p>Ziegler reported the landscaping plants were delivered and planted Thursday, June 17. Schmitt said Ziegler did a nice job with the design and picked plants that will survive in Dallesport.</p> <p>Ziegler shared some leads and noted she is getting more requests for smaller spaces. She said she had spoken to the Chamber of Commerce about supporting an open house. She said they will provide scissors,</p>	
---	---	--

<b>Executive Director's Report (cont.)</b> DIP 151C Building Update & 151B Repairs (cont.)	<p>ribbon and advertising, but we need to select a date. She said maintenance staff is placing rocks to prevent people driving over the rough edge of the pavement and suggested once that is complete the Port should come up with a date.</p> <p>Ziegler stated the 151B priorities have been reevaluated and the bathroom construction will be postponed until plywood prices drop. She noted the Port will rent a lift to clear gutters, and stated the Port will utilize the rented lift to fix the 151B roof at the same time.</p>	
<b>Executive Director's Report (cont.)</b> Port of Cascade Locks Ribbon Cutting	ED Ziegler mentioned the Port of Cascade Locks is having an open house of their new buildings and she hopes to attend.	
<b>Executive Director's Report (cont.)</b> Washington vs. Oregon Advantage	ED Ziegler said she had a request for information about the benefits of doing business in Washington vs. Oregon. She said she reached out to Port of Camas-Washougal, and would like to present the information to Klickitat County's Economic Development Board to create a similar set of information relevant to Klickitat County. She added she thought it would be a nice thing to incorporate on the Port's website. Discussion followed about the tax differences between states.	
<b>Executive Director's Report (cont.)</b> .09 dollars Grant	ED Ziegler stated she spoke with Klickitat County and Dave McClure is working on presenting the invoices the Port submitted for the Klickitat County Public Economic Development Authority .09 dollars grant.	
<b>Executive Director's Report (cont.)</b> BPT Underpass Drainage	ED Ziegler stated Darrin Eckman, Tenneson Engineering, will present the information the Washington State Department of Transportation provided him, and will discuss the impact of the projected stormwater flows at the next PC meeting.	
<b>Executive Director's Report (cont.)</b> PUD Water System Agreement	ED Ziegler stated the PUD is working on meeting deadlines for the Water Use Efficiency Reports, and will coordinate with the Port to complete the Water System Agreement after that.	

<b>Executive Director's Report (cont.)</b> IT Services Contract	ED Ziegler noted the Port has a retainer with Radcomp, but has not yet created a new RFQ.	
<b>Executive Director's Report (cont.)</b> 4 <sup>th</sup> of July	ED Ziegler noted the cities of Bingen and White Salmon Public Works Employees will help support cleanup efforts Tuesday morning, since Monday is the recognized holiday. Ziegler stated the press release has been posted on the Port's and the cities of Bingen and White Salmon's websites and has been scheduled for publishing in the newspaper the week of June 28 <sup>th</sup> . Ziegler stated the Port sent out an announcement to all tenants. PC Vinyard asked if any comments were received from tenants.	
<b>Executive Director's Report (cont.)</b> Leases	<p>ED Ziegler reported James Dean Construction has requested to lease a portion of Lots 1 and 2 for six months while working on the SR14 Slope Stabilization Project. She stated James Dean will bring in, store, and sell rock from the leased lot. Ziegler said Dean will maintain the entry roads. She stated Dean anticipated moving in July 6. Ziegler noted because Dean can sell the rock, he will not be leaving any fill.</p> <p>PC Vinyard stated the more those lots are used, the more valuable they will get. PC Schmitt noted the weeds are starting to grow up in the improved lots around the NW Boundary. Discussion followed about weed control.</p> <p>Ziegler noted NW Natural would like to occupy Lot 16 mid-July. She stated the approach has been staked, but NW Natural will not install and leave an approach. She said NW Natural has agreed to reimburse the Port for labor and materials for the construction of the approach. Darrin Eckman, Tenneson Engineering, has determined a culvert is not necessary. Vinyard asked if the Port would be putting a rumble plate down to protect the road from gravel. Ziegler stated NW Natural would provide it.</p> <p>Ziegler provided an update about what has and has not been received in</p>	

<b>Executive Director's Report (cont.)</b> Leases (cont.)	<p>response to the DIP Lot 15 lease. Vinyard expressed the opinion that ignoring clauses in the lease weakens the whole lease, so the Port needed to be sure to uphold the lease.</p> <p>Ziegler noted bridge restrictions have caused several tenants to move a portion of their business/materials to Oregon.</p>	
<b>Executive Director's Report (cont.)</b> DOE Water Right	<p>ED Ziegler noted the correspondence in the packet regarding the water right, and said it was still in progress. She added the pump appears to be having significant problems.</p>	
<b>Executive Director's Report (cont.)</b> Marina Parking Lot Update	<p>ED Ziegler presented the PC with a document containing a printout from a Facebook post and a list of handwritten names of all who contributed to the feed that was dropped off earlier in the day relating to the Marina Park Parking Lot. Ziegler said she encouraged attendance at tonight's Port Commission meeting. Ziegler commented that Facebook is a challenging forum to address public comment. Discussion followed about parking and launch fees, including rates, capacity, and enforcement. PC Herman stated if the paving of the Marina is supposed to be supported by property taxes, voters have decisively declined both attempted Levy Lid Lifts. PC Vinyard compared usage to improvement cost estimates, and stated any launch fee that would compensate for the expense would be exorbitant. Vinyard reaffirmed the dock repair for \$30,000 was currently budgeted and scheduled for November due to the in-water work window. Vinyard said he thought the Port had budgeted a \$30,000 fix up for the Parking Lot. Ziegler clarified the recreation budget for 2021 was \$300,000 with \$20,000 budgeted for Marina Park grading.</p> <p>PC Schmitt stated the cheapest way to improve the lot is to get a road grader to remove the current pavement and install new gravel. He noted this would provide a base to improve with chip sealant or asphalt.</p>	<p>By consensus the PC directed ED Ziegler to get basic estimate options from Darrin Eckman, Tenneson Engineering for grading the Marina Parking Lot.</p>

<p><b>Executive Director's Report (cont.)</b> Marina Parking Lot Update (cont.)</p>	<p>Schmitt noted the process does not have to be completed all at once, but the old asphalt must first be removed. Vinyard said depending on the advice of the Port's engineer, chip-sealant might be a good option as boat trailers would not be carrying significant weight.</p> <p>Schmitt expressed his belief the flower beds in the original design were unnecessary. Vinyard stated he believed they were included in the design to direct parking.</p> <p>Vinyard noted the Port is not ignoring the needs of the Marina Park, and has long-range planning in place. Schmitt stated he thought it would cost more than \$20,000 to rip up the old asphalt and dispose of it. Discussion followed about disposal options. Schmitt stated the initial improvement should be bare minimum: rip up the asphalt, level, and roll 3/4" minus gravel. Ziegler said the parking lot drain will still need to be addressed.</p> <p>Ziegler stated the Boat Ramp and the Parking Lot project bids will be prepared by Darrin Eckman, Tenneson Engineering. Schmitt stated what ever is done will be preparation for a future project. Vinyard agreed and stated any action taken must be a stepping stone in the process; not a stop-gap to be removed later.</p> <p>Ziegler stated the Port paid \$64,000 to Maul Foster and Alongi for a park plan. She noted she could only find the two display maps and no other deliverables of the project work. She added she had contacted the engineer of record for any additional documentation on the project. Herman said he liked the parking for boat launching, but did not think the Port should get into the boat mooring business. Vinyard stated boat moorage requires an established payment, enforcement, and consequence system. Vinyard stated the most limiting factor the Marina has is the parking. He noted that because local day use fills the available parking space, there is no reason to develop a marina. Ziegler described issues</p>	
---	---	--

**Executive Director's Report (cont.)**  
Marina Parking Lot Update (cont.)

other Ports experience with their marinas. Discussion followed about misuse of facilities which caused Marina Park to be restricted to day-use only.

Herman noted the cost of paving versus the estimated amount of boats registered within the Port district makes full paving impracticable. Ziegler stated with the size of the parking lot, the Port doesn't have the capacity to host enough boaters to make charging a reasonable launch fee profitable. Herman stated he agreed with Schmitt and Vinyard that the next step is to pull up the old asphalt and grade it. Herman noted the BZ launch site parking is delineated with old fire hose. Schmitt noted the fire districts probably had enough old hose to do the Marina Parking lot.

Schmitt stated the Port needed to concentrate on the Parking Lot rather than any new in-water construction. Schmitt stated parks will always loose money, but the Port has some responsibility to the public to ensure water access. Schmitt stated there are recreation grants available, the Port has just not previously pursued them.

Ziegler stated she had reviewed the Port of Ilwaco's park plan, and intended to develop a simple park plan like theirs. She said the Port needs to find out where it left off with the deliverables from Maul Foster Alongi. Vinyard said the only way he could see a marina ever being possible is if the Port engaged in a Public-Private partnership of some kind where the private partner would manage the business of moorage and the Port would receive income to maintain its part of those facilities. Vinyard stated we need to trim the plans to eliminate moorage and focus on maintenance. Schmitt agreed with Vinyard and stated moorage should be removed from the plans.

Ziegler shared Maintenance Technician Michael Knott's proposal to



<b>Executive Director's Report (cont.)</b> Marina Parking Lot Update (cont.)	<p>disconnect and remove all the non-functional RV utility posts and eliminate the need for a push mower purchase.</p> <p>Discussion followed about the thresholds for Small Works roster. Vinyard asked if the asphalt could be ground and left in place. Schmitt noted Klickitat County has access to a grinder. Ziegler stated she would reach out to Klickitat County to see if the Port can partner with them. Schmitt noted we are still going to have a drainage problem until drainage is specifically addressed. Vinyard noted Eckman would need to provide cost estimates. Schmitt stated the Port needed to get an estimate for the least cost and most basic fix.</p> <p>Vinyard stated this is an opportunity to learn about funding at the Port, how it is managed, and what the Port is trying to do for people who are truly interested. Discussion followed about the lack of public interest in attending meetings and being directly involved. Vinyard stated with its budget the Port is in good standing and has scheduled \$50,000 just this year toward the Marina. Schmitt added there is significant hidden expense in daily operations and maintenance when considering staff time, trash removal, mowing, irrigation, etc. Ziegler noted property taxes do not just apply to the Bingen Point lots, but also must stretch to Dallesport.</p>	
<b>Commissioners Remarks</b>	PC Schmitt stated Wasco County has gotten funding from the Federal Government through Mid-Columbia Economic Development District (MCEDD). He added he has provided notice to MCEDD that he will no longer serve on the board as of September. He noted they will put together a nomination committee, and it is Skamania County's turn to provide a board member.	
<b>Public Comment</b>	Veletta Pate submitted an envelope containing a printout from a Facebook post and wrote out the names of all who contributed to the feed in advance of the meeting for PC consideration.	

<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 6:21 PM.	
--------------------	---	--

Approved on July 20, 2021  
(Date)

Margie Ziegler  
Margie Ziegler, Executive Director

Bonita Snyder  
Bonita Snyder, Administrative Assistant

Jim Herman  
Jim Herman, Secretary