

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> Port Attorney Bill Eling.	Meeting called to order by PC Vinyard at 4:32PM.
<b>Administrative Matters</b> Approval of Minutes  Approval of Vouchers	Minutes – August 3, 2021.  Vouchers – August 9, 2021, #28615 Void, #28734 Reissue, \$0.00.  Vouchers – August 12, 2021, #28735-28754, \$31,480.24.  Payroll Vouchers – August 20, 2021, #D12986-D12994, \$12,055.75.  Payroll Vouchers – September 3, 2021, #D12995-D13011, \$14,074.81.  Vouchers – September 7, 2021, #28755-28779, \$30,843.96.	PC Schmitt M to approve the minutes, PC Herman S, MP 3-0.  PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.
<b>Executive Director's Report</b> BPBP Lot 9 Leveling	ED Ziegler reviewed the bid tabulation for the Lot 9 Leveling project of the three bids received with the PC. Ziegler noted the apparent low bidder was James Dean Construction and they were granted the award and Notice to Proceed. She stated James Dean Construction completed the project August 31, 2021, with Tenneson onsite to test compaction the same day. She said Crestline Construction will start bringing in fill material to Lot 9. Crestline has arranged with James Dean Construction to take any rocks not acceptable for fill on their leased area on Lot 1 & 2.	
<b>Executive Director's Report (cont.)</b> DIP 151C Building Update	ED Ziegler reported the temporary occupancy permit was received. She noted the official permit is contingent on a receipt of a final payment to Klickitat County Planning Dept.	

<p><b>Executive Director's Report (cont.)</b> DIP 151C Building Update (cont.)</p>	<p>ED Ziegler said landscape rock placement is still unfinished, as the project is stalled due to the Skid-steer breakdown. Ziegler stated it could possibly be completed with wheelbarrows and labor. PCs Schmitt and Herman both offered time and equipment. Ziegler stated once the landscape rock is in place, the Port should schedule a ribbon cutting event.</p> <p>Ziegler reported on a quote prepared by Maintenance Technician Michael Knott for wainscoting in the 151C building including \$2,600 for materials and \$2,800 estimated for labor, for a total estimate of \$5,400. Ziegler said the estimate was based on plywood at \$46.00 per sheet and 2x4x8 at \$3.00 each. Ziegler asked if the PC had interest in completing this project before a tenant leases the building and insulation could be damaged. Schmitt expressed the opinion the building should be leased prior to installation so the Port can make changes based on a tenant's known needs. PC Vinyard said he felt installing the wainscoting would provide a visual sense of protection. He added he believed it was important to install wainscoting whether or not a tenant was secured, but accepted delaying the project as material costs should continue to drop.</p> <p>Ziegler noted the Department of Archaeology and Historic Preservation approved the Lot 39 development survey.</p> <p>Ziegler reported there has been some interest in leasing the 151C building, primarily from companies that would utilize the building for warehousing or Bitcoin mining.</p>	
<p><b>Executive Director's Report (cont.)</b> DIP Waterline Break</p>	<p>ED Ziegler reported a 12" water line broke August 18, 2021 on Lot 38. She said she called contractors from the Small Works roster, and Crestline Construction was available for the emergency repair. Ziegler stated she will coordinate with the PUD for a parts list so the Port can maintain parts for emergency repair onsite. She added water filled the</p>	

<b>Executive Director's Report (cont.)</b> DIP Waterline Break	Lot 39 bioswale and displaced soil, so Maintenance staff raked it out. They reported the seed has germinated in the bio-swale.	
<b>Executive Director's Report (cont.)</b> BPT Underpass Drainage	ED Ziegler stated Bethany Vermass, Washington State Department of Transportation (WSDOT) requested a letter from the Port stating it would accept the estimated stormwater from the bio-swale on Marina Way. Ziegler referenced a map provided by WSDOT showing the planned round-about featuring an SDS tugboat. Ziegler reported the project has been pushed out another year due to negotiations with Burlington Northern Santa Fe. PC Vinyard expressed his concern WSDOT had no statement indicating planning for the underpass being below water level. Ziegler reported WSDOT is aware additional negotiations are needed. Ziegler stated she would prepare a letter to Vermass saying the PC had additional concerns that require attention from our Engineer before proceeding further. Vinyard suggested the most recently approved minutes had a list of concerns which could be shared with WSDOT.	
<b>Executive Director's Report (cont.)</b> 2022 Budget Schedule	ED Ziegler stated she got confirmation Darrin Eckman, Tenneson Engineering could be available starting at 1:30 PM to report during the budget workshop. PC Vinyard expressed interest in starting the workshop earlier in order to have sufficient time.	By consensus the PC scheduled a Special Meeting for a budget workshop October 19, 2021 at 11:00 AM with regular business to be conducted at 4:30 PM as regularly scheduled.
<b>Executive Director's Report (cont.)</b> 2022 CEDS List / PNWA Projects	ED Ziegler stated she thought the Comprehensive Economic Development Strategy list was an annual list, but is instead updated every five years through Richard Foster, Klickitat County Public Economic Development Authority.  Ziegler reviewed the Pacific Northwest Waterways Association (PNWA) infrastructure projects and policies lists, and shared updates she recommended for the projects list.	

<b>Executive Director's Report (cont.)</b> Shoreline Permit Extension	ED Ziegler noted the shoreline permit was extended.	
<b>Executive Director's Report (cont.)</b> Port of Woodland / Dark Fiber	ED Ziegler noted the Port of Woodland has been celebrating their successful land sales. She also noted the article in the Port of Woodland's publication about Dark Fiber and related recent calls she has received encouraging her to apply for Public Works Trust Fund grant monies on behalf of Petrichor Broadband. She noted the deadline for the application has passed, but part of the process for the grant was to send a letter to local internet service providers asking them to share their plans for development. Ziegler noted she is still interested in sending the letter to Century Link to see what their plans are for the Dallesport Industrial Park. She also reported the LS Networks team is developing a plan in cooperation with the KC PUD to run line into Dallesport Industrial Park.	
<b>Executive Director's Report (cont.)</b> Skid-steer Repair	ED Ziegler stated insurance does not cover rodent damage and discussed quotes received for repairs. She noted the main expense in the low quote is labor. Ziegler also presented cost estimates for Port Staff to complete the work. PC Schmitt explained the repair process and stated it would be time consuming. Schmitt indicated once the job is started it needs to be seen through due to the detailed nature of the work. He expressed his firm belief the maintenance staff is capable of completing the work, but noted would be time intensive and would likely take maintenance staff considerably longer than the labor time estimates provided by professionals. PC Vinyard agreed it could not be a stop-start project. He recommended the work be done by a professional to allow maintenance staff time for their regular duties, in addition to allow response to unforeseen events. PC Herman agreed with accepting the low quote, and added if problems arose later with the work maintenance staff could call the mechanic, rather than having to troubleshoot on their own.	By consensus the PC recommended having Equipment Solutions Corp repair the Skid-steer for a quote of \$8,665.57.
<b>Executive Director's Report (cont.)</b> Consultant Availability	ED Ziegler stated Port Consultant Byron Hanke was available for the September 21 meeting, but will be out of state by October 19, so will not	

	be available for the Budget Workshop. Ziegler asked the PC if they wanted Hanke to present at the upcoming meetings. PC Herman said he did not feel the PC needed Hanke to participate in the budget meeting. Ziegler noted recent projects have required more Engineer and Attorney time, but believed she would require more of Hanke's assistance when the Port began exploring future projects. PC Vinyard stated Hanke was a valuable resource for troubleshooting problems and marketing.	
<b>Commissioners Remarks</b>	PC Schmitt stated he will be done with Mid-Columbia Economic Development District as of September 16.	
<b>Public Comment</b>	None.	
<b>Executive Session</b>	PC Vinyard called an executive session at 5:33 PM pursuant to RCW 42.30.110(1)(i)(i) for a period of one half hour. Vinyard adjourned the executive session at 6:15 PM. No action was taken in the executive session.	
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 6:15 PM.	

Approved on October 5, 2021  
(Date)

Margie Ziegler  
Margie Ziegler, Executive Director

Bonita Snyder  
Bonita Snyder, Administrative Assistant

Jim Herman  
Jim Herman, Secretary