

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman via teleconference, 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> Chad Blundell, GDM; Mason Giovannoni, GDM.	Meeting called to order by PC Vinyard at 4:31PM.
<b>Administrative Matters</b> Election of Officers	Herman said each of the Commissioner's had their specialties and expressed his opinion the current roles were very effective. Vinyard agreed and said he would be hard pressed to make a better arrangement.	PC Schmitt M to retain Wayne Vinyard as President, Bill Schmitt as Vice President, and Jim Herman as Secretary for 2022, PC Vinyard S, MP 3-0.
Approval of Minutes	Minutes – December 7, 2021.	PC Schmitt M to approve the minutes as corrected, PC Herman S, MP 3-0.
Approval of Vouchers	Payroll Vouchers – December 20, 2021, #D13084-D13091, \$13,971.26. Vouchers – December 21, 2021, #28883-28898, \$3,268.71. Vouchers – January 5, 2022, #D13092-D13106, \$11,116.72. Payroll Vouchers – January 20, 2022, #D13107-D13113 and #28934-28935, \$9,849.28. ED Ziegler added that Byron Hanke has a credit balance of \$1,250.00 on his contract and has asked his \$500 per month payment be suspended until there is a balance owing.	PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.

<b>Administrative Matters (cont.)</b> Resolution No. 1-2022 Delegating Authority to Port Officials	Ziegler noted the Delegation of Authority contains the same language as was approved in 2021.	PC Schmitt M to approve Resolution 1-2022, PC Herman S, MP 3-0.
<b>Old Business</b> DIP 151C Building Prospective Tenant	<p>ED Ziegler stated the Port is in negotiation with a potential tenant and noted there are two additional entities interested in the 151C building since the last meeting. Ziegler stated the Port Commission would be going into executive session at the end of the meeting.</p> <p>Chad Blundell, GDM, described the Washington division as a new Washington corporation. Blundell explained the sister company has been around for six years throughout four other states. He described the roles of his partners. Blundell stated GDM was now funded. He stated the 151C building is ideally suited for GDM's business needs and highlighted the absence of property available in the area. He said his written offer was submitted much higher than his original verbal offer of sixty cents per square foot and is also above the asking price of seventy-eight cents per square foot. He expressed his desire to begin negotiations. He restated his offer of eighty cents per square foot leased for five years with three five year options, and a three percent annual rate increase. He noted the Port's draft lease included CPI which would be a talking point during negotiations. He said the variables concerned him. Blundell asked how to begin negotiations. PC Schmitt stated negotiations would occur with the Executive Director, not with the Port Commission. Blundell asked Ziegler how he should revise his offer to begin negotiations. Ziegler outlined why CPI language is used in current leases. Ziegler restated the Port was in negotiation with a different entity for the 151C building, but the Port was very interested in exploring the next step, which may include seeking funding to build the second building on the Lot 39 site plan.</p> <p>Blundell described his obligations and requirements regarding ordering</p>	

<p><b>Old Business (cont.)</b> DIP 151C Building Prospective Tenant (cont.)</p>	<p>equipment. Blundell stated GDM was willing to pickup all leasehold improvement expenses and provide plans of where interior spaces will go based on his business needs. He said he would adjust his schedule of leasehold improvements depending on the duration of lease the PC wished to enter into. Blundell stated he needed to know within the next 24 hours whether or not the building would be available. Ziegler stated she could not provide an answer in the next 24 hours. She said she could give an answer on availability once the entity currently in negotiations accepted the lease or withdrew from negotiations. Ziegler stated GDM was in second place for the opportunity to enter into negotiations. Blundell expressed the need for an urgent decision on whether or not he could lease the building due to significant lead time for equipment purchase. He asked if the building would be made immediately available if he were to agree with all the terms of the lease without negotiation. Ziegler restated she was in negotiation with someone else. Blundell asked if there were any other buildings in the area that would be available soon. Ziegler stated there were no other buildings currently available, but there was room for additional buildings near the 151C building. PC Schmitt expressed the Port Commission's intent to build another building once the first building was leased.</p> <p>PC Vinyard requested clarification of the amount of space Blundell was currently seeking. Blundell clarified that he got more financial backing than he originally expected and could easily fill the 5,000 sq. ft. building with the potential for additional expansion. Blundell restated his need to know if he could enter into a lease. Vinyard noted Blundell's proposal now is very different than when he first approached the PC. Vinyard said the potential for GDM to provide jobs and diverse industry was of interest to the PC. Due to those factors, Vinyard explained the Port Commission considers GDM as a valuable potential tenant. However, the Port is in negotiation with another potential tenant and in good faith the Port cannot back out of an in-progress negotiation in order to enter</p>	
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<p><b>Old Business (cont.)</b> DIP 151C Building Prospective Tenant (cont.)</p>	<p>into a better offer. Vinyard stated the Port would not do that to GDM, and will not back out of negotiations in the current situation. Vinyard stated the PC did feel GDM would be a good fit as a potential tenant given its ability to provide quality manufacturing jobs that fit the work skills of our community.</p> <p>Blundell described the professional qualifications of his financial backer and partner as a civil engineer. He noted his partner has close work connections with various engineers to ensure the leasehold improvements would be built to a high standard. Blundell said he would try to delay the purchase of machines a few more days but would be looking for other placements for the business. Vinyard said the Port completely understood as Blundell had to take care of himself and his business first.</p> <p>PC Herman added there is land available to build if GDM would be interested in entering into a ground lease. Herman suggested it may be more feasible for Blundell, given his connection with an engineer, to design and build a building to suit GDM's needs. Discussion followed about the land immediately available, and Schmitt noted the Port has a site plan which could be built out by the Port or a potential tenant. Blundell said zoning has been a challenge on other properties they have looked at. Vinyard stated Lot 39 is zoned and ready to be built on. Discussion followed about the Port's current lease terms for ground leases. Blundell said he would entertain the idea of a ground lease but it would take an additional capital investment beyond the equipment, so putting the cost of a building on top of the expense of equipment would be an additional ask. Vinyard stated any negotiations with the Executive Director would be kept confidential but when brought to the Port Commission in a public meeting the discussion becomes public domain. Blundell expressed the need to consult with his partners.</p>	
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<p><b>New Business</b> Dallesport Industrial Park Feasibility Study RFQ</p>	<p>ED Ziegler said the Port requested qualifications December 1, 2021, with a submission deadline of December 17, 2021. The Port received only one statement of qualifications from Maul Foster and Alongi (MFA). Ziegler from provided a copy of the Scope of Work for the feasibility study. Ziegler added a contract has been signed with MFA. She noted that all pre-contract items have been submitted and accepted by CERB before the January 20<sup>th</sup> deadline. Ziegler noted the budget in the Scope of Work has a large portion attributed to archaeological work, and stated Stacey Frost, MFA, has worked with filled properties previously and were able to determine through contract documents what fill was used in order to prevent a large archaeological expense. She noted the scope is a starting point and the Port can pivot from it in order to make the best use of its grant money.</p>	
<p><b>Executive Director's Report</b> 1<sup>st</sup> Qtr 2022 Strategic Planning</p>	<p>ED Ziegler reviewed the staff report provided to the PC including the major projects in progress or anticipated in 2022's first quarter.</p> <p><b>Barge Dock:</b> Ziegler stated Advanced American Construction won the award to remove concrete from bridges and are interested in exporting the concrete by barge to James Dean Construction at the Quarry for processing. Ziegler reviewed the Dock onsite and spoke with Paul Cothren, Dallesport Log Yard. She stated the ground is very wet, but Cothren did not anticipate problems with a March date. Ziegler stated Advanced American Construction would like to tie up to the dock for 10-15 days. Ziegler stated Cothren will meet Evan Clemson, Advanced American Construction, on January 19 to evaluate the site. PC Vinyard inquired if the bark had been removed to the extent it would not cause a problem. Ziegler stated it was not. Vinyard expressed concern about the integrity of the staging area, and asked if a road base would need to be put in to allow trucks to turn around. He also asked if the boundaries between the staging area and the Dallesport Log Yard's leased area were clear. Discussion followed about the leased dimensions and creating clear visual markers. Vinyard stated he could not visually delineate the</p>	

<p><b>Executive Director's Report (cont.)</b> 1<sup>st</sup> Qtr 2022 Strategic Planning (cont.)</p>	<p>boundaries between the leased and the staging areas. PC Schmitt stated this would be an appropriate time to clarify those boundaries. Ziegler said she presented Cothren with the lease amendments which included the five percent increase.</p> <p>Schmitt expressed concern about the use of the quarry as a place for material to be brought in and processed for resale, as that is not the expected use of the quarry. He noted his primary concern was that the Port would become responsible for trying to dispose of imported materials. Schmitt expressed concern regarding the limited market for cement, and said it may be difficult or costly to remove if the Port was held responsible for that action. Schmitt stated he felt the need to formally tie the imported cement and rock to James Dean Construction, in order to not be left with imported product to address. Vinyard said the lease language should be reviewed to determine exactly what is allowable. Ziegler suggested a land lease may need to be created within a subsection of the quarry. Ziegler stated it will be a long process to ensure that the log yard and quarry are put to their highest and best use. Vinyard stated he believed the interest in the barge dock will only grow once it is established as a multi-use dock.</p> <p>Ziegler explained the Port's tariffs were last updated in 2006. She said in conversations with other ports, boat length and material quantity (in tons) are considered in the rates. Ziegler said she will determine a comparable rate considering the differences in facilities.</p> <p><b>151C:</b> Ziegler noted gates still need to be installed at 151 Parallel Ave. She stated she has spoken with Dana Hale, Hale Construction about constructing office spaces.</p>	
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<p><b>Executive Director's Report (cont.)</b> 1<sup>st</sup> Qtr 2022 Strategic Planning (cont.)</p>	<p><b>Redistricting:</b> Ziegler stated a quote was received from Flo Analytics for \$8,000. Ziegler stated she wanted to find out if there was any savings if the Port holds the public hearings, etc. Ziegler said she would update the commission as she learned what the Port needed to do. Schmitt commented the districts have likely changed due to growth on the west side.</p> <p><b>Future Projects:</b> Ziegler briefly outlined future projects including: installing a bathroom in the old 151B building, automating the BPT irrigation, determining needs for DIP Lots 24 and 26 through the Feasibility Study, continuing to update the Port's website, finalizing the Bingen Point irrigation water rights through the Department of Ecology, collecting fill, addressing fill on Ford Ave., developing a park plan and seeking grant monies for Marina Parking Lot paving, DIP Dock Stormwater Project, and entering into a new IT contract.</p> <p><b>Tenant Requests:</b> Ziegler outlined tenant requests as follows:</p> <ul style="list-style-type: none"> <li>• Lot 34 "Marina Building": Replace current electric air handler with natural gas unit. Because of the expense to bring natural gas to Lot 34, Insitu has requested installation of a 500 gallon propane tank. Vinyard asked if there was any zoning/code placement concerns. Schmitt stated he considered the impact of the firework event on the propane, and felt it was not a concern. Vinyard agreed.</li> <li>• There have been complaints that garbage is going into the mine area.</li> <li>• Custom Interface would like to expand this year.</li> <li>• Underwood Fruit would like some brush removal this spring.</li> <li>• Akabotics needs to complete an assignment to reflect the new business name. Ziegler is waiting on Port Attorney to direct next steps.</li> <li>• Kerrits and Industrial Equipment Solutions would like to modify 1A-E to allow Kerrits room to expand and reduce space for IES.</li> <li>• James Dean requested a lease extension for BPT Lot 1 &amp; 2.</li> </ul>	
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<p><b>Executive Director's Report (cont.)</b> 1<sup>st</sup> Qtr 2022 Strategic Planning (cont.)</p>	<ul style="list-style-type: none"> <li>Apex Technologies is looking to stage conduit and materials. She said they want a flat fenced area for two years starting mid-February. Schmitt said he does not want to block development for the next building on Lot 39. Vinyard agreed. Ziegler said she spoke with them about the possibility of relocation in the event the Port built a new building. Ziegler shared PC Herman's idea about offering a rental rate reduction during the move if the Port required Apex to move. Ziegler stated she could integrate language into the lease document allowing relocation.</li> </ul> <p>Schmitt noted the concrete from Hamilton is building up on Lot 38.</p> <p>Ziegler stated Chris Herman, WPPA, contacted the Port seeking comment for the bi-state bridge commission SB 5558. Ziegler read the testimony she submitted on behalf of the PC to be heard by the Senate Transportation Committee.</p> <p>Ziegler stated the next CERB deadline is March 14, 2022 for grant and loan monies. Schmitt stated the Port should seek .09 dollars and any other federal monies in order to develop Lot 39, or build out infrastructure. Schmitt speculated the next building should be somewhat less expensive. Vinyard suggested seeking funding for the Maple Street Loop.</p>	
<p><b>Executive Director's Report (cont.)</b> DIP Water System Update – USDA Grant</p>	<p>ED Ziegler reported Eckman evaluated the water system when issues arose with the Well #1 pumps. Eckman identified brittle piping due to chlorination in Well #1's system and determined the repair should be made as soon as Well #2 was chlorinated.</p>	
<p><b>Executive Director's Report (cont.)</b> DIP Mine Expansion Permit</p>	<p>ED Ziegler shared a map relating to mine expansion and archaeological impacts. She stated there are buffers along the creek that the mine will not impact, and mine boundaries have adjusted to avoid the creek</p>	



<p><b>Executive Director's Report (cont.)</b> DIP Mine Expansion Permit (cont.)</p>	<p>boundaries. Ziegler stated she is trying to get information from Archaeological Investigations Northwest (AINW) in order for Eckman to adjust the mine expansion boundary to exclude potential resources from the mine expansion boundary. Ziegler noted there were several sites that AINW recommended no further action. AINW will prepare a quote for the work that will need to be done for sites that need further work.</p> <p>Vinyard asked if the finish grade level approaching the creek would be blended where the creek was lower than the finished grade. Ziegler reported that James Dean came to the office to review the original reclamation plan and she was working together with him to clarify what the elevations should be and why. Vinyard said he wanted to ensure that finish goals are clear.</p>	
<p><b>Executive Director's Report (cont.)</b> BPT Underpass Drainage</p>	<p>ED Ziegler stated she is waiting on flow and volume rates from the Washington Department of Transportation (WSDOT) in order for Darrin Eckman, Tenneson Engineering to begin designing the pump house, determining the pump requirements, and the location and size of pipe for the outfall onto Lot 8. Ziegler stated the WSDOT has asked the Port to revise its letter. Eckman is waiting on more information before offering a recommendation on the letter revisions asked for by WSDOT. PC Schmitt stated it sounded like WSDOT was asking the Port to go backwards and absorb water the Port stated it would not accept. Ziegler stated WSDOT has made progress with BNSF on the shoo-fly design.</p> <p>PC Vinyard stated he reviewed Maple Street and found multiple issues. He noted the fence trespass is part of the road and recommended issuing another letter to new mill owners.</p> <p>Vinyard expressed his belief there will need to be an alternative route. If that route will be Maple Street, the Port needs to think about development in advance. Vinyard suggested asking WSDOT how they intend to manage traffic flow while doing road work and shoo-fly</p>	

**Executive Director's Report (cont.)**  
BPT Underpass Drainage (cont.)

installation. PC Herman suggested WSDOT might be interested in exploring an option where they could close the road during construction and reroute traffic, rather than having single lane closures and flaggers. Vinyard said maybe WSDOT would care to participate with making Maple street a feasible alternate route. Ziegler stated the Port approached WSDOT on this issue already, and WSDOT did not want to participate in developing Maple Street as an alternate route. WSDOT stated the Port should have an evacuation route already in place due to the potential closure of Marina Way due to flooding if the lake pumps should fail. Ziegler said WSDOT feels improving Maple Street is an existing problem the Port needs to address. Schmitt stated the Port can manage the flooding by pumping the lake. Ziegler noted WSDOT was willing to work with the Port to improve its capacity to pump the additional added water from the Underpass.

Vinyard said the Port is relying on pumping alone to lower the water level of the lake as he observed no drainage at a natural flow level. Ziegler described the influence points for the lake. She stated she is working with Eckman to collect data about how long it takes for the Port to recover from a snow event with its current pumping system. Vinyard described the location of the natural drain does not help drain the lake as the level of the beaver dammed area is higher than the lake, and the drainage is higher than that. Ziegler explained that due to influence through the dike and the culvert, the original flapper valve on the outflow pipe was sealed off to prevent flow of water from Columbia to the Lake. Ziegler added the beaver has actually created a needed buffer preventing inflow from the leaking dike to the lake. Ziegler also shared Eckman was impressed with the success of the berms created during the Northwest Boundary Project berms have held back water. Schmitt noted the Port needs to transition from a pressure pump to volume pumps.

<p><b>Executive Director's Report (cont.)</b> Marina Parking Improvement Project</p>	<p>ED Ziegler stated the Marina Parking Improvement Project started Monday. PC Schmitt noted a soft spot the pulverized lot. Ziegler explained the work had just been completed and a water truck was used. Schmitt said he assumed it would be graded again. PC Vinyard stated he drove through the parking area as well, and expressed his strong feeling significant boundaries were needed between the Parking area and Zepher's leased area. Schmitt agreed. Ziegler described Zepher's property line and what measures were taken to prevent Zepher employees from parking in the public area. Schmitt suggested blading the gravel in the boat parking to kill the grass to unify the parking lot space and start controlling the weeds. Vinyard also noted two dead trees in the park need to be removed. Ziegler stated the tree removal project was delayed due to staffing needs. Ziegler stated old RV power/water hook ups in the park are going to be removed and the rocks spaced to accommodate the new mower.</p> <p>Ziegler had asked the PC to review Maple Street prior to the meeting. She said the potholes were starting to deteriorate the road bed. She directed Darrin Eckman, Tenneson Engineering to obtain a quote for a change order to grade the road from James Dean Construction. She said James Dean could grade Maple Street for \$2000, but there was not much gravel to grade or shape with. Ziegler stated they could add aggregate for an additional \$2000. Ziegler suggested a change order on the Marina Parking Lot Project to grade Maple Street. Schmitt said it would be a good time to get it done. PC Vinyard noted it may be an appropriate time to approach the new mill owners about partnering with the road maintenance from their turnout to the pavement. Discussion followed about responsibility for road repair. Vinyard suggested the Port think about camera surveillance for Maple Street. Herman stated the cost of the change order was low enough Ziegler could make the decision without PC approval according to the Procurement Policy.</p>	<p>By consensus the PC agreed to enter into a change order to grade Maple Street.</p>
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<b>Executive Director's Report (cont.)</b> Marina Parking Improvement Project (cont.)	Vinyard suggested having charges for commercial usage to fund road maintenance. Vinyard asked about the SDS agreement being transferred to the new owner regarding Marina Way. Ziegler stated no response was received from SDS to an easement inquiry. Vinyard stated that is another place where commercial rates could be applied.	
<b>Executive Director's Report (cont.)</b> BPT Boat Ramp Repair	ED Ziegler stated the Boat Ramp Repair will begin after the Marina Parking Lot Improvement.	
<b>Commissioners Remarks</b>	<p>PC Vinyard asked about moving the RC club. Ziegler said it is the last thing that needs to happen with the approval of the Mine Expansion. Vinyard expressed concern that the Port is not punished for allowing them to use the property over the years. Vinyard said there was an inquiry from Klickitat County Public Economic Development Authority for board membership, and he let them know the PC had already approved his continued membership.</p> <p>PC Herman stated David Sauter, Klickitat County Commissioners was not seeking reelection may be interested in being a Port Commissioner when the next post opens.</p> <p>PC Herman asked a Bingen resident's offer of potential fill rock was ever investigated by Darrin Eckman, Tenneson Engineering. Schmitt stated he believed it was found not acceptable for some reason.</p> <p>PC Herman reported David Sauter told him the DIP Wastewater Treatment plant has been paid off by the County and wanted to know if the Port was interested in the treatment plan. Ziegler noted accepting the sewer plant would cause the Port to take on the sewer management for the city of Dallesport. Herman said he felt it made more sense to allow the PUD to take it over, as the Port would likely have the PUD manage it. Vinyard said it was something the PC could consider, but if he had to</p>	

<b>Commissioners Remarks (cont.)</b>	<p>give an immediate answer his response would be “no”. Schmitt agreed.</p> <p>Herman asked Ziegler if she had been able to talk to the Rail Master regarding the DIP Rail Spur. He expressed belief the Railroad would work with the Port if the Port had an interested tenant. Ziegler said she had a document which showed the work required to repair the existing rail spur. Herman asked about hiring a part-time employee for specific projects.</p>	
<b>Public Comment</b>	None.	
<b>Executive Session</b> Real-Estate	PC Vinyard recessed the PC Meeting at 6:19 PM for five minutes. Vinyard called an executive session at 6:25 PM pursuant to RCW 42.30.110(1)(c) for a period of one hour. Vinyard adjourned the executive session at 7:17 PM. No action was taken in the executive session.	
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 7:17PM.	

Approved on February 1, 2022  
(Date)

Margie Ziegler  
Margie Ziegler, Executive Director

Bonita Snyder  
Bonita Snyder, Administrative Assistant

SW Vinyard  
Wayne Vinyard, President