

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman via teleconference, 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 4:34 PM.
Administrative Matters Approval of Minutes Approval of Vouchers	Minutes – March 1, 2022. Payroll Vouchers – March 4, 2022, #D13135-D13148, #28988, \$11,012.50. Vouchers – March 11, 2022, #28964 Void, #28989 Reissue, \$0.00. Vouchers – March 15, 2022, #28990-29010, \$16,659.28. Payroll Vouchers – March 18, 2022, #D13149-D13155, #29011, \$11,626.75.	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.
Old Business	None.	
New Business	None.	
Executive Director's Report DIP Mine Expansion Permit	ED Ziegler stated after the successful mine workshop, she followed up with Jim Dean, James Dean Construction, and he is now working to provide an operations report for the Port. PC Vinyard stated he reviewed the Tenneson plan and noted test pits indicate a lot of sand. He described a scenario where part of the grade is completed per the plan and another part is deemed non-profitable due to high sand content, leaving an elevated shelf where mining stops. He expressed concern of such a scenario creating a drainage problem. PC Schmitt also expressed his concern about exposing non-profitable areas. Vinyard said the Port must	

Executive Director's Report (cont.) DIP Mine Expansion Permit (cont.)	<p>maintain its plan so only 25 acres are active at a time, and work closely with the operator to be responsive with the plans. Schmitt stated we need to make sure Tenneson will closely monitor the mine progress. Ziegler commented Tenneson's plan is a planning proposal and has not yet been approved by the Department of Natural Resources.</p>	
Executive Director's Report (cont.) Lease Updates	<p>ED Ziegler reported the Rolls Royce Lease will be signed and notarized on Thursday, March 17, 2022.</p> <p>Ziegler said Apex would like to occupy a portion of Lot 39 effective April 1, with the understanding they could be moved to the back of the lot at the Port's discretion.</p> <p>Ziegler stated she received a call from the Oregon Department of Transportation (ODOT) letting her know that Hamilton's project has been further delayed, as the weekend closures will not occur during cherry season. She said she assured the ODOT representative that the Port will continue to work with Hamilton Construction to provide the staging area needed. She added Hamilton Construction requested a lease extension to November, but has not made any additional requests at this time.</p> <p>Ziegler stated she toured the 151C building with a prospective tenant and walked the rail spur. She stated Port staff submitted a grant to repair the rail to Washington Department of Transportation's (WSDOT) National Highway Freight Program, and added it felt good to speak to a prospective tenant and be able to say we are working towards getting the rail spur back in operation. She said the tenant may consider a long term lease on Lots 24 and 26.</p> <p>Ziegler said she will meet with a different potential tenant to discuss their needs next week.</p>	

Executive Director's Report (cont.) Lease Updates (cont.)	<p>PC Vinyard stated he did not want to get tied up with leases for storage and seasonal employment. Discussion followed about the jobs created or supported in the community when a business locates in the county. Ziegler stated she would reach out to the Mid-Columbia Economic Development District to see if they used a formula to measure the impact of job creation on the community.</p> <p>Ziegler stated Dana Hale, Hale Construction, is working with Kerrits to complete the renovations and HVAC solutions for Building 1A suites B-E.</p>	
Executive Director's Report (cont.) DIP 151C Office Construction	<p>ED Ziegler stated Darrin Eckman, Tenneson Engineering is creating a drawing of the new office space. She noted the Port has entered into a contract with Dana Hale, Hale Construction. Ziegler stated the gates for the north Lot 39 access have been made and are currently in Seattle. Mobley Fencing will pick them up either this or next week.</p>	
Executive Director's Report (cont.) DIP Water System Update	<p>ED Ziegler said she requested an additional extension for the Water Operator's Agreement as she could not meet the March 31, 2022 deadline. She reported the PUD granted an extension to May 31, 2022. She said to complete the agreement she needs to finalize the responsibilities of the Port's Maintenance and the PUD's Water Operators.</p>	
Executive Director's Report (cont.) BPT Underpass Drainage	<p>ED Ziegler noted the Washington Department of Transportation (WSDOT) has proposed a permanent change that might add new impervious areas to the Project, with the potential to increase storm-water runoff to the Port. Ziegler stated WSDOT will provide new volume and flow rates to Darrin Eckman, Tenneson Engineering for evaluation. PC Vinyard expressed concern about the amount of water received by the Port, and the liability to the Port in the event of system failure. Vinyard suggested an overflow system may be required. PC Schmitt expressed concern about losing additional ground. Schmitt</p>	

Executive Director's Report (cont.) BPT Underpass Drainage (cont.)	<p>stated the Port has lost the ability to raise the Marina Way road level. Ziegler said it is important for the Port to know what the true impact of the proposed changes would be to the Port before responding to WSDOT. She added the project has been moved from 2023 to 2024.</p>	
Executive Director's Report (cont.) General	<p>ED Ziegler read a draft letter regarding anticipated traffic safety issues on Dow Road. PC Vinyard suggested the lack of turn lanes could impact and endanger traffic on Hwy 197. PC Schmitt noted the traffic leaving the RV Park may also contribute to congestion.</p> <p>Ziegler stated she spoke with a Cam Thomas, the owner of 100 Dow Rd, about their development's water meter needs, property boundaries and requested construction materials be removed from Port property.</p> <p>Ziegler stated the Port was scheduled for a leasehold excise tax audit March 28-29. Vinyard asked about the cost of the audit. PC Herman said the state pays for Leasehold tax audits. Ziegler stated the Port only pays if something is found owing.</p> <p>Ziegler reported a pump seal issue with the BPT lift station.</p> <p>Ziegler said she received final invoices for the Marina Parking Lot and Boat Ramp Repair projects. Ziegler reported on the positive feedback from the project completion notices posted to Facebook.</p> <p>Vinyard noted he toured the Marina Park and felt there was an approximate area of 20' x 100' which could be converted to additional parking space. Herman said if parking was delineated the space would be used more efficiently. Discussion followed about how to delineate the boat parking.</p>	

<p>Executive Director's Report (cont.) General (cont.)</p>	<p>Ziegler stated she viewed the survey markers on Lot 45 and spoke with the Dallesport Log Yard operator about clearing the roadways for Advanced American Construction's expected use.</p> <p>Ziegler noted a letter went out to former Lot 15 tenant regarding expenses owed to repair damage. She shared Google images showing the damage. She stated she will have Darrin Eckman, Tenneson Engineering evaluate the proposed bid.</p> <p>Ziegler stated there is a dead tree in Marina Park and two others seem to be dying. Ziegler stated the Port does not own large saws, and thought it might be better to hire a tree removal service. Vinyard concurred. He stated it seemed to be a complicated job, and would prefer a professional downed the trees as it posed too much risk to maintenance staff. He added maintenance staff were capable of cleanup after the trees were downed. Schmitt concurred.</p> <p>Ziegler stated Maul Foster and Alongi is ready to perform the pedestrian survey on DIP Lots 24 and 26 for the Feasibility Study.</p>	
<p>Commissioners Remarks</p>	<p>PC Vinyard requested an executive session on personnel. By consensus, the PC agreed. Vinyard wanted to note for the record Jim Dean is a friend and neighbor of his. He says he feels comfortable participating in the discussions about the mine and its operations; however, would excuse himself if there was any concern or feeling of impropriety. PC Schmitt stated he felt there was no conflict as all contracts in which James Dean has provided services to the Port have been selected on a low bid selection basis. Ziegler agreed and noted James Dean is the Port's mine operator, a tenant, and provides contracted services when selected by low bid.</p> <p>PC Herman stated he calculated the wages paid by Rolls Royce will turn over 2.5-2.8 times before leaving the area. As such, he stated his belief</p>	

Commissioners Remarks (cont.)	Rolls Royce will be good for the area. Herman noted the project completion information posted on Facebook was well received, and recommended using the same forum to announce Rolls Royce as our new tenant, with an attached list of current tenants. Herman stated he would forward a professional reference for tree trimming to Ziegler.	
Public Comment	None.	
Executive Session Personnel	PC Vinyard recessed the PC Meeting at 5:53 PM for eight minutes. Vinyard called an executive session at 6:00 PM on personnel pursuant to RCW 42.30.110(1)(g) for a period of one-half hour. Vinyard adjourned the executive session at 6:42 PM. No action was taken in the executive session.	
Adjournment	PC Vinyard adjourned the PC Meeting at 6:42 PM.	

Approved on April 5, 2022
(Date)

Margie Ziegler
Margie Ziegler, Executive Director

Bonita Snyder
Bonita Snyder, Administrative Assistant

Wayne Vinyard
Wayne Vinyard, President