

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: Gavin Jaravata, Flo Analytics (via video conference).	Meeting called to order by PC Vinyard at 4:31 PM.
Administrative Matters Approval of Minutes Approval of Vouchers	Minutes – May 17, 2022. Minutes – May 26, 2022. Payroll Vouchers – June 3, 2022, #D13203-D13218, \$13,208.68. Vouchers – June 7, 2022, #29087-29112, \$23,850.48.	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 BPT Bldg 1A Kerrits Remodel	ED Ziegler stated the PC toured Bldg 1A suites B, C, D, and E. Ziegler observed she is grateful the Port hired a contractor to complete the office in the 151C building in Dallesport after seeing what many tenants have done on their own in the past. She said having a contractor make the changes gives her confidence the work is done correctly. Ziegler stated she is waiting on the HVAC proposal from the contractor. PC Herman said he felt the Port should foot the entire cost of the HVAC rather than half the cost as previously noted. He noted in his own experience, he replaced HVAC without additional cost to his tenants as he felt it was within his scope as a landlord. PC Schmitt stated it was a miserable building to be in, and stated he was in favor of supporting the HVAC and the LED light fixtures. Schmitt said the Port should be on a campaign to update all its lighting to LED, so should pay the full portion of the LED lighting fixtures. Discussion followed about needing a clear	

<p>Old Business (cont.) BPT Bldg 1A Kerrits Remodel (cont.)</p>	<p>understanding of what is actually going to be built. PC Vinyard clarified the proposed form of the Port's financial contribution would be as a reimbursement on the rental invoices. Ziegler noted the reimbursement would be driven by the terms of the lease.</p> <p>Herman and Schmitt clarified the Port wants to maintain three separable suites. Vinyard asked if the Port would install HVAC as a separate project in order to get competitive bids, as required for public works projects. Vinyard said it is important to keep documentation to prove the Port has done its due diligence and can make valid decisions on what the Port purchases.</p>	
<p>New Business Redistricting: Springboard Scenarios</p>	<p>Gavin Jaravata, Flo Analytics, presented a brief overview of the redistricting process, the current population of the existing districts based on the 2020 census data and three scenarios with a goal of minimal population deviation, school district cohesion, and voting district cohesion respectively. PC Vinyard expressed concern all three scenarios split the Troutlake and Glenwood communities. The PC worked together with Jaravata to balance the districts with respect to community interest, with a target population for each district of within 5% of 4484 persons per district. ED Ziegler asked about the timeline for publishing public notices.</p>	<p>By consensus, the PC canceled the June 21, July 5, and July 19 meetings and selected June 28 as the date for the public hearing for setting the redistricting maps and July 12 for adoption of the redistricting maps.</p>
<p>Executive Director's Report 2021 Port Financial Statement & 2022 year-to-date</p>	<p>ED Ziegler discussed the financial statement prepared by Teresa Johnson, CPA. PC Herman noted the Port's debt is very low interest which is why the Port has not paid off the loans. Herman suggested moving Dock Road grading to maintenance rather than Capital Improvements in the future.</p> <p>Ziegler gave a review of the 2022 budget year-to-date. She noted the CPI is higher than anticipated, so we have \$27,000 more than expected revenue as of 5/25/22. Ziegler noted the payroll is less than budgeted</p>	

Executive Director's Report (cont.) 2021 Port Financial Statement & 2022 year-to-date (cont.)	due to maintenance staff transitions and PC attending fewer than three meetings a month on average. Discussion followed about budgeting for better internet service. Ziegler discussed the capital budgeted items including a snapshot of what has been spent and what is anticipated to be spent within 2022.	
Executive Director's Report (cont.) DIP 151C Office Construction	ED Ziegler shared photos of the office in progress including insulation, door frames and headers, electrical boxes, and HVAC mini-split connections.	
Executive Director's Report (cont.) DIP Mine Expansion Permit	ED Ziegler stated she had a meeting with Archaeological Investigations Northwest to identify what needed to be done to determine if the Port would like to invest in securing or avoiding target areas currently included in the proposed mine expansion boundary. PC Vinyard clarified if the Department of Archaeology and Historic Preservation (DAHP) approves the site, the Port would not need any additional monitoring. Ziegler noted the Port will need more information to determine if there is enough value in the mining area to go through the process of getting DAHP approval of a site.	
Executive Director's Report (cont.) 4 th of July Event	<p>PC Schmitt stated Appleton Fire Department will provide a fire truck for the event. ED Ziegler noted AA Snyder worked on securing dumpsters and port-a-potties for the event. PC Vinyard stated he wanted to ensure City of Bingen and City of White Salmon were fully supportive of the event.</p> <p>Vinyard requested a followup on Mt. Adams Fruit's request for a fire break. Ziegler stated she would review some surveys to determine if the Port can work in that area.</p>	
Executive Director's Report (cont.) Lease Updates	ED Ziegler noted Hanging H has leased all of BPT Lot 18.	
Commissioners Remarks	PC Vinyard stated he has an EDA meeting scheduled for the July 26, 2022.	

Public Comment	None.	
Adjournment	PC Vinyard adjourned the PC Meeting at 7:40 PM.	

Approved on June 29, 2022
(Date)

Margie Ziegler
Margie Ziegler, Executive Director

Bonita Snyder
Bonita Snyder, Administrative Assistant

Jim Herman
Jim Herman, Secretary