

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: None.	Meeting called to order by PC Vinyard at 4:37 PM.
Administrative Matters Approval of Minutes Approval of Vouchers Resolution 2-2022 Designate Port Commissioner Districts	Minutes – June 29, 2022. Payroll Vouchers – July 05, 2022, #D13227-D13243, \$14,966.57. Vouchers – July 12, 2022, #29129-29144, \$76,865.86. PC Herman stated he had a question about the Radcomp payments which was answered. ED Ziegler presented the Community Economic Revitalization Board (CERB) debt payment balances. Ziegler stated Flo Analytics and Port Attorney Bill Eling have reviewed the resolution to designate the Port Commissioner Districts. Ziegler noted Flo Analytics will provide legal descriptions for each district.	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. PC Schmitt M to approve Resolution 2-2022, PC Herman S, MP 3-0.
Old Business BPT Bldg 1A Kerrits Remodel	ED Ziegler shared an email received from Melissa Hubbard, Kerrits, as well as updated cost estimates from Hale Construction. PC Vinyard stated he would like Ziegler to present a breakdown of what Kerrits is requesting, and offer her recommendations on how to proceed. Ziegler clarified Kerrits's request was for the PC to reconsider the amount previously offered based on improvement costs the tenant felt the Port should take on to bring the building to current standards.	

<p>Old Business (cont.) BPT Bldg 1A Kerrits Remodel (cont.)</p>	<p>Vinyard expressed discomfort with moving forward without more assessment weighing the costs and benefits to the Port. PC Schmitt stated he felt the Port's initial offer was very generous, and is wary of jumping in to anything without knowing the full benefits to the Port. Schmitt stated the Port still has to determine how it would legally meet requirements of Public Works projects. Both Schmitt and Vinyard expressed concern the Port could not recuperate the improvement at the current rental rates, as they felt the rates were lower than market value.</p> <p>Ziegler noted Kerrits is prepared to pay all improvements to remodel Suite E to add Suite F. PC Herman stated he felt Kerrits's proposal to move forward with the proposed Suite F renovations would allow Kerrits to invest more in the Port, and expressed the opinion entering into such a lease would not obligate the Port to any improvements in suites B, C, or D. He believed the Port may be able to negotiate more effectively with Kerrits if they are already invested with a lease.</p> <p>Ziegler stated Kerrits was a good tenant that diversified the tenants at the Port. She stated suites B, C, and D need significant improvements whether or not Kerrits continued to lease space. Herman agreed, noting if the Port is required to expend significant expense, he would prefer to keep a tenant rather than gamble with finding a new tenant. Discussion followed concerning the expense of building maintenance for building 1A. Vinyard stated he wanted to ensure due diligence was completed to prove the work funded by the Port was necessary and the price was in an appropriate range.</p> <p>Schmitt said some of the work proposed was within the ability of the Port maintenance staff, and the Port did not need to hire it out. Ziegler noted there were many demands on maintenance staff time and she hesitated to remove them from regular duties to work on such an involved project.</p>	
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<p>Old Business (cont.) BPT Bldg 1A Kerrits Remodel (cont.)</p>	<p>Ziegler noted this is a complicated issue. She stated for the Port to accomplish this project, the Port would need to develop a plan set and go out for bids. She said she is still researching to determine what the Port needs to do, or obtain, to ensure the project is completed correctly from a public works standpoint. Ziegler stated the more information we have the better decision the Port will be able to make. Ziegler stated Kerrits is fine tuning their remodeling plan.</p> <p>Vinyard asked what the current lease terms were. Ziegler responded Kerrits was proposing a five year lease with two five year options. Vinyard asked when it would be possible to reconsider the lease rate. Ziegler responded the lease rate is adjusted by CPI. Herman suggested Ziegler should urge Kerrits to consider the good deal they are getting on the lease rate when negotiating. Vinyard agreed, added he has been uncomfortable with difference between market rates and the tenants rates. Ziegler noted when the Port built the 151C building there was a huge difference between the expected and actual building costs. She said she believes Kerrits may be experiencing some of the same issues in planning their design, where costs are turning out to be much higher than originally estimated. Vinyard stated he valued Kerrits and they were a good tenant. Ziegler expressed the belief being more informed about what we are being asked to pay for will help the Port make a decision.</p>	
<p>New Business 2022-03 BPT Lot 9 Boundary Fill: Award</p>	<p>ED Ziegler stated five bids were received for the project with the results provided to the PC. She added the apparent low bid was from Artistic Excavation with a base bid for clearing and grubbing existing vegetation of \$25,000.00, Additive for additional Lot 9 fill at \$5,000, Additive for Lot 6 fill placement at \$4,900, Additive for the manhole extension at \$5,500, and Additive for Lot 9 future fill placement of \$10,000. Ziegler explained Darrin Eckman, Tenneson Engineering reviewed all bids and recommended rejecting the quote from GT Bladeworks as non-responsive, as they did not use the required quote form, nor provide a</p>	<p>PC Herman M to award the contract for the BPT Lot 9 Boundary Fill project to Artistic Excavation per the recommendation of Darrin Eckman, Tenneson Engineering, for base bid of \$25,000.00, Additive 1 at \$5,000, Decline Additive #2, and Additive #3 at \$5,500, for a total of \$35,500.00. Award Additive #4 at \$10,000, if fill</p>

	<p>quote for three of the four additives, making a fair comparison impossible. Eckman found no other errors or irregularities with the submitted bids. Eckman recommended the Port accept Artistic Excavation's base bid, Additive 1 (additional Lot 9 fill), Additive 3 (manhole extension) and Additive 4 (Lot 9 future fill placement), but reject Additive 2 (Lot 6 fill placement).</p> <p>Ziegler explained Eckman felt Port staff could move material on Lot 6. Ziegler noted by going back out to bid for the Lot 9 boundary resulted in a project cost \$30,000 less expensive than originally quoted. She added the project is now on a tight deadline. She said the potential fill from the Amtrack project did not come to the Port.</p>	material is received. PC Schmitt S, MP 3-0.
New Business (cont.) Byron Hanke Contract	<p>ED Ziegler stated having Byron Hanke under contract gives the Port the ability to call him when needed.</p> <p>Ziegler suggested changes to the way Hanke is paid through the contract so the Port pays for hours worked, without prepayment. Discussion followed about specific changes to the contract. PC Vinyard suggested the Port offer the changes to Hanke, and he can provide feedback on whether or not he feels the changes are suitable.</p>	PC Herman M to renew Byron Hanke's consulting contract, PC Schmitt S, MP 3-0.
Executive Director's Report DIP 151C Office Construction	<p>ED Ziegler stated the final building inspection was scheduled for July 11, 2022. Ziegler said Maintenance Staff installed the wall cove and created a punch list of items they noted needed finished or corrected.</p> <p>Ziegler stated Maintenance Assistant Aaron Smith terminated employment July 8, 2022. She noted she hired Riley Smith as an intern.</p>	
Executive Director's Report DIP Mine Expansion Permit	ED Ziegler stated she is still waiting on quotes from Archaeological Investigations Northwest.	
Executive Director's Report (cont.) 3 rd Qtr Strategic Planning	ED Ziegler reviewed the staff report related to projects in progress, and anticipated for third quarter.	

<p>Executive Director's Report (cont.) 3rd Qtr Strategic Planning</p>	<p>PC Vinyard asked for clarification on the Well #1 brittle piping. PC Schmitt stated Eckman will know how to best address future piping and maintenance.</p> <p>Vinyard noted the RCO grant cycle is every two years. He stated the Port needs to get a plan in place so it is set up to apply. Discussion followed about what was needed for a plan.</p> <p>Schmitt stated there was lumber stacked against the fence on lots 38 and 39 which could be a potential fire hazard. Schmitt expressed the opinion it was too late to manage the vegetation this year, but in future the fence line should be sprayed. Discussion followed on who would be able to manage the spray application.</p> <p>PC Herman asked if the degreaser was effective for the lift station. Ziegler stated only one pump is currently operating as the other is out for maintenance.</p> <p>Schmitt expressed his appreciation of the quarterly update, as he felt it kept him informed. Herman and Vinyard agreed.</p>	
<p>Executive Director's Report (cont.) Washington Public Ports Association (WPPA) Commissioner Conference</p>	<p>PC Vinyard stated he needs to find out how critical his attendance at the Klickitat County Public Economic Development Authority meeting is. PC Schmitt stated he would go to the conference if Vinyard could not.</p>	
<p>Executive Director's Report (cont.) 4th of July Followup</p>	<p>ED Ziegler shared photos of the July 4th event. PC Schmitt stated he would work with the Fire Chief next year to keep an Appleton truck on site, as Bingen's Fire Department may be called away from the event. Ziegler stated the area designated to firing off fireworks cannot accommodate an unlimited amount of people. She said it is important to keep this event small and just for our local community. Ziegler stated next year she will advertise the checkpoint closes at 10:45pm.</p>	

Commissioners Remarks	<p>PC Vinyard stated would make a determination about whether he was attending the Klickitat County Public Economic Development Authority meeting or the WPPA meeting, and would let ED Ziegler know.</p> <p>PC Schmitt felt the 4th of July event was a success and was good advertising for the Port.</p>	
Public Comment	None.	
Adjournment	PC Vinyard adjourned the PC Meeting at 6:46 PM.	

Approved on August 2, 2022
(Date)

Margie Ziegler
Margie Ziegler, Executive Director

Bonita Snyder
Bonita Snyder, Administrative Assistant

Jim Herman
Jim Herman, Secretary