

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; Property Manager (PM) David Sauter; and Administrative Assistant (AA) Bonita Snyder. <b>PC/Staff Absent:</b> None. <b>Guests Present:</b> None.	Meeting called to order by PC Vinyard at 4:30 PM.
<b>Public Hearing</b> Setting Water Use Efficiency Goal	PC Vinyard opened the public hearing regarding Setting Water Use Efficiency Goals at 4:30 PM. ED Ziegler stated a letter was sent to the Dallesport Industrial Park water customers and a notice was posted in the paper. She noted goal setting in an industrial park looks different than a city water system. She discussed what actions the Port and its water customers can take to be mindful of efficient water use. Ziegler shared correlation between power usage and water pumped, used, and lost. Ziegler recommended the Port set a goal to reduce water loss to 10% or less. No public comment was made or submitted. Vinyard closed the public hearing at 4:39 PM. Vinyard opened the regular meeting at 4:39 PM.	PC Schmitt M to set the water use efficiency goal at 10% of water loss or less, PC Herman S, MP 3-0.
<b>Administrative Matters</b> Approval of Minutes  Approval of Vouchers	Minutes – May 7, 2024.  Payroll Vouchers – May 20, 2024, #D13785-D13793, \$13,564.51.  Vouchers – May 23, 2024, #29927-29932, \$3,796.66.  Vouchers – June 4, 2024, #29933-29945, \$19,839.10.  Payroll Vouchers – June 5, 2024, #D13794-D13810, \$16,585.42.	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>Old Business</b>	None.	

<b>New Business</b> Electronics Use Policy	ED Ziegler described the need for an electronics use policy. She presented the policy for approval. Discussion followed about Port provided cellphone uses.	PC Schmitt M to approve the electronics use policy, PC Herman S, MP 3-0.
<b>New Business (cont.)</b> Lease Policy	ED Ziegler presented the draft policy language recommended and provided by CPA Teresa Johnson. AA Snyder noted the reason for these policies is in response to the changes to the Governmental Accounting Standards Board (GASB) and State Auditor's Office reporting requirements.	PC Herman M to approve the lease policy, PC Schmitt S, MP 3-0.
<b>New Business (cont.)</b> SBITA Policy	ED Ziegler presented the draft policy language recommended and provided by CPA Teresa Johnson. AA Snyder described how the state perceived long-term subscription based IT arrangements as liabilities, because there is a commitment to make ongoing future payments, like debt.	PC Schmitt M to approve the Subscription Based Information Technology Arrangements policy, PC Herman S, MP 3-0.
<b>Executive Director's Report</b> DIP Barge Dock Update	<p>ED Ziegler stated she declined to assign the DIP Lot 43/45 lease to Dallesport Distribution Services, LLC, per the Port Attorney's recommendation. Ziegler noted the Department of Ecology stormwater permit must be transferred to North Fork Resources, the leaseholder.</p> <p>Ziegler stated she wants to get the property line of the 0.74 acres of Lot 45 clearly marked. She noted the bark is cleaned up in accordance with the timeline outlined in the lease. PC Schmitt said new bark generation needs to be carefully monitored also.</p>	
<b>Executive Director's Report (cont.)</b> DIP 153 Building Update	PM Sauter presented base and alternate pre-engineered metal building (PEMB) drawings to be issued for bids. Sauter stated there is opportunity for a second floor, so the base model PEMB reflects windows in the potential upper level. Sauter stated the design allows for additional upper-story windows if desired in the future. Sauter reviewed door placements and how they relate to proposed tenant improvements. Sauter noted the base model PEMB has the option of skylights due to the steeper roof pitch. The alternate model PEMB has a shallower roof	

<b>Executive Director's Report (cont.)</b> DIP 153 Building Update (cont.)	<p>pitch, an elevated roof section with larger upstairs windows, and an additional man door to a break room area. Discussion followed about the risk factors of a more costly building, the basis for financing, and the expected bid process. PC Schmitt noted he liked aesthetic of having buildings with uniformity of color and style.</p> <p>Sauter noted that any capital project built with state money since 2005 must be built to a minimum of LEED silver standards, or apply for an exemption. Sauter stated the PEMB was exempted from the LEED standards as it was under 5,000 sq. ft. of conditioned space.</p>	
<b>Executive Director's Report (cont.)</b> Shoreline Permit Update	PM Sauter stated he expected to get final approval from the Department of Ecology by no later than June 21, 2024. Sauter stated he was invited to present at the WPPA meeting about the permitting process, and it was well received. ED Ziegler noted Sauter emphasized the importance of frequent communication with the agencies involved in the permitting.	
<b>Executive Director's Report (cont.)</b> 2023 Financial Statement	ED Ziegler reviewed the annual report submitted to the State Auditor's Office.	
<b>Executive Director's Report (cont.)</b> WSDOT Underpass	ED Ziegler noted she is in receipt of the final plans for the underpass, and BNSF has delivered materials for their portion of the underpass project. Discussion followed about the potential storm water liability and the need for a pumping station to manage the excess water received. PC Vinyard expressed concern regarding how to manage pumps in the event of a power outage.	
<b>Executive Director's Report (cont.)</b> Meeting Schedule	Discussion followed about the 4 <sup>th</sup> of July. PC Schmitt stated he would volunteer with the Appleton Fire Department.	By consensus the PC canceled the June 18, 2024 meeting.
<b>Commissioners Remarks</b>	PC Vinyard requested a quick fact sheet about the talking points of the Port including acres, number of tenants, major services/operations, employment numbers, future projects, and estimated value to the community. Vinyard noted the Port can not accommodate the recreation and housing concerns brought forward by the City of Bingen. He noted	

<b>Commissioners Remarks (cont.)</b>	<p>recreation does not produce revenue nor employment. He added when the Port attempted a levy lift for the Marina Park improvements, it failed. Discussion followed about the proportion of tax monies the Port expends on recreation, with no return on investment. Vinyard stated the Port needs to maintain focus on economic development.</p> <p>PC Schmitt praised Maintenance Lead Jeff McClain for his work in repairing the backhoe. ED Ziegler thanked Schmitt for his assistance in troubleshooting with McClain.</p> <p>PC Herman said a Bingen fireman expressed frustration with no tax revenue from the Port's area which is in the Bingen Fire Departments area of protection. Herman stated he explained how the Port tried to negotiate with the City of Bingen about this issue in the past. Ziegler noted changes need to be made at Klickitat County Assessor's officers to change the Fire District's boundaries. She added Leasehold and Sales Tax from the Port do trickle back to the City.</p>	
<b>Public Comment</b>	None.	
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 6:29 PM.	

Approved on July 2, 2024  
(Date)

Margie Ziegler  
Margie Ziegler, Executive Director

Bonita Snyder  
Bonita Snyder, Administrative Assistant

Jim Herman  
Jim Herman, Secretary