

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: 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. PC/Staff Absent: None. Guests Present: None.	At 4:30 PM PC Vinyard stated PC Herman had been delayed and recommended delaying the meeting start. PC Schmitt agreed. Meeting called to order by PC Vinyard at 4:43 PM.
Administrative Matters Approval of Minutes Approval of Vouchers	Minutes – June 4, 2024. Vouchers – June 19, 2024, #29946-29956, \$2,742.82. Payroll Vouchers – June 20, 2024, #D13811-D13818, \$11,771.40. Vouchers – July 2, 2024, #29957-29966, \$10,361.42. Payroll Vouchers – July 5, 2024, #D13819-D13836, \$15,310.43	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.	
New Business (cont.) DIP 153 Building – Personal Services Contract	ED Ziegler stated she, PM Sauter, and PC Schmitt reviewed the AKS estimate and scope of work for the DIP 153 building. She noted there is \$75,000 included in the estimate she believes the Port will be able to address in house, thereby reducing the cost. Sauter clarified the need to have an expert on retainer for project management as needed, but he can accomplish day to day oversight of the project. Discussion followed about concerns with the prior project versus the advantages of the responsiveness of a local subject matter expert familiar with the project	PC Schmitt M to direct ED Ziegler to enter into a contract with AKS Engineering to design the DIP 153 building, prepare bid documents, and contract specifications, PC Herman S, MP 3-0.

<p>New Business (cont.) DIP 153 Building – Personal Services Contract (cont.)</p>	<p>area. Ziegler stated she requested an editable document by the end of the Phase 1 project to be able to bid Phase 2.</p> <p>Sauter discussed the modifications proposed to the Lot 39 stormwater pond and drainfield to accommodate the Lot 38 building (Phases 1 and 2), current Lot 38 building 151C, and future Lot 38 buildings 151A, B, and D. He noted the future 151E building will require a separate bioswale. As a result of the need to expand the bioswale, the driveway will be routed from Parallel Ave and pavement will be extended along Parallel Ave. The expanded bioswale will be fenced to provide a safety barrier.</p> <p>Sauter noted the 151B existing structure is solid, but needs resided. He proposed exploring the cost of new siding. Discussion followed.</p>	
<p>New Business (cont.) DIP Proposed Development – Riley</p>	<p>ED Ziegler shared information regarding a proposed batch plant on Tony Riley’s Dallesport Property. She discussed the Port’s water line and wellhead protection area. She said the notice states existing ditches will be utilized for discharge of process water. She noted she is not aware of any existing ditches and wants to ensure the water stays on their property and will not impact the well water quality. Discussion followed about the rapid water infiltration through soil in the Dallesport Industrial Park. PM Sauter expressed the opinion there was a need for a locally competitive batch plant. PC Vinyard expressed concern regarding expected water usage. Discussion followed about how to determine what the water usage priority is for the water system, future water use, and needed infrastructure. Discussion followed about water rates for users not on Port owned land. Discussion followed regarding Port road wear and use. PC Schmitt listed sections of roadway he felt needed maintenance in order to preserve the asset.</p>	

New Business (cont.) 100 Dow Rd – Wesco	ED Ziegler stated she sent an email to Wesco April 1 st , directing the replacement of the barriers after paving. Ziegler stated they have paved their approach and the access road. She noted asphalt cuttings have been placed on Port property and she needs to discuss removal with Wesco. Ziegler asked for direction regarding moving forward with the barrier placement.	By consensus the PC requested ED Ziegler to inform Wesco that barriers need to be replaced according to the map provided in April 2024.
Executive Director's Report Shoreline Permit Update	ED Ziegler stated Department of Ecology approved the Shoreline Permit. The Department of Ecology has required the Port to develop a riparian buffer vegetation plan within six months and return the plan for approval. Ziegler stated she would like to meet with AKS Wetland Specialist Stacey Reed to develop a sustainable plan. Ziegler stated there is an appeal period of 21 days. Pending no appeals, the Port could begin accepting fill July 10. Discussion followed regarding the start of the Underpass project. Ziegler stated the next meeting with the Washington State Department of Transportation will be next Wednesday.	
Executive Director's Report (cont.) 3 rd Qtr Strategic Planning	The PC had no questions.	
Executive Director's Report (cont.) 4 th of July – Intern	ED Ziegler stated she would like to pay the Intern time and a half for working the holiday.	By consensus the PC agreed to pay the intern at a rate of 1.5 times his usual rate during the holiday event.
Executive Director's Report (cont.) General Updates	<p>ED Ziegler stated the Bingen Economic Development Study Draft Report is being presented tonight at the City of Bingen, and the recording of the presentation will be available.</p> <p>Discussion followed about Columbia Gorge recreational river access, and the inability of the Port to meet the demand. The PC was in consensus the focus of the Port should continue to be economic development.</p> <p>ED Ziegler tentatively suggested September 17th for a Dallesport Industrial Park on-site walk-through with the PC.</p>	

Executive Director's Report (cont.) General Updates (cont.)	Ziegler stated there is an opportunity for North Fork Resources to move gravel by barge, and they have requested a wharfage or dockage rate for rock. Ziegler discussed potential dockage or wharfage rates. Ziegler also suggested adjusting the staging area rate. Discussion followed about setting a reasonable rate as a proof of concept. Ziegler stated she wanted to revisit the barge load timing and rates after a successful model is established.	
Commissioners Remarks	PC Vinyard noted the Hood River bridge still had 40% funding needed. PC Schmitt said the Port must do something to maintain its roads. PC Herman stated he attended a Mid-Columbia Economic Development District meeting.	
Public Comment	None.	
Adjournment	PC Vinyard adjourned the PC Meeting at 6:37 PM.	

Approved on July 16, 2024
(Date)

Margie Ziegler
Margie Ziegler, Executive Director

Bonita Snyder
Bonita Snyder, Administrative Assistant

Jim Herman
Jim Herman, Secretary