

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt (via teleconference), Wayne Vinyard; Executive Director (ED) Margie Ziegler; and Property Manager (PM) David Sauter. PC/Staff Absent: None. Guests Present: None.	Meeting called to order by PC Vinyard at 4:35 PM.
Administrative Matters Approval of Minutes Approval of Vouchers Resolution 3-2024 Adoption of the Regular Tax Levy Resolution 4-2024 Adoption of the 2025 Budget Resolution 5-2024 Amendment of the Comprehensive Scheme of Harbor Improvements	Minutes – November 5, 2024. Payroll Vouchers – November 20, 2024, #D13947-D13954 and Check #30101, \$13,781.54. Vouchers – November 18, 2024, VOID #30082, \$-42.19. Vouchers – November 18, 2024, #30102-30117, \$11,901.19.	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 Herman M to approve Resolution 3-2024, PC Schmitt S, MP 3-0. PC Herman M to approve Resolution 4-2024, PC Schmitt S, MP 3-0. PC Schmitt M to approve Resolution 5-2024, PC Herman S, MP 3-0.
Old Business	None.	
New Business	None.	

<p>Executive Director's Report DIP 153 Building Update</p>	<p>PM Sauter stated the bid contract for the DIP 153 building was completed last week and now we are working on the bid plans and specifications. Sauter said the frustrations has been in waiting for AKS sub contractors to provide information so that plans can be finalized. Sauter said the timing has been hard to deal with but we feel the Port has made good progress.</p>	
<p>Executive Director's Report (cont.) DIP Reservoir Inspection</p>	<p>PM Sauter said the DIP reservoir was inspected by Integrated Underwater Services (IUS) and a video was sent. Sauter showed the PC the video and talked about the report. Sauter said the report showed the reservoir is in good shape for it's age and did not require cleaning. Sauter said he will reach out to IUS and find out next steps for the maintenance issues noted in the report.</p>	
<p>Executive Director's Report (cont.) DIP Water Rates</p>	<p>ED Ziegler said the Port will need to approve it's annual water rate resolution at the December 17th PC Meeting. Ziegler stated the PUD has set their 2025 budget at a 3% increase as we have done in the past. Ziegler said earlier this year The PC had talked about setting rates to be higher for non-port owned properties. Ziegler said Port would need to hold a public hearing for water customers to have an opportunity to give input. That makes the timeline tight and we would need to hold the public hearing on December 3rd. A notice could go out to customers by email. Ziegler said a water rate study was not completed, but she could put together what information we do have by the December 3rd meeting. Discussion followed regarding what would be the correct rate increase for non-port customers.</p>	
<p>Klickitat County Public Economic Development Assosiation (KCPEDA) .09 Grant Extension</p>	<p>ED Ziegler said she reached out to the KCPEDA and requested an extension on the grant funds to June 30, 2025. She said an amendment has been completed and will be signed by the Klickitat County. Vinyard thanked Ziegler for asking other Ports for their input, noting that no other .09 organizations loan out the .09 funds and that he hopes KCPEDA board continues the grant program and invest in public infrastructure.</p>	

<p>Executive Director's Report (cont.) ED Review and Vacation accrual discussion</p>	<p>ED Ziegler stated in packet is the standard Executive Director evaluation form and an executive session will be held at the December 3rd Port Commission Meeting. Ziegler said we will need to discuss vacation balance carry over also and hopes an exception can be made because vacation was not able to used. Ziegler said she will do PM Sauter and ML McClain's reviews before year end.</p>	
<p>Executive Director's Report (cont.) Administrative Assistant</p>	<p>ED Ziegler stated 19 applications have been received to fill the vacant Administrative Assistant position. Three interviews were held today, and there will be another interview tomorrow at 3pm.</p>	
<p>BPT Lot 10 - Breeze On Assignment</p>	<p>The Port has been approached by Breeze On that their building will be purchased by Aerovel and the Port is working with the Port's Attorney Bill Eling on a lease assignment document. PM Sauter did a walk through of the Breeze On building and said the building is in excellent condition. Ziegler said a meeting will be set up with the new owners. The employees parking in the Marina Boat parking area issue is in the process is being resolved.</p>	
<p>BPT 154 Building 1A – Suite B</p>	<p>ED Ziegler said that Guzzle H2O is eager to move into Suite B on February 1, 2025. PM Sauter discussed tenants electrical needs.</p>	
<p>Commissioners Remarks</p>	<p>PC Vinyard said the next Klickitat County Public Economic Development Association (KCPEDA) meeting will be in January 2025.</p> <p>PC Herman said his next Mid Columbia Economic Development District (MCEDD) meeting will be December 21, 2025.</p> <p>PC Herman said he received the notice of the Washington Public Ports Association (WPPA) dues increase for 2025. Herman asked if the formula had changed. Discussion followed. ED Ziegler said she would ask WPPA for additional information.</p>	

Public Comment	None	
Adjournment	PC Vinyard adjourned the PC Meeting at 6:28 PM.	

Approved on December 3, 2024
(Date)

Margie Ziegler
Margie Ziegler, Executive Director

Jim Herman
Jim Herman, Secretary