


TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard (via teleconference); Executive Director (ED) Marc Thornsbury; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. <b>PC/Staff Absent:</b> None. <b>Guests Present:</b> Tammy Kaufman, Insitu, and Nancy White, Custom Interface.	Meeting called to order by PC Schmitt at 4:31 PM.
<b>Administrative Matters</b> Approval of Minutes  Approval of Vouchers	Minutes – June 19, 2018  Vouchers – June 27, 2018, #27401-27411, \$3,566.64.  Payroll Vouchers – July 5, 2018, #D12052-D12065, #27412-27413, \$12,198.97.  Vouchers – July 6, 2018, #27414-27427, \$77,867.10.  Payroll Vouchers – July 20, 2018, #D12066-D12071, #27428-27429, \$10,404.14.	PC Herman M to approve the minutes, PC Schmitt 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> SR-35 Bridge Representative	ED Thornsbury noted discussion continues regarding a new SR-35 bridge, the Port of Hood River has started the process to produce a final environmental impact statement, and there will likely be future meetings concerning various matters such as the look of the bridge, who will own it, and how it will be governed. Thornsbury suggested the PC appoint a representative for the Port of Klickitat concerning the new SR-35 Bridge as work toward its replacement continues. PC Schmitt suggested ED Thornsbury. PC Vinyard concurred, adding it might be appropriate to have a PC member attend the initial SR-35 bridge meeting.	PC Schmitt M to appoint ED Thornsbury as the Port’s SR-35 Bridge Representative, S Vinyard, MP 3-0. By consensus the PC agreed to have PC Vinyard attend the initial SR-35 Bridge meeting.

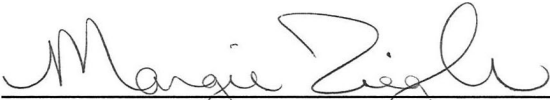
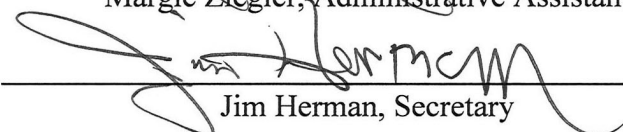
<p><b>New Business cont...</b> Maintenance Staffing</p>	<p>ED Thornsbery explained that subsequent to preparation of the staff report concerning maintenance staffing, the Port's Maintenance Technician tendered his resignation, changing key assumptions on which the report was based. Thornsbery said he will fill the two vacant positions with current applicants, but is not committed to adding a third person given the altered circumstances. Thornsbery queried the PC regarding the possible hiring of a third maintenance staff person on a short-term basis. Thornsbery said as preparations begin for next year's budget he is looking for general direction. PC Schmitt expressed concern the Port has not had sufficient staff to keep up with all of its projects and urged consideration of a third person if qualified people are available. PCs Herman and Vinyard concurred.</p>	
<p>August Meeting Schedule</p>	<p>ED Thornsbery explained he likely would not possess sufficient information concerning outstanding matters in time to present it at an August 7 meeting and suggested the meeting be canceled. PC Vinyard asked about the planned training regarding public meetings and records. AA/PA Ziegler stated the training could occur prior to the meeting on August 21 starting at 3pm.</p>	<p>By consensus, the PC canceled the August 7 meeting and agreed to meet at 3pm on August 21 to receive public meetings and records training.</p>
<p>Prospective Vendor</p>	<p>ED Thornsbery presented a request to site a small, ten foot square, semi-permanent structure to be used for serving breakfast related items. Thornsbery noted that in the past, mobile food carts primarily serving lunch have been permitted on a trial basis, but that in this case the facility is not mobile so no precedent has been set. Thornsbery recommended allowing placement of the structure on a trial basis. PC Herman encouraged allowing the use. PC Schmitt stated the Port should support small business. PC Vinyard said he had no concerns.</p>	<p>By consensus, the PC agreed to permit placement of the structure on a trial basis.</p>
<p><b>Executive Director's Report</b> Office Equipment</p>	<p>ED Thornsbery explained the copy machine is no longer operational and is probably not worth the cost to repair, adding the control panel has gone blank, there are unknown sounds suggesting gear problems, and two of the four drums have not been replaced and will likely need to be</p>	

<p><b>Executive Director's Report cont...</b> Office Equipment cont...</p>	<p>in the near future. Thornsbery noted alternatives are being considered along with purchase, lease, and operating costs.</p>	
<p>Marina Way Sinkhole</p>	<p>ED Thornsbery said the ground penetrating radar contractor completed an initial scan of the area north of the sinkhole. He noted the contractor will generate a report of the results, but has asked to return—at no additional cost—and scan additional areas to provide more information before producing the report. Thornsbery stated no dangerous conditions were detected under the road. He added no fill has been placed in the sinkhole and it has not changed since the week after it was discovered.</p>	
<p>West Utility Corridor Project</p>	<p>ED Thornsbery said he is working with Tenneson Engineering to prepare the final plan set and contract documents for the west harbor utilities project so it can go out for bid. He explained the work is currently focused on addressing several existing vaults that are likely no longer necessary. Thornsbery added Klickitat PUD would like to install larger vaults and conductor to improve the reliability of service to the business park with the marginal cost to be absorbed by the PUD. He noted additional conduits for future use will also be installed.</p> <p>Thornsbery explained in the future, full three-phase power could be installed south from Marina Way through Marina Park and serve the restrooms, irrigation pump, and future marina. He added three-phase power would allow for installation of a more efficient irrigation pump. Thornsbery noted removing the vault near the boat ramp will provide additional flexibility when the Marina Park parking area is reconstructed. Thornsbery stated there will be a series of vaults for power and other utilities at the future common corner of lots 14 and 18 and on the south side of Bingen Point Way at the south end of the utility corridor.</p> <p>Thornsbery noted electric, telco, and other utility conduits will be extended from the utility corridor west across Spruce St., adding that this link between PUD switch vaults would provide added redundancy and reliability to electric service. Thornsbery cautioned there will be asphalt</p>	

<p><b>Executive Director's Report cont...</b> West Utility Corridor Project cont...</p>	<p>cuts across Spruce St. and Bingen Point Way and at the north entrance and across three parking stalls at 110 Bingen Point Way.</p> <p>PC Herman asked if the new facilities would allow future broadband service for Marina Park visitors. Thornsby said that is not part of the current project, but could be done in conjunction with the future addition of three-phase electric service to the Park. PC Schmitt encouraged the installation of conduit for future use whenever there is an opportunity. Thornsby said he expects to go out for bid before the next PC meeting.</p>	
<p><b>Commissioners Remarks</b></p>	<p>PC Vinyard said he attended the Klickitat County Public Economic Development Authority (KCPEDA) meeting on June 26 where the sales and use tax for public facilities in rural counties (aka 0.09 funds) were discussed. Vinyard stated the County has \$1.8 million available for economic development projects and 20% of the previous year's income is used for Klickitat County Economic Development Dept. staff. Vinyard briefly talked about the allocation of 0.09 funds to a project for Skyline Hospital and the Klickitat PUD pumped storage project near the former Goldendale Aluminum smelter site.</p> <p>Vinyard noted the KCPEDA is conducting a buildable lands survey in conjunction with a consulting firm and the results are expected to be presented at the September 20 KCPEDA meeting. Vinyard asked about an inquiry he received regarding a rural procurement survey. Thornsby noted he was aware of the survey, explaining the information we could offer likely would not be useful enough to warrant the time investment to complete the survey and several other Ports appear to be more involved in the study being done.</p> <p>PC Herman said he is planning on attending the Southwest Washington Regional Transportation Council (SWRTC) meeting on August 7.</p>	

<b>Commissioners Remarks cont...</b>	PC Schmitt said there were no MCEDD meetings in July and they are looking for bus drivers for the transit system.	
<b>Public Comment</b>	<p>Nancy White, Custom Interface, asked for confirmation the Port would increase the size of its leased property (Lot 14) as previously discussed, noting the costs for moving forward are high enough to warrant seeking assurance the additional space will be made available before attempting to obtain financing. PC Schmitt remarked there had been no change to the Commission's approval and encouraged staff to continue working to expand Lot 14 as agreed.</p> <p>Thornsby noted the binding site plan must be updated and explained that due to the expense of an update, he is waiting for information concerning the Lot 8 impairment and proposed exchange. White asked when Binding Site Plan update might be complete. Thornsby said he expects to know more about the Lot 8 property exchange in the next couple of weeks and the actual Binding Site Plan update process would likely take three months as it must go through the Klickitat County Planning Dept. and be approved by the County Commission.</p> <p>Tammy Kaufman, Insitu, asked about the status of Lot 8. ED Thornsby explained the Wash. Dept. of Transportation (WSDOT) is currently handling the proposed property exchange as it is their project that is causing the impairment of Lot 8.</p>	
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 5:16 PM.	

Approved on August 21, 2018  
 (Date)  
  
 Marc Thornsby, Executive Director

  
 Margie Ziegler, Administrative Assistant  
  
 Jim Herman, Secretary