

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
<p><b>Attendance</b></p>	<p><b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (ED) Marc Thornsbury; Staff Accountant (SA) Margie Ziegler; and Administrative Assistant (AA) Bonita Snyder. <b>PC/Staff Absent:</b> None. <b>Guests Present:</b> Bryan Charters, Insitu.</p>	<p>Meeting called to order by PC Vinyard at 4:33 PM.</p>
<p><b>Public Hearing</b> 2020 Draft Budget  2020 Draft Capital Improvement  Amendment of the Comprehensive Scheme of Harbor Improvements and Industrial Development</p>	<p>PC Vinyard opened the public hearing regarding the 2020 Operating Budget, Capital Budget, and Comprehensive Scheme amendment at 4:34 PM.</p> <p>Vinyard commented on the need to ensure the amounts budgeted for capital projects include funds to engage project management consultants and reduce the burden on staff. PC Schmitt stated it was his understanding that was the case. Vinyard cautioned pursuing the three additional projects outlined in the capital budget (DIP Shoreline/Stormwater Improvements, DIP building, and BPBP NW Lot Boundary Fill) in addition to the projects for which funds have been committed in prior years will leave approximately \$550,000 for new projects at the end of 2020. Vinyard stated his intent is not to change the budget, but to ensure the PC is aware of the financial impact.</p> <p>PC Herman expressed concern a failure by the Port to move forward with the boundary fill project could result in complications when it applies for its next shoreline development permit. ED Thornsbury agreed work should be done in the next one to two years, but did not feel the entire boundary fill project as proposed would need to be completed to support future permitting. Schmitt expressed his desire the proposed projects be completed in their entirety. Herman concurred. Schmitt added he was comfortable with a smaller general reserve fund and tighter project</p>	

	<p>budgets in the future if it meant projects were being completed and noted the Port has never hesitated on fill projects in the past.</p> <p>Vinyard stated infrastructure is expensive, but a fundamental element of every improvement constructed or job created at the Port. He added he remains concerned with the projected general reserve fund amount and explained its decline was foreseeable given the failure of the Port's proposed levy lift. Vinyard noted the lack of funds will limit the speed with which the Port is able to complete projects in the future. Schmitt stated his belief it is a mistake to do things halfway. Vinyard suggested the PC consider adjustments to spending in the future.</p> <p>Vinyard opened the hearing to public comment. None was made or submitted. PC Vinyard closed the public hearing at 4:43 PM with adoption of the budget and amendment to take place November 19, 2019.</p>	
<b>Administrative Matters</b>	Minutes – October 22, 2019	PC Schmitt M to approve the minutes, PC Herman S, MP 3-0.
Approval of Minutes		
Approval of Vouchers	Vouchers – November 5, 2019, #27938-27952, \$3,660.19. Payroll Vouchers – November 5, 2019, #D12345-D12452, \$16,996.73.	PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.
<b>Old Business</b>	None	
<b>New Business</b>	None	
<b>Executive Director's Report</b> DIP Aggregate Exporting	ED Thornsby stated he is engaged in fact-finding with respect to the timing, quantity of material potentially available for export, availability of equipment, offloading facilities in the Portland metropolitan area, and parties who may or may not be seeking materials in the greater Dallesport—The Dalles area. He explained of the eight parties that received the letter inviting them to discuss the possible export of aggregate from Dallesport, five have expressed their intent to participate.	

	<p>Thornsby said he hopes to meet with the interested parties during the third week of November.</p> <p>Thornsby explained all the parties face the same problem of securing the efficient and cost-effective transportation of materials despite competing with each other for access to, and the sale of, aggregate material. He stated the first meeting will help determine how to proceed and whether any subsequent meetings are collaborative in nature or held with individual entities. Thornsby noted all of the companies are aware of each other and their respective operations.</p> <p>PC Vinyard remarked participants may be cautious to avoid the appearance of collusion. Thornsby stated his intent to keep the scope of any discussions narrowly focused on the transport of material under the Port's mission to support economic development and river transportation. He added the degree to which the Port may be involved in ensuring equitable access to water transportation will depend on the level of cooperation within the industry.</p>	
DIP Prospective Development	<p>ED Thornsby stated he expects to meet with a representative from the federal Economic Development Administration (EDA) to discuss upcoming Port projects and how it might be able to provide financial support. He explained funding through the Wash. Community Economic Revitalization Board (CERB) and the EDA require an economic feasibility study to be conducted. Thornsby added he has obtained a list of items that must be addressed to satisfy the CERB study requirements and hopes to obtain a similar list from the EDA. Thornsby noted he expects to include an Economic Development Study as part of the work to be conducted by the Port's architect in support of the proposed DIP development. He added the study will address both the EDA and CERB requirements in one document, enabling the Port to seek funding from both sources.</p>	

	<p>PC Schmitt asked if Klickitat County funds were available for the project. Thornsbery said he has put the County on notice the Port intends to request funds collected under the Sales &amp; Use Tax for Public Facilities in Rural Counties.</p> <p>Thornsbery reported the proposed cherry packing and transport facility has moved to the airport, but two other parties subsequently approached the Port looking for space at Bingen Point. He added the first stated Bingen was as far east as they would consider and the second may be interested in a ground lease at Bingen Point or Dallesport. Thornsbery reported the latter was receptive to his suggestion they consider a space lease in a future building at Dallesport. He expressed hope additional information would be available at the December PC meeting.</p> <p>PC Vinyard asked about the jobs that might be provided by the second interested party and how they compare to those of the proposed packing and transport facility. Thornsbery said the company is engaged in high-tech machining and speculated employees would be engaged in programming specialized equipment to perform this work. He stated this would not deliver the high density employment typical for other Port properties, but would provide consistent, non-seasonal employment. Vinyard stated this kind of industry is desirable because it has year-around employment without requiring much space. Vinyard asked if there would be any special building requirements. Thornsbery said floor support and electrical supply needs would need to be considered in building specifications, but weren't extraordinary.</p>	
Deicer Assessment	<p>ED Thornsbery reminded the PC of the pitting, spalling, and scaling observed on the Port's concrete sidewalks and the various factors believed to be responsible for it as reported at the previous meeting. He explained staff had conducted an assessment of potential deicers and noting a direct comparison of deicers is difficult due to wide variations in the information available for each. Thornsbery stated the Port has</p>	

typically used off the shelf deicers, but cautioned the Port may need to reevaluate the practice in order to avoid costly sidewalk replacement. He added information about deicers from commercial sources is often contradictory, complicating the identification of a deicer with limited negative impacts to concrete and the environment.

Thornsbury stated all chlorides cause corrosion of exposed metals and this formed the basis for the popularity of calcium magnesium acetate (CMA) as an alternative to sodium chloride (rock salt). He added he is seeking additional information about the product with the possibility of testing it. Thornsbury explained magnesium chloride appears to be the most damaging to concrete because the former alters the chemical structure of the latter, reducing its flexibility and strength. He added once this occurs, the concrete is more susceptible to stress damage from other sources such as chlorides. Thornsbury also reviewed the problems with sodium and potassium acetate and sodium formate. He emphasized there is no perfect solution and all deicers have one or more drawbacks as to their efficacy, effect on concrete, or impact on the environment.

PC Vinyard noted sodium acetate is used by airports that are often near a water body and suggested if airports can manage the environmental impacts of this deicer, it might be a viable option. Thornsbury cautioned the Port has a small, enclosed lake rather than a naturally flowing river and, as a result, runoff into the lake is more densely concentrated. He added while sodium formate and sodium acetate both have a detrimental effect on concrete, potassium formate does not have the same effect.

Thornsbury explained potassium formate is a liquid product sprayed rather than a dry granule that is spread. He added it is easier to regulate quantity and application coverage with a liquid spray than a broadcast granule. Thornsbury stated his intent to test potassium formate. Vinyard asked for clarification the intent was to test this on sidewalks, not

roadways. Thornsbury confirmed this. Discussion followed regarding the deicing products and practices used by the State of Washington.

Thornsbury noted urea has been used by airports for years, but has significant, negative environmental impacts. He added its popularity was due to its non-corrosive nature. Thornsbury stated alfalfa meal will be the third deicer tested and noted it is an organic compound (reducing its environmental impact) that generates heat as it breaks down. Thornsbury cautioned the use of alfalfa meal as a deicer is relatively new and, as a result, there is little information regarding its efficacy or impact at this time. He added it did, however, appear promising.

Thornsbury stated glycol-based deicers were not considered due to their high bio-chemical oxygen demand (BOD) in water. He also explained the use of sugar beet juice mixed with sodium chloride, adding there appeared to be problems with sticky residue and tracking. Thornsbury explained he would continue to investigate CMA as recent information has come forward that, if confirmed, could eliminate CMA as an option.

Vinyard expressed concern regarding the possible buildup, tracking, and removal of alfalfa meal. Thornsbury said his research did not reveal any such issues related to those questions, but we can observe those impacts when we test it.

Thornsbury noted the PC had asked staff to consider concrete sealing at the previous meeting and described various options available including the application of products using silanes and siloxanes. He noted silane-based sealants were found to last longer and products with 100% solids were the most effective. He cautioned the latter were difficult to properly apply and recommended a silane-based sealant with 40% solids as a reasonable balance between efficacy and ease of application. Discussion followed regarding different sealants.

	<p>Thornsbury indicated sealants could not be applied until late spring due to the need for a clean, dry surface prior to application. He added sealing will have to be completed in sections so portions of the sidewalks can be closed for pressure washing, drying, sealant application, and curing.</p> <p>Thornsbury noted Clear Roads, a consortium testing winter maintenance materials, equipment, and methods, is conducting a study to assess the effects of deicers, but the results will not be available until 2020. He added the Port may benefit from reviewing the report and any new, relevant data it includes, next year.</p>	
<p><b>Commissioners Remarks</b></p>	<p>PC Schmitt: Attended the Mid-Columbia Economic Development District (MCEDD) Economic Development Symposium and found it interesting.</p>	
<p><b>Public Comment</b></p>	<p>Bryan Charters, Insitu, requested a policy for snow-removal including the time of day when snow would be removed. PC Vinyard noted this year additional staff is available. PC Herman stated the Port included funds for a plow in its 2020 budget. He added the Port's existing plow requires a commercial drivers license (CDL) and Port staff are not certified to operate commercial trucks.</p> <p>Charters asked if CDL training had been included in the budget. Herman replied no funds were allocated for CDL training. Charters suggested the PC consider using contractors to remove snow instead of staff. PC Schmitt noted the Port has been actively looking for a smaller truck and plow. Thornsbury reviewed the Port's current resources.</p> <p>Charters noted he had sent Thornsbury information showing areas for which Insitu would be responsible and a desired order for the clearing of building sidewalks and parking lots. Charters requested confirmation the Port would ensure safe walkways during winter conditions. He expressed appreciation for Thornsbury's involvement in snow clearing, but argued the possibility of injury while conducting such efforts places</p>	


the regular work of the ED at risk. Charters reported several slip-and-fall incidents occurred during the winter of 2018-19 and expressed a desire to see any policy describe the start and end times to facilitate coordination between Port and Insitu staff.

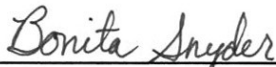
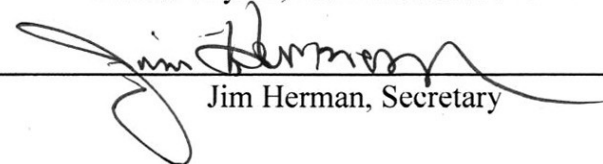
Schmitt remarked a plow truck suitable for the Port would not be available until January. Thornsbury stated the Port has equipment to remove snow and will proceed as needed. Discussion followed concerning the elements to be included in a snow policy such as resources, prioritization, timing, communication, and weather factors. Schmitt said he could meet with Charters. Vinyard suggested Thornsbury and Jeff McClain, Port Maintenance Lead, be involved. Discussion followed with Schmitt to meet with Charters at a later date.

Vinyard stated the issue should be placed on the agenda. He cautioned the PC should avoid conducting business while receiving public comment and expressed discomfort that due process was not observed. He added the discussion appeared to override the ED and the lack of opportunity to review information prior to discussion left the PC unprepared. Thornsbury reminded the PC the purpose of due process is to give the PC adequate time to consider the issues, collect and review applicable information, and respond from an informed position.

**Adjournment**

PC Vinyard adjourned the PC Meeting at 6:08 PM.

Approved on December 10, 2019  
 (Date)  
  
 Marc Thornsbury, Executive Director

  
 Bonita Snyder, Administrative Assistant  
  
 Jim Herman, Secretary