

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman (via teleconference), William Schmitt, Wayne Vinyard; Executive Director (ED) Marc Thornsbury; Staff Accountant (SA) Margie Ziegler; and Administrative Assistant (AA) Bonita Snyder. PC/Staff Absent: None. Guests Present: None.	Meeting called to order by PC Vinyard at 4:38 PM.
<p>Administrative Matters Election of Officers</p> <p>Approval of Minutes</p> <p>Approval of Vouchers</p>	<p>PC Vinyard asked if another commissioner had interest in serving as Port Commission President in 2020. PC Schmitt suggested the officers for 2020 remain the same as 2019. PC Herman added the current roles were a good fit.</p> <p>Minutes – December 10, 2019</p> <p>Payroll Vouchers – December 20, 2019, #D12483-D12490, \$11,175.45.</p> <p>Payroll Vouchers – December 26, 2019, #D12491-D12493, \$7,634.86.</p> <p>Vouchers – December 31, 2019, #27991-28005, \$4,654.77.</p> <p>Payroll Vouchers – January 6, 2020, #D12494-D12510, \$14,151.64.</p> <p>Payroll Vouchers – January 21, 2020, #D12511-D12519, \$13,088.15.</p> <p>Vouchers – January 21, 2020, #28006-28031, \$88,279.05.</p> <p>Herman noted approval of these vouchers marks the last payment for Building 1B, retiring the Port’s highest interest loan. He added this will free additional funds in the Port’s 2021 budget.</p>	<p>PC Schmitt M to retain Wayne Vinyard, President; Bill Schmitt, Vice President; and Jim Herman, Secretary for 2020, PC Herman S, MP 3-0.</p> <p>PC Herman M to approve the minutes, PC Schmitt S, MP 3-0.</p> <p>PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.</p>

Resolution No. 1-2020 Delegating Authority to Port Officials	ED Thornsby stated the resolution includes additional language to accommodate the assignment of a specific project to an individual commissioner outside the regular staff process. He added there were also minor alterations to tighten language and adjust for statutory changes.	PC Schmitt M to approve Resolution No. 1-2020, PC Herman S, MP 3-0.
Old Business		
New Business CRGC Management Plan Update - Comments	<p>PC Vinyard asked if the extended comment period for the Columbia River Gorge Commission (CRGC) Management Plan update was the result of additional changes or considerations. ED Thornsby expressed his belief the comment period was extended to provide additional time for comment given the holidays. He reminded the PC it took rapid action in approving the letter due to the original deadline, but the extension offers the opportunity for further discussion. Thornsby added the submitted letter is essentially the same as the one the commission approved, with a few minor revisions. PC Schmitt stated his belief the letter is acceptable as submitted. PC Herman and Vinyard concurred.</p> <p>Schmitt noted the Department of Agriculture budget includes two million dollars in disaster relief funds for the Columbia River Gorge. He added the funds are designated for small business loans and entities in Klickitat County are eligible to participate. He suggested Thornsby speak to the Executive Director at the Mid-Columbia Economic Development District (MCEDD) for more information. Discussion followed concerning whether public agencies such as the Port are allowed to participate.</p>	
DIP Lot 15 Lease - Screening	ED Thornsby presented information regarding proposed screening for Lot 15 at the Dallesport Industrial Park (DIP). PC Schmitt stated his belief the north end of Lot 15 should be screened to avoid a potentially messy appearance near the Dow Rd. entrance, but cautioned against excessive screening requirements that could make the lot too expensive to lease. PC Vinyard expressed concern the proposed plain, concrete block wall nine feet high would result in a prison-like appearance.	

Schmitt expressed support for staining the concrete blocks so they would be less noticeable and noted the Washington State Department of Transportation routinely uses stained concrete in its projects.

ED Thornsbury presented several options including imposing no screening requirement, screening all sides of the lot, or screening the street frontages only. He asked if the PC had a preference with respect to the presence or type of screening, adding the lessee will likely require some level of security and material storage. Thornsbury stated it is likely the lessee will need to keep raw materials stockpiles on site given the type of industry and noted that while the interior use of the lot is up to the lessee, the PC can address requirements pertaining to what is visible.

Vinyard cautioned that in deciding, the PC should recognize whatever it allows for one lessee may be demanded by future lessees. Schmitt expressed belief the PC would be reasonable requiring screening to be consistent with what is present in the area. Thornsbury asked the PC what would not be considered acceptable screening. Schmitt stated he would prefer textured blocks, but at minimum would want non-textured blocks stained. Vinyard suggested stains be in a natural color. PC Herman suggested the lessee could use blocks it already has on those sides that do not front a street and use fencing, textured blocks, or stained blocks on those that do front a street.

Thornsbury asked if the PC had height or foundation requirements if concrete blocks are used. Vinyard stated the foundation should be evaluated, particularly if the wall is nine feet high. Herman expressed preference for a six foot maximum height, adding a nine foot wall would appear like a fortress, especially if security wire is used at the top. Vinyard cautioned nine foot walls could pose a greater risk of toppling. Thornsbury added pressure from materials storage against the interior of the wall could also increase that risk. Vinyard noted if materials were

stored against the wall and a front-end loader was used to move them, additional pressure could be applied to the wall. Schmitt stated the Port could either require an engineered footing or restrict where materials may be stored on the property to eliminate the concern. Thornsbery cautioned the monitoring of materials placement would be difficult and recommended an engineered footing to insure any wall is stable.

Herman suggested the maximum height for a wall along a street frontage should be seven feet above ground level. Thornsbery asked if the PC opposed a nine foot wall above ground level when not along a street frontage—provided it was properly engineered. Schmitt stated he would find that acceptable. Discussion followed about what constitutes a street frontage and the portion of the lot to be leased.

Thornsbery asked if the PC would accept fencing. Schmitt stated he would not be opposed to the use of fencing of any height provided it is slatted and consistent with other fencing already present in the area. Thornsbery asked if the PC required any vegetation. Schmitt said he had no preference, but the lessee would be responsible for the cost of irrigation. Vinyard cautioned vegetation can become an eyesore if not properly maintained. Thornsbery clarified vegetation requirements could be minimal with a focus on drought tolerant species. Herman questioned the need for vegetation. Schmitt suggested vegetation should not be made a requirement. Vinyard concurred.

Thornsbery restated the parameters established by the PC regarding screening on Lot 15: Vegetation will not be required; slatted fencing will be allowed without a height limitation; block walls on street frontages will be limited to a six foot height and non-street frontages to a nine foot height; textured blocks may be used; plain blocks may be used provided they are stained; all block walls will require an engineered footing to

	insure stability; and combinations of the above may be utilized based on lessee preference.	
Surplus Property	A surplus property list was provided to the PC for review.	By consensus the PC approved the disposal of surplus property.
Dump Truck Purchase	<p>PC Schmitt reported he had inspected local replacement beds for the Port's International dump truck, explaining one bed was too big and the other was in very poor condition. With no acceptable replacement beds available, he requested authorization to purchase a smaller truck with a dump bed at the Woodburn Auction Yard the following weekend. PC Herman expressed support for the purchase.</p> <p>PC Vinyard noted a commercial driver's license (CDL) is required to operate the International dump truck. Schmitt suggested the Port surplus the International dump truck. Thornsby reminded the PC one of the primary purposes for a small dump truck was to tow a backhoe without the need for a driver with a CDL, but with the small JCB backhoe deemed unsuitable, that will no longer be possible.</p> <p>Schmitt suggested a track hoe might be light enough to tow with a small dump truck. He added there is no perfect piece of equipment that can meet all of the Port's needs and reviewed skid-steer loader options and applications. Thornsby cautioned the Port predominantly uses the backhoe portion of its loader backhoe, not the front-end loader portion. Schmitt noted the Port could buy a backhoe for use at Dallesport, but expressed concern the purchase cost could be equivalent to moving the backhoe from Bingen 150 times at \$300 per round trip. Thornsby reminded the PC a backhoe does meet all of the Port's current needs, but it would not be possible to tow it with a small dump truck.</p> <p>Thornsby suggested purchasing a smaller truck would keep the Port's options open as the trucks at auction are likely the best available locally. He added prior research showed comparable trucks listed at \$25,000 to</p>	PC Herman moved to authorize PC Schmitt to bid up to \$25,000 for a small dump truck at the Woodburn Auction Yard. PC Vinyard S, MP 3-0.

	<p>\$30,000. Thornsbury advised the PC there is likely minimal financial risk in acquiring the dump truck now and later deciding whether to keep it as there is reason to expect the Port could sell it for the price paid, assuming it were acquired for \$25,000 or less. He cautioned a similar opportunity may not arise again for some time. Herman suggested the truck may be more useful than anticipated. Vinyard concurred.</p> <p>Schmitt noted professional auction buyers track the market for dump trucks and would likely know the trucks are the last of their kind this year, potentially raising interest and prices and prompting his suggested \$25,000 limit. He added he might be unable to purchase a truck at all. Schmitt explained the advantage of retired NW Natural dump trucks is they are mechanically sound and noted there will be limited time to evaluate trucks before the auction begins. He added he will take along the Port's Maintenance Lead and a personal friend to assist in evaluating the seven trucks available. Vinyard expressed support for proceeding with the purchase. Discussion followed concerning the mileage and fuel type of the trucks available and possible Port use.</p> <p>Schmitt stated a letter from his bank guaranteeing sufficient funds will be necessary to allow him to purchase the truck with a personal check. SA Ziegler confirmed the Woodburn Auction Yard required such a guarantee to accept a personal check. She suggested Schmitt request an invoice in the Port's name at the auction so the Port can reimburse him.</p>	
<p>Lot 39 Site Plan</p>	<p>PC Schmitt remarked he has learned the difficulties that come with operating as a government entity. He added the bid process was beyond his expertise, but he will meet with Scott Moore of Mackenzie to complete the engineering and architectural pieces needed for the bid documents. Schmitt recommended the project move ahead with some changes, noting he decided two bathrooms would be required to make the building divisible after a conversation with ED Thornsbury. He</p>	<p>By consensus the PC agreed to proceed with a draft contract for Mackenzie to work on the Lot 39 project.</p>

	<p>added it will also need to be wired and plumbed if it is going to be ready for immediate move in by a lessee.</p> <p>Schmitt explained Mackenzie has requested a geotechnical survey of the lot and speculated prior evaluations done on adjacent lots may be an acceptable alternative. He added the Port should hire Mackenzie to plan the development or it should abandon the project. PC Vinyard expressed support for hiring Mackenzie. PC Herman concurred. Schmitt explained the next step will be to have Mackenzie create a contract to present to the commission for approval. He added hiring Mackenzie would be a one-time investment to master plan the entire lot. Schmitt suggested that despite the increased cost, engaging an architect helps guarantee a usable building and the best use of the lot.</p> <p>Schmitt said he will meet with Mackenzie to discuss various issues and options. He added the Mackenzie contract will cost approximately \$130,000 so it will not be possible to construct a building for \$140,000 as he originally proposed. PCs Vinyard and Schmitt estimated the total cost at \$500,000 with Schmitt noting this would be greater than the \$350,000 allocated in the 2020 budget. Herman noted the Building 1B payoff may free monies to help fund this project.</p>	
February Meeting Schedule	ED Thornsby noted the regularly scheduled meetings are February 4 and 18. PC Schmitt stated he would be available for the February 18 meeting, but not the February 4 meeting.	By consensus, the PC canceled the February 4 meeting.
Executive Director's Report FEMA Flood Plain Update – Comments	ED Thornsby noted in late 2018 the Federal Emergency Management Agency (FEMA) estimated the flood plain remapping project would produce draft maps in Fall 2019 with a public comment period to follow. He explained there have been delays and the draft flood plain maps are expected to be available until Spring 2020 at the earliest. Thornsby stated once the draft maps are released, it will be possible to review the proposed changes and assess the potential impact to the Port. He added FEMA has not released any information at this time.	

	<p>PC Vinyard requested confirmation the Port will not have any concrete information until the draft maps are released. Thornsbery agreed, adding some preliminary figures from the Army Corps of Engineers have been fed into the FEMA process and they are higher than they have been in the past, but until FEMA makes a final determination, the effect of those figures is unknown.</p> <p>Vinyard asked what triggered the flood plain review. Thornsbery stated he did not know, adding the current maps are old and have not been updated in some time. Schmitt questioned the need as the dams have not changed in height. Thornsbery suggested it may be due to silting in of the river channel by the White Salmon, Hood, and Klickitat rivers and noted the existing flood plain may not have been set at the top of the dams. Vinyard asked if a change in the flood plain would affect designated wetland areas. Thornsbery stated he did not believe it would.</p>	
BPBP NW Lot Boundary Fill	<p>ED Thornsbery noted the Port's engineer has started work on plans for the boundary fill project and explained he had followed up on the PC's suggestion SDS might be interested in acquiring some of the Port's large rock in exchange for smaller rock from the local SDS mine. Thornsbery explained he had contacted SDS, but they do not have an immediate need for large rock and did not express interest in an exchange.</p> <p>Thornsbery noted the bid documents will include breaking and crushing the large rock as a result. He stated he expects the bid documents to be ready by the end of February with work to break up the large rock commencing shortly after the bid is awarded. He reminded the PC fill work cannot begin until dry weather arrives and additional fill material will be necessary to act as a seal on the wetland side of the fill slope.</p>	
DIP Lot Cleanup	ED Thornsbery reported the glulams on Lot 39 will require some cleanup	

such as nail and bracket removal and stated his belief the work could be completed with three staff members in one morning. He also described the difficulty in moving the glulams. PC Schmitt asked what would be done with them once they were moved. Thornsbery stated they would likely be cut up for disposal. Schmitt queried about interest in the glulams. Thornsbery stated he would follow up on a recent inquiry.

Schmitt reported the individual who wanted the scrap metal no longer has interest in it due to the drop in scrap metal prices. Thornsbery reported the steel pipe from the decommissioned booster pump station will need to be removed and scrapped. Schmitt asked if the diesel engine had recently been run. Thornsbery stated the engine has not been regularly operated since 2009. Thornsbery speculated the station was a peculiar requirement for the proposed Dow Chemical plant.

PC Vinyard remarked the engine has very few hours on it. Thornsbery stated his opinion there is no point to maintaining a pump that will never be used and added the building will need to be removed at some point as its west end blocks a portion of James Ave., preventing its future construction. Schmitt asked how the diesel engine would be removed. Thornsbery stated the mains feeding the pumps do not have valves in the proper location and will have to be sealed off before the pump and engine can be disconnected and removed. He also expressed his belief the electric motor might have resale value, but the diesel engine probably did not. Schmitt concurred, adding that although the engine probably had insufficient horse power to be sellable, the pump might have value.


Schmitt asked about prices for the surplus beams. Thornsbery explained an offer had been received, but the beams would have to be posted at the reduced price for a period of time so all interested parties have equal opportunity to purchase at that price. PC Herman noted he listed the beams on White Salmon Happenings and referred one person to the Port.

	<p>Thornsbury cautioned a determination as to future use or disposal of the fence materials will need to be made by the time disposal of the other scrap metal takes place. Discussion followed about the condition of the fencing. Vinyard suggested offering the fencing to the Lot 15 lessee and requested clarification regarding the disposal of scrap metal. Schmitt stated that, at present, the only way to dispose of scrap metal on Lot 39 is for the Port to obtain a scrap metal bin and fill it.</p>	
New Equipment	<p>ED Thornsbury explained the JCB 1CXT backhoe had been tested on site and would not meet the Port's needs. PC Schmitt said it was a nice machine and would be great for a landscaper, but it did not have enough power for the type of projects typical for the Port.</p>	
Commissioners Remarks	<p>PC Vinyard noted he had received an email from Klickitat County asking the Port to submit, by February 7, any updates to the Port's priority projects for inclusion in the Klickitat County portion of the Mid-Columbia Economic Development District (MCEDD) Comprehensive Economic Development Strategy (CEDDS). ED Thornsbury explained the list had already been reviewed and no changes were necessary. Vinyard stated he would be unable to attend the next meeting on January 25 and suggested another PC could attend in his place. Thornsbury asked if there are any significant agenda items. Vinyard said he would forward the agenda to Thornsbury if there appeared to be any critical matters.</p> <p>PC Schmitt reported MCEDD has moved into its new building on time and under budget. He added MCEDD is holding interviews for the Executive Director position and expects the board to make a recommendation on February 16. Schmitt noted the departing Executive Director will continue on a declining part-time basis, until the end of February. He added MCEDD has been approving new loans at a high rate and noted the failure rate for loans is remarkably low.</p>	


	<p>PC Herman stated he attended the Southwest Washington Regional Transportation Council (SWRTC) meeting and learned the Bingen Point underpass, along with other transportation projects, has been put on temporary hold as a result of the recent change to vehicle licensing fees. Schmitt expressed confusion as it was his understanding the project is funded by the most recent gas tax increase.</p> <p>Thornsbury explained the underpass is part of the Connect Washington program funded primarily, but not entirely, by the gas tax increase. He added the licensing fee change will reduce revenue and likely affect some projects, but not necessarily the underpass. Thornsbury stated negotiations with the BNSF Railroad are still in process so the practical impact of any delay will likely be minimal. He speculated construction before 2021 was unlikely even before the current funding complications.</p>	
Public Comment		
Adjournment	PC Vinyard adjourned the PC Meeting at 6:39 PM.	

Approved on February 18, 2020


 (Date)



 Marc Thornsbury, Executive Director



 Bonita Snyder, Administrative Assistant



 Wayne Vinyard, President