

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman (via teleconference), William Schmitt, Wayne Vinyard; Executive Director (ED) Marc Thornsby; and Administrative Assistant (AA) Bonita Snyder. PC/Staff Absent: None. Guests Present: None.	Meeting called to order by PC Vinyard at 4:31 PM.
Administrative Matters Approval of Minutes Approval of Vouchers	Minutes – January 21, 2020 Vouchers – January 27, 2020, #28032-28037, \$52,302.11. Payroll Vouchers – February 5, 2020, #D12520-D12536, \$17,072.98. Vouchers – February 11, 2020, #28038-28059, \$17,871.96.	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		
New Business DIP Lot 39 Site Plan	PC Schmitt stated he had received a draft contract from Mackenzie earlier in the day, but was unable to review it in time for the meeting. Schmitt asked for authorization to review the contract and sign it on behalf of the PC. Schmitt added he found the Tenneson Engineering site survey cost estimate to be reasonable. PC Herman concurred, adding the Port will need to pay these costs in order to move forward.	PC Herman M to authorize the review and execution of the Mackenzie contract on behalf of the PC, PC Vinyard S, MP 3-0.
PNWA Policies Letter	ED Thornsby reminded the PC of its discussion during the October 2019 budget workshop concerning policies endorsed by the Pacific Northwest Waterways Association (PNWA) and the Port's continued membership. Thornsby explained the PC allocated funds to continue the Port's membership in 2020, but had directed staff to write a letter expressing the PC's concerns to accompany the 2020 dues payment. Thornsby presented a draft letter based on the issues discussed at the October workshop and invited the PC to suggest modifications or sign it. PC Schmitt expressed his belief the letter accurately captures the perspective of the PC.	

March Meeting Schedule	ED Thornsby noted the next regularly scheduled meetings fall on March 3 and 17. Thornsby proposed canceling both regularly scheduled meetings and holding a special meeting March 24 to award bids for the NW Lot Boundary Fill project at Bingen Point. PCs Schmitt stated he would need to attend via teleconference.	By consensus, the PC agreed to cancel the March 3 and March 17 regular meetings and hold a special meeting March 24, 2020.
Executive Director's Report DIP Lot 39 Cleanup	ED Thornsby reported staff has been working to identify items to be scrapped and started the process of dismantling the booster pump station. He noted the incoming line had been closed and the outgoing line would be closed the following week. Thornsby explained when both are closed, pipe can be removed and added to the scrap pile on Lot 39. He added once all the scrap metal has been collected, staff will request delivery of a drop box from a scrap metal recycler. Thornsby explained information on both pumps has been found and he is investigating whether they have any market value. He added while the booster pump station was constructed of quality materials, it is showing its age and the interior of the steel pipe is now heavily corroded.	
New Equipment	ED Thornsby remarked he hoped to provide information on recently acquired equipment at the next meeting. PC Schmitt asked if the small dump truck recently acquired has been licensed. Thornsby confirmed it had been licensed.	
Radar Sign	ED Thornsby reminded the PC it had previously encouraged the acquisition and use of a radar speed sign. He added a manufacturer and model had been identified, based on the details contained in the staff report provided to the PC, and invited the PC to ask any questions or offer feedback. PC Schmitt remarked it was a good choice. PC Herman agreed.	
Bingen Point Boundary Fill Project	ED Thornsby outlined the bid process timeline for the PC and noted the invitation to bid will be sent for publication later in the week with a bid submission deadline of March 19. He added the intent is to award the bid at the PC meeting on March 24.	


Commissioners Remarks

PC Vinyard explained funding through the U.S. Economic Development Administration (EDA) has historically been limited by a restriction that no initial tenant occupy one half or more of the total space of any building utilizing such funds and asked ED Thornsbery if this was still the case. Thornsbery explained recent changes to the internal EDA representative covering Klickitat County, adding he had stopped efforts to address the restriction when the PC objected to work pertaining to the planned building on Dallesport Lot 24. Thornsbery shared with the PC the last e-mail received from the current EDA representative pertaining to occupancy.

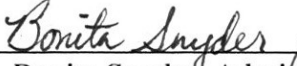
Vinyard reviewed the message and concluded the EDA no longer strictly requires a single tenant to occupy less than fifty percent (50%) of the building space, but noted it appeared grant proposals with a single tenant occupying less than fifty percent would be given priority over proposals where a single entity occupies more than fifty percent of the building space. Vinyard noted the Port would still be required to have more than one tenant for any building constructed using EDA grant funds. Thornsbery explained the EDA wants to avoid having a single company receive the exclusive benefit of federal grant funds, but the current interpretation of the occupancy requirement appears to allow much greater flexibility in how building space is leased. Vinyard expressed his opinion the Port should pursue EDA grant funds. PC Schmitt concurred.

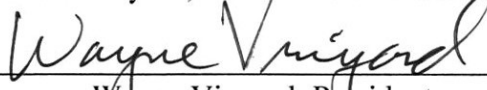
Vinyard stated the Klickitat County Public Economic Development Authority (KCPEDA) is seeking information in support of its buildable lands inventory and will be holding focus groups, conducting interviews, and accepting comments. He added a meeting to discuss the initial map study results has been scheduled for February 25, but he will be unable to attend due to a scheduling conflict. Schmitt stated he could attend in Vinyard's place. Vinyard explained the primary focus appears to be housing for the west end of the County and industrial and commercial development for the east end of the County.

	<p>Vinyard reported a desire by Klickitat County to work closely with the Port, especially with respect to infrastructure. Thornsbury noted he welcomes collaboration and has regularly engaged with County staff. He added even when the County has been unable to engage, the Port has sought to ensure its plans, such as those concerning reclamation of the mine at Dallesport, consider and support future development of the Dallesport peninsula as a whole. Vinyard estimated the final report would be available by August.</p> <p>Schmitt noted the new executive director for the Mid-Columbia Economic Development District (MCEDD) is expected to be confirmed March 16. He added a contract has yet to be negotiated and anticipated the new director would fully assume the role by the end of March.</p> <p>PC Herman noted he had been contacted for an interview regarding the buildable lands inventory, but he was not able to participate as a result of being out of state.</p>	
Public Comment		
Adjournment	PC Vinyard adjourned the PC Meeting at 5:19 PM.	

Approved on March 24, 2020
 (Date)


 Marc Thornsbury, Executive Director



 Bonita Snyder, Administrative Assistant


 Wayne Vinyard, President