

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman (teleconference), William Schmitt (teleconference), Wayne Vinyard; Executive Director (ED) Marc Thornsburry; and Staff Accountant (SA) Margie Ziegler. <b>PC/Staff Absent:</b> Administrative Assistant (AA) Bonita Snyder. <b>Guests Present:</b> None.	Meeting called to order by PC Vinyard at 4:35 PM.
<b>Administrative Matters</b> Approval of Minutes  Approval of Vouchers	Minutes – February 18, 2020 PC Schmitt stated he did not recall the motion to execute the Mackenzie contract the same as presented, but accepted it as written.  Vouchers – March 2, 2020, #28060-28079, \$16,732.57.  Payroll Vouchers – March 5, 2020, #D12546-D12561, \$14,762.02.  Vouchers – March 13, 2020, #28080-28093, \$2,378.57.  Vouchers – March 17, 2020, #28094, \$1,332.15.  Payroll Vouchers – March 20, 2020, #D12562-D12570, \$12,221.96.  Vouchers – March 24, 2020, #28095-28099, \$2,396.76. PC Schmitt requested detail on the Mackenzie invoice.	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.
<b>Old Business</b>	None	
<b>New Business</b> BP NW Lot Boundary Fill Project	ED Thornsburry stated five bids were received for the project with the results provided to the Port Commissioners. He added the apparent low bid was from Crestline Construction with a base bid of \$335,774, Additive No. 1 at \$10,412, Additive No. 2 at \$18,369, and Additive No. 3 at \$1,800. PC Schmitt questioned if the low bid contained errors. Thorns-	PC Schmitt M to award the contract for the NW Boundary Fill Project to Crestline Construction for the base bid and all additives in the amount of \$366,355, PC Herman S, MP 3-0.

	<p>bury explained Darrin Eckman, Tenneson Engineering, had reviewed the bids and found no errors or irregularities with the bid submitted by Crest-line Construction.</p>	
BPBP Lot 34 Ground Lease	<p>PC Vinyard noted Insitu had requested this agenda item but was not in attendance. Vinyard stated his belief the matter should be handled by the Executive Director, not the PC. PC Schmitt suggested ED Thornsbery send an e-mail to that effect to Insitu. PC Herman concurred. Thornsbery objected, noting any statement concerning what appropriately comes before the PC is a matter for the PC, not staff. Schmitt reiterated the underlying matter should be handled by staff. Vinyard added lessee questions should go to ED Thornsbery and offered to send an e-mail to Insitu describing the position of the PC.</p>	<p>By consensus, the PC directed PC Vinyard to send an e-mail to the lessee explaining the matter should be discussed with ED Thornsbery.</p>
DIP Lot 15 Ground Lease	<p>ED Thornsbery presented a draft lease of DIP Lot 15 to Rapid Readymix Co. PC Schmitt asked if the rent would be reduced as a result of site preparation by the lessee and questioned upon what basis the reduction would be calculated. Thornsbery pointed the PC to the section of the lease covering site preparation, explaining the lease requires three bids and describes how the rent reduction is to be determined. He added the lessee could perform the work itself, but would receive credit for their actual costs or the lowest bid received, whichever is less. Thornsbery stated the lease language prevent collusion by the lessee in obtaining bids and estimated the cost recovery period would likely be five to six years.</p> <p>PC Vinyard asked if the lease covered the PC requirement for engineered footings if the lessee used eco-blocks. Thornsbery explained the lease requires screening to be approved by the Port and that a letter was sent to the lessee conditioning such approval on meeting the PC requirements.</p>	<p>PC Herman M to execute a lease with Rapid Readymix Co for DIP Lot 15, PC Schmitt S, MP 3-0.</p>
Surplus Property	<p>PC Vinyard asked how staff expected to dispose of the items. ED Thornsbery explained staff would begin working to find potential buyers for the pumps, motor, and engine. PC Herman suggested the PC rely on</p>	<p>PC Herman M to approve the surplus list, PC Schmitt S, MP 3-0.</p>

	Thornsbury to dispose of the items from the booster pump station.	
Surplus Property - Timbers and Glulam Beams	<p>SA Ziegler noted the 101 Parallel building at the Dallesport Industrial Park was demolished in 2013 with the salvaged timbers and glulam beams offered for sale starting in 2014. She explained the total value of the timbers was estimated at \$32,000 at that time and advertised on Gorge Networks Classifieds. Ziegler added several of the timbers have been sold, and the price has been reduced, since 2014 with the most recent value of the remaining timbers estimated at \$9,000 if sold individually.</p> <p>Ziegler stated a party had offered to purchase and load the remaining timbers, including removing the glulam beams and the steel building on Lot 39 for \$2,000. She added another party offered to purchase five glulam beams for \$1 each and fifteen 24 foot timbers for \$131 each. Ziegler noted the party would purchase more if the price were \$100 each. PC Schmitt noted another party offered to purchase all the timbers for \$4,000, but they would require assistance loading the timbers.</p> <p>PC Schmitt expressed his belief the \$131 price calculated by ED Thornsbury represented an accurate value of the timbers, but added no one seems to want to pay that price. Schmitt asked about any applicable requirements from the State Auditor’s Office. Ziegler notes the SAO position is that “once the entity declares the items surplus and tries to sell them, then they can dispose of the items in a manner which has the least cost to the entity.”</p> <p>PC Herman suggested the Port sell all the remaining timbers for \$4,000. Ziegler cautioned the glulam beams would still have to be removed, adding she is working on an estimate of the cost to dispose of them. She noted a 40 yard dump box could be rented for \$356, but its use would require the beams to be cut to eight foot lengths. Ziegler explained taking the glulam beams to the landfill in Roosevelt would cost \$36 per ton for</p>	PC Vinyard M to offer all timbers as a single lot for \$4,000, as is, where is, with no loading assistance, and removal within thirty days, PC Herman S, MP 3-0.

disposal and require the beams be cut to six foot lengths. Thornsby noted one party offered to purchase five 24 foot timbers at \$131 each, but would not remove them until the COVID-19 pandemic is over. He cautioned if several of the 24 foot timbers are subsequently sold, it could create a problem in the event parties interested in purchasing all of the timbers expected the number available now. Discussion followed concerning the number of timbers available, the number that could be individually sold, the condition of the timbers, and the prospects for selling them individually or as a single lot.


Thornsby noted several different prices had been discussed by the PC and cautioned the PC should take care to avoid offering a different price to each potential buyer. He suggested the PC establish a rationale and set a price based on it so the timbers can be offered to all potential buyers at the same price. Schmitt suggested a price of \$100 per 24 foot timber, but added his primary interest was getting them removed regardless of price. Herman suggested a price of \$70 per 24 foot timber with all the remaining timbers sold as a single lot. He added the process is consuming staff time and stated his desire to see them sold and removed quickly. Vinyard noted the current economic decline may force the Port to accept a lower price.

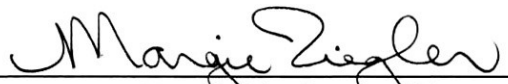

Ziegler noted that although the \$2,000 offer was substantially below the Port's most recent price, it would relieve the Port of any and all disposal costs. Schmitt suggested it might be possible someone would purchase the building for a modest sum and remove it. Schmitt suggested accepting the \$4,000 offer, but noted the buyer would need help loading the timbers. Thornsby explained the Port does not have the necessary equipment to do so and renting the equipment would further reduce the monies received by the Port. Vinyard questioned whether a decision could be made later. Thornsby explained it is difficult to know when

	<p>the next PC meeting may occur given the potential issues with the coronavirus and a decision would allow staff to proceed in the interim. Herman suggested Schmitt and Ziegler talk with the potential buyers and come up with a plan so the PC is not further involved. Schmitt offered to contact the buyers offering \$2,000 and \$4,000. Vinyard urged any sale require the buyer to load the timbers. Herman concurred, adding the timbers should be sold “as is” and “where is”.</p> <p>Schmitt asked how best to communicate and move forward. Vinyard expressed support for granting Schmitt authority to negotiate the best deal for the Port as suggested by Herman. Thornsbury cautioned that because Schmitt personally knows two of the buyers he would contact, there is some risk any deal struck could give the appearance of impropriety. Vinyard acknowledged there could be an issue with how such a sale might look. Thornsbury suggested the PC could avoid any problem by offering all of the remaining timbers in a single lot at a price of \$4,000 to each interested party in the order in which they contacted the Port with the buyer solely responsible for loading and transporting the timbers off the property within 30 days. He added if a party declined to purchase under those conditions, the next party would be contacted until the timbers were sold or there were no willing buyers.</p> <p>Herman remarked a buyer should not be excluded simply because s/he knows Schmitt. Thornsbury explained no potential buyer would be excluded on that basis. Vinyard noted offering the timbers on a “first-come, first-served” basis takes Schmitt out of the deal and avoids any appearance the Port is doing something inappropriate. He added the first person who agrees to the price and the timeline gets the timbers.</p>	
Resolution 2-2020	ED Thornsbury presented an emergency resolution that would allow Port employees to donate unused accrued sick leave to other employees that have insufficient accumulated sick leave. He explained this could be of particular assistance to new employees where an extended absence re-	PC Herman M to approve Resolution 2-2020 Authorizing Shared Leave, PC S, MP 3-0.

	<p>sulting from the coronavirus outbreak could create financial hardship. PC Vinyard said the resolution was reasonable and expressed support for the requirements that the donating employee maintain a minimum balance of 480 hours so s/he does not end up with inadequate sick leave and unused donated sick leave hours revert back to the donating employee. Schmitt said the resolution seems appropriate, adding he has worked for companies that allow such donated leave.</p>	
April Meeting Schedule	<p>ED Thornsby noted it would be impossible to predict what meeting limitations might be put in place as a result of the coronavirus outbreak and suggested the PC cancel the April 7 meeting.</p>	<p>By consensus, the PC canceled the April 7 meeting.</p>
<b>Executive Director's Report</b> COVID-19	<p>ED Thornsby explained the Port is operating with a 40% staff reduction and will continue to do so for at least the next couple weeks. He noted the Port office will be closed to the public starting tomorrow, adding the restrictions are set to expire April 6. PC Vinyard asked if the Port's landscaping contractor is working and if any critical needs cannot be met. Thornsby replied mowing could wait for a time and the Port is equipped to address any critical needs. PC Schmitt offered to assist with any work, if needed. Thornsby reminded Schmitt he falls within a high risk group for COVID-19. SA Ziegler added the landscape contractor mowed the previous Thursday.</p>	
<b>Commissioners Remarks</b>	<p>PC Vinyard said he spoke with Dave McClure, Klickitat County Economic Development Dept., and asked if any additional information was needed from the Port for the Buildable Lands Inventory. ED Thornsby noted he had a lengthy conversation with the consultant for the project.</p> <p>PC Schmitt noted the contract with Mackenzie for DIP Lot 39 architecture services had been signed and surveying of the lot by Tenneson Engineering had been approved. He added he attended the Klickitat County Public Economic Development Authority meeting on behalf of PC Vinyard.</p>	

	Schmitt explained the Port's DIP Lot 24 building and Dow Road realignment were ranked #4 and the Maple Street improvement, BPBP flex building, and the improvement of five acres at BPBP were ranked #8 on the Mid-Columbia Economic Development District (MCEDD) Comprehensive Economic Development Strategy (CEDDS) list. Schmitt noted the new MCEDD Executive Director is Jessica Metta.	
<b>Public Comment</b>	None	
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 5:48 PM.	

Approved on June 9, 2020  
 (Date)  
  
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 Marc Thornsbury, Executive Director

  
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 Margie Ziegler, Staff Accountant  
  
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 Vinyard, President