

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
<p>Attendance</p>	<p>Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (ED) Marc Thornsby; Staff Accountant (SA) Margie Ziegler; and Administrative Assistant (AA) Bonita Snyder. PC/Staff Absent: None. Guests Present: Byron Hanke, Port Consultant.</p>	<p>Meeting called to order by PC Vinyard at 4:31 PM.</p> <p>PC Vinyard noted the audio recording sound quality could be affected as all present were wearing face masks due to the COVID-19 pandemic.</p>
<p>Administrative Matters Approval of Minutes Approval of Vouchers</p>	<p>Minutes – June 9, 2020.</p> <p>Payroll Vouchers – June 22, 2020, #D12634-D12642, \$13,545.53.</p> <p>Vouchers – June 23, 2020, #28011-28194, \$15,809.98.</p> <p>Vouchers – July 3, 2020, #28195, \$250.00.</p> <p>Payroll Vouchers – July 6, 2020, #D12643-D12658, \$15,844.10.</p> <p>Vouchers – July 8, 2020, #28196-28217, \$77,491.53.</p> <p>Payroll Vouchers – July 20, 2020, #D12659-D12668, #28218, \$14,880.17.</p> <p>Vouchers – July 21, 2020, #28219-28235, \$34,830.63.</p>	<p>PC Schmitt M to approve the minutes, PC Herman S, MP 3-0.</p> <p>PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.</p>
<p>Old Business DIP Lot 39 Development</p>	<p>PC Schmitt presented a sample of coarse gravel recovered from a test pit dug along Parallel Ave. in front of Lot 39, noting the material present is not suitable for paving. He added the gravel was eight inches deep at the end of the existing pavement, but only four inches deep where paving in</p>	<p>By consensus, the PC agreed the building should include a small mechanical room, no interior walls, and hookups for a third bathroom.</p>

support of the development would stop. After consulting with three engineers, Schmitt suggested the bid document require removal of current material and installation of appropriate road base material. He added excavated material could be stockpiled and used elsewhere.

Schmitt reported the estimated cost to install 208 feet of new road base material was \$17,000, but this could be reduced up to \$5,000 if some of the existing base gravel were used. ED Thornsbery cautioned against counting on the ability to use any of the existing gravel for the new road bed and suggested it be used as fill north of Lot 24 as the depth of the area is such the gravel quality would be immaterial. PC Herman concurred. Schmitt added three engineers agreed it would be best to remove the existing material and build the road bed properly. Schmitt stated conditions under the current pavement are unknown and described the existing asphalt as three inches thick comprised of a two inch and a one inch lift. He added the pavement is in good shape given its age, but may not have used the same gravel as was found in the test pit.

Schmitt noted the Port will eventually pave the entire length of Parallel Ave. and speculated traffic would subsequently increase. He expressed concern as to the risks of proceeding with the less expensive alternative. Thornsbery observed if the road bed were completed incorrectly, it would likely have to be torn up and corrected in the future at a greater overall cost. He added Lot 35 is large enough to house a substantial industrial presence that could increase traffic. Schmitt recommended paying a higher initial cost to ensure the road is built correctly. PC Vinyard stated cutting corners could cause the Port to end up paying three times the cost, making the \$5,000 savings insignificant. Schmitt explained the geotechnical engineer could perform a compaction test on the road bed, but this would cost \$1,200 and might result in a recommendation the roadbed be replaced anyway.

Schmitt reported the permit will be submitted to the County by the end of the week. He showed two alternative building layouts, each with a restroom at the north and south end of the building and a twenty (20) by thirty (30) foot maintenance area. In the first the maintenance area is located in the northwest corner using a storefront entry and in the second it is located in the northeast corner of the building using a combination man and overhead door. Schmitt expressed his preference for having only a mechanical room, but acknowledged concerns raised by ED Thornsbery in a staff report describing the potential need for shop space with the construction of a building staff will be responsible for maintaining. Thornsbery clarified he suggested the PC consider the matter of shop space based on conversations with maintenance staff, but was not recommending what the PC should include in the design.

Schmitt explained the interior walls will not be load bearing and suggested they should be omitted from the design to be added at a later date based on tenant needs. He acknowledged the need for maintenance staff to have some space for a work bench or desk, perhaps in a larger mechanical room, but questioned the need for additional space that would not be available for lease. PC Herman suggested the building could be used for maintenance purposes, backhoe storage, or other Port use until a tenant leases space and walls are installed. Schmitt expressed his belief it is easier to lease part of an open space and suggested the PC avoid pre-planning space that may not fit a tenant's needs. Schmitt urged completing the restrooms, but leaving the interior walls for a later date.

PC Vinyard asked how the restrooms would be divided if there were a second tenant. Schmitt said the building is designed to be occupied by up to two tenants with two electrical systems, two hot water heaters, two restrooms, etc. He stated the Port could share facilities with a tenant, add a third restroom, or elect not to have a maintenance area in the building. Vinyard stated his belief the Port should allocate space for a maintenance

shop with separate facilities that would require a third restroom if the building were to house two tenants. Schmitt said the engineering for two restrooms is complete so including a third would result in additional engineering and cost. He cautioned a third restroom would reduce the amount of space available for lease.

Schmitt suggested the Port share a restroom with a tenant. Discussion followed regarding the feasibility of sharing facilities, including security concerns. Schmitt proposed a dual-access, lockable restroom.

Thornsbury cautioned this would require the doors be locked in the interior of the restroom to prevent access between tenant and Port areas and this could result in a user becoming trapped if they forgot the key.

Schmitt suggested the use of coded keypads instead of keyed locks.

Vinyard suggested a third restroom could abut an existing restroom as there would already be plumbing to the area. Herman expressed support for this configuration. Schmitt stated a restroom could go anywhere so long as he had clear direction for the architect.

Vinyard cautioned against providing only the minimum space necessary for maintenance staff, adding the Port could end up needing more space in the future. Discussion followed regarding maintenance needs and tenant space. Vinyard expressed support for the inclusion of a third restroom to support two tenants and a maintenance shop. Schmitt asked for the dimensions of the existing maintenance shop at Bingen Point and inquired what equipment would need to be stored at Dallesport.

Discussion followed about the comparative size of the current shop and the proposed maintenance area. Thornsbury suggested a functional space at Dallesport would have a subset of basic equipment such as a few grabber cones, small tools, etc. for minor work with large projects planned for and fully supplied from the existing shop at Bingen Point.

Vinyard proposed construction of two restrooms, plumbing for a third restroom stubbed in, and no other interior walls. Schmitt noted if there is interest in leasing the entire building, the Port can build another one. Port Consultant Hanke clarified two tenants would be the most the building could sustain, but one tenant would be considered. Schmitt questioned the need for a third restroom. Vinyard argued it is important to have a third restroom plumbed in, but not necessarily completed. Herman concurred with Vinyard.

Schmitt explained the County does not require a fire sprinkler system for a building this size. Herman asked if the size of the mechanical room could be reduced. Schmitt explained the plan originally included a small mechanical room and a riser room for the sprinkler system. He added use of a fire alarm instead of a sprinkler system would eliminate the need for a riser room and the mechanical room had been enlarged to allow for a work bench before the idea of a shop was considered. Vinyard expressed support for a maintenance area to the rear of the building with an overhead door.

Thornsbury clarified the proposed maintenance area would be about half the size of the existing shop, allowing for a workbench, parking for one vehicle and a few storage shelves. Schmitt discussed ways to increase space, including building a mezzanine over the restrooms, discussed alternate restroom locations, and stated the architect did not want bathrooms in the corners. Thornsbury noted the buildings at Bingen Point do not have restrooms in the corners.

Schmitt reported 208-volt three-phase electric service is currently planned for the building, but maintenance staff expressed a preference for 480-volt service. Schmitt added he would find out the cost difference, estimating it to be a few thousand dollars. Vinyard noted the Port is trying to attract manufacturing tenants and having 480-volt three-

	<p>phase service would be beneficial. Herman concurred. Schmitt asked if natural gas was available for the heating systems. Thornsbury replied Northwest Natural has facilities along Parallel Ave., but was unsure if they were located on the east or west side of the road. He added it is unclear where the change from a high-pressure main to a low-pressure main occurs and advised a regulator may be needed. Schmitt noted gas heat is less expensive to operate than electric.</p> <p>Herman clarified the mechanical room would be smaller, two restrooms would be built, a third restroom would be plumbed in but not completed, and there would be no other interior walls. Vinyard encouraged Schmitt to discuss the purpose and location of the shower with the architect. Discussion followed about capacity and location of water heaters. Herman suggested the use of small on-demand heaters.</p> <p>Schmitt stated the original cost estimate from Mackenzie was \$130,000. He added the Port negotiated it to \$92,000, but he anticipates additional charges. SA Ziegler noted Mackenzie has been paid \$35,000 to date. Schmitt expressed admiration for the expertise of the Mackenzie team. Vinyard confirmed Mackenzie will oversee construction in addition to their work on the project design. Schmitt stated Mackenzie's bid included an engineer to inspect footings and materials used, etc. as the building progresses. Schmitt expressed hope construction would begin by mid-September. Discussion followed concerning building costs.</p>	
<p>New Business August Meeting Schedule</p>	<p>ED Thornsbury noted the regularly scheduled meetings are August 4 and August 18. Thornsbury stated he did not anticipate having any time sensitive agenda items by August 4. PC Schmitt added he did not expect to have any additional items regarding the building by the fourth.</p>	<p>By consensus, the PC canceled the August 4 meeting.</p>
<p>Port Consultant's Contract</p>	<p>PC Vinyard explained the contract with Port Consultant Hanke expired June 30 and urged the PC to extend the contract for another year, adding</p>	<p>PC Schmitt M to extend the Port Consultant contract, PC Vinyard S,</p>

	<p>he considers Hanke an invaluable resource. Hanke said his contract was crafted to be on a year-to-year basis with opt-out provisions and added he was willing to continue for another year. Vinyard suggested Hanke visit the Port on at least a quarterly basis. Hanke stated it helps to be in touch with what is happening at the Port. Vinyard asked if there was anything Hanke needed. Hanke replied it would be helpful to receive a copy of the agendas and previous minutes, adding he could inquire about additional items he might need.</p>	MP 3-0.
Strategic Planning Workshop	<p>PC Vinyard suggested skipping to the Strategic Planning Workshop agenda item. PC Schmitt agreed. Vinyard stated his belief he needs to personally become more familiar with the draft Strategic Plan so he can use it effectively. Schmitt concurred, adding the Plan can be changed if it isn't working. He added it has been a while since it was reviewed. Vinyard suggested the PC should evaluate how new projects fit with the Plan and assess their potential effect such as diverting the Port from other objectives.</p> <p>Port Consultant Hanke said he could coordinate with ED Thornsby to set up a workshop to review the Plan with the PC. He added the Plan can be a useful guide to help the PC stay on the same page and make decisions as a group, but can be amended as needed. Hanke recommended the PC add a regular review of specific topics as they relate to projects and priorities to its routine meetings in addition to a more comprehensive workshop review.</p> <p>Vinyard recalled a conversation with Thornsby, adding Thornsby had made a valuable point concerning use of the Strategic Plan to guide daily decisions and asking Thornsby if this was an accurate representation. Thornsby stated he did not recall specific details of the conversation, but noted the Strategic Plan had not been referred to in any discussions by the PC. Schmitt agreed the Plan had not been brought up. Thornsby explained he has not continued work on the Plan and has</p>	

	<p>considered it a low priority given the PC’s apparent lack of interest. Hanke stated the small size of the Port means it is more important for the PC to work through the priorities defined in its strategic plan. Vinyard added the PC should make decisions with the Strategic Plan in mind and with the commissioners supporting each other by putting the Plan in the forefront of decision making.</p> <p>Thornsby remarked the Strategic Plan should be forward looking in order to be effective. He added although it is to be a living document, care should be taken to avoid frequent changes that reflect interests at a given moment, arguing it is a road map to shape and inform long-term direction rather than a reflection of recent decisions. Schmitt emphasized the need for flexibility. Hanke reiterated the smaller the Port, the greater responsibility each member has to be aware of how projects or decisions measure against the Strategic Plan. Vinyard said it is a tool that should help the Port determine if a project does or does not fit, allowing the PC to dismiss projects that would distract from adopted priorities.</p>	
<p>Port Priorities</p>	<p>PC Vinyard asked ED Thornsby to review the current status of existing Port projects. Thornsby quickly reviewed various projects that have appeared as agenda items over the past year and a half. PC Schmitt asked for clarification on the changes needed to the DIP water system. Thornsby explained the planned separation of the source mains from the distribution mains so all water from the wells is pumped to the water reservoir before reaching the distribution system. Discussion followed.</p> <p>Schmitt asked about obtaining grant monies from Klickitat County. Thornsby replied he is aware some rural county public facilities (aka “.09”) funds are available, but did not know of any additional grant funds. Schmitt expressed his belief other monies are available that could be used to develop a master site plan for DIP Lot 24 so it is ready for construction.</p>	

Vinyard asked what would be needed for staff to move forward with the list of priorities. Thornsbury said the PC would need to assign a priority to each project. Hanke suggested creating priority list to guide discussions. Vinyard concurred. Hanke added having a priority list could help maintain focus and provide transparent communication. He urged the PC to limit the number to a few focused priorities. Schmitt agreed a numbered list of priorities should be developed. Hanke recommended each PC create a list of priorities and then compare the lists to see where there is consensus. Vinyard suggested the priorities list be incorporated into the strategic plan workshop.

SA Ziegler provided a capital budget summary showing the projects deemed sufficiently important to be funded by the PC in 2020. Discussion followed regarding some of the items listed and those that have been completed.

Schmitt asked if there were archaeological impacts affecting the Port's mine expansion at Dallesport. Thornsbury explained the Port must file a State Environmental Policy Act (SEPA) form, in conjunction with its mine expansion permit, that explains how the Port will address archaeological sites and isolates found within the area of the proposed expansion. Schmitt asked what tribal authorities would be involved. Thornsbury stated the Port works with the Wash. Dept. of Archaeology and Historic Preservation which, in turn, works with the local tribe.


Vinyard remarked he did not realize the scope of the archaeological impact on Port properties. Schmitt asked what would be needed to make an impacted site available for Port use. Thornsbury explained the Port could cap the sites, leaving them undisturbed, set them aside and avoid mining or developing them, or hire an entity to process the site including documenting, cataloging, removing, and preserving the items comprising

	<p>the site. Schmitt speculated the latter could be costly. Thornsbury acknowledged the cost, noting the higher initial cost would buy the Port complete resolution of all archaeological impacts on the site and the ability to mine and develop the area without restrictions. He added the other options leave the problem for others to address in the future. Vinyard asked what should happen next. Thornsbury suggested the discussion be deferred and added as a future agenda item.</p>	
<p>Executive Director's Report FEMA Flood Plain Update</p>	<p>ED Thornsbury reported the first draft of the updated FEMA flood insurance rate maps (FIRMs) has been released and a conference call scheduled for the end of the month. PC Schmitt stated the map was confusing. Thornsbury provided clarification, noting the differences between the existing Effective Flood Hazard areas and the proposed Draft Flood Hazard areas. He explained Flood Hazard areas are below the base flood elevation, also known as the 100-year flood plain. Thornsbury added various entities use this information to set various rates and approve financing.</p> <p>Thornsbury noted many areas where the Port has completed fill work since the existing maps were completed will no longer be shown in the flood plain based on the draft maps. Discussion followed concerning a few areas that are still shown in the flood plain despite the subsequent placement of fill. Thornsbury explained he would address these areas in discussions with FEMA occurring later in the month.</p> <p>Schmitt commented the result could have been worse. Thornsbury acknowledged there is room for improvement, but added the current draft map is advancing in the right direction without cost to the Port. He reminded the PC filing a Letter of Map Revision to achieve the same end result would have been an expensive process.</p> <p>PC Vinyard expressed concern about the scope of the errors appearing on</p>	


	<p>Port property. Thornsby explained the relative size of the entire mapped area compared to what was provided to the PC, and expressed his belief the errors could be corrected.</p>	
BPBP Bus Shelter	<p>ED Thornsby reported the Port's application for grant funds to acquire a bus shelter was denied. He noted Kathy Fitzpatrick from the Mid-Columbia Economic Development District (MCEDD) is pursuing other grant opportunities with Mt. Adams Transportation Services (MATS) as the requesting agency, adding there may be a misperception ports have more money due to their business nature and, thus, in less need of financial assistance. Thornsby noted Fitzpatrick will borrow language from the submitted application for use in other grant applications.</p>	
Port Logo	<p>ED Thornsby presented an example of the White Salmon Valley School District (WSVSD) logo noting its similarity to the Port's logo. He added the similarity had just been brought to his attention and could potentially cause confusion. Thornsby stated he was unsure which logo came first and was not recommending any action be taken, but wanted to bring the matter to the attention of the PC before completing new signage on the Port's vehicles. PC Schmitt stated he saw no reason to change the Port's logo. PC Vinyard concurred, suggesting the Port should let the WSVSD know about the similarity. PC Herman questioned whether having similar logos was of any consequence.</p>	
Commissioners Remarks	<p>PC Vinyard thanked Port Consultant Hanke for coming, adding he valued Hanke as a resource and a friend. PC Schmitt asked if anyone had spoken with Richard Foster from Klickitat County regarding possible new economic development grant funding. Vinyard replied he hadn't heard from Richard. Schmitt stated the Port should continue to seek money for its projects.</p> <p>Schmitt commended the professionalism of the Port's architectural firm, Mackenzie, noting he felt it treats the Port as an important client despite its small size. He added the geotechnical engineer and Klickitat County</p>	

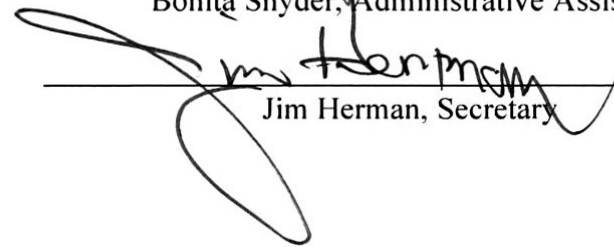
	<p>have been nice to work with as well. Schmitt suggested PC Herman communicate the positive interaction with the County Planning and Building departments to County Commissioner Sauter.</p> <p>Schmitt remarked many Mid-Columbia Economic Development District (MCEDD) business loans are being paid off with low-interest, pandemic response bank loans resulting in a decline in future anticipated income from loans. He added he has been asked to remain on the MCEDD board another year, but has not committed to doing so.</p>	
Public Comment	Port Consultant Hanke said it was nice to be in attendance and expressed his belief the Port is moving in a positive direction. He emphasized the importance of commitment and cooperation.	
Adjournment	PC Vinyard adjourned the PC Meeting at 6:34 PM.	

Approved on August 18, 2020

 (Date)


 Marc Thornsbury, Executive Director



 Bonita Snyder, Administrative Assistant


 Jim Herman, Secretary