

November 3, 2020

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Administrative Services Manager (ASM) Margie Ziegler; and Administrative Assistant (AA) Bonita Snyder. <b>PC/Staff Absent:</b> None. <b>Guests Present:</b> Port Consultant, Byron Hanke (via teleconference); Darrin Eckman, Tenneson Engineering; Port Attorney, Bill Eling (via teleconference).	Meeting called to order by PC Vinyard at 4:39 PM.
<p><b>Public Hearing</b> 2021 Budget</p> <p>2021 Capital Improvement Plan</p> <p>2021 Comprehensive Scheme Amendment</p>	<p>PC Vinyard opened the public hearing regarding the 2020 Operating Budget, Capital Budget, and Comprehensive Scheme amendment at 4:39 PM.</p> <p>ASM Ziegler reviewed the Capital Budget. She noted the budget was presented balanced by using reserve funds and it was unknown if all the capital projects would be completed in 2021. She added the budget was less detail oriented than past years, with a focus on broad categories.</p> <p>Vinyard opened the hearing to public comment. None was made or submitted. PC Vinyard closed the public hearing at 4:49 PM with adoption of the budget and amendment to take place November 17, 2020.</p>	
<p><b>Administrative Matters</b> Approval of Minutes</p> <p>Approval of Vouchers</p>	<p>Minutes – October 20, 2020.</p> <p>Vouchers – October 28, 2020, #28345-28363, \$57,385.12.</p> <p>Vouchers – November 02, 2020, #28364, \$1,851.12.</p> <p>Vouchers – November 03, 2020, #28365-28370, \$2,108.15.</p> <p>Payroll Vouchers – November 05, 2020, #D12750-D12765, \$12,325.73.</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><b>Old Business</b> Snow Plow</p>	<p>PC Schmitt stated the C5500 dump truck now has a plow affixed. Schmitt reported the truck overheated when returning from Yakima due to a lifted plow position, but operated fine when the plow was in V position. He also noted the plow came without shoes, but have been ordered along with a plow repair kit. Schmitt observed the plow is mounted low in the front and could pose a problem. He added the company was contacted and they said the mounting bracket could be cut without voiding the warranty. Schmitt said Maintenance Staff will cut the bracket and see how the truck runs plowing snow this season. If there is a problem, larger wheels and tires may need to be purchased in 2021. Schmitt added both front and back tires will need chains.</p>	
<p><b>New Business</b> Prospective Tenant – CERB Funding</p>	<p>ASM Ziegler shared details about a prospective tenant and related Community Economic Revitalization Board (CERB) funding. CERB indicated the Port could apply for funding for a building for this potential tenant, as well as funding for the 151C building.</p> <p>PC Vinyard stated the Port needs to be in touch with Mackenzie to develop site plans in order to pursue funding options. PC Schmitt noted Lot 39 has a fully developed site plan. Vinyard added the Port needs to dress up a site plan for Lot 24 in order to move forward. Schmitt said Mackenzie can not provide a site plan without knowing what kind of building the Port wants.</p> <p>Ziegler stated the Port would know by mid-January whether or not this potential tenant will site at Dallesport Industrial Park. Vinyard stated he felt it was necessary to stay ahead. Discussion followed. PC Schmitt expressed the belief the Port should go as far as possible toward CERB funding. Vinyard said Mackenzie should be involved as soon as possible in order to prevent catch and release of prospective tenants.</p>	<p>By consensus the PC directed ASM Ziegler to begin exploring CERB funding.</p>

<p><b>New Business (cont.)</b> NW Lot Boundary Fill Project Update</p>	<p>Darrin Eckman, Tenneson Engineering reported the area was surveyed on Monday morning and found some areas on Lot 8 and Lot 2 where the berm was not built out to where it should have been, so Crestline will correct those areas at the beginning of next week.</p> <p>PC Schmitt asked about current project costs. Eckman stated a final figure was still not reached, but noted an additional 1,000-1200 yards was warranted above the original estimate, resulting in the project growing by about \$25,000.</p> <p>Eckman presented information on a possible change order to extend the berm to the South and repair the access road by the culvert. Eckman estimated a cost of \$20,000-\$50,000 for Crestline to complete the work including the culvert and replacement of the fill for the proposed change order, though noted it is difficult to provide a precise estimate. Eckman suggested remaining materials could be used. Eckman said by doing a change order the Port saves by not paying for new bid documents to be prepared, going through another bid process next year and will save on mobilization and bond costs. Aside from the financial aspect, Eckman recommended the PC consider a change order due to current favorable conditions and the challenge of managing the conditions in the spring before the expiration of the fill permit. He stated the work is an extension of the work that is currently being done, so he believes it is an ideal candidate for a change order.</p> <p>PC Herman asked if \$45,000 would be a reasonable threshold for the proposed changed order. Darrin clarified that amount would cover the increased quantity of rock as well as the southwest boundary, and affirmed that \$45,000-\$50,000 would be reasonable adding anything above that amount would be brought back before the PC.</p>	<p>PC Herman M to allow ASM Ziegler to enter into a change order with Crestline Construction up to \$50,000 to complete the SW boundary berm, PC Schmitt S, MP 3-0.</p>
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<p><b>New Business (cont.)</b> Marina Boat Ramp Repair</p>	<p>ASM Ziegler asked if the PC wished to instruct Tenneson to take over the Marina Boat Ramp Repair as Thomas Camaro was unavailable. PC Schmitt noted the repair needed to be completed as soon as possible as the repair specifications were created eight years before. PC Vinyard concurred adding he feared if the ramp was not repaired the Port would be required to replace it. Darrin Eckman, Tenneson Engineering, said he was familiar with the plans and they were fairly straight forward. He cautioned the in-water work period may be closed for 2020, but he will verify the in-water work period for that body of water in order to be prepared with bid documents for the project. Ziegler stated she would begin working with Eckman on the Marina Boat Ramp Repair when the Boundary Project was done.</p>	<p>PC Schmitt M to direct Tenneson to complete the plans and bid documents for the Marina Boat Ramp Repair, PC Herman S, MP 3-0.</p>
<p><b>New Business (cont.)</b> Underpass Drainage</p>	<p>Darrin Eckman, Tenneson Engineering, took a call from Washington Department of Transportation (WSDOT) October 20, 2020 to discuss the project. He asked them to invite him to their progress meetings. Eckman reported WSDOT is proposing to construct a bio filtration swale on the north side of Marina Way, West of the new Elm Street entrance with discharge across to Lot 8. Eckman stated he believed Thornsbery was considering a Wetland Exchange, but was not sure where the proposed exchange was left. Ziegler mentioned WSDOT said they were not participating in a wetland exchange.</p> <p>Eckman stated Tenneson's future Marina Way design has a storm drain system along Marina Way. WSDOT suggested using the plans the Port has in place, crossing Marina Way, but upsizing the pipe to accommodate the additional flow. Eckman stated from an Engineering standpoint this design makes a lot of sense as it does not hamper future development, but noted the long term costs and responsibility of the water runoff becomes the Port's responsibility. Eckman stated WSDOT projects a lake level increase of about 1.5 inches during a 25 year storm event but he awaits WSDOT's figures to verify. He added the railroad</p>	<p>By consensus the PC directed ASM Ziegler to contact WSDOT and request a stormwater design that does not provide liability or cost to the Port.</p>

**New Business (cont.)**  
Underpass Drainage (cont.)

runoff is not accounted for in this estimate. The projected flow from the railroad is about six times the amount of the Marina Way crossing. Another WSDOT plan was to redirect the water flow that percolates through the railroad property to the Port in order to prevent sinkhole damage, etc. on Port property. ASM Ziegler noted the redirection would give the Port all the water at once, rather than diffused over time. Eckman stated the proposed pond north of Marina Way is not planned for detention; it is strictly for filtration and biotreatment, so will not moderate peak water flow during a storm event.

PC Schmitt stated he did not feel the Port should take any water unless WSDOT invests in the new pump setup, as the Port is struggling to manage the lake level with current stormwater runoff. PC Herman stated the original plans called for an overpass. WSDOT changed it to an underpass to reduce costs, but the change will add a financial burden to the Port. PC Vinyard agreed and related the cost burden of accepting the watershed from the Insitu buildings, noting that in the case of the Insitu buildings the Port weighed the cost against the benefit of supporting a tenant and providing jobs.

Eckman stated he was not sure what commitments the Port had made in support of this project. Schmitt responded to his knowledge no agreements were made. Discussion followed concerning the former idea of a wetland exchange. Eckman noted wetland transfers are not 1-1 ratio of exchange, and cautioned exchanges become complicated where both the State and the Corps of Engineers have jurisdiction. Eckman stated building a pumping station would be cheaper than building dikes to the level needed to accommodate all the water. He suggested the Port could attempt to negotiate with WSDOT for a new pumping station. Vinyard suggested WSDOT maintain the new pumping station and the Port's contribution would be a site.

<p><b>New Business (cont.)</b> Underpass drainage (cont.)</p>	<p>Eckman stated WSDOT seems to be channeling all of their runoff to the Port, rather than diffusing the water on the North side. He noted it is hard to estimate how much stormwater the Port currently accepts verses how much it would see after the project as proposed. Vinyard stated the Port needed to face a reality assuming receipt of all the water. He recommended the Port tell WSDOT the Port cannot manage the current runoff and suggest WSDOT come up with a solution to manage the surplus water dumped into the lake. Ziegler asked if there would be possibility of wetland increase if WSDOT controlled the pump house. Eckman stated there is legal documentation describing how the lake level must be maintained. Eckman suggested WSDOT reestablish a connection with the PC by presenting the plans to the PC after being forewarned of the PC's concerns and expectations.</p> <p>Vinyard stated the best long range plan is raising the berm, and WSDOT should be aware of that. Eckman stated the berm is relatively cheap, but the larger problem is that Marina Way can not be raised to 89' because the underpass will require Marina Way to be below the flowage easement (around 79'), allowing for the possibility of occasional flooding. Previous plans were to raise Marina Way to 89' but an underpass will make that plan impossible. Vinyard asked if the presence of the Underpass, given the low point on Marina would mean there would be no way to eliminate pumping. Eckman stated for the majority of the year, pumping would be unnecessary if the lake had an open connection to the Columbia.</p>	
<p><b>Executive Director's Report</b> DIP 151C Building Update</p>	<p>PC Schmitt noted the Port has received the building permit and the pre-construction meeting is scheduled for the following morning. He added the contractor has provided a tentative schedule of work completion. Ziegler noted color samples are available and will to be decided with direction from the architect. Schmitt said he met with the Klickitat County Public Utility District (PUD) and learned the transformer costs</p>	

<b>Executive Director's Report (cont.)</b> DIP 151C Building Update (cont.)	\$26,000. This transformer allows for maximum power usage. A smaller transformer is only \$6,000 less, and if a tenant needed additional power would require purchase of a new transformer. The PUD will use the same trench the contractors use to put in conduit so the lot is set up for the next building.	
<b>Executive Director's Report (cont.)</b> .09 Dollars Grant Update	ASM Ziegler reported Richard Foster of the Klickitat County Public Economic Development Authority (KCPEDA) suggested requesting around \$300,000.	
<b>Executive Director's Report (cont.)</b> Insitu Lighting	ASM Ziegler reported Insitu's electrician said the PUD does not have any light fixture upgrade incentives until October 2021.	
<b>Executive Director's Report (cont.)</b> DIP Road Grading	ASM Ziegler reported Klickitat County will be grading roads as soon as we get more rain. She stated Maintenance Lead Jeff McClain has painted the manholes green so they are visible.	
<b>Executive Director's Report (cont.)</b> Dirt Huggers	ASM Ziegler reported representatives of Dirt Huggers plan to attend the next PC meeting to discuss expanding to the North. PC Schmitt noted Dirt Huggers has had remarkable growth.	
<b>Commissioners Remarks</b>	<p>PC Vinyard stated there have not been any recent Klickitat County Economic Development Association meetings to attend.</p> <p>PC Schmitt said he has two meetings for the Mid Columbia Economic Development District (MCEDD) tomorrow. He added everything seems to be running smoothly. Schmitt stated MCEDD has two new busses and opened up two new routes.</p> <p>PC Herman stated he enjoyed the opportunity to get to know Schmitt without discussion of Port business on his trip to Yakima to pick up the snow plow blade.</p>	
<b>Public Comment</b>	None.	

<p><b>Executive Session – One Hour</b>  Confer with Port Counsel to discuss legal risks of current practice and proposed action concerning real estate.</p>	<p>PC Vinyard recessed the PC Meeting at 6:15 PM for 9 minutes.</p> <p>Vinyard called an executive session at 6:24 PM to discuss real-estate pursuant to RCW 42.30.110(1)(i)(iii) for a period of one hour.</p> <p>Vinyard adjourned the executive session at 7:23 PM. No action was taken in the executive session.</p>	
<p><b>Adjournment</b></p>	<p>PC Vinyard adjourned the PC Meeting at 7:23 PM.</p>	

Approved on December 1, 2020  
(Date)

SW Vinyard  
Wayne Vinyard, President

Bonita Snyder  
Bonita Snyder, Administrative Assistant

Jim Herman  
Jim Herman, Secretary