

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (ED) Marc Thornsburgy; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. <b>PC/Staff Absent:</b> None. <b>Guests Present:</b> None.	Meeting called to order by PC Vinyard at 12:09pm.
<b>Budget Workshop</b> Draft 2018 Budget	<p>AA/PA Ziegler reviewed the projected operating income and expenses for the 2018 budget and answered various clarifying questions posed by the PC.</p> <p>Thornsburgy explained that a five percent increase is currently budgeted for salaries and wages to allow adjustment by the PC if it wishes to assess whether Port compensation has maintained parity with the market. He noted the PC had expressed concern in the past as to whether the Port may be ahead of, or lagging behind, the market and provided salary and wage data for other ports adjusted for differences in the cost of living. PC Herman said he would like to compare similar jobs at the Port, SDS Lumber, and Klickitat County, adding that compensation at other ports is different than that of private businesses.</p> <p>PC Vinyard asked if medical benefits and healthcare cost sharing were considered. Thornsburgy noted the data provided covered only salaries and wages. Vinyard suggested calculating the full value of all wages and benefits for each position. Ziegler cautioned that comparing medical plans will require knowing coverage details and deductibles. PC Schmitt said that any comparison should be "apples-to-apples". Thornsburgy explained that if the PC seeks more detailed data with a greater focus on local employers, it will need to look at hiring a compensation analysis company. He added that with one position currently open, the Port does not have adequate resources to do such an assessment internally.</p>	By consensus, the PC directed staff to make the adjustments discussed and to schedule a Public Hearing to be held at the November 7 meeting, pursuant to RCW 53.35.020.

**Budget Workshop continued...**  
Draft 2018 Budget continued...

Thornsbury also cautioned that an "apples-to-apples" comparison requires ensuring the skills, education, and responsibilities of any two positions being compared are roughly equivalent, adding such information would need to be acquired from an employer at the time compensation information is obtained. Vinyard asked if the Port's medical plan includes an employee cost share. Thornsbury noted employees and commissioners are fully covered with no cost share. Vinyard thanked staff for the information provided.

PC Schmitt suggested the difference between the maintenance supervisor wage and the maintenance technician wage should be greater. PC Herman asked if the data provided included vacation days and expressed interest in possibly using a third party to conduct a wage and benefit survey. Schmitt cautioned that the PC ought to find out what other people in the area are being paid, adding that skilled workers in the region are in demand.

Thornsbury stated the Port could hire a company to do a compensation analysis, but cautioned that the results can be skewed in small population areas where there may be a limited number of similar positions. Herman stated the Port should be fair with respect to salaries and wages and suggested surveying local businesses. PC Vinyard encouraged the collection of additional information so any potential change would be based on a full understanding of wages and benefits.

Thornsbury noted that if the PC should elect to contract for a compensation analysis, it would need to develop a specific and well-defined scope of work to insure the information it receives satisfactorily addresses its questions and concerns. He cautioned that failure to do so could mean the expenditure of several thousand dollars for a result the PC might not find helpful and in which it had little confidence.

<p><b>Budget Workshop continued...</b> Draft 2018 Budget continued...</p>	<p>He also reminded the PC that some private companies may not be willing to share wage and benefit information with a third party. Thornsbury suggested the PC consider two questions: a) What do we want to know; and b) Who do we want to ask for it? Thornsbury also suggested the PCs could obtain information an outside firm might have trouble securing. Schmitt concurred and urged the PC to work on getting information from local businesses to bring to the next meeting.</p>	
<p>Draft 2018 Capital Improvement Plan continued...</p>	<p>ED Thornsbury reviewed the proposed capital project budget for 2018. Discussion followed regarding potential projects including the need for a filtration system for irrigation water at Marina Park, continued allocations to fund paving the Marina Park parking lot and addressing the existing dry well, improvements on the shoreline at Dallesport, a parts organization system for the maintenance shop, a small dump truck, replacement of the Port phone system, rail refurbishment at Dallesport, continued allocations for utility truck replacement, reservoir inspection and cleaning at Dallesport, additional permit work to expand the mine, improvements to the Port office restrooms, and realignment of Dow Road.</p> <p>Discussion followed concerning the realignment of Dow Road and the need for planning at Dallesport. Thornsbury noted the Port has made good progress getting the lots at Bingen Point "shovel ready" and suggested it may be time for the PC to consider planning similar improvements in Dallesport. Thornsbury explained that realigning Dow Road would support improvements to, and the leveling of, Lot 35 and noted that this would, in tandem with Lot 24 and Lot 26, provide ready space consistent with the PC's desire to see light industry near US Hwy. 197 with heavy industry along Parallel Ave.</p> <p>PC Schmitt reiterated his desire to see the Port construct a building at the corner of US Hwy. 197 and Dock Road to generate interest in the</p>	

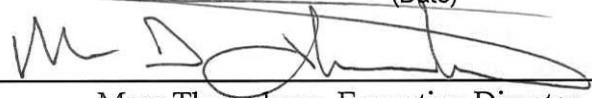
<b>Budget Workshop continued...</b> Draft 2018 Budget continued... Draft 2018 Capital Improvement Plan continued...	Dallesport Industrial Park (DIP). PC Vinyard added that if the Port does not have sites ready and available at DIP, its opportunities will be limited to those willing to wait for improvements while those with an immediate need go elsewhere. He added there is no point in working to generate interest in the DIP if the Port does not have space that is ready to go.	
	PC Vinyard called for a 25 minute break at 4:24pm. PC Vinyard resumed the Port Commission Meeting at 4:47pm.	
<b>Administrative Matters</b> Approval of Minutes  Approval of Vouchers	Minutes – September 5, 2017  Vouchers – September 15, 2017, #27121-27133, \$13,132.73.  Payroll Vouchers – September 20, 2017, #27134-27135, D11856-D11861, \$9,608.63.  Payroll Vouchers – October 5, 2017, #27136-27137, D11862-D11875, \$10,275.69.  Vouchers – October 10, 2017, #27138-27162, \$105,300.23.  Vouchers – October 20, 2017, #27163, D11876-D11881, \$8,436.34.	PC Schmitt M to table approval of the minutes as corrected, PC Vinyard 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> Surplus Property Disposal	ED Thornsby presented a list of property no longer needed for district purposes and targeted for disposal pursuant to RCW 53.08.090.	
Lot 22 Insitu	ED Thornsby and each PC received a letter from Insitu stating their desire to lease Bingen Point Business Park (BPBP) Lot 22 for launch and retrieval testing. PC Schmitt noted Lot 22 is valuable waterfront property and Insitu has already leased Lot 23 for launch and retrieval testing. He added that earthwork to prepare Lot 22 for development is	

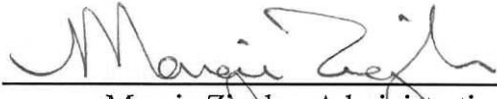
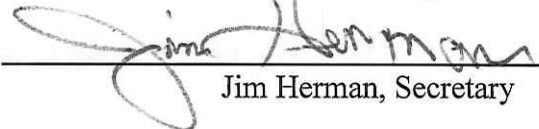
<p><b>New Business continued...</b>  Lot 22 Insitu continued...</p>	<p>just now being completed and expressed concern the letter gives the incorrect impression the Port has ignored Insitu when it has been waiting for the contractor to finish improvements to the property.</p> <p>PC Vinyard stated that as the Port looks at ways to meet Insitu's needs, Insitu should collaborate with the Port on solutions that support their continued development as well as address the needs of the Port and community. He also questioned the need for Lot 22 when Lot 23 has not been developed. PC Herman suggested a short-term lease that would be reevaluated after a year.</p> <p>Schmitt said he is not opposed to leasing the property to Insitu, but prefers a short-term lease given the stated use will create no additional jobs, suggesting a month-to-month lease instead. Thornsby explained that a month-to-month lease continues until it is terminated by one of the parties and noted if the PC wants to revisit the lease, a one-year lease would be more appropriate as it would have to be renewed.</p> <p>Herman suggested a reply should state the Port wants to see development of Lot 23 and is reluctant to commit prime waterfront property for any purpose other than its highest and best use. Vinyard expressed concern that any time property is leased, there is a risk the lessee may come to believe it has a kind of right of first refusal, even if the Port has the opportunity to develop the property. Thornsby noted there has been interest in Lot 22, but the Port has neither encouraged it nor given it serious consideration while the property was unimproved.</p> <p>Vinyard suggested a reply should make clear that although the Port wants to support Insitu, it cannot do so unless it understands Insitu's long-term interests. Thornsby noted that if the Port cannot extend Sailboard Park to the west to accommodate a public plaza and commercial vessel dock in support of local business and tourism, then Lots 21 and 22 would be</p>	
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<p><b>New Business continued...</b> Lot 22 Insitu continued...</p>	<p>the next logical choice. Vinyard noted that due to the nature of the PC's interest, a copy of any reply should also be sent to Insitu's CEO.</p> <p>Vinyard rhetorically asked if a party had come to the Port the day before and asked to lease Lot 22 without providing a development plan, would the PC have agreed to lease it? Schmitt questioned if Insitu could be expecting to take the entire waterfront from Sailboard Park to SDS. Herman asked if Lots 21 and 22 were shovel ready. Thornsberry said Lot 22 has utilities to its northeast corner and Lot 21 has no utilities.</p> <p>Herman pointed out that without more information from Insitu, the PC is essentially guessing and that in order to be able to plan and make commitments, the Port needs to know Insitu's long-term plans. Vinyard concurred, reiterating the PC would like to see Insitu grow, but the Port needs to know their development ideas so it can conduct its own planning.</p>	
<p>Executive Retention Program</p>	<p>Thornsberry presented a letter from the Bill Eling, Port Attorney regarding clarification on the executive retention incentive. The letter stated the incentive does not continue after 10 years and the Executive Director is eligible to withdraw funds at the end of 10 years of service.</p>	<p>The PC tabled discussion and encouraged ED Thornsberry to consider the tax implications before selecting a payout option.</p>
<p><b>Executive Director's Report</b> Marina Way Path</p>	<p>PC Schmitt stated the new multi-use path along Marina Way looks nice, but expressed concern regarding the use of 6x6 posts between the path and adjacent road. Thornsberry explained the posts will be set at twenty-five foot intervals consistent with standard spacing for guard rails with a small circle of concrete around each so a mower can be employed instead of a string trimmer. Thornsberry noted that shrubs and trees in the narrow strip would need pruning and could damage the adjacent asphalt as the prior trees did, adding that rocks are difficult to mow around.</p> <p>Schmitt noted only eight feet is needed to park a car. Thornsberry explained that if problems such as illegal parking are encountered,</p>	

<p><b>Executive Director's Report cont...</b> Marina Way Path continued...</p>	<p>additional posts would be added and, if necessary, a guard rail. Schmitt stated he has a auger that fits onto a Bobcat if staff need to borrow it. Thornsbery noted bollards have yet to be installed as well as railings for safety where there are sharp drop-offs. He added the area will be hydro seeded in a couple days with a more drought tolerant seed and trees will be planted at twenty foot intervals along the ditch line.</p>	
<p>Bingen Point Grading Project</p>	<p>Thornsbery explained the project is close to completion, but the trench work to connect the Spruce Street catch basins to the outfall has run into large boulders and attempts to remove them has undermined the adjacent natural gas line. Thornsbery stated he is waiting for a call from the Port's engineer to consider options.</p>	
<p>FEMA Flood Plain Maps</p>	<p>ED Thornsbery noted the Federal Emergency Management Administration (FEMA) is updating the flood plain maps in the area and is working with the U.S. Army Corps of Engineers (USACE) regarding the flood plain elevations associated with the Columbia River. He explained the last time the flood plain maps were updated was in 1984 and a lot has changed at Bingen Point. Thornsbery said he was not given a schedule by FEMA and noted that flood plain elevations can significantly affect insurance rates for lessees. Thornsbery expressed concern FEMA could set the base flood elevation above the existing finished lots at 89 feet and buildings at 90 to 91 feet.</p>	
<p><b>Commissioners Remarks</b></p>	<p>PC Vinyard stated he has been invited to sit on a panel for the Columbia Gorge Economic Symposium in November.</p> <p>PC Schmitt noted that he is now the Vice Chair of the Mid-Columbia Economic Development District (MCEDD).</p> <p>PC Herman stated he attended a meeting where representatives from BNSF Railway and Union Pacific Railroad listened to comments and concerns about rail traffic in the Columbia River Gorge.</p>	

<b>Public Comment</b>	None	
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 5:56 PM.	

Approved on November 7, 2017  
 (Date)  
  
 Marc Thornsbury, Executive Director

  
 Margie Ziegler, Administrative Assistant  
  
 Jim Herman, Secretary