

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman (via teleconference), William Schmitt, Wayne Vinyard; Executive Director (ED) Marc Thornsbury; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. PC/Staff Absent: None. Guests Present: Darrin Eckman, Tenneson Engineering, and Scott Pimley, Insitu.	Meeting called to order by PC Vinyard at 4:35 PM.
Administrative Matters Election of Officers Approval of Minutes Approval of Vouchers	Minutes – December 12, 2017 Payroll Vouchers – December 20, 2017, #27223, #D11916-D11921, \$8,612.62. Payroll Vouchers – December 21, 2017, #D11922-D11925, \$12,035.00. Payroll Vouchers – December 27, 2017, #D11926-D11928, \$6,753.53. Vouchers – December 29, 2017, #27224-27240, \$4,489.08. Payroll Vouchers – January 5, 2018, #27241, #D11929-D11941, \$9,955.92. Vouchers – January 16, 2018 #27242-27256, \$12,099.95.	PC Schmitt M to retain Wayne Vinyard, President; Bill Schmitt, Vice President; and Jim Herman, Secretary for 2018, PC Herman S, MP 3-0. PC Schmitt M to approve the minutes, PC Vinyard S, MP 2-0. PC Herman abstained. PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.

<p>Administrative Matters cont...</p> <p>Resolution No. 1-2018 Delegating Authority to Port Officials</p>	<p>Payroll Vouchers – January 22, 2018, #27257, #D11942-D11947, \$9,428.73.</p> <p>ED Thornsbery noted the resolution contains the same language as the 2017 resolution.</p>	<p>PC Herman M to approve Resolution 1-2018, PC Schmitt S, MP 3-0.</p>
<p>Old Business</p> <p>BPBP Lot 22</p>	<p>ED Thornsbery reminded the PC there were several unanswered questions concerning the condition of Bingen Point Business Park Lot 22 and the Port’s road standards after the last meeting. Thornsbery introduced Darrin Eckman of Tenneson Engineering and asked him to address both matters.</p> <p>Eckman explained Lot 22 was designed to similar standards as Lot 23 with the former having a minimum 0.5% slope and the latter having a 0.8% to 1.0% slope. He also stated up to two feet of excess fill was removed to bring the lot to the correct elevation. Eckman described the challenge of creating a slope given the existing elevation of the dike and the need to maintain a surface above the base flood elevation.</p> <p>Eckman acknowledged the presence of some standing water, noting this was likely due the lack of vegetation to absorb the water and the more highly compacted soils in that area due to its prior use for bin storage resulting in a lower infiltration capability. He also noted the possibility the actual grade of the lot might be slightly different from the design grade, but added the elevations on Lots 16 and 19, leveled at the same time, had been checked and were found to be within the tolerances allowed given the design grade.</p> <p>Eckman explained that preparatory work on lots typically includes only rough grading, adding the surface is not intended to be ready for construction or paving without some final detail grading work performed by a future tenant. Eckman suggested the existing soil softness is due, in large part, to completion of the work during the wet season and</p>	

<p>Old Business cont... BPBP Lot 22 cont...</p>	<p>expressed his belief that, over time, it would harden up with exposure to sun and wind during the coming summer months.</p> <p>PC Vinyard asked about the suitability of the fill on Lots 21 and 22. Eckman noted six to eight feet of fill was placed on the west end of Lot 21 and a substantial quantity used for the extension of Bingen Point Way. He noted the material was placed in one foot lifts and compacted until it passed a proof roll. Eckman added the structural fill placed would likely be able to support 2,000 to 2,500 pounds per sq. ft. and explained a small building typically requires 1,500 pounds per sq. ft.</p> <p>Eckman noted Lot 22 was primarily cut and only a thin layer of fill was placed in a few areas. He added that although the existing fill is not uniform and there may be localized area of poor soils, overall the fill material is suitable for development. Eckman stated the soils are competent when dry, but noted that when they are overly moist, it can be difficult to achieve adequate compaction. Thornsby noted the fill material used on the eastern portion of Lot 24 was of the same type, and the western portion of Lot 24 was cut in the same manner, as Lot 22.</p> <p>Eckman said he inspected several puddles on Lot 22 and found them to be less than 2.5 inches deep. Eckman suggested that if the puddles were to become a problem, Port staff could use soil from an existing stockpile to fill them. Vinyard asked Eckman if he was aware of any limitations that would prevent development of the property. Eckman stated he knew of no limitations, adding that once the surface material dries in the spring, the lots should be suitable for construction.</p>	
<p>New Business Road Standards</p>	<p>Eckman explained the Port has never adopted a development standard for roads and the first roads constructed were 24 feet wide. He provided information regarding federal, state, and county road standards for various road uses. Eckman explained the minimum lane width is 10 feet excluding striping, but the preferred lane width is 12 feet including</p>	<p>By consensus, the PC directed ED Thornsby to have future Port road improvements designed with a 26 foot width and a wider radius at the corners.</p>

<p>New Business cont... Road Standards cont...</p>	<p>striping. He added that a 25 foot width has been used for new roads in Port projects since 2012. Eckman referenced a city of Portland study that found a 12 foot lane width was sufficient for heavy truck traffic.</p> <p>Eckman said many recommendations include a drivable shoulder and noted the Columbia Gorge Regional Airport business park uses a 32 foot width with 12 foot lanes and 4 foot paved shoulders. He explained a gravel shoulder would be less expensive than a paved shoulder, but noted a gravel shoulder can become a weed patch that is difficult for Port staff to maintain. Eckman added that his recommendation would be to use paved shoulders in the future because the initial asphalt cost would be lower than the long-term cost of maintaining a gravel shoulder.</p> <p>PC Vinyard asked for clarification of the total width. Eckman stated that adding two feet on each side to the existing 25 foot width would result in a 29 foot width. Eckman said the estimated cost for a 25 foot road is \$84.02 per foot while the estimated cost for a 29 foot road is \$93.65 per foot. Eckman explained that for a 1,000 foot long road segment, the estimated additional cost for a 29 foot width is approximately \$10,000—an insignificant amount in a \$300,000 to \$600,000 project. Eckman added the bulk of the project costs involve utility installation and earthwork.</p> <p>Discussion followed regarding truck maneuverability issues at the intersections of Marina Way and Larch, Larch and Bingen Point Way, and Bingen Point Way and Spruce. Eckman presented design standards for several truck sizes including the maximum 53 foot long trailer and sleeper cab, adding that to allow it to turn within a 12 foot wide lane would require the addition of nearly 1,500 sq. ft. of asphalt at the corner of Marina Way and Larch. Eckman estimated this would cost \$4,000 to \$6,000 per corner.</p>	<p>By consensus, the PC directed ED Thornsby to make improvements to the corners of Larch St. at Marina Way and at Bingen Point Way in conjunction with a suitable future road project.</p>
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<p>New Business cont... Road Standards cont...</p>	<p>Eckman cautioned the use of a wider radius could impact lot sizes. PC Schmitt asked about double-trailer trucks and Eckman stated they are generally more maneuverable than a single long trailer. Thornsbery asked Scott Pimley, Insitu, if 53 foot trailers were the most typical size. Pimley stated 45 foot trailers were probably the most common.</p> <p>Vinyard suggested improvements be made to the southwest corner of Larch St. at Marina Way and the northeast corner of Larch St. at Bingen Point Way in conjunction with a future road project. Schmitt concurred, adding something will need to be done. Eckman suggested creating additional drawings with greater detail. Vinyard asked about the impact to properties adjacent to the corners. Thornsbery replied that several property corners would be lost if the full width radius was used.</p> <p>Thornsbery cautioned that some corners may not be suitable due to the presence of existing utility vaults or pedestals. Schmitt said that a few may have to be excluded, but the most critical ones appear to be free of obstructions. Vinyard expressed concern regarding turns from Spruce onto Bingen Point Way and then onto Larch. Thornsbery reminded the PC a painted center island is in place to allow more maneuverability for long trucks.</p> <p>Vinyard suggested future port roads should be 29 feet wide. Thornsbery asked if the PC preferred to spend more on wider roads, corners, or both and asked which would be the best use of funds. PC Herman said he believed it would be better to focus on addressing the corners and avoid spending more money on additional road width that would rarely be used. Thornsbery suggested using a 26 foot wide road allowing for one foot paved shoulders plus an additional one foot of base gravel with a seeded, soil top surface. The PC found the suggestion acceptable.</p>	
<p>Surplus Property Disposal</p>	<p>ED Thornsbery presented a list of property no longer needed for district purposes and targeted for disposal pursuant to RCW 53.08.090.</p>	

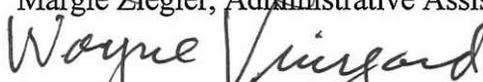
<p>New Business cont... Dump Truck Acquisition</p>	<p>ED Thornsbery provided a staff review concerning potential acquisition of a small dump truck that could be used to transport the Port's backhoe, haul debris or material, and plow snow. Thornsbery explained the truck was inspected and found to be in generally good condition except for substantial rust damage to the interior of the dump box, minor problems with the transmission, and some rust and cosmetic damage to the exterior. Thornsbery asked if the PC had any questions or concerns.</p> <p>Schmitt noted he and Maint. Tech. Terry Wroe once repainted a similar truck and suggested they could repaint the truck in a few days. He suggested staff look for a replacement five-yard dump box in the local area and noted Fire District No. 13 once removed a transmission and took it to Portland where it was successfully rebuilt. Schmitt said purchasing the truck is a good idea and having the ability to haul the backhoe is a plus. PC Vinyard stated the purchase would be appropriate and added his only concern is getting Port employees CDL certified. PC Herman expressed appreciation for the staff report.</p>	
<p>February Meeting Schedule</p>	<p>ED Thornsbery stated there was no pending business he expected would be ready for presentation to the Commission by February 6.</p>	<p>By consensus, the PC agreed to cancel the February 6 meeting.</p>
<p>Executive Director's Report</p>	<p>None</p>	
<p>Commissioners Remarks</p>	<p>PC Vinyard said he has been reappointed to the Klickitat County Public Economic Development Authority (KCPEDA) and provided a document to that effect. Vinyard stated the next meeting will be held February 27 and added he hopes there will be an opportunity to discuss the Port's plans for Bingen Point.</p> <p>PC Schmitt said MCEDD will take over management of The Link at the end of February and explained this would provide funding to replace the half-time position previously lost. Schmitt stated Dana Peck, Goldendale Chamber Executive Director and MCEDD board member, is working to connect The Link with the Washington side of the Columbia. Schmitt</p>	

Commissioners Remarks cont...	<p>expressed reservations concerning the involvement of MCEDD in transportation, but added that as jobs are created—particularly in the east county area—thought must be put into how employees will get to work.</p> <p>PC Herman said he attended the Southwest Washington Regional Transportation Council (SWRTC) meeting on January 2 and explained one agenda item was an agreement between the SWRTC and the Port of Hood River to provide contract planning services. He noted that information presented at the meeting referred to the use of tolls collected from the Bridge of the Gods and the Hood River Bridge to fund capital maintenance and repair and other port-related affairs and added he had objected to inclusion of the language “and other port-related affairs”. Herman noted SWRTC Executive Director Matt Ransom acknowledged the language had been a topic of internal discussion.</p>	
Public Comment	<p>Scott Pimley, Insitu, said he hoped agreement could be reached to provide additional property to Insitu because they need more space. Pimley added he was glad the Port will address intersection corners before someone gets hurt.</p>	
Adjournment	<p>PC Vinyard adjourned the PC Meeting at 5:58 PM.</p>	

Approved on March 20, 2018
 (Date)


 Marc Thornsbury, Executive Director



 Margie Ziegler, Administrative Assistant


 Wayne Vinyard, President