

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman (via teleconference), William Schmitt, Wayne Vinyard (via teleconference); and Executive Director (ED) Marc Thornsbury. PC/Staff Absent: Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. Guests Present: Jenny Taylor, Insitu; Molly Rutley, Insitu; Steve Morrow, United Way Columbia Gorge; Doug Comstock, United Way Columbia Gorge; and Maya Sullivan, Insitu.	Meeting called to order by PC Vinyard at 4:38 PM.
Administrative Matters Approval of Minutes	Minutes – January 16, 2018 PC Vinyard asked for the minutes to include the Port engineer's statement concerning the suitability of Bingen Point Business Park Lot 22 for development. PC Schmitt asked for the minutes to include the intent to increase the turning radius of the Larch St. corners at Marina Way and at Bingen Point Way in conjunction with a future road project.	By consensus, PC directed staff to modify the minutes as discussed. Approval tabled for next meeting
Approval of Vouchers	Vouchers – January 29, 2018, #27258-27270, \$92,263.81. Vouchers – February 08, 2018, #27272-27287, \$17,088.92. Payroll Vouchers – February 5, 2018, #D11948-D11961, #27271, \$11,493.68. Payroll Vouchers – February 20, 2018, #D11962-D11967, #27288, \$11,493.68.	PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.
Resolution 2-2018 SR-35 Interstate Bridge Declaration of Intent	PC Schmitt stated support for the resolution as written. PC Herman thanked ED Thornsbury for his work and expressed support for the resolution. PC Vinyard concurred.	PC Schmitt M to approve Resolution 2-2018, PC Herman S, MP 3-0.

Old Business	None	
New Business Bingen Point Public Events	<p>ED Thornsby described the history of public events at the Bingen Point Business Park and noted public events have been avoided since the Port began constructing industrial facilities at the business park. Thornsby explained that due to inquiries regarding the Port's policy concerning public events and the length of time since the matter had been considered, it was appropriate for the PC to review current policy. Thornsby reminded the PC of the facilities at Marina Park and the lack of infrastructure at Sailboard Park. In addition, he urged the PC to consider the issue from a broad perspective given the obligations of the Port to ensure that any change in policy must be applied fairly and equally to all potential users.</p> <p>Doug Comstock, United Way of the Columbia Gorge, stated the organization would like to hold an event at the Port including a stand up paddle board demonstration in Bingen Harbor in addition to windsurfing and musical performances at Sailboard Park. He explained the event would run from 10am to 5pm for the paddle boarding and windsurfing events with performances from 7pm to 10pm. Comstock noted volunteers would manage the event, garbage dumpsters and portable toilets would be provided, and the sites would be cleaned up after 10pm. He noted the event would be similar to the street dance held in The Dalles, Oregon, and added the parks in White Salmon and Bingen are also being considered.</p> <p>PC Vinyard asked Comstock if he had looked at the site and determined it would be appropriate for the anticipated event. Comstock replied he had and it was, adding they would address the lack of electric service. Vinyard asked if the parking at Marina Park would be adequate and noted the boat ramp and trailer parking would need to remain available for people launching boats. Comstock said he would look into parking and noted a shuttle could be run between Bingen and the Port.</p>	<p>By consensus, the PC directed ED Thornsby to proceed with planning for public events.</p>

<p>New Business cont... Bingen Point Public Events cont...</p>	<p>Comstock explained concession trucks would be located at Marina Park during the day before being moved to Sailboard Park during the evening. Vinyard cautioned Comstock that if parking at Marina Park was inadequate, they would need approval from individual lessees before private lots could be used for additional parking. PC Schmitt expressed concern regarding potential security problems.</p> <p>Jenny Taylor, Insitu, said Insitu supports the United Way and would have additional security if the event were held. She added they might also provide volunteers for the event. Thornsby asked if the planned use would prevent access to the boat ramp. Schmitt said the ramp should not be closed, especially if it is fishing season. PC Herman concurred. Comstock stated his belief the boat ramp would remain available.</p> <p>Discussion followed concerning possible permit fees and refundable deposits to ensure the site is not damaged and everything is cleaned up. Thornsby said a fee should be charged to cover administrative and other Port costs. Thornsby noted that, if permitted, the Port would need to establish a policy that might cover fees, impacts to the boat ramp, cleanup, limits on event times, and limits on total events per year. Vinyard cautioned the Port must remain aware of the constitutional prohibition against gifting. Discussion followed concerning limiting public events to three per year and only on weekends.</p> <p>Herman stated the boat ramp should not be closed and suggested Port tenants be queried to determine if there are any objections before a policy is adopted. Steve Morrow noted United Way would contact individual tenants to discuss the use of private parking areas. Vinyard concurred with Herman and asked if a full-blown policy was needed immediately. Thornsby replied that, ultimately, once public events are allowed, the Port would have to extend the same opportunity to everyone and the policy would be what determines which events are allowed.</p>	
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New Business cont... Bingen Point Public Events cont...	Schmitt noted the proposed event could serve as a test and the outcome used to develop the policy. Thornsbury said if the PC has decided it will consider allowing public events, it need not cover every specific element of them now. He added he will talk with Comstock and the Port's legal counsel before bringing back more details for consideration by the PC, perhaps at the next meeting.	
Surplus Property Disposal	ED Thornsbury presented a list of property no longer needed for district purposes and targeted for disposal pursuant to RCW 53.08.090.	
March meeting schedule	ED Thornsbury said he did not believe there would be any pending business ready for presentation to the PC by March 6.	By consensus, the PC agreed to cancel the March 6 meeting.
Executive Director's Report	Nothing	
Commissioners Remarks	<p>PC Vinyard said he will attend the Klickitat County Public Economic Development Authority (KCPEDA) meeting on Feb 27.</p> <p>PC Schmitt said he has attended the Mid-Columbia Economic Development District (MCEDD) meetings and everything is going smoothly.</p> <p>PC Herman said he plans to attend the Southwest Washington Regional Transportation Council (SWRTC) meeting on March 6. Herman asked ED Thornsbury to share a copy of the resolution with Ransom.</p>	
Public Comment	Jenny Taylor, Insitu, stated that since Insitu began discussing possible development at Bingen Point in 2010, it has assumed certain lots described in a letter from PC Herman would be made available to it. She added she has had several conversations with Port staff concerning what properties can and cannot be developed. She stated Insitu would like to know what properties are available and how that aligns with Insitu's plans. Taylor stated Insitu wants to lease Lot 21 and Lot 22 as well as possibly Lot 16 and Lot 19 and asked what Insitu needs to do to secure them. Taylor noted the Port appeared to have concerns about leasing Lot	


<p>Public Comment cont...</p>	<p>21 and Lot 22 to Insitu due to Port plans for providing public access to the river.</p> <p>PC Schmitt stated the Port was prepared to lease Lot 21 and Lot 22 to Insitu if the Port were able to acquire the adjacent, privately held waterfront property so the eastern portion next to Sailboard Park could be used for public access including a potential future dock to support tourism and other commercial uses.</p> <p>Taylor stated the presence of tourists would be a “huge issue for us on an operational level”, adding their proximity “adjacent to our production and our employees...would be a disruption to our business”. She also expressed a belief visitors would wander onto Insitu and SDS Lumber property. Taylor said Insitu does not object to parks because “people stay within the confines of the park”. ED Thornsburg asked Taylor to confirm that if the dock and tourism use were abandoned, this would eliminate Insitu’s objection to the Port’s use of a portion of the privately held waterfront property for public access. Taylor stated Insitu would have a problem with that as well because they also plan to develop that property.</p> <p>Taylor asked if Lot 21 and Lot 22 are available. Schmitt stated they are available. Taylor asked if Lot 16 and Lot 19 were available. Schmitt replied he did not believe the matter had been previously discussed. Thornsburg concurred. Schmitt added there has been no interest in Lot 16 and Lot 19. Thornsburg noted that, in fact, interest in Lot 16 and Lot 19 has been expressed by others. Taylor asked what the Port needs from Insitu to secure the properties in question. Thornsburg clarified that Insitu wants all of the remaining waterfront property west of Sailboard Park—Lot 21, Lot 22, and all of the adjacent private property—as well as Lot 16 and Lot 19.</p>	
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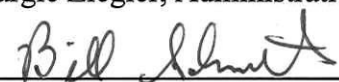
<p>Public Comment cont...</p>	<p>Schmitt wondered about the status of the privately held property and asked Taylor if Insitu had approached the owners. Taylor affirmed this and added that Insitu would agree to surrender Lot 34 if they could secure the other properties. Thornsby reminded the PC the lease for Lot 34 already had a limited duration.</p> <p>Schmitt noted that without a portion of the waterfront property, it would be difficult to address the parking problems at 118 Columbia River Way. He added the Port would use a portion of the waterfront property to expand Sailboard Park, add restroom facilities, and construct off-street parking for the building at that location. Taylor asked for clarification that the Port was seeking one third of the former Mt. Adams Loggers' Association property for that purpose. Schmitt affirmed this and Thornsby noted that a portion of the eight-tenths of an acre in question would be used for an expanded parking area. Taylor stated the parking problem was largely Insitu employees from Lot 24 parking in that area.</p> <p>Taylor offered to grant an easement to an area within the wetland buffer along the Columbia River for a future segment of the Port's pathway system and asked if the information presented aligned with the Port's vision. Schmitt noted the Port's vision was as it had been described. PC Herman said his vision is to increase the number of good-paying jobs and expressed his opinion that increasing the size of Sailboard Park or hosting commercial vessels would not do that.</p> <p>Schmitt said it appeared the PC had changed its direction. Herman said he had never changed his direction. PC Vinyard noted the Commission had previously developed a concept for waterfront access that included commercial vessels. Herman stated he never felt it was a good investment and did not see how it would benefit the community, but preferred it over having nothing, adding that it now appeared there were other alternatives available. Taylor said she could make no</p>	
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<p>Public Comment cont...</p>	<p>commitments, but Insitu has plans for a headquarters building and two other buildings.</p> <p>Thornsbury asked if Insitu was requesting the Port to commit the properties in question to Insitu. Taylor said Insitu had discussed short term leases and stated her belief this was necessary for safety because of the test launching taking place on Lot 23. She described her concern over people walking along the shoreline while testing was taking place and stated that testing operations were being moved to The Dalles, Oregon, due to the lack of a safety zone. Taylor added that not having Lot 21 and 22 is impacting Insitu's operations and forcing them to send more to The Dalles.</p> <p>Thornsbury asked how the easement along the waterfront—offered earlier—presented any less a safety hazard than that currently existing, regardless of whether the adjacent property was leased to Insitu. Taylor explained the property would eventually have a building and the launch testing would be moved elsewhere. Thornsbury pointed out this meant launch testing would be relocated in any event, either due to safety concerns or construction of a building, and asked how leasing the property would have an impact on safety. Taylor stated Insitu needs the additional area now to create a larger safety zone, adding that eventually launch and retrieval R&D work should go away. Taylor said her goal is to lease Lot 21 and Lot 22 for a couple years “until we can get some of the bigger pieces at play”.</p> <p>Schmitt asked if Insitu intended to purchase the privately held waterfront property. Taylor replied she was not at liberty to say. Thornsbury asked whether Insitu was able to make a commitment to the Port if it was going to ask the Port to commit the property to Insitu and questioned whether a short-term lease was really that or if there was an underlying expectation the property would remain available to Insitu after the end of the lease</p>	
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<p>Public Comment cont...</p>	<p>period. Taylor said that Insitu would like a right-of-first-refusal for Lot 16 and Lot 19 so it could be assured the property would be available to it and stated it would take two to three years to move to development after which the short-term leases could be converted into long-term leases. Schmitt suggested the Port should have some assurance that the process will not drag on and cautioned that if all of the lots are committed to Insitu, it places the Port at some risk. Taylor said she could lease Lot 21 and Lot 22 immediately and would want a right-of-first-refusal on Lot 16 and Lot 19.</p> <p>Vinyard expressed a desire for time to consider the matter and asked if the issue was time-critical. Taylor replied it was not time-critical and explained her desire was to present this information to the Commission and obtain some assurance the properties remain available. Thornsby asked for confirmation that Insitu is seeking the waterfront property from Sailboard Park to Maple Street in its entirety and without any concessions. Taylor affirmed, adding “that’s what the original agreement in 2010 [said]”. Thornsby reminded the PC the 2010 document was a proposal, not an agreement.</p> <p>Thornsby advised the PC that if it wants to strike a deal, it should have commitments—a development commitment and a long-term lease—and should avoid a right-of-first-refusal. He reminded the PC that a decision did not have to be made on-the-spot and probably should not be made on-the-spot. Thornsby noted the matter has been discussed repeatedly and urged the PC to come to a conclusion to which it could irrevocably commit, cautioning that its inability to do so was having a negative effect on all involved.</p> <p>Vinyard said he would like to take some time to review the issues involved and ensure there is an opportunity for the PC to further discuss the matter. He expressed concern over the Port’s ability to meet its</p>	
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Public Comment cont...	<p>public access obligations, explaining the purpose of the Port's plan for the eastern portion of the private property was to consolidate and meet those obligations in one area regardless of any potential future commercial vessel use. Vinyard reminded the PC that one of the criticisms leveled against the Port is that it does not give adequate attention to the recreation needs of the community.</p> <p>Taylor said she wished the elements of Herman's letter had been memorialized in the Lot 24 lease. Schmitt stated he was unfamiliar with the letter from Herman. Taylor explained that Insitu issued a request for proposal in 2010 as part of choosing a site and selected the Port of Klickitat because it had developable property. She added when Insitu constructed its first building, no one considered the possibility they might outgrow it in two years.</p> <p>Schmitt expressed appreciation for the information and added it was nice to have everyone's cards on the table. Vinyard stated this feedback is what is needed to move forward. Herman reminded the PC the Port's response to the Insitu request for proposal in 2010 read, in part, "We will be happy to set aside lots 21, 22, 16, and 19. The infrastructure work for lot 16 and 19 should be completed in November 2011."</p>	
Adjournment	PC Vinyard adjourned the PC Meeting at 5:52 PM.	

Approved on March 20, 2018
 (Date)

 Marc Thornsbury, Executive Director


 Margie Ziegler, Administrative Assistant

 Bill Schmitt, Vice President