

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (ED) Marc Thornsby; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. PC/Staff Absent: None. Guests Present: Nancy White, Custom Interface and Maya Sullivan, Insitu.	Meeting called to order by PC Vinyard at 4:33 PM.
Administrative Matters Approval of Minutes Approval of Vouchers Resolution No. 3-2019 Change in Commissioner Compensation	Minutes – January 15, 2019. Payroll Vouchers – January 22, 2019, #D12210-D12217, \$11,523.16. Vouchers – January 28, 2019, #27635-27645, \$33,301.84. Vouchers – January 30, 2019, #27646, \$13,050.00. Payroll Vouchers – February 5, 2019, #D12218-D12233, \$13,095.88. Vouchers – February 8, 2019, #27647-27662, \$20,702.35. Vouchers – February 19, 2019, #27663-27670, \$951.35. Payroll Vouchers – February 20, 2019, #D12234-D12241, \$11,841.81. ED Thornsby explained the original resolution (no. 2-2019) did not include language that ties the commissioner salary rate to the rate set by the Office of Financial Management for ports with gross operating revenues of from one million dollars to less than twenty-five million dollars in the preceding calendar year. He noted this language had been added to the text of the resolution.	PC Schmitt M to approve the minutes as corrected, PC Herman S, MP 3-0. PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0. PC Schmitt M to approve Resolution No. 3-2019, PC Herman S, MP 3-0.

Old Business	None	
New Business BPBP Lot 14 Irrigation Water	<p>ED Thornsby explained that in August 2018, the Port discovered the control valve on a connection between its irrigation main on Larch St. and the Custom Interface irrigation system had been opened. He noted this likely occurred by accident in July 2018 when the Port's irrigation pump in Marina Park failed and Port staff worked to deliver water to the park from the south irrigation pump. Thornsby added this creating the possibility that potable water delivered through the meter for the Custom Interface its facility may have entered the Port's irrigation mains. He explained the valve was closed when this was discovered and in October the interconnection was physically severed to prevent a future accidental opening.</p> <p>Thornsby stated that despite prompt closure of the interconnection, for an indeterminate period of time, the cross connection was active and may have affected the reported water usage by Custom Interface. He added Custom Interface had appealed to the Port for financial assistance with its water usage charges and Port staff had conducted an investigation of the matter. Thornsby then introduced Nancy White, Custom Interface.</p> <p>White presented the commission with written notes from Custom Interface maintenance staff regarding the matter in question and expressed belief the high water and sanitary sewer charges billed in the Summer of 2018 were the result of the open irrigation interconnection. Thornsby clarified that data uncovered during the Port investigation was inconclusive and did not result in a clear indication water from Custom Interface was or was not used for Port irrigation.</p> <p>White said after they were informed by the City of Bingen of high water usage in June, Custom Interface maintenance staff worked with former Port maintenance tech. Terry Wroe to determine where irrigation water might be going. She noted a leak in the Custom Interface irrigation</p>	PC Schmitt M to approve a payment to Custom Interface for excess water usage during June through September 2018 in the amount of \$3,694, PC Herman S, MP 3-0.

system was found and repaired. White added they cut back the frequency of irrigation in the hope it would reduce the irrigation water used, but had to increase the schedule the following month as plants were beginning to brown. White stated Custom Interface maintenance staff monitored their water meter and witnessed it spinning even when their irrigation system was not running. She added that as a result, she believes there must be another outlet for their water.

White said the developer paid for the connection to the Port's irrigation main on Larch St. that is now cut. Thornsbury said the Port had been asked for permission for a connection, but was never informed it had been installed or given the opportunity to inspect it. He added it was installed without a meter or check valve and on Port property instead of the leased property. White said she is asking for relief from the Port for the water usage difference between 2017 and 2018.

Discussion followed concerning water meters, the involvement of Port maintenance staff, and monitoring of the Custom Interface water meter. White said she is confident Custom Interface did not use the quantity of water reported by their meter and did not have a leak in their irrigation system. Discussion followed concerning the available water use data. White said Custom Interface staff calculated how much water should have been used by the irrigation system and it did not match the large amount of water used.

Herman asked White if she had requested a reduction in the sewer charges from the City of Bingen. White indicated she had not, adding her initial focus is on help with the water used from June through September 2018. Herman said the Port should provide some relief, but hoped the City of Bingen would reduce the sewer charge. PC Vinyard wanted to remind everyone that developers must work with the Port when connections to its systems are made.

	<p>Thornsbury noted that, excluding base charges, the 2017 June through September water usage charge for Custom Interface was \$1,525 and the 2018 June through September water usage charge was \$5,219 representing a difference of \$3,694. He added the Commission could use that difference as the basis for reimbursing Custom Interface for what it paid to the City of Bingen. Thornsbury explained that if the sanitary sewer usage charges were included, then the 2017 June through September water/sewer usage charge for Custom Interface was \$3,663 and the 2018 June through September water/sewer usage charge was \$12,194 representing a difference of \$8,531.</p> <p>Herman suggested the Port write a letter to the City of Bingen in support of a request for a reduction in the sanitary sewer usage charges billed to Custom Interface. He added that if the excessive water use was the Port's fault, it should reimburse Custom Interface. Schmitt concurred. PC Vinyard suggested the Port pay Custom Interface the difference between its 2017 and 2018 water usage charges. Herman suggested White install a separate meter for irrigation, noting it could result in a substantial savings on her sewer charges. White said she was pleased to get the matter resolved.</p>	
Transit Stops	<p>ED Thornsbury explained a request for a transit stop at Bingen Point made by the Mid-Columbia Economic Development District (MCEDD) on behalf of the Mt. Adams Transportation Service (MATS). He noted the stop would support the fixed route service being offered by MATS and running from White Salmon through Bingen and the business park to Hood River, adding that considerable effort has been made to coordinate the schedules of the various transit agencies in the region.</p> <p>Thornsbury presented a proposed location for a transit stop near the southwest corner of Building 1D (118 Columbia River Way) and a preliminary design for a possible covered shelter. He explained neither MCEDD nor MATS currently possess funding to provide a shelter,</p>	By consensus, the PC directed staff to proceed with establishing a transit stop and constructing a shelter at Bingen Point.

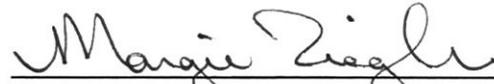
	<p>though such funding might be secured at a future date. Thornsbury noted there is currently a covered shelter near the southwest corner of Spruce St. and Columbia River Way, but it is a smoking shelter, not a transit stop.</p> <p>PC Schmitt expressed support for establishing a transit stop and constructing a shelter. PC Herman concurred and suggested contacting Columbia High School about having the shop class do the construction with the Port providing the materials. He added if that was not possible, perhaps it could be constructed through the Insitu intern program. Herman suggested a press release be issued recognizing those involved in constructing the shelter. Maya Sullivan, Insitu, stated over 200 Insitu employees have bus passes with, typically, two to three people at the stop at any given time.</p>	
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	Meeting dates in March and vacation schedules were discussed.	By consensus, the PC agreed to cancel the March 5 and 19 meetings and hold a special meeting March 12.
Executive Director's Report	ED Thornsbury said the manhole on Bingen Point Way near Larch St. had been damaged with the steel ring having been broken and a portion of it missing. Thornsbury noted he will meet with the Port's Engineer regarding repairs and cautioned the cost could be \$2,000 to \$3,000.	
Pre-application Meeting – Wetland Property Exchange	ED Thornsbury said he will be having a pre-application meeting in March with the U.S. Army Corp. of Engineers, Wash. Dept. of Ecology, Wash. Dept. of Fish & Wildlife, Klickitat County Planning Dept., and an environmental consultant regarding the proposed permit for an exchange of wetland and developable property.	
Commissioners Remarks	PC Schmitt said he attended the Mid-Columbia Economic Development District (MCEDD) meeting by phone and they discussed the bus stops.	

Commissioners Remarks cont...	PC Herman nothing. PC Vinyard said he will be attending a Klickitat County Public Economic Development Authority (KCPEDA) meeting on Feb. 26 and noted he has been officially reappointed to the position.	
Public Comment	None	
Adjournment	PC Vinyard adjourned the PC Meeting at 5:46 PM.	

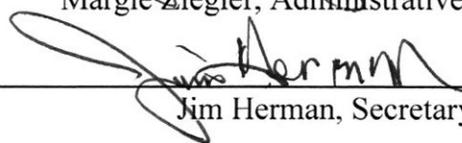
Approved on March 12, 2019
(Date)



Marc Thornsbury, Executive Director



Margie Ziegler, Administrative Assistant



Jim Herman, Secretary