

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (ED) Marc Thornsburg; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. PC/Staff Absent: None. Guests Present: Bryan Charters, Insitu.	Meeting called to order by PC Vinyard at 4:33 PM.
Administrative Matters Approval of Minutes Approval of Vouchers Resolution No. 4-2019 Financial Policy Update	Minutes – February 19, 2019 Vouchers – March 1, 2019, #27671-27679, \$16,610.26. Payroll Vouchers – March 5, 2019, #D12242-D12255, \$12,458.99. (AA/PA) Ziegler explained Teresa Johnson, the Port’s financial consultant, recommended its financial policies be modified to increase the capital asset threshold from \$500 to \$5,000 and update the estimated asset lives. PC Herman questioned the language of section 5.1 Capitalization Threshold that read, “All assets valued at or above five thousand dollars (\$5,000) or with an expected life of two or more years shall be capitalized.” He suggested it read, “...above five thousand dollars (\$5,000) <i>and</i> with an expected life of two or more years...”.	PC Schmitt M to approve the minutes, PC Herman S, MP 3-0. PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0. PC Herman M to approve Resolution No. 4-2019 Financial Policy Update with the alteration of <i>or</i> to <i>and</i> in section 5.1, PC Schmitt S, MP 3-0.
Old Business	None	
New Business United Way Public Event	ED Thornsburg said the United Way of the Columbia Gorge has asked to hold another benefit concert at Sailboard Park on June 29 as it did last year. He noted there will be no morning water sports demonstration at Marina Park, just the evening concert. Thornsburg asked if the PC had any concerns or objections. None were stated. PC Vinyard said he had no problem with the event as long as all the bases are covered.	By consensus, the PC agreed to allow the benefit concert on June 29.


<p>New Business cont... Snow Removal</p>	<p>PC Herman expressed regret Port staff had to take time to review current snow removal procedures as a result of the complaints lodged by Insitu and suggested the Port create a snow removal policy. Herman cautioned the policy should recognize that under certain conditions, it may be appropriate to leave some snow on the ground to discourage the formation of ice. PC Schmitt noted it may be difficult to create a precise snow removal policy because what is done and when may need to be adjusted to account for changing site and weather conditions. PC Vinyard added there should be a sufficient volume of snow for removal to be efficient and cost effective. He noted that during periods of heavy snowfall, an area can be cleared and thirty minutes later it will appear no snow has been removed.</p> <p>Herman warned that trying to remove snow without an adequate accumulation—for example, one and one half inches—can result in damage to the roads. He suggested building sidewalks be kept clear to the degree reasonably possible with plowing to commence once a minimum accumulation of four to six inches has been reached. Herman said a snow removal policy would provide information to others and direction for Port maintenance staff.</p> <p>Vinyard said he spoke with other Port tenants and found they were positive regarding, and appreciative of, the Port’s snow removal efforts. Herman said he spoke with others, including Insitu employees, and no problems were reported. He added that Izak Riley, Rapid Ready Mix, said the Port could have pushed the snow a little farther off the roads. Thornsbury said he will work on a draft policy for presentation at a future PC meeting.</p>	
<p>DIP Rock Exporting</p>	<p>ED Thornsbury stated the Port has been contacted about barging large jetty rock from Dallesport to the mouth of the Columbia River through September 2024. He explained the lease would be for Lot 46 with a term of six months and extension options if the lessee was able to get all their</p>	<p>By consensus, the PC agreed to a lease for DIP Lot 46 at \$380.00 per acre per month.</p>

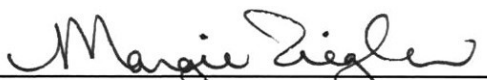
<p>New Business cont... DIP Rock Exporting cont...</p>	<p>ducks in a row. Thornsby added the lease rate would be \$380 per acre per month. PC Vinyard noted this is a good opportunity to encourage more river export business at Dallesport. PC Schmitt expressed support. PC Herman said he had no objection.</p>	
<p>April Meeting Schedule</p>	<p>Meeting dates in April were discussed. ED Thornsby stated he would not have business for the Commission on April 2. Commissioner availability and scheduling conflicts were discussed before an acceptable date was selected.</p>	<p>By consensus, the PC agreed to cancel the April 2 and 16 regular meetings and hold a special meeting on April 23, 2019.</p>
<p>Executive Director's Report Wetland Property Exchange</p>	<p>ED Thornsby noted he met with representatives of the U.S. Army Corps of Engineers (USACE), Wash. Dept. of Ecology (DoE), Klickitat County Planning Dept. (KCP), and the Port's environmental consultant to hold a preliminary discussion regarding the proposed exchange of wetland and non-wetland property. He added it was the first time some of the attendees had seen Bingen Lake in person. Thornsby said the intent was to set the stage for the project and determine the next steps that will need to be taken before considering a permit application.</p> <p>Thornsby said the wetland delineation conducted in 1988 will need to be confirmed and a wetland rating will need to be established. He explained the Port has only had a wetland rating estimate suggesting it may be a Category 2 or Category 3 wetland, but an official rating will need to be conducted. Thornsby noted Klickitat County is reviewing its Shoreline Management Plan (SMP) and any changes to the SMP could affect planning for the property exchange.</p> <p>Thornsby stated an estimate of the remediation likely to be required and a list of possible remediation alternatives will need to be compiled so these costs can be weighed against the benefits to be secured. He summarized the meeting as productive with no insurmountable problems discovered and added he saw no reason not to continue with the next steps at this point and reevaluate when they have been completed.</p>	<p>By consensus, the PC agreed to continue work with the environmental consultant in preparation for a permit application.</p>

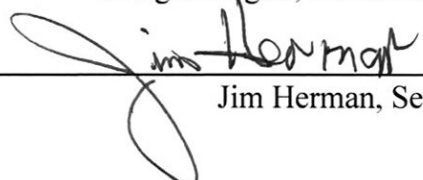
<p>Executive Director's Report cont... Wetland Property Exchange cont...</p>	<p>PC Vinyard expressed concern regarding the possibility a re-delineation and wetland rating could produce a result that would further hamper the Port's ability to develop its already limited property, leaving the Port in worse condition than it is today. Thornsby replied that if the work of the consultant appears to be leading to that outcome, the exchange and permit will be abandoned and everything will stay as it currently exists. PC Schmitt asked if the exchange will result in the conversion of developable lots into wetlands. Thornsby explained the exchange would be one-for-one so that there is no net loss of wetlands or industrial property.</p> <p>Thornsby provided an overview of what the Port will have to do when applying for the permit, noting that a State Environmental Policy Act (SEPA) checklist, Joint Aquatic Resource Permit Application (JARPA), mitigation plan, alternatives analysis, narrative description, and history of fill at Bingen Point will need to be submitted. He noted USACE will want an explanation regarding why the property exchange is necessary and evidence the Port has exercised due diligence regarding its acceptance and placement of fill material. Thornsby asked the PC if staff should continue to proceed with the next steps previously described.</p>	
<p>Commissioners Remarks cont...</p>	<p>PC Vinyard said he attended a Klickitat County Public Economic Development Authority (KCPEDA) meeting at which the various projects in Klickitat County were evaluated for inclusion in the Mid-Columbia Economic Development District (MCEDD) Comprehensive Economic Development Strategy (CEDS). He added the Port's projects were the Cornerstone Building and Dow Road Realignment projects at the Dallesport Industrial Park and the Property Improvement and Maple Street projects at the Bingen Point Business Park.</p> <p>Vinyard noted the Skyline Hospital, SR-35 bridge, and PUD Pump Storage projects were also on the list and noted there is no significance to the priorities assigned to the projects on the list. Thornsby explained</p>	

	<p>and set what it considers reasonable expectations regarding snow removal. Thornsbury warned the PC that, for example, a tenant might expect snow to be removed to bare pavement, but that is not necessarily a reasonable expectation or one the Port should attempt to meet.</p> <p>Charters stated Insitu expended considerable funds on a 10-man crew, outside contractors, and rented equipment that should have been the Port's responsibility. Charters suggested allowing Port staff to earn compensatory time—if paying overtime is an issue—to keep manpower around for a longer period of time.</p>	
Adjournment	PC Vinyard adjourned the PC Meeting at 5:42 PM.	

Approved on April 23, 2019
(Date)


 Marc Thornsbury, Executive Director


 Margie Ziegler, Administrative Assistant


 Jim Herman, Secretary