

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard (via teleconference); Executive Director (ED) Marc Thornsby; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. <b>PC/Staff Absent:</b> None. <b>Guests Present:</b> Byron Hanke, Port Consultant and Bryan Charters, Insitu.	Meeting called to order by PC Vinyard at 4:33 PM.
<b>Administrative Matters</b> Approval of Minutes  Approval of Vouchers	Minutes – June 18, 2019  Payroll Vouchers – July 5, 2019, #D12328-D12344, \$13,843.11.  Vouchers – July 5, 2019, #27797-27814, \$72,830.76.  Vouchers – July 16, 2019, #27815-27835, \$19,800.65.  Payroll Vouchers – July 22, 2019, #D12345-D12353, \$12,843.29.	PC Herman M to approve the minutes, PC Vinyard S, MP 3-0.  PC Herman M to approve the vouchers, PC Vinyard S, MP 3-0.
<b>Old Business</b>	None	
<b>New Business</b> MCEDD Board Representative- Washington Ports	ED Thornsby noted the Mid-Columbia Economic Development District (MCEDD) board is comprised of representatives for a variety of entities including Washington ports. He added the representative for Washington ports is appointed for a period of two years and has typically been shared between the ports of Skamania and Klickitat.  Thornsby explained the current term will expire soon and the Port of Skamania has indicated it would welcome continued representation by the Port of Klickitat. PC Schmitt noted he has served on the board for eight years and is currently Vice-Chair.	PC Vinyard M to authorize PC Schmitt to serve on the MCEDD board, PC Herman S, MP 3-0.

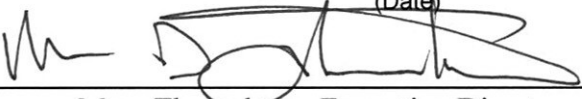
<p><b>New Business cont...</b> DIP Concrete Plant Lease</p>	<p>ED Thornsby stated there is interest in setting up a concrete batch plant in the Dallesport Industrial Park and noted there have been concrete plants at DIP in the past including Acme Concrete Paving and Riley Brothers Concrete. He explained the proposed use would not deliver many jobs, but would support economic development and asked if the PC would like staff to proceed with a ground lease. Thornsby said the lessee could be required to level and fence the property with the lease rate reduced by the value of the improvements and noted that because of their confined size and location, Lot 15 or Lot 16 would be suitable. PC Vinyard asked if the plant would interfere with the operations of other tenants. Thornsby stated he had no reason to believe that would be the case and noted the proposed use is permitted outright within the current General Industrial zoning.</p>	<p>By consensus, the PC directed ED Thornsby to proceed with a ground lease for a concrete batch plant.</p>
<p>Strategic Planning</p>	<p>ED Thornsby explained work continues on an update to the Port's strategic plan with the latest revisions incorporating the information and comments coming out of the Port Commission retreat held in September 2018. He added the preliminary version of the plan provided to the PC is intended to prompt consideration and review of the fundamental elements with a full discussion to occur at a future meeting. Thornsby noted the intent is to produce a draft version of the plan that can be presented to the community councils and put on the Port's website for public comment.</p> <p>Thornsby remarked there is much work left to do before the draft strategic plan is complete and reminded the PC the last formal update to the Comprehensive Scheme of Harbor Improvements occurred in 1955. He added that, in recent years, amendments to the scheme had been adopted each year in conjunction with the Port's capital budget.</p> <p>Thornsby noted the strategic plan will include, and meet the statutory requirement for, a Comprehensive Scheme that describes, in addition to other aspects, how the Port intends to expend its funds. He explained the</p>	

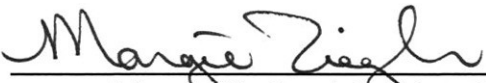
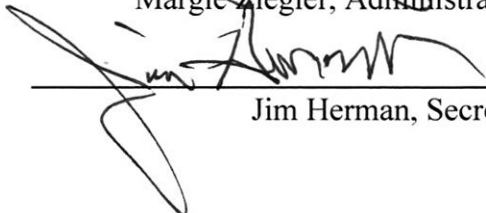
<p><b>New Business cont...</b> Strategic Planning cont...</p>	<p>strategic plan will also help direct staff efforts and lay out a road map for future capital budgets. Thornsbury added the plan will also incorporate a Recreation Plan required by the Washington Recreation and Conservation Office (RCO) in order for the Port to be eligible for RCO grants that provide funding assistance for recreation improvements such as the Port's planned paving of the boat trailer and Marina Park parking areas.</p> <p>Thornsbury reminded the PC a strategic plan is not a marketing or public relations document, but a working document that provides broad direction for staff and a vision of what the Port should be in 20 to 30 years along with the key elements needed to achieve that vision. Thornsbury noted that, as the PC reads through the plan, it should accept for inclusion only those aspects it considers sufficiently important to warrant making the difficult choice to decline other projects and opportunities to achieve them. Byron Hanke, Port Consultant, talked about the importance of a strategic plan and its value to the PC. He added the preliminary plan is very detailed and contained a lot of useful information. Hanke remarked that if the PC read only one document this year, it should be this plan.</p> <p>Thornsbury encouraged the PC to read the preliminary document and make notes that can be discussed at a later date. Thornsbury asked if the PC had any immediate comments or concerns. PC Schmitt said he had read through the document, but did not do so with the intent of offering a critique. He expressed belief the preliminary plan represents the PC's current plans and the positions it has taken as a result of discussions at various meetings.</p> <p>PC Vinyard added he was pleased with the preliminary document Hanke and Thornsbury put together and suggested the final plan would be helpful when interacting with the community and give voters a better</p>	
---	---	--

<b>New Business cont...</b> Strategic Planning cont...	understanding of what the Port does and where it is planning to go in the future. PC Herman said he had not yet had an opportunity to review the preliminary draft document.	
August Meeting Schedule	ED Thornsby noted he did not anticipate having business to bring before the board in time for the August 6 meeting.	By consensus, the PC agreed to cancel the August 6 meeting.
<b>Executive Director's Report</b> Annual Fireworks Event	ED Thornsby reported the annual Port Independence Day fireworks event was a success. PC Schmitt said he was present at the event and reiterated support for having fireworks used in one location. He also expressed appreciation for the support received from the cities of Bingen and White Salmon and for Insitu's barbeque for emergency services personnel.	
<b>Commissioners Remarks</b>	<p>PC Vinyard expressed appreciation for the work done on the preliminary strategic plan.</p> <p>PC Schmitt said he has been investigating the construction of a small startup building in the Dallesport Industrial Park (DIP). He estimated the cost of a 5,000 sq. ft. steel building shell with five roll-up doors at approximately \$140,000. Schmitt suggested plumbing and wiring be completed at a later date so as to fit the needs of a future tenant. Schmitt provided photos of similar buildings in the region and offered an estimated finished cost of around \$200,000. He noted the Port has included \$250,000 in its 2019 budget to prepare for construction of a building at the corner of Dock Rd. and Ford Ave. Schmitt acknowledged the Port may not have a tenant now, but urged the PC to get this building built in Dallesport for a future tenant.</p> <p>PC Herman expressed support for the concept, adding that we should move things along and build a building. PC Vinyard added he has been anxious to see something happen in Dallesport and a 5,000 sq. ft. building might be a good size to start with. Schmitt expressed his interest in the potential use of DIP Lot 39, pointing out it is a good-sized</p>	

<p><b>Commissioners Remarks cont...</b></p>	<p>lot that is already fenced and has utilities. He stated there would be sufficient room on Lot 39 for the construction of additional buildings at a future date.</p> <p>Schmitt described how steel buildings are produced as pre-engineered kits and argued this would be a quick way to get some startup space in the DIP. He added all of the engineering and architectural work would already be done by the steel building manufacturer and stated additional details would be largely unnecessary as this was not expected to be the Taj Mahal. Schmitt noted he would not suggest this type of building for the Bingen Point Business Park, but believes it would be suitable for the DIP where the proposed building would look better than those existing.</p> <p>Schmitt asked what could be done to move this forward. Herman asked if the prices included heating, cooling, and electrical. Schmitt replied they cover only a lockable shell with a concrete floor, doors, and windows. He stated he would not want to finish the interior space until there was a potential tenant. Vinyard stated he would like to see staff look into the matter and see what would need to be done. Schmitt cautioned against further overloading staff and stated he was prepared to do whatever else is needed to get a building constructed, but acknowledged he was not familiar with public bidding and other aspects where he would need the assistance of staff.</p> <p>ED Thornsby urged caution, noting there are many elements to be clarified in a bid document and, where they are unspecified, the cheapest alternative will be used regardless of the PC's unspoken expectations. Discussion followed concerning building specifications and the bidding process. Schmitt reiterated that constructing a building is very important to him. Vinyard suggested staff look into the matter. Herman concurred and restated his support for making progress at Dallesport.</p>	
---	--	--

<b>Public Comment</b>	Izak Riley, Rapid Ready Mix, said that, according to his calculations, leveling DIP Lot 15 would result in excess material and asked where it would need to be placed. ED Thornsburg replied that it would go along the north side of Dow Road. Riley added an eight foot fence would be installed around the property and noted Nick Clark, Mountain Logging, is interested in one acre for parking equipment. Thornsburg stated anyone interested in property should contact him directly.	
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 5:21 PM.	

Approved on August 20, 2019  
 (Date)  
  
 Marc Thornsburg, Executive Director

  
 Margie Ziegler, Administrative Assistant  
  
 Jim Herman, Secretary