

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (ED) Marc Thornsbury; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. PC/Staff Absent: None. Guests Present: Byron Hanke, Port Consultant.	Meeting called to order by PC Vinyard at 4:32 PM.
Administrative Matters Approval of Minutes Approval of Vouchers	Minutes – July 16, 2019 Vouchers – July 30, 2019, 27836-27849, \$29,669.01. Payroll Vouchers – August 5, 2019, #D12354-D12370, \$14,383.38. Vouchers – August 7, 2019, 27850-27863, \$12,543.47. Payroll Vouchers – August 20, 2019, #D12371-D12379, \$12,525.73. Vouchers – August 20, 2019, 27864-27873, \$960.06.	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.
Old Business	None	
New Business Marina Park Maintenance	PC Vinyard stated he received a citizen complaint concerning the condition of Marina Park, its parking area, and the boat ramp after which he asked ED Thornsbury to provide a report to the PC on the current conditions at the Park. Vinyard noted he personally inspected the Park and found everything in order except that the men’s restroom needed cleaning. He added it can be difficult to keep the restrooms clean because they can be messed up by people five minutes after they are cleaned. Thornsbury acknowledged some brush hanging over the boat ramp did need to be removed.	

	<p>PC Schmitt questioned the planned removal of the flagpole and suggested a light be installed so a flag could be flown continuously. Thornsbery noted a flag has not been flown for years and explained the flagpole used to be at the north edge of the park, but with the realignment of Marina Way [in 2012] it is now in the middle of the north end of the park. He added keeping the flagpole would require ongoing staff maintenance including the need to monitor for, and lower and raise the flag during, periods when it is to be flown at half staff. Schmitt acknowledged not everyone feels the same about flags and noted others have stopped flying one, suggesting they may have decided it required too much effort.</p> <p>Schmitt stated the Port could easily tie up one maintenance person several hours each day at Marina Park trying to keep it in perfect condition at all times. Vinyard said he would like to hear the other commissioners' thoughts regarding Marina Park and thanked Thornsbery for the report provided. PC Herman suggested the information be put on the Port's web site so the community can see what has been done at the park. He added the park does not generate any revenue. Vinyard reported he has heard comments from citizens that the Port did not need the levy lift [proposed in 2013] because it has so many buildings and is flush with cash. Schmitt noted only the cemetery district levies are lower than the Port's levy.</p>	
Dump/Plow Truck Assessment	<p>ED Thornsbery noted the Port acquired a dump truck and plow from the City of Bingen, but since then replacing the dump bed has proved to be more difficult than initially anticipated and the PC has grown uncomfortable with the prospect of paying for an employee to obtain a commercial driver's license (CDL). Thornsbery reminded the PC the truck was acquired with the expectation it could be used to address multiple needs including hauling material such as dirt and aggregate, plowing snow, and transporting equipment such as the backhoe and scissor lift.</p>	<p>By consensus, the PC directed ED Thornsbery to dispose of the existing dump/plow truck and purchase a new or nearly new one-ton truck with a dump box and plow blade.</p>

PC Schmitt noted it is impossible to get around the requirement that anyone driving the truck have a CDL and expressed concern that if an employee were to obtain a CDL, it might be difficult to retain them at the Port given the demand for CDL drivers and the prospect of making more money driving for someone else. He added the truck was a good acquisition, but the CDL requirement and the potential for staff turnover are problems.

PC Herman suggested employees provided CDL training by the Port could be required to sign a contract requiring them to reimburse the Port for training costs if they leave employment within a certain period of time. Schmitt cautioned there is no guarantee the Port would be repaid. Thornsby noted if a person refused to reimburse the Port, it could end up paying as much in attorney's fees to collect the debt as it would receive under the contract.

Herman asked if the Port could arrange to have a CDL driver on call. Thornsby asked what would happen if they were busy when the Port needed them? PC Vinyard said the Port would need to have a CDL driver on retainer in order to guarantee their availability. Schmitt expressed doubt a CDL driver would stop working another job, putting that contract at risk, just to work a few hours moving equipment for the Port. He added it is wishful thinking the Port could have someone available 24/7.

Herman asked about renting a trailer for backhoe transport. Thornsby explained this alternative suffered the same problem with emergency availability as having a transportation contractor perform the move.

Thornsby said he had spent some time looking into one ton trucks with dump beds and presented several examples to the PC. Schmitt suggested the Port might be better off purchasing a new truck so it would have a

warranty on the vehicle. He noted a diesel truck would cost more up front and last longer, but noted the Port would probably put few miles on a dump truck. Herman stated a gas truck would make more sense.

Herman suggested the PC consider purchasing a smaller backhoe and not concern itself with transporting the existing backhoe. He added a three-quarter ton pickup would be adequate for transporting a small Kubota tractor with a backhoe attachment. Schmitt noted a small excavator is another option and if the Port had a building in Dallesport, there would be a place to store it. Thornsby noted one benefit to a backhoe over an excavator is the use of rubber tires instead of tracks that can damage asphalt. Vinyard stated tracks can be fitted with rubber shoes. Schmitt added some excavators use rubber tracks. Herman noted tractors have multiple attachments available so the Port could use it for many things.

Schmitt suggested the Port move ahead with selling the existing dump truck and buy a one ton truck with a dump bed and plow. He added a trackhoe and trailer could be purchased later. Herman said a plow on a one ton truck would be very effective. Vinyard reminded the PC the primary needs to be addressed are having equipment to plow snow and having equipment at Dallesport when it is needed. Thornsby explained a piece of equipment at Dallesport is beyond the 2019 budget, but there are sufficient funds for a truck and snow plow.

Schmitt said he would like Thornsby to work with a dealer for a new truck. He added Port employees are not mechanics and a new truck should not suffer any problems for at least five years. Vinyard suggested identifying the specifications desired and allowing Thornsby to negotiate the best deal for the Port. Schmitt noted Dave Smith in Idaho is a large regional truck dealer. Thornsby stated he had no objection to a new truck, but did not share Schmitt's concerns regarding a used truck and reminded the PC of the Port's recent work truck acquisitions. He

	<p>asked if the PC wished to exclude used trucks from consideration. Schmitt stated that all options should be investigated and although he believes a new truck might be best, he did not intend to restrict the work of staff.</p> <p>Thornsbury noted there are a number of alternatives for plow blades and snow blowers that fit the Port's lawn tractor, work trucks, and backhoe. Discussion followed concerning available snow removal options. Thornsbury noted that one of the products receiving good reviews was the V-blade from Western and noted that while straight blades and other types had advantages in particular circumstances, the V-blade offered the greatest flexibility for a variety of conditions. Schmitt concurred and urged the purchase a V-blade for snow plowing.</p>	
<p>DIP Start-up Building</p>	<p>PC Schmitt said he talked with the KC Building Department regarding their requirements with regard to a steel building at the Dallesport Industrial Park (DIP) and was told the invitation to bid should state the building plans, including footings and foundation, need to be stamped by an engineer licensed by the State of Washington. Schmitt said a local contractor that has built many steel buildings in the Gorge suggested the Port require 29-gauge for the skin, 26-gauge for the roof, and a concrete slab that is at least six inches thick and constructed of rebar and six bag mix. He added that were a machine shop to use the space, a four inch thick concrete slab would not be sufficient.</p> <p>Discussion followed regarding placement of the building on Lot 39 and the impact of the location of the Bonneville Power Administration (BPA) and Williams Pipeline easements. Schmitt suggested getting information on the prevailing winds from the Columbia Gorge Regional Airport to assist in selecting a building location. He added the lot is big enough for two buildings. PC Vinyard cautioned that metal roofs can be easily damaged and suggested extra purlins be employed for added support when workers are on the roof to make repairs. He added the Port should</p>	

consider American building kits and cautioned that foreign kits often use substandard materials or are incomplete.

Schmitt said any new building should use a higher gauge metal for the roof than was used at Bingen Point and suggested a set of requirements be developed that can be included with the bid documents. Vinyard suggested the Port use a consultant that can collect information on what the PC needs and use it to put a bid together. He cautioned the appearance of the building should be given careful consideration to ensure it will meet the requirements of the DIP Covenants, Conditions, and Restrictions (CCR) and will not undermine the Port's long-term objectives regarding the appearance of the Park.

Port consultant Byron Hanke asked if a document exists that might have been used during the construction of previous buildings outlining the steps needed to construct a building. He also asked if the new building fits into the Port's plan. Schmitt responded the Port does not have a plan for constructing buildings at DIP and has not constructed a building in over ten years. Hanke suggested that if there is no plan, the PC should proceed with caution to ensure a new building is consistent with its objectives. He added the PC might want to ask itself if the building is within its budget, what it is to be, what it is to accomplish, if there is a need for it, and whether it will fit an anticipated future tenant's needs.

Schmitt said the Port has had many inquires for space and he would prefer to have a small building over nothing with the intent of generating interest in the DIP. Schmitt added once a new building was fully leased, the revenue could be used to build another facility. Hanke asked the PC if the proposed building is the next one that should be built and whether the intent was to wait for a tenant to specify what they need before finishing the space. Schmitt stated he would like to see the shell constructed and the interior built to suit.

Schmitt remarked he would not use the type of building being considered at the entry to the DIP or at the Bingen Point Business Park (BPBP) and expressed his belief the entry to the DIP should have a nicer building. Thornsbery noted there are things that can be done to improve the appearance of a steel building such as adding dormers, porticos, and rock fascia. He added portions of the Zepher and The Dalles Fruit Company buildings are metal. Thornsbery cautioned that what the Port constructs will set the bar for future development the DIP and pointed to as the standard for future buildings. Vinyard concurred, adding buildings should be well designed and have visual appeal.

Schmitt said he sees no cause for concern regarding appearance and pointed to the planned installation of a nearby concrete batch plant, adding the proposed building would be an improvement of the plant and any other existing building at the DIP. Schmitt stated he finds the appearance of the building at the BPBP acceptable, but does not approve of the way they were built and believes the roofs should have been stronger. Schmitt said constructing a fancy building in the DIP for a potential machine shop or truck shop would be a waste. He added he would like to see the DIP divided into a heavy industrial area along Parallel Avenue with nicer buildings along Dock Road and the future Ford Avenue.

Schmitt provided information on the expected cost of the building and various kit options the Port could select. Hanke asked if the cost of improvements to the site and building were known. Schmitt said an enclosed shell with concrete pad and no other improvements would cost an estimated \$140,000 and suggested a completely finished building would cost around \$300,000. Schmitt suggested plumbing for the bathrooms be stubbed in and then completed, along with an office area, at a later time. Schmitt said there are a number of contractors in the area that could do the work.

Hanke said it seems the PC needs to get down into the weeds and decide if it wants to make this new building at the DIP its top priority, if it fits into the Port's long-term vision, if it fits into the budget, and if all of the other factors point to a successful project. Schmitt stated the PC needs to decide what kind of building it wants and get the details on paper so the project can keep moving forward. Vinyard questioned what effect construction of the building would have on the Port's plans for a facility on Lot 24 [at the entrance to the DIP], particularly with respect to the use of the funds budgeted to begin planning for the latter. He asked how the building being considered fits into the Port's vision for the DIP and what will be moved off the priority list so the proposed building can be added.

Thornsbury confirmed staff resources are fully allocated to current priorities and the PC will need to remove one or more of them to make room for the proposed building. He questioned which of the current priorities could be set aside and offered, as an example, the need to prepare lots at the BPBP to support the proposed wetland exchange and before the permit must be renewed in two years. Vinyard stated the wetland boundary must be established with or without the property exchange and noted the swap could happen later. Schmitt said a maintenance road along the boundary would be sufficient. Thornsbury said the work would entail substantial cost, but protecting future development opportunities would make the investment worthwhile.

Vinyard suggested the Port may be at a point where staff should be expanded so Thornsbury does not burn out. Schmitt concurred, adding that increasing staff should also be considered a priority. Hanke cautioned that any additional staff should be fully capable of the kind of work needed and noted merely adding a body would only leave Thornsbury with more staff to supervise. Vinyard asked if a consultant could be used to put together the specifications and a bid package. Thornsbury explained a qualification-based selection process was

completed a few years ago to identify an architectural firm to replace DSP Architecture when it closed. He noted the process resulted in the selection of Mackenzie. Schmitt stated the building does not need to be designed or engineered and the consultant just needs to take what the PC wants and needs, make sure everything meets the applicable building codes, put it all into a bid document, and send it out.

Thornsbury suggested he could have Mackenzie come to a PC meeting to learn what the PC wants and then have them develop specifications based on their experience and the information received from the PC. Schmitt said he would like to see the load taken off Thornsbury and expressed concern the money budgeted for planning a new building will be spent on a consultant with no money left to construct a building. Thornsbury noted that if the Port does not seek outside funds, the economic feasibility study anticipated would not be required. AA/PA Ziegler added the Port of Camas-Washougal uses a consultant to put together their specifications and bids in addition to managing the construction project to completion.

Thornsbury said he would like to have a conversation with Mackenzie to find out what they can do for the Port. Schmitt asked Thornsbury to make sure they understand the Port wants to construct more buildings in the future. Schmitt said people in the community feel the Port has spent its money at the BPBP and has forgotten about the DIP. He added that although The Dalles Fruit Company (TDFC) facility is in the DIP, it only provides seasonal jobs. Vinyard reminded the PC there are other agriculture jobs in our community that are supported by the TDFC operation. Schmitt said if the Port constructs a building for a truck repair shop or similar type of business, it might get more positive feedback.

Thornsbury suggested it would be valuable to involve Mackenzie so they can learn what the PC wants and, in turn, help the Port get its arms

	<p>around the project. He added he does not have experience constructing buildings and, as a result, having someone with that experience engaged with the project would be good for the Port. Hanke said it is important for the Port to get an outside perspective. Vinyard expressed support for engaging Mackenzie. Thornsby stated he will contact Mackenzie and ask them to attend the next PC meeting.</p>	
Surplus Property Disposal	<p>ED Thornsby presented a list of property no longer needed for district purposes and targeted for disposal pursuant to RCW 53.08.090. The PC added the Port's 1986 International Dump Truck. PC Schmitt suggested looking in Truck Trader magazine to get an idea of what price to set for the dump truck. Thornsby remarked that [former commissioner] Norm Deo believed the Port could get as much as \$5,000 for the truck. He also noted the Port's 1989 Ford Pickup had been sold the day before.</p>	
September Meeting Schedule	<p>PC Schmitt noted the September 3 meeting will be right after the Labor Day holiday. ED Thornsby added he would likely be unable to have the information requested by the PC ready in time.</p>	<p>By consensus, the PC agreed to cancel the September 3 meeting.</p>
Executive Director's Report Staff Changes	<p>ED Thornsby noted AA/PA Ziegler will transition to the position of Staff Accountant and the Port has begun soliciting applications for an Administrative Assistant. He added the latter will also take on several projects that have been delayed due to a lack of resources.</p>	
Water Loss	<p>ED Thornsby presented information regarding the quantity of unaccounted for water (UFW) in the Dallesport Industrial Park (DIP) water system. He explained that prior to 2015, the quantity of UFW was substantial, prompting recalibration of the source meter on Well No. 1 in 2014. He added this appeared to have significantly reduced the UFW problem as shown on the graph presented. Thornsby said he could not explain the high UFW quantity in March of 2016. He explained that in March 2018, a pressure switch at the reservoir failed, causing the pump to run continuously and the reservoir to overflow. Thornsby noted the switch had been replaced.</p>	

	<p>PC Schmitt noted a water truck only holds approximately 3,500 gallons and expressed doubt the UFW was due to water theft as the quantity would have required so many trucks as to be noticeable. Thornsbury noted the irrigation meter at the DIP entry has failed and must be replaced, but added this would account for only a small percentage of the UFW. Thornsbury said that while UFW has been reduced over time, the quantity remains higher than can be explained. He expressed suspicion the problem may be with the accuracy of the source meter and noted that if this were the case, the UFW could be a phantom. AA/PA Ziegler explained the Port submits a water loss report to the Washington State Dept. of Health each year. PC Vinyard asked if water is being taken from hydrants or any non-metered connections. Thornsbury stated he does not believe so. PC Herman suggested staff investigate power use at the well house to see if the pump is actually running during periods of high water use and that power use be added to the graph.</p>	
<p>Commissioners Remarks</p>	<p>PC Vinyard said a Klickitat County Public Economic Development Authority (KCPEDA) meeting was held this evening, but he could not attend as it overlapped the PC meeting.</p> <p>PC Schmitt said he was unable to attend the Mid-Columbia Economic Development District (MCEDD) meetings in August. He added he has been asked to take the position of Board Chair in 2020. Schmitt said this will be his last year serving on the board and the Port of Skamania will need to step up and serve on the board in 2021. Schmitt stated loans for brew pubs and food trucks have been successful and the loans have generally been paid off early. Schmitt asked if ED Thornsbury had been contacted by MCEDD regarding the use of surplus skylights for bus stops. Thornsbury stated he had not been contacted.</p> <p>PC Herman said he was not able to attend the Southwest Washington Regional Transportation Council (SWRTC) meeting in Vancouver, but expects to attend the September 3 meeting. He added he will also attend</p>	

	<p>the annual Columbia River Gorge Rail Summit sponsored by the BNSF Railroad to be held September 17.</p> <p>AA/PA Ziegler said the State Auditor's Office will begin the triennial audit for 2016, 2017, and 2018 on September 23.</p>	
Public Comment	None	
Adjournment	PC Vinyard adjourned the PC Meeting at 7:18 PM.	

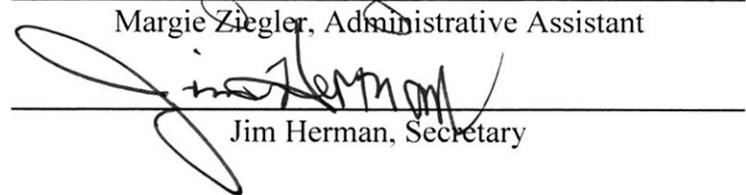
Approved on September 17, 2019
(Date)



Marc Thornsbury, Executive Director



Margie Ziegler, Administrative Assistant



Jim Herman, Secretary