

| TOPIC   | DISCUSSION / ASSESSMENT / FINDINGS  | ACTION   |
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| <b>Attendance</b>   | <b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (ED) Marc Thornsby; Staff Accountant (SA) Margie Ziegler; and Administrative Assistant (AA) Bonita Snyder. <b>PC/Staff Absent:</b> None. <b>Guests Present:</b> Bryan Charters, Insitu.  | Meeting called to order by PC Vinyard at 4:33 PM.  |
| <b>Administrative Matters</b><br>Approval of Minutes<br><br>Approval of Vouchers<br><br>Resolution No. 5-2019 Regular Tax Levy<br><br>Resolution No. 6-2019 Adoption of 2020 Budget<br><br>Resolution No. 7-2019 Amendment of Comprehensive Scheme of Harbor Improvements & Industrial Develop. | Minutes – November 5, 2019<br><br>Vouchers – November 19, 2019, #27953-27968, \$18,456.65.<br><br>Payroll Vouchers – November 20, 2019, #D12452-D12461, \$13,695.83.  | PC Schmitt M to approve the minutes, PC Herman S, MP 3-0.<br><br>PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.<br><br>PC Herman M to approve Resolution No. 5-2019, PC Schmitt S, MP 3-0.<br><br>PC Schmitt M to approve Resolution No. 6-2019, PC Herman S, MP 3-0.<br><br>PC Schmitt M to approve Resolution No. 7-2019, PC Herman S, MP 3-0. |
| <b>Old Business</b>   |   |  |
| <b>New Business</b><br>Clean-up of Lot 39   | PC Schmitt reported there are piles of recycled asphalt, cyclone fencing, pallets, and scrap metal—including brake drums—on Lot 39 that need to be removed. He expressed a desire to begin removing this material on his own, prioritizing the removal of the scrap metal. Schmitt reported the value of scrap iron is very low at about \$60 per ton. He stated he knows of a person who would remove the material at no cost to the Port. |  |

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| <p><b>New Business continued...</b><br/>Clean-up of Lot 39 continued...</p> | <p>Schmitt stated he would contact the Woodburn (Oregon) auction about selling the large wood beams from the former 101 Parallel building. Schmitt requested permission to get the scrap iron cleaned up. PC Vinyard stated he had no objection, provided appropriate documentation, such as a contract, was in place.</p> <p>PC Herman questioned whether the scrap value would be considered de minimis. ED Thornsburg noted Herman would be best able to answer the question based on his previous conversations with the State Auditor's Office regarding de minimis value. Herman stated the Port would need a policy to establish a de minimis value for surplus items. Schmitt stated the scrap has already been identified as surplus. Discussion followed concerning the origin of the scrap.</p> <p>PC Vinyard asked Thornsburg if he was agreeable to having Schmitt explore options for cleaning up the lot. Thornsburg stated that would be fine. Schmitt noted someone would need to provide access to any party removing scrap material and oversee the process. Vinyard concurred. Schmitt volunteered to act in that capacity.</p> <p>Vinyard asked if there were any insurance considerations related to having a scrapper on the property and suggested having an estimated value of the materials documented in the Port's records. Schmitt said he would get an estimate of value from a local scrapper. Herman expressed belief the value of the scrap was low enough it would not be a concern.</p> <p>Vinyard questioned whether the scrap material would be considered of any value. Thornsburg noted the State Auditor's Office generally considers something to have value if there is someone that wants or will take it. Vinyard said the material could be valued at one dollar if it is necessary to assign a monetary value. The PC agreed to allow Schmitt to get an estimate and report back to the PC at the next meeting.</p> |  |
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| <p><b>New Business continued...</b><br/>Snow Removal Policy</p> | <p>PC Schmitt said he spoke to Bryan Charters, Insitu, concerning the start time for snow removal so parking lots can be cleared by 8:00am. He added the issue of snow removal is a difficult one and expressed reluctance to establish completion times due to the variability of weather conditions. PC Vinyard expressed concern regarding potential liability if such times were to be set, adding it would be better to communicate this information on an ad hoc basis. Schmitt concurred and expressed support for making a best effort to clear parking lots and sidewalks.</p> <p>PC Herman questioned what constitutes “cleared” as the term is used regarding snow removal, noting that ice on cleared pavement can be slicker than ice on snow. Herman questioned establishing a set start time for clearing snow, adding if there were two inches of snow at the time, it would be insufficient to warrant the attempt to remove it. Herman asked Charters if a two-inch accumulation would prompt Insitu to clear sidewalks and parking lots. Charters stated it would. Vinyard said emphasis should be placed on communication and coordination in anticipation of, and during, a snow event.</p> <p>Herman suggested consideration of a winter maintenance schedule that would provide maintenance staff with a steady routine during winter regardless of snow events. He added WSDOT crews operate using a winter maintenance schedule. Schmitt stated the Maintenance Lead can check the forecast and make an early morning assessment of need.</p> <p>Charters described the Insitu routine when snow is forecast, adding he could communicate Insitu’s operating decisions to the Port. Schmitt said he is willing to loan his personal Bobcat to the Port as a stop gap measure until the Port acquires additional snow removal equipment. He also offered to provide additional help if the Maintenance Lead feels circumstances warrant it.</p> |  |
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| <b>New Business continued...</b><br>Snow Removal Policy       | Vinyard asked ED Thornsburg who should be the contact for Insitu. Thornsburg stated the Maintenance Lead should be the contact.  |   |
| December Meeting Schedule                                     | ED Thornsburg suggested canceling the first meeting in December. PC Herman requested the second meeting be held December 10 instead of December 17 due to a scheduling conflict.   | By consensus the PC directed staff to reschedule the meeting on December 5 to December 10 and cancel the December 17 meeting. |
| <b>Executive Director's Report</b><br>DIP Aggregate Exporting | <p>ED Thornsburg reported a tentative meeting regarding exporting aggregate has been scheduled for December 19, 2019. He added he expects to have more information after the meeting, but suggested a subsequent meeting may involve tug operators in a discussion of equipment needs and availability.</p> <p>PC Vinyard asked if material would be exported using the barge dock. Thornsburg stated the dock is the quickest, easiest way to move material now because it is available, but may not be the best long-term solution. PC Schmitt noted one proposal mentioned the installation and use of dolphins off Lot 46. Vinyard questioned whether the channel just east of the barge dock could accommodate a barge. Discussion followed concerning the depth and width of the channel. Thornsburg stated the channel is likely deep enough, but not wide enough, for a tug to navigate.</p> <p>Vinyard remarked additional dock use could lead to congestion and suggested there will need to be some coordination with respect to docking schedules. Schmitt suggested the Port should have an agreement with exporters in place before working to coordinate docking schedules. Vinyard stated the Port should emphasize the dock is multi-use.</p> |   |
| DIP Prospective Development                                   | ED Thornsburg reported on his meeting with a representative from the Seattle office of the Economic Development Administration (EDA) including possible support for construction of a speculative building on Lot 24 at Dallesport and fill work in conjunction with the wetland property exchange project at Bingen Point.  |   |


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| <p><b>Executive Director's Report continued...</b></p> <p>DIP Prospective Development continued...</p> | <p>Thornsbury explained he asked the EDA representative to compile a list of items to be addressed as part of an economic feasibility study in support of funding a building on Dallesport Lot 24. He added these would be combined with a similar list of items for the economic feasibility study required by the Community Economic Revitalization Board (CERB) for speculative development. Thornsbury stated a study including these items would be added to the scope of work in the Mackenzie contract so both funding sources could be satisfied with a single report. Thornsbury stated he expected the representative to offer his personal impression regarding the prospects for successful funding of the Dallesport and Bingen Point projects. He added there is an emphasis within EDA on funding projects in federal Opportunity Zones and Dallesport is in one of these zones. Thornsbury noted he did not expect to hear from the EDA representative before the following week.</p> <p>Vinyard asked for clarification as to which prospective building Thornsbury was referring. Thornsbury replied he was speaking of the building on Lot 24 at the entry to Dallesport because the substantial effort necessary to secure grant monies made it infeasible to use them for a smaller building. Thornsbury expressed his opinion a building would be more likely to receive EDA funding if it were in a publicly visible location, such as Lot 24, to promote and demonstrate business activity in the area.</p> <p>Vinyard noted, in the past, tenant occupation had been limited to less than fifty percent of any space receiving EDA funds and asked if that is still the case. Thornsbury stated he had not received a definite answer, but believes it may still be a problem. He added if application was made for a speculative versus committed partner development it would be easier to address an occupancy requirement. Thornsbury described the challenge of a committed partner, noting a company that is able to plan far enough in advance to accommodate a two-year funding and</p> |  |
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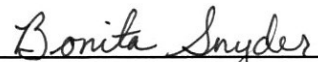
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| <p><b>Executive Director's Report continued...</b><br/>DIP Prospective Development continued...</p> | <p>development process and a contingent lease is typically well-established and requires more space than the Port can afford to build while still falling within the occupancy limitations. He added small start-up companies require less space so it is easier to meet any occupancy limitation, but they generally cannot commit to a contingent lease in advance or tolerate the delay in funding and development.</p> <p>Schmitt expressed concern staff efforts in support of future EDA grant funding constituted a departure from work on his steel kit building. He added EDA funds would not be necessary for the building as the Port should be able to afford its construction without them. Vinyard acknowledged Schmitt's concern before noting the kit building was a separate project still moving forward on Lot 39. Vinyard added EDA funds would likely be needed for the larger building included in the Port's Comprehensive Scheme. Schmitt stated he would support constructing another building if work proceeded on his kit building.</p> <p>Schmitt asked why representatives from the Mackenzie architecture firm had not returned to meet with the PC regarding site planning for the steel kit building on Lot 39. Thornsby stated he did not believe their further involvement would be beneficial.</p> |  |
| <p><b>Executive Director's Report continued...</b><br/>New Equipment</p>                            | <p>ED Thornsby presented information regarding a 1CX loader backhoe from JCB that can be transported using a one ton truck without needing a driver with a commercial drivers' license (CDL)—required for vehicles with a gross combined weight rating (GCWR) over 26,000 pounds. He added a one ton truck, such as the Chevrolet Silverado 3500HD, has a gross vehicle weight rating (GVWR) of 14,000 pounds and a total gross combined weight rating (GCWR) of 24,000 pounds, allowing it to have a dump bed and tow 10,000 pounds. Thornsby explained the 1CX is 7,200 pounds, and the trailer would be about 1,500 pounds. He noted former commissioner Norm Deo had used the similar 1CXT, was impressed with the machine, and felt it might be useful to the Port.</p>  |  |

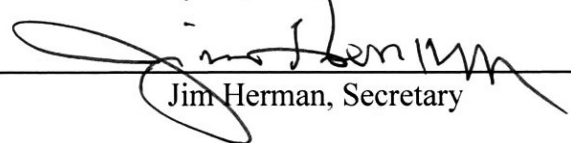
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| <p><b>Executive Director's Report continued...</b></p> <p>New Equipment continued...</p> | <p>PC Schmitt asked if the operation was similar to a Caterpillar skid-steer, adding they are easy to operate. He noted attachments between Caterpillar and Bobcat products are interchangeable and advised ensuring the 1CX could accept Bobcat attachments. Discussion followed regarding different attachments including a flail mower and brush.</p> <p>PC Vinyard questioned whether the wheeled (1CX) or tracked (1CXT) model would be more beneficial for the Port. Schmitt expressed preference for the tracked model. Thornsby noted the tracked model has more power, but the wheeled model travels more easily and tends to be lighter—which may be necessary to avoid the need for a CDL. PC Herman suggested the wheeled model would be easier to use in snow. Schmitt noted he chained his Bobcat tires to operate in snow, adding the chains can break due to the small space between the wheels and body.</p> <p>Schmitt asked if the cost of the unit was known. Thornsby replied he is waiting for a price. Herman asked if the unit could be purchased under the State's contract, where it is manufactured, and how long it would take to get parts in the event of a breakdown.</p> <p>Thornsby asked if the PC would be interested in having the unit on site for a test. Discussion followed. Schmitt stated the Port's equipment is inadequate and requested Thornsby investigate the attachments available for use with the 1CX. Thornsby stated the documentation indicated the machine accepts conventional skid-steer attachments. Schmitt expressed his belief a machine like the 1CX would be suitable for the Port. Vinyard agreed the size and functionality appeared to match the Port's needs.</p> <p>Schmitt reported there will be five one ton trucks up for auction in January. He plans to attend the auction and estimated the trucks would sell from \$18,000 to \$20,000.</p> |  |
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| <b>Commissioners Remarks</b>  | <p>PC Schmitt said the Mid-Columbia Economic Development District will be moving into its building in December, on time and under budget.</p> <p>PC Vinyard expressed regret he did not follow proper protocol during the prior meeting and pledged to do so in the future. PC Schmitt stated he did not believe there had been any problem with the prior meeting.</p>   |   |
| <b>Public Comment</b>   | Bryan Charters, Insitu, thanked the PC for its time and consideration of snow removal procedures.   |   |
| <b>Executive Session</b><br>Performance Evaluation - Executive Director | PC Vinyard called an Executive Session at 5:54pm to conduct a performance evaluation of the Executive Director pursuant to RCW 42.30.110(1)(g) for a period of one hour. No action was taken in the executive session.  |   |
| Executive Director Salary   | <p>PC Vinyard reopened the PC Meeting at 6:54pm. Vinyard stated the PC was pleased with ED Thornsburg's exceptional commitment and effort to make the Port what it is today.</p> <p>Thornsburg asked if the PC wished to consider a cost of living adjustment (COLA). Discussion followed. Thornsburg suggested the COLA be based on the change in the Consumer Price Index (CPI), since Port wages were adjusted to a competitive level last year.</p> | PC Schmitt M to approve a COLA for the position of Executive Director for 2020 based on the increase in CPI, PC Herman S, MP 3-0. |
| <b>Adjournment</b>  | PC Vinyard adjourned the PC Meeting at 6:58 PM.   |   |

Approved on December 10, 2019  
(Date)

  
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Marc Thornsburg, Executive Director

  
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Bonita Snyder, Administrative Assistant

  
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Jim Herman, Secretary