

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (ED) Marc Thornsburg; Staff Accountant (SA) Margie Ziegler; and Administrative Assistant (AA) Bonita Snyder. <b>PC/Staff Absent:</b> None. <b>Guests Present:</b> None.	Meeting called to order by PC Vinyard at 4:36 PM.  PC Vinyard announced the addition of an executive session to the agenda.
<b>Administrative Matters</b> Approval of Minutes  Approval of Vouchers	Minutes – July 21, 2020. PC Schmitt requested clarification concerning the source of a statement made and reported in the minutes.  Vouchers – July 28, 2020, #28236-28244, \$31,291.69.  Vouchers – July 31, 2020, #28245-28249, \$500.41.  Payroll Vouchers – August 5, 2020, #D12669-D12687, \$18,424.89.  Vouchers – August 11, 2020, #28250-28269, \$52,403.09.  Payroll Vouchers – August 20, 2020, #D12688-D12698, \$14,994.35.	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.
<b>Old Business</b> DIP Lot 39 Development	PC Schmitt reported the building permit is expected back from the County by the end of the week and the bid packet will be ready the following week. Schmitt stated he would like to hold a meeting to review the bid packet once it is received to ensure it is acceptable. Schmitt noted the building colors will be decided with the contractor and will not be included in the bid. ED Thornsburg suggested Schmitt present the bid packet at the September 1 regular meeting. The PC concurred. Schmitt explained he would bring a color chart so the PC can begin discussing the building appearance.	

	<p>PC Herman clarified all commissioners would be present for the regularly scheduled September 15 meeting. Vinyard noted the limited number of meetings available to complete Port business, hold a strategic planning workshop, and conduct the annual budget workshop. Vinyard requested a copy of the bid document prior to the meeting. Schmitt stated he believed that would be possible.</p>	
<p><b>New Business</b> New Equipment</p>	<p>ED Thornsby provided a report covering several equipment alternatives that could be used to address certain needs of the Port. He added the report was not a comprehensive review of all potential Port needs and, instead, covered those interrelated areas where decisions that must be made in the short term may affect long-term options. Thornsby noted, for example, while the approaching winter season has made snow removal a priority, in several cases it may be possible to address snow removal with equipment that could also meet other needs such as mowing. Thornsby suggested elements the PC might consider in determining what equipment should be purchased immediately and what should be included in the budget for the coming year.</p> <p>PC Herman suggested hiring a retired person with a Commercial Driver's License (CDL) on a part time basis in order to provide CDL training to other staff, equipment moving in emergency situations, and an additional resource for snow removal. PC Vinyard agreed hiring a qualified person on a standby basis could be a good way to secure CDL training for an employee without the need for him/her to attend formal classes. Thornsby expressed his belief the Port could apply to the Department of Licensing (DOL) for a waiver under which a qualified employee can provide training to other employees within the same organization. He added this could replace the use of classroom-style instruction to prepare employees to take the CDL test. Thornsby noted he would want to confirm this with DOL before moving forward. Herman offered to supply Thornsby with contact information of someone who might be</p>	<p>By consensus the PC directed staff to arrange for installation of a V-plow on the C5500 truck, sell the International S2600 truck, and obtain more information on a general-purpose four-wheel drive tractor with skid-steer type attachments.</p>

	<p>interested in such a position. Discussion followed regarding the proposed position.</p> <p>PC Schmitt noted the C5500 truck would only be useful in clearing the main roads and would not be effective in parking areas. Thornsbery added neither of the Port's large trucks would be able remove snow in the parking stalls, but would work for roads and some parking aisles. He added clearing parking stalls will need to be addressed another way. Thornsbery suggested the first question to be answered was which truck the Port will keep. He explained the Port could keep the International S2600 which would require training employees to get a CDL and purchasing a replacement bed and new trailer to haul equipment or it could keep the Chevrolet C5500 and site additional equipment at Dallesport.</p> <p>Herman inquired about renting a trailer to move the backhoe to Dallesport. Thornsbery stated he did not believe a trailer large enough for the backhoe would be available to rent on short notice. He added the Port would likely need to find and acquire a trailer able to support the weight of the existing equipment. Discussion followed concerning trailers, related weight limits, and the conditions requiring a CDL.</p> <p>Schmitt remarked manufacturers tend to be conservative when providing weight ratings. Thornsbery noted the report was based on an assumption the manufacturer ratings were accurate, but the PC could come to its own conclusion regarding payload and towing capacity. Schmitt advised getting an expert opinion before determining the hauling capacity of a piece of equipment. Vinyard speculated as to the price difference between a trailer rated to haul the backhoe and a smaller trailer. Schmitt noted trailers with three-axles had different carrying capacities than two-axle trailers.</p>	
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Herman stated it currently costs \$321 to transport the backhoe to and from Dallesport. Schmitt suggested the cost for transport was low enough buying trailer would be unnecessary. Herman concurred, but noted this poses some risk when there is a need to transport the backhoe in an emergency situation. Schmitt suggested the PC consider the odds of an emergency situation occurring. Thornsbury noted one instance where staff were required to manually dig out a water line because equipment was not available, adding it was nearly impossible to complete the job by hand. Thornsbury remarked it is up to the PC to determine its risk tolerance, but cautioned it should consider whether it would still believe the risk acceptable if tenants were without water and the PC had to explain the risk of an extended outage was deemed too low to warrant taking additional steps to prevent one.

Schmitt remarked the sewer lines are 10 to 12 feet deep so any equipment considered would need to be capable of digging to that depth. He added the C5500 is the better of the two trucks and suggested using a smaller trailer behind the C5500 and getting a smaller piece of equipment, such as a Kubota with a backhoe attachment capable of digging 10 feet deep. He expressed his belief it would be sufficient in an emergency situation and, though it would not match the performance of the Case 590 backhoe, be capable of getting the necessary work done without the need to transport, or purchase a second, full-sized backhoe. Schmitt stated he opposed the purchase of a second backhoe for placement at Dallesport as the existing backhoe can be moved at comparatively little expense.

Vinyard asked what snow removal efforts would be necessary in Dallesport once the new building has a tenant. Schmitt expressed the opinion there would be insufficient snowfall to warrant snow removal. Herman suggested use of a contractor for snow removal at Dallesport. Thornsbury noted Bingen Point does not generally receive much snow

	<p>either. Schmitt agreed and expressed reluctance to spend thousands of dollars on equipment that would rarely be used.</p> <p>Vinyard suggested that, given the complications involved with equipment transport and the growing need to maintain facilities and tenants in the Dallesport Industrial Park, the PC should consider investing in a piece of equipment and siting it there. He also suggested considering storing small equipment used only intermittently or seasonally by constructing a storage facility at Bingen Point or setting aside space in Dallesport and using the C5500 with a trailer to transport the equipment as needed. Vinyard described his experience with small tractors and backhoe attachments, noting the latter may not have the digging power required. Discussion followed concerning various brands and models of equipment.</p> <p>Schmitt recommended equipment be purchased from a manufacturer with a local dealer presence. He added snow removal is the more pressing issue versus that of equipment for use at Dallesport and suggested the PC concentrate on equipment to address the former. Schmitt noted the Port needs more equipment, but cautioned against getting carried away given the limited budget available.</p> <p>Vinyard remarked the Port is currently limited in its ability to remove snow from smaller areas such as parking stalls. Schmitt noted the Port owns a snow blower that works well. Vinyard asked for Thornsbury's opinion concerning equipment that could improve the Port's snow removal capability. Thornsbury stated there are benefits to a snow blower, but clarified the Port's unit clears about the same width as a snow shovel and is intended for small areas such as sidewalks. He added the Port has used it to move snow from parking stalls into the aisle for removal, but additional staff is required to make effective use of it in such areas.</p>	
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Thornsbury noted there are very effective solutions to meet all needs, but getting the optimal piece for each task could result in several different pieces of specific equipment the Port would have to buy, store, and maintain. He noted the challenge of maximizing a limited number of pieces of equipment to the greatest potential impact to address as many needs as possible.

Thornsbury noted walking paths and parking stalls are similar in terms of the size of the piece of equipment required. He explained the advantages and challenges of clearing parking stalls using a blower, snow pusher, and pull blade. He suggested a pull blade was best for clearing parking stalls, but because it has limited functionality in other areas, it might not be the best option. Thornsbury said tractors, lawn mowers, or walk behind tractors with exchangeable attachments allow a core piece of equipment to be used for multiple purposes, limiting the need for extra equipment storage. He suggested the PC consider something small enough to be maneuverable if it desires something broadly usable. Thornsbury provided examples of alternate equipment such as a very large snow blower either as a dedicated walk behind or as an attachment to a walk behind tractor or large mower/tractor.

Vinyard described his use of a 38 horsepower Kubota tractor for snow removal using the front bucket and an angled push blade on the back. He added a 38 horsepower tractor is not too large, has an acceptable amount of power, and is versatile. Discussion followed about the attachments for, and capabilities of, a small tractor. Vinyard cautioned maneuvering around cars would be difficult and a snow blower could create hazardous projectiles. Schmitt noted Insitu could keep its lots clear to allow the Port to plow without interference. Vinyard noted clearing between vehicles may not be possible during heavy snow events due to potential damage to the vehicles.

Thornsbury asked the PC to provide direction on what was needed in order to make a decision. Vinyard questioned if the Port was currently able to maintain the major access roads coming into the Port. Thornsbury replied the capability is sub-optimal as the roads have been cleared using the backhoe bucket to pick up snow and deposit it on the edge of the road or into the harbor. He noted the potential hazard of misjudging the edge of the asphalt when dumping into the harbor. Thornsbury suggested if the PC wishes to use the backhoe for road clearing, it should have a snow pusher with a bumper edge to prevent damaging the asphalt. Herman suggested the first step is to put a V-plow on the C5500 to clear the main roads. Schmitt noted there would still be corners and parking lots that could not be plowed. Vinyard added the V-plow should have pads to prevent asphalt damage. Schmitt agreed, noting pads leave some snow but prevent damage.

Herman expressed his opinion the Port will need equipment at Dallesport more frequently in the future. Thornsbury concurred and expressed concern the proposed equipment was similar in power to the JCB which the PC determined had insufficient power. Schmitt suggested the Port budget for the most powerful tractor that can be hauled without a CDL using the C5500. He added the equipment should be designed for commercial use versus a residential consumer. Schmitt suggested the Port's current lawn mower is designed for residential use and though it is effective for mowing Marina Park, it is inadequate to efficiently mow Sailboard Park. Schmitt urged the PC to concentrate on putting a V-plow on the C5500, selling the International S2600, and budgeting for a general purpose tractor.

Herman questioned if the PC would revisit the need for additional equipment at a later date or if everything should be considered now for budgeting purposes. Thornsbury explained the need for broad agreement to ensure current decisions are consistent with future plans and suggested

	<p>other specific equipment needs would be best handled in the budget process. Discussion followed about the cost and installation of the V-plow. Herman and Schmitt offered to drop off and pickup the C5500 to limit the demand on maintenance staff.</p> <p>Thornsbury confirmed the interest of the PC in exploring a general purpose tractor with attachments. Schmitt added it should accept skid-steer type attachments. Herman noted the proper machine could be used for sweeping and other tasks the existing backhoe cannot do. Vinyard recommended getting the tractor. Schmitt and Herman agreed. Discussion followed concerning weights and transportation.</p> <p>Thornsbury asked if the PC's objective is to acquire a relatively small tractor that can perform a variety of tasks at Bingen Point or a single piece of equipment for Bingen Point and Dallesport. He also expressed concern regarding the availability of a tractor sufficiently small and maneuverable for use at Bingen Point, but powerful enough for use at Dallesport. Schmitt said staff should explore the tractor as the main piece of equipment and added the PC will need to know what a tractor weighs with a backhoe attachment on it to determine what size to get. Discussion followed about weight limits requiring a CDL.</p> <p>Schmitt stated the backhoe would need to dig 12 feet to be useful in Dallesport, adding the current backhoe could not dig to a depth of 12 feet when the geotechnical exploration took place on Lot 39. SA Ziegler suggested the Port hire a contractor in the event of a water line break at that depth. Schmitt agreed, adding the tendency of the soil to cave in would be too dangerous without trench shoring.</p> <p>Vinyard restated the decision to move ahead with the V-plow, sell the International S2600 truck, and investigate the potential acquisition of a</p>	
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	<p>four-wheel drive tractor with backhoe attachment that is within the weight range that can be transported without a CDL. Vinyard suggested if the weight of a machine with a backhoe attachment is sufficiently high to require a CDL, it would be less expensive to remove the attachment and make two trips to move the machine and the attachment separately. Schmitt concurred. Herman stated it would be nice to have equipment versatile enough to be used at both places. Discussion followed regarding the various needs at Bingen Point and Dallesport.</p> <p>Schmitt expressed concern about the longevity of the John Deere mower. He shared his experience with a zero-turn Cub Cadet mower. Discussion followed concerning the cost of mowers. Vinyard asked if a mower should be put in the 2021 budget. Schmitt stated his support for including a new mower in the budget, adding the Port's current mower is not built for the use to which it is being put.</p> <p>Vinyard expressed his belief the option of a standby employee with a CDL should be pursued concurrently with exploring the size of the tractor. If the weight of the tractor does not require a CDL, the matter of the standby employee could be abandoned. Thornsby reminded the PC placing a piece of equipment at Dallesport would eliminate the transport issue. Schmitt stated it makes no sense to invest in a piece of equipment that would sit unused 90% of the time. Thornsby added if the PC wants to transport equipment, it could keep the International S2600, get a large equipment trailer, and haul any equipment whenever and wherever it is needed and eliminate any need for equipment storage at Dallesport.</p> <p>Herman asked if the International S2600 would completely replace the Chevrolet C5500. Thornsby explained at the time the C5500 was purchased, the understanding was a piece of large equipment would be sited at Dallesport and the Port would avoid transporting equipment due to the anticipated challenges of maintaining employees with a CDL.</p>	
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	<p>Schmitt questioned what tasks the Port could do with a large piece of equipment stationed at Dallesport that would not require a contractor or could not be accomplished with smaller equipment and stated he could not support spending \$35,000 for equipment that would sit unused. Thornsberry replied the backhoe had been used for a variety of cleanup and repair tasks when it has been at Dallesport. Schmitt suggested the large backhoe continue to be transported by a contractor as is currently being done. Vinyard clarified the Port would pay someone to transport the backhoe if it were needed at Dallesport and smaller equipment would be transported using the C5500 without requiring a CDL.</p>	
September Meeting Schedule	<p>PC Vinyard noted the regular meeting schedule is September 1 and 15. He added Port Consultant Hanke is putting together an agenda for a strategic planning workshop. PC Schmitt expressed hope the bid packet would be ready for discussion at the September 1 meeting. Vinyard proposed the strategic planning workshop be held September 15. PCs Schmitt and Herman agreed. Thornsberry clarified any change in the meeting date or time constitutes a special meeting, regardless of its content, and added a special meeting could be called for the workshop without holding a regular business meeting.</p>	<p>By consensus, the PC changed the regularly scheduled meeting on September 15 to a special meeting starting at 2:00PM to include regular business and a strategic planning workshop.</p>
<b>Executive Director's Report</b> Irrigation Water Right	<p>ED Thornsberry provided a copy of a January 2019 letter sent to the Department of Ecology (DOE) concerning water rights at Bingen Point and noted a response from DOE had recently been received stating it is prepared to process the water right through its Office of Columbia River. He explained the Port had originally applied for a water right when restrictions on White Salmon water use were being considered and Bingen and White Salmon were concerned about being able to meet their own water needs without supplying the Port. Thornsberry noted the multi-jurisdictional water system group was subsequently formed and additional capacity has been secured by the two cities so the Port no longer has a pressing need to develop its own water source for Bingen Point.</p>	<p>By consensus, the PC directed staff to accept the Department of Ecology's irrigation water right at Bingen Point with the recommended quantity of 60 acre feet per year.</p>

PC Schmitt expressed concern White Salmon's water supply may not be sustainable over the long term, resulting in White Salmon limiting the water they sell to Bingen and the Port. Discussion followed about White Salmon's use of Buck Creek and their wells. Thornsbury explained that because the water right is through the Office of Columbia River, the Port would pay for the water allocated to it at a rate of \$35 per acre foot per year whether or not it had operational wells and would need to show use of the water. He added this would likely be expensive and difficult to do.

PC Herman expressed support for not pursuing the potable water right and proceeding with an irrigation water right so the Port can continue irrigating from the Columbia River and avoid the expense of drilling a well. Thornsbury added the current water right for irrigation is temporary and contingent on a lack of alternatives. He cautioned now that one is available, were the Port to decline it, the DOE might have grounds to revoke the temporary right as a replacement right has been offered.


PC Vinyard noted in January 2019, the cities of Bingen and White Salmon did not encourage the Port to pursue its potable water right. He added White Salmon had abandoned its pending application at that time. Schmitt commented White Salmon must feel secure with Buck Creek. Thornsbury replied White Salmon has been working with the irrigation district and the Yakama Nation to explore a diversion from the White Salmon River. He noted water secured through the Office of Columbia River must be reasonably expected to come from the Columbia and, given the elevation of White Salmon, this would likely require a well near the river. Thornsbury speculated the cost of moving water from a river-level source up to White Salmon likely proved too expensive, adding the same difficulties exist were water provided through a Port right and well.

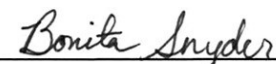
Vinyard suggested White Salmon may be willing to help the Port establish its own system as it would allow White Salmon to conserve

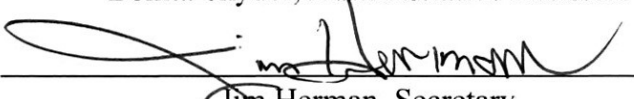
	<p>water the Port currently uses. Thornsby acknowledged this, but suggested the Port's usage is sufficiently small compared to the total volume of water in the system and the costs associated with a well at the Port are such it would not be financially feasible. Discussion followed.</p> <p>Thornsby estimated irrigation at Bingen Point would use 40 to 50 acre feet of water per year at an annual cost of \$1,400 to \$1,750, respectively, based on 3.5 acres in park areas and 10 acres in developed areas. He reported DOE suggested 60 acre feet of water per year at a cost of \$2,100 per year without providing data in support of their estimate. Thornsby noted a higher quantity allocation will result in a higher annual cost. Thornsby stated he felt his estimate was adequate and cautioned the Port might not be able to support 60 acre feet per year if proof of use is requested. Herman noted the cost difference between 50 and 60 acre feet per year is \$350 and would allow the Port to pump more water if needed.</p>	
<b>Commissioners Remarks</b>	<p>PC Vinyard stated the recent Klickitat County Public Economic Development Authority (KCPEDA) board meeting had been canceled. He reported the KCPEDA will be getting more small business grant funds and is considering raising the limit from \$5,000 to \$10,000 as well as increasing the maximum size of eligible small businesses to 20 employees. Vinyard added the KCPEDA is also considering whether businesses receiving funds in the first round should be eligible for the second round and noted he intends to support the proposed changes.</p> <p>Vinyard explained the KCPEDA is investigating establishing a local Small Business Administration (SBA) Small Business Development Center (SBDC) branch serving Klickitat and Skamania Counties. The person staffing the SBDC office would work three to four days in Klickitat and one to two days in Skamania. Vinyard noted the SBDC in The Dalles currently provides support as the Yakima SBDC office was overwhelmed and stated he intends to support the creation of a SBDC</p>	

	<p>branch for Klickitat and Skamania counties.</p> <p>PC Schmitt reported the Mid-Columbia Economic Development District (MCEDD) is facing similar decisions. He explained MCEDD had been given money by the State of Oregon so there are more grants being awarded on the Oregon side of the Columbia than the Washington side. Schmitt noted much of the grant money MCEDD has received has required no match. He added the MCEDD director has asked Skamania County to provide a representative by the end of the year.</p>	
<b>Public Comment</b>	None.	
<b>Executive Session</b> Personnel	<p>PC Vinyard recessed the PC Meeting at 6:50 PM for five minutes. Vinyard called an executive session at 6:55 PM to review the performance of the Executive Director pursuant to RCW 42.30.110(1)(g) for a period of 45 minutes.</p> <p>At 7:40 PM Vinyard extended the executive session for 30 minutes. At 8:20 PM Vinyard extended the executive session for ten minutes. Vinyard adjourned the executive session at 8:30 PM. No action was taken in the executive session.</p>	
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 8:30 PM.	

Approved on September 1, 2020  
(Date)

  
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Marc Thornsbury, Executive Director

  
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Bonita Snyder, Administrative Assistant

  
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Jim Herman, Secretary