

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: 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. PC/Staff Absent: None. Guests Present: Port Consultant, Byron Hanke.	Meeting called to order by PC Vinyard at 2:00 PM.
Strategic Planning Workshop	Port Consultant Hanke conducted a workshop with the PC to discuss Port Administration and Staff, Port Tenant Communication, Community Involvement, Marketing and Promotion Plan, Budget Considerations, and Strategic Plan Utilization. The strategic session ended at 4:00 PM with a 30 minute recess before resuming regular business.	
	PC Vinyard closed the session at 4:00 PM and took a 30 minute recess. Vinyard resumed the Port Commission Meeting at 4:30 PM.	
Administrative Matters Approval of Minutes	Minutes – September 1, 2020	PC Schmitt M to approve the minutes, PC Herman S, MP 3-0.
Approval of Vouchers	Vouchers – September 14, 2020, #28290-28305, \$12,836.86. Herman questioned the sales tax rate on the Quill invoice.	PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.
Old Business DIP Lot 39 Development	PC Schmitt presented the bid packet to the PC. SA Ziegler said the bid would appear in the Columbia Gorge News and the Goldendale Sentinel September 16 and the Daily Journal of Commerce September 18 and 21. Ziegler stated bids are due October 7 at 2:00 PM. Ziegler handed out the draft from Mackenzie for additional services. Schmitt expressed concern three weeks for bidders to respond may not be enough. He added after the bid opening Mackenzie will review and compare all bids to ensure bids received match required specifications.	

<p>Old Business (Cont.) DIP Lot 39 Development (Cont.)</p>	<p>Schmitt expressed concern about laying asphalt in cold weather. PC Vinyard asked if the road would be suitable for access if not paved. Schmitt said probably not. Vinyard observed delaying asphalt would effectively delay leasing of the building. Schmitt said if the Port had a tenant, it would find a way to provide access.</p> <p>Vinyard asked about the irrigation plans. Schmitt stated the Port would complete landscaping, but the irrigation system would be installed as part of the bid. Schmitt explained the item they had previously identified as a shower was actually an industrial wash basin, which made adding plumbing for the additional bathroom uncomplicated.</p> <p>The PC agreed the exterior looked business like. Vinyard confirmed the roofing was specified at the heaviest gauge. Schmitt commented walking on the roofs at Bingen Point made him uncomfortable. Vinyard added wind stress in Dallesport also required additional roofing strength.</p>	
<p>New Equipment</p>	<p>PC Schmitt said he went to the Kubota dealership and was quoted \$65,000 for the 5660 tractor with attachments. PC Vinyard said he was told the same \$65,000 price. Schmitt said at that price the Port will not be buying that equipment and it will be a discussion at the Budget Workshop. Schmitt stressed the need to have input from the Port's maintenance staff because they are the employees who will be operating the machinery.</p> <p>Schmitt reported the Washington State Patrol Weigh Master and learned the C5500 dump truck can not pull a trailer and a piece of equipment with a combined weight of over 26,001 pounds without requiring a Commercial Driver's License (CDL). Schmitt commented any equipment ordered will need to be located either at Dallesport or Bingen. Vinyard stated the C5500 can be used for plowing. Schmitt added the C5500 can also haul loads in the bed without requiring a CDL.</p>	

Old Business (Cont.) Free Right Turn – Marina Way at Maple	ED Thornsby stated the letter requested by the PC was sent to SDS Lumber and Underwood Fruit. SDS's response was presented to the PC. No response was received from Underwood Fruit. PCs Herman and Vinyard noted the SDS letter seemed to support the change. Vinyard stated the signage change will support the existing traffic volumes and behaviors at this time.	By consensus the PC agreed to establish signage permitting a free right turn without stopping for westbound traffic on Marina Way at Maple Street.
New Business October Meeting Schedule	PC Vinyard asked if the engineer from Mackenzie should present bids at award meeting October 14. PC Schmitt said the engineer would have already reviewed the bids and reported any concerns.	By consensus the PC canceled the October 6 meeting and scheduled a special meeting for October 14 to award bids for the 2020-02 DIP 151C Building Project.
Executive Director's Report Truck Sale	ED Thornsby reported the sale of the International dump truck.	
DIP Well No. 2 Control Panel	ED Thornsby reported he went through updates to the Dallesport Well #2 control panel with Maintenance Lead Jeff McClain. He stated most of the programming is complete and the next step will be to wire in the new program logic controller and switches for the flush valve.	
Commissioners Remarks	<p>PC Schmitt said he met the new assistant manager at Mid Columbia Economic Development District (MCEDD). Schmitt reported on the growth and management of the transportation system including two new busses, two new bus stops, one new route, and the recently finished bus shelter.</p> <p>PC Herman stated the Southwest Washington Regional Transportation Council (SWRTC) meeting is at the same time as the Port meeting so he was unable to attend the SWRTC.</p>	
Public Comment	None.	
Executive Session – Personnel	PC Vinyard recessed the PC Meeting at 5:18 PM for a five minute break, resuming at 5:22 PM. Vinyard called an executive session to review the performance of the Executive Director pursuant to RCW 42.30.110(1)(g)	

Executive Session – Personnel (Cont.)	for a period of 60 minutes.	
Personnel – Executive Director	The PC presented a copy of the Resolution 04-2020 to ED Thornsby for review. PC Vinyard stated in addition to the resolution the PC would sign a Memorandum of Understanding Regarding Separation and Reciprocal Waiver of Claims and a Notice of Termination Without Cause which including a Waiver of Notice. Thornsby stated he would like to make the announcement to staff of his departure. PC Herman said the PC had agreed to provide references if Thornsby would like to utilize them. He noted the PC felt no animosity and wished Thornsby well. Vinyard concurred. Vinyard asked if Thornsby felt comfortable talking to Port Attorney Bill Eling if he had questions about the Port's decision. Thornsby said he would be comfortable. Vinyard stated this decision was difficult on a personal level for him and he said he thought Thornsby had done an excellent job for the Port, but that the time had come for change. He added his hope it would be a positive change for Thornsby. Thornsby stated he had been fine before coming to the Port and would be fine somewhere else. He added it was a change and had occurred at as good of time as any.	PC Schmitt M to pass Resolution 04-2020, PC Herman S, MP 3-0.
Adjournment	PC Vinyard adjourned the PC Meeting at 6:28 PM.	

Approved on October 14, 2020
(Date)
SWayne Vinyard
Wayne Vinyard, President

Bonita Snyder
Bonita Snyder, Administrative Assistant
Jim Herman
Jim Herman, Secretary