

PORT OF KLICKITAT
BOARD OF COMMISSIONERS MEETING MINUTES
JANUARY 15, 2008
REGULAR SESSION

TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	
Attendance	Commissioner/Staff Present: Port Commissioners (PC's) Rodger Ford & Wayne Vinyard; Executive Director (Exec.D) Marc Thornsby; Deputy Director (DepDir) James Donnelly; Administrative Assistant/Bookkeeper, (AA/B) Margie Ziegler; Facilities/Maintenance Operator, (Fac/Maint) Bryan Charters; Port Consultant Byron Hanke, and Port Counsel Teunis Wyers. PC/Staff Absent: PC Norm Deo was excused. Guests Present: Matt Riley (Rapid Ready Mix Inc), Brad Roberts, (Rivermile 172 LLC), Paul & Dorie Cothren, (Dallesport Log Yard) and Denny Newell, (KC Economic Development).	Meeting called to order at 4:30pm.
Counsel's Report	Port Counsel Wyers had nothing new to add and said that (ExecD) Thornsby and (DepDir) Donnelly are doing a wonderful job.	
Election of Officers	Byron Hanke thanked Rodger Ford with all his help selecting our new Executive Director. PC Vinyard said he appreciated Rodger Ford's time that he was able to commit as President of the Port Commission in 2007.	PC Ford made a motion to elect PC Vinyard, President; PC Deo, Vice-President; and PC Ford, Secretary; PC Vinyard seconded, MP
Administrative Matters Consent Agenda	Items approved: Minutes – December 18, 2007 Payroll Vouchers – December 31, 2007 #21876-21895 \$56,945.26 Payroll Vouchers – January 15, 2008 #21896-21901 \$7,377.61 Accounts Payable Vouchers – January 15, 2008 #21902-21937 \$51,324.53	PC Ford M, PC Vinyard S a motion to approve the Consent Agenda. MP
Resolution 1-2008 Designating Signatories	(ExecD) Thornsby said this resolution is to remove (Former Exec.D) Sherwood's name and add (ExecD) Thornsby's name as a signer on the accounts at Columbia River Bank, Sterling Savings Bank and the Sterling Savings Safe Deposit box.	PC Ford M, PC Vinyard S a motion to approve Resolution 1-2008 Designating Signatories. MP

<p>Administrative Matters continued</p> <p>Resolution 2-2008</p> <p>Appointing an Agent to Receive Claims</p>	<p>(ExecD) Thornsby said the Port's insurance company WGEP advised the resolution state a position not a name. This resolution change will remove (Former ExecD) Sherwood's name and add Executive Director.</p>	<p>PC Ford M, PC Vinyard S a motion to approve Resolution 2-2008 Appointing Agent to Receive Insurance Claims. MP</p>
<p>Resolution 3-2008</p> <p>Authorizing Expenditures through Credit Cards</p>	<p>(ExecD) Thornsby said that Resolution 3-2008 authorizes the Port to open a credit card purchasing program through Columbia River Bank. (ExecD) Thornsby said the resolutions sets purchasing limits for employees.</p>	<p>PC Ford M, PC Vinyard S a motion to approve Resolution 3-2008 Authorizing Expenditures through Credit Cards. MP</p>
<p>Financial Statement</p> <p>November 2007</p>	<p>(AA/B) Ziegler said George Fox, CPA reviewed the financial reports for November 2007 and found no errors.</p>	<p>PC Ford M, PC Vinyard S a motion to approve the November 2007 Financial Statement. MP</p>
<p>Executive Director's Report</p> <p>Bingen Point</p> <p>Geotechnical Evaluation Parcels #24, #26, and #27.</p>	<p>(ExecD) Thornsby said the geotechnical report that was done on parcel #25 for Gorge Delights was forwarded to Ben Beseda at Tenneson Engineering and Earth Engineers. (ExecD) Thornsby said that Earth Engineers has scaled back their proposal to exclude Parcel #25 and do a summary report not to exceed \$10,000.00 on Parcels #9-27. The test holes will be dug by the Port Maintenance staff with the new backhoe.</p>	<p>PC Ford M, PC Vinyard S a motion to authorized geotechnical evaluations on Parcels #9-27, (excluding Parcel #25) not to exceed \$10,000. MP</p>
<p>Land Appraisals</p>	<p>(ExecD) Thornsby said appraisals need to be completed so that a surplus sale price and lease rate can be determined. (ExecD) Thornsby recommends appraisals on Parcels #13, #16, #19 in anticipation of surplus and Parcels #24 and #27 for lease.</p>	<p>By consensus, the PC agreed to move forward with appraisals on Bingen Point Parcels #13, 16, #19, #24, and #27.</p>
<p>Surplus Parcels #13, #16 and #19.</p>	<p>(ExecD) Thornsby said he wanted to tell the PC that contingent on the appraisals, he would like to start the public process of surplusng Parcels #13, #16, and #19.</p>	

<p>Executive Director's Report Bingen Point continued</p> <p>Maple Street</p>	<p>(ExecD) Thornsby said there was a positive meeting with City of Bingen that outlined issues regarding the bioswale on Maple Street. Bingen's engineer will look at Parcels #3, #4, and #5 and determine what size the bioswale would need to be to handle runoff. The water line was also discussed and it is not feasible at this time to upsize the water line because in order to tie into an 8" line we would need to go under the railroad and connect to a pipe on the north side of Hwy 14.</p>	
<p>Bingen Point Building's Exterior Lighting</p>	<p>(ExecD) Thornsby discussed the exterior lights at Bingen Point. (Fac/Maint) Charters said some of the fixtures have failed and it is more cost effective to replace the fixtures than it is to repair. (ExecD) Thornsby said there is a new light fixture that keeps the same light footprint but does not broadcast light. (ExecD) Thornsby recommends purchasing four light fixtures and test them to see how we like them and then replace them in banks on each building.</p>	<p>By consensus the PC agree to the purchasing of 4 light fixtures for a test.</p>
<p>Executive Director's Report Dallesport Industrial Park</p> <p>101 Parallel Building -Roof</p>	<p>(ExecD) Thornsby reported that he got an updated fee estimate from Randy Salisbury at DSP for the 101 Parallel building roof. (ExecD) Thornsby recommends and alternative for a bid document. (ExecD) Thornsby said that (Fac/Maint) Charters can do some of the administrative work and limit Randy's traveling time from Vancouver. (ExecD) Thornsby said that Randy Salisbury will not certify the project if he is not going to do the inspections and project administration. (ExecD) Thornsby recommends moving forward with Randy Salisbury too prepare the bid documents not to exceed \$8,000. PC Vinyard asked about Klickitat County Building Department's roof inspections.</p>	<p>By consensus the PC agreed to have Randy Salisbury, DSP, to prepare the bid documents not to exceed \$8,000 and have Port staff administer the project.</p>
<p>Insitu Option – 101 Parallel Building</p>	<p>(ExecD) Thornsby removed Insitu's option for the 101 Parallel Building from Agenda</p>	

<p>Executive Director's Report Dallesport Industrial Park continued</p> <p>Dallesport Log Yard Lease</p>	<p>Paul and Dorie Cothren from Dallesport Log Yard (DLY) explained their needs at the Dallesport Industrial Park Barge Dock. PC Vinyard made a statement that because he works for Hancock Forest Products he will excuse himself from any voting. PC Vinyard said that the PC has always envisioned multi-use of the barge dock facility and it has always been a vision to move rock over the dock. Cothren's suggested Parcel #46 be used for rock. Cothren said that it is a concern to Weyerhaeuser that no rock be in the logs. Dorie Cothren said that DLY is a growing business and will add more barges and more income to the Port and she is eager to work with the Port to come up with a solution to share the dock facility. Port Consultant Hanke spoke about the process of expanding the dock and adding dolphins. Port Consultant Hanke suggested working with the Port's aggregate consultant George Bennett. Port Counsel Teunis Wyers said the DIP aggregate has been the Ports money in the bank for many years and the income from the aggregate is what will help to make DIP lots shovel ready and bring in more business to DIP. PC Vinyard said that forest products are very important to Klickitat County and many residents work in the forest product industry. PC Ford explained the easement with Rinker. (ExecD) Thornsby said there are immediate and long term issues with the dock access and stockpiling. PC Vinyard suggested (ExecD) Thornsby work with James Dean Construction and Dallesport Log Yard and come up with a short-term solution. (ExecD) Thornsby said he would start work with the Corps of Engineers for a long term solution. PC Vinyard suggested (ExecD) Thornsby also talk with Bernert Barge Lines.</p>	
<p>Miscellaneous</p> <p>Committee Updates</p>	<p>PC Ford: MCEDD Retreat all day January 19, 2008. PC Ford reported on the Hwy 35 bridge meeting and MOU.</p> <p>PC Vinyard: EDA board met on January 10, 2008 and will meet again on February 13, 2008 to review the community request projects. PC Vinyard invited (ExecD) Thornsby to attend the February 13 meeting.</p> <p>Denny Newell said there will be an airport meeting on January 18, 2008.</p> <p>(ExecD) Thornsby reported on the Regional Transportation meeting he attended and that the Port's underpass project is #2 on the list under the Hwy 35 bridge.</p> <p>PC Vinyard recommended that now that the Lakeview Drive trees are in the dormant season now, they should be pruned.</p>	

Miscellaneous continued	Denny Newell, KC Economic Development, said an appeal was filed by Riverkeeper on the golf course and airport development.	
Adjournment	PC Vinyard adjourned the meeting at 6:18pm.	

Approved on _____
(Date)

Margie Ziegler, Administrative Assistant

Marc Thornsby, Executive Director

S. Wayne Vinyard, President