

<p style="text-align: center;">PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES JUNE 3, 2008 REGULAR MEETING</p>		
TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	
<b>Attendance</b>	<p><b>Commissioner/Staff Present:</b> Port Commissioners (PCs) Norm Deo, Rodger Ford, and Wayne Vinyard; Executive Director (Exec.D) Marc Thornsbury; Deputy Director (DepDir) James Donnelly; Port Consultant Byron Hanke; Port Auditor George Fox, CPA and Administrative Assistant/Bookkeeper (AA/B) Margie Ziegler. <b>PC/Staff Absent:</b> Counsel Teunis Wyers was excused. <b>Guests Present:</b> Matt Riley (Rapid Ready Mix Inc) and Bill Eling.</p>	Meeting called to order at 4:01pm.
<p><b>Executive Session</b></p> <p>Surplus Property Pricing Personnel ó Maintenance/Water System</p>	<p>PC Vinyard called for an executive session to discuss Surplus Property Pricing and Personnel-Maintenance/Water System. PC Vinyard said the executive session was expected to last one hour.</p> <p>The executive session started at 4:04pm. <b>Those present:</b> Port Commissioners (PCs) Norm Deo, Rodger Ford and Wayne Vinyard; Executive Director (Exec.D) Marc Thornsbury; Deputy Director (DepDir) James Donnelly; Port Consultant Byron Hanke; Port Auditor George Fox, CPA and Bill Eling. PC Vinyard adjourned the executive session at 5:02 pm and said the executive session would continue for one hour at the end of the meeting to continue discussion on Personnel ó Maintenance/Water System. PC Vinyard opened the regular PC meeting at 5:03pm.</p>	
<b>Counsel's Report</b>	None	

<p><b>Administrative Matters</b></p> <p>Consent Agenda</p>	<p>Items approved: Minutes of May 20, 2008 May 29, 2008 Retreat</p> <p>Vouchers of May 30, 2008 Wire Transfer, \$23,441.25 Vouchers of May 31, 2008, #22209-22226, \$15,889.63 Vouchers of June 3, 2008, #22227-22254, \$14,220.25</p>	<p>PC Deo M, PC Ford S to approve the consent agenda, MP</p>
<p><b>Administrative Matters</b></p> <p>Financial Statements-April 2008</p>	<p>Port Auditor George Fox presented the balance sheet and profit and loss reports for April, 2008. Fox reviewed the reports and said everything is in order for April, 2008. Fox said the fixed asset portion of the balance sheet is not correct and needs to be completed before the end of the year by recording all the Port's assets. Fox said he can have his staff complete the balance sheet in September and October, 2008.</p>	
<p><b>Executive Director's Report:</b></p> <p>Dallesport Water System Operation</p>	<p>(Exec.D) Thornsbery hoped to have a draft water agreement with the PUD but it was not completed. The estimated date for the PUD to start operating the water system is July 1, 2008.</p>	
<p>WPPA Invoice</p>	<p>(Exec.D) Thornsbery presented the WPPA invoice for a voluntary contribution for \$500.00 in support of the SEPA project.</p>	<p>By consensus, the PC agrees to pay \$500.00 to WPPA to support the SEPA project.</p>
<p>Williams Gas</p>	<p>(Exec.D) Thornsbery said he met with Mid Columbia Paving and discussed the repair patch on Dow Rd. from the Williams Gas Pipeline relocation project. Thornsbery said that Mid Columbia said they will repair the patch at no charge to the Port. Thornsbery also asked for a quote to repair the old street cut by Pellissier Trucking. Discussion followed regarding the repair of the barge dock and drainage.</p>	

Road Delineators	(Exec.D) Thornsbery said he has asked maintenance to purchase road delineators to be placed along the road near the marina. Thornsbery said the estimated cost will be \$300.00 and said if they work well, then more could be purchased to be used on Shore Drive.	
Mini Bikes	(Exec.D) Thornsbery said people have been riding mini bikes in the parking lots at Bingen Point. Thornsbery said it is a safety concern because large trucks can not see the mini bikes. Port Auditor Fox suggested the Port post signage prohibiting mini bikes on Port property.	
Columbia Phyto Technology	(DepDir) Donnelly said Columbia PhytoTechnology (CPT) currently has a six-month lease with the Port and concerns have arisen. Donnelly said CPT has expanded their use of the building and some building improvements have been made without the Port's authorization. Donnelly said CPT is using the loading dock area outside. Donnelly said he met with Mark Savarese from CPT and discussed the rate for the additional square footage due to the condition of the roof. Port Auditor Fox said that if CPT wants to use the building where the roof is leaking, then CPT needs to sign a hold harmless agreement and allow the Port to re-roof the building. Donnelly asked the PC how they would like staff to set the rate for the additional 20 thousand square feet due to the condition of the roof and the rate for the use of the loading dock. Donnelly said that CPT wants to sign a five year lease. Donnelly suggested completing market research and finding out what a reasonable rate would be for the building. Donnelly asked CPT to draft a memo to the Port saying what rate they can pay and still function at DIP. Donnelly said that CPT is required to have written authorization for any building improvements. Donnelly said CPT would like to install a break room and an additional restroom. Donnelly said that CPT has	

Columbia Phyto Technology- cont.	<p>added seven more jobs since moving to DIP and when they are in full production they estimate having 70 jobs. Donnelly said that CPT recognizes they need to lease the entire building for growth and security. Business incubation was discussed. PC Deo said he was not happy to hear what was said to the Port staff recently and feels the tenant needs to apologize. Donnelly said after the meetings he has seen a change in tone in dealing with CPT.</p> <p>Security deposit amounts were discussed. Donnelly said he talked with Port Counsel Wyers and Port Auditor Fox regarding options for the security deposit. Fox said CPT can purchase a surety bond annually for a value of \$100,000.00 for an amount of \$100 to \$1,000 annually based on CPT's credit.</p>	
101 Parallel Building Wall Panel Brackets	<p>(Exec.D) Thornsby said the wall panel brackets are rusty and need to be inspected. (DepDir) Donnelly said a company from Vancouver, WA will come out and inspect the building panel brackets for \$1,200.00. PC Deo said the Port's maintenance crew could inspect, brush out the rust and paint the brackets. Thornsby said CPT wants to paint the interior of the building to make it food grade.</p>	
Fox Consulting Agreement	<p>(Exec.D) Thornsby presented a consulting agreement for a variety of consulting services for a two year period. Fox will prepare an invoice of monthly charges.</p>	<p>By consensus, the PC agrees to a consulting agreement with George Fox, CPA.</p>

<p><b>Miscellaneous</b></p> <p>Committee Updates</p> <p>PC Retreat</p>	<p>PC Vinyard-The next EDA meeting will be June 12, 2008.</p> <p>PC Ford- Nothing</p> <p>PC Deo- nothing</p> <p>Next PC Retreat will be June 5<sup>th</sup> at the Lyle Hotel at 1:00</p>	
<p><b>Public Comment</b></p>	<p>Matt Riley commented about the possibility of using Solar Tubes in place of skylights in the 101 Parallel Ave Building.</p>	
<p><b>Executive Session -continued</b></p> <p>Personnel ó Maintenance/Water System</p>	<p>PC Vinyard adjourned the regular meeting at 6:56pm and called for an executive session to continue discussion on Personnel ó Maintenance/Water System. PC Vinyard said the executive session was expected to last one hour.</p> <p>An executive session started at 6:58pm. <b>Those present:</b> Port Commissioners (PCs) Norm Deo, Rodger Ford &amp; Wayne Vinyard; Executive Director (Exec.D) Marc Thornsby; Port Consultant Byron Hanke and Port Auditor George Fox. PC Vinyard adjourned the executive session at 8:00pm.</p>	



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<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 8:01pm	
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Approved on \_\_\_\_\_  
(Date)

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Margie Ziegler, Administrative Assistant

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Marc Thornsby, Executive Director

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S. Wayne Vinyard, President