

PORT OF KLICKITAT
 BOARD OF COMMISSIONERS MEETING MINUTES
 JUNE 17, 2008
 REGULAR MEETING

TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) Norm Deo, Rodger Ford, and Wayne Vinyard; Executive Director (Exec.D) Marc Thornsby; Deputy Director (DepDir) James Donnelly; Port Consultant Byron Hanke; and Administrative Assistant/Bookkeeper (AA/B) Margie Ziegler. PC/Staff Absent: Counsel Teunis Wyers was excused. Guests Present: Steve Leslie, CC Roofing.	Meeting called to order at 4:01pm.
Executive Session Personnel – Deputy Director	PC Vinyard called for an executive session to discuss Personnel-Deputy Director. PC Vinyard said the executive session was expected to last one-half hour. The executive session started at 4:02pm. Those present: Port Commissioners (PCs) Norm Deo, Rodger Ford and Wayne Vinyard; Executive Director (Exec.D) Marc Thornsby; and Port Consultant Byron Hanke. PC Vinyard adjourned the executive session at 4:28 pm. PC Vinyard opened the regular PC meeting at 4:30pm.	
Counsel’s Report	None	

<p>Public Bid Opening</p> <p>101 Parallel Building Roof</p>	<p>(DepDir) Donnelly opened and read the bids for the 101 Parallel Building roof that were received on June 16, 2008. Donnelly said Arrow Roofing's bid was received twenty minutes after the deadline because of an incorrect Google map. The bids are as follows:</p> <p>Competitive Commercial Roofing: Bid \$137,700 and Alt. Bid \$133,758.09 Bid was not for roof as designed, will not be considered.</p> <p>M.G Wagner Co. Inc: Bid \$227,567 and Alt Bid \$219,283</p> <p>McDonald & Wettle Inc: Bid \$198,447 and Alt Bid \$169,247</p> <p>Oak Hill Roofing and Sheet Metal: Bid \$258,000 and Alt Bid \$246,000</p> <p>Arrow Roofing Inc: Bid \$248,500 and Alt Bid \$188,000 Alternative bid was not for roof as designed, will not be considered.</p> <p>(DepDir) Donnelly said the apparent low bidder is McDonald & Wettle Inc. with a bid of \$198,447 and an alternate bid of \$169,247. Donnelly said he will review all bids. Discussion followed regarding single ply roofing. Donnelly said the spec for this bid was to be for a built-up roof only and a single ply roof could not be considered in this bid process and that the non-spec bids would need to be rejected and the bid process would have to be started over again if the PC wanted to consider single ply roofing. PC directed staff to contact Randy Salisbury, DSP Architecture, regarding single ply roofing and to make a recommendation to the PC.</p>	<p>PC Ford M, Deo S, to accept the late bid from Arrow Roofing due to an incorrect map.</p>
<p>Administrative Matters</p> <p>Consent Agenda</p>	<p>Items approved: Minutes – June 3, 2008 June 5, 2008 Retreat Vouchers – June 5, 2008 #22255-22256, \$2,345.00 Vouchers – June 10, 2008, #22257, \$42.00 Vouchers – June 15, 2008, #22258-22264, \$6,793.25</p>	<p>PC Deo M, PC Ford S to approve the consent agenda, MP</p>

	Vouchers – June 17, 2008, #22265-22281, \$5,843.66	
Executive Director’s Report: Property Exchange	(Exec.D) Thornsby said there is a 40-foot strip of land owned by the Port between Dallesport Foundry and Dallesport Lumber. Thornsby said Ben from Tenneson Engineering confirmed the Port owned the strip of land during a title report search for the DIP binding site plan. Thornsby asked the PC if they wanted him to pursue a property exchange with Dallesport Foundry. Thornsby said the Foundry has received a bid for \$8,500 to put slats in their fence.	By consensus, the PC directed (Exec.D) Thornsby to write a letter to Dallesport Foundry regarding a property exchange.
PUD Water System Agreement	(Exec.D) Thornsby said he has been reviewing the PUD Water System Agreement and there will be a PUD Commissioner meeting on June 25, 2008. Thornsby gave a summary of the draft agreement. Thornsby said he attended a Peninsula Water Stakeholders meeting on June 12, 2008 and he shared at the meeting that the Port is supportive of being part of a Dallesport Peninsula Water System with all the agencies and not with only the golf course. New connection fees were discussed.	
Underwood Fruit Water Meter Connection	(DepDir) Donnelly said Underwood Fruit’s new building is going to require an 8” meter for fire flow and a 4” meter for the building. Discussion followed regarding connection fees and the need for a development policy. Port Consultant Hanke suggested contacting other Ports and find out how they handle water connections.	By consensus, the PC directed staff to research the meter connection fees with the PUD and other Ports.

<p>Columbia Phyto Technology</p> <p>Columbia Phyto Technology- cont.</p>	<p>(DepDir) Donnelly said Columbia Phyto Technology would like to invite the PC for a tour of the building and their operation. Donnelly also suggested a tour of the Underwood Fruit new construction. Donnelly asked the PC for direction to determine the rate to charge CPT for the additional 20 thousand sq. ft. and discussion followed. Donnelly said the rate of warehouse space in the area and the condition of the roof need to be considered. Donnelly said CPT offered \$500.00 per month for the outside storage on the concrete slab and the additional use of the building inside. The PC agreed that \$500.00 is only 2.5 cents per sq. ft and is not acceptable. PC Ford said the original lease says .25 per sq. ft and once the roof is fixed then the rate will go up to .35 per sq. ft. Donnelly suggested .15 or .20 per sq foot until the roof is complete. PC Deo stated he did not have a problem with a lower rate, but CPT needs to pay for what they are using immediately. PC Ford said the outside storage also needs to be retro active to the date when they started parking trailers outside the building which was the second week they moved to DIP. PC Ford said CPT now has four trailers parked outside. (Exec.D) Thornsbury said he would like to see a long-term lease negotiated before the roof is complete and let CPT get their business established at a lower sq. foot rate. Thornsbury suggested a gradual rate increase for CPT so that they start at a lower sq. ft. rate while they are starting up and a higher rate when they are in full production. PC Deo wants to see CPT follow the terms in the lease. Donnelly will talk with CPT regarding the additional sq. ft. of space being used.</p>	
<p>Miscellaneous</p> <p>Committee Updates</p> <p>PC Retreat</p>	<p>PC Vinyard-Attended an EDA meeting and received an update on the Maple Street Project, the airport well and runway, marketing in Klickitat County, and the alternative power that is happening in our county.</p> <p>PC Ford- said a MCEDD meeting will be June 18, 2008.</p>	

<p>Miscellaneous cont.</p>	<p>PC Deo- said an Airport meeting will be June 20, 2008.</p> <p>(Exec.D) Thornsbery talked about Tenneson’s recommendation to connect the fire lines with the water lines at DIP in the future.</p> <p>(Exec.D) Thornsbery asked the PC about the four black barrels sitting on Parcel #12. PC Deo said the large black tanks on Riley’s property were going to be moved to the Appleton Fire Department.</p> <p>(Exec.D) Thornsbery presented an outline of what was discussed at the PC Retreat and would like the PC to review the outline and make comments.</p>	
<p>Public Comment</p>	<p>None</p>	
<p>Executive Session</p> <p>Personnel – Executive Director</p>	<p>PC Vinyard adjourned the regular meeting at 7:29pm and opened the executive session to discuss Personnel – Executive Director. PC Vinyard said the executive session was expected to last one-half hour.</p> <p>An executive session started at 7:30pm. Those present: Port Commissioners (PCs) Norm Deo, Rodger Ford & Wayne Vinyard; and Port Consultant Byron Hanke. PC Vinyard adjourned the executive session at 7:58pm.</p>	
<p>Adjournment</p>	<p>PC Vinyard adjourned the PC Meeting at 7:59pm</p>	

Approved on _____
(Date)

Margie Ziegler, Administrative Assistant

Marc Thornsbury, Executive Director

S. Wayne Vinyard, President