

PORT OF KLICKITAT
 BOARD OF COMMISSIONERS MEETING MINUTES
 July 1, 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 Auditor George Fox, CPA, and Administrative Assistant/Bookkeeper (AA/B) Margie Ziegler. PC/Staff Absent: Counsel Teunis Wyers was excused. Guests Present: Steve Leslie, CC Roofing and Matt Riley, Rapid Ready Mix.	Meeting called to order at 4:34pm
Counsel's Report	None	
Administrative Matters Consent Agenda	Items approved: Minutes – June 17, 2008 Vouchers – June 25, 2008, #22282, \$23,230.00 Vouchers – June 30, 2008, #22283-22301, \$16,422.61 Vouchers – July 1, 2008, #22302-22317, \$10,193.86	PC Ford M, PC Deo S to approve the consent agenda, MP
Resolution 8-2008	(Exec.D) Thornsby presented a resolution for on-call compensation.	PC Ford M, PC Deo S to approve the Resolution 8-2008 for on-call compensation, MP
Financial Report May 2008	Port Auditor George Fox, CPA, presented the May, 2008, Financial Report. Fox also presented a comparison of May, 2007 to May, 2008 and talked about how revenue is starting to shift from property rentals and taxes to rock and royalties. Fox will complete the fixed asset list	

	<p>for the Port by October, 2008.</p> <p>Fox said he has also been working on finding financing for the Port to construct an additional building. Fox said the market has changed and banks no longer want to loan on projected revenue. Fox said he has not got any confirmations from lenders, but he has also not been rejected.</p> <p>Fox explained the option of the Port becoming its own treasurer in 2009. The Port could still invest with the Local Government Investment Pool and could invest in CD's with local banks. Fox said KC County is doing an excellent job as treasurer and the Port becoming its own treasurer would not have a negative impact on the Port's relationship with KC County because the Port is so small.</p>	
<p>Executive Director's Report:</p> <p>ICE Storage Container</p>	<p>(Exec.D) Thornsby said ICE wants to place an outside storage unit next to Bldg 1B. Thornsby said the area will be measured so that emergency vehicles will not be restricted.</p>	<p>By consensus, the PC directed staff to enter into an agreement with ICE for outside storage next to Bldg. 1B at the same rate that Insitu is paying for outside storage.</p>
<p>Basin Guardrail</p>	<p>(Exec.D) Thornsby presented a quote for guardrails for East Bingen Point Way along the marina. Discussion followed.</p>	<p>By consensus, the PC directed (Exec.D) Thornsby to research traffic pattern options.</p>
<p>PUD Water System Agreement</p>	<p>(Exec.D) Thornsby said the PUD will act as an independent operator for the water system and will also do capital planning. Thornsby said the PUD will pay for expenses out of the water revenue they collect and the PUD will deduct any additional work they do. Thornsby said the PUD will be cash-neutral. Thornsby said the PUD has to give the Port 90 days notice before they terminate the agreement.</p>	<p>PC Deo M, PC Ford S, to adopt the DIP PUD Water Operators Agreement and direct staff to sign the agreement, MP</p>

DIP Wastewater Plant Industrial Limitations	(Exec.D) Thornsburry informed the PC that the KC PUD is saying the DIP Wastewater Treatment Plant is not permitted by the Dept. of Ecology for industrial wastewater. Discussion followed regarding using the water for irrigation or watering roads. Thornsburry said he is setting up a meeting with representatives from the KC PUD, Underwood Fruit, and the Bingen WWTP to discuss options.	
Columbia Phyto Technology Update	(DepDir) Donnelly said he met with CPT and discussed the .15 per sq ft rate for the additional space inside and the concrete apron outside. Donnelly said CPT can only pay \$1,500 for the additional space and will sign a hold-harmless agreement. Donnelly said CPT wants to extend the current lease by two more months. Discussion followed regarding the long-term lease.	By consensus, the PC directed staff to negotiate a rate, prepare a lease amendment for the additional sq ft, and not extend the current lease two more months.
101 Parallel Building Roof Update	(DepDir) Donnelly presented a comparison for single ply and build-up roof options after talking with three different architects. Donnelly said the PC needs to make a decision regarding skylights. Donnelly recommends replacing all the skylights and not choosing the alternative bid to replace only half the skylights. .	PC Deo M, PC Ford S, to award the bid to McDonald & Wetle Inc, the apparent low bidder, in the amount of \$198,447 that includes replacing all the skylights and directed staff to execute a contract with McDonald & Wetle and issue a notice to proceed as soon as possible, MP
101 Parallel Building Roof Update continued . . .	<p>Steve Leslie, CC Roofing, commented regarding the warranty of single ply roofing. He feels strongly that the Port should utilize single-ply roofing for the building.</p> <p>Matt Riley, Rapid Ready Mix, suggested investigating other skylights.</p> <p>PC Deo suggested a private inspector be hired to supervise the roof</p>	

	<p>project to insure the roof is constructed according to the specs. Fox said a personal services agreement could be prepared for an inspector.</p>	
Underwood Fruit Water Connection	<p>Port Auditor George Fox said that system development charges can only be charged if a full analysis of the water system is done by an engineer and real costs are determined for expansion of the water system. (DepDir) Donnelly said the connection fees were based on other water systems in the Mid-Columbia. Fox recommends the Port charge tenants the actual costs of the connections and meters and not charge an additional connection fee.</p>	
<p>Miscellaneous</p> <p>Ford: Said the MCEDD meeting was cancelled due to no quorum. Ford said the meeting was rescheduled for a phone conference on June 27, 2008.</p> <p>Deo: Attended an Airport meeting June 27, 2008, and the delineations of the Airport wetlands were discussed.</p> <p>Vinyard: Nothing</p> <p>(Exec. D) Thornsby said there will be a Dallesport Peninsula Water Stakeholders meeting on July 3, 2008.</p> <p>(Exec.D) Thornsby said the asphalt at the Marina parking area needs to be paved.</p> <p>Miscellaneous continued . . .</p>	<p>(Exec.D) Thornsby said the 101 Parallel Bldg. needs to be painted. Thornsby said Randy Salisbury of DSP Architecture, has recommended the building be painted to protect the unsealed concrete.</p>	<p>By consensus, the PC directed staff to get quotes on repaving.</p> <p>By consensus, the PC directed staff to get a quote to paint the 101 Bldg.</p>

<p>Miscellaneous continued . . .</p>	<p>Discussion followed regarding using a color that would complement the other DIP buildings and also take into consideration the wind and dirt.</p> <p>(Exec.D) Thornsbery presented the quotes for the patch to the street cut for Dow Rd. Thornsbery said he received two quotes one for a patch at \$300.00 and another for a full removal, compaction and repave for \$1,300.00.</p> <p>(Exec.D) Thornsbery reminded the PC to review the mission and values sheet and get ideas back to him so that he could talk with community councils later this summer.</p> <p>(Exec.D) Thornsbery said the conditional use permit hearing for Amerigas will be July 7, 2008. PC Deo asked staff to obtain a copy of the comments that were made at the meeting.</p> <p>(Exec.D) Thornsbery said James Dean Construction removed their sign from the Dock Road entrance in compliance with WA DOT.</p> <p>(Exec.D) Thornsbery said a letter of resignation from Port Counsel Wyers is included in the PC Packet. A letter of appreciation will be prepared for Wyers regarding his time and efforts in moving the Port forward.</p> <p>(DepDir) Donnelly said Royal Hovinghoff, Eternal Rest Pet Service, informed the Port that he will be adding on to his building at DIP. Donnelly said the building will be subject to the DIP CC&Rs. (Exec.D)</p>	<p>By consensus, the PC directed staff to schedule to have the street cut patched for \$300.00</p> <p>By consensus, the PC wants staff to prepare and send out an RFP for Port Counsel.</p>
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	Thornsbury said the Port has requested a copy of the building permit from KC County.	
Public Comment	None	
Adjournment	PC Vinyard adjourned the PC Meeting at 7:28pm	

Approved on _____
(Date)

Margie Ziegler, Administrative Assistant

Marc Thornsbury, Executive Director

S. Wayne Vinyard, President