

PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES September 2, 2008 REGULAR MEETING		
TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) Norm Deo; Rodger Ford; & Wayne Vinyard; Executive Director (Exec.D) Marc Thornsbury; and Administrative Assistant/Bookkeeper (AA/B) Margie Ziegler. PC/Staff Absent: none. Guests Present: Brad Roberts, Rivermile 172; Andres Sena, Columbia Phyto Technology and Nina Vinyard.	Meeting called to order at 4:50 pm.
Executive Session Executive Director Performance Review	PC Vinyard stated the Executive Session will be held at the end of the meeting and should last one-half hour.	
Counsel's Report	None	
Administrative Matters Consent Agenda	Items approved: Minutes ó August 19, 2008 Payroll Vouchers ó August 29, 2008 #22412-22428, \$13,887.46 Vouchers ó September 2, 2009 #22429-22447, \$12,750.95	PC Deo M, PC Ford S, to approve the consent agenda. MP.
Commissioner Compensation Resolution 9-2008	(Exec.D) Thornsbury explained Resolution 9-2008 and that it is a resolution that goes along with the WA Office of Financial Management change in Port Commissioner Salary and per diem rate based on RCW 53.12.260. Thornsbury said this resolution will eliminate the need for a new resolution in the future each time the WA Office of Financial Management change the rates. Thornsbury said maximum salary	PC Ford M, PC Deo S, to approved Resolution 9-2008 authorizing a change in Commissioner Compensation based on current rate set by the WA Office of Financial Management.

<p>Commissioner Compensation continued....</p> <p>Resolution 9-2008</p>	<p>allowed by small ports is capped at \$200.00 salary per month and currently PC members are receiving \$100.00 per month and this resolution states that PC will continue to receive \$100.00 per month and the current rate per diem set by WOFM which is \$104.00 per meeting.</p>	
<p>Financial Consultant Contract</p>	<p>(Exec.D) Thornsby said that Port Financial Consultant George Fox contacted him and said that he is unable to get bond financing. Thornsby has revised Fox's original contract and removed the bond financing and sent the revised contract to Fox for signature. Thornsby said Fox has not provided detail of the work performed for invoices and the invoice for July 2008 has not been paid.</p>	<p>By consensus, the PC agree that Fox will have months when he is required at the Port more than other months and the PC would like detail on billings and that Fox reports to the Exec. Director and also the PC.</p>
<p>Executive Director's Report:</p> <p>Sand & Gravel Permit</p>	<p>(Exec.D) Thornsby said he received a call from the Dept of Ecology regarding a General Sand and Gravel permit that is currently issued under Riley Brothers name. Thornsby asked the PC who should be on the permit James Dean or the Port. PC Deo suggested George Bennett be contacted to advise the Port on whose name should be on the permit. PC Deo said the Dept of Ecology has met with James Dean and Riley's and asked Thornsby to find out what happened at the meeting.</p>	<p>By consensus, the PC asked that George Bennett be contracted regarding renewing the permit.</p>
<p>Executive Director's Report:</p> <p>101 Parallel Bldg Update</p>	<p>(Exec.D) Thornsby said the roof project is moving along and the contractors are one-third complete and the rollup doors will be repaired. PC Deo said Maintenance Supervisor Terry Wroe is doing an excellent job and taking care of all issues. PC Deo said all the wall brackets were cleaned and painted. PC Deo said that the bracket on the fourth panel on the north wall is a concern due to settling but it can be repaired by the Port maintenance staff. PC Deo explained the photos taken by Wroe of the wall. PC Deo recommended that a non-shrinking joint sealant be installed on the interior wall joints to keep out bugs and rodents. PC Deo said the roof contractors have been easy to work with and are addressing all the necessary repairs.</p>	<p>By consensus, the PC agrees to have the wall bracket repaired and installation of joint sealant on the interior of the building by Port maintenance staff and that it is not necessary for the wall bracket to be looked at by an engineer.</p>

<p>Executive Director's Report: continued....</p> <p>101 Parallel Bldg Update</p>	<p>(Exec.D) Thornsby said Randy Salisbury of DSP Architecture has completed the bid proposal for painting the exterior of building. Thornsby said three paint contractors will be selected from the small works roster and the bid proposal will be sent out.</p> <p>Everyone thanked PC Deo for all his time and effort working on the 101 Bldg roof project and how his time is greatly appreciated.</p> <p>(Exec.D) Thornsby also talked about standard electrical services to the 101 Bldg and Wroe is working with the PUD.</p>	
<p>Verizon Lease</p>	<p>(Exec.D) Thornsby said Verizon is progressing with exercising its option to place a cell tower on the reservoir. Thornsby said Verizon needs an easement to place telephone lines in the ground along Bergland and Riley's property. Thornsby said a small building will be placed by the reservoir for their equipment. Thornsby said Verizon is concerned about digging so close to the main water line and the rock bluff and have requested permission to place power overhead. PC Deo suggested having Verizon contact Underground Specialties and use a vacuum truck (not a backhoe) to protect the water lines.</p>	<p>By consensus, the PC agreed to maintain underground power/phone lines as much as possible on Port property and place the phone conduit in a location that would best serve Port properties.</p>
<p>Bond Financial Consultant and Legal Counsel</p>	<p>(Exec.D) Thornsby presented bond counsel information to the PC as possible contacts for revenue bonds. Thornsby said he will prepare an RFP in October.</p>	
<p>Bingen Point Traffic Control Revisions</p>	<p>(Exec.D) Thornsby said he has received a request from Insitu to change the yield sign to a stop sign at the traffic circle.</p>	<p>By consensus, the PC agrees to have maintenance remove the yield sign at the traffic circle and install a stop sign.</p>

<p>Executive Director's Report: continued....</p> <p>Insitu Bldg. 1D Lighting</p>	<p>(Exec.D) Thornsbury said Insitu has reported that there is insufficient lighting the manufacturing area in Bldg. 1D. Thornsbury said he will contact Insitu and find out more details.</p>	
<p>Website</p>	<p>(Exec.D) Thornsbury said he is redesigning the website and it will be ready in a couple of weeks.</p>	
<p>Miscellaneous</p> <p>Committee Updates</p>	<p>Ford: MCCED Sept 17th at Nancy White facilities and he will be on vacation Sept 6-Sept 15, 2008</p> <p>Vinyard: nothing</p> <p>Deo: nothing</p> <p>(Exec.D) Thornsbury said four candidates have been selected for Business Development Manager and interviews are scheduled for Sept 15 & 16, 2008.</p> <p>(Exec.D) Thornsbury said he will be attending the Governors Conference on September 3 & 4, 2008.</p> <p>(Exec.D) Thornsbury presented a proposed development map that he had Randy Salisbury, DSP Architecture, prepare. Thornsbury said Salisbury feels the Port could reevaluate the parking requirements in the CCRs.</p>	



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Public Comment	Brad Roberts said he is encouraged by the direction the port is taking on development.	
Executive Session Executive Director Performance Review	PC Vinyard adjourned the regular meeting at 6:28 pm and opened the Executive Session at 6:30pm to discuss Executive Director performance review and was expected to last one-half hour. Those present: Port Commissioners (PCs) Norm Deo, Rodger Ford, and Wayne Vinyard.	
Adjournment	PC Vinyard adjourned the PC Meeting at 7:00pm	

Approved on _____
(Date)

Margie Ziegler, Administrative Assistant

Marc Thornsby, Executive Director

S. Wayne Vinyard, President