

PORT OF KLICKITAT
BOARD OF COMMISSIONERS MEETING MINUTES
December 16, 2008
REGULAR MEETING

| TOPIC | DISCUSSION/ASSESSMENT/FINDINGS | |
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| Attendance | Commissioner/Staff Present: Port Commissioners (PCs) Norm Deo, Rodger Ford and Wayne Vinyard; Executive Director (Exec.D) Marc Thornsby and Administrative Assistant/Bookkeeper (AA/B) Margie Ziegler. PC/Staff Absent: none. Guests Present: Matt Riley, Rapid Ready Mix. | Meeting called to order at 4:32 pm. |
| Executive Session – Staff Performance Evaluations | PC adjourned the regular meeting at 4:33pm and called an executive session at 4:42pm to discuss performance evaluations for Maintenance Supervisor, Maintenance Assistant, Office Intern and Administrative Assistant. PC Vinyard said the executive session is expected to last 30 minutes. PC Vinyard adjourned the executive session at 5:21pm and opened the regular meeting at 5:22pm. No action was taken. Those present: Port Commissioners (PCs) Norm Deo, Rodger Ford and Wayne Vinyard and Executive Director (Exec.D) Marc Thornsby | |
| Administrative Matters Consent Agenda | Items approved: Minutes – November 18, 2008 Vouchers – November 26, 2008, #22591-22606, \$12,380.24 Vouchers – December 1, 2008, #22607, \$150.00 Payroll Vouchers – December 15, 2008, #22608-22613, \$5,481.28 Vouchers – December 16, 2008, #22614-22648, \$18,778.56 | PC Ford M, to approve the consent agenda. PC Deo S. MP |
| January Meeting Dates | (Exec.D) Thornsby suggested the PC cancel the meetings on January 9 th and January 20 th and hold only one meeting in January on the 13 th . Thornsby said he will present the results of the DIP Saltcake RFP at that meeting. | By consensus, the PC agreed to hold only one meeting in January on January 13, 2009. |

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| Port Employees Performance Evaluations | (Exec.D) Thornsby said the proposed cost of living salary increases are all within of the 2009 approved budget. Discussion followed regarding the CPI and the cost of living. | PC Ford M, to approve a 4% cost of living increase and the WA St Minimum Wage rate, PC Deo S. MP |
| Dept of Defense Letter of Support | (Exec.D) Thornsby read a letter from the Dept of Defense asking for a statement of support for the men and women who serve in the National Guard and Reserve and that we support the employment laws that protect them. Thornsby said we do not have any employees at this time that are serving in the National Guard or Reserve. | By consensus, the PC directs (Exec.D) Thornsby to sign the letter of support. |
| Executive Director's Report: 101 Parallel Building Re-Roof Update | (Exec.D) Thornsby said the re-roof project has not been completed and the corrections have not been made. Thornsby also discussed the change order for the additional work. PC Deo said a lot of plywood was replaced and some stringers were replaced. PC Deo said he reviewed change order and agrees with materials and time but does not agree with the extra subsistence/crew days. Thornsby said he has sent an email questioning the extra subsistence/crew days on the change order to McDonald & Wetle. Thornsby said all affidavits of intent to pay prevailing wages and affidavits of prevailing wages paid have been received from contractors and sub-contractors. Thornsby said one of the extra ventilation units disappeared when McDonald & Wetle cleaned up their materials. PC Deo asked where the ventilation unit was stored. Thornsby said the unit was stored inside the locked gate behind the 101 Parallel Building. Thornsby said Maintenance Supervisor Wroe reported the missing unit to McDonald & Wetle. | PC Deo M, to authorizes (Exec.D) Thornsby to negotiate the change order, PC Ford S. MP |
| Verizon Cell Site | (Exec.D) Thornsby said that Rod Michaelis, Proland, said there will be no restriction to the access to the water reservoir. Thornsby said Dennis Reeves, SDS, will take a look at our access road and give us a recommendation if there will be any concerns. Thornsby said Verizon has asked the Port to run the telephone lines along Bergland Rd which is outside original set easement with Verizon signed in November 2007. | |

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| Verizon Cell Site continued . . . | PC Deo said we should not allow overhead lines. Thornsby will report back to the PC after the site has been looked at by a crane operator. | |
| Boat Launch Lighting | (Exec.D) Thornsby said the light by the Marina boat launch went out three weeks ago. Thornsby said the PUD was called in and the PUD determined that the wire is direct buried and is broken. Thornsby said PUD has graciously worked on this project at no cost to the Port and they hope to get the light fixed in early 2009. | |
| Development Projects | (Exec.D) Thornsby presented two drawings for a proposed multi-tenant spec. building at Dallesport that he asked Randy Salisbury, DSP Architecture, to prepare. Thornsby said the building is proposed to be located on Parcel #24 at DIP. Thornsby said he does not have a tenant at this time but he wants to be prepared if there are any economic stimulus funds that become available. Thornsby said he wants to have a project in place so that the Port can move quickly and not be left behind. PC Deo asked what are the estimated costs for doing the ground work for designing new buildings at DIP. Thornsby said he will get actual construction costs from Randy at DSP. PC Deo said we should be prepared as long as the expense is minimal. | |
| SEPA & JARPA Permits | (Exec.D) Thornsby said the SEPA & JARPA Permits for the infrastructure and grading plans at Bingen Point have been completed and sent to Klickitat County Planning for approval. | |
| Proposed Railroad Property Acquisition | (Exec.D) Thornsby said he has received one approval out of three from the Railroad. | |
| Basalt Mining – Parallel Ave. | (Exec.D) Thornsby said James Dean Construction has asked the Port if there are any parcels at DIP where JDC can get basalt rock. Discussion followed. Thornsby said Parcel #36, #37 and #38 would be good choices and the Port is open to other areas that would be acceptable to James Dean Construction. | By consensus, the PC is interested in working with the James Dean Construction to remove basalt rock from DIP Parcels. |
| Staff Training – Accrual Accounting | (Exec.D) Thornsby would like to send (AA/B) Ziegler to some accounting classes so that she can become more familiar with accrual | PC Ford M, to allow (AA/B) Ziegler training opportunities for |

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| <p>Staff Training – Accrual Accounting continued . . .</p> | <p>accounting because the Port moved from cash basis accounting to accrual accounting in 2008. Thornsburgy said he would like to extend the same opportunity for training that was given to Terry Wroe where the Port will reimburse the employee for class registration and materials upon satisfactory completion of the class.</p> | <p>accrual accounting, PC Deo S. MP</p> |
| <p>Bldg. 1D Interior Lighting</p> | <p>(Exec.D) Thornsburgy said they are coming closer in determining the problem with the lighting in the Bldg. 1D production area. Thornsburgy said light bulbs were switched first, with no change. Next, fixtures were switched, with no change. Next step is to replace a ballast and check for improvement.</p> | |
| <p>2008 In Review</p> | <p>(Exec.D) Thornsburgy presented a summary of Port accomplishments in 2008.</p> | |
| <p>Miscellaneous Committee updates:</p> | <p>PC Deo: The next Airport meeting will be December 19th.</p> <p>PC Ford: Attended the MCCED meeting on December 8th.</p> <p>PC Vinyard: Attended the RTC meeting on Dec 8th. PC Vinyard said there were representatives from Senator Honeyford’s, Representative Newhouse’s, and Representative Chandler’s offices. Vinyard said the SR14 Bridge was discussed and Mayor Prigel spoke about the Maple Street project and the proposed overpass.</p> | |
| <p>Executive Session Personnel – Port Attorney Applicants</p> | <p>PC Vinyard adjourned the regular meeting at 5:43pm and called an executive session at 5:45pm to discuss Personnel – Port Attorney Applicants. PC Vinyard said the executive session is expected to last 30 minutes. PC Vinyard extended the executive session another 30 minutes. PC Vinyard adjourned the executive session on Personnel – Port Attorney at 6:50pm. No action was taken. Those present: Port Commissioners (PCs) Norm Deo, Rodger Ford and Wayne Vinyard; and Executive Director (Exec.D) Marc Thornsburgy</p> | |

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| Personnel – Staff Performance Evaluation | PC Vinyard tabled the executive session on Personnel-Staff Performance Evaluation Executive Director to the next PC meeting. | |
| Real Estate – Property Acquisition | PC Vinyard opened the executive session on Real Estate – Property Acquisition at 6:50pm. PC Vinyard said the executive session is expected to last one hour. PC Vinyard extended the executive session on Real Estate – Property Acquisition by one hour. PC Vinyard adjourned the executive session on Real Estate – Property Acquisition at 9:00pm. No action was taken. Those present: Port Commissioners (PCs) Norm Deo, Rodger Ford and Wayne Vinyard and Executive Director (Exec.D) Marc Thornsby | |
| Public Comment | None | |
| Adjournment | PC Vinyard adjourned the PC Meeting at 9:00pm | |

Approved on 1/13/09
(Date)

/s/ MARGIE ZIEGLER
Margie Ziegler, Administrative Assistant

/s/ MARC D. THORNSBY
Marc Thornsby, Executive Director

/s/ S. WAYNE VINYARD
S. Wayne Vinyard, President