

PORT OF KLICKITAT
 BOARD OF COMMISSIONERS MEETING MINUTES
 January 13, 2009
 REGULAR MEETING

TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	
Attendance	<p>Commissioner/Staff Present: Port Commissioners (PCs) Norm Deo, Rodger Ford and Wayne Vinyard; Executive Director (Exec.D) Marc Thornsburry; Business Development Manager (BDM) Robert Fishback and Administrative Assistant/Bookkeeper (AA/B) Margie Ziegler.</p> <p>PC/Staff Absent: none. Guests Present: Brad Roberts, Rivermile 172 and Matt Riley, Rapid Ready Mix.</p>	Meeting called to order at 4:41 pm.
Executive Session – Performance Evaluation – Executive Director	<p>PC adjourned the regular meeting at 4:42pm and called an executive session at 4:43pm to discuss performance evaluations for the Executive Director pursuant to RCW 42.30.110 section 1g. PC Vinyard said the executive session is expected to last 30 minutes. At 5:10pm PC Vinyard extended the executive session an additional 30 minutes. No action was taken. Those present: Port Commissioners (PCs) Norm Deo, Rodger Ford and Wayne Vinyard. Staff Present: Administrative Assistant/Bookkeeper (AA/B) Margie Ziegler, Maintenance Supervisor Terry Wroe and Maintenance Assistant Esteban Sanchez. PC Vinyard opened the regular meeting at 5:42 pm.</p>	
Administrative Matters Election of Officers		PC Ford nominated PC Deo as President, PC Ford as Vice-President, and PC Vinyard as Secretary, PC Deo S. MP

Consent Agenda	<p>Items approved: Minutes – December 16, 2008 Payroll Vouchers – December 31, 2008, #22649-22668, \$19,333.83 Vouchers – January 13, 2009, #22669-26696, \$40,247.49</p>	PC Ford M, to approve the consent agenda. PC Vinyard S. MP
<p>Executive Director’s Report: New Business Development Manager</p>	(Exec.D) Thornsby introduced Robert Fishback as the new Business Development Manager.	
101 Parallel Building Re-Roof Update	(Exec.D) Thornsby said a leak in the roof has been discovered and the skylight has been covered to determine if there is a fault with the skylight and if it needs to be replaced. Thornsby said there will need to be two exits in the electric room. Thornsby said he is talking with Columbia Phyto about the size of the washroom and working on a final design.	
Bldg 1D Interior Lighting/Gutters	<p>(Exec.D) Thornsby said testing has been done on the lights and staff believes the problem is with the capacitors. Thornsby said two lights will be pulled and the capacitors will be replaced to confirm that solves the problem.</p> <p>Thornsby said that some gutters came off as a result of the snow and ice. Thornsby proposed options: 1) alter the landscaping and do not replace the gutters, 2) replace the gutters, or 3) install clips on the roof to prevent ice sheets from sliding off. PC Ford wanted to make sure sidewalks or doorway have gutters. PC Vinyard asked if there were any other type of gutter that could be installed. Matt Riley, Rapid Ready Mix, said that another option would be to lower the gutter so that it collected the rain but the snow will go over the top and not damage the gutters.</p>	By consensus the PC directed (Exec.D) Thornsby to look into other gutter options.

<p>Executive Director's Report: continued . . .</p> <p>Surplus Compressor</p>	<p>(Exec.D) Thornsbury asked about an old air compressor in the maintenance shop. PC Deo said that compressor was from the crane at DIP. PC Deo said the compressor was used for a number of years and the motor had been replaced and needs to be replaced again. PC Deo said the compressor should be surplus along with any other equipment that is not used and in the way.</p>	<p>By consensus, the PC declared the air compressor surplus.</p>
<p>DIP Water System</p>	<p>(Exec.D) Thornsbury said he has received a proposal from the City of The Dalles regarding the DIP water system. Discussion followed and the Commission identified the key issues. The key issues were:</p> <ol style="list-style-type: none"> 1.) The Port supports economic development to Klickitat County. 2.) The Port supports projects of Klickitat County that are clear and demonstrate benefits to county residents and are consistent with the mission and objectives of the Port. 3.) The Port supports the formation of a Klickitat County owned peninsula-wide water system that guarantees the water delivery to current and future tenants of the Dallesport Industrial Park. 4.) The Port has determined the delivery of residential water service to be outside its mission. 5.) The Port views residential development to the east of the Airport as an incompatible use that poses a threat to the success of future growth of the Airport and the Port's Dallesport Industrial Park. 6.) The Port views the development of a golf course to the east of the Airport as a compatible use and takes no position as to its development, provided that it is served by an agricultural water right. 7.) The Port believes the Airport has potential future value to the residents of Klickitat County. 8.) The Port has been unable to identify a useful or desirable benefit to its constituents derived from participating in the system as currently proposed. 	<p>By consensus, the PC identified the key issues and directed (Exec.D) Thornsbury to respond back to the City of The Dalles.</p>

<p>Executive Director's Report: continued . . .</p> <p>DIP Water System</p>	<p>9.) The Port has the ability to provide additional value to the Airport operation, but such value is best, and most responsibly, delivered in a broader context.</p> <p>10.) The Port will not consider an agreement involving a third-party developer for which an equivalent commitment by the developer, a timetable for execution, or detail regarding its participation is lacking or insufficient.</p>	
<p>Maintenance Equip. Capital Expense</p>	<p>(Exec.D) Thornsby said Terry Wroe, Maintenance Supervisor, suggested purchasing a snow blower for snow removal. Thornsby said the blower would be used for the sidewalks. PC Deo suggested looking into a snow blower attachment for the Ford mower.</p>	
<p>2009 Legislative Issues</p>	<p>(Exec.D) Thornsby presented a draft letter that will be sent to the State Legislators representing the districts covering the Port District that explains the status of the Port and what our needs are.</p>	<p>By consensus, the PC directed (Exec.D) Thornsby to send the letter.</p>
<p>Comprehensive Plan</p>	<p>(Exec.D) Thornsby said Port's Comprehensive Scheme of Harbor Improvements is due for an update. Thornsby said there have been lots of updates over the years and he wants to incorporate the changes into one document. Thornsby also wants to include the Ports mission and strategy. Thornsby will email that information to the Port Commissions for their review and comments. Thornsby would like to have a draft plan completed in time for a late spring PC retreat. Thornsby would then like to take the draft plan to the community councils during the summer months and adopt the plan later in the year.</p>	
<p>DIP Saltcake RFP Results</p>	<p>(Exec.D) Thornsby said he selected environmental engineers off the small works list and this project is not a public works project. Thornsby said he has received two responses to the RFP. Thornsby said one company gave a full estimate and the other company gave only a partial project proposal. Maul Foster & Alongi's estimate was \$25,475.00. Thornsby said this bid covers a work plan, health and safety plan, working with agencies, determining the amount of material</p>	<p>By consensus, the PC directed Thornsby to research the possibility of doing material removal with out a pre-analysis.</p>

<p>Executive Director's Report: continued . . .</p> <p>DIP Saltcake RFP Results continued . . .</p>	<p>that needs to be removed, field work, and removal project bid documents. Thornsbery said the Dept of Ecology has a 75% reimbursement on clean ups that can be applied for. PC Vinyard asked about a training program for employees to deal with hazardous materials. Thornsbery said this bid does not involve removal or hauling of the material. Thornsbery said that DOE did not fund the third phase of the Ramco clean up. PC Deo would like to know where the additional funds will come from out of the 2009 budget to pay for Maul Foster & Alongi. Thornsbery said the Port needs to be ready to do the clean up if DOE offers funding to complete the clean up the Ramco site.</p>	
<p>Proposed Railroad Property Acquisition</p>	<p>(Exec.D) Thornsbery said he has received two out of three approvals from the railroad.</p>	
<p>Basalt Mining</p>	<p>(Exec.D) Thornsbery said that James Dean Construction has been informed by the Port of Vancouver that they have suspended their project at this time. Thornsbery said there is additional engineering that has to take place for the Port of Vancouver project.</p>	
<p>DIP Development Projects</p>	<p>(Exec.D) Thornsbery said he received information from Randy Salisbury, DSP Architecture, regarding changing the orientation of the proposed new building to take the wind into consideration.</p>	
<p>Financial Reports</p>	<p>(Exec.D) Thornsbery shared an overview of cash vs. accrual accounting reporting from the State Auditors Office. Thornsbery said it is important for the Port to report a more complete picture to our constituents and lending agencies. Thornsbery said that going to accrual accounting will require more time from our CPA.</p>	<p>By consensus, the PC agreed to continue using accrual accounting methods.</p>
<p>Property Damage Claim</p>	<p>(Exec.D) Thornsbery said Insitu reported damages due to the winter storm in the amount of \$1,503.00.</p>	<p>By consensus, the PC directed (Exec.D) Thornsbery to evaluate the claim and research the lease.</p>
<p>Security Fencing</p>	<p>(Exec.D) Thornsbery presented a new drawing from Insitu for security bollards between buildings 1D and 1E. Thornsbery said a cross walk is</p>	<p>By consensus, the PC agreed that an emergency vehicle's ability to</p>

<p>Executive Director's Report: continued . . .</p> <p>Security Fencing</p>	<p>proposed between the buildings for Insitu employee safety. PC Deo suggested the Fire Chief for the City of Bingen review the drawing and sign off on it.</p>	<p>respond to an emergency was top priority and the Bingen Fire Chief needs to sign off on the drawings.</p>
<p>Miscellaneous Committee updates:</p>	<p>PC Deo: Debbie Turner has been assigned to Jim Riley's vacant position on the Airport Board.</p> <p>PC Ford: Attended the MCCED meeting and will be having a meeting with Executive Director Amanda Remington in February.</p> <p>PC Vinyard: Attended the EDA Meeting to hear community project presentations. PC Vinyard said the projects selected for funding will be determined at the February meeting.</p> <p>The PC presented Certificates of Appreciation to Maintenance Assistant Esteban Sanchez and Maintenance Supervisor Terry Wroe for their efforts with the snow removal and dealing with storm-related repairs.</p> <p>PC Deo wanted to know the status of the public records request asking for the comprehensive plan. (Exec.D) Thornsby said he mailed and emailed the information. Thornsby said the mailing was returned undeliverable because the Port was given an incorrect address.</p>	
<p>Public Comment</p>	<p>None</p>	

<p>Executive Session Personnel – Port Attorney Applicants</p>	<p>PC Deo adjourned the regular meeting at 9:39pm and the Port Commission convened an Executive Session at 9:40pm, closed to the public, for the purpose of discussing the qualifications of applicants for Port Attorney pursuant to RCW 42.30.110 section 1g. PC Deo said the executive session is expected to last 30 minutes. PC Deo adjourned the executive session on Personnel – Port Attorney at 9:55pm. The regular meeting was adjourned at the conclusion of the executive session and no action was taken. Those present: Port Commissioners (PCs) Norm Deo, Rodger Ford and Wayne Vinyard; and Executive Director (Exec.D) Marc Thornsbury.</p>	
<p>Adjournment</p>	<p>PC Vinyard adjourned the PC Meeting at 9:55pm</p>	

Approved on 2-3-09
(Date)

/s/ MARGIE ZIEGLER
Margie Ziegler, Administrative Assistant

/s/ MARC D. THORNSBURY
Marc Thornsbury, Executive Director

/s/ NORMAN DEO
Norman Deo, President