

PORT OF KLICKITAT
 BOARD OF COMMISSIONERS MEETING MINUTES
 February 3, 2009
 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 Thornsbury; Business Development Manager (BDM) Robert Fishback, Maintenance Supervisor (Maint.Sup) Terry Wroe and Administrative Assistant/Bookkeeper (AA/B) Margie Ziegler. PC/Staff Absent: none. Guests Present: Rod Michaelis, Verizon Wireless; Brad Roberts, Rivermile 172; and Matt Riley, Rapid Ready Mix.	Meeting called to order at 4:34 pm.
Executive Session – Personnel – Port Attorney Applicants	PC Deo adjourned the regular meeting at 4:34pm and called an executive session at 4:35pm to discuss Personnel – Port Attorney Applicants. PC Deo said the executive session is expected to last 30 minutes. PC Deo adjourned the executive session at 5:04pm and opened the regular meeting at 5:05pm. No action was taken. Those present: Port Commissioners (PCs) Norm Deo, Rodger Ford, Wayne Vinyard and Executive Director (Exec.D) Marc Thornsbury.	
Administrative Matters Consent Agenda	Items approved: Minutes – January 13, 2009 Payroll Vouchers – January 15, 2009, #22697-22705, \$10,465.17 Vouchers – January 21, 2009, #22706-26707, \$1,649.60 Payroll Vouchers – January 30, 2009, #26708-22729, \$39,960.90 Vouchers – February 3, 2009, #22730-22753, \$224,358.62	PC Ford M, to approve the consent agenda. PC Vinyard S. MP
Executive Director’s Report Maintenance Equip Capital Expense	(Maint.Sup) Terry Wroe presented information regarding equipment for snow removal. Wroe talked about snow blower attachments to the current Ford mower costing \$4,000. Discussion followed about purchasing multi-use unit like a Bob Cat or a Skid Steer.	PC Ford M, to have PC Deo investigate used equipment and authorized PC Deo to purchased a manlift for the Port, PC Vinyard S.

<p>Executive Director's Report continued. . .</p> <p>Maintenance Equip Capital Expense continued . . .</p>	<p>Wroe also discussed the growing need to have a manlift at the Port. PC Deo wants to do research and look at local auction prices.</p>	<p>MP</p>
<p>Port Attorney Applicants</p>	<p>PC Deo said the PC will not be selecting a Port Attorney at this meeting and they will discuss the applicants at the next PC meeting.</p>	
<p>Verizon Cell Site</p>	<p>Rod Michaelis, Verizon, introduced himself and discussed how he is trying to acquire cell phone tower sites in the Gorge. Michaelis said he would like to answer any questions. Discussion followed regarding power lines and access to the water tower for maintenance. There was discussion of putting power overhead on existing power poles and then going underground where possible. PC Ford said he will meet with Michaelis on February 4, 2008 and walk the site. Michaelis said he will have a representative from the PUD be at the meeting also.</p>	
<p>101 Parallel Building Re-Roof Update</p>	<p>(Exec.D) Thornsby said he has received a final bill from McDonald & Wetle for the re-roof of 101 Parallel Bldg. Thornsby said there is one skylight that needs to be replaced. Thornsby is requesting approval of a check to McDonald & Wetle less \$4,000 for the value of the skylight and less 5% retainage. Thornsby said he will meet with Bob Bolt, McDonald & Wetle, on February 4 to resolve the replacement of the leaking skylight.</p>	<p>By consensus, the PC authorized payment to McDonald & Wetle less \$4,000 for the skylight and less 5% retainage.</p>
<p>Bldg 1D Interior Lighting/Gutters</p>	<p>(Exec.D) Thornsby said the test capacitors have been ordered for the Bldg 1D lights.</p>	

<p>Executive Director's Report continued. . .</p> <p>Port Auditor</p>	<p>The PC discussed the current Port financial consultant George Fox, CPA. (Exec.D) Thornsby said Fox's contract was for a fixed amount and then it was agreed to change to an hourly rate in September 2008. Discussion followed. The PC agreed that Fox has done an excellent job in the past but feel it is time to make a change in Port Financial Consultant.</p>	<p>PC Ford M, to terminate the Port Financial Consultant contract with George Fox effective in 30 days, PC Vinyard S. MP</p> <p>PC Ford M, to direct (Exec.D) Thornsby to seek another consultant, PC Vinyard S. MP</p>
<p>Comprehensive Plan</p>	<p>(Exec.D) Thornsby asked PC if they have any input on the Comprehensive Plan.</p>	<p>By consensus, the PC would like to review the information.</p>
<p>DIP Saltcake Project</p>	<p>(Exec.D) Thornsby brought the PC up-to-date on the saltcake project. Thornsby said that it appears that the matching funds available for clean-ups are gone, and the original RAMCO site is being funded through the Governor's Washington Jobs initiative. Thornsby said he is talking with Wasco Landfill and they are requesting a letter from Ecology stating the Dow Road site materials are the same as the RAMCO site so that Wasco can accept the material. Thornsby said once the Wasco Landfill agrees to take the material then Dean's can be contacted to give an estimate on the project. Thornsby said the PC can then determine how much they would like to spend on the clean-up.</p>	
<p>Bingen Point SEPA</p>	<p>(Exec.D) Thornsby said the SEPA application for the BPT infrastructure project has gone in and the comment period closed January 23, 2009. Thornsby said the WA DOT had comments but they were for withdrawn when they found out the Maple St. project had been completed. Thornsby said Ecology did have a list of items and a weed control and landscape plan will need to be adopted by the PC.</p>	
<p>DIP Development Project</p>	<p>(Exec.D) Thornsby discussed the proposed Alpine Avenue spec building. Thornsby talked about a design that could be expanded at a later date.</p>	

<p>Executive Director's Report continued. . . CCR's</p>	<p>(Exec.D) Thornsby said (BDM) Fishback is doing research on the CCR's. Thornsby said he would like to have preliminary draft of CC&R updates at a meeting in the future for discussion.</p>	
<p>101 Parallel Building Electric</p>	<p>(Exec.D) Thornsby said after various discussions, the electrical room should probably run along the north side of the building. It would feed both ends of the building and only be accessed from the outside. Thornsby talked about Columbia Phyto's power needs of 11,000 amps and the PUD is suggesting 6 transformers, the current estimated size of the electrical room is 75' x 7' ft.</p>	
<p>Miscellaneous Committee updates:</p>	<p>PC Deo: Was not able to attend Airport meeting.</p> <p>PC Ford: Attended the MCCED meeting on January 22, 2009. PC Ford also met with MCCED Executive Director Amanda Remington.</p> <p>PC Vinyard: The next EDA meeting will be February 12, 2009.</p> <p>(Exec.D) Thornsby attended a meeting with our State Legislative Delegation in Olympia. Thornsby said the Governor's proposed budget has an additional 20 million allocated to CERB. Thornsby said CTED is supportive of our infrastructure and development plan. Thornsby talked about our project with our Legislators and it was well received.</p> <p>PC Vinyard commented on the letter from James Dean construction regarding their current projects and was pleased to see the same information shared in the local newspaper.</p> <p>(Exec.D) Thornsby said (BDM) Robert Fishback has been signed up to attend an Open Public Records training in Seattle, WA in April 2009.</p>	

Public Comment	None	
Adjournment	PC Deo adjourned the PC Meeting at 7:14pm	

Approved on 2-17-09
(Date)

/s/ MARGIE ZIEGLER
Margie Ziegler, Administrative Assistant

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

/s/ NORMAN DEO
Norman Deo, President