


TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman; William Schmitt; and Wayne Vinyard; Executive Director (Exec.D) Marc Thornsbury; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. PC/Staff Absent: None. Guests Present: Brad Roberts, Rivermile 172; Lee Ast, Ast Commercial Real Estate; and Denny Newell, Klickitat County Economic Development.	Meeting called to order at 4:30pm.
Administrative Matters Consent Agenda Resolution No. 13-2010 Regular Tax Levy Resolution No. 14-2010 IDD Tax Levy	Minutes – November 2, 2010 Payroll Vouchers – November 5, 2010 ACH D10006-D10018 \$8,723.05 and Vouchers #24063-#24065, \$2,637.72. Vouchers – November 16, 2010 #24066-24085, \$7,734.28 Payroll Vouchers – November 22, 2010 ACH D10019-D10023 \$6,794.60 and Vouchers #24086-24087, \$1,292.47. Wire Transfer – December 1, 2010 – Bank of New York – 2003 Bonds \$66,618.75.	PC Herman M, to approve the consent agenda with changes to the minutes, PC Schmitt S, MP PC Schmitt M, to approve Resolution No 13-2010 Regular Tax Levy, PC Herman S, MP PC Herman M, to approve Resolution No 14-2010 IDD Tax Levy, PC Schmitt S, MP

<p>Administrative Matters cont... Consent Agenda continued...</p> <p>Resolution No. 15-2010 Adoption of 2011 Budget</p> <p>Resolution No. 16-2010 Amendment of Comprehensive Scheme of Harbor Improvements and Industrial Developments</p>		<p>PC Schmitt M, to approve Resolution No. 15-2010 Adoption of 2011 Budget, PC Herman S, MP</p> <p>PC Schmitt M, to approve Resolution No. 16-2010 Amendment of Comprehensive Scheme of Harbor Improvements and Industrial Developments, PC Herman S, MP</p>
<p>Executive Director's Report: Harbor Drive Improvement Project</p>	<p>(Exec.D) Thornsby said the water lines are in but the final connection to create the primary loop has not been made. Thornsby said that water and wastewater lines have been stubbed out for the Rivermile 172 property. Thornsby said sleeves for the franchise utility road crossings have been completed. Thornsby said cold weather is moving in and will affect the paving schedule. Thornsby said once the project is finished then a new binding site plan map will be produced with updated lot numbers and the location of the utilities.</p>	
<p>101 Parallel Building Updates</p>	<p>(Exec.D) Thornsby said he is working with NW Natural Gas, PUD, and CenturyLink to provide services to the 101 Parallel Bldg. Thornsby said the location of utility pedestals and vaults are going to be taken into consideration to minimize impact on developing properties.</p>	
<p>Executive Director Retention</p>	<p>PC Herman said he would still like to keep the executive retention program. Discussion followed about changing the retention program.</p>	<p>By consensus, the PC directed (Exec.D) Thornsby to change the retention program to state that vesting will take place at the following intervals: 25% after 3 years, 50% after 4 years, and 100% after 5 years.</p>

<p>Executive Director's Report: cont.. Mt Adams Transportation</p>	<p>(Exec.D) Thornsbery said Klickitat County Senior Services has asked for a letter of support for a grant application for the dial-a-ride transportation service through the Mt. Adams Transportation Service.</p>	<p>PC Herman M, to send a letter of support for the Mt. Adams Transportation Service, PC Schmitt S, MP</p>
<p>Future Tenants</p>	<p>(Exec.D) Thornsbery asked the PC what information they would like to know and require from future tenants. Thornsbery said he is considering putting together a form. Discussion followed regarding: Number of jobs, company from outside the area or are they local, what do they do, type of business, purpose of business, noise, dust, smoke, and odor. Lee Ast, Ast Commercial, said that he looks at four things 1. Resumes from the executive team, 2. A business plan unless they are a proven concept, 3. Financial statements and 4. What impacts do they have (odors, noise, etc.). Ast said the Columbia Gorge Community College has a Small Business Development Center that can help people prepare business plans. Ast said that Insitu's Safety Director Steve Daniels, is a great resource too. Denny Newell, KC EDA, said they contract out with someone who helps people make business plans.</p>	
<p>Prospective Tenant</p>	<p>(Exec.D) Thornsbery said he is working on the lease options.</p>	
<p>Miscellaneous Committee Updates</p>	<p>Herman: nothing Schmitt: nothing Vinyard: Said the next EDA meeting will be on December 9, 2010.</p>	
<p>Public Comment</p>	<p>Lee Ast, Ast Commercial, said Boeing legal is still working on the Building 1B Lease.</p>	
<p>Executive Session to consider the Minimum Price for Real Estate Leases</p>	<p>PC Vinyard closed the regular meeting at 5:30pm and a 5 minute break was taken. PC Vinyard called an Executive Session at 5:35pm to consider the minimum price for real estate leases pursuant to RCW 42.30.110(1)(c) for a period of thirty minutes.</p> <p>At 6:05pm PC Vinyard extended the executive session for an additional thirty minutes. At 6:38pm PC Vinyard adjourned the executive session. No action was taken in the Executive Session.</p>	

Real Estate Pricing	PC Vinyard reopened the regular meeting at 6:39pm. PC Herman asked for clarification on the Insitu RFP. The RFP was discussed.	By consensus, the PC agreed to modify the RFP and re-submit to Insitu.
Adjournment	PC Vinyard adjourned the PC Meeting at 7:12pm	

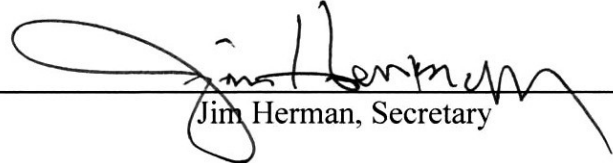
Approved on December 7, 2010
(Date)



Marc Thornsbury, Executive Director



Margie Ziegler, Administrative Assistant



Jim Herman, Secretary