

TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman, William Schmitt and Wayne Vinyard; Executive Director (Exec.D) Marc Thornsby; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. <b>PC/Staff Absent:</b> none. <b>Guests Present:</b> Kelly Kreps, Kreps Ranch; Lee Ast, Ast Commercial; Brad Roberts, Rivermile 172, and Don McDermott, Dallesport Community Council.	Meeting called to order at 4:37pm
<b>Administrative Matters</b>  Approval of Minutes  Approval of Vouchers	Minutes – February 15, 2010  Payroll Vouchers – February 22, 2011 #24215 and D10076-D10081, \$8,102.49. Accounts Payable Vouchers – February 17, 2011 #24216, \$220.14. Accounts Payable Vouchers – March 1, 2011 #24217-24230, \$3,811.29  Payroll Vouchers – March 7, 2011, #24231, D10082-D10095, \$10,565.36.	PC Schmitt M, to approve the minutes, PC Herman S, MP  PC Schmitt M to approve the vouchers, PC Herman S, MP
<b>Old Business</b>  Potential Tenant – Bldg 1A, Space D	(Exec.D) Thornsby reported the other potential tenant has chosen to pursue other opportunities. Discussion followed regarding lease rate and other lease terms for the space.	PC Schmitt M, to direct (Exec.D) Thornsby to set the lease rate at .65 per sq. ft, S PC Herman, MP.
BPT Lot 14 Development	(Exec.D) Thornsby presented proposed updates for the binding site plan for lot 10 and 14. Potential use of the BSNF property and the north portion of parcel 10 were discussed.	
<b>New Business</b>	PC Herman received an email from Insitu regarding Building 1B. PC	

<p>Facility Preparation Project</p>	<p>Herman said that after an environmental study was completed, Insitu had the facility cleaned by a third-party contractor. Discussion followed regarding who should pay for the cost of cleaning. A policy for setting the standards of cleaning when future tenants vacate was also discussed. Lee Ast, Ast Commercial, said Insitu has leased Building 1B since December 1, 2010, for materials storage. (Exec.D) Thornsbery will meet with Washington Labor &amp; Industries to learn about the process they go through in a voluntary compliance assessment. Thornsbery said he will attempt to acquire any applicable reports regarding the former tenant.</p>	
<p><b>Executive Director's Report:</b> Harbor Drive Improvement Project</p>	<p>(Exec.D) Thornsbery said the water line loop is completed, disinfected and functional.</p> <p>PC Herman thanked (Exec.D) Thornsbery for having the engineer investigate the fill material opportunity.</p>	
<p><b>Commissioners Reports:</b></p>	<p>Herman: PC Herman nothing.</p> <p>Schmitt: PC Schmitt will attend the grade separated crossing meeting on March 17<sup>th</sup>.</p> <p>Vinyard: PC Vinyard said the next EDA March 10<sup>th</sup>.</p> <p>PC Vinyard wanted to compliment the Port Maintenance staff for their tree pruning on Lakeview Blvd.</p> <p>(Exec.D) Thornsbery said he will be attending the Municipal Finance Conference on March 10<sup>th</sup> in Seattle and the WPPA Port's Day on March 14<sup>th</sup> in Olympia.</p>	

<b>Public Comment</b>	Lee Ast, Ast Commercial, said that Kerrits would be an excellent tenant and diversification for the Port of Klickitat.  Kelly Kreps, Kreps Ranch, commented that Kerrits are very interested in leasing from the Port, but they would need to have both suites C & D in order for the business to have enough room to grow.	
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 5:46pm	

Approved on \_\_\_\_\_ MARCH 15, 2011 \_\_\_\_\_  
(Date)

\_\_\_\_\_/s/ MARGIE ZIEGLER\_\_\_\_\_  
Margie Ziegler, Administrative Assistant

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

\_\_\_\_\_/s/ JIM HERMAN\_\_\_\_\_  
Jim Herman, Secretary