PORT OF KLICKITAT

BOARD OF COMMISSIONERS MEETING MINUTES May 3, 2011

REGULAR MEETING

Widy 5, 2011			
ТОРІС	DISCUSSION/ASSESSMENT/FINDINGS	ACTION	
Attendance	Commissioner/Staff Present:Port Commissioners (PCs) JamesHerman, William Schmitt and Wayne Vinyard; Executive Director(Exec.D) Marc Thornsbury; and Administrative Assistant/Port Auditor(AA/PA) Margie Ziegler.PC/Staff Absent:Brad Roberts, Rivermile 172; Lee Ast, Ast Commercial; Scott Pimley,Insitu; and Julie Korenko, Insitu.	Meeting called to order at 4:35pm	
Administrative Matters Approval of Minutes	Minutes – April 19, 2011 Accounts Payable Vouchers – April 27, 2011 #24288-24291, \$23,057.43.	PC Schmitt M, to approve the minutes, PC Herman S, PC Vinyard abstained because he did not attend the 4-19-11 meeting, MP	
Approval of Vouchers	Accounts Payable Vouchers – May 3, 2011 #24293-24309 for \$9,839.98.	PC Herman M to approve the vouchers, PC Schmitt S, MP	
	Payroll Vouchers – May 5, 2011 #D10125-D10140 and #24292 for \$11,653.29.		
Old Business RFQ Earthwork	(Exec.D) Thornsbury reported that JUB Engineers had been on site and negotiations are under way for the contract for engineering to move fill off of lots 17 & 18 and fill lot 24.		
Building 1A Suite C & D Lease Amendment	(Exec.D) Thornsbury said the lease amendments cover the items that were discussed at the prior meeting.	By consensus, PC agree to the lease amendment with Kerrits.	
USACE Dallesport Gate	(Exec.D) Thornsbury said the Port is waiting for written approval from BPA in order to complete the MOU. PC Schmitt wants the Fire Department access language added to the MOU. PC Vinyard would like a sunset clause added so the Port has an option for the gate removal if the Port were to develop in that area.		

Old Business continued Lot 14 Lease	(Exec.D) Thornsbury presented three options for the disposition of leasehold improvements at the termination of the lease. Discussion followed. Thornsbury said he will meet with the Port's Attorney and finalize the lease.	By consensus, the PC indicated preference for option #1 requiring regular inspections and repair of leasehold improvements or establishment of a financial guarantee for the disposition of leasehold improvements. The PC was in agreement to the remaining terms of the lease.
New Business Lot 14 Development Plan Approval	(Exec.D) Thornsbury asked the PC if they had any issues with the proposed development plans.	PC Schmitt M, to accept the preliminary site plans for the development of lot 14, PC Herman S, MP
Building 1A Electric Metering	(Exec.D) Thornsbury said now that the electrical panels are separated in each suite of Building 1A, the Port could install sub meters to monitor and calculate power usage for each tenant. Thornsbury said currently Building 1A tenants are charged power based on their square footage. Thornsbury said meters cost \$500 to \$800 per meter.	By consensus, the PC approved sub metering.
Bingen Point Water Right	(Exec.D) Thornsbury said he received a letter from the Dept of Ecology regarding the Port's water right application. Discussion followed regarding future water usage.	By consensus, the PC requested that (Exec.D) Thornsbury pursue the water right with the WA State Department of Ecology.
Bingen Lake Pumps Outlet	(Exec.D) Thornsbury said the Bingen Lake outflow pipe is rusted out and needs to be replaced before lake pumping can resume. Thornsbury said a 10" pipe may be installed in the current 12" pipe as a temporary fix. Thornsbury is also considering extending the pipe by 14' to prepare for future road widening.	
Building 1B	(Exec.D) Thornsbury said he is in contact with a person to review the inspection report for Building 1B. Thornsbury said there have been unexpected delays.	

Executive Director's Report:	(Exec.D) Thornsbury wanted to reconfirm how Executive Director	By consensus, agrees to keep the
	mileage is handled. Thornsbury said the current policy counts business	mileage calculation the same in the
Mileage	mileage to and from home if traveling west, to and from the Port office	past.
	if traveling east, and to the Port office when traveling west and returning	
	to the office.	
Commissioners Reports:	Herman: PC Herman nothing.	
	Schmitt: PC Schmitt nothing.	
	Vinyard: PC Vinyard nothing.	
Public Comment	Scott Pimley, Insitu, asked if the Port had the clean up invoice for	
	Building 1B. (Exec.D) Thornsbury said the Port has a copy of Insitu's	
	invoice and we are looking at a second opinion of the assessment.	
	Pimley asked about the Harbor Drive project. Thornsbury said the Port	
	is waiting for dry weather before restarting the project. Thornsbury	
	estimates June 2011 to have Granite back on site.	
	Pimley said the Building 1D project is still waiting on Boeing funding.	
	The fire system in Building 1D was also discussed.	
	Pimley said that Insitu is considering an awning of solar panels along	
	the south side of Building 1B.	
Adjournment	PC Vinyard adjourned the PC Meeting at 5:33pm	

Approved on _____

May 17, 2011 (Date)

/s/ Marc D. THORNSBURY Marc Thornsbury, Executive Director /s/ Margie Ziegler

Margie Ziegler, Administrative Assistant

/s/ Jim Herman

Jim Herman, Secretary