

<b>PORT OF KLIKKITAT BOARD OF COMMISSIONERS MEETING MINUTES November 27, 2007 REGULAR SESSION</b>		
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<u>ATTENDANCE</u>	<p><b>Commissioners/Staff Present:</b> Port Commissioners (PCs) Norm Deo, Rodger Ford, &amp; Wayne Vinyard; Director Marketing/Public Affairs, (DM/PA) James Donnelly; and Administrative Assistant/Bookkeeper, (AA/B) Margie Ziegler; Facilities/Maintenance Operator, (Fac/Maint) Bryan Charters; Port Consultant Byron Hanke; Port Consultant CPA George Fox; and Port Counsel Teunis Wyers</p> <p><b>PC/Staff Absent:</b></p> <p><b>Guests Present:</b> Brad Roberts, (Rivermile 172 LLC); Paul Cothren (Dallesport Log Yard); Steve Maier, (ICE); Wendy Willow, (ICE); Rob Campbell, (Engineering Structures); Sue Mangin, (Mackenzie Group); Ryan Weston, (Mackenzie Group); Sherry Williams (Mackenzie Group); Ben Beseda, (Tennison Engineering); and Kevin Chrisman, (Tennison Engineering).</p>	<p>Meeting called to order at 4:00 PM</p>
<u>Executive Session</u> <u>Executive Director</u> <u>Application Interviews</u> <u>and Discussion</u> <u>Approx Three Hours</u>	<p>PC Ford called for an executive session at 1:00pm to Interview and discuss Executive Director Applications. PC Ford said the executive session will last three hours.</p> <p>An executive session started at 1:02pm. <b>Those Present: Port Commissioners (PCs) Norm Deo, Rodger Ford, and Wayne Vinyard, and Port Consultant Byron Hanke.</b> PC Ford adjourned the executive session at 3:58pm. PC Ford opened the regular PC meeting at 4:00pm.</p>	
<u>COUNSEL'S REPORT</u>	<p>Port Counsel Teunis Wyers addressed the PC's concerns regarding the Verizon Lease. Port Counsel Teunis Wyers also discussed the ground lease with Underwood Fruit at DIP. Port Counsel Teunis Wyers encouraged the Port to adopt a policy for public records requests.</p>	<p>By consensus, the PC directed (DM/PA) Donnelly to sign the Verizon lease.</p>
<u>Administrative Matters</u> <u>Consent Agenda</u>	<p>Items approved: Minutes of November 6, 2007 PC Minutes                      Vouchers - November 15, 2007, #21789-21793, \$5,054.52.                      Vouchers - November 31, 2007, #21794-21820, \$25,338.31                      Vouchers - November 30, 2007, 03 Bonds Wire Transfer, \$64,166.25.</p>	<p>PC Vinyard M, PC Ford S a motion to approve the Consent Agenda. MP</p>

<p><b><u>Public Hearing</u></b></p>	<p>Port Consultant George Fox, CPA gave an overview of the 2008 Budget and said (AA/B) Ziegler did an excellent job preparing the budget. Fox said the 2008 Budget consists of a forecast of \$1,681,897.00 in revenue and estimated expenses of \$1,410,087.00 PC Ford opened the Budget Public Hearing at 4:42pm and closed the public hearing at 4:43pm. There were no public comments.</p> <p>Salaries included in the 2008 budget are: Port Commissioners, \$100.00 per month plus per diem; Executive Director, a full-time position at \$70,000.00; Administrative Assistant/Bookkeeper, a full-time position at \$38,438.00; Facilities &amp; Maintenance Operator, a full-time position at \$34,944.00 a Maintenance Assistant, a full-time position at \$34,070.00; and a Marketing/Public Relations full-time position at \$46,800.00.</p> <p>Port Consultant George Fox, CPA explained property tax resolutions 07-2007 and 08-2007.</p>	<p>PC Deo M, to adopt Resolution No. 07-2007 authorizing an increase in the Port's Property Tax Levy for 2008, PC Vinyard S. MP</p> <p>PC Deo M, to adopt Resolution No. 08-2007 ratifying the Port's IDD Property Tax Levy for 2008, PC Vinyard S. MP</p> <p>PC Deo M, to adopt Resolution No. 09-2007 adopting the 2008 Budget, PC Vinyard S. MP</p>
<p><b><u>Executive Director's Report Bingen Point- Grading and Infrastructure Plan</u></b></p>	<p>Ben Beseda, Tennon Engineering, presented the Bingen Point Grading and Infrastructure Plan. The cost estimate to complete the entire project was \$2.7 million. Beseda recommended the Port grade the high elevation parcels and use the material on the low elevation parcels to bring all elevations to 89ft finished grade. A realignment of North Harbor Drive and the roundabout was discussed. Beseda estimated that 17,500 yards of outside fill would be required to bring all lots to the elevation of 89ft. Looping the water system, developing the roadways system, storm water, and sewer infrastructure was also discussed. The proposed ICE building's infrastructure on parcels #13, #16, and #19 was discussed. Beseda said the project could be handled in phases but the grading should be schedule in a way so that materials are not moved twice. Looping of the water system needs to happen in one phase when roads are to grade. Wastewater lines could be extended as development occurs. (DM/PA) Donnelly told the PC if they have further comments he will forward them on to Tennon and that the Bingen Point Grading and Infrastructure Plan will be brought to a later PC meeting for adoption.</p>	
<p><b><u>Executive Director's Report Bingen Point Insitu Outside Storage</u></b></p>	<p>(DM/PA) Donnelly presented a draft lease amendment for outside storage between buildings 1E and 1D with Insitu. PC Deo wanted the gates wide enough for emergency vehicles. Insitu will provide a final drawing of the fence design.</p>	

<p><u>Executive Director's Report Bingen Point - continued</u></p> <p><u>ICE Building Discussion</u></p>	<p>Steve Maier, ICE, introduced Rob Campbell, from the builder Engineering Structures and Sue Mangin, Ryan Weston, and Sherry Williams from the architecture firm Mackenzie Group to present the proposed ICE building site plan and answered questions. Sue Mangin, Machenzie Group, presented the design of the ICE building.</p>	<p>PC Vinyard M, to direct staff to look into the process of surplus property and appraising property in preparation for the sale of parcels #13, #16 and #19, PC Deo S. MP</p>
<p><u>Executive Director's Report Dallesport Industrial Park</u></p> <p><u>Lot Preparation #40, #41, and #42</u></p>	<p>(DM/PA) Donnelly reported that he is waiting for a quote for a cultural survey. (DM/PA) Donnelly said drawings have been received from Tennonson Engineering making Lots 40, 41, and 42 into one lot. The drawings will go to the Klickitat County Planning Dept with the application to update the binding site plan.</p>	
<p><u>101 Parallel Building Roof</u></p>	<p>(DM/PA) Donnelly said he asked Randy Salisbury, DSP, to take another look at the estimate for the architectural services for the roofing of 101 Parallel Building. (DM/PA) Donnelly said Randy sent a letter explaining the estimate. Port Consultant George Fox, CPA said the Port could make a bid based on Klickitat County roof specifications, but the fast way to get the roof done would be to hire DSP. Fox said the Port has limited staff resources to prepare a bid. PC Deo said he would like to see quotes for a patch immediately and a quote for a roof repair in the spring. Fox explained the resolution process for emergency repairs. Fox said the Port can use the small works roster for projects under \$200,000 and we can also use small works rosters of other public agencies. Fox said the difference between requirements for small works and public works projects bidding is developing specifications and advertising the bid. The skylights were discussed.</p>	<p>By consensus, the PC agreed to eliminate three quarters of the skylights and direct staff to use the small works roster and request three bids to patch the roof and to replace the roof.</p>
<p><u>CTED Grant - Water Master Plan</u></p>	<p>(DM/PA) Donnelly said CTED sent a letter to the Port correcting the grant award to \$35,000 and the Port will pay a match of \$2,500.</p>	<p>By consensus, the PC agreed to a match of \$2,500 for the Water System Master Plan.</p>
<p><u>MISCELLANEOUS</u></p> <p><u>Committee Update:</u></p>	<p>PC Ford: nothing</p> <p>PC Deo: nothing</p> <p>PC Vinyard: nothing</p> <p>(AAVB) Ziegler said she would like to attend the DOH Water Use Efficiency Rule Training and the WA St Archives Records Management Training.</p>	<p><i>By consensus, the PC to have (AAVB) Ziegler attend the DOH and WA ST Archives training.</i></p>

<p><u>Public Comment</u></p>	<p>Brad Roberts, Rivermile 172, commented that he was glad to see ICE's interest in building a new building.</p>	
<p><u>Executive Session Executive Director Application Review- Approx-One Half Hour</u></p>	<p>The public meeting was adjourned at 6:00pm. PC Ford called for a continued executive session to discuss Executive Director Applications. PC Ford said the executive session will last one half-four.  An executive session started at 6:15pm. <b>Those Present: Port Commissioners (PCs) Norm Deo, Rodger Ford, and Wayne Vinyard, Port Consultant Byron Hanke and Port Consultant George Fox, CPA.</b> PC Ford adjourned the executive session at 6:30pm.</p>	

Approved on: \_\_\_\_\_  
(Date)

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Margie Ziegler, Administrative Assistant

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Rodger Ford, Chairman