

	PORT OF KLIICKITAT BOARD OF COMMISSIONERS MEETING MINUTES November 27, 2007 REGULAR SESSION	
TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<u>ATTENDANCE</u>	<p>Commissioners/Staff Present: Port Commissioners (PCs) Norm Deo, Rodger Ford, & 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>PC/Staff Absent:</p> <p>Guests Present: 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>	Meeting called to order at 4:00 PM
<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. Those Present: Port Commissioners (PCs) Norm Deo, Rodger Ford, and Wayne Vinyard, and Port Consultant Byron Hanke. 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>	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.	By consensus, the PC directed (DM/PA) Donnelly to sign the Verizon lease.
<u>Administrative Matters</u> <u>Consent Agenda</u>	<p>Items approved: Minutes of November 6, 2007 PC Minutes</p> <p>Vouchers - November 15, 2007, #21789-21793, \$5,054.52.</p> <p>Vouchers - November 31, 2007, #21794-21820, \$25,338.31</p> <p>Vouchers - November 30, 2007, 03 Bonds Wire Transfer, \$64,166.25.</p>	PC Vinyard M, PC Ford S a motion to approve the Consent Agenda. MP
<u>Public Hearing</u>	<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 & 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>
<u>Executive</u> <u>Director's Report</u> <u>Bingen Point- Grading</u> <u>and Infrastructure Plan</u>	Ben Beseda, Tennison 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	

Executive Session
Executive Director
Application Review-
Approx-One Half Hour

The public meeting was adjourned at 6:00pm. PC Ford called for an 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. **Those Present: Port Commissioners (PCs) Norm Deo, Rodger Ford, and Wayne Vinyard, Port Consultant Byron Hanke and Port Consultant George Fox, CPA.** PC Ford adjourned the executive session at 6:30pm.

Approved on: _____
(Date)

Margie Ziegler, Administrative Assistant

Rodger Ford, Chairman