

PORT OF KLINKITAT
BOARD OF COMMISSIONERS MEETING MINUTES
MARCH 25, 2008
REGULAR MEETING

TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) PC Norm Deo, Rodger Ford & Wayne Vinyard; Executive Director (Exec.D) Marc Thornsburg; Deputy Director (DepDir) James Donnelly; Administrative Assistant/Bookkeeper, (AA/B) Margie Ziegler and Port Consultant Byron Hanke. PC/Staff Absent: (Fac/Maint) Bryan Charters and Port Counsel Teunis Wyers were excused. Guests Present: Matt Riley (Rapid Ready Mix Inc), Roger Holen, Paul and Dorrie Cothren (Dallesport Log Yard), Scott Holenser, and Steve Maier (ICE).	Meeting called to order at 4:30pm.
Public Hearing Surplus of BPT Parcels 13, 16, & NW portion of Parcel 19.	PC Vinyard opened the Public Hearing at 4:30 pm. Scott Holenser, Bingen, WA, inquired about what was planned for the property and had concern if the Port was planning to sell all the Port properties. Holenser also asked why Port meetings were held at 4:30pm. (Exec.D) Thornsburg explained the project and the CERB funding opportunity. PC Vinyard said PC meetings are twice a month at 4:30pm. PC Vinyard said the Port will only consider selling certain properties if they support industry and provide jobs to the community. PC Vinyard said the Port will continue to lease properties also. PC Vinyard said infrastructure needs to be installed before any development can take place at Bingen Point and this proposed infrastructure and grading project will make this happen. Steve Maier, Underwood WA, said he has been in discussion for three	

	<p>years with Port regarding purchasing property to construct a new building.</p> <p>Roger Holen, White Salmon, WA, said he is on ICE's Advisory Board and was also involved 10 or 12 years ago when the Port was looking at what it should be doing for economic development. Holen said one of the problems now is what to do with a small business once it has matured and out grown its space. Holen said the Port does not want to loose business in the community and needs to provide room for mature and maturing businesses. Holen said he is glad to see that the Port is moving in the direction to provide a variety of opportunities for its tenants and provide for a rich local economy. PC Vinyard said it has always been a challenge for the Port to have property ready to go for new business and maturing business.</p> <p>PC Vinyard closed the Public Hearing at 4:38pm.</p>	
Counsel's Report	None	
Administrative Matters Consent Agenda	Items approved: Minutes of March 4, 2008 Minutes of March 11, 2008 Vouchers of March 12, 2008 #22051 \$6,490.63 Payroll Vouchers of March 14, 2008 #22052-22058 \$6,526.11 March 11, 2008 minutes: delete third sentence under Amerigas.	PC Deo M, PC Ford S a motion to approve the Consent Agenda. With corrections to the minutes. MP
Resolution 6-2008 Amendment of Port's Comprehensive Scheme of Harbor Improvements and Industrial Development to Surplus 5.06 Acres at Bingen Point	(Exec.D) Thornsby said this resolution amends the Comprehensive Scheme and declares the property has been discussed with the public and had been declared surplus to the Port.	PC Ford M, PC Deo S a motion to approve Resolution 6-2008 Amending the Port's Comprehensive Scheme of Harbor Improvements and Industrial Development. MP

Facilities and Maintenance Operator Probation Period	<p>(Exec.D) Thornsburg said a performance evaluation has been completed for Bryan Charters who has been with the Port for six months and recommends that he be made a permanent employee.</p> <p>Everyone agreed Charters has done an excellent job and we have been very pleased with his performance.</p> <p>Thornsburg stated that Charters submitted his letter of resignation on March 12, 2008 and has accepted a position with Insitu.</p>	PC Ford M, PC Deo S a motion to accept Bryan Charters as a permanent employee. MP
Resolution 7-2008 Williams Companies, Inc allowing use of equipment parking areas.	(Exec.D) Thornsburg presented the Resolution 7-2008 and said it is a statement allowing Williams to use Port property for \$10.00 for staging equipment and the Port will benefit from the relocation of the pipeline.	PC Ford M, PC Deo S, to approve Resolution 7-2008, allowing Williams Companies the use of Port property during the pipeline relocation project.
Matt Riley DIP Water Connection Waiver	(Exec.D) Thornsburg presented the waiver for the water connection fee requested by Matt Riley in exchange for the additional water meter that Riley installed on Parcel 39 when he was operating the batch plant. Discussion followed.	By consensus, the PC granted a water connection fee waiver for Matt Riley and Riley will have to install a meter and backflow at his expense.
Executive Director's Report Dallesport Industrial Park Day Use Property	(Exec.D) Thornsburg talked about a \$20.00 per day use fee for the DIP Barge Dock staging area. The use could not be longer than 2 weeks and preference would be given to Port tenants. (Exec.D) Thornsburg said the \$20.00 per day was set based on the condition of the dock, DIP prices per acre, prime location, collection of wharfage, and the requirements in order to stage materials. Discussion followed. Thornsburg said George Fox, CPA recommended \$100 per day use fee. PC Vinyard suggested a workshop to discuss setting a permanent day use rate, but a short-term temporary rate could be set for now. Discussion followed regarding loading equipment left on site and the equipment owner allowing use by other users for a reasonable fee.	By consensus, the PC agreed to a \$20.00 per day use on a short-term basis and will be reevaluated at a later date.

Williams Gas	(Exec.D) Thornsbury said Williams Gas wanted to know how the Port wants to handle the line crossings at Dock Road and Dow Road. Discussion followed.	By consensus, the PC want the line under Dock Road to be capped and the run line under Dow Rd to be capped and the concrete slab not be disturbed.
Dallesport Log Yard Lease	PC Deo had an issue with the added security deposit for Dallesport Log Yard that resulted from the new month to month agreements. (Exec.D) Thornsbury said based on the month-to-month security deposit requirements in the Ports current resolution, the security deposit being held by the Port was not sufficient. Discussion followed. (DepDir) Donnelly discussed having a policy in place so that staff could evaluate tenants on a case by case basis for security deposits. PC Deo suggested because DLY is an established tenant, that some of the existing deposit could be transferred to the month-to-month agreements. Thornsbury said he will have Port Counsel review the request. PC Deo said the concern to the Port is the potential clean up costs. Cothren said they are interested in purchasing a separator and selling the bark. PC Vinyard said DLY is a long term tenant and is staying up with cleanup. Thornsbury said the proposed security deposit was based on three months rent.	By consensus, the PC want Port Counsel to review the security deposit and find out if \$10,000 is sufficient with an addendum to the agreement to cover all three parcels and to continue to monitor DLY and make sure that they are keeping up with the clean up.
Underwood Fruit Lease Power	(Exec.D) Thornsbury said KC PUD proposed extending the overhead power lines to the north of Parcel 37 for an additional \$10,000. The original proposal puts power only to the north of Parcel 39 to serve Underwood Fruit for \$16,550.00. Discussion followed regarding power needs for future development.	By consensus, the PC agreed to have the PUD put power lines overhead to Parcel 39 for \$16,550.00 and not extend to Parcel 37 at this time due to the fact that we do not have interested tenants in the extension area at this time.

Underwood Fruit Lease	(DepDir) Donnelly presented a draft copy of the 50 year lease with Underwood Fruit. Donnelly said the draft lease originated from Port CPA George Fox. Donnelly said the draft has been reviewed by Fox. Discussion followed regarding items still being negotiated. Donnelly said Underwood Fruit's lease will start after the PUD has relocated the power poles which could be in 4 to 6 weeks.	PC Deo M to direct staff to sign a lease with Underwood Fruit provided no major changes to the lease are made and that Port Counsel Wyers and Port CPA Fox have reviewed the final lease, PC Ford S, MP.
Miscellaneous Committee Updates	<p>PC Vinyard: Attended the EDA meeting and said Bingen was requesting funds for the Maple St Project. PC Vinyard said SDS will be giving support to the project. (Exec.D) Thornsby said he will contact Port CPA Fox about the Port's ability to support the project.</p> <p>PC Ford: The next MCEDD meeting will be in April.</p> <p>PC Deo: Attended an Airport Executive Session regarding the golf course. Steve Tessmer said the FFA has come back with recommendations. Tessmer said they met with the Riverkeepers and toured the property.</p> <p>The Lakeview Blvd. trees were discussed. (Exec.D) Thornsby said if the road was to be widened and provide a center turn lane the first row of trees will need to be removed. Thornsby said the cost to move trees would be \$1,000 per tree. PC Vinyard said the trees close to pavement are going to lift the pavement. Removal of trees was discussed.</p>	By consensus, the PC wanted the trees trimmed to allow for a walking path and that the first row of trees may need to be removed in the future before they grow too large.
Public Comment	<p>Steve Maier, ICE, reported how well (Exec.D) Thornsby did presenting the Port project to CERB. PC Vinyard also thanked Maier for driving to Seattle and being a part in the presentation.</p> <p>Steve Tessmer said he looks forward to an opportunity to look at the Marina proposal again with the PC.</p>	

Adjournment

PC Vinyard adjourned the meeting at 6:21pm.

Approved on _____
(Date)

Margie Ziegler, Administrative Assistant

Marc Thornsbury, Executive Director

S. Wayne Vinyard, President