

PORT OF KLINKITAT
BOARD OF COMMISSIONERS MEETING MINUTES
JULY 15, 2008
REGULAR MEETING

TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) Norm Deo and Rodger Ford; Executive Director (Exec.D) Marc Thornsburg; Deputy Director (DepDir) James Donnelly and Administrative Assistant/Bookkeeper (AA/B) Margie Ziegler. PC/Staff Absent: Counsel Teunis Wyers and PC Wayne Vinyard were excused. Guests Present: Brad Roberts, Rivermile 172.	Meeting called to order at 4:31 pm.
Executive Session Personnel – Executive Director	PC Deo called for an executive session to discuss Personnel-Executive Director. PC Deo said the executive session was expected to last one-half hour. The executive session started at 4:32pm. Those present: Port Commissioners (PCs) Norm Deo, and Rodger Ford. PC Deo adjourned the executive session at 5:04 pm. PC Deo opened the regular PC meeting at 5:06 pm.	
Counsel's Report	(DepDir) Donnelly presented a recognition letter to be sent to Port Counsel Wyers.	By consensus, the PC signed the letter to Port Counsel Wyers.
Administrative Matters Executive Director	PC Ford said that effective June 10, 2008 (Exec.D) Marc Thornsburg completed his six month probationary period and recommended salary be increased based on his initial hire letter.	PC Ford M, PC Deo S to approve (Exec.D) Marc Thornsburg's satisfactory completion of the six month probationary period and to increase his salary effective June 10, 2008 based on his hire letter. MP

Administrative Matters Consent Agenda	Items approved: Minutes – July 1, 2008 Vouchers – July 15, 2008 #22324-22341, \$12,522.47 Payroll Vouchers – July 15, 2008 #22283-22301, \$16,422.61	PC Ford M, PC Deo S to approve the consent agenda with correction to the minutes. MP
Executive Director's Report: East Bingen Point Way Alignment	(Exec.D) Thornsburry presented a drawing of E. Bingen Point Way alignment options. Discussion followed. Closing off the utility corridor by the marina with large rocks was also discussed.	By consensus, the PC requested that staff get cost estimates for re-alignment of E. Bingen Point Way.
DIP Wastewater Plant Update	(Exec.D) Thornsburry said he attended a meeting with the KC PUD, Underwood Fruit, and a representative from the Bingen WWTP. Thornsburry said the PUD is working with the engineer who constructed the DIP WWTP to review the original specifications and come back with what level and type of wastewater is acceptable.	
Columbia Phyto Technology Update	(DepDir) James Donnelly said he received a phone call from CPT saying they have agreed to sign the lease addendum. Donnelly presented two sets of plans from CPT presented two plans for proposed improvements to the building. Donnelly said that CPT wants to pour a concrete cap to make a sloping floor and removing it could be an issue once CPT moves out of the building. Donnelly said one set of plans showed the improvements that CPT wants the Port to complete. For example, expanded restrooms, additional floor drains, and power and water extensions. Donnelly said the Port needs to decide what improvements would benefit the Port and which improvements would benefit CPT only. Donnelly asked the PC for direction on how to proceed. Bathrooms, office space, break room space, basic water and basic power were discussed. Donnelly said CPT also wants to expand the building to the west for cold storage and freezer facilities. PC Deo stated he would be agreeable to CPT making improvements to the building if they sign a long term lease of at least ten years. PC Ford said	

<p>Columbia Phyto Technology Update continued . .</p>	<p>the restrooms do need to be upgraded. PC Deo said that maybe the restrooms should be located at each end of the building in case the building was ever leased to two tenants. PC Deo would like to see costs for improvements that have been made to the building to date. PC Deo said that maybe equipment could be elevated and possibly an epoxy fill could be added to create a sloped floor. PC Deo said the improvements would need to be engineered and completed by a licensed contractor. (Exec.D) Thornsby said the lease would have to be long enough for the Port to recoup the expense. PC Deo said priorities need to be set for what needs to happen to the building and the long term maintenance. Donnelly said costs need to be determined for the improvements.</p>	
<p>Dallesport Peninsula Water System</p>	<p>(Exec.D) Thornsby showed a map of the proposal for the Dallesport Peninsula Water System from The Dalles City Manager. Thornsby explained the proposed water connections to the Airport and golf course and the phases of construction. Thornsby said the Airport wants to lease its water right to the Port and that leaves the Port vulnerable to termination of the lease forcing the Port to provide water to the golf course without a source of water from the Airport. Discussion followed about the Ports responsibility to provide water to Port customers and future Port customers. Thornsby said only one company can be named as owner, therefore the Port would ultimately remain as the owner of the water system and would be responsible for the entire system. Thornsby said the Port does not have any official representation at the Airport other than Deo. Discussion followed regarding residential customers, the operator of the system, and insuring water availability for industrial use. Thornsby summarized topics from discussion: Port remains owner of water system and determines who operates system, Port sets rates, a percentage of water needs to be reserved for Port's growth, Port controls new hook-ups, no agricultural use of the water, and Port representation on the Airport Board.</p>	

Reclamation Permit	(DepDir) James Donnelly said the reclamation permit was misplaced by DNR and the SEPA process was not started. Donnelly said a new SM6 Form has been completed and will be signed by Klickitat County and then DNR can start the SEPA process.	
Skyline Air Ambulance	(Exec.D) Thornsby said he has been contacted by Skyline for a temporary location for the helipad during the one-year Skyline expansion. Thornsby said Skyline did a tour of BPT and determined that parcels 4 & 5 would best suit their needs. Thornsby asked the PC if they are interested in allowing Skyline to lease the property.	By consensus, the PC directed staff to investigate the correct amount to charge, insurance, maintenance for property, lighting and any issues with the FAA.
101 Parallel Bldg Update	<p>(Exec.D) Thornsby said the estimates for painting the 101 Parallel Building are between \$30,000 to \$35,000 for one color, no border and painting the man doors and large roll-up doors. Thornsby asked the PC if they want Randy at DSP to write a spec for a bid for painting.</p> <p>(DepDir) James Donnelly talked about the condition of the roll up doors at the 101 Parallel Building. Donnelly said the quote from Mid Columbia Door to repair all of the doors is \$14,010.00.</p>	<p>By consensus, the PC wants to paint the 101 Parallel building after Underwood Fruit's building is complete and wants staff to ask Randy from DSP for a quote to write a bid for painting.</p> <p>By consensus, the PC said that the doors need to be repaired.</p>
Miscellaneous Committee Updates	<p>Ford: Ford will attend the WPPA Commissioner meeting in Blaine, WA, July 19-July 22, 2008.</p> <p>Deo: Will attend a meeting with KC Commissioner Rex Johnson at the Port on July 16, 2008. An airport meeting is scheduled for July 18, 2008</p> <p>Vinyard: absente</p>	

<p>Miscellaneous continued. . .</p>	<p>(Exec.D) Thornsby attended WPPA Executive Director Conference in Leavenworth, WA July 9-11, 2008.</p> <p>(Exec.D) Thornsby said the Amerigas Conditional Use Permit Public Hearing at KC County was held and no one gave comments. Thornsby said the CUP is awaiting signatures and a copy will be forwarded to the Port.</p> <p>(Exec.D) Thornsby said there are venting and air conditioning issues in Building 1B. Thornsby reports that Lundell said the fine powder used in ICE's manufacturing process is drawn into the units causing the filters to clog, and the units to freeze up. Thorsbury said Lundell suggested installing a series of filters to be cleaned out by tenant/maintenance.</p> <p>(Exec.D) Thornsby presented a draft RFQ for Port Attorney that was prepared by Port Auditor George Fox. Thornsby asked the PC for any comments that need to be included or if anything needs to be removed.</p> <p>(Exec.D) Thornsby talked about future buildings at BPT and asked if the PC want to build the same type of buildings or is there a preference for something different. Discussion followed.</p>	<p>By consensus, the PC wants a second opinion and the cost should be paid for by the tenant because the problem is caused by the fine powder and not a fault of the Port.</p> <p>By consensus, the PC would like staff to investigate cost comparisons of different types buildings.</p>
<p>Public Comment</p>	<p>Brad Roberts, Rivermile 172, said he is interested on working on a master plan for Bingen Point.</p>	

Adjournment	PC Deo adjourned the PC Meeting at 7:51pm	
--------------------	---	--

Approved on _____
(Date)

Margie Ziegler, Administrative Assistant

Marc Thornsbury, Executive Director

S. Wayne Vinyard, President