

TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt and Wayne Vinyard; Executive Director (Exec.D) Marc Thornsby; Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. PC/Staff Absent: none. Guests Present: Lee Ast, Ast Commercial Real Estate; Brad Roberts, Rivermile 172; and Julie Korenko, Insitu.	Meeting called to order at 4:32pm
Administrative Matters Consent Agenda	Minutes – November 16, 2010 Payroll Vouchers – December 6, 2010 ACH D10024-D10036 \$8,854.08 and Vouchers 24088-24090 \$2,739.88. Vouchers – December 7, 2010 #24091-24116, \$160,530.70	PC Schmitt M, to approve the consent agenda, PC Herman S, MP
Executive Director's Report: Harbor Drive Improvement Project	(Exec.D) Thornsby said the Harbor Drive Improvement Project has been suspended because the engineers discovered two bellies in the wastewater lines during an inspection. Thornsby said the lines need to be dug up and re-laid with a new base. Thornsby said the project has been suspended until weather permits and the contractor will start work again in the spring. PC Herman said he has been in discussion with Klickitat County Commissioner Dave Sauter regarding potential funding. PC Herman would like additional engineering to be done for extending utilities to other parcels.	
Building 1A-Space D Lease	(Exec.D) Thornsby said there have been two people interested in leasing Building 1A-Space D, but they did not attend this meeting.	
Executive Director's Report: cont..	PC Herman said he read the Building 1B lease and did not see any problems. Lee Ast, Commercial Real Estate, said the lease will be retro back to December 1, 2010. Ast said the building will need to be reviewed by Insitu's environmental person. (Exec.D) Thornsby said that Klickitat County will have to give the Port a new certificate of occupancy. PC Schmitt said he will call KC Building Dept tomorrow and schedule a walk through of the building. Ast said that Scott Pimley, Insitu, needs to be at the walk through also. Landscaping was discussed	PC Schmitt M, to direct PC Herman to sign the Building 1B lease with revisions, PC Herman S, MP

Building 1B Lease continued...	and it was determined that the lease will state the Port shall maintain all developed common areas. The first source hiring language was discussed and deleted from the lease. Lee Ast will make the corrections on the lease and add the signature and notary blocks and forward to PC Herman for signatures. (Exec.D) Thornsby will send a copy of the binding site plan to Ast.	
Executive Director Retention	(Exec.D) Thornsby presented a draft retention agreement with the changes requested by the Port Commission. Thornsby said that Bill Eling, Port Attorney, has reviewed the document. PC Herman said the intent of the vesting in the retention program is so that Thornsby can have a percentage of the amount if he leaves the Port prior to 10 years of service.	PC Schmitt M, to adopt the Executive Director Employment Retention Agreement with changes, PC Herman S, MP.
Building 1A-Space D Update	(Exec.D) Thornsby said the Port's maintenance staff is still working on getting the space ready.	
Rock Operator Agreement	(Exec.D) Thornsby said the PC had asked to revise the operator agreement last fall regarding prepaid royalties. Thornsby said the revised language was sent to Bill Eling, Port Attorney, for review. Eling expressed concern with respect to certain elements and some of the language. Thornsby suggested that the PC rescind the motion to amend the agreement.	PC Schmitt M, to rescind the December 1, 2009 motion and not amend the mine operating agreement with James Dean Construction regarding advance royalty payments, PC Herman S, MP.
Executive Director Vacation Payout	(Exec.D) Thornsby requested payment of unused vacation he earned in 2010. Thornsby said this amount was budgeted in the 2010 budget.	PC Schmitt M, to pay Thornsby for his unused vacation earned in 2010, PC Herman S, MP.
Administrative Assistant/Port Auditor	(Exec.D) Thornsby requested changing (AA/PA) Margie Ziegler from hourly to an exempt salary position effective January 1, 2011.	PC Schmitt M, to change Ziegler to and exempt salary position, PC Herman S, MP.
2011 Salary Increases	(Exec.D) Thornsby suggested paying Port employees a 0.5% cost of living increase effective January 1, 2011. Thornsby said merit increases will be based on employee evaluations.	PC Herman M, to increase Port employee wages 0.5% effective January 1, 2011, PC Vinyard S. MP. PC Schmitt abstained.

<p>Executive Director's Report: cont..</p> <p>Letters of Support</p>	<p>PC Schmitt suggested the PC talk with County Commissioner Dave Sauter and find out who he is dealing with in state government regarding a grade-separated railroad crossing at Bingen Point. PC Schmitt also suggested sending letters and making ourselves heard. PC Herman will talk with Sauter and find out who he is working with. PC Vinyard said he attended the EDA meeting and the Insitu campus topic was brought up. PC Vinyard asked the EDA board members to raise their voices and be supportive of the grade-separated railroad crossing at Bingen Point. PC Herman said he would put together a letter for the city mayors and city council members, etc. to sign to show support. PC Herman said he will draft a letter for discussion at the next meeting.</p>	
<p>Miscellaneous</p> <p>Committee Updates</p>	<p>Herman: PC Herman nothing.</p> <p>Schmitt: PC Schmitt nothing.</p> <p>Vinyard: PC Vinyard said next EDA meeting will be December 9th. PC Vinyard said they talked about the Rural Washington Loan Fund at the last EDA meeting and said one grant per county per year will be awarded. PC Vinyard said the EDA funding will be reduced to \$50,000 in 2012 and funds will be committed to the emergency communication project.</p>	
<p>Public Comment</p>	<p>Brad Roberts, Rivermile 172, feels for the construction workers working in the bad weather and he is glad the pipe has been laid.</p> <p>Julie Korenko, Insitu, asked if there had been a wetland study and PC Vinyard gave some history of Bingen Lake.</p> <p>Lee Ast, Ast Commercial, thanked the PC for the revised RFP. Ast congratulated the PC on negotiating their first lease with Boing for Building 1B.</p>	

<p>Executive Session – Personnel – Performance Evaluation – Executive Director for 30 min.</p>	<p>PC Vinyard adjourned the regular meeting at 6:17pm and a 5 minute break was taken. PC Vinyard called an Executive Session at 6:25pm to conduct a performance evaluation of the Executive Director pursuant to RCW 42.30.110(section 1.i) for a period of thirty minutes.</p> <p>At 7:00pm PC Vinyard extended the executive session for an additional thirty minutes. At 7:30pm PC Vinyard extended the executive session for an additional thirty minutes. At 8:00pm PC Vinyard extended the executive session for an additional thirty minutes. At 8:30pm PC Vinyard adjourned the executive session. No action was taken in the Executive Session.</p>	
<p>Adjournment</p>	<p>PC Vinyard adjourned the PC Meeting at 6:41pm.</p>	

Approved on DECEMBER 21, 2010
(Date)

/s/ MARGIE ZIEGLER
Margie Ziegler, Administrative Assistant

/s/ MARC D. THORNSBURY
Marc Thornsbury, Executive Director

/s/ JIM HERMAN
Jim Herman, Secretary