

TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt and Wayne Vinyard; Executive Director (Exec.D) Marc Thornsbury; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. PC/Staff Absent: none. Guests Present: Lee Ast, Ast Commercial; Brad Roberts, Rivermile 172; Darrin Eckman, Tenneson Engineering; Jeff Burns, Granite NW; Kerri Kent, Kerrits; Michele McAlpine, Kerrits; and Denny Newell, Klickitat County Economic Development.	Meeting called to order at 4:30pm
Administrative Matters		
Approval of Minutes	Minutes – March 1, 2011	PC Schmitt M, to approve the minutes, PC Herman S, MP
Approval of Vouchers	Accounts Payable Vouchers – March 15, 2011 #24232-24250, \$12,284.52.	PC Herman M to approve the vouchers, PC Schmitt S, MP
Old Business		
Potential Tenant – Bldg 1A, Suite C and D.	Keri Kent, Kerrits, proposed not using a portion of Building 1A suite C. Discussion followed regarding potential use of a small space and potential issues with electrical panel access and L & I requirements. Proposed upgrades to the suites were discussed. Kent said she met with Skip Grimes, KC Building Department, and discussed the proposed improvements. Kent said they approved all the changes with the exception of the electrical in the proposed unused portion. Lease rates were discussed. Lee Ast, Ast Commercial, said the small space might be difficult to lease and reducing the rate and including the entire space might be a better option. PC Vinyard does not want to go below .60 per sq. foot and divide the space. PC Vinyard said he would also like the lease rate to be revisited in two years. Kent talked about who would make improvements to the suites. After discussion, it was decided that Kent's licensed contractor will make the improvements and a \$5,000	By consensus, the PC agreed to lease Building 1A suites C & D to Kerrits for \$5,200 a month including leasehold excise tax for two years and a rent credit not to exceed \$5,000 for improvements made to the space by a licensed contractor. The lease rate will be adjusted in two years to .60 per sq. ft plus inflation with an option to renew for three more years.

Old Business continued... Potential Tenant – Bldg 1A, Space C and D continued...	credit will go towards the first months rent. Kent said she would like to do a press release and announce their location change. Kent asked how quickly they could be in the space and (Exec.D) Thornsburg said they could be in the space as soon as the lease is signed but they would need to work around the Port completing the electrical upgrade. Kent said she would like to be in the space and operating by May 1 st . (Exec.D) Thornsburg said he could get a lease to Kent in one week.	
BPT Lot 14 Development	(Exec.D) Thornsburg said nothing new to discuss.	
Facility Preparation Policy	(Exec.D) Thornsburg met with L & I on March 14 th and said that L & I will come to the Port and do an inspection on Building 1A suites C and D. Thornsburg said he will do an assessment and present it to the Port Commission. Thornsburg said he wants to collect information and get a baseline before the commission sets policy.	
New Business BPA Dallesport Potential Lease	(Exec.D) Thornsburg said the Port has been approached by the BPA for DIP property to lease for two to three years to store equipment. Discussion followed regarding not leasing parcels 24, 25, and 26 for equipment storage. Thornsburg said the BPA wants 10 to 12 contiguous acres and that we will know more after the BPA completes their analysis.	
KC Agreement for Harbor Drive Project	Denny Newell, Klickitat County Economic Development, presented the Interlocal Funding Assistance Agreement for the Harbor Drive Project. (Exec.D) Thornsburg said the agreement is between the Port and Klickitat County for the funding for the Harbor Drive Project. Thornsburg said the Port will use CERB funds for the completion of the project.	PC Schmitt M to sign the Interlocal Funding Assistance Agreement for the Harbor Drive Project, PC Herman S. MP.
BPT Binding Site Plan Update	(Exec.D) Thornsburg said he has all the changes to the properties completed and he will be working with Ben Beseda, Tenneson Engineering, to clean up the easements and outstanding leases. Thornsburg said he will address the issues with the City of Bingen regarding the bioswale and the wastewater treatment plant encroachment.	

<p>New Business continued...</p> <p>Off-Road RC Car Track Request</p>	<p>(Exec.D) Thornsby said the Port has received a request for an RC car track. PC Vinyard said he is reluctant to bring that type of use on to the Port because it is the Port's purpose is to have those properties available for development. PC Schmitt said he feels this project would be better suited on private property. PC Herman said if we allow a use then we will have opposition when we go develop. PC Schmitt said he would be more open to the proposal if it was at DIP and not BPT.</p>	
<p>DIP Property line adjustment</p>	<p>(Exec.D) Thornsby said a strip of land that is the southern 63 feet of the Dallesport Lumber property needs to have the deed corrected to show that it belongs to Dallesport Lumber and not the Port. Thornsby said Columbia Title Company made a transposition error when the Port sold the property. Thornsby said the strip of land has a structure on it.</p>	<p>PC Herman M, to alter the deed with Dallesport Lumber to include the strip of land. PC Schmitt S, MP.</p>
<p>Executive Director's Report:</p> <p>Harbor Drive Improvement Project</p>	<p>Darrin Eckman, Tenneson Engineering, the project manager for the Harbor Drive Project explained the Harbor Drive Project and the circumstances of the delay due to sewer problems that need to be corrected because of two areas where the pipes have settled. Darrin said the pipe needs to be excavated and the height lifted to the correct elevation. Eckman said that can't happen until drier conditions. Eckman said the Harbor Drive road has been proof rolled, inspected, and will be compacted again before it is paved. Eckman said fabric was installed in sections of Harbor Drive. Jeff Burns, Granite NW, said that joint utility trenches need to be installed. Burns said NW Natural will install gas and the trench needs to be open for an extended period of time. Burns said they could be opening trenches in 4 to 5 weeks weather allowing. Burns said he estimates Harbor Drive will be opened mid-June. Burns said 800 tons of rock has been installed on the detour road.</p>	

Commissioners Reports:	<p>Herman: PC Herman nothing.</p> <p>Schmitt: PC Schmitt will attend the grade separated railroad crossing meeting on March 28th. PC Schmitt reported that Stan Dickey said he would take fill material from the Port. PC Schmitt also reported that Dickey said he owns a rock pit and is re-negotiating a lease and wanted the Port to know he has rock available.</p> <p>Vinyard: PC Vinyard said the EDA meeting for March 10th was cancelled.</p>	
Public Comment	<p>Lee Ast, Ast Commercial, said congratulations on the Kerrits lease. Ast said the Port did an excellent job of getting the deal done.</p> <p>Darrin Eckman, Tenneson Engineering, thanked the Port Commission and Port staff for their patience on the Harbor Drive Project.</p>	
Adjournment	PC Vinyard adjourned the PC Meeting at 5:51pm	

Approved on APRIL 5, 2011
(Date)

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

/s/ MARGIE ZIEGLER
Margie Ziegler, Administrative Assistant

/s/ JIM HERMAN
Jim Herman, Secretary