

TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman, William Schmitt and Wayne Vinyard; and Executive Director (Exec.D) Marc Thornsbury. <b>PC/Staff Absent:</b> Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. <b>Guests Present:</b> Marsha Holliston.	Meeting called to order at 4:33pm
<b>Election of Officers</b>	PC Schmitt suggested the board be reelected to their current positions. PC Vinyard accepted the position of President, but stated he felt uncomfortable holding the position for so long and would like to see a change next year.	PC Schmitt M to elect PC Vinyard President, PC Herman S, MP 3-0.  PC Vinyard M to elect PC Schmitt Vice President, PC Herman S, MP 3-0.  PC Schmitt M to elect PC Herman Secretary, PC Vinyard S, MP 3-0.
<b>Administrative Matters</b>  Approval of Minutes  Approval of Vouchers    Resolution 1-2012 Delegation of Authority	Minutes – December 20, 2011  Vouchers – December 28, 2011 #D10311 and #D10316-D10317 for \$5,825.16.  Vouchers – December 30, 2011 #24590-24602 for \$6,138.65.  Payroll Vouchers – January 5, 2012 #24603-24604 and #D10321-D10335 for \$10,977.43.  PC Schmitt stated he wanted more time to review and suggest changes to the Delegation of Authority.	PC Herman M, to approve the December 20, 2011 minutes with corrections, PC Schmitt S, MP 3-0.  PC Herman M, to approve the vouchers, PC Schmitt S, MP 3-0.    By consensus, the PC tabled the Delegation of Authority for next PC meeting.

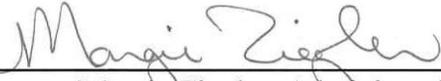
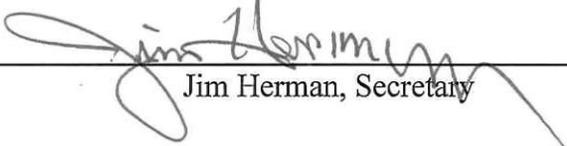
<p><b>Old Business</b> Financial Consulting Services – Evaluation</p>	<p>The PC reviewed and scored the financial consulting services offeror’s responses received. (Exec.D) Thornsby will calculate the scores and report them at the next meeting. PC Herman recused himself because of his knowledge of some of the offerors and his status as an offeror in the last Financial Consulting Services search and selection process in late 2008. PC Herman restated his concern over past costs associated with financial consulting for the Port and asked why expenses were so high. Thornsby explained that, as previously noted, work had been done to finish the fixed asset valuations, address the accrual of payroll expenses after the change in pay dates, handle some unique requirements related to the Commission’s executive director retention plan, issue the annual financial statement, and address elements of the Port’s triennial audit. Thornsby agreed that costs were higher than expected and stated that both he and the current consultant are detail-oriented and this may translate into more time spent than is truly necessary. However, Thornsby stated that he believes insuring the Port’s financial affairs are in order is a responsibility of the Port to its constituents and as a result, he is willing to err on the side of caution at the risk of overspending.</p>	
<p><b>New Business</b> Industrial Development District Levy</p>	<p>The PC discussed the Port’s Industrial Development District Levy that will come up for renewal in 2012. (Exec.D) Thornsby stated that if the Commission intends to renew the IDD levy, it will need to provide public notice of its intent by June 1, 2012, as required by law. The Commission discussed the Port’s current total levy rate of \$0.45 per thousand of assessed value and the idea of abandoning the IDD levy in favor of seeking a new regular levy rate equal to the total current combined levy rate. Thornsby stated that the Commission could pass a resolution to place a levy lid lift measure on the ballot, but reminded the Commission that neither it nor Port staff may engage in the promotion of such a measure on Port time or with Port funds. Discussion continued regarding future legislative changes that could render the IDD levy more useful at a later date and the need to insure</p>	<p>PC Herman M, that the Port Commission seek information and input from constituents regarding abandoning the IDD levy in favor of a single levy at the current rate and to discuss the topic again at another Commission Meeting in the near future. PC Schmitt S. MP 3-0.</p>

<p><b>New Business – continued...</b> Industrial Development District Levy continued...</p>	<p>that whatever approach is selected does not result in any additional taxes above the amount currently paid by constituents. PC Vinyard noted that the Port has been able to accomplish a lot since the IDD levy was established in 2007. PC Herman stated that with the future development of Insitu, the need for additional infrastructure work is unknown and could be significant. PC Schmitt said that the Port will not be able to reach its goals without adequate funding.</p> <p>PC Vinyard reminded the Commission that while looking at levy rates it also needs to resume work on the Port’s Strategic Plan. (Exec.D) Thornsbury suggested that he refresh the current draft and provide it as the basis for further discussion at a future meeting. PC Herman noted that doing so earlier in the year would be better for him.</p>	
<p>Industrial Facility Development</p>	<p>The PC discussed the possible development of a new facility at either Dallesport or Bingen Point and the construction costs, financing, and debt service associated with it. PC Schmitt believes there is demand for space in Dallesport. PC Herman believes Bingen Point presents a better opportunity for development and has a greater potential to deliver value for Klickitat County. Discussion continued regarding external funds available through the U.S. Economic Development Administration and Washington Community and Economic Revitalization Board as well as the unique eligibility requirements of each. The question of building size was brought up and (Exec.D) Thornsbury stated that the Port should have a site plan completed for the target lots to insure that the maximum amount of industrial space is constructed given the size of the property. He noted that only constructing 20,000 sq. ft., for example, on a lot capable of supporting 30,000 sq. ft. would underutilize the lot and reduce the number of jobs per acre delivered by the project. PC Schmitt asked if it would be possible to reuse the design of an existing building to save money. Thornsbury stated that this could be done and that the most recent building would likely be used as the basis for a modified design.</p>	<p>By consensus, the Commission requested that staff engage the Port’s architect to draft a suitable site plan for Lots 17 and 18 at Bingen Point.</p>

<p><b>Executive Directors Report</b></p> <p>101 Parallel Building Upgrade</p>	<p>(Exec.D) Thornsby noted that work on locating the existing fire line serving the 101 Parallel Building had been completed and that the line extends twelve feet further west than previously known. In addition, it is a twelve inch line and only an eight inch line is required to serve the sprinkler system in the building. He stated that by reducing the size of the line and, thus, the double-check valve assembly required, the entire length of aging AC pipe could be replaced with standard eight inch PVC pipe for an additional net cost of approximately \$2,000.</p>	
<p>BPT Binding Site Plan</p>	<p>(Exec.D) Thornsby provided a final copy of the Bingen Point Business Park Binding Site Plan for review by the Commission. Thornsby stated that a copy would be submitted to the county once Tenneson Engineering completed setting the remaining markers required by the county. Thornsby expects Tenneson's work to be completed by early next week.</p>	
<p>CERB Presentation</p>	<p>(Exec.D) Thornsby showed the presentation provided to CERB at its November, 2011, meeting. The PC commented on the improvements made over the last year.</p>	
<p>Granite NW Payment</p>	<p>(Exec.D) Thornsby stated that the final corrected invoice from Granite NW had finally been received and that application for funds from CERB would be made upon Margie's return from vacation.</p>	
<p><b>Commissioners Reports:</b> Committee Updates</p>	<p>PC Vinyard: nothing</p> <p>PC Herman: nothing</p> <p>PC Schmitt: nothing</p>	
<p><b>Public Comment</b></p>	<p>None</p>	
<p><b>Executive Session – Personnel – Performance Evaluation – Executive Director for 30 min.</b></p>	<p>PC Vinyard adjourned the regular meeting at 7:50pm. PC Vinyard called an Executive Session at 7:51pm to conduct a performance evaluation of the Executive Director pursuant to <b>RCW 42.30.110(section 1.i)</b> for a period of thirty minutes.</p>	

<b>Executive Session – Personnel – Performance Evaluation – Executive Director for 30 min.</b>	At 8:20pm PC Vinyard extended the executive session for an additional ten minutes. At 8:30pm PC Vinyard extended the executive session for an additional thirty minutes. At 9:00pm PC Vinyard adjourned the executive session. No action was taken in the Executive Session.	
<b>Cost of Living Adjustment</b>	PC Vinyard reopened the PC Meeting at 9:01pm.  (Exec.D) Thornsburry stated that staff reviews had been completed, and that a 1% cost of living increase consistent with the Port's 2012 budget had been approved for the Port's Admin. Asst/Auditor, and that the current pay rates for the maintenance department resulting from position changes made in 2011 already incorporated the expected 1% increase.	PC Vinyard M to approve a 1% cost of living increase consistent with the Port's 2012 budget for the Port's Executive Director and Admin.Asst/Aditor. PC Schmitt S. MP 3-0.
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 9:08pm	

Approved on January 24, 2012  
(Date)  
  
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Marc Thornsburry, Executive Director

  
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Margie Ziegler, Administrative Assistant  
  
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Jim Herman, Secretary