


TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (ED) Marc Thornsburg; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. <b>PC/Staff Absent:</b> None. <b>Guests Present:</b> None.	Meeting called to order by PC Vinyard at 4:30 PM.
<b>Administrative Matters</b> Approval of Minutes  Approval of Vouchers     Resolution No. 2-2015 Establishing a Finding of Substantial Need for the Purposes of Setting the Limit Factor for the 2016 Regular Tax Levy - Correction  Resolution No. 6-2015 Dallesport Industrial Park Water Rates  Resolution 7-2015 Authorize Firefighting Water Use	Minutes – November 17, 2015.  Vouchers – November 24, 2015, #26360-26368, \$1,655.12.  Payroll Vouchers – December 7, 2015, #D11385-D11399, #26369-26370, \$12,008.98.  Voucher – December 8, 2015, #26371-26392, \$16,996.74.  ED Thornsburg explained that the County Auditor's Office requested a small modification to the language of Resolution No. 2-2015. Thornsburg explained that the change does not alter the effect of the resolution and still allows the Port to increase its levy amount by one percent increase.  PC Vinyard asked if the meter tampering fee should be increased. AA/PA Ziegler explained that this and other fees had been reviewed by the KC PUD and were found to be consistent with their own fee schedule. Thornsburg noted that meter tampering was quite uncommon.  ED Thornsburg explained that changes to the resolution had been made in response to the comments and concerns expressed by the PC at the last meeting. PC Schmitt said he talked with other fire chiefs about using the	PC Schmitt M to approve the minutes, PC Herman S, MP 3-0.  PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.     PC Schmitt M to approve the correction to Resolution No. 2-2015, PC Herman S, MP 3-0.  PC Herman M to approve Resolution No. 6-2015, PC Schmitt S, MP 3-0.  PC Schmitt M to approve Resolution No. 7-2015, PC Herman S, MP 3-0.

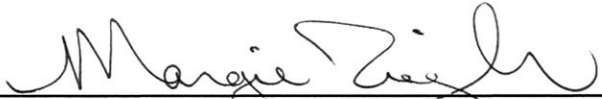
<b>Administrative Matters cont...</b> Resolution No. 8-2015 Establishing a Reserve for BPBP Lot 24	<p>pump house to fill tenders in place of a metered hydrant and the idea received broad support, provided there is sufficient room to turn around.</p> <p>Thornsbury noted that the scope of the resolution had been expanded and various other changes requested by the PC at the last meeting had also been made.</p>	PC Schmitt M to approve Resolution No. 8-2015, PC Herman S, MP 3-0.
<b>Old Business</b>	None	
<b>New Business</b> Vacation Buyout	ED Thornsbury talked about his workload and the amount of hours worked during 2015. Thornsbury noted that he has been with the Port for eight years, but has worked the equivalent of ten years.	PC Schmitt M to approve payout of 160 hours of vacation for ED Thornsbury, PC Herman S, MP 3-0.
January Meeting Schedule	Port commissioner schedules, agenda items, and potential meeting dates in January were discussed.	By consensus, the PC directed staff to cancel the January 5 and 19 meetings and hold one meeting on January 12.
Professional Services	<p>ED Thornsbury explained that under Washington State Law, hiring professional services is handled through a qualification based selection (QBS) process, not a competitive bid process. Thornsbury stated that in selecting an Architect, Civil Engineer, Land Surveyor, and Water Resources Engineer, the Port evaluated firms registered on the Port's Professional Services Roster based on the Statement of Qualifications submitted by each firm. Thornsbury explained the scoring system and noted that AA/PA Ziegler also scored the applicants. Thornsbury presented the evaluations, the results, and the firms selected:</p> <p>Architect: Mackenzie  Civil Engineer: Tenneson Engineering  Land Surveyor: Tenneson Engineering  Water Resources Engineer: John Grim &amp; Associates</p>	
<b>Executive Director's Report</b> RAMCo Site Cap Project	ED Thornsbury said he is awaiting agreement on the change order, adding that the Port's engineer is working on completing the as-builts for the project. Thornsbury explained that the as-builts will be sent to	


<b>Executive Director's Report cont...</b> RAMCo Site Cap Project cont...	Ecology after which Ecology is expected to give the Port a draft covenant for the property. Once the covenant is approved by the Port, the Port should receive a No Further Action letter from Ecology. Thornsburgy said the site looks good.	
2015 Year-in-review	ED Thornsburgy presented the year-in-review for 2015.	
Standpipe Fire Use	ED Thornsburgy explained the modifications proposed for the Well No. 1 Pump House that would allow fire trucks to fill during a fire and allow the Port to monitor the water usage. PC Schmitt said he has parts that might be useful and volunteered to bring a tender truck to test everything to insure that it works correctly. Schmitt explained that one of the first things that happens on a fire is that the Incident Commander will identify where the tenders can fill.	
WPPA Dues	Thornsburgy stated that he abstained from voting on the WPPA budget and that it passed unanimously. He explained the dues the Port is paying and the relatively small amount allocated for WPPA staff salaries.	
<b>Commissioners Reports</b>	<p>PC Vinyard said the next KCEDA meeting will be on December 15 at which time there will be a presentation on two companies that are interested in completing an Economic Development Plan for the KCEDA. He also indicated he might be unable to attend. Discussion followed regarding who would attend if Vinyard could not.</p> <p>PC Schmitt said he attended the MCEDD Executive Committee meeting and said that Michael McElwee, Port of Hood River, expressed dissatisfaction with MCEDD after a OneGorge presentation. Schmitt said that Jan Brending, MCEDD President, will draft a letter to address McElwee's concerns. Schmitt stated that Dana Peck, Goldendale Chamber Executive Director, attended the meeting and expressed his belief that Peck will be great for the chamber.</p>	PC Vinyard M, to appoint PC Schmitt to act as Port representative at the EDA meeting in the event PC Vinyard cannot attend, PC Schmitt S, MP 3-0.
<b>Public Comment</b>	None	
<b>Recess</b>	PC Vinyard recessed the meeting at 5:17pm.	

<b>Executive Session</b> Performance Evaluation- Executive Director	PC Vinyard called an Executive Session at 5:32pm to conduct a performance evaluation of the Executive Director pursuant to RCW 42.30.110(1)(g) for a period of one hour.  At 6:33pm Vinyard adjourned the executive session. No action was taken in the executive session.	
Executive Director Salary	PC Vinyard reopened the PC Meeting at 6:33pm.  PC Vinyard stated that the Port Commission is pleased with the performance of the Executive Director, noted that the Port has had a successful year, and added that ED Thornsby has operated the Port with integrity. The salary for the position of Executive Director was discussed. PC Vinyard asked about other Port staff salaries. Thornsby said he will do evaluations in the next couple of weeks and has been reviewing the most recent WPPA salary survey.	PC Herman M, to approve a 2% increase for the Port's Executive Director for 2016. PC Schmitt S. MP 3-0.
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 6:36 PM.	

Approved on January 12, 2016  
(Date)

  
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Marc Thornsby, Executive Director

  
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Margie Ziegler, Administrative Assistant

  
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Wayne Vinyard, President