

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; Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. PC/Staff Absent: none. Guests Present: Lee Ast, Ast Commercial Real Estate; Scott Pimley, Insitu; and Brad Roberts, Rivermile 172.	Meeting called to order at 4:30pm
Budget Hearing 2011 Budget 2011 Capital Improvement Plan	PC Vinyard opened the Public Hearing at 4:31pm. (AA/PA) Ziegler said the 2011 budget consists of a forecast of \$811,032 in operating revenue based on current leases, \$733,000 in non-operating revenue, and \$150,000 in Grant Revenue. Operating expenses were based on the 2010 expenses with an increase in utilities for a total of \$689,199.00, Non-operating expenses were budgeted for \$63,787.00, Principal debt payments are \$158,949.00, and Capital Improvement Projects totaling \$773,790.00. Grand total resources are budgeted at \$1,694,032.00 and expenses \$1,685,725.00 leaving a net difference of \$8,307.00. There were no public comments. PC Vinyard closed the Public Hearing at 4:35pm.	
Administrative Matters Consent Agenda	Minutes – October 19, 2010 Vouchers – October 29, 2010 #24045-24047, \$22,163.23. Vouchers – November 2, 2010 #24048-24062, \$131,775.99.	PC Schmitt M, to approve the consent agenda, PC Herman S, MP
Executive Director's Report: Harbor Drive Improvement Project	(Exec.D) Thornsbury said the wastewater line and all the manholes are in. Thornsbury said the wastewater extension to the Rivermile 172 property is in place. Thornsbury said the water line is 80% complete. Thornsbury said the road base and sleeves for franchise utilities will be completed next.	
DIP Boat Removal	(AA/PA) Ziegler told the PC about a boat that was taken over the dock on October 11, 2010. Ziegler said the Log Yard did not have a log barge at the dock at the time. PC Vinyard said a letter of explanation	PC Schmitt M, to approve charging \$155.00 for moving the boat over the dock. PC Herman S, MP

Executive Director's Report: DIP Boat Removal	needs to be sent to the boat owner to let them know that they need prior approval from the Port and not to interrupt the log yard operation.	
Executive Director Retention	(Exec.D) Thornsby explained the deferred compensation retention program that was approved in his employment agreement in December of 2009. Thornsby said the amount is small, is not an incentive to stay, and he would rather not have the Port enter into a deferred compensation retention program.	PC Herman M, to approve adding \$2,500 to the 2011 Budget for (Exec.D) Thornsby's deferred compensation retention program, PC Schmitt S. MP.
Bldg. 1B	(Exec.D) Thornsby said the extra room that was built inside the west shop bay of building 1B was demolished and the remaining useful materials were declared surplus and will be taken to the Rebuild it Center in Hood River.	
USDA Grant	(Exec.D) Thornsby said the grant reimbursements for the Harbor Drive Project are being prepared.	
Miscellaneous Committee Updates	<p>Herman: PC Herman nothing.</p> <p>Schmitt: PC Schmitt said he maybe late for the November 16th PC meeting.</p> <p>Vinyard: PC Vinyard said next EDA meeting will be November 18th.</p> <p>(Exec.D) Thornsby said he will be in Olympia on Thursday November 4th for the WPPA Legislative Meeting.</p>	
Public Comment	<p>Lee Ast, Ast Commercial Real Estate, said the Building 1B lease is 60% along the in the review process with Boeing. Ast asked to get access to the building for space planning. (Exec.D) Thornsby said to schedule a time and we can let them in. Ast also reported that the Marina Access Road pot holes are getting worse. Scott Pimley, Insitu, said that the dump trucks are dropping large rocks and they need to be more careful. (Exec.D) Thornsby said the Port maintenance staff is filling potholes weekly.</p>	

Public Comment – continued . . .	PC Schmitt reported that he contacted Wayne Trosper, Klickitat County Road Department regarding Dock Rd. PC Schmitt said he was informed that Dock Rd could be chip sealed if the road was properly prepared. PC Schmitt said KC Road Dept could chip seal Dock Rd for \$32,000 per mile per coat of chip seal and that Trosper recommended two coats of chip seal. PC Schmitt said the preparation could be bid out and done by a contractor.	
Executive Session – To consider the Minimum Price for Real Estate Leases	PC Vinyard adjourned the regular meeting at 5:09pm and a 5 minute break was taken. PC Vinyard called an Executive Session at 5:14pm to consider the minimum price for real estate leases pursuant to RCW 42.30.110(section 1.i) for a period of thirty minutes. At 5:45pm PC Vinyard extended the executive session for an additional forty-five minutes. At 6:32pm PC Vinyard adjourned the executive session. No action was taken in the Executive Session.	
Real Estate Pricing	PC Vinyard reopened the regular meeting at 6:35pm. PC Vinyard suggested in order set a minimum price for leases the PC needs to know the costs of improvements to make lots shovel ready. Discussion followed.	By consensus, the PC directed (Exec.D) Thornsburg to calculate costs per lot for shovel ready improvements.
Adjournment	PC Vinyard adjourned the PC Meeting at 6:41pm.	

Approved on NOVEMBER 16, 2010
(Date)

/s/ MARGIE ZIEGLER
Margie Ziegler, Administrative Assistant

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

/s/ JIM HERMAN
Jim Herman, Secretary