

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: Steve Funk, Columbia PhytoTechnology; Jeff Williams, Columbia PhytoTechnology; Kerri Kent, Kerrits; Michele McAlpine, Kerrits; and Marsha Holliston.	Meeting called to order at 4:32pm
Administrative Matters Approval of Minutes Approval of Vouchers	Minutes – March 15, 2011 Payroll Vouchers – March 21, 2011 #D10096-D10101 and #24251-24252 for \$8,105.94. Payroll Vouchers – April 5, 2011 #D10102-D10117 and #24253 for \$12,122.35. Accounts Payable Vouchers – April 5, 2011 #24254-24274, \$28,949.57.	PC Schmitt M, to approve the minutes, PC Herman S, MP PC Herman M to approve the vouchers, PC Schmitt S, MP
Old Business Lease Conditions Policy – Bldg 1A, Space C and D.	Keri Kent, Kerrits, presented a list of list of lease items for discussion. Kent said she has discovered that the cost of her changes to Suite C are higher because she was not able to view the entire area when Insitu was in the space. Kent said the walls needed more work than anticipated to get ready to paint. Kent said the carpet is old and not in good condition and the vinyl in the bathrooms is worn and stained. (Exec.D) Thornsbury said the carpet is estimated to be 13 years old. Kent said in order to meet her deadlines and get into the space she needs to replace the flooring as soon as possible. Landscaping was also discussed.	By consensus, the PC agreed to allow subletting of the and give Bldg. 1A-Suite D office space and give Kerrits a credit for carpeting based on an estimate for Suite C upstairs and downstairs, a credit based on estimate for vinyl for the bathrooms in Suite C & D and issue a credit later when the flooring is changed in the back offices of Suite D in the area to be sublet.

<p>Old Business continued...</p> <p>Lease Conditions Policy – Bldg 1A, Space C and D continued...</p>	<p>Kent asked for a reduction in the security deposit, a cap on the CPI annual increase, consideration to sublet the front office in Suite D, and questioned paying for fire insurance. The PC took a break at 5:01pm to tour Bldg 1A Suites C & D. The PC resumed the meeting at 5:25pm.</p> <p>The PC discussed the CPI and how they changed it from a 3% annual increase to the CPI in the past. PC Herman said using CPI is a fair way to do an annual increase and should not be capped.</p> <p>PC Schmitt said he does not have a problem with subletting. Thornsby said he will do a lease addendum to the lease that will protect the Port. Thornsby said the Port was going to replace the vinyl in the restroom areas because of the condition of the vinyl. The carpet was discussed. Thornsby said a walkthrough had taken place with Insitu and Kerrits came in the next day. Thornsby said the Port normally would have repaired the walls, painted, and cleaned the Suite C using Port maintenance staff.</p> <p>Thornsby said an official statement has not been given to Insitu to release the security deposit. The damaged front door of Suite C was discussed.</p>	<p>The PC did not change Port policy with respect to the CPI-based escalation, security deposit, or fire insurance provisions of Port leases.</p>
<p>Parcel 14 Development</p>	<p>(Exec.D) Thornsby said he will meet for a lease review tomorrow and will meet with Port Council to go over the lease next week.</p>	
<p>Columbia Phyto Technology</p>	<p>Steve Funk, Columbia Phyto Technology, introduced himself to the PC and explained what CPT does and explained their need for additional power. Funk noted that Port plans to improve electrical service to the 101 Parallel Bldg. have not been moved forward as expected and inquired as to the current status and reason for delay. (Exec.D) Thornsby said an RFQ for improvements has gone out today. Funk said the electrical upgrade is the most important element and asked that the other improvements be scheduled later. Funk asked if there could be</p>	

<p>Columbia Phyto Technology continued...</p>	<p>a power pole installed for temporary power at this time. Funk said that bank loans and a large customer are waiting on this electrical upgrade. Funk invited the PC to tour CPT. Jeff Williams, CPT, said that they have had as many as thirty employees working and they are building a second drying machine. Funk said he is interested in knowing what CPT cost share will be for electrical.</p> <p>Thornsbury said the Columbia PhytoTechnology building lease is not a long term lease because improvements have not been made. Thornsbury said after improvements are made then the Port can enter into a long term lease.</p>	
<p>Facility Preparation Policy</p>	<p>(Exec.D) Thornsbury said L & I staff inspected Bldg 1A Suites C & D, but did not bring an industrial hygiene specialist. Thornsbury had previously met with L & I in Olympia where he was told that both services were available to the Port, but was later told by another L & I representative that they only visit businesses that are in operation. Thornsbury is waiting to hear back from L & I and will contact the inspection company used by ICE.</p>	
<p>New Business</p> <p>City of Bingen Easement</p>	<p>(Exec.D) Thornsbury explained the new easement for the wastewater treatment plant outfall pipe. Thornsbury said that the Port has two easements with the City of Bingen for the outfall but they are not in the location of the current location. Thornsbury said the matter has, unfortunately, gone to the city's attorney.</p> <p>Thornsbury said there is no easement for the bio-swale. Thornsbury said the bio-swale is in the wrong location and will eventually have to be moved east. Thornsbury said the proposed bio-swale easement will include a large enough area for the bio-swale to be moved.</p> <p>Thornsbury reported that the wastewater treatment plant is also encroaching on the Port's property and the Port is proposing an encroachment easement.</p>	<p>By consensus, the PC reaffirmed the conditions of the easements for the City of Bingen.</p>

	Thornsbury said the matter is the last element for the binding site plan.	
PUD Easements	(Exec.D) Thornsbury presented new PUD easements for Bingen Point. Thornsbury said the PUD now holds blanket easements for large portions of property. Thornsbury said the old easements will be terminated and two new easements will show where the Port has current overhead and underground service.	By consensus, the PC agrees to the PUD easements.
Lease Extensions	(Exec.D) Thornsbury said Underground Specialties would like to extend their lease to September 30, 2011. (Exec.D) Thornsbury presented a lease amendment for Roy-G-Biv.	By consensus, the PC agrees to the lease extension for Underground Specialties By consensus, the PC agrees to the lease amendment for Roy-G-Biv.
Executive Director's Report: Harbor Drive Improvement Project	PC Schmitt hoped the Port Engineer would be doing a compaction test before Harbor Drive is paved. PC Schmitt said there maybe an opportunity to work with the Klickitat County Road Department during the winter months. Thornsbury said the Port has received the \$50,000 from Klickitat County for the Harbor Drive Project.	
BPT Earthmoving RFQ	(Exec.D) Thornsbury said the RFQ has gone out to engineers for earthmoving material from BPT Parcels 18 & 19 to Parcels 25, 26, & 27. Thornsbury said he did not receive any responses and the RFQ will go out again tomorrow.	
101 Building Improvement RFQ	(Exec.D) Thornsbury said the RFQ has gone out to architects for improvements to the 101 Parallel Building.	
Wind Turbines	(Exec.D) Thornsbury said he has been approached by a wind turbine company that would like sell wind turbines to the Port. Discussion followed.	PC consensus, the PC declined to place this item on the agenda and requested a written proposal in lieu of a presentation.
Commissioners Reports:	Herman: PC Herman nothing. Schmitt: PC Schmitt said he attended the grade separated railroad crossing meeting and said they had three options to consider. PC	

Commissioners Reports: cont...	<p>Schmitt explained the three options. PC Schmitt said this may become a Federal project, that is estimated to be an 8 to 10 million dollar project, and it will handle both car and truck traffic. PC Schmitt said meetings will resume after Insitu makes a decision to build a campus and then a study will be done.</p> <p>Vinyard: PC Vinyard nothing.</p> <p>(Exec.D) Thornsburg said he met with a developer's economic development group in The Dalles.</p>	
Public Comment	None	
Adjournment	PC Vinyard adjourned the PC Meeting at 7:09pm	

Approved on APRIL 19, 2011
(Date)

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

/s/ MARGIE ZIEGLER
Margie Ziegler, Administrative Assistant

/s/ JIM HERMAN
Jim Herman, Secretary