

TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt and Wayne Vinyard; Executive Director (Exec.D) Marc Thornsby; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. PC/Staff Absent: none. Guests Present: Julie Korenko, Insitu; Lee Ast, Ast Commercial; and George Selfridge, Maritime Services.	Meeting called to order at 4:36pm
Administrative Matters Approval of Minutes Approval of Vouchers	Minutes – May 17, 2011 Accounts Payable Vouchers – May 25, 2011 #24328 for \$2,107.90. Accounts Payable Vouchers – May 27, 2011 #24329 for \$500.00. Payroll Vouchers – June 6, 2011 #D10149-D10164, and #24330 for \$11,286.12. Accounts Payable Vouchers – June 7, 2011 #24331-24352 for \$14,492.07.	PC Herman M, to approve the minutes, PC Schmitt S, MP. PC Herman M, to approve the vouchers, PC Schmitt S, MP
Old Business Facility Preparation Policy	(Exec.D) Thornsby lead the discussion regarding what should be required of exiting tenants. PC Herman said a tenant doing manufacturing needs to have the building inspected and cleaned before they leave and the security deposit is refunded. Discussion followed. Future lease language was also discussed. PC Schmitt said in the future it is better to lose lease rent then to allow someone to move in before the space is ready. Thornsby said a policy could be set by resolution. Thornsby said a check off list could be developed and no keys would be issued until everything is completed on the list. The future policy language was discussed. PC Herman said the manufacturing product will determine what level of environmental assessment will need to take place. The tenant needs to clean up any hazards and then pay for an	By consensus, the PC agree to direct (Exec.D) Thornsby to draft a lease amendment for adding the environmental language and after the amendment is signed then Insitu will be reimbursed for the clean up. (Exec.D) Thornsby was also directed to send a letter to ICE regarding the hidden environmental problem.

Old Business continued ... Facility Preparation Policy ...	additional environmental assessment stating the problem is cleaned up in order for the security deposit to be released. Thornsbery said he will draft language for a resolution to be adopted at a future PC meeting and to be incorporated in new leases.	
Scenic Tour Proposal	(Exec.D) Thornsbery reported he received an email from Larson Heli-Ops stating he would like to use Bingen Point but no additional information regarding questions that were asked of him was received. Thornsbery asked how much insurance should be required.	By consensus, the PC wants to see an operational plan from Heli-Ops.
Lot 14 Lease	(Exec.D) Thornsbery said two items were modified and the lease is going through final review by Key Development's legal counsel.	
101 Parallel Bldg. Improvement Design Contract	(Exec.D) Thornsbery presented a revised copy of the design contract. Thornsbery asked if there were any objections to the contract and said the contract will be signed today and will go out tomorrow.	
New Business Dallesport Multi-Tenant Building	(Exec.D) Thornsbery presented the rough footprint and cost estimates of the proposed Alpine Avenue Building for the Dallesport Industrial Park. Discussion followed regarding building type. PC Vinyard said Klickitat County helped to get those lots developable and it will be great to have a building built. Thornsbery said he will put together information to go out for funding	
Bingen Harbor Marina	(Exec.D) Thornsbery reported that the state legislature allocated funds for boating projects during the next biennium. Thornsbery asked the PC if they want to invest in a study to come up with a design to go out for funding. Thornsbery said the boating project funds will not pay for construction of a marina with long-term leased boat slips. PC Vinyard said the Port has spent a lot of time and money in the past looking at the construction of a marina. PC Vinyard said at that time the proposed income stream from boat slips would not pay for the repair, maintenance, and operations of the marina. PC Vinyard said the Port has more critical issues regarding infrastructure and building projects that will provide jobs for our community. PC Schmitt said the Port has a lot on its plate now.	

New Business cont... Rent Abatement Policy	(Exec.D) Thornsby asked the PC what they would like to put into the Rent Abatement Policy. PC Herman said the Port will not allow tenants to move into spaces before they are ready to go.	By consensus, the PC decided not to develop a policy and will not do rent abatement in the future.
Executive Director's Report: Redistricting	(Exec.D) Thornsby noted that as a result of the 2010 census, the Port Commissioner Districts will have to be adjusted. The population of District No. 3 is approximately 1,000 persons too large and these will have to be reapportioned to Districts No. 1 and No. 2. Thornsby stated that there is a process that will be followed with the development of a redistricting plan and public hearings on it. The entire process of redistricting will probably not be completed before the next election.	
101 Parallel Building Improvements	(Exec.D) Thornsby said the design work will be completed soon and much of the groundwork has already been done. Once finished, the Port will go out for bid.	
Building 1A Suite D	(Exec.D) Thornsby said the entry door has been ordered and will be installed by Port maintenance staff.	
Kerrits Lease Amendment	(Exec.D) Thornsby presented the lease amendment for Kerrits.	By consensus, the PC agreed with the lease amendment.
Email Accounts	(Exec.D) Thornsby talked to the PC regarding emails. PC Schmitt said he does not look at the Port email and it can be deleted. PC Herman said he uses his home email and said the Port email can also be deleted.	
DIP Land Acquisition	(Exec.D) Thornsby said he is still working with the Army Corps regarding land acquisition at Dallesport. Thornsby said there has been no significant progress.	
Columbia Phyto Technology	(Exec.D) Thornsby said CPT has inquired about extending their lease. Thornsby said he will review the lease language and draft language for the next PC meeting.	
Water Rights	(Exec.D) Thornsby said the water rights meeting has been set for June 30, 2011.	
Commissioners Reports:	Herman: PC Herman asked if Klickitat County has started on the	

