

TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman and Wayne Vinyard; Executive Director (Exec.D) Marc Thornsburg; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. PC/Staff Absent: PC William Schmitt. Guests Present: Julie Korenko, Insitu.	Meeting called to order at 4:31pm
Administrative Matters Approval of Minutes Approval of Vouchers	Minutes – October 4, 2011 Minutes – October 11, 2011 Payroll Vouchers – October 7, 2011 #24504 for \$26.57. Payroll Vouchers – October 20, 2011 #D10262-D10269 and #24505 for \$8,630.84. Accounts Payable Vouchers – October 18, 2011 #24506-24521 for \$16,876.41.	PC Vinyard tabled the approval of October 4 th minutes because PC Herman was not present at the meeting. PC Herman M, to approve the October 11 th minutes, PC Vinyard S, MP. PC Herman M, to approve the vouchers, PC Vinyard S, MP
Old Business	None	
New Business Harbor Drive – Change Order	(Exec.D) Thornsburg said he did not receive information regarding the change order from the contractor as expected. Thornsburg said it will be on the agenda for the next meeting. Thornsburg said he wants to complete the engineering for the former BNSF property so when additional material is available, the property can be filled to target grade. Thornsburg said the current fill was done by Bingen Point LLC with material from lot 14 at no direct expense to the Port (except for clearing the property).	

<p>New Business continued . . .</p> <p>Financial Consulting Services</p>	<p>(Exec.D) Thornsburgy asked for what information the PC wants for the RFQ for Financial Consulting Services. Thornsburgy said he will talk to people at WPPA and find out who other Ports our size use for annual report preparation and the costs. Thornsburgy said he needs to send out the RFQ soon so that we can interview candidates and select someone before the end of the year. PC Herman said he wants to reduce the costs and not have a CPA prepare the annual report. Thornsburgy said he will draft a RFQ for the next meeting. PC Vinyard said the information that is collected will be valuable to see if Port costs are in line with industry standards. Port experience, price per hour, experience working with the State Auditor’s office, and knowledge of QuickBooks were discussed for inclusion in the RFQ. PC Herman asked what type of report is completed for the State Auditor each year. Thornsburgy said a full annual report with notes is completed each year and audited every three years. PC Herman said his firm completes annual reports without notes and states in a letter the client did not request the notes to be prepared. Thornsburgy said staff continues to complete more of the annual financial statement work in-house.</p>	
<p>Lot 34</p>	<p>(Exec.D) Thornsburgy said he received a request for leasing property. Thornsburgy said three different options were discussed and lot 34 appeared to be the best option because of the location of utilities. Thornsburgy said electric could be brought in overhead. Discussion followed regarding going underground instead of overhead and future use of lot 34.</p>	
<p>Executive Directors Report</p> <p>Harbor Drive Improvement Project</p>	<p>(Exec.D) Thornsburgy said the project is done and work continues on the final payments and requesting funds from CERB.</p>	
<p>101 Parallel Building Upgrade</p>	<p>(Exec.D) Thornsburgy he was scheduled to meet with the PUD and talk about modifications to the project. However, the PUD has postponed the meeting. Thornsburgy said the modifications will then go to the architect for redesign. Thornsburgy said he is concerned we have missed our window of opportunity for good weather to start the project and that</p>	

	it may be delayed until 2012.	
Executive Directors Report continued ... Bingen Point PUD	(Exec.D) Thornsby said that a planned power outage will take place the afternoon on Friday Nov 4 th at Bingen Point and all tenants have been notified. Thornsby said the PUD will use two crews until 5pm and one crew for any work after 5pm. The Port will reimburse the PUD for overtime charges, if any. Thornsby explained the process the PUD will use to connect the new service and create a redundant interconnect. Thornsby said reinstalling power and gas lines to the proper elevation will have to be completed in 2012 due to inclement weather.	
Potential DIP Tenant	(Exec.D) Thornsby said a contractor is looking at leasing an acre to stage large material and is looking at leasing lot 12 and lot 4. Thornsby said the lessee is seeking property that is level and has electric service.	
Park and Recreation District	(Exec.D) Thornsby said he received a call from a member of the Park and Recreation District Board regarding a playground facility. Thornsby said he asked the person to provide information identifying what is being sought, how it will be funded, and who will provide on-going maintenance. Thornsby said he expects them to present more information at a future PC meeting.	
Commissioners Reports:	PC Herman: nothing PC Schmitt: not present PC Vinyard: nothing (Exec.D) Thornsby said he will be at WPPA Small Ports October 20 th 21 st in Leavenworth.	

Public Comment	<p>Julie Korenko, Insitu, said Insitu is requesting \$1,800 for an emergency generator for Building 1D to be used during the planned power outage on November 4th. (Exec.D) Thornsburg said the Port has paid the PUD approximately \$114,000 for the project and potentially will have to reimburse the PUD for any crew overtime on that day. Thornsburg said the Port is responsible for providing access to electric service, but the PUD is responsible for the delivery of electricity.</p> <p>Julie Korenko, Insitu, reported that Insitu will not sign the environmental language lease amendments and will not be reimbursed by the Port for its clean-up expense for Building 1B. Korenko said Insitu is still in the process of selecting a site for a campus.</p>	
Adjournment	PC Vinyard adjourned the PC Meeting at 5:41pm	

Approved on NOVEMBER 1, 2011
(Date)

/s/ MARGIE ZIEGLER
Margie Ziegler, Administrative Assistant

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

/s/ JIM HERMAN
Jim Herman, Secretary