

TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt; Executive Director (Exec.D) Marc Thornsby; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. PC/Staff Absent: PC Wayne Vinyard. Guests Present: Brad Roberts, Rivermile 172; Andy Mack, Zepher Inc; Julie Korenko, Insitu; and Chris Havard.	Meeting called to order at 4:31pm PC Schmitt said PC Vinyard is excused.
Administrative Matters	Minutes – November 15, 2011	PC Herman M, to approve the November 15, 2011 minutes, PC Schmitt S, MP
Approval of Minutes		
Approval of Voucher	Vouchers – November 21, 2011 #D10286-D10293 and #24553 for \$8,943.50. Vouchers – December 05, 2011 #D10294-D10309 and #24554 for \$9,774.52. Vouchers – December 06, 2011 #24555-24573 for \$75,865.07. Vouchers – December 12, 2011 #24562 voided. (\$65,565.25). Vouchers – December 13, 2011 #24574 for \$69,478.62.	PC Herman M, to approve the vouchers, PC Schmitt S, MP
Resolution No. 7-2011 Dallesport Industrial Park Water Rates	(Exec.Dir) Thornsby said the rates reflect a 3% increase.	PC Herman M, to approve Resolution No. 7-2011 Dallesport Water Rates, PC Schmitt S, MP
Old Business	None	
New Business Vacation Buyout	(Exec.D) Thornsby requested a payout of 160 hours due to his work load.	PC Herman M, to approve a vacation payout of 160 hours for (Exec.Dir) Thornsby, PC Schmitt S. MP

New Business continued.... Property Encroachment	<p>(Exec.D) Thornsby explained the property encroachment of the City of Bingen's wastewater treatment plant asphalt and fencing. Thornsby said he had previously spoken with Jan Brending, Bingen City Administrator, but after going to the city attorney, the issue was not resolved. Thornsby asked if the PC wishes to seek resolution of the issue as part of the fire protection payment discussion.</p> <p>(Exec.D) Thornsby said SDS has constructed a fence that encroaches on Port property by several feet. Thornsby said the problem was discovered when Tenneson Engineering set property markers for the Binding Site Plan. PC Schmitt suggested PC Vinyard speak with Jason Spadaro and discuss the issue. Thornsby said the Port should have something in writing from SDS acknowledging the encroachment.</p>	By consensus, the PC instructed staff to include with the Ports response to Bingen regarding fire protection payments, a request that Bingen acknowledges the encroachment and when they make improvements or expand the plant they address the encroachment at that time.
101 Parallel Building Change Order	(Exec.D) Thornsby said he is working on change orders for redesign work on the 101 Parallel Building because of problems that were discovered when the contractors were excavating for the foundation of the new electrical building. Thornsby said there are also problems with the floor drains.	By consensus, the PC authorizes (Exec.D) Thornsby to prepare change orders for redesign of the 101 Parallel Building infrastructure.
Large Vessel Moorage	(Exec.D) Thornsby talked about the large vessel moorage proposal. Thornsby asked the PC if they would be like to invest funds in researching the condition of the current pilings and cost of proposed improvements. Chris Havard answered questions regarding his proposal.	By consensus, the PC instructed staff to investigate the current condition of pilings and cost of proposed improvements.
Executive Directors Report	(Exec.D) Thornsby said the project is not moving forward until redesign work is completed.	
101 Parallel Building Upgrade		
Financial Consulting Services	(Exec.D) Thornsby said he is putting together information on the responses to the RFP that have been received and will have that for the PC to evaluate at the next PC meeting.	
Harbor Drive Project	(Exec.D) Thornsby said it is taking longer than expected to resolve the public roads sales tax abatement and final payment to Granite Northwest.	

2003 Bond Early Payoff	(Exec.D) Thornsburg presented information regarding an early payoff of the 2003 Bonds. Thornsburg said at this time the early payoff penalty is substantial and eliminates any savings, but the issue will be reviewed again in another year or so.	
Commissioners Reports:	PC Vinyard: absent PC Herman: nothing PC Schmitt: nothing.	
Public Comment	<p>Andy Mack, Zepher Inc, said he is interested in relocating to Bingen Point. Mack asked if the Port has used Public Works Trust Fund dollars for building buildings. (Exec.D) Thornsburg talked about Washington State funding opportunities. Thornsburg said he will research the Public Works Trust Fund and report back at the next meeting.</p> <p>Julie Korenko, Insitu, presented information regarding a temporary facility location. Two parcels were discussed. PC Herman and PC Schmitt said Parcel 34 is the best location. Korenko talked about a gravel parking area. Discussion followed regarding conditions for removal of the temporary facility.</p> <p>Korenko asked if a draft lease has been prepared. (Exec.D) Thornsburg said it should be done tomorrow.</p> <p>Steve Tessmer congratulated the Port on landing Insitu.</p>	
Adjournment	PC Schmitt adjourned the PC Meeting at 5:10pm	

Approved on JANUARY 10, 2012
(Date)

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

/s/ MARGIE ZIEGLER
Margie Ziegler, Administrative Assistant

/s/ JIM HERMAN
Jim Herman, Secretary