


TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman and William Schmitt; Executive Director (Exec.D) Marc Thornsby and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. <b>Guests PC/Staff Absent:</b> Port Commissioner Wayne Vinyard. <b>Guests Present:</b> None	Meeting called to order at 4:41pm. PC Vinyard is excused for a work-related scheduling conflict.
<b>Administrative Matters</b>  Approval of Minutes  Approval of Vouchers	Minutes – December 20, 2011  Vouchers – January 19, 2012 #24607-24615 for \$7,286.95.  Payroll Vouchers – January 20, 2012 #24605-24606 and #D10336-D10344 for \$9,212.10.  Vouchers – January 24, 2012 #24616-24633 for \$81,165.57.  Vouchers – January 26, 2012 #24634-24635 for \$36,259.74.	PC Herman M, to approve the January 10, 2012 minutes, PC Schmitt S, MP 2-0.  PC Herman M, to approve the vouchers, PC Schmitt S, MP 2-0.
<b>Old Business</b> Financial Consulting Services – Evaluation	(Exec.D) Thornsby presented a summary of the Financial Consultant candidates scoring results. Thornsby said Jan Fancher, CPA, received the highest score. Thornsby said he put together a series of steps to limit expenses of the annual report preparation. PC Herman said Fancher is the most qualified, but feels the annual report could be completed for substantially less than in previous years. PC Herman said he would like to use Fancher for 2012 but feels strongly that costs need to be reduced and if not someone else needs to be selected for 2013.	PC Herman M, to direct staff to enter into a contract for 2012 for Financial Consulting Services with Jan Fancher, CPA, PC Schmitt S. MP 2-0.

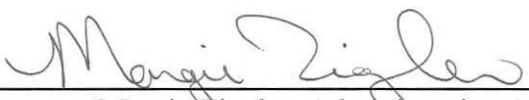
<p><b>New Business</b> Industrial Development District Levy</p>	<p>(Exec.D) Thornsby asked if any PC members had obtained feedback from constituents regarding the proposed levy lid lift. PC Schmitt said he has talked with a few community members. PC Herman said he has talked with people and he feels people understand the Port will be having more expenses with future development. Thornsby said he would like to use the feedback to put together information to inform the public. Discussion followed.</p>	
<p>Water Rights</p>	<p>(Exec.D) Thornsby said that the water right for Bingen Point, considered under the auspices of the Washington Dept. of Ecology's (DOE) Office of Columbia River, is facing a number of challenges that significantly limit its value at this time. The Port does not have adequate infrastructure to utilize, or sufficient current or projected demand to justify exercising, the right at this time and under this program. The program requires that a fixed amount of water be identified and allocated in advance. Thereafter, the Port would be billed for the water allocated to it regardless of the actual amount used.</p>	<p>By consensus, the PC agrees not to proceed with exercising the water right at this time, but leaving the application on file with the DOE for possible future use.</p>
<p><b>Executive Directors Report</b> 101 Parallel Building Upgrade</p>	<p>(Exec.D) Thornsby said he will meet with Randy Salisbury, DSP Architecture, to pick up the new drawings for the fire line change order. Thornsby said work to correct the trench drains can take place now and once the weather breaks work will start again outside.</p>	
<p>Industrial Facility Development</p>	<p>(Exec.D) Thornsby said he has been working with Randy Salisbury, DSP Architecture, on a site plan for Lots 17 and 18. Thornsby said electronic drawings are being sent to DSP by Tenneson Engineering.</p>	
<p>Bingen Point Way Extension</p>	<p>(Exec.D) Thornsby said he is working with JUB Engineers to design the slope for the elevation change from finish grade to the wetland buffer and the leveling of Lots 23 and 24. Thornsby said extending the road to Lots 23 and 24 could then be designed. Thornsby said it may be possible to fund portions of the walking path with grant dollars.</p>	

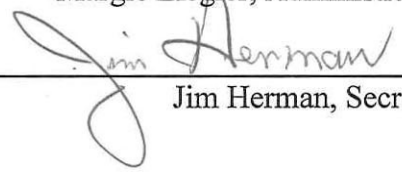
<p><b>Executive Directors Report continued ...</b></p> <p>Recreation Planning</p>	<p>(Exec.D) Thornsbery said he is preparing an RFQ for the design of a docking facility and marina at Bingen Harbor and restrooms facilities at Marina Park and Sailboard Park. Thornsbery said there may be funds available through RCO for restrooms facilities, pump out stations, upland facilities and water access. Thornsbery said most grants require a 50% match but some require only 25%. Thornsbery said a design will give the Port a plan to follow when opportunities arise.</p>	
<p>Strategic Plan</p>	<p>(Exec.D) Thornsbery said he has started work on updating the strategic plan with the comments received from the PC during past meetings. Thornsbery said the first sections of the plan will be in the next PC packet.</p>	
<p>Building 1A Electrical Upgrade</p>	<p>(Exec.D) Thornsbery said the Building 1A electrical upgrade is nearly complete and he is looking at purchasing electric sub-meters. Thornsbery said the exterior lights still need to be rewired.</p>	
<p>Maintenance Shop</p>	<p>(Exec.D) Thornsbery said work is being done in the Port Maintenance Shop to improve storage for herbicides and fuels.</p>	
<p>Charitable Foundation</p>	<p>(Exec.D) Thornsbery said he attended a meeting at the City of Bingen with other representatives from the area regarding possible interest in economic development projects by a charitable foundation.</p>	
<p><b>Commissioners Reports:</b> Committee Updates</p>	<p>PC Vinyard: not present</p> <p>PC Herman: nothing</p> <p>PC Schmitt: Said the SR 35 Bridge meeting will be held on February 23, 2012, but he will not be able to attend. PC Schmitt said they are working on trying to get the bridge on the list for Oregon and Washington.</p>	

<b>Public Comment</b>	None	
<b>Adjournment</b>	PC Schmitt adjourned the PC Meeting at 5:38pm	

Approved on February 7, 2012  
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 (Date)

  
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 Marc Thornsbury, Executive Director

  
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 Margie Ziegler, Administrative Assistant

  
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 Jim Herman, Secretary