

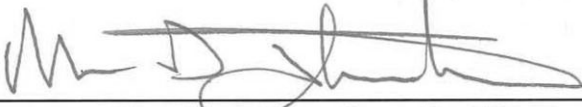
TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (Exec.D) Marc Thornsburg; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. PC/Staff Absent: None. Guests Present: Gene Mildren, Mildren Design Group; Louis Fontenot, Trammell Crow; and Steve Wells, Trammell Crow.	Meeting called to order at 5:04 pm.
Administrative Matters	Minutes – November 20, 2012.	PC Schmitt M, to approve the November 20, 2012 minutes, PC Herman S, MP 3-0.
Approval of Minutes	Vouchers – December 11, 2012 #25022-25043, \$12,524.02.	
Approval of Vouchers	Vouchers – December 17, 2012 #25044-25065, \$423,403.09.	PC Herman M, to approve the vouchers, PC Schmitt S, MP 3-0.
Resolution No. 10-2012 Dallesport Industrial Park Water Rates	(Exec.D) Thornsburg said the water rate increase is three percent and the late fees are based on current PUD rates.	PC Schmitt M to approve 2013 Water Rates Resolution No. 10-2012, PC Herman S, MP
Old Business		
Lot 24 Lease	Steve Wells, Trammel Crow, said they are hoping to get the lease off to Lexington for signature this week. Wells discussed the final outstanding issues: When to record the SNDA, exhibits for maps and legal descriptions, delegation of rights and obligations, and stormwater provisions. Wells said Lexington has agreed to drop the assignment of rights and they are comfortable with the stormwater language. Wells said the Washington Department of Ecology (DOE) could change their minds on discharge to the lake in the future, but it is unlikely. Thornsburg said if DOE changes their minds the lease does not obligate the Port to act in violation of state regulations. Discussion followed. Thornsburg said he received the map and legal descriptions from our engineer and will send it to Wells.	

Old Business continued... Lot 24 Lease continued...	Wells requested finished floors and grades be allowed up to 91 feet and subleasing to a Boeing entity be preapproved. PC had no objection.	
New Business Plan Review Lot 24	Gene Mildren, Mildren Design Group, and Louis Fontenot, Trammell Crow Company, presented a drawing of the proposed building for plan review. Fontenot gave an overview of the site layout. Mildren explained how the building was designed to meet the needs of the tenant, capture the views of the river, deal with the high winds, and address traffic flows. Mildren showed examples of the building materials and colors and explained the stormwater bioswale filtering system. Discussion followed regarding stormwater. Mildren said the length of the permitting process to discharge into the Columbia is longer than Insitu's schedule allows. Mildren explained how the roof material will be a gray granulated color to reduce glare but still have reflectivity. Fontenot said a roofing consultant will be brought in to study the building and the area so the roof will be designed for Bingen. Fontenot said they are also considering a green roof above the main entrance. Discussion followed regarding the roof and exterior lighting.	PC Herman M, to give preliminary plan approval for Lot 24, PC Schmitt S, MP 3-0.
Vacation Buyout	(Exec.D) Thornsby requested a vacation payout of 160 hours due to his work load in 2012. Thornsby noted there are 2,080 hours in a normal work year and he has already worked 2,560 hours or an additional 10.5 weeks. Thornsby said with his deadlines he can not take time off.	PC Herman M, to approve a vacation payout of 160 hours for (Exec.D) Thornsby, PC Schmitt S, MP 3-0.
January Meeting Schedule	(Exec.D) Thornsby said the next Port Commission meeting falls on the January 1 st holiday.	By consensus, the PC agrees to change the Port Commission dates for January to the 8 th and 22 nd .
DIP Dock Road Paving	(Exec.D) Thornsby said the grant deadline for the Dock Road paving project is around January 16 th . Thornsby said the Port would be obligated to pay 13% of the total project cost. Thornsby said the Corp is doing the engineering now and we will have a rough cost estimate soon.	PC Schmitt M, to reaffirm that the improvement of Dock Road is part of the Ports strategic plan for the Dallesport Industrial Park, PC Herman S, MP 3-0.
Executive Director's Report BP Infrastructure Project	(Exec.D) Thornsby said the joint utility trench is roughly 75% completed. Thornsby said due to the weather and soil conditions, the telephone company has not relocated their fiber lines. Thornsby said the	

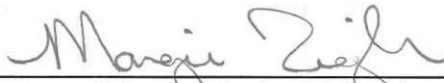
Executive Director's Report cont... BP Infrastructure Project continued...	steel plates have been removed off the road and they will be replaced when the earth moving work starts again. Thornsburg said landscaping will be planted on the slopes to Bingen Lake and along Marina Way this winter and in Spring 2013.	
2012 Year-in-Review	(Exec.D) Thornsburg presented the year-in-review.	
BPT Lot 10	(Exec.D) Thornsburg said the plans for Lot 10 will be presented at a future Port Commission meeting.	
Marine Development	(Exec.D) Thornsburg presented a draft of the Marina Park parking design. Thornsburg said the design separates vehicle and boat parking and maintains good traffic flow. Discussion followed regarding traffic flow and boat parking. PC Schmitt said he is concerned that all boat parking has to back out. PC Herman said making a wide turn would be easier for some than to back their trailer. PC Vinyard would like the landscaping removed in front of the boat parking to allow for boaters to have the option to drive through or back out of parking spaces.	
Commissioners Reports: Committee Updates	PC Vinyard: nothing. PC Schmitt: nothing. PC Herman: nothing.	
Public Comment	None	
Executive Session – Personnel – Performance Evaluation – Executive Director for 30 min.	PC Vinyard adjourned the regular meeting at 7:36pm. PC Vinyard called an Executive Session at 7:37pm to conduct a performance evaluation of the Executive Director pursuant to RCW 42.30.110(1)g for a period of thirty minutes.	
Executive Session – Personnel – Performance Evaluation – Executive Director for 30 min.	At 8:06pm PC Vinyard extended the executive session for an additional thirty minutes. At 8:35pm PC Vinyard adjourned the executive session. No action was taken in the Executive Session.	

Cost of Living Adjustment	PC Vinyard reopened the PC Meeting at 8:36pm. (Exec.D) Thornsburly stated that staff reviews will be completed, and that cost of living is expected to be near 3%.	PC Herman M to approve a 2% merit increase for (Exec.D) Thornsburly in addition to the cost of living increase, PC Schmitt S, MP 3-0.
Adjournment	PC Vinyard adjourned the PC Meeting at 8:37pm	

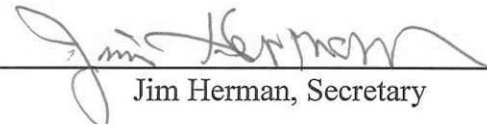
Approved on January 22, 2013
(Date)



Marc Thornsburly, Executive Director



Margie Ziegler, Administrative Assistant



Jim Herman, Secretary