

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (ED) Marc Thornsburg; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. <b>PC/Staff Absent:</b> None. <b>Guests Present:</b> Jenny Taylor, Insitu and Patrick Rank, Lease Crutcher Lewis.	Meeting called to order by PC Vinyard at 1:36pm.
<b>Old Business</b> BPT Lot 24 to Lot 30 Communications Conduit	Jenny Taylor, Insitu, estimated boring costs at \$30,000 and requested permission for an asphalt cut. PC Schmitt said they need to bore under the pavement because cuts do not hold up. Taylor asked if going overhead was an option using the power pole near the Rivermile 172 property. Taylor gave an update on the building progress on Lot 24 and said they are on schedule for substantial completion by May 2014. Taylor said they may be interested in a short-term lease at DIP and she will get information to (ED) Thornsburg. Taylor said Insitu may want to extend their lease on BPT Lot 34 and turn the building over to the Port when the lease is finished. Taylor said she would give Thornsburg a tour of the building.	By consensus, the PC directed Taylor to provide information to (ED) Thornsburg regarding estimated boring costs and the overhead alternative, the location, size, and use of the desired property at DIP, and the proposed Lease Extension.
<b>Budget Workshop</b> Draft 2014 Budget  Draft 2014 Capital Improvement Plan	(AA/PA) Ziegler presented the projected revenue and expenditures for the 2014 budget. (Exec.D) Thornsburg presented the capital projects budget for 2014. Discussion followed regarding projects for 2014 and the impact of passage of failure of the proposed levy lift. (ED) Thornsburg noted the last Port Commission meeting date in November will need to be altered so that the budget can be adopted after the election results are certified November 26 <sup>th</sup> .	By consensus, the PC reviewed the budget and directed staff to make the minor modifications discussed. The 2014 Budget Public Hearing will be held at a Port Commission meeting in November, pursuant to RCW 53.35.020.
	PC Vinyard adjourned the Special Meeting at 4:18pm for a break and re-opened the Special Meeting at 4:32pm.	
<b>Administrative Matters</b> Approval of Minutes	Minutes – September 24, 2013	PC Schmitt M to approve the minutes, PC Herman S, MP 3-0.


<b>Administrative Matters cont...</b> Approval of Vouchers	Payroll Vouchers – October 7, 2013 #25408, D10811-D10825, \$12,165.33.  Vouchers – October 08, 2013 #25409-25425, \$19,213.36.	PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.
<b>Old Business</b> DIP Lot 5 Lease	(ED) Thornsby said he has not received the site plan and additional information requested.	
<b>New Business</b> DIP Lot 15 Lease	(ED) Thornsby said he has received no further communication and does not know if the prospective tenant remains interested.	
<b>Executive Director's Report</b> Maple Street Closure	(ED) Thornsby said he will be sending out a press release regarding the Maple Street closure.	
Marina Way Overlay	(ED) Thornsby said the Marina Way Overlay contract has been signed. Thornsby talked about the weather forecast and noted that temperature is very important. He said the forecast will be reviewed at the end of the week to determine a start date. Thornsby said there is a possibility the project could be delayed until spring if the temperature is not warm enough and talked about an intermediate step of placing a leveling layer if that occurs.	
WPPA New Port Commission Seminar	(ED) Thornsby noted that WPPA is holding a new Commissioner Seminar in November and asked if any PC members would like to attend. PC Vinyard said he will check his schedule.	
Dirt Huggers	(ED) Thornsby said Dirt Huggers are working through issues with the BPA over the distance between their equipment and the BPA overhead lines. They hope to get someone from BPA in Portland to come out and inspect the site. Discussion followed regarding various possible improvements and lease rates. Thornsby said Ecology believes Joe's lake is connected to the Columbia and withdrawal is possible under the Office of Columbia River. Thornsby said the property has access to three-phase power.	

<p><b>Executive Director's Report cont...</b> Conferences</p>	<p>(ED) Thornsby said he attended the PNWA conference and noted their support of small ports dredging and keeping the dams for flood control and to support commerce and river traffic. Thornsby said PNWA is also getting involved with the Columbia River Treaty that controls the operation of Canadian Dams on the Columbia River for flood control, power generation, etc. PNWA is representing ports up and down the Columbia to insure that navigation interests are not overlooked.</p> <p>(ED) Thornsby said he will be attending the WPPA Small Ports Conference in Leavenworth and making a presentation on doing more with a small staff.</p>	
<p>Marina Boat Ramp Repair</p>	<p>(ED) Thornsby said he will start filing for permits. Thornsby said the in-water work window is December through March and Tom Camero is working on the bid specs and documents.</p>	
<p><b>Commissioners Reports</b></p>	<p>PC Vinyard said he attended an EDA meeting on September 26<sup>th</sup> and noted they only have \$50,000 to distribute. Vinyard said the next meeting will be December 12<sup>th</sup>.</p> <p>PC Schmitt asked about the River Queen tour boat and said that he heard they were operating again. (ED) Thornsby said they have disembarked passengers at DIP and we will be invoicing them.</p> <p>PC Herman said he attended a Rotary meeting and gave an update on the Port. Herman said he invited people to come down to the Port and see all the construction.</p>	

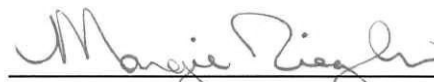
<b>Public Comment</b>	None.	
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 5:24pm .	

Approved on November 6, 2013

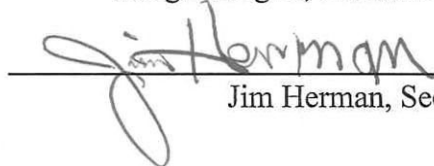
(Date)



Marc Thornsbury, Executive Director



Margie Ziegler, Administrative Assistant



Jim Herman, Secretary