

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> Louis Fontenot Jr., Trammel Crow; and Patrick Rank, Lease Crutcher Lewis.	Meeting called to order by PC Vinyard at 4:30pm. PC Vinyard stated PC Schmitt will join via teleconference.
<b>Public Hearing</b>  Draft 2014 Budget  Amendment of the Comprehensive Scheme of Harbor Improvements and Industrial Development	PC Vinyard opened the public hearing regarding the 2014 Budget and Comprehensive Scheme at 4:31pm. (Exec.D) Thornsburg noted the draft budget and capital projects have not been modified except for the changes requested by the PC during the Budget Workshop. Thornsburg said the budget consists of two drafts, one based on passage of the Levy Lift and one based on its failure. Thornsburg said the Port is required by state law to amend their Comprehensive Scheme to included projects on which the Port intends to expend funds. There was no public comment. PC Vinyard closed the public hearing at 4:37pm. The PC will meet on November 26 <sup>th</sup> to adopt the budget and amend the Comprehensive Scheme.	
<b>Administrative Matters</b> Approval of Minutes  Approval of Vouchers	Minutes – October 8, 2013  Payroll Vouchers – October 21, 2013 #D10826-D10832, #25426, \$9,452.13.  Vouchers – October 28, 2013 #25427-25429, \$19,220.55.  Payroll Vouchers – November 5, 2013 #D10833-D10847, #25430, \$11,994.78.  Vouchers – November 5, 2013 #25431-25458, \$20,889.06.	PC Herman M to approve the minutes, PC Vinyard S, MP 2-0.  PC Herman M to approve the vouchers, PC Vinyard S, MP 2-0.


<p><b>Old Business</b> BPT Lot 24 to Lot 30 Communications Conduit</p>	<p>PC Schmitt joined the meeting at 4:39pm via teleconference.</p> <p>(Exec.D) Thornsby noted the PC had asked staff to investigate boring costs between Lots 24 and 30. Thornsby explained the breakdown of costs for boring from information he received from Underground Specialties. Louis Fontenot Jr., Trammel Crow, asked for contact information to USI and was given a copy of the cost estimates presented. Fontenot said he needs to review the information and contact USI so they can come out and give them a firm quote. Fontenot said they are also looking at alternatives. Fontenot is considering doing a street cut and then installing a four foot sidewalk. PC Herman stated he preferred the sidewalk to an asphalt patch. PC Schmitt said he is less opposed to a concrete sidewalk verses an asphalt patch. Patrick Rank, Lease Crutcher Lewis, said it was determined in code review that they are going to have to install a sidewalk to the edge of Lot 24 and extending the sidewalk would provide connectivity to the other buildings. Fontenot asked Thornsby if the quote from USI is for four 6” conduits or six 4” conduits. Thornsby said the quote is for one 4” conduit because the information provided to the Port did not indicate the use of multiple conduits. Fontenot said they need six 4” conduits. Discussion followed. PC Schmitt stated they need to bore if possible since not boring takes the future maintenance expense from Insitu and puts it on the Port. PC Vinyard said he does not like the look of the prior street cuts and feels the patch is not holding up. PC Herman asked Fontenot for a new drawing. Thornsby said he will contact Fontenot and discuss the sidewalk.</p>	
--	--	--

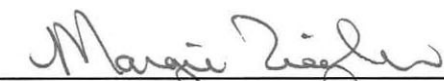
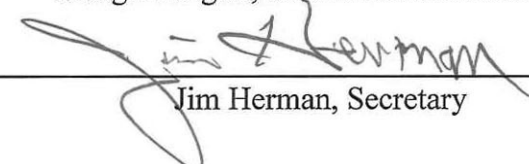
<p><b>Old Business continued....</b> DIP Lot 5 Lease</p>	<p>(Exec.D) Thornsby said the PC previously reached tentative agreement on a development option with Underwood Fruit and demolition of the 101 Parallel Building. Thornsby said the Port has now been approached by a new potential tenant that would like to use of a portion of the building. PC Vinyard said he is open to doing both and asked if the Port would have to give up one or the other. PC Herman stated the 101 Parallel Building in its current condition is going to require a lot of money to make it usable for a tenant. Christine Ellenberger, Everybody's Brewing, said they are looking for a space for manufacturing their packaged product. Thornsby said the current condition of the building may seem workable when a tenant is looking for space, but it may not be suitable in the long term. Thornsby said the Port could have a problem trying to lease the remaining two-thirds of the building. PC Vinyard said the Port has had problems in the past when leasing a portion of a building and then trying to do repairs while working around the tenant. PC Herman asked how soon they need space to expand. Ellenberger said their equipment should arrive in June of 2014. PC Herman asked about the possibility of only making repairs to a portion to a building. Thornsby said code will not allow only a portion to be altered and said the Port will have to decide if the building will be left as is, altered and brought up to code, or demolished. Discussion followed regarding the current condition of the building. PC Schmitt asked how long the potential lease length would be. Ellenberger said they would like to make only one move and believes they could do a 10 year lease. PC Vinyard explained the history of the 101 Parallel Building and said the Port is wary of throwing good money at an old building. PC Herman asked if there is space at BPT, Thornsby said Building 1A, Suite B is not large enough and the tenant is looking for space not on the City of Bingen Water System. Ellenberger said they looked at the DIP water sample reports and they like the composition of the Port's water at Dallesport. PC Vinyard asked if we could do something else at DIP for this potential tenant. Thornsby said the</p>	<p>PC Herman M to approve preliminary plans, to amend Lot 5 lease to combine Lot 45 and Lot 5, agree to remove rail siding if needed, agree to discount rent by demolition costs based on the lowest of three bids, offer discount if crushed materials are used on site, PC Vinyard S, MP 2-0.</p>
--	---	---

<p><b>Old Business continued....</b> DIP Lot 5 Lease continued...</p>	<p>Dallesport Lumber building could be an alternative or the proposed building at the Columbia Gorge Regional Airport seeing the County has received a million dollar grant for construction. Thornsbery said if the potential tenant could find other space for two years; it would give the Port time to see if funding would be available to construct a building on Lot 24 at DIP. Thornsbery talked about potential funding opportunities such as EDA, CERB, etc. PC Schmitt stated the Port should try to site the potential tenant somewhere at the Port. PC Schmitt left the Port Commission meeting via teleconference at 5:36pm. PC Herman said it is worth talking with Dave Clark about the Dallesport Lumber Building. Thornsbery said Denny Newell is the county contact for the proposed airport facility. PC Vinyard said the Port needs to do what it can do to make this work, but not with the 101 Parallel building. PC Herman said he would rather see if the Port could do something on Lot 24.</p> <p>Thornsbery talked about the proposed Underwood Fruit expansion and explained the detention pond plan and how the rail siding might be affected. Thornsbery said the detention pond is a good fit for the corner of the odd-shaped of Lot 5. PC Vinyard said he does not want the detention pond to look like a dirty sewer pond. PC Herman asked if we could require screening of the pond. Thornsbery asked the PC if they would be agreeable to removing the rail siding, noting that it is not a rail spur, just a siding. Thornsbery said a siding without the building is largely useless. PC Herman said he would prefer to leave the siding in place unless it is necessary to remove it for the proposed development. Thornsbery said he also has concerns over the condition of the ties. PC Herman said he would rather UF demolish the building because they could do it cheaper than the Port. Thornsbery said having UF demolish the building and get a rent reduction would free up Port cash for other projects. PC Herman said the 101 Building has passed its prime. Thornsbery asked the PC if they would agree to amend the current UF lease to include the additional acreage. Discussion followed regarding</p>	
---	---	--

<b>Old Business continued....</b> DIP Lot 5 Lease	lease rate. Thornsby said from an administrative standpoint he would rather have one lease instead of two for the same tenant. Thornsby said the escalator is 3% and the lease rate is reassessed every five years.	
<b>New Business</b> Regional Ports Meeting	(Exec.D) Thornsby stated Paul Koch from the Port of Cascade Locks is asking the regional ports to get together for a joint meeting. Thornsby said Darrin Nichols from the Gorge Commission is also involved. PC Herman said he will attend the meeting. PC Vinyard asked how the Gorge Commission fits into this. Thornsby said he hopes to provide an assessment to the PC at a later date.	
<b>Executive Director's Report</b> Marina Way Overlay Project	(Exec.D) Thornsby said the project is complete, but noted a potential problem on the west end of the westbound lane where it appears the contractor may have had trouble with the binder. Thornsby said there is improved drainage on the north side of the road thanks to assistance from the City of Bingen. Thornsby said work on the south side of the road will start in the Spring.	
Boat Ramp Repair Project	(Exec.D) Thornsby said the preliminary design is complete and the next steps will be permitting, putting together the bid specs, and going out for bid. Thornsby explained the repairs and said an end cap will be installed along the east side of the ramp to prevent erosion and a curb will be added at the top of the cap for safety.	
Port of Kennewick Presentation	(Exec.D) Thornsby said he has been asked to do a presentation on the roles of port staff and commissions.	By consensus, the PC agrees to allow Thornsby to give the presentation.
<b>Commissioners Reports</b>	PC Vinyard said there will be an EDA meeting on November 14, 2013, at Custom Interface.	

<b>Public Comment</b>	None	
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 7:04pm.	PC Herman M, to adjourn the meeting, PC Vinyard S, MP 2-0.

Approved on November 26, 2013  
 \_\_\_\_\_  
 (Date)  
  
 \_\_\_\_\_  
 Marc Thornsbury, Executive Director

  
 \_\_\_\_\_  
 Margie Ziegler, Administrative Assistant  
  
 \_\_\_\_\_  
 Jim Herman, Secretary