


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 Thornsbury; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. <b>PC/Staff Absent:</b> None. <b>Guests Present:</b> Scott Pimley, Insitu; and Patrick Rank, Lease Crutcher Lewis.	Meeting called to order by PC Vinyard at 4:32pm.
<b>Administrative Matters</b> Approval of Minutes	Minutes – November 5, 2013.	PC Herman M to approve the minutes, PC Vinyard S, MP 2-0. PC Schmitt abstained.
Approval of Vouchers	Payroll Vouchers – November 20, 2013 #D10848-D10854, #25459, \$9,467.40.  Accounts Payable – November 26, 2013 #25460-25475, \$14,087.96.  Wire Transfer – December 1, 2013, Bank of New York, \$73,193.75.	PC Herman M to approve the vouchers, PC Vinyard S, MP 3-0.
Resolution No. 8-2013 Regular Tax Levy		PC Schmitt M to approve Resolution No. 8-2013, PC Herman S, MP 3-0.
Resolution No. 9-2013 Adoption of 2014 Budget		PC Schmitt M to approve Resolution No. 9-2013, PC Herman S, MP 3-0.
Resolution No. 10-2013 Amendment of Comprehensive Scheme of Harbor Improvements and Industrial Developments		PC Herman M to approve the Resolution No. 10-2013, PC Schmitt S, MP 3-0.

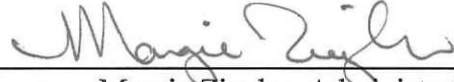
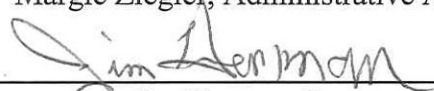
<p><b>Old Business</b> BPT Lot 24 to Lot 30 Communications Conduit</p>	<p>(Exec.D) Thornsby provided information as requested by the Port Commission. Scott Pimley, Insitu, explained the need for the amount of conduits and said boring for that many conduits will cause the street to settle. Pimley would like to install additional conduits for future growth and said the master plan is for two more buildings. Pimley said he wants to avoid tearing up the street in the future and said the \$30,000 cost of boring was not factored into the construction budget. Pimley said everyone cuts roads. PC Schmitt said they don't all hold up. Pimley asked if a bond could be provided to assure repairs were made if a problem arose. PC Schmitt said he is concerned about the existing patch created during the Harbor Drive Realignment Project because Spruce Street will get a lot of truck traffic. PC Schmitt asked if the crosswalk could be elevated to slow down traffic. PC Vinyard asked if a concrete crosswalk in the asphalt would create future maintenance problems. Thornsby said it will add complexity and cost to future asphalt maintenance or replacement work on Spruce St. PC Schmitt said snow plowing is also an issue and asked if we can come up with an agreement for Insitu to be responsible for the patch.</p> <p>Rank said a right of way maintenance bond could be put in place for five years. Thornsby asked what benefit the Port would get in exchange for the additional maintenance problems related to a concrete sidewalk in the roadway. Thornsby noted the Port has not done concrete sidewalks across any Port roads in the past and asked the PC if it wanted to establish policy that all crosswalks would be concrete. Pimley talked about future pedestrian traffic and argued that a concrete crosswalk is safer and guides traffic better. Thornsby noted that while Spruce St. will likely be repaved in the next 10 or 20 years due to heavy use, a parking area cut is unlikely to be repaved. PC Schmitt says he doubts Spruce Street was built for heavy truck use. Pimley stated he would provide new drawings. Thornsby said Port maintenance staff will need</p>	<p>By consensus, the PC agrees to allow a street cut and asphalt patch in line with the existing sidewalk and all vaults to be installed on the west side of Spruce Street provided Lease Crutcher Lewis agrees to a five year bond.</p>
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<b>Old Business cont...</b> BPT Lot 24 to Lot 30 Communications Conduit cont....	to move several irrigation heads to accommodate a sidewalk in the parking island.	
DIP Lot 5 Lease	(Exec.D) Thornsby said he will write an addendum to the lease for Lot 40 to add Lot 5 and Lot 42. Thornsby noted state law requires the Port to hold a public hearing to surplus the 101 Parallel Building. Thornsby said the hearing will be held at the next PC meeting. Thornsby hopes to have cost estimates for demolition and the financial impact of the demolition on the Port. Thornsby said items from the 101 Parallel Bldg will be salvaged, recycled, or reused. Discussion followed regarding items to salvage and the Port's requirements to surplus and dispose of the items.	
Marina Way Overlay Project	(Exec.D) Thornsby said the Port has received the final costs and the project came in under budget. Thornsby said the Port's Engineer and the contractor have inspected the west end of the Marina Way and there will be a warranty claim with the contractor to come back in the Spring and make the repairs.	PC Schmitt M, to accept the Marina Way Overlay Project, PC Herman S, MP 3-0.
Regional Ports Meeting	(Exec.D) Thornsby discussed the regional Ports meeting he attended with PC Herman and hosted by the Gorge Commission. The PC discussed the involvement of the GC with the Ports. PC Schmitt noted no one is elected to the GC. PC Vinyard said the Port Commission is elected by its constituents and he is wary of any proposed authority that could supersede the Port's ability to manage its properties. PC Vinyard noted that in the last 20 years the GC has been trying to gain control of lands outside of its boundaries. PC Schmitt suggested the Port should send a representative to any future meetings, but not the full commission and PC Vinyard agreed. PC Herman expressed concern with the claim the GC has more power than the states. Thornsby said he does not think enough is known at this point, but some aspects are disturbing.	By consensus, the PC declines to participate, but instructs (Exec.D) Thornsby to attend any future meetings.

<b>New Business</b> 2003 Bond Refinancing	(Exec.D) Thornsbury presented information regarding the 2003 bonds and noted that the Port is now eligible to payoff or refinance the bonds without penalty. PC Herman said the bonds are at a high interest rate and we should consider paying them off for the most savings. PC Herman asked how much interest the Port is making on investments. (AA/PA) Ziegler said the Port is making 0.125%. PC Herman said the Port should take a portion of its investments, pay off the bond, and take the interest savings. PC Schmitt said it is silly that the Port has money in the bank making 0.125% and while paying over 5% interest and he likes the idea of being out of debt.	PC Schmitt M, to retire the 2003 Bonds with a principle balance of \$620,000 after December 1, 2013, PC Herman S, MP 3-0.
Surplus Property	(Exec.D) Thornsbury presented a list of items to surplus as required by State Law. The PC reviewed the list and had no questions on the items.	PC Herman M, to accept the surplus items list, PC Vinyard S, MP 3-0.
<b>Executive Director's Report</b> Dirt Huggers	(Exec.D) Thornsbury said that Dirt Huggers had a meeting with the Dept. of Ecology which is asking them to pave the entire area they want to use. Discussion followed regarding potential other locations for Dirt Huggers at DIP. The PC preferred the area by Tidyman Road as a possible alternative. Thornsbury said Klickitat county has \$35,000 they can grant for the project. Thornsbury said January 14, 2013 is the deadline for USDA Rural Development grant application.	
Lot 42 Storage	(Exec.D) Thornsbury said he is considering taking down the chain link fence on Lots 5 and 42 and moving it to create a fenced yard on Lot 11 or 12 by the rail lines. The PC had no objection.	
<b>Commissioners Reports</b>	PC Vinyard complimented staff on the successful State Audit and noted that the Port has not had a finding for fifteen years. (Exec.D) Thornsbury said they only performed an accountability audit which costs less than when a financial audit is performed. PC Herman noted that the Port saved a lot in 2013 by doing more of the annual financial statement in house. Thornsbury said that will not be the case for 2014 statement because of new requirements that will involve more CPA time. PC	

<b>Commissioners Reports cont...</b>	Vinyard asked if the minor recommendations of the Auditor's have been addressed. Thornsbury explained the SAO's recommendations and explained how they will be handled by the Port.  PC Vinyard said he missed the EDA meeting.	
<b>Public Comment</b>	None	
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 6:06pm .	PC Schmitt M, to adjourn the meeting, PC Herman S, MP 3-0.

Approved on December 17, 2013  
 (Date)  
  
 Marc Thornsbury, Executive Director

  
 Margie Ziegler, Administrative Assistant  
  
 Jim Herman, Secretary