


TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; and Executive Director (ED) Marc Thornsburg. PC/Staff Absent: Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. Guests Present: None.	Meeting called to order by PC Vinyard at 4:35 PM.
Public Hearing 2016 Draft Budget 2016 Draft Capital Improvement Budget Amendment of the Comprehensive Scheme of Harbor Improvements and Industrial Development	PC Vinyard opened the public hearing regarding the 2016 Budget and Comprehensive Scheme at 4:35PM. (ED) Thornsburg stated the draft operating and capital budgets have not been modified except for the changes requested by the PC during the Budget Workshop. Thornsburg said the Port is required by state law to amend its 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 4:42PM. The PC will meet on November 17 to adopt the budget and amend the Comprehensive Scheme.	
Administrative Matters Approval of Minutes Approval of Vouchers	Minutes – October 6, 2015 Minutes – October 26, 2015 Vouchers – October 6, 2015 Void #26300 Vouchers – October 7, 2015 Reissue #26318, \$6,900.00. Payroll Vouchers – October 20, 2015 #D11356-D11362, #26319-26320, \$10,039.84. Vouchers – October 21, 2015 #26321-26333, \$28,240.16.	PC Schmitt M to approve the minutes as corrected, PC Herman S, MP 3-0. PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.

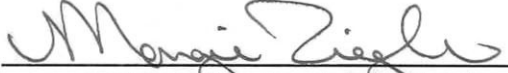
Administrative Matters cont...	Payroll Vouchers – November 5, 2015 #D11363-D11377, #26334-26335, \$12,404.14.	
	Vouchers – November 10, 2015 #26336-26357, \$24,090.18.	
Resolution 2-2015 Authorize Firefighting Water Use	PC Schmitt noted that he had not received an estimate of the water used for the recent fire east of Dallesport. ED Thornsbery explained that the resolution was drafted because the Port does not have a policy regarding the use of DIP water for firefighting. Discussion followed regarding charges. PC Schmitt said that BNSF now has the ability to pump water directly from the Columbia River. Schmitt suggested designating one hydrant with a hydrant meter for firefighting use and noted that the IC (incident commander) designates where tender drivers fill up. Schmitt said Dallesport Fire could put the hydrant meter on the designated hydrant for each fire. Schmitt said the hydrant by Underwood Fruit has been used in the past and it is easy for trucks to get in and out. Schmitt said he will bring the topic up at the next fire chief's meeting. PC Herman asked that charges be shown above the exemptions in the resolution. Thornsbery said the resolution will be modified as requested and will be brought back at a future meeting.	
Resolution 3-2015 Establishing a Reserve for BPBP Lot 24	PC Vinyard said he feels the resolution is appropriate and asked if a minimum interest rate should be applied when restoring the reserve. PC Herman asked if the reserve account would earn annual interest and, if so, noted that the resolution is silent on how it should be handled. Vinyard explained that the current language makes no provision for restoring the interest lost if the Port borrowed from the reserve in the future. Herman explained how the Port could use the reserve account by "borrowing from itself" to construct a facility and then making payments back into the reserve account at a lower-than-market interest rate. Thornsbery noted the resolution is currently specific in its application and asked if the PC preferred to broaden it such that it applies to any land	


Administrative Matters cont...	leases that doesn't require the building to be demolished. Schmitt expressed support for a more broadly worded policy. Herman said it is a good idea to have such a policy in place. Thornsberry said the resolution will be modified as requested and will be brought back at a future meeting.	
Old Business	None	
New Business State Master Contract Agreement	ED Thornsberry said the State Master Contract Agreement gives the Port the ability to get pricing on supplies and materials at state contracted rates. Thornsberry noted that by using the consolidating purchasing power of the state, the Port may be able to save money on some of the things it currently buys and explained that there is not charge or fee for the Port to participate.	PC Schmitt M to enter into a State Master Contract Agreement with the Department of Enterprise Services, PC Herman S, MP 3-0.
Executive Director's Report RAMCo Site Cap Project	ED Thornsberry stated the project is 95% complete and explained that because the temperatures are dropping, it is unknown if seeding will occur this fall or next spring. Thornsberry noted that the contractors borrowed fill material for the cap from the extreme southwest corner of the property and, not having called for locates, inadvertently broke the Port's water line from Well #1. Thornsberry said the pipe was repaired by the contractor and posts were installed to identify the location of the water line. Thornsberry said he will continue to work with Ecology.	
DIP Unaccounted-for Water	ED Thornsberry noted that the investment of time and money into repairs and improvements to the DIP water system has reduced the quantity of unaccounted-for water to only 5% in October.	
Commissioners Reports	PC Schmitt said he is now a member of the Mid-Columbia Economic Development District (MCEDD) executive committee and noted that he will be attending both the general board meetings held each quarter and the executive committee meetings held each month. Schmitt explained that MCEDD will be incorporating Wheeler and Gilliam counties in Oregon and that additional Washington business representatives will be added to the MCEDD board to balance the representation.	

Commissioners Reports cont...	ED Thornsby showed photos of Sailboard Park and pointed out that the sand has shifted south into the Columbia River. Discussion followed regarding the dolphins appearing in the photos.	
Public Comment	None	
Executive Session To Consider the Minimum Price for Real Estate Leases	PC Vinyard adjourned the regular meeting at 5:48PM. Vinyard called an executive session at 5:49PM to consider the minimum price for real estate leases pursuant to RCW 42.30.110(section 1.i) for a period of thirty minutes. At 6:19PM Vinyard announced an extension of the executive session for an additional fifteen minutes. At 6:34PM Vinyard adjourned the executive session. No action was taken in the executive session.	
	PC Vinyard resumed the regular meeting at 6:34 PM.	
Adjournment	PC Vinyard adjourned the PC Meeting at 6:36 PM.	

Approved on November 17, 2015
(Date)


Marc Thornsby, Executive Director



Margie Ziegler, Administrative Assistant


Jim Herman, Secretary