

TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt and Wayne Vinyard; Executive Director (Exec.D) Marc Thornsby; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. PC/Staff Absent: none. Guests Present: Byron Hanke and Scott Pimley, Insitu.	Meeting called to order at 4:30pm
Administrative Matters Approval of Minutes Approval of Vouchers	Minutes – July 5, 2011 Accounts Payable Vouchers – July 19, 2011 #24385-24401 for \$109,939.67. Payroll Vouchers – July 20, 2011 #D10191-D10198, and #24384 for \$8,968.80. PC Herman questioned why JUB was getting reimbursed for meals. (Exec.D) Thornsby said he will review the contract language. PC Herman noted a discrepancy on the debt schedule, but the interest payment is correct with the SBDC amortization schedule.	PC Herman M, to approve the minutes, PC Schmitt S, MP. PC Schmitt M, to approve the vouchers, PC Herman S, MP
Old Business 101 Parallel Building Improvements	(Exec.D) Thornsby stated the 101 Parallel Building Improvement Project has been split into two projects. Thornsby said the interior heat system has been separated into another project due to building code insulation requirements. Thornsby said a non-mandatory pre-bid conference will be held on July 20 th and a bid addendum will be sent out answering all questions. Thornsby said the bid deadline is August 1 st at 2:45pm and the apparent responsible low bidder will be announced at the August 2 nd Port Commission meeting. Discussion followed regarding roof insulation options. PC Vinyard questioned the investment into a warehouse that still might not meet the tenant's needs. Thornsby said the building was built as a warehouse and will require	By consensus, the PC agreed to:

<p>Old Business continued ... 101 Parallel Building Improvements continued...</p>	<p>considerable improvement to make the space suitable for the level of employment envisioned by the PC. PC Vinyard said it is his focus to keep people employed and we should look into the available options so we can make a wise investment.</p>	
<p>BPT Earthwork Project</p>	<p>(Exec.D) Thornsby said the bid went out for the Bingen Point Site Prep Project and a pre-bid meeting will be held on July 20th. Thornsby said the bid went out to move material from Lots 17 & 18 and move them to Lot 24. Thornsby said the project was originally set using a certain dollar amount and has been changed to be based on material. Thornsby said an agreement has been signed with Dickey Farms for bark disposal. Thornsby said there may be more organic material to be moved than anticipated. Discussion followed regarding the project.</p>	
<p>New Business Columbia PhytoTechnology Lease</p>	<p>(Exec.D) Thornsby said that Columbia PhytoTechnology asked to be on the agenda, but a representative was not present. Thornsby said CPT requested a sewer and water hook-up at the office trailer. Thornsby said there needs to be some type of agreement stating the connection is only temporary.</p>	<p>By consensus, the PC agreed to the connections once an agreement is established and plans are received by the Port.</p>
<p>MCEDD Board Member</p>	<p>(Exec. Thornsby said the MCEDD Board member position representing Washington Ports is vacant. Information is being provided to the PC for consideration at the next meeting.</p>	
<p>WPPA Building Purchase</p>	<p>(Exec.D) Thornsby said WPPA is considering purchasing the building they lease in Olympia. As a member of WPPA, the Port will be asked to vote on the proposal. Information is being provided to the PC for consideration at the next meeting.</p>	
<p>Executive Directors Report Harbor Drive Improvement Project</p>	<p>(Exec.D) Thornsby said the project is moving forward and informed the PC regarding the progress of the utilities. Thornsby said he expects paving to occur on Friday.</p>	
<p>Building 1A-E Electrical</p>	<p>(Exec.D) Thornsby said the panel switch has arrived for Bldg 1A Suite E. Thornsby said the electrical work for Suite E will be a fall project and the entire Bldg 1A electrical upgrade should be completed</p>	

	before the end of the year.	
Commissioners Reports:	<p>Herman: PC Herman asked if the railroad crossing project is moving along. (Exec.D) Thornsby said he has not heard anything. Discussion followed.</p> <p>Schmitt: PC Schmitt said he will attend the SR 35 bridge meeting on July 28th.</p> <p>Vinyard: PC Vinyard nothing</p>	
Public Comment	<p>Scott Pimley, Insitu, said they received capital funding for Building 1D renovations and they will get started in the next couple of weeks and hope to have the project completed in October. Pimley said the Harbor Drive road project will finish at the perfect time. (Exec.D) Thornsby said the earth work project will have trucks crossing the road. Pimley asked to be informed when the project will start so that truck drivers can be aware. Pimley said the grass has been mowed on Lot 23 and there are a few areas that need to be leveled and road needs to be graded. Pimley said the safety net will not be relocated because it is on Rivermile 172 property.</p> <p>Byron Hanke said it is good to see everyone.</p>	
Adjournment	PC Vinyard adjourned the PC Meeting at 7:07pm.	

Approved on AUGUST 2, 2011
(Date)

/s/ MARC D. THORNSBY
Marc Thornsby, Executive Director

/s/ MARGIE ZIEGLER
Margie Ziegler, Administrative Assistant

/s/ JIM HERMAN
Jim Herman, Secretary