

TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt and Wayne Vinyard; Executive Director (Exec.D) Marc Thornsburly; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. PC/Staff Absent: none. Guests Present: Scott Pimley, Insitu.	Meeting called to order at 4:30pm
Administrative Matters Approval of Minutes Approval of Vouchers	Minutes – August 16, 2011 Payroll Vouchers – September 6, 2011 #D10223-D10238 and #24447-24448 for \$10,985.26. Accounts Payable Vouchers – September 6, 2011 #24449-24470 for \$62,404.36. (Exec.D) Thornsburly noted the payment to the PUD is for the 101 Parallel Building Project and \$7,000 may be billed back to Columbia Phyto for a switch vault.	PC Schmitt M, to approve the minutes with correction, PC Herman S, MP. PC Herman M, to approve the vouchers, PC Schmitt S, MP
Old Business	None	
New Business 101 Parallel Building Upgrade – Bid Award	(Exec.D) Thornsburly said he received three bids: Brocker Construction \$292,308.00, Western Construction \$296,545.00 and Kase Construction \$246,504.00. Thornsburly said the presumed low bidder is not registered with the WA Dept of Revenue as required. Thornsburly said he spoke with Port Counsel and the PC is within their rights to award the bid contingent upon the contractor’s registration with the Dept of Revenue.	PC Herman authorize (Exec.D) Thornsburly to award the bid to Kase Construction in the amount of \$246,504.00 contingent upon receipt of the Dept of Revenue registration by September 13, 2011, PC Schmitt S. MP
New Business continued...	(Exec.D) Thornsburly presented information regarding leasehold	

Leasehold improvements	improvements. Scott Pimley, Insitu, said he will see to it that they are completed. Pimley said the marks are still on the building from the x-ray and will get the Port an as-built drawing of the underground conduit locations.	
Redistricting	(Exec.D) Thornsby presented information regarding redistricting. Thornsby said the PC does not need to discuss this now but he would like the PC to take the information home and consider it for discussion at the next meeting. Thornsby said the Port must hold a public hearing before adopting the new districts.	
Harbor Drive Phase II – Change Order	(Exec.D) Thornsby said now that Crestline has removed the bark from lot 24, the PC could consider a change order to remove the remaining bark for \$8,172.50 while the equipment is on site. Discussion followed.	By consensus, the PC approved change order to Crestline Construction contract in the amount of \$8,172.50.
Executive Directors Report Harbor Drive Improvement Project	(Exec.D) Thornsby said we are making progress and a good portion of lot 24 will be filled with material from lot 14. Thornsby said the bark will be cleared out of the far west side of lot 24 and a drainage ditch will remain. Thornsby said JUB will be doing final testing next week. Thornsby said it was discovered that the PUD power line was not buried deep enough along the east side of lots 17 and 18 and lots 10 and 14 may have the same problem. Thornsby said he will work with the PUD and find out if the line can be relocated. Thornsby said rock will be stockpiled until we have a use for it. Discussion followed regarding use of the rock and possibly crushing.	
September PC Meeting Schedule	(Exec.D) Thornsby suggested to the PC that the second meeting in September be canceled due to expected lack of business. PC Herman will be gone first meeting in October.	By consensus, the PC agrees to cancel the second PC meeting on September 20, 2011.

<p>Executive Directors Report continued... Budget Workshop Schedule</p>	<p>(Exec.D) Thornsbery asked the PC if October 11th would work for a budget workshop. The PC will check their calendars.</p>	
<p>Financial Consulting Services</p>	<p>(Exec.D) Thornsbery said the PC has expressed concerns regarding the cost of services provided by the Port's Financial Consultant. Thornsbery said an analysis was prepared that showed what was spent on the completion of the annual report and financial consulting on other issues. Thornsbery said the amount that was paid to Fancher in 2011 included the time spent on various items including the state audit in November and December 2010. Thornsbery said he wrote a letter to Fancher outlining these issues. Thornsbery asked the PC if they are interested in going out for a RFQ. PC Herman said he hates to see spending that much money on a CPA and would rather pay a bookkeeper that knows GAAP reporting laws. Thornsbery said the Port has changed from cash to accrual and this requires more work than before and the reporting is more detailed. Discussion followed. PC Vinyard said it is good to go out for an RFQ and see what is available for financial services.</p>	
<p>Commissioners Reports:</p>	<p>Herman: PC Herman nothing.</p> <p>Schmitt: PC Schmitt nothing.</p> <p>Vinyard: PC Vinyard has an EDA meeting on September 8th.</p>	

Public Comment	Scott Pimley, Insitu, asked if the first amendment to the lease agreement for building 1B was separate from the building clean up issue. Discussion followed. Thornsbury said that Insitu accepted Building 1B, moved in and then came back to the Port and asked for payment of cleaning services hired by Insitu. The PC previously agreed to issue payment contingent upon execution of the amendments to protect the Port in the future. The meeting minutes reflect that once the amendment is signed then the Port will reimburse the cleaning bill. Pimley said work should start on Building 1D soon. Pimley said the approach of the road off Lakeview onto Harbor Dr is too narrow and big trucks are dropping off the payment.	
Adjournment	PC Vinyard adjourned the PC Meeting at 6:05pm.	

Approved on OCTOBER 4, 2011
(Date)

/s/ MARC D. THORNSBURY
Marc Thornsbury, Executive Director

/s/ MARGIE ZIEGLER
Margie Ziegler, Administrative Assistant

/s/ WAYNE VINYARD
Wayne Vinyard, President