

TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> 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. <b>PC/Staff Absent:</b> None. <b>Guests Present:</b> Julie Korenko, Insitu.	Meeting called to order at 4:30pm
<b>Public Hearing</b> 2012 Budget and 2012 Capital Improvement Plan	PC Vinyard opened the public hearing regarding the 2012 Budget and Capital Improvement Plan at 4:31pm. (Exec.D) Thornsby noted the draft budget had been reviewed at the Budget Workshop and asked if there were any changes. Thornsby recommended the Bingen Fire Interlocal Agreement be changed to \$2,000. There was no public comment. PC Vinyard closed the public hearing at 4:38pm.	By consensus, the PC agreed to increase the Bingen Fire Interlocal Agreement for 2012 to \$2,000.
<b>Public Hearing</b> Port Commissioner Redistricting	PC Vinyard opened the public hearing regarding Port Commissioner Redistricting at 4:39pm. (Exec.D) Thornsby explained where the population growth is and how the boundaries were adjusted to coincide, wherever possible, with the voting precinct boundaries and bring each Commissioner District to within one percent of the population of the other districts. Julie Korenko, Insitu, said it is good the Port is following the voting precinct boundaries. There were no further public comments. PC Vinyard closed the public hearing at 4:42pm.	
<b>Administrative Matters</b>  Approval of Minutes  Approval of Vouchers	Minutes – October 4, 2011    Minutes – October 18, 2011	PC Schmitt M, to approve the October 4, 2011 minutes, PC Vinyard S, PC Herman abstained, MP    PC Herman M, to approve the October 18, 2011 minutes, PC Vinyard S, PC Schmitt abstained, MP

<p><b>Administrative Matters cont...</b></p> <p>Approval of Vouchers</p>	<p>Vouchers – October 28, 2011 #24522-24524 for \$24,690.87.</p> <p>Accounts Payable Vouchers – November 1, 2011 #24525-24538 for \$187,720.57.</p> <p>Payroll Vouchers – November 7, 2011 #D10270-D10285 and #24539 for \$11,111.92.</p>	<p>PC Herman M to approve the vouchers, PC Schmitt S, MP</p>
<p><b>Old Business</b></p> <p>Financial Consulting Services</p>	<p>(Exec.D) Thornsby presented a draft Request for Proposal for Financial Consulting Services. PC Herman questioned why Port experience is weighted so heavily. PC Schmitt asked if the report will then be looked over by someone who has Port experience to make sure it is correct because Port laws are different. PC Herman said he emailed the State Auditors office and asked them if the Port is permitted to issue the annual report as a compilation report. PC Herman said experience with Quickbooks and Asset Keeper should be weighted more heavily. is very important. Discussion followed on criteria. Thornsby said a RFP notice will go out in the local newspapers next week and the PC will be given copies of all the applicants and the top candidates will be interviewed at a Port Meeting.</p>	
<p>Project Completion Declaration – Harbor Drive – Phase I</p>	<p>(Exec.D) Thornsby said the Harbor Drive Project, Phase I has been completed and Tenneson Engineering has declared this phase of the project substantially complete. Thornsby said Granite’s final invoice has been received but the invoice is being modified by Granite to reflect the Department of Revenue sales tax exemption for public road projects.</p>	<p>PC Schmitt M, to declare the Harbor Drive Project, Phase I complete, PC Herman S, MP.</p>
<p><b>New Business</b></p> <p>Surplus - Equipment</p>	<p>(Exec.D) Thornsby said there are three old computers that are obsolete or not functional and will be taken to an electronics recycling center after the hard drives are removed or cleared. Thornsby said the non functioning Craftsman lawn mower will be disposed of at DJ’s Repair.</p>	<p>PC Schmitt M, to declare equipment surplus, PC Herman S. MP.</p>
<p>SR-35 Bridge MOU</p>	<p>(Exec.D) Thornsby presented a MOU for the SR-35 Bridge.</p>	<p>PC Schmitt M, to authorized (Exec.D) Thornsby to sign the SR-</p>

		35 Bridge MOU, PC Herman S, MP.
<b>Executive Directors Report</b>	(Exec.D) Thornsbery said street lighting is being installed this week and the lots will be seeded. Thornsbery said irrigation repairs are under way.	
Harbor Drive Improvement Project		
101 Parallel Building Upgrade	(Exec.D) Thornsbery said the project has been revised as requested by the tenant and a letter will go out to them shortly. Thornsbery said there is agreement with the PUD and changes have been made to the construction plans. Thornsbery said a change order will go out to Kase Construction.	
KPUD Fiber Line Easement	(Exec.D) Thornsbery said we have received a request from the PUD for an easement to install fiber line to the Wastewater Treatment Plant. Thornsbery said he has asked the PUD to stay within the existing easement for the effluent lines.	
Army Corp - Gate	(Exec.D) Thornsbery said the Hess Park access gate has been installed by the Army Corps on the BPA right-of-way at DIP.	
Lawn Mower	(Exec.D) Thornsbery said a John Deere lawn mower with hydro static drive and a four year warranty has been found to replace the Craftsman that broke down earlier in the year.	
Executive Director Computer	(Exec.D) Thornsbery said the new computer is up and running.	
<b>Commissioners Reports:</b>	PC Herman: nothing  PC Schmitt: nothing  PC Vinyard: nothing  (Exec.D) Thornsbery said the WPPA New Port Commissioner Seminar is December 6-7, 2011. Thornsbery said if a new Commissioner is not elected then he suggests that PC Schmitt attend because he has not had the opportunity to attend in the past.	

