

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: Julie Korenko, Insitu.	Meeting called to order at 5:10pm PC Vinyard apologized for being late. (Exec.D) Thornsby said the Port is required to have all three Commissioners present to adopt the redistricting resolution.
Administrative Matters Approval of Minutes Approval of Voucher Resolution No. 2-2011 Regular Tax Levy Resolution No. 3-2011 IDD Tax Levy Resolution No. 4-2011 Adoption of 2012 Budget	Minutes – November 1, 2011 Wire Transfer – 2003 Bond Payment - November 16, 2011 for \$70,606.25 Vouchers – November 15, 2011 #24540-24524 for \$24,690.87.	PC Schmitt M, to approve the November 1, 2011 minutes with corrections, PC Herman S, MP PC Herman M, to approve the vouchers, PC Schmitt S, MP PC Herman M to approve Regular Tax Levy Resolution No 2-2011, PC Schmitt S, MP PC Schmitt M to approve IDD Tax Levy Resolution No. 3-2011, PC Herman S, MP PC Herman M to approve 2012 Budget Adoption Resolution No. 4-2011, PC Schmitt S, MP

<p>Administrative Matters cont....</p> <p>Resolution No. 5-2011 Amendment of Comprehensive Scheme of Harbor Improvements and Industrial Developments</p> <p>Resolution No. 6-2011 Redistricting</p>	<p>(Exec.D) Thornsby read the changes to the resolution that were advised by Port Legal Counsel. Thornsby said all legal descriptions were reviewed by Ben Beseda, Tenneson Engineering.</p>	<p>PC Schmitt M to approve the Amendment of Comprehensive Scheme of Harbor Improvements of Industrial Developments Resolution No. 5-2011, PC Herman S, MP</p> <p>PC Schmitt M to approve Port Commissioner Redistricting Resolution No. 6-2011, PC Herman S, MP</p>
<p>Old Business</p> <p>Project Completion Declaration – Harbor Drive – Phase II</p>	<p>(Exec.D) Thornsby said seeding it is now finished and the project is complete. Thornsby said the issue of moving the gas and electric lines will be dealt with in the Spring of 2012. PC Herman said he has encouraged people to come to the Port and see the improvement. PC Vinyard said this project is the most visual project we have done since we started constructing buildings. PC Schmitt said many people have asked him what the Port is doing. Thornsby said this project started off as a simple road and sewer extension, but with support from CERB and the County, the Port has accomplished more than expected given what it has invested. Thornsby said he is going to CERB to present the completed project and that Jeff Pickhardt will also attend and talk about his project. Thornsby said final payment to Granite is still in progress and the sales tax issues are being resolved.</p>	<p>PC Schmitt M, to declare the Harbor Drive Phase II project complete, PC Herman S, MP</p>
<p>New Business</p> <p>Financial Consulting Services</p>	<p>(Exec.D) Thornsby said the RFQ was sent out with the revisions from the last PC meeting. Thornsby said three intents have been received and we are expecting a fourth. Thornsby said responses back will be sent out to the PC and the PC will decide who they would like to interview. PC Herman said he has received a call from the State Auditor in response to his email and will call her back soon.</p>	

New Business continued.... Bingen Fire Interlocal Agreement	(Exec.D) Thornsby talked about the calculations for determining the amount for the Interlocal Agreement for Fire Service. Discussion followed.	By consensus, the PC directed (Exec.D) Thornsby to negotiate an Interlocal Agreement with the City of Bingen.
January 2012 Meeting Schedule	(Exec.D) Thornsby said the month of January is a five Tuesday month and suggests the PC meet on January 10 th and 24 th and not the 3 rd and 17 th .	By consensus, the PC agrees to change meeting dates to January 10 th and January 24 th .
Executive Directors Report 101 Parallel Building Upgrade	(Exec.D) Thornsby said Kase Construction will hold a pre construction meeting this Thursday. Thornsby said Kase plans to work as long as the weather allows and then finish up in 2012. Thornsby said he is working on a change order to revise the project.	
DIP Lot 4 and 12 Lease	(Exec.D) Thornsby said he is working on a draft lease with Wilson Construction for Lot 4 and 12 at DIP.	
Website	(Exec.D) Thornsby presented the PC with their website profile page. Thornsby asked the PC to review their information and to get back to him if anything needs to be updated, including photographs.	
Commissioners Reports:	<p>PC Vinyard: PC Vinyard said the EDA meeting for December 10th was canceled.</p> <p>PC Herman: nothing</p> <p>PC Schmitt: PC Schmitt said he spoke with the Klickitat County Planning Department and said they are hopeful to have time in 2012 to work on the Shoreline Master Plan.</p> <p>(Exec.D) Thornsby suggested the PC start planning to address the IDD Levy and resume strategic planning. Thornsby said the Port has completed its projects and it is time to think about the future. Thornsby suggested meeting in January and February and compile the information and then meet again in May.</p>	

Public Comment	Julie Korenko, Insitu, said the asphalt cut has been paved between Building 1B and 1D. Korenko said the architects are looking at the acoustic wall in Building 1D. Korenko said Jeri Fisch would like to work with Thornsbury on amending the lease for Lot 24. Thornsbury said he will start on Lot 24 lease as soon as the Harbor Drive project is closed out. Korenko asked for the exterior of Building 1D to be cleaned as soon as the interior work is completed, which is estimated to be January 15th. Thornsbury said the Port will do the exterior cleaning weather permitting.	
Adjournment	PC Vinyard adjourned the PC Meeting at 6:23pm	

Approved on DECEMBER 20, 2011
(Date)

/s/ MARGIE ZIEGLER
Margie Ziegler, Administrative Assistant

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

/s/ JIM HERMAN
Jim Herman, Secretary