

TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (Exec.D) Marc Thornsby and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. PC/Staff Absent: None. Guests Present: Scott Pimley, Insitu; and Kenny Burrill.	Meeting called to order at 4:34pm.
Public Hearing	(PC) Wayne Vinyard opened the public hearing at 4:35pm. (Exec.D) Thornsby presented the amended 2012 Capital Budget. Thornsby said in order to fund the projects the Port has identified as critical, the 2012 capital budget will need to be amended. Thornsby said all non-critical projects have been moved to 2013 and beyond. Thornsby said the Port may have to use up to \$250 thousand of its reserve funds to complete the BP Infrastructure project. Thornsby said that short-term and long-term capital projects total \$29 million and, at current funding levels, it will take the Port decades to complete them. However, it gives the PC an idea of potential future costs. There was no public comment. (PC) Vinyard closed the public hearing at 4:40pm.	
Administrative Matters Approval of Minutes Approval of Vouchers	Minutes – July 03, 2012 and July 10, 2012 Vouchers – July 17, 2012 #24830-24848 \$44,710.09. PC Herman asked about the fraudulent charge on Cardmember Services. (AA/PA) Ziegler said when we contacted Cardmember Services regarding Wroe’s card not working, we were informed the card was used to purchase theater tickets. Ziegler said the card was canceled and the charges were credited back to the account. Payroll Vouchers – July 20, 2012 #24828-24829, D10480-D10487 \$9,066.06.	PC Schmitt M, to approve the minutes, PC Herman S, MP 3-0. PC Herman M, to approve the vouchers, PC Schmitt S, MP 3-0.


<p>Administrative Matters continued... Resolution No. 5-2012 Levy Lid Lift</p>	<p>(Exec.D) Thornsby noted this resolution is required in order to submit the Levy Lid Lift language to the County Auditor for placement on the General Election Ballot in November.</p>	<p>PC Schmitt M, to approve Resolution 5-2012, PC Herman S, MP 3-0.</p>
<p>Old Business BP Infrastructure Project</p>	<p>(Exec.D) Thornsby said CERB disqualified the Port's application for funds due to a lack of a feasibility study. Thornsby noted that a feasibility study was not required for the previous Harbor Drive application that was accepted in 2010. Thornsby said he had spoken with CERB staff and they had not indicated a feasibility study was now required. Thornsby said the program manager for CERB has changed twice since 2010. Thornsby said the Harbor Drive CERB loan was at zero percent and the current loan rate is 2.5% which is substantially higher than what the Port is earning from the State Pool. Thornsby said if a feasibility study was completed, the Port could go back to CERB in September 2012, but our construction window would close before the project could be completed. PC Vinyard said that with potential clients in place and dependent on this project, we have to move forward. PC Schmitt said we need to keep moving forward. Thornsby recommended proceeding with the project and amending the budget to include the \$250 thousand of reserve funds. PC Vinyard asked if this puts the Port in a critical state for our reserves. Thornsby said it did not and that this project is one of the reasons we maintain reserve funds. PC Herman agreed the project is important and to use reserve funds to complete it. Thornsby said the Port will have no debt on this project. PC Vinyard said it is really nice to have the County supporting this project.</p>	<p>PC Schmitt M, to approve moving forward with the BP Infrastructure Project, PC Herman S, MP 3-0.</p>
<p>New Business Groundskeeping</p>	<p>(Exec.D) Thornsby presented an analysis of groundskeeping services at the request of the PC. Thornsby said the numbers show it is more cost effective to contract out for groundskeeping services. PC Vinyard asked if Port staff can pick up the other duties. PC Herman asked if the contractor would provide their own equipment. Thornsby indicated staff would be able to take on the additional duties and that the contractor would provide the tools and equipment necessary to perform the work. He also said the Port contracted for groundskeeping services in the past.</p>	<p>PC Schmitt M, to eliminate the groundskeeping position at the end of the season, PC Herman S, MP 3-0.</p>

<p>New Business continued.... Lot 34 Site Plan Approval</p>	<p>(Exec.D) Thornsby said he found no issues with the preliminary plans submitted for Lot 34. Scott Pimley, Insitu, said the parking area will be graveled and parking areas may be marked.</p>	<p>PC Schmitt M, to accept the preliminary site plans for Lot 34, PC Herman S, MP 3-0.</p>
<p>Executive Director's Report Lot 34 Lease</p>	<p>(Exec.D) Thornsby said he is waiting for insurance language from Port Council and expects to complete the lease soon.</p>	
<p>Commissioners Reports: Committee Updates</p>	<p>PC Vinyard: PC Vinyard said he talked with Jason Spadero, SDS, and he said to put something together for the property line issue.</p> <p>PC Schmitt: Nothing.</p> <p>PC Herman: Nothing.</p> <p>(Exec.D) Thornsby reminded the PC of the Special meeting on the July 31st at 4:30pm.</p>	
<p>Public Comment</p>	<p>Kenny Burrill asked if the levy passes will that guarantee that the capital projects listed will be completed, for example, repaving the Marina Park parking lot. (Exec.D) Thornsby said there is no guarantee that the PC will never change the capital project list. However, though there may be more pressing problems or opportunities that might force a project to be postponed, it is unlikely it would be eliminated. PC Vinyard said the Marina is still being targeted for improvement, but the Port has to meet the needs of future tenants. Thornsby said plans could change if new Port Commissioners were elected that held a different perspective.</p> <p>Scott Pimley, Insitu, asked about covered storage between 1E and 1D. (Exec.D) Thornsby asked Pimley to meet with him and talk about options.</p>	


Adjournment

PC Vinyard adjourned the PC Meeting at 5:16pm.

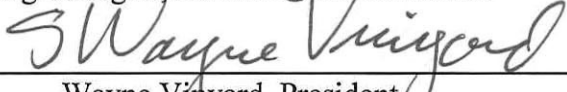
Approved on July 31, 2012
(Date)



Marc Thornsbury, Executive Director



Margie Ziegler, Administrative Assistant



Wayne Vinyard, President