


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: Matt Riley, Riley Brothers Concrete and Brad Roberts, Rivermile 172.	Meeting called to order at 4:30pm.
Administrative Matters Approval of Minutes Approval of Vouchers	Minutes – September 18, 2012. Vouchers – October 2, 2012 #24937-24953, \$30,111.78. Payroll Vouchers – October 5, 2012 #24936, #D10536-D10553, \$13,317.61.	PC Schmitt M, to approve the September 18, 2012 minutes, PC Herman S, MP 3-0. PC Herman M, to approve the vouchers, PC Schmitt S, MP 3-0.
Old Business Lot 24 Lease	(Exec.D) Thornsby said the environmental section of the Lot 24 lease has been completed. Thornsby said the only outstanding section is Vacancy and he is working on language that addresses some of the concerns presented. Discussion followed. Thornsby said Lot 23 will be combined with Lot 24 and an update will need to be made to the binding site plan.	
New Business 2013 Budget Workshop	(Exec.D) Thornsby said a Budget Workshop is scheduled for Oct 24 th at 1:30pm. Thornsby said we will go through the draft budget and capital projects.	
154 Bingen Point Bldg Ste B Lease	(Exec.D) Thornsby said he has received a request to lease Bldg 1A-Suite B. Thornsby said the space will not be available until the tenant vacates in December 2012. PC Vinyard said lease rates need to be at market rate. PC Schmitt said the Port needs to diversify its tenants. PC Herman said he agrees the Port needs to be more diverse and we need to see if there is another start up business that needs space.	By consensus, the PC prefers Bldg 1A-Suite B be leased to a start-up business, but does not wish to see it sit vacant for long.

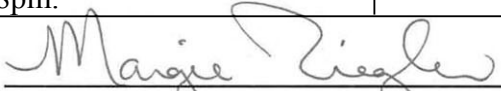
<p>Executive Director's Report</p> <p>BP Infrastructure Project</p>	<p>(Exec.D) Thornsbery said Lot 10 has been leveled with the exception of the old road. Thornsbery said blasting has taken place and the rock broke up nicely. He also stated utilities will be installed next. Thornsbery said the Bingen Point Way road bed is coming along and they are aware of the problems that were experienced with the construction on Larch Street. Thornsbery said Nutter has sufficient manpower and equipment on site and if the weather holds, the project should be completed on schedule.</p>	
<p>Lot 34 Utilities</p>	<p>(Exec.D) Thornsbery said the utilities are installed and buried and we will patch the asphalt cut with a change order to the Nutter contract. Thornsbery said the PUD power cut-over went well and was completed before 4pm. Thornsbery said this fall the Port maintenance staff will adjust landscaping and irrigation and prepare for the new entrance to Bldg 1A.</p>	
<p>Community Meetings</p>	<p>(Exec.D) Thornsbery said he attended a Chamber of Commerce meeting and attended the High Prairie meeting with PC Schmitt. Thornsbery said the High Prairie meeting was well attended with approximately 20 people. Thornsbery said he will attend Snowden this evening and Trout Lake tomorrow night with PC Vinyard.</p>	
<p>BPT Lift Station</p>	<p>(Exec.D) Thornsbery said the sewer lift station has been converted from 240 volt to 208 volt service and is now utilizing the transformer that feeds the street light.</p>	
<p>Roof Snow Stops</p>	<p>(Exec.D) Thornsbery said snow stops are being installed on Bldg. 1D and 1E to reduce the problems with the snow and ice coming off the roofs.</p>	
<p>Building 1C – 150 Building</p>	<p>(Exec.D) Thornsbery said work has started to clean up the 150 Bingen Point building. Thornsbery said the exterior has been sealed, insulation is being removed, dry rot has been resolved, more electrical circuits will be installed, improvements will be made to the ducts and vents, an exterior rollup door will be installed and the restroom issues will be addressed. Thornsbery said the improvements will be made this winter and the space will be ready for lease in the spring of 2013.</p>	

<p>Executive Director's Report cont... 101 Parallel Building</p>	<p>(Exec.D) Thornsbery said he has had discussions with the EDA to structure funding for improvements to the 101 Parallel Building. Thornsbery said he is talking about a \$2,000,000 project with the EDA providing \$1,000,000 and the Port \$1,000,000.</p>	
<p>Commissioners Reports: Committee Updates</p>	<p>PC Vinyard said he has not heard anything from EDA Board.</p> <p>PC Schmitt said he will attend community council meeting in Appleton and Dallesport next week.</p> <p>PC Herman was not able to attend the Chamber meeting.</p> <p>(Exec.D) Thornsbery said the Rotary meeting schedule is full for the month of October but they will let us know if there is an opening in the future.</p> <p>(Exec.D) Thornsbery said he will be attending the PNWA meeting in Vancouver on October 9th and 10th and will attend the Appleton meeting.</p>	
<p>Public Comment</p>	<p>Brad Roberts, Rivermile 172, said it is good to see all the equipment working and likes seeing things moving forward. Roberts said he is glad the Port is doing public outreach and informing them about the Port's projects.</p> <p>Matt Riley, Riley Brothers Concrete, said they have had some burglaries at Dallesport. Riley said he would like to install gates. Riley said it appears they have cut through the Port's cable gate to the reservoir.</p>	
<p>Adjournment</p>	<p>PC Vinyard adjourned the PC Meeting at 5:08pm.</p>	

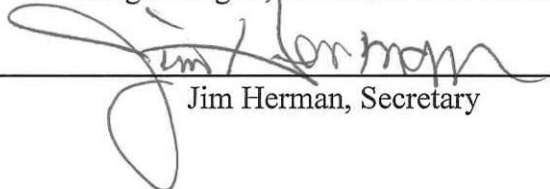
Approved on October 16, 2012
(Date)



Marc Thornsbery, Executive Director



Margie Ziegler, Administrative Assistant



Jim Herman, Secretary