


TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; and Executive Director (Exec.D) Marc Thornsbury. PC/Staff Absent: Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. Guests Present: None.	Meeting called to order at 4:34pm.
Administrative Matters		
Elections of Officers		PC Herman M to elect PC Vinyard President, PC Schmitt Vice President, and PC Herman Secretary, PC Vinyard S, MP 3-0.
Approval of Minutes	Minutes – December 17, 2012.	PC Herman M, to approve the December 17, 2012 minutes, PC Schmitt S, MP 3-0.
Approval of Vouchers	Payroll Vouchers – December 20, 2012 D10606-D10612, #25066, \$8,710.45	PC Herman M, to approve the vouchers, PC Schmitt S, MP 3-0.
	Vouchers – December 27, 2012 #25067-25078, \$5,107.04.	
	Payroll Vouchers – December 31, 2012 #D10613-D10615, \$5,883.71.	
	Payroll Vouchers – January 7, 2013 #D10616-D10630, #25079-25080, \$11,745.46.	
	Vouchers – January 9, 2013 #25081-25103, \$78,726.44	

Administrative Matters continued... Resolution 1-2013 Delegation of Authority		PC Schmitt M, to approve Resolution 1-2013 Delegation of Authority, PC Herman S, MP 3-0.
Old Business Marina Park Parking Design	(Exec.D) Thornsby said he is working on a revision of the Marina Park parking design that would allow for pull through parking as requested by the Commission. Thornsby said he is looking at different alternatives for the PC to consider at a future PC meeting.	
New Business DIP Lot 18 Lease	(Exec.D) Thornsby presented the Ferrellgas Lot 18 lease. PC Vinyard asked if they have provided a security plan and an emergency response plan. PC Schmitt said the Dallesport Fire Department should be informed of the plans also. PC Herman said it's not the Port responsibility to monitor Ferrellgas. Thornsby noted Ferrellgas has been in contact with Fire District 6 in Dallesport and is required to have an emergency response plan under the Conditional Use Permit.	PC Schmitt M, to authorize (Exec.D) Thornsby to execute a lease with Ferrellgas for Lot 18. PC Herman S, MP 3-0.
USACE Dock Road Paving Proposal	(Exec.D) Thornsby presented the USACE grant application for paving Dock Road. Thornsby said the Port's estimated cost is \$26,000.	PC Herman M, to approve applying for grant funds with USACE to pave Dock Road, PC Schmitt S, MP 3-0.
Executive Director's Report BP Infrastructure Project	(Exec.D) Thornsby said we are waiting for dry and warmer weather to finish the project. Discussion followed regarding issues and costs with starting the project before soil conditions are adequate. Thornsby said Nutter and Tenneson Engineering have been monitoring the soil conditions.	By consensus, the PC directed (Exec.D) Thornsby to allow premature soil removal, provided any additional expense and any risk of damaging the property already compacted will not be the responsibility of the Port.
Architectural Services	(Exec.D) Thornsby said that DSP Architecture will be closing its doors at the end of January 2013. Thornsby said the Port will need to do an RFQ for architectural services. Thornsby noted the projects that Randy Salisbury had worked on with the Port over the years and that this is a great loss for the Port.	
Building 1C Improvements	(Exec.D) Thornsby said many improvements are being made to the 1C Building in preparation for a new tenant. Discussion followed regarding the use of the building and the option of offering the building as an incubator space to start-up businesses on a short term lease. PC Herman	

Executive Director's Report cont... Building 1C Improvements cont...	expressed concern that the building not sit vacant too long waiting for a start-up business.	
PC Photos	(Exec.D) Thornsbery said he would like to take updated photos of the PC for the WPPA directory and Port website.	
Rock Crushing	The PC discussed crushing rock and boulders stockpiled on Lots 18 and 19. (Exec.D) Thornsbery said he has provided the KC Public Works Dept with an estimate of the quantity of rock to crush and is waiting to receive cost estimates.	
Commissioners Reports: Committee Updates	PC Vinyard: nothing. PC Schmitt: nothing. PC Herman: nothing. (Exec.D) Thornsbery said congressional staff will tour the Port sometime in February. A future levy lid lift was discussed.	
Public Comment	None	
Adjournment	PC Vinyard adjourned the PC Meeting at 5:59pm	

Approved on February 5, 2013
(Date)



Marc Thornsbery, Executive Director



Margie Ziegler, Administrative Assistant



Jim Herman, Secretary