
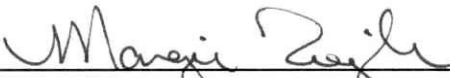
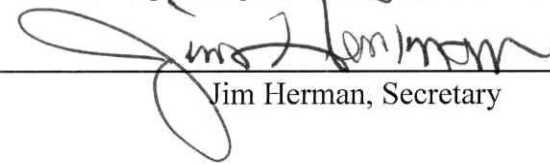


TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman and Wayne Vinyard; Executive Director (ED) Marc Thornsby; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. <b>PC/Staff Absent:</b> PC William Schmitt. <b>Guests Present:</b> Aaron Kreps, Artistic Excavation.	Meeting called to order by PC Vinyard at 4:32pm.  PC Schmitt excused.
<b>Administrative Matters</b> Approval of Minutes  Approval of Vouchers   Resolution 3-2014 Water Loss Credit	Minutes – May 6, 2014.  Payroll Vouchers – May 13, 2014 #25687, \$30.00.  Payroll Vouchers – May 20, 2014 #25688, D10982-D10988, \$9,725.56.  Accounts Payable – May 20, 2014 #25689-25703, \$11,243.76.  PC Herman said he felt the policy is fair. ED Thornsby said there is a potential problem when the PUD does not read the meters and uses an estimated read instead. Thornsby noted that this could result in a longer period of time between when a leak occurs and when it is discovered, resulting in a larger bill for the customer through no fault of their own. He asked if the PC wanted to change the resolution language to address such a situation. PC Herman noted that some jurisdictions offer no credit at all and the fact the Port is willing to do a leak adjustment is great. He also stated he saw no need for the policy to be that specific. PC Vinyard said the Port cannot cover every possible circumstance. Thornsby said he will review the resolution and it will be on the next PC meeting agenda.	PC Vinyard tabled approval of the minutes.  PC Herman M to approve the vouchers, PC Vinyard S, MP 2-0.

<p><b>Old Business</b> DIP Lot 40 Lease Amendment</p>	<p>(ED) Thornsby said the lessee's attorney is still reviewing the lease amendment.</p>	
<p><b>New Business</b> DIP Lot 5 Fire Line Removal Change Order</p>	<p>(ED) Thornsby presented an assessment of the change order, and the circumstances surrounding it, to the PC. Aaron Kreps, Artistic Excavation, explained the work he completed. Discussion followed. Thornsby noted there were several unanticipated problems with the project including the previous use of a concentric instead of an eccentric reducer, the presence of two unused service taps for the former 101 Parallel Bldg., and the presence of an unknown two inch water line, all of which required the change order. Kreps stated that because it was a lump sum bid, the Port should pay the full amount of the bid and change order as submitted. Thornsby noted that the change order altered the original scope of work and, as a result, the contractor did not perform all of the work anticipated by the bid. Kreps stated the asbestos concrete pipe removed was in good condition, probably because the line was a dead end. PC Herman said he felt the Port should be fair considering the work completed. PC Vinyard asked if Kreps did a good job. Thornsby said Kreps completed the project, but that because some of the work included in the original scope of work had not been completed by the contractor as a result of the change order amount, he did not feel he could issue full payment without PC approval.</p>	<p>PC Herman M to pay the change order in the amount presented by Kreps, PC Vinyard S, MP 2-0.</p>
<p><b>Executive Director's Report</b> PUD Easements</p>	<p>(ED) Thornsby said he is waiting for information from Tenneson Engineering regarding the new easements.</p>	
<p>Open Government Training</p>	<p>(ED) Thornsby said state law requires all elected officials and public records officers to go through an open government training. Thornsby said the law is vague and does not stipulate how the training is to be accomplished. Thornsby said he expects to attend training on June 4<sup>th</sup> in Olympia. Thornsby noted the WPPA will be offering training at the Port Commissioner Seminar in Stevenson on July 27, 28 and 29.</p>	

<b>Executive Director's Report</b> Signage Standard	ED Thornsby asked the PC for comments regarding key elements for a sign policy including the maximum number of signs per building, who should construct and pay for signs, the use of wayfinding signs, if and how to address multiple entrances to a building, etc. The PC viewed prototype wayfinding and building identification signs using proposed materials, typefaces, etc. Thornsby said it is valuable to have a consistent look and feel for the Port. PC Herman asked about use of an entrance directory. Thornsby said that would require room for drivers to pull over so they would have time to use the directory. PC Herman asked if signs should just have an address. Thornsby stated that although the prototype had an address and tenant names, the latter could be left off. Thornsby said he will draft language for a sign policy based on the PC's comments for adoption at a future PC meeting.	By consensus, the PC indicated a desire to have wayfinding and building identification signs with up to six tenant names installed by the Port with a limit of one per building unless there were clear need for up to one more, wayfinding and the first building identification signs to be paid for by the Port and any additional building identification signs to be paid for by the lessee.
Gun Range Lease	(ED) Thornsby said he is working on the gun range lease and noted the county is seeking a RCO grant.	
Dirt Huggers	(ED) Thornsby said the USDA has given preliminary approval for a grant for the Dirt Hugger property and work continues on the lease.	
<b>Commissioners Reports</b>	PC Vinyard said he missed the EDA meeting on April 24 <sup>th</sup> .  PC Herman said he will be talking with County Commissioner Dave Sauter regarding the status of the grade-separated railroad crossing.	
<b>Public Comment</b>	None	
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 6:04pm.	

Approved on June 17, 2014  
(Date)  
  
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Marc Thornsby, Executive Director

  
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Margie Ziegler, Administrative Assistant  
  
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Jim Herman, Secretary