

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (ED) Marc Thornsby; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. PC/Staff Absent: None. Guests Present: Jenny Hogan, NuCulture Foods and Jeannina Vinyard.	Meeting called to order by PC Vinyard at 4:30pm.
Administrative Matters Approval of Minutes Approval of Vouchers	Minutes – May 6, 2014 and May 20, 2014. Accounts Payable Vouchers – May 21, 2014, #25704-25705, \$1,557.35. Accounts Payable Vouchers – May 29, 2014, #25677-25705, VOID. Accounts Payable Vouchers – May 29, 2014, #25706-25707, \$2,884.08. Accounts Payable Vouchers – May 29, 2014, #25708, \$1,231.80. Payroll Vouchers – June 5, 2014, #D10989-D11003, \$11,125.20. Accounts Payable Vouchers – June 09, 2014, #25711-25731, \$14,534.81. Payroll Vouchers – June 20, 2014, #D11004-D11010, \$9,421.22. Accounts Payable Vouchers – May 17, 2014, #D25734-D25742, \$3,191.88.	PC Herman M to approve the minutes, PC Vinyard S, MP 3-0. PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0.
Resolution 3-2014 Water Loss Credit	(ED) Thornsby said he reviewed the resolution, taking into account the comments made by the PC at its last meeting, and found no changes to	PC Schmitt M to approve the resolution, PC Herman S, MP 3-0.

<p>Administrative Matters cont... Resolution 3-2014 Water Loss Credit</p>	<p>the resolution were necessary. Metered loss that results from any work by the PUD or Port was discussed.</p>	
<p>Resolution 4-2014 Signage Standard</p>	<p>(ED) Thornsbury presented draft language for a signage standard based on input from the PC received during prior meetings. Thornsbury asked the PC if the resolution accurately incorporated its comments and noted that he is working with the Port's engineer to develop a design based on the prototype presented at prior PC meetings. PC Schmitt suggested adding background and lettering colors to the standard and pointed out that Insitu's signs are similar to the Port's sign prototype. Discussion followed regarding the application of sign standards, what would be required to establish a color standard, enforcement of a sign standard, and the need for clear and objective definitions of acceptable materials and colors.</p> <p>PC Schmitt suggested having tenants construct their own signs, provided they meet the Port's standard such as using white letters on a blue background. Thornsbury noted that this would require the Port to monitor such signs for compliance and necessitate a more specific standard since, for example, there are many shades of blue. Thornsbury added that the standard would need to include sign condition as an element so the Port could determine the circumstances under which a tenant would have to repair a sign that had been allowed to deteriorate. PC Schmitt expressed reservations regarding the use of staff time to make sure all the signs met design and condition standards.</p> <p>PC Herman asked how tenant logos would be handled. Thornsbury stated that signs incorporating tenant names would be treated like directories and, thus, logos would not be used, and pointed out that logos could still appear on a tenant's building-mounted signs. He added that by not including logos, the Port avoids trademark issues and prevents problems with limited sign space and oversize or odd-sized logos.</p>	<p>By consensus, the PC directed Thornsbury to combine objectives for the standard design and the proposed design itself in the resolution. PC Herman M to table the resolution, PC Schmitt S, MP 3-0.</p>

Administrative Matters cont...
Resolution 4-2014 Signage Standard

PC Schmitt stated he does not think the Port should pay for multiple signs for a building. Thornsbury noted that at the previous PC meeting, the concept of the Port paying for monument, wayfinding, and one building identification sign for each building was discussed with the cost for any additional building identification signs to be paid by the tenant. PC Vinyard noted that in addition to background and letter colors, the font used for lettering is also an important element.

Thornsbury asked the PC if a sign standard is still desired. PC Schmitt said multiple signs with different appearances look tacky. PC Herman said the Port needs a sign standard so the industrial parks look appealing. Thornsbury asked the PC if they want building identification signs provided by the Port or tenants. PC Schmitt said he preferred a little of both with the Port providing one sign and tenants providing any others. Thornsbury said that would be undesirable because it would require the Port to track which signs it was obligated to construct and maintain and which were the responsibility of tenants while still leaving open the possibility the Port would have to address non-compliant signs and signs in poor condition. PC Schmitt acknowledged Port staff has plenty to do without having to play the role of the sign police as well.

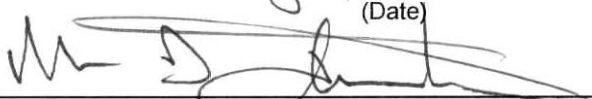
PC Vinyard asked what will happen when a tenant vacates. Thornsbury said an overlay reading "vacant" would likely be placed over the tenant name on the sign until the space is filled and a new sign is made. Various potential sign frame materials were discussed including cedar, fir, aluminum, and vinyl. PC Vinyard talked about using materials that may be more expensive initially, but may last longer. Thornsbury noted that the sign posts will not be sunk into dirt, but will, instead, be inserted into metal brackets set in concrete and just above ground level. Thornsbury described the ease and low cost of replacing damaged elements appearing in the prototype. He also noted that a two to three year stain would be used on all wood elements and, because of the

<p>Administrative Matters cont... Resolution 4-2014 Signage Standard</p>	<p>design, it would be easy to remove the sign panel and re-stain the wood elements every few years.</p> <p>Thornsbury asked if the PC prefers a policy that only sets forth the objectives for a standard sign design with the actual sign design adopted separately at a later date or if the two should be combined. Thornsbury said that, in the case of the latter, he would have to wait for the engineering to be completed before bringing an updated resolution back to the PC at a future meeting.</p>	
<p>Old Business DIP Lot 40 Lease Amendment</p>	<p>(ED) Thornsbury presented a copy of the amendment and asked if the PC had any questions. Thornsbury noted that it expands the property covered by the lease to include the former 101 Parallel Bldg. property, extends the lease period by ten years, and adds one additional extension option. Thornsbury said he will correct the discrepancy in the lease term pointed out by PC Vinyard.</p>	<p>PC Schmitt M, to approve the lease amendment, PC Herman S, MP 3-0.</p>
<p>New Business DIP Security – Kreps at James</p>	<p>(ED) Thornsbury described some of the current security issues at the DIP and presented options for restricting access to James Ave. at Kreps Dr. The PC preferred allowing the adjacent private property owner to place concrete blocks with a cable or some other type of gate to allow access at his/her expense. Thornsbury said a gate key would need to be provided to the Port, Verizon, KPUD, and the local Fire Department. PC Vinyard expressed concern with use of a plain cable gate and asked that it be clearly visible to avoid liability. Thornsbury said he will prepare some type of hold harmless agreement that requires reflective material to be used on any gate installed on Port property.</p>	
<p>NuCulture Foods</p>	<p>Jenny Hogan, NuCulture Foods, expressed an interest in leasing Building 1A Suite B for producing nut-based cheese and smoked nuts. Hogan said her product will be offered in local stores and she needs additional space to meet her production needs. She also noted that the space has been inspected by the Washington Dept. of Agriculture and found to be usable for food processing. PC Vinyard asked if there would be any odors that</p>	


<p>New Business cont.... NuCulture Foods cont...</p>	<p>could affect neighboring tenants. Hogan explained her smoking process and how she could use the current roof vents. PC Vinyard asked if the venting will need to be permitted. Thornsbury said a discharge permit may be required from the Dept. of Ecology. Hogan said she would also be interested in a larger space in Dallesport if the company grows and the Port constructs suitable space. Hogan presented samples of her product.</p>	
<p>DIP Lot 80 Development – Dirt Hugger</p>	<p>(ED) Thornsbury provided an update on the Dirt Hugger project and said he is waiting on USDA for final approval of the Port’s grant application. Thornsbury said Dirt Hugger has submitted final designs and the area to be leased is nine acres. Thornsbury noted there is the possibility they could expand to the north in the future. Thornsbury asked if there are any problems or objections to proceeding. PC Schmitt said Lot 80 is a good location for them. Thornsbury noted a well would be drilled to supply their process water. PC Vinyard noted the project cost with respect to the Port is capped at \$145,000 with \$50,000 from the USDA, \$35,000 from Klickitat County, and \$60,000 from the Port. Thornsbury said that costs in excess of that amount will be billed to Dirt Hugger. Thornsbury talked about using excess soil to fill along the North side of Dow Road and explained how doing so could allow the road to be moved north, improving Lots 34 and 35. Thornsbury also talked about future replacement of the six inch water main on Dow Rd.</p>	<p>PC Schmitt M, to approve issuing the bid for the project subject to final funding approval from the USDA, PC Herman S, MP 3-0.</p>
<p>July Meeting Dates</p>	<p>(ED) Thornsbury noted that July is a five Tuesday month and if the meeting dates were changed, it would allow time for notice for a public hearing on setting water efficiency goals and a potential bid award for the Dirt Hugger project.</p>	
<p>Executive Director’s Report Independence Day Event</p>	<p>(ED) Thornsbury gave an update on the upcoming annual Independence Day Event at Bingen Point. PC Schmitt said he will send a fire truck at 7pm.</p>	
<p>Open Government Training</p>	<p>PC Schmitt said he may get training through the Washington Fire Chiefs school. PC Vinyard said he would like to attend the training at the WPPA Commissioners Seminar in Stevenson. PC Herman said he will</p>	

Executive Director's Report cont... Open Government Training	be gone in September and July but would be interested in online training. PC Schmitt said he would provide a link to some online training information.	
Commissioners Reports	<p>PC Vinyard said he is trying to get in touch with the KCEDA about future meetings.</p> <p>PC Schmitt said he could not attend the Insitu grand opening but did go to the MCEDD meeting. Schmitt said MCEDD has \$833,678 to loan. Schmitt said there was a pitch to seek more money for the Gorge Commission from the state legislatures.</p> <p>PC Herman noted the Dallesport Log Yard may need more area for its operation. Herman said that might involve trucking logs to the barge dock. PC Vinyard said trucking logs sorted offsite is a common practice.</p> <p>PC Herman inquired about securing land east of DIP Lot 46 from the Corps. (ED) Thornsbury said he has started discussions to that effect, but it is a long process and the property would need substantial improvements, including better access, to be useable.</p>	
Public Comment	None	
Adjournment	PC Vinyard adjourned the PC Meeting at 6:30pm.	

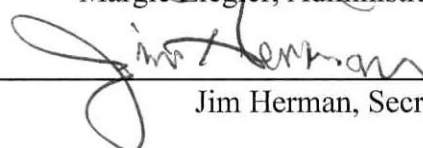
Approved on July 8, 2014
(Date)



Marc Thornsbury, Executive Director



Margie Ziegler, Administrative Assistant



Jim Herman, Secretary