

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; and Executive Director (ED) Marc Thornsbury. PC/Staff Absent: Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. Guests Present: Pierce Louis, Dirt Hugger; Tyler Miller, Dirt Hugger; and Jeri Fisch, Insitu.	Meeting called to order by PC Vinyard at 4:32 PM.
Public Hearing 2018 Draft Budget 2018 Draft Capital Improvement Budget Amendment of the Comprehensive Scheme of Harbor Improvements and Industrial Development	PC Vinyard opened the public hearing regarding the 2018 Budget, Capital Budget and Comprehensive Scheme at 4:32PM. ED Thornsbury explained the draft budget had been modified as requested by the Commission during the October budget workshop. No public comments were made or submitted. PC Vinyard closed the public hearing at 4:35PM. The PC will meet on November 21 to adopt the 2018 Budget and amend the Comprehensive Scheme.	
Administrative Matters Approval of Minutes Approval of Vouchers	Minutes – September 5, 2017 Minutes – October 16, 2017 Vouchers – November 3, 2017, #27176-27187, \$110,134.58. Payroll Vouchers – November 6, 2017, #27175, D11882-D11895, \$10,535.26.	PC Schmitt M to approve the minutes, PC Herman S, MP 3-0. 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>Old Business 111 East Rockland Rd Development Review</p>	<p>ED Thornsbery provided a staff report and explained he has reviewed the plans as submitted. He added that some information on parking and the proposed septic system remain outstanding. Pierce Louis, Dirt Hugger, stated addition information would be provided soon. Tyler Miller, Dirt Hugger, thanked the Port Commission and noted Dirt Hugger may wish to discuss leasing additional property in the near future.</p>	<p>PC Schmitt M to approve the development plans submitted, PC Herman S, MP 3-0.</p>
<p>Marina Way Path Project</p>	<p>ED Thornsbery said the contracted work has been completed for the project with remaining work (bollards, railings, and erosion repairs) to be done by staff. Thornsbery noted the bollards will likely be installed in the spring. PC Vinyard asked Jeri Fisch, Insitu, what she thought of the path. Fisch said the path is an improvement and people are using it, but noted she saw someone drive on the path and suggested it may have been because they did not know where to go. Planting trees along the path in the spring was briefly discussed.</p>	<p>PC Schmitt M to accept Marina Way Path Project, PC Herman S, MP 3-0.</p>
<p>BPT Lot 22 Lease</p>	<p>ED Thornsbery explained that he had intended to address the lease of Bingen Point Business Park Lot 22 in his Executive Director's Report, but a letter from Insitu regarding Lot 22 (copies of which were provided to the PC) had been received late the prior day, well after the deadline for inclusion in the commissioner's packets. He added the PC might wish to add an agenda item to Old Business. PC Vinyard added the agenda item and asked Jeri Fisch, Insitu, if she had any comments.</p> <p>Fisch said the intent is to use Lot 22 for launch and retrieval and additional parking spaces. Fisch stated Insitu selected Bingen Point for its headquarters because it believed additional lots would be available for its use. PC Schmitt expressed concern over granting a five-year lease without a commitment by Insitu to develop the property and provide additional employment. Fisch stated Insitu is committed to using the area for parking. Schmitt noted Lot 22 is very valuable waterfront property to be used for parking.</p>	

Old Business continued...
BPT Lot 22 Lease continued...

Vinyard asked if Insitu has interest in the privately held property adjacent to the Port's property at Bingen Point. Fisch confirmed that Insitu has interest in that property. PC Herman asked why Insitu needs additional property given that it is already leasing and has not developed Lot 23. Fisch stated Insitu wants to lease additional lots so it can guarantee their availability for its possible future use or development. Herman added it was his understanding that Lot 23 was already being used for launch and retrieval testing.

Herman stated the PC ought to consider the positive and negative aspects of leasing Lots 21 and 22. Thornsbury reminded the PC it could choose to wait and discuss the matter at the next PC meeting. Fisch asked the significance of Lot 22 to the Port. Thornsbury explained the Port had considered expanding Sailboard Park to the west to include a public plaza and commercial vessel moorage. However, without Insitu's support for the concept, Lot 21 and a portion of Lot 22 would be the most promising location for these public facilities.

Fisch questioned whether bringing tourists to Bingen Point is practical. Schmitt noted the Port has had interest by tour boat operators and Vinyard added that an important use of waterfront property is for water access. Fisch asked if a study on tour boat use had been done. Thornsbury noted the Port's consideration was based on actual interest by a charter river cruise operator. Vinyard explained the Port's focus is primarily on industrial development, but it must also take recreation and support for other local businesses into consideration, adding that doing so was not a slight to Insitu. Schmitt said the Port has supported Insitu from the beginning and recognizes their desire to expand.

Herman offered to meet with Jenny Taylor, Insitu, to get additional information regarding Insitu's plans. Vinyard stated he understands Insitu's desire for confidentiality and suggested Thornsbury be included

Old Business continued...
BPT Lot 22 Lease continued...

in any meetings with Taylor. He added that Thornsbury can gather information for planning purposes and would not be required to make it public until the PC addresses the matter and comes to a decision. Thornsbury noted it should be possible for Insitu to share general information concerning its plans with the PC without divulging details such as site plans, building design, etc. Thornsbury reminded the PC that if Taylor meets privately with Herman, the PC would be faced with either making a decision based solely on the assurance of one commissioner or obtaining information from Herman that would then become a matter of public record.

Herman cautioned that Insitu's expansion could be many years off. Thornsbury reminded the PC neither the Port nor Insitu will be immediately developing the property in question and, as a result, the PC has the ability to take the time necessary to consider the matter. Thornsbury noted he had previously shared the Port's concept for expanding Sailboard Park with Taylor, but had not been contacted regarding it since. Thornsbury reminded the PC that it is responsible to its constituents and by developing a comprehensive waterfront plan—regardless of the details—illustrates it is taking the needs of the larger community into consideration.

Thornsbury explained the PC could ask staff to review the various issues pertaining to the waterfront and compile them in a single document for use by the PC in establishing a long-term waterfront plan. Schmitt noted development of the nearby private property is going to be a key element, making it difficult to create a plan without knowing what will happen with it. Vinyard asked if the Port has different constraints for waterfront property. Thornsbury said the Port's shoreline setbacks are fifty feet. Vinyard noted Taylor gave an excellent presentation for the tour he attended and wondered if that could be done for the PC.

<p>Old Business continued... BPT Lot 22 Lease continued...</p>	<p>Schmitt said he would feel better about leasing additional property if Insitu's future development plans were known. Thornsbery reiterated the need for the PC take a broad look at the waterfront at Bingen Point and form a plan for its long-term development. He added the PC should consider the following questions: 1) What does it want to know about Insitu's plans and what information does it want to have? 2) What kind of waterfront does it want to see in the long term and does that vision include a recreation and/or tourism element? 3) What role, if any, the PC is willing, or might want, to play in conjunction with the privately owned waterfront property.</p> <p>Vinyard asked about the status of Lots 16 through 19. Thornsbery stated there is interest in Lot 17 that might require realignment of the sewer main and reminded the PC of its plan to construct an incubator building on Lot 18. He added that Lots 16 and 19 are now ready to be leased. Herman said he could try to meet with Taylor before the next PC meeting. Schmitt and Vinyard concurred.</p>	
<p>New Business</p>	<p>None</p>	
<p>Executive Director's Report Bingen Point Grading Project</p>	<p>ED Thornsbery reported Lots 16, 19, 21, and 22 are now leveled, at grade, and have been hydro seeded. Thornsbery explained that a lower cost seed was used on the flat areas and this saved about \$3,000. Thornsbery said connection of the catch basins has been delayed until spring due to the discovery of large boulders. Thornsbery added that attempting to remove the rocks undermined the adjacent irrigation and gas lines resulting in a risk the gas line could be damaged, creating a safety hazard.</p> <p>Thornsbery noted that as a result, the contractor needed to shut off gas service during the work period, offering to work over a long weekend to get the project done. Thornsbery explained that Insitu stated gas service could not be interrupted as the building temperature could not fall below 60 degrees. Thornsbery added that NW Natural did not have a way to</p>	

Executive Director's Report cont... Bingen Point Grading Project cont...	temporarily supply enough gas to handle the load for a period of three days while the line was shut off, but offered to install a temporary gas above-ground gas main at a cost of just over \$20,000. Thornsbury stated it would be more cost effective to wait a few months and complete the work in the Spring when warmer temperatures would reduce the demand for gas.	
BPBP Lot 22 Lease	ED Thornsbury said he sent Insitu a one-year lease for Lot 22.	
Executive Director Review	ED Thornsbury noted the PC will be sent information and forms and the review will be scheduled for the next meeting.	
Commissioners Remarks	PC Vinyard said he attended the Columbia Gorge Economic Symposium. PC Schmitt said the Mid-Columbia Economic Development District (MCEDD) is still looking for an office manager and will be taking over management of the public transit service in Wasco County.	
Public Comment	None	
Adjournment	PC Vinyard adjourned the PC Meeting at 6:30 PM.	

Approved on November 21, 2017
(Date)


Marc Thornsbury, Executive Director



Margie Ziegler, Administrative Assistant


Jim Herman, Secretary