

**Port of Skamania County
Minutes of the
Board of Commissioners Regular Meeting
August 12, 2008**

Call to Order: President Teitzel called the meeting to order at 4:02 p.m. with public comment open until 4:32 p.m.

Attendance: In attendance from the Port were Commissioner Judy Teitzel, Commissioner Tony Bolstad, Commissioner W.D. Truitt, Attorney Ken Woodrich, Manager John McSherry, Facilities Specialist Karl Wilkie, Accounting Tech. Tina Tarani and Administrative Assistant Julie Mayfield. Guest: Gabe Spencer.

Public Comment: See Old Business.

Public comment was closed at 4:33 pm.

Meetings and Seminars:

- **Skamania Economic Development meeting with Congressman Baird:** John was one of a 12-member panel at this meeting at the Wind River Nursery on August 4, 2008. Attendees included: the County Commissioners, the Mayors from the Cities; the director of the Gifford Pinchot National Forest; the Port Manager; EDC Director; MCEDD Director; the Gorge Commission Director; the Chamber of Commerce Director; Representatives from Private Industry.
- **Wind River Watershed Meeting:** Karl attended an evening meeting at the former Wind River Nursery site. The meeting included a tour of the experimental forest; an update on research at the Canopy Crane site and information on the NEON (National Ecological Observatory Network) program.
- **Western Pond Turtle Release:** Karl and Julie attended this release July 29, 2008, at Pierce National Wildlife Refuge (near Beacon Rock Golf Course) where several endangered Western Pond Turtles were released, after an educational tour.
- **WPPA Facilities and Engineering Seminar:** John, Karl, and Julie attended this seminar in Grand Mound (near Olympia). The presentations were excellent and many resources were provided to help with issues of master planning, contracting, working with private developers, asset maintenance/management, etc.
- **WPPA Commissioners Only Seminar:** Commissioner Teitzel attended this seminar in Blaine.

Minutes Approval:

---MOTION--- Commissioner Bolstad moved to approve the July 24, 2008 Regular Meeting Minutes. Commissioner Truitt seconded the motion. The motion carried.

Vouchers Approval:

---MOTION--- Commissioner Truitt moved to approve the Pre-Issued General Fund Vouchers numbered 11307 through 11314 in the amount of \$4,986.66, dated August 6, 2008. Commissioner Bolstad seconded the motion. The motion carried.

---MOTION--- Commissioner Truitt moved to approve the General Fund Vouchers numbered 11315 through 11341 in the amount of \$13,194.17, dated August 12, 2008. Commissioner Bolstad seconded the motion. The motion carried.

Administrative Approvals: See Executive Session.

Staff Reports:

- **Manager's Report:** Presented by Manager John McSherry:

“Discovery II” Building—CERB Application Update: The CERB application for funding assistance was submitted August 4, 2008. The requested amounts based on the engineer's estimates are as follows:

CERB Loan Request:	\$1,015,00
CERB Grant Request:	\$435,000
WA WIB Loan:	\$350,000
Skamania County .09 Tax Fund Grant:	\$200,000
Port Cash:	<u>\$400,000</u>
Total	\$2,400,000

There was a discussion on including alternatives in the bid specs (cost add or subtract options) to enable the Port to maintain the project's budget. There was a Port debt capacity discussion. John will research current local rental/lease rates for office and industrial spaces.

Critical Areas Ordinance—The City of Stevenson changed wording in the ordinance that affects the Port properties. There was a discussion about pursuing a Shoreline Development Master Plan overlay and a development agreement with the City of Stevenson. The Commission agreed we should enlist the services of a professional land use planner to help the Port evaluate options and to best protect the Port's future waterfront development rights.

- **Attorney's Report:** Presented by Port Attorney Ken Woodrich: See Old Business.

Port Legal Description and Map—Elements of the process for notifying property owners of the revision of the Port District Boundary:

1. Letter to property owners to be removed from the Port District
 2. Letter to property owners to be added to the Port District
 3. Fliers about the Port to include with the letters
 4. Send out Press Releases
 5. Hold a public meeting (possible locations: North Bonneville Senior Center or City Hall; Skamania School; Rock Creek Center)
 6. Record the revised legal description and map with Skamania County
 7. Prepare refunds as needed
- **Facilities Report:** Presented by Facilities Specialist Karl Wilkie:
 1. Tom is out for medical reasons, leaving a workforce gap needing to be filled—Karl has hired Chris Holzer temporarily until Tom can return to full duty. Services for the cruise ships have continued uninterrupted as well as restroom services, mowing, event cleanup, etc. It is estimated that 32 hours per week in the summer season are needed in addition to Karl to keep up with all necessary tasks. It was noted that trash fees are being directly passed on to event coordinators and these expenses are being paid by the events. There was a discussion about charging events a pre-determined deposit for post-event cleanup if needed.
 2. Striping and handicap signage installation has continued.
 3. Karl and John toured the waterfront and buildings for updating the projects schedule.
 4. It was noted that waterfront tenants' areas have become very cluttered with trash and other items. Karl will discuss with tenants to improve this.

Old Business:

Port's Legal Description and Map: Gabe Spencer, County Assessor, reported that the Department of Revenue recommended that the Port record the revised legal boundaries/map with the County. Gabe informed the Commission that a 3-year refund may be due to the 19 property owners who have been taxed incorrectly. Ken recommended a letter from the Port be sent to these property owners explaining the situation. Gabe reported that the Port will be losing 19 tax payers and gaining 127. Gabe will draft a letter and bring mailing labels and parcels-affected information for the Port. Ken will also draft a letter and press release. A discussion took place regarding holding a public meeting somewhere in/near the west end of the county. The date and location will be determined later. (See Attorney's Report above)

New Business: None.

Executive Session: Commissioner Teitzel called for an Executive Session for two items of discussion at 5:46 p.m. for approximately 10 minutes ending at 6:06 pm, with a 10-minute extension to 6:16 pm, under RCW 42.30.110 (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency; and (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.

The Commission came out of Executive Session at 6:16 pm; no decisions were made.

The Commission directed John McSherry to proceed with authority to correct the tenant lease problems for the **Evergreen Building** in North Bonneville, and to negotiate lease terms for the new tenant of the Evergreen Building.

Commissioner Bolstad will not be able to attend the August 26, 2008 meeting, but may be able to call in.

Gabe Spencer left the meeting at 4:08 pm.

Adjournment: The Chairperson adjourned the meeting at 6:25 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, August 26, 2008 at 4:00 p.m. at the Port office conference room 40 SW Cascade Avenue, Suite 70, Stevenson, WA.

APPROVED BY:

Commissioner Judy Teitzel, President

Commissioner Tony Bolstad, Vice-President

Commissioner W.D. Truitt, Secretary

ATTEST:

Julie Mayfield, Administrative Assistant