

Port of Skamania County
Minutes of the Board of Commissioners
January 10, 2012
Regular Meeting 3:00 pm

Call to Order: Commissioner Bolstad called the meeting to order at 3:00 pm.

Attendance: Commissioners WD Truitt, Kevin Waters, and via telephone, Tony Bolstad; Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Facilities Specialist Doug Bill, Finance Manager Randy Payne.

Election of Officers:

*---MOTION--- Commissioner Bolstad stepped down and moved to **elect Commissioner Waters as President**. Commissioner Truitt seconded; the motion carried.*

*---MOTION--- Commissioner Waters stepped down and moved to **elect Commissioner Truitt as Vice-President**. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Truitt moved to **elect Commissioner Bolstad as Secretary**. Commissioner Waters stepped down and seconded; the motion carried.*

Commissioner Waters expressed his goals for 2012 to focus on marketing and public awareness of the work products of the Port.

Public Comment: None; closed 3:39 pm.

Meetings and Seminars:

Julie attended the Chamber Break at the Chamber's office.

John and Julie attended the Red Carpet Committee meeting at the EDC.

Appointments to Local Boards:

*---MOTION--- Commissioner Bolstad moved to **continue with the same Board Members as last year: Chamber—Commissioner Waters; MCEDD—Commissioner Waters; EDC—Commissioner Truitt; WPPA Board of Trustees—Commissioner Waters**. Commissioner Truitt seconded; the motion carried.*

Minutes Approval:

*---MOTION--- Commissioner Truitt moved to **approve the December 27, 2011 Regular Meeting Minutes, as corrected from the draft**. Commissioner Bolstad seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Truitt moved to approve the **Pre-issued General Fund Vouchers numbered 13939 through 13944 in the amount of \$8,538.86, dated January 4, 2012.** Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Truitt moved to approve the **General Fund Vouchers numbered 13945 through 13968 in the amount of \$77,037.39, dated January 10, 2012.** Commissioner Bolstad seconded; the motion carried.*

Administrative Approvals:

*---MOTION--- Commissioner Truitt moved to adopt **Resolution 1-2012 Providing for the Signing of Warrants.** Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Truitt moved to adopt **Resolution 2-2012 Providing for the Issuance of Warrants Before Approval by the Commissioners.** Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to adopt **Resolution 3-2012 Authorizing the Investment of Funds.** Commissioner Truitt seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to adopt **Resolution 4-2012 Appointment of Agent to Receive Claims for Damages (RCW 4.96.020).** Commissioner Truitt seconded; the motion carried.*

*---MOTION--- Commissioner Truitt moved to adopt **Resolution 5-2012 Setting Port Commissioner Compensation.** Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to adopt **Resolution 6-2012 Authorizing the Port Executive Director to Sell and Convey Surplus Property with Less Than \$10,000 Value.** Commissioner Truitt seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to authorize a **3% cost-of-living salary increase for the Executive Director John McSherry.** Commissioner Truitt seconded; the motion carried.*

Commissioner Waters noted the Port is in a position to provide Cost Of Living Adjustments (COLAs), as a result of the productivity and successful management of the public's assets by the Director and staff; Commissioners Truitt and Bolstad concurred.

The Port has many items that should be surplus; John will provide a list to the Commission.

Staff Reports:

- **Facilities Report:** Presented by Doug Bill (Karl Wilkie on vacation)
The County and the Port are partnering to implement improvements necessary to make Building #2130 (Processing Plant) tenantable. Karl continued with mulching and plugging lawns. The River Point roof has not been leaking, but there has been very little rain as well. The Boat Launch has been very busy with sturgeon season open. Karl decided not to install additional gravel at Cascades Business Park (CBP) in North Bonneville; CenturyLink and Sawnet both have fiber installed now at CBP. Doug reported Sawnet's fiber will terminate in Building #2526 (Gas Shed), where Doug is setting up his office—a landline has been installed—Doug obtained a decision from the State Historical Preservation Office that the Gas Shed is NOT eligible for the historic preservation.
- **Attorney's Report:** Presented by Ken Woodrich
Ken reported we are in a standby mode pending grant funding for the WRBP water system preliminary engineering/assessment phase. We plan on providing the Forest Service (FS) with an update. John noted it would be good to get an official determination of the market value of the FS water system.
Commissioner Truitt noted the FS announced 14 acres for sale near Willard and plans to remove Martha Creek dam.

Director's Report/Unfinished Business:

1. *Tenants Update:* Slingshot has leased storage space at WRBP; Jeff Logosz is negotiating a sublease from another tenant; the Port will have to approve the final agreement. Commissioner Bolstad requested that we research a free trade zone designation to accommodate Stevenson, North Bonneville, and WRBP tenants. There was discussion on designing a variable lease payment structure for a tenant whose business is seasonal—this would not change the total amount of lease.

Last US Bag Company has signed the lease for 20,000 SF of the Processing Center at WRBP.

---MOTION--- Commissioner Truitt moved to ratify the lease, as attached, with Last US Bag Company (LUSB) for Building #2130 at the Wind River Business Park. Commissioner Bolstad seconded; the motion carried.

LUSB would like to install a sign in front of Building #2130 on Hemlock Road. There was discussion about signage at WRBP—the Port will pursue design of a business park general tenants sign for placement in the park and another at Highway 14/Hemlock Road intersection.

2. *Wind River Business Park (WRBP):* The Port is preparing an application to the USDA Rural Business Enterprise Grant program for Technical Assistance services to acquire the water/wastewater systems from the FS. The application is due January 17, 2012.

*---MOTION--- Commissioner Truitt moved to authorize **John McSherry to pursue the RBEG grant request for \$50,000, with a 50% match, for the WRBP water system.** Commissioner Bolstad seconded; the motion carried.*

3. *Wavebreak:* no update—John and Ken agreed to meet this week.
4. *126 SW Cascade Avenue (“LBH”) Demo:* the City of Stevenson Fire Department expressed its appreciation for the availability of this facility for fire/smoke training. John will meet with City of Stevenson to plan obtaining a variance on critical areas mitigation.
5. *Discovery III—North Bonneville:* The Department of Commerce is willing to assist with this effort but currently we do not have a “bird in hand” tenant to pursue further.

Strategic Planning: Identify key properties for retention and potential acquisition to accommodate future growth—the Port needs to begin planning for replacement of tenant when Insitu vacates 60,000+ square feet of leased space in Stevenson in mid 2014; we also need to pursue a new tenant for the Beacon Rock Golf Course, which will be available in summer 2013. The Port has made its last payment on the First Independent Bank loan for the Discovery Building in North Bonneville, which leaves only the CERB loan remaining.

Community Connection: Review goals and objectives of City of Stevenson Comprehensive Plan update—postponed.

Direction: Port Goals—Continuing work on Comprehensive Scheme of Harbor Improvement—we set **February 15, 2012** as the date for a Workshop to continue this.

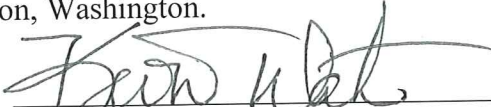
New Business: None.

Executive Session: None.

Adjournment: The Chairperson adjourned the meeting at 5:12 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is January 24, 2012, **3:00 pm** at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:



Commissioner Kevin Waters, President (District 3)



Commissioner WD Truitt, Vice-President (District 2)

Commissioner Tony Bolstad, Secretary (District 1)

ATTEST:



Julie Mayfield, Executive Assistant