

**Port of Skamania County  
Minutes of the Board of Commissioners  
Regular Meeting  
April 27, 2010, 3:00 pm**

**Call to Order:** Commissioner Truitt called the regular meeting to order at 3:00 pm with public comment open until 3:30 pm.

**Attendance:** Commissioners Tony Bolstad via telephone, WD Truitt and Judy Teitzel; Manager John McSherry, Auditor Monica Masco, Attorney Ken Woodrich, Administrative Assistant Julie Mayfield, Facilities Specialist Karl Wilkie, and Accounting Technician Tina Tarani. Guests David Bennett and Chelsea Muth left at 3:20 pm.

**Public Comment:** Closed at 4:01 pm. David and Chelsea expressed their interest in leasing the Old Saloon.

**Meetings and Seminars:**

Tina attended a SW Washington Ports Finance Meeting in Ilwaco.

Commissioner Bolstad attended the interviews of engineers at the Port office for the Cascades Business Park project.

Commissioner Truitt attended the EDC monthly board meeting.

John, Julie, and Commissioner Teitzel attended the *Business After Hours* at the ProBuild Construction and Craft/Design Cabinetry Open House in Angel Heights on April 22, 2010.

**Minutes Approval:**

*---MOTION--- Commissioner Teitzel moved to approve the April 13, 2010 Regular Meeting Minutes. Commissioner Bolstad seconded; the motion carried.*

**Vouchers Approval:**

*---MOTION--- Commissioner Teitzel moved to approve the General Fund Vouchers numbered 12687 through 12717 in the amount of \$37,242.87, dated April 27, 2010. Commissioner Bolstad seconded; the motion carried.*

**Administrative Approvals:**

*---MOTION--- Commissioner Teitzel moved to approve the Boundary Line Adjustment in North Bonneville for Parcels 020719000-305-00 and 02072000-1102-00, which incorporated the property newly purchased from BNSF. Commissioner Bolstad seconded; the motion carried.*

**---MOTION---** *Commissioner Teitzel moved to approve Resolution 12-2010 Accepting the Completion of BMD Construction's Contract for Battelle Revised Tenant Improvement Small Works Modification Project at 390 Evergreen Drive, North Bonneville Washington. Commissioner Bolstad seconded; the motion carried.*

#### **Staff Reports:**

- **Auditor's Report:** presented by Monica Masco

March 31, 2010 Cash Balance was \$881,456.30.

Total revenue for March was \$520,945.76 and expenditures were \$186,490.99; netting excess revenue over expenditures in the amount of \$334,454.77; year-to-date excess revenue over expenditures is \$68,600.92.

Monica noted a final payment will be coming in April from CERB, which will complete the loan portion of the funding for the Teitzel Building. Monica is working on the Annual Report, which is due in May.

#### **Unfinished Business:**

1. *Tenants Update:*

*Insitu*—This month marks the 1-year mark they have been a tenant.

*Crab Shack*—Kent Vaughters has been working on removing personal items from the Old Saloon.

2. *Old Saloon:* The Commission directed John to pursue negotiating a price to purchase the hood and walk-in refrigerator, if necessary, from Kent Vaughters of the Crab Shack. There is a "For Lease" sign on the building and we've been advertising it in the *Pioneer* and *Craigslist.com*. There was discussion about various potential leasers—we expect a formal proposal or two before our next meeting. The question of criteria for choosing a leasee was brought up; Ken noted that the decision is wholly up to the Commission at their discretion of what they believe is in the best interests of their constituents.
3. *Wavebreak:* No update.
4. *Waterfront Enhancement Project:* We are working on an ALEA grant application through RCO (Recreation and Conservation Office), due May 3, 2010.
5. *Cascades Business Park:* John reported on the results of the engineer consultants interview last week with four consultants. MacKay & Sposito was chosen after conferring with references. The Port's appropriations request has been included in Senator Cantwell's budget proposal. John toured Steve Waste and others from Columbia River Research Lab (CRRL) around the site.

**---MOTION---** *Commissioner Bolstad moved to authorize John to sign the Professional Services Agreement with MacKay & Sposito on a time-and-materials basis not-to-exceed \$84,400 for the Cascades Business Park Utilities Construction and Grading Project in North Bonneville. Commissioner Teitzel seconded; the motion carried.*

6. *Marketing:* We are working on marketing our available properties in the Gorge Technology Alliance newsletter, our Chamber's newsletter, to our tenants, MCEDD's website and newsletter, etc.; Julie added four properties to Washington Prospector's website.

**New Business:** None

**Executive Session:** None.

### **Commission Tour of Old Saloon**

We said goodbye to Commissioner Bolstad in order to tour the Old Saloon at 5:14 pm. The Commission meeting relocated to tour the Old Saloon building and returned to the Port Office for continuation of the meeting.

**Adjournment:** The Chairperson adjourned the meeting at 5:32 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is May 11, 2010, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

### **APPROVED BY:**

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**Commissioner WD Truitt, President** (District 2)

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**Commissioner Judy Teitzel, Vice-President** (District 3)

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**Commissioner Tony Bolstad, Secretary** (District 1)

### **ATTEST:**

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**Julie Mayfield, Administrative Assistant**