

**Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
August 11, 2009, 3:00 pm**

Call to Order: President Bolstad called the meeting to order at 3:02 pm, with public comment open to 3:32 pm.

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

Public Comment: Brian Adams of Sawtooth Technologies arrived at 3:08 pm to announce his company is applying for American Recovery & Reinvestment Act of 2009 (ARRA) funding to install fiber optic cabling/service in North Bonneville. He requested the Port's support via a Memorandum of Understanding (MOU), (which precedes a formal agreement) for use of the Port's right-of-way (to install fiber optic infrastructure) to/through the Cascades Business Park (Parcel 2) in North Bonneville. Discussion concluded that fiber optic infrastructure would add great value to the Cascades Business Park and that John could sign an MOU as long as it was clear that any agreement would be non-exclusive. Brian left at 3:36 pm.

---MOTION--- Commissioner Truitt moved to direct John McSherry to work out a Memorandum of Understanding with Brian Adams, of Sawtooth Technologies, in support of Sawtooth Technologies' ARRA application for funding fiber optic Right-of-way on Parcel 2 in North Bonneville. This will be a non-exclusive agreement in its final form. Commissioner Teitzel seconded; the motion carried.

Meetings and Seminars:

Commissioner Truitt met several times weekly with the Cascades Business Park RFI response team.

Commissioner Teitzel attended a workshop in Vancouver on the State of Washington's new program known as Local Revitalization Financing, which allows certain increases in taxes generated from a specific project to be used to pay back bonds issued to develop the project.

Commissioner Bolstad attended the Hazard Mitigation Plan meeting. There were 9 attendees out of about 30 who were invited. The plan will focus on support during natural disasters as opposed to civil emergency issues. The next meeting is August 27, 2009. There will be surveys for getting input from local groups.

John had many meetings for preparation of the RFI Response (see Unfinished Business: Cascades Business Park RFI below).

Minutes Approval:

---MOTION--- Commissioner Truitt moved to approve the July 28, 2009 Regular Meeting Minutes. Commissioner Teitzel seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Teitzel moved to approve the Pre-issued General Fund Voucher numbered 12083 through 12083 in the amount of \$11,542.70. Commissioner Truitt seconded; the motion carried. Commissioner Teitzel amended by adding the date of Voucher: August 3, 2009; Commissioner Truitt seconded.

---MOTION--- Commissioner Teitzel moved to approve the Pre-issued General Fund Vouchers numbered 12084 through 12091 in the amount of \$5,468.70. Commissioner Truitt seconded; the motion carried. Commissioner Teitzel amended by adding the date of these vouchers: August 5, 2009; Commissioner Truitt seconded.

---MOTION--- Commissioner Truitt moved to approve the General Fund Vouchers numbered 12092 through 12120 in the amount of \$87,149.83, dated August 11, 2009. Commissioner Teitzel seconded; the motion carried.

Administrative Approvals: None

Staff Reports:

- **Facilities Report:** Presented by Facilities Specialist Karl Wilkie
 1. *Grounds and Facilities Maintenance:* Included noxious weeds clearing at Slaughterhouse Point; paving/seal coating planning at industrial waterfront; working with Insitu contractors to finalize construction at River Point and Tichenor buildings in preparation for employees beginning to move in on Thursday; repair of minor vandalism at Stevenson Landing; local police are now patrolling the Boat Launch area.
 2. *Waterfront Paving Project:* There was discussion about seal-coating the new asphalt around the Tichenor and River Point buildings. It was concluded that seal coating is important to protect the new asphalt, and that seal coating is typically used on areas that don't get as much use as roads/highways—asphalt needs to be driven on to stay in shape. The project's estimate is ~ \$20,000 for 10,500 square yards of seal coating and striping for parking.
- MOTION--- Commissioner Teitzel moved to direct John McSherry to contract for seal coating and striping on the new asphalt area around the Tichenor and River Point buildings; project not to exceed \$20,000.00. Commissioner Truitt seconded; the motion carried.*

- **Attorney's Report:** Presented by Ken Woodrich
 1. *Port District Boundary:* There has been no time yet to meet with Eric Johnson of the Washington Public Ports Association (WPPA) regarding a legislative fix for the ambiguous 1938 boundary call in the Port District Boundary in Section 21 Township 2 North, Range 5 East. It was suggested that we invite Eric to one of our Commission Meetings.
 2. *Wavebreak:* Ken emailed Enduris' forensics report to Ferguson's attorney, Tim Mack. Tim is on vacation this week.

- **Manager's Report/Unfinished Business:** Presented by Manager John McSherry
 1. *Tenants Update:* Galaxy informally asked for a rent reduction during the paving project and the installation of the concrete apron at their overhead door, claiming interruption to their facilities access has affected their business. John will continue discussions to quantify damages, if any. Most tenants are up-to-date in their rents.
 2. *Discovery II:* John passed around photos of the construction progress. The building arrived on August 10 and 11, 2009. John continues working with DSP Architects to design 3,000 square feet of office space for Battelle. There was discussion about getting a Project Manager to take some of the load off John during the design and build out of the Battelle office space. It was decided to authorize John to contract with a Project Manager, on a Personal Service basis, to assist.
 3. *Cascades Business Park (formerly Ft. Cascades Industrial Park/"Parcel 2"):* The County has authorized funds to contract with the EDC to help develop content for a proposal to a fortune 500 company that is contemplating locating in Skamania County.
 4. John reported on a new grant available through the Washington State Public Works Board known as the Small Communities in Rural Counties Grant funded with 9.5 million dollars. This new program covers engineering expenses and targets infrastructure projects that involve construction in rural counties and result in jobs. Only one proposal per agency will be accepted; the deadline is September 8, 2009. John recommended the Port pursue a grant to develop grade and install infrastructure on Cascades Business Park.
 5. *Wind River Business Park (WRBP):* There has been no time to get a letter to the County in response to their RFQ. The County received one response to their RFQ and will likely contract with that company to manage the finances and maintenance for now. John did speak with Scott Pineo, of the County, again about the Port's interest in pursuing the contract submitted previously by the Port.
 6. *MCEDD Board Position:* There are 20 board members, with 2-year terms. MCEDD's bylaws state that a board member from the two Washington Ports rotates between the Ports every two-year term. Their Executive Board

meets monthly by telephone. Commissioner Bolstad will be our primary representative, with Commissioner Truitt as the alternate. The board meets quarterly, next meeting is September 10, 2009; the January meeting will be in Stevenson and the date and time will be set at the September board meeting.

7. *Tourism Support Update:* There was more discussion regarding the cost and staff time involved in operating the Port's parks. A cleanup deposit for Park Use Permits was brought up again as well as rental toilets being required for large groups (a chart will be added to the Parks Use Permit for determining number of toilets needed).
8. *Congressman Baird Meeting:* John is meeting with Congressman Brian Baird in front of the Tichenor Building at 2:15 pm August 12, 2009. They will meet with Port tenants Sawtooth Technologies, Slingshot, and Insitu.

New Business:

- **Date for Insitu Welcome BBQ:** We will work with the EDC's Red Carpet Team. Insitu employees will need time to settle in to their new location before the Welcoming BBQ.

Executive Session: Commissioner Bolstad called for an Executive Session at 5:10 pm to 5:40 pm for 30 minutes, and from 5:40 to 5:55 pm for 15 minutes per RCW 42.30.110 (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.

No decisions were made. John reminded the Commission that Executive Session content is strictly confidential.

Adjournment: The Chairperson adjourned the meeting at 6:12 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is Tuesday August 25, 2009, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:

Commissioner Tony Bolstad, President

Commissioner WD Truitt, Vice-President

Commissioner Judy Teitzel, Secretary

ATTEST:

Julie Mayfield, Administrative Assistant