Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
August 10, 2010, 3:00 pm

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

Attendance: Commissioners WD Truitt, Tony Bolstad via telephone, and Judy Teitzel; Attorney Ken Woodrich, Manager John McSherry, Administrative Assistant Julie Mayfield, Facilities Specialist Karl Wilkie, Auditor Monica Masco, Accounting Tech Randy Payne, and guest Keith Chamberlain (left at 4:03 pm).

Public Comment: none; closed at 3:30 pm.

Meetings and Seminars:

John attended the Chamber Board Meeting, along with Monica and Ken.

Julie attended the monthly Chamber Break at Judith Lanz Farmers Insurance office.

Minutes Approval:

> ***---MOTION--- Commissioner Teitzel moved to approve the July 27, 2010 Regular Meeting Minutes. Commissioner Bolstad seconded; the motion carried.***

Administrative Approvals:

John described the items in the final change order, Change Order #3, for the construction of the Teitzel Building (formerly Discovery II), which included two credits.

> ***---MOTION--- Commissioner Bolstad moved to ratify Crestline Construction's Change Order #3 for $10,779.93 dated July 29, 2010, for the Teitzel Building construction. Commissioner Teitzel seconded; the motion carried.***

> ***---MOTION--- Commissioner Bolstad moved to approve Resolution 16-2010 A Resolution Accepting the Completion of Crestline Construction Contract for Discovery II Industrial Building (Teitzel Building) as complete at 390 Evergreen Drive, North Bonneville Washington. Commissioner Teitzel seconded; the motion carried***.

See Unfinished Business—Teitzel Building:

> ***---MOTION--- Commissioner Teitzel moved to authorize John McSherry to use remaining CERB funds from the Teitzel Building construction to construct offices, restrooms and a lunch room in the vacant portion of the Teitzel Building. This project will be bid as a small works project. Commissioner Bolstad seconded; the motion carried.***

John explained the State's requirement at the Cascades Business Park project to have archaeological monitoring during sections of excavating; he also explained the need for a third-party independent materials/soils testing and geotechnical firm.

---MOTION--- Commissioner Teitzel moved to give authority to John McSherry to contract with Willamette Cultural Resources Associates, Ltd. for up to $15,000 to provide archaeological monitoring services during the Grading and Utilities Improvements project at Cascades Business Park in North Bonneville. Commissioner Bolstad seconded; the motion carried.

---MOTION--- Commissioner Teitzel moved to give authority to John McSherry to hire an independent geotechnical testing firm for up to $16,000 for the Grading and Utilities Improvements project at Cascades Business Park in North Bonneville. Commissioner Bolstad seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Teitzel moved to approve the Pre-issued General Fund Voucher numbered 12900 through 12900 in the amount of $54,271.33 dated July 29, 2010. Commissioner Bolstad seconded; the motion carried.

---MOTION--- Commissioner Teitzel moved to approve the Pre-issued General Fund Vouchers numbered 12901 through 12908 in the amount of $6,322.52 dated August 4, 2010. Commissioner Truitt stepped down and seconded; the motion carried. [Commissioner Bolstad abstained since he could not review the vouchers]

---MOTION--- Commissioner Teitzel moved to approve the ~~Pre~~ issued [caught after the fact] ***General Fund Vouchers numbered 12909 through 12934 in the amount of $107,750.46 dated August 10, 2010. Commissioner Truitt stepped down and seconded; the motion carried.*** [Commissioner Bolstad abstained since he could not review the vouchers]

Staff Reports:

- **Auditor's Report:**

  June 30, 2010 Cash Balance is $1,093,115.44.

  Total revenue for June was $71,315.75 and expenditures were $56,523.14: netting excess revenue over expenditures in the amount of $14,792.61; year-to-date excess revenue over expenditures is $280,260.06.

- **Attorney's Report:** none.
- **Facilities Report**: Presented by Karl Wilkie

1. *Grounds:* Karl reported on the Bridge of the Gods Kite Fest that took place over the weekend. He noted the demand for electricity at East Point park—Karl

got permission from Insitu to access an exterior outlet. John noted that future electricity/lighting/bollards will be part of the Waterfront Improvements project. Cruise West had one docking and American Cruise Lines with the Queen of the West has begun their season of dockings. Karl and Jorge worked with tenant Battelle at the Teitzel Building on grounds issues. The Boat Launch parking has been re-striped. The Coast Guard visited to check on their beacon at Teo Park. The River Point parking signs are all installed. The Recreation Parking spaces at East Point were discussed. Karl noted an increase in canoeing visitors to the Waterfront this year. Karl worked with the Corps of Engineers according to an agreement John worked out with them to remove debris around Cascades Business Park.

2. *Buildings:* Karl has refreshed the yellow paint on entryways around the Tichenor/River Point buildings. Karl and Jorge continued work on the River Point roof and continued helping new tenant 130 Bar & Grill with preparation at the Old Saloon.

- **Manager's Report:** see also Unfinished Business

John will be on vacation August 23 through September 2, but will attend the Commission Meeting that was rescheduled to August 25, from August 24.

Unfinished Business:

1. *Tenants Update:*

   Insitu—They received a military contract they were waiting on. Insitu has revived their campus search as a result and hopes to have plans by the end of 2010.

   Normandeau—John met with Normandeau last week; their business has remained steady.

2. *Teitzel Building:* The Port will build offices and restrooms/lunch room in the vacant space in preparation for a potential tenant expansion or new tenant. See Administrative Approvals.
3. *Wavebreak:* no update.
4. *Cascades Business Park:* John is giving a presentation, as requested by the City of North Bonneville, to the city council tonight; MacKay & Sposito is composing a futuristic photo of the site and preparing a map. Commissioner Teitzel reported that Columbia River Research Lab (CRRL) was very pleased with John's presentation of the site recently, including a site visit, with CRRL's reps and contingency of visitors including Deanna Archuleta, US Department of Interior Deputy Assistant Secretary for Water and Science.
5. *Waterfront Enhancement Project:* John presented our ALEA grant proposal last week in Olympia to the RCO Board. We should know in a few months if we will get funded. John will work with the City of Stevenson and Skamania County to get the SEPA completed.
6. *Wind River Business Park:* There was more discussion regarding the Port possibly managing this site. Since we are starting our budget review process, we need more information about this site.
7. Old Saloon: The 130 Bar & Grill is still working toward opening in August.

New Business:

- **Commission Meeting Rescheduled**: The August 24, 2010 Port Commission meeting that was rescheduled to August 31, 2010, is now rescheduled to **August 25, 2010, 3:00 pm**. (Monica and Ken will arrive a little late.) Also, the September 14, 2010 meeting is rescheduled to **September 8, 2010, 3:00 pm**.
- **Budget Review Schedule**. Some dates were changed and the schedule was reviewed.

Executive Session: Commissioner Truitt called for an Executive Session from 5:00 pm to 5:30 pm for 30 minutes, per 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.

No decisions were made; the Commission directed John and Ken to proceed as discussed.

Adjournment: The Chairperson adjourned the meeting at 5:35 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is **Wednesday, August 25**, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington. NOTE: this meeting is rescheduled from August 24, 2010. Commissioner Teitzel will be gone from September 12 to September 29 and Commissioner Bolstad will be gone from September 15 to October 5.

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