

**Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting—February 23, 2010, 3:00 pm**

Call to Order: Commissioner Truitt called the regular meeting to order at 3:02 pm with public comment open until 3:32 pm.

Attendance: Commissioners Tony Bolstad and WD Truitt; Manager John McSherry, Auditor Monica Masco, Attorney Ken Woodrich, Administrative Assistant Julie Mayfield, Facilities Specialist Karl Wilkie, and Accounting Technician Tina Tarani.

Public Comment: None; closed at 3:55 pm.

Meetings and Seminars:

Tina attended a Finance meeting in Centralia.

Commissioner Truitt attended an EDC meeting on February 11, 2010; he also gave Skamania County Commissioner Jamie Tolfree a tour of the Port's properties in North Bonneville.

Commissioner Bolstad met with Steve Fisher of the Bridge of the Gods Kite Fest planning committee. Commissioner Bolstad will be working as the event coordinator this year; date scheduled is June 18-20, 2010.

Minutes Approval:

---MOTION--- Commissioner Bolstad moved to approve the February 9, 2010 Regular Meeting Minutes. Commissioner Truitt stepped down and seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Bolstad moved to approve the Pre-issued General Fund Vouchers numbered 12549 through 12556 in the amount of \$5,081.13, dated February 17, 2010. Commissioner Truitt stepped down and seconded; the motion carried.

---MOTION--- Commissioner Bolstad moved to approve the General Fund Vouchers numbered 12557 through 12574 in the amount of \$71,213.61, dated February 23, 2010. Commissioner Truitt stepped down and seconded; the motion carried.

Administrative Approvals:

---MOTION--- Commissioner Bolstad moved to ratify the contract with Bob Sady Painting to paint Suites 45/65 of the Tichenor Building for \$5,020 plus tax. Commissioner Truitt stepped down and seconded; the motion carried.

The Insitu lease amendment for Suites 45/65 of the Tichenor building will be signed and ready to ratify at the next meeting. There was discussion about the available parking for Insitu at the River Point and Tichenor buildings.

Staff Reports:

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

January 31, 2010 Cash Balance was \$567,906.26.

Total revenue for January was \$50,582.41 and expenditures were \$296,005.41: netting expenses over income in the amount of \$245,423.

Unfinished Business:

1. *Tenants Update:*
Slingshot Sports—completed move-out of Suites 45/65 (8,000 sf) in the Tichenor Building around the 17th and Suite 105 around the 19th.
Galaxy—John is working on a lease amendment for an additional 3,000 sf in Suite 105 at the Tichenor Building beginning on March 1, 2010.
Insitu—they are still reviewing the lease amendment for Suites 45/65 in the Tichenor Building.
Crab Shack—lease ends April 31, 2010.
2. *Cascades Business Park:* John continued work with Skamania County Commissioner Paul Pearce to complete the applications for request of a federal appropriation funding for the Cascades Business Park in North Bonneville. Commissioner Pearce will travel to Washington DC in the second week of March 2010.
3. *Discovery II:* BMD Construction has been working on the Battelle Office Buildout and is currently ahead of schedule. Dave Prosser has continued managing the project. There is a change order for the low voltage cabling/telecom coming from BMD Construction that will be reimbursed by Battelle. Some interest has been expressed by a few companies in leasing the vacant space and the Mezzanine above Battelle's space.
4. *Wavebreak:* Ken reported he is still working on estimating a cost for litigation (with Brad Andersen of Scwabe).
5. *Waterfront Enhancement Project:* John reported on his recent meetings with Skamania County, who is the lead agency for the permit, and the City of Stevenson. The Port's Waterfront Project is mitigation for the Piper Road Landslide removal project at Rock Creek Bridge. John reported that the issue of whether the continued landslide debris removal at Rock Creek Bridge is still considered an emergency.
6. *River Point Roof:* Karl and Jorge continue work as time permits.
7. *Hazard Mitigation Survey:* Commissioner Bolstad has been reviewing the surveys as they are completed, although he's experienced some technical difficulties with the survey program.
8. *Draft Personnel Manual:* Julie will email this draft to Commissioner Bolstad and the draft will be included in next meeting's packets.
9. *State Purchasing Card Program:* since there were recently federal changes in the laws governing credit cards, Ken will need to review the contract documents again—Julie will check into current application docs.

New Business:

- **MCEDD Quarterly Meeting:** It will be held in the newly built Discovery II Building (soon to be called the Teitzel Building) in North Bonneville, in the vacant space on March 25, 2010. The Port will give MCEDD (Mid Columbia Economic Development District) attendees a tour of the building; tenants should be notified beforehand.
- **Teitzel Building Dedication:** Our March 23, 2010 regular meeting was set as the dedication of the Discovery II Building in North Bonneville. Julie is working on the plaque and will find out if there is enough time to make this deadline. The Commission decided to have the Port logo, all three Commissioners, and text dedicated to Commissioner Judy Teitzel's many years of service as a Port Commissioner on the plaque. Julie will work with Pat Hood design or other professional designer to design a plaque that can be used consistently with the Port's other buildings.
- **Leasehold Tax :** Staff will make a recommendation on how to allocate leasehold tax to tenants in multi-tenant/facility tax lots when they are in a building with unleased portions. Monica will research the options. It was recommended to put this conclusion in the form of a resolution.

Executive Session: Commissioner Truitt called for an Executive Session at 5:18 pm to 5:33 pm for 15 minutes and again from 5:33 pm to 5:38 pm for 5 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; the Commission directed John to continue in negotiations.

Adjournment: The Chairperson adjourned the meeting at 5:40 pm. Monica left at 3:55; Commissioner Teitzel was absent.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is March 8, 2010, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:

Commissioner WD Truitt, President

Commissioner Judy Teitzel, Vice-President

Commissioner Tony Bolstad, Secretary

ATTEST:

Julie Mayfield, Administrative Assistant