

**Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
April 13, 2010, 3:00 pm**

Call to Order: Commissioner Truitt called the meeting to order at 3:05.

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

Public Comment: None; closed 3:35 pm.

Meetings and Seminars:

Commissioner Truitt attended the Work Force Housing meeting. He reported they may be forming an LLC and there are two houses in progress for the program.

Commissioner Truitt attended the Wind River Business Association Meeting. They are beginning planning for the Big Foot Bash in August.

Commissioner Bolstad attended the Hazard Mitigation Team meeting. He reported they are close to finalizing the County-wide Hazard Mitigation Plan, which is a prerequisite for future funding applications to FEMA.

John attended the Maria Cantwell meeting on April 6, 2010, held at the Port's conference room.

Minutes Approval:

---MOTION--- Commissioner Bolstad moved to approve the March 23, 2010 Regular Meeting Minutes as amended by John and Julie. Commissioner Teitzel seconded; the motion carried.

Administrative Approvals:

---MOTION--- Commissioner Bolstad moved to ratify the Interlocal Agreement between the Port of Skamania County and the City of North Bonneville for Soil at Cascades Business Park. Commissioner Teitzel seconded; the motion carried.

John presented the history of each change order for the Battelle Tenant Improvement.

---MOTION--- Commissioner Bolstad moved to approve Change Orders 1 through 6 for the Battelle Tenant Improvement at the Teitzel Building [formerly called Discovery II] in North Bonneville for a total of \$27,077.52. Commissioner Teitzel seconded; the motion carried.

---MOTION--- Commissioner Bolstad moved to direct John to proceed to pursue a grant from the Washington State Recreation and Conservation Office (RCO) for the Waterfront Enhancement Project, including the Tour Boat Dock. Commissioner Teitzel seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Teitzel moved to approve the Pre-issued General Fund Vouchers numbered 12638 through 12643 in the amount of \$5,602.62, dated March 31, 2010. Commissioner Bolstad seconded; the motion carried.

---MOTION--- Commissioner Bolstad moved to approve the General Fund Vouchers numbered 12644 through 12686 in the amount of \$89,176.04 dated April 13, 2010. Commissioner Teitzel seconded; the motion carried.

Staff Reports:

- **Attorney's Report:** Attorney Ken Woodrich has been working on the interlocal agreement with the City of North Bonneville for Grading/Soils Removal from Cascades Business Park for the City's water treatment facility improvements project, as well as assisting with the close-out of the Teitzel Building construction.
- **Facilities Report:** Presented by Karl Wilkie
 1. *Grounds Maintenance:* Karl and Jorge have been doing spring pruning and painting (East Point restroom floors repainted, restraining boat launch docks and picnic tables). A few new picnic tables have been ordered bringing our total to 16. A new temporary trail has been marked with signage and bark as a detour to the washed out Waterfront Pathway. They re-arranged boulders placed at the Boat Launch for shoreline protection—many of these were displaced by the winter winds. There was discussion about the appropriate time to install the transient docks—hopefully before Memorial Day weekend.
 2. *Buildings Maintenance:* Access to enter Insitu's leased areas will be on a case-by-case basis and users need to stop in at the Insitu office on the east end of the River Point Building to obtain a pass. Karl has been organizing the Port Shop in preparation for the upcoming busy season. Karl reported Sawtooth Technologies has placed additional satellite dishes on the Tichenor Building roof. There is more work to be done on the River Point roof when the warmer weather is here. The placement of the Stevenson Business Association's kite cam was discussed.

- **Manager's Report:** Presented by John McSherry

1. *Tenants Update:*

Crab Shack—The “work-out” agreement with Kent Vaughters ending date is April 15, 2010, at which time we need to get the power back in the Port’s name. All equipment must be removed from the premises.

Battelle—moved in to their new space in the Teitzel Building (reminder to adjust rate on Battelle’s Skye Building lease rate).

2. *Teitzel Building:* John completed a final walk-through with BMD Construction for the Battelle Office Buildout. John reported some companies have shown interest in the 8,000+ sf still available. He is coordinating with the Red Carpet Team.

3. *Cascades Business Park:* John, Julie, Commissioner Bolstad and Project Manager Gail Collins will interview four engineering companies tomorrow to provide plans and specs for the utilities construction and grading.

4. *Wavebreak:* Ferguson contacted John to set up a meeting to discuss possible options for rebuilding the wavebreak.

5. *Waterfront Enhancement Project:* The Corps of Engineers and the Washington Department of Fish and Wildlife have issued a hydraulic permit approval (HPA) for the Rock Creek dredging project including filling to enhance the Waterfront between Russell Street and East Point. The permits are valid until 2015. A permit from the Department of Ecology is still needed. We have submitted an initial grant application to RCO’s online program (see Administrative Approvals above)—the deadline for completion of the application is Jun 15, 2010. The Washington Wildlife Recreation Program (WWRP) program requires a Comprehensive Recreation Plan and the Aquatic Lands Enhancement Account (ALEA) program does not.

Unfinished Business: See also Manager’s Report

1. *BNSF Property Acquisition Boundary Line Adjustment (BLA):* Klein & Associates is working on the new legal description and map of the new parcel adjacent to the Skye Building. We will present a resolution for the final BLA.

New Business: None.

Executive Session: Commissioner Truitt called for an Executive Session at 4:50 pm to 5:05 pm for 15 minutes, back in at 5:10 pm to 5:20 pm for 10 minutes, and again at 5:20 pm to 5:30 pm for 10 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

No decisions were made; the Commission directed John to continue in negotiations.

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

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is April 27, 2010, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:

Commissioner WD Truitt, President (District 2)

Commissioner Judy Teitzel, Vice-President (District 3)

Commissioner Tony Bolstad, Secretary (District 1)

ATTEST:

Julie Mayfield, Administrative Assistant