

**Port of Skamania County
Minutes of the Board of Commissioners
January 8, 2012
Regular Meeting 3:00 pm**

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

Attendance: Commissioners WD Truitt, Tony Bolstad, and Kevin Waters; Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Finance Manager Randy Payne (4:34 pm), Facilities Specialist Karl Wilkie, Facilities Manager Doug Bill, Auditor Monica Masco (3:54 pm).

Election of Officers:

*---MOTION--- Commissioner Waters stepped down and moved to **elect Commissioner Truitt as President**. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to **elect Commissioner Bolstad as Vice-President**. Commissioner Truitt stepped down and seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to **elect Commissioner Waters as Secretary**. Commissioner Truitt stepped down and seconded; the motion carried.*

Appointments to Local Boards:

Skamania County Chamber of Commerce: John McSherry
Skamania County Economic Development Council (EDC): Commissioner Truitt
Mid Columbia Economic Development District (MCEDD): Commissioner Waters
Washington Public Ports Association Trustee (WPPA): Commissioner Waters

Public Comment: Guests Paul Spencer (4:20 pm to 4:45 pm); Phillip Watness (3:06 pm to 4:45 pm); Jim Borup inquired on the status of the Beacon Rock Golf Course RFP; the port advised him they are negotiating with the favored respondent (3:03 pm to 3:04 pm).

Meetings and Seminars:

Julie attended the combined meetings of the Chamber Break and Stevenson Business Association at the Chamber.

John attended the Community Action Team (CAT) meeting at the EDC and reported that the PUD's Carson Water System project is number one on the projects list.

Minutes Approval:

*---MOTION--- Commissioner Bolstad moved to approve the **December 11, 2012 Regular Meeting Minutes**. Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to approve the **January 3, 2012 Special Meeting Minutes**. Commissioner Waters seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Bolstad moved to approve the **Pre-issued General Fund Vouchers numbered 14631 through 14643 in the amount of \$18,792.32 dated December 19, 2012**. Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to approve the **Pre-issued General Fund Vouchers numbered 14644 through 14656 in the amount of \$18,143.73 dated January 2, 2013**. Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to approve the **General Fund Vouchers numbered 14657 through 14685 in the amount of \$61,505.27 dated January 8, 2013**. Commissioner Waters seconded; the motion carried.*

Administrative Approvals:

*---MOTION--- Commissioner Bolstad moved to adopt **Resolution 1-2013 Providing for the Signing of Warrants**. Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to adopt **Resolution 2-2013 Providing for the Issuance of Warrants Before Approval by the Commissioners**. Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to adopt **Resolution 3-2013 Authorizing the Investment of Funds**. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to adopt **Resolution 4-2013 Appointment of Agent to Receive Claims for Damages (RCW 4.96.020)**. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to adopt **Resolution 5-2013 Setting Port Commissioner Compensation**. Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to adopt **Resolution 6-2013 Authorizing the Port Executive Director to Sell and Convey Surplus Property with Less Than \$10,000 Value**. Commissioner Bolstad seconded; the motion carried.*

Staff Reports:

- **Auditor's Report**: Monica presented the financials for November 2012. November 30, 2012 Cash Balance is \$1,336,620.05.

Total revenue for November was \$92,742.26 and expenditures were \$121,184.95; netting expenses over income for the month \$28,442.69 and year to date income over expenditures in the amount of \$270,698.19.

Randy reported on the recent leasehold tax audit.

- **Facilities Report:** Doug reported the red truck brakes were replaced; they've prepared the Suite 40 offices in the Tichenor building for leasing; elk have been disturbing the greens at Beacon Rock Golf Course (BRGC)—they installed silt fencing as an elk deterrent. Doug and John continue seeking a solution for the River Point roof leaking issues.
- **Attorney's Report:** Ken gave an update on the Old Saloon building lease.

Director's Report/Unfinished Business:

1. *Tenants Update:* John presented the floor plan and financial info for Tichenor Suite 40 (recently vacated by Normandeau); John is proposing Suite 40 could be leased as individual offices or as one unit with several offices. Marketing options are through the EDC, Chamber, Gorge Technology Alliance (GTA), Mid Columbia Economic Development District (MCEDD), local and regional newspapers.
2. *Cascades Business Park:* Construction on Coyote Ridge Road is suspended for the winter; John will contact the Corps of Engineers to continue work on the road access easement across their property.
3. *Wind River Business Park (WRBP):* There is too much snow for any archaeological or drilling work for the test water well—work will begin in the spring. John met Brent Bischoff, the new manager of the PUD, at the CAT meeting.
4. *Beacon Rock Golf Course:* Continuing lease contract negotiation.
5. *Stevenson Landing:* Commissioner Bolstad requested that the Landing updating project be completed before the tour boat returns for the season in April.
6. *Wavebreak:* no update.

New Business: Commissioner Waters received an invitation by US Congress member Jaime Herrera Beutler to attend the Presidential Inauguration in Washington DC. There was a review of the budget and discussion about the goals and purpose of the trip.

---MOTION--- Commissioner Bolstad moved to authorize travel by Commissioner Waters and John McSherry to attend the Presidential Inauguration in Washington DC January 19 to 22, 2013, with the following guidelines: they should not exceed reasonable costs for accommodations, meals, travel, and other expenses; Commissioner Waters has agreed to waive compensation for meetings; and they should develop a one-page list of specific items for which the Port is requesting assistance to present to our delegates. Commissioner Truitt stepped down and seconded, Commissioner Waters abstained; the motion carried.

Executive Session: Commissioner Truitt called for an Executive Session from 4:45 pm to 5:30 for 45 minutes per RCW 42.30.110 (c) To consider the minimum price at which real estate will

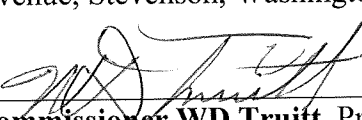
be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public, (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public, and (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.

No decisions were made. The Commission directed John to continue lease negotiations.

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

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is **rescheduled to January 23**, 2013, 3:00 pm—(from January 22); at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:



Commissioner WD Truitt, President (District 2)

Commissioner Bolstad, Vice-President (District 1)

Commissioner Kevin Waters, Secretary (District 3)

ATTEST:

Julie Mayfield, Executive Assistant