

**Port of Skamania County
Minutes of the
Board of Commissioners Regular Meeting
August 26, 2008**

Call to Order: President Teitzel called the meeting to order at 4:00 pm with public comment open until 4:30 pm.

Attendance: In attendance from the Port were Commissioner W.D. Truitt, Commissioner Judy Teitzel, Port Attorney Ken Woodrich, Port Manager John McSherry, Facilities Specialist Karl Wilkie, Port Auditor Monica Masco, and Administrative Assistant Julie Mayfield. Commissioner Tony Bolstad was out of town. Guest: Sandy Carlson, representing Bob's Beach user group.

Public Comment: Sandy Carlson thanked the Commission and Port Staff, on behalf of a group of people who consistently (year after year) make use of Bob's Beach, for the new fence there and all the improvements that have been made over the years and for the consistent maintenance of the park. The group offered to purchase shrubs to plant along the fence. She also described a "community BBQ" that the group hosts several times in the summers at Teo Park and requested that the Port consider installing a permanent BBQ at the park. John responded that a permanent BBQ should be considered as part of the planned improvements to the park and invited Sandy to participate on a committee to consider and recommend future park improvements.

President Teitzel closed Public Comment at 4:30 pm.

Meetings and Seminars:

- **Home Valley Big Foot Bash & Bounty** Commissioner Truitt and John McSherry attended this first annual community event. It was reported that there were 500 in attendance.
- **Skamania County Fair—100th Anniversary Opening Ceremony** John McSherry, Tina Tarani, Monica Masco, and Julie Mayfield attended.

Minutes Approval:

---MOTION--- Commissioner Truitt moved to approve the minutes of the August 12, 2008 regular meeting as written. Commissioner Teitzel stepped down and seconded. The motion carried.

Voucher Approvals:

---MOTION--- Commissioner Teitzel stepped down and moved to approve the Pre-Issued General Fund Vouchers Numbers 11342 through 11350 in the amount of \$4,590.40, dated August 20, 2008. Commissioner Truitt seconded. The motion carried.

---MOTION--- Commissioner Teitzel stepped down and moved to approve the General Fund Vouchers Numbers 11351 through 11370 in the amount of \$53,068.12 dated August 26, 2008. Commissioner Truitt seconded. The motion carried.

There was a discussion regarding the Port's policy of passing on the cost of building insurance to our tenants through the language in our leases.

Administrative Approvals: None.

Staff Reports:

Financial Report: Reported by Port Auditor Monica Masco.

Monica presented the schedule for review of the Port's 2008 Annual Budget. The schedule was adjusted and Monica revised it and gave handouts to all. The budget for 2009 is due to the County Clerk by the first Monday in December 2008. Ideally, the Port prefers to have the budget completed by November 25, 2008.

Monica presented the month end report for July 2008. Cash balance as of July 31, 2008: \$1,270,306.05. Total revenue for July was \$77,812.88 and expenditures were \$75,987.53: netting revenue over expenses for the month of \$1,825.35. The Port received the \$88,999.40 RCO payment; it will be reflected in the August financials. We are now making interest payments on the Discovery Building.

Old Business:

- **Port's Legal Description and Map Update:** Ken and John presented a draft letter that will be sent to property owners affected by the Port boundary adjustment in Sections 21, 28 and 33. During the meeting, John emailed the letter to Commissioner Bolstad, who emailed back his comments and they were discussed in the meeting. The letter should be addressed personally to each property owner. The letter should be sent 2 weeks before the public meeting (on a Monday), and the press release, announcing the meeting, should be submitted the Friday before the letter is mailed.
- **"Discovery II" Building Update:** John presented an up-date on his efforts to obtain matching funds to the CERB grant/loan. He met with County Commissioner Paul Pearce regarding a .09 Tax funding grant and Peggy Bryan of the EDC regarding a loan from the WIB funds.

The CERB application review meeting is in Olympia on September 18, 2008. Peggy Bryan, John McSherry, and a representative from Port tenant Slingshot Sports will attend.

John has been talking with Dave Ripp of the Port of Camas-Washougal regarding their new 15,000 square foot industrial building, which is a pre-engineered steel building

with concrete tilt-up walls (without restrooms or an office build-out). They purchased the steel building directly from the manufacturer and hired a contractor to perform the site work, assemble the steel and construct the concrete panels. John will be meeting with Dave and the Port of Skamania's architect, DSP, to tour the building and analyze the Port of Camas-Washougal bid process.

- **Evergreen Building (H&H and Lease with Silver Star Cabinets):** The vacating of the Evergreen Building by H&H Eco Systems/H&H New Metals is nearing completion. Karl is noting items needing repair before new tenants can move in. Photos will be taken upon H&H's final move out. The lease with Silver Star Cabinets is almost complete.
- **Port Safety Policy Update:** Karl was out sick last week and short-handed with Tom being out on medical leave. He and Julie will work on revising the Safety Policy and get the revised draft to the Commissioners before the next meeting.
- **City of Stevenson Critical Areas Ordinance (CAO) Update:** John received a scope of work from John White of JD White for reviewing the CAO impacts to the Port properties. John passed this on to the City; the city concluded they will do this work for the Port. Port Attorney Ken Woodrich stressed that the exceptions for water dependent uses need to be in the CAO up front, even if they will be addressed in a later overlay document. John discussed the option of using a "Development Agreement" between the Port and the City. John and Ken will meet with the City of Stevenson's Planner tomorrow.

New Business:

- **Former Wind River Nursery Site:** The County would like to schedule a meeting between the Port, the EDC, and the County to discuss management of this site. A possible management scenario would be: the County managing the Capital Improvement Projects for the site, EDC managing the Marketing and Business Development of the site, and the Port managing the existing and future leases and day-to-day operation and maintenance of the site. John will present options to the Port Commission at the next meeting on September 9, 2008. John will propose September 10, 2008 as a date for the joint meeting. It was noted that a major consideration for the management of this site would be our ability to carry out assigned responsibilities independent of County oversight. The Port should also consider the workload this potential responsibility could impose on the current Port resources.
- **Power Line Pole at Slaughterhouse Point:** Because of a new residential development across Highway 14 from Slaughterhouse Point, a distribution tie line that runs power to our park may be affected by rulings to put all utilities under ground. The Port could potentially lose electrical connection if this takes place. This will be discussed at the September 8, 2008 Planning Commission meeting.

Executive Session: Commissioner Teitzel called for an Executive Session at 5:52 pm to 6:02 pm for approximately 10 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.

The Commission came out of Executive Session at 6:02 pm; no decisions were made.

The Commission directed John McSherry to continue lease negotiations. There was additional discussion about the Wind River Nursery Site (see New Business).

Adjournment: The Chairperson adjourned the meeting at 6:28 pm.

Sandy Carlson left the meeting at 4:10 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday September 9, 2008 at 4:00 p.m. at the Port office conference room 40 SW Cascade Avenue, Suite 70, Stevenson, WA. The regularly scheduled meeting of September 23, 2008 is rescheduled to **Monday September 22**, 2008; the regularly scheduled meeting of November 11, 2008 (Veteran's Day) is rescheduled to **Wednesday November 12**, 2008.

APPROVED BY:

Commissioner Judy Teitzel, President

Commissioner Tony Bolstad, Vice-President

Commissioner W.D. Truitt, Secretary

ATTEST:

Julie Mayfield, Admin. Assistant