

**Port of Skamania County  
Minutes of the Board of Commissioners  
Regular Meeting  
September 8, 2010, 3:00 pm**

**Call to Order:** Commissioner Truitt called the meeting to order at 3:03.

**Attendance:** Commissioners WD Truitt, Tony Bolstad (arrived 3:25 pm), and Judy Teitzel; Attorney Ken Woodrich, Manager John McSherry, Administrative Assistant Julie Mayfield, Facilities Specialist Karl Wilkie, Auditor Monica Masco, Accounting Tech Randy Payne. Guests: Skamania County Commissioners Jamie Tolfree, Paul Pearce, and JR Richardson; Skamania County Facilities and Recreation Director Scott Pineo; (this group left at 4:00 pm); Damon Webster (MacKay & Sposito)—left at 6:41 pm.

**Public Comment:** none; closed at 3:33 pm.

**New Business—Skamania County Commissioners:** The County Commissioners proposed that the County convey the Wind River Nursery site property in Carson to the Port of Skamania County. The County stated that counties are not organized to be property lease managers, and that port districts are better suited, statutorily, to manage, maintain and lease commercial and industrial land and facilities. The public would be best served by the Port of Skamania becoming the manager and/or owner of the Wind River Nursery business park site. (see also New Business continued below)

Main points of discussion

- The County and Port should work together as partners doing what each does best to develop the site. The County offered whatever support it can provide to the Port to make this a worthwhile and viable project for our communities.
- The County can't exist without economic development; we are working toward self sufficiency—an education effort is needed for the general public to understand this. The degree/quality of our economic development has a direct affect on the quality of services the County can provide its citizens.

Concerns

- Due diligence on title
  - Deed restrictions
  - Entitlements
- Inventory of land, facilities and infrastructure
  - Major capital improvements needed (roofs, walls, etc.)
- Infrastructure development needed—water, sewer, electric, telecommunications
  - Municipal water rights
- Zoning

Potential Solutions

- Legislatively fixing some of the issues
- Sawnet/NOANET grant to install the “middle mile” broad band to the site

- The Forest Service is currently assessing its facilities nationally—good timing to propose taking over the entire site
- Leverage the removal of the Hemlock Dam to increase fire flow/capacity
- Expanding Port District boundary to county-wide
- The County's .09 Sales and Use Tax fund will be available for use at WRBP
- County Hotel/Motel tax funds could be used for facilities to promote tourism
- Performing a County-wide marketing/strategy plan for new business development
- National Association of Counties is having its conference in Portland 2011

#### Conclusions

- Port to draft a "lease option to purchase" that includes a time period for the Port to perform "due diligence"
- The County will provide to the Port the Point of Contact at the County for contract review
- Goal: contract finalized by end of 2010.

#### **Meetings and Seminars:**

Commissioner Bolstad attended a meeting with the Port, the City of Stevenson and the County at the Port office regarding finalizing the Permit for the Rock Creek dredging project that includes the Port enhancements (mitigation) on the Stevenson waterfront.

Julie attended the Northwest Economic Development Course in Ellensburg August 22 through August 26.

Randy attended the Southwest Washington Ports Finance meeting at the Port of Chehalis.

#### **Minutes Approval:**

*---MOTION--- Commissioner Bolstad moved to approve the August 25, 2010 Regular Meeting Minutes. Commissioner Teitzel seconded; the motion carried.*

#### **Administrative Approvals:**

*---MOTION--- Commissioner Teitzel moved to ratify the 2010 Docking Agreement between the Port and American Cruise Lines. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Teitzel moved to give John McSherry approval to bid out the electrical conduit installation for the street lights at Cascades Business Park in North Bonneville. Commissioner Bolstad seconded; the motion carried.*

#### **Vouchers Approval:**

*---MOTION--- Commissioner Bolstad moved to approve the Pre-issued General Fund Vouchers numbered 12959 through 12966 in the amount of \$6,670.94 dated September 1, 2010. Commissioner Teitzel seconded; the motion carried*

***---MOTION--- Commissioner Bolstad moved to approve the General Fund Vouchers numbered 12967 through 12991 in the amount of \$24,423.32 dated September 8, 2010. Commissioner Teitzel seconded; the motion carried.***

**Staff Reports:**

- **Facilities Report:** Presented by Karl Wilkie

1. *Grounds:* Some landscaping was done at the Old Saloon building and more gravel was placed, graded, and compacted at the parking area.
2. *Buildings:* The fenders on the Tour Boat Dock dolphins were repaired, with the help of the Queen of the West. The Tour Boat Dock public restrooms are working properly again after replacing two of the sewer lift station pumps—one of the broken pumps was repaired and there is now a spare pump. Four of the transient docks have been removed from the water for the season—Karl and Jorge continue to keep the Boat Launch area clean and work vigilantly with the various users of the launch to remind them to keep the area clear of debris. There was discussion on the water leaking into the basement of the Old Saloon Building—new tenant 130 Bar & Grill is concerned; the Commission agreed that the Port will repair the leak and evaluate alternatives. Karl and Jorge continued work on the River Point roof. Karl replaced the American Flag with a new one.

- **Attorney's Report:**

Ken reported that the PUD has agreed to the Port's request to partner on the installation of the electrical infrastructure into Cascades Business Park; the PUD commissioners noted the Port's past contribution to the PUD (Carson water well). The PUD has agreed to contribute personnel, equipment, and storage (including mark-up) without charge to the Port—the Port will pay the PUD for the cost of materials only.

Ken reported that the scheduled personnel hearing regarding a past employee was dismissed.

Ken explained various lease and purchase option scenarios available for WRBP. He will work with John to draft a contract.

**Manager's Report/Unfinished Business:**

1. *Tenants Update:*

*Insitu*—Reviving their campus siting search.

*Slingshot*—Continuing with expansion plans; decided to lease mezzanine in Teitzel Building. It was discovered that their use of this space will be limited because of noise issues with Battelle, the tenant below.

*Gorge Delights*—Randy received an update that non-current lease payments are pending. John will follow up with a phone call.

2. *Teitzel Building*: The Port is continuing designing improvements to make Suite C/D tenantable (by building restrooms, office space and lunch room). The bidding time period will be two weeks.
3. *Wavebreak*: no update.
4. *Cascades Business Park*: The contractor Crestline is encountering **many** large boulders. Options for disposition of the boulders include lining the roadways, banks, and stockpiling them for future use (Ken noted though that there is currently a trend to place immovable objects *away* from roadsides to prevent auto collisions). As noted in attorney report above, the PUD will contribute personnel, equipment, and storage without charge to the Port for extending conduit/electrical cable and installing transformers into Cascades Business Park.
5. *Waterfront Enhancement Project*: We ranked #14 out of 27 applicants by the ALEA grant committee; there was a total of about \$10 million in requested funding so it appears we will not get funded through this program. The National Scenic Area recreation funding was suggested as a potential source. It was noted the area may be required to be designated as a mitigation area on the deed due to the permitting issues.

#### **New Business (continued): 2011 Budget Brainstorming**

John presented a list of the Port's assets (land and structures), debts, revenues, etc. Main ideas that came from this session:

- Cascades Business Park: Develop a budget for Phase II—the grading of Lot 2 and finishing Coyote Ridge road. Develop Phase II funding strategy
- Stevenson Waterfront Enhancement project—develop funding sources
- Inventory and establish a depreciation schedule for all Port assets; start a Reserve Fund replacing assets
- Finalize the Port's Comprehensive Plan—add Wind River Business Park
- Potential Projects: Beacon Rock Golf Course Improvements; acquire Corps of Engineers property in North Bonneville; Port Office garage and deck
- WRBP Staffing.

Commissioner Teitzel will not be attending the next meeting.

**Executive Session:** Commissioner Truitt called for an Executive Session from 6:43 pm to 6:58 pm for 15 minutes, and again from 7:01 pm to 7:28 pm for 27 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.

**Adjournment:** The Chairperson adjourned the meeting at 7:28 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is September 28, 2010, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

**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**