

**Port of Skamania County
Minutes of the
Board of Commissioners Meeting
April 22, 2008**

Call to Order: President Teitzel called the meeting to order at 4:04 p.m. with public comment open until 4:34 p.m.

Attendance: In attendance from the Port were Commissioner Judy Teitzel, Commissioner W.D. Truitt, Commissioner Tony Bolstad, Port Attorney Ken Woodrich, Port Manager John McSherry, Facilities Specialist Karl Wilkie, Accounting Tech. Tina Tarani, and Administrative Assistant Julie Mayfield.

Public Comment: None.

Meetings and Seminars:

- **Backflow Assembly Tester (BAT):** Karl completed classes for BAT certification. Testing is required annually for water sanitation safety.
- **“Business After Hours”:** John and Judy attended this event at Wind River Eye Care in Stevenson.

Minutes Approval:

---MOTION--- Commissioner Truitt moved to approve the minutes of the April 8, 2008 regular meeting as written. Commissioner Bolstad seconded. Commissioner Teitzel abstained since she was absent. The motion carried.

Voucher Approvals:

---MOTION--- Commissioner Bolstad moved to approve Pre-Issued General Fund Vouchers Numbered 11072 through 11079 in the amount of \$4,959.54 dated April 16, 2008. Commissioner Truitt seconded. The motion carried.

---MOTION--- Commissioner Bolstad moved to approve General Fund Vouchers Numbered 11080 through 11111 in the amount of \$113,216.80 dated April 22, 2008. Commissioner Truitt seconded. The motion carried.

Commissioner Bolstad initiated discussion regarding warrant amounts for the Floating Breakwater installation work by SDS Lumber and contract renewal for the Port's copier machine with Pacific Office Automation.

Administrative Approvals: Port Manager John McSherry requested permission to sign an intergovernmental lease between the Port and the City of North Bonneville for use of City of North Bonneville land used by Beacon Rock Golf Course at the 7th Fairway. This lease is a re-negotiation of a lease originally signed in 1998.

---MOTION--- Commissioner Truitt moved to approve the request by Port Manager John McSherry to sign the intergovernmental lease with the City of North Bonneville for use of its land at the 7th Fairway at Beacon Rock Golf Course. Commissioner Bolstad seconded. The motion carried.

Resolution 3-2008, cancelling an unredeemed warrant, was presented for approval.

*---MOTION--- Commissioner Truitt made a motion to approve **Resolution 3-2008** cancelling unredeemed warrant number 10278, April 11, 2007, for \$86.08 payable to AT&T Long Distance. Commissioner Bolstad seconded. The motion carried.*

Staff Reports:

- **Financial Report:** The financial report will be given at the next meeting.
- **Ken Woodrich Schedule:** Ken reported he will be in Whistler next week attending the Washington State Association of Municipal Attorneys' bi-annual meeting, for which the Port is contributing financially (one-fifth of the fee).
- **State Auditor Communication Update:** The Port received a letter from the State Auditor's office with the subject: "Statement on Auditing Standard No. 114—*The Auditor's Communication With Those Charged With Governance*" The letter describes requirements for audit communication by the State Auditor.

Old Business:

- **Update on Legal Description and Map of Port District Boundary:** Port Attorney Ken Woodrich reported that he and John have a meeting scheduled with County Auditor Mike Garvison on Thursday (April 24) at 10:00 am. They will present the Port's findings on the Port District Boundary, which was developed by Klein & Associates, a licensed surveying firm. The findings include a legal description and a map (stamped by a Registered Professional Land Surveyor) of the Port's boundaries and the supporting documentation used to determine the legal description and map.
- **Update on Boat Launch Breakwater:** John explained that a Change Order to the *Cascade Avenue Floating Breakwater Installation* contract with SDS Lumber Company in the amount of \$9,734.00 is needed to cover unforeseen costs arising from: standby fees incurred during delayed caused by transportation of the breakwater from Washougal, WA to Stevenson, WA; additional work required to field modify the specified shackles used to hold the breakwater in place; and scuba diver standby time incurred during the field modifications to the shackles. The Change Order adds

standby fees for SDS Lumber's crane, equipment and crew, the SCUBA Divers (and equipment), and material fees to the original contract amount.

The Port is holding a 5% retainage from SDS Lumber's payment until the sales tax and prevailing wage contractual requirements are met.

Currently the breakwater is performing well. Commissioner Teitzel commended John on completing the project.

- **Proposed Casino in Cascade Locks:** John continues working on drafting comments on the Draft EIS. The comment period ends May 15, 2008.
- **Discovery II North Bonneville Building CERB Grant:** Work on the CERB grant is ongoing. John will meet with Slingshot on April 23 to discuss their facility needs and to present a contingency agreement for leasing space in the new building.
- **Boat Docks Seasonal Installation:** The timing for putting the floating transient docks back in the water is based on seasonal end of the east winds. With the new breakwater installed, Commissioner Bolstad suggested a May 1 to May 15 timeframe for installation this year.

New Business:

- **Interlocal Governmental Agreement (Port/City of Stevenson) for Design of Two Tourist Attractions Contract Approved:** Stevenson City Council approved hotel/motel tax funds for the planning/design of the Teo Park Master Plan and a Water Access Point at Leavens Street. John was given prior approval by the Commission to sign this contract. John is reviewing qualifications of landscape architects and engineering firms to perform these projects.
- **Code of Conduct Ordinance:** John initiated discussion on this handout. The Port is working in conjunction with Port attorney on Ordinances for the waterfront in Stevenson.
- **WPPA Meeting:** The spring meeting is May 14-15 in Vancouver, Washington. Commissioners and staff will coordinate on dates and times of attendance.

Executive Session: Commissioner Teitzel called for an Executive Session at 5:22 pm for approximately 15 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.*

The Executive Session ended at 5:37 pm; no decisions were made.

The Crab Shack (Kent Vaughters) lease payments of arrears was discussed. The Commission agreed to allow: 1) Kent Vaughters to make a \$700 payment by May 15, 2008, and 2) payments in the amount of \$1,400 per month (or greater) to be made, in addition to the regular monthly payments, starting in June 2008 through October 2008 (until the arrears are paid off). The Commission directed John to amend the lease to include the payment schedule.

Adjournment: The Chairperson adjourned the meeting at 5:50 pm.
Julie Mayfield left the meeting at 4:54 and Karl Wilkie left at 5:22.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday May 13, 2008 at 4:00 p.m. at the Port office conference room 40 SW Cascade Avenue, Suite 70, Stevenson, WA.

APPROVED BY:

Commissioner Judy Teitzel, President

Commissioner Tony Bolstad, Vice-President

Commissioner W.D. Truitt, Secretary

ATTEST:

Julie Mayfield, Admin. Assistant