

**Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting, October 26, 2010, 3:00 pm**

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

Attendance: Commissioners WD Truitt, Judy Teitzel, and Tony Bolstad via telephone; Facilities Specialist Karl Wilkie, Attorney Ken Woodrich, Manager John McSherry, Auditor Monica Masco, Accounting Tech Randy Payne, Administrative Assistant Julie Mayfield. Guest: Keith Chamberlain (3:04 to 4:30 pm).

Public Comment: Keith asked a few procedural questions.

Meetings and Seminars:

Commissioner Teitzel attended Skamania County's meeting for unveiling the new County website October 21, 2010. Commissioner Teitzel has been participating in the selection process for the new EDC Director.

Karl, Julie, and John attended the WPPA Small Ports Seminar in Leavenworth, and the first afternoon session of the IACC (Infrastructure Assistance Coordinating Council) in Wenatchee, October 20 to 22, 2010.

Ken attended the WSAMA (WA State Association of Municipal Attorneys) conference in Cle Elum.

Minutes Approval:

---MOTION--- Commissioner Bolstad moved to approve the October 12, 2010 Regular Meeting Minutes including the Capital Improvement Workshop. Commissioner Teitzel seconded; the motion carried.

Administrative Approvals:

The Port received five bids for the Teitzel Building Suites C/D Improvement small works roster project. The bid package requested a base bid plus four options. The lowest base bid was \$146,752.36. The options need to be evaluated before determining the low bidder, dependent on the alternative chosen.

---MOTION--- Commissioner Teitzel moved to authorize John McSherry to award the Teitzel Building Suites C/D Improvement small works roster project to the low bidder, not-to-exceed \$175,000. Commissioner Bolstad seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Teitzel moved to approve the General Fund Vouchers numbered 13071 through 13100 in the amount of \$383,619.70 dated October 26, 2010. Commissioner Bolstad seconded; the motion carried.

Staff Reports:

- **Auditor's Report:**

September 30, 2010 Cash Balance is \$678,311.78.

Total revenue for September was \$60,532.96 and expenditures were \$494,930.96; netting excess of expenditures over revenue in the amount of \$434,398; year to date excess of expenditures over revenue \$134,543.60.

The State Public Works Board Grant Reimbursement Request #2 was received October 7, 2010 in the amount of \$424,763.81 and will be reflected in the October financials.

Unfinished Business:

1. *Tenants Update:*

Gorge Delights—They are caught up in payments except for the current month.

Insitu—Experienced leaks in the roof of the River Point Building as a result of the last east wind driven rain. We believe some of the leaks are the responsibility of the contractor who installed HVAC equipment for Insitu. John reminded Insitu to contact their contractors for the leak repairs they are responsible for.

Slingshot Sports—The Port has negotiated a lease for Suites C/D of the Teitzel Building and expects to sign shortly.

2. *Cascades Business Park:* The Department of Ecology is scheduled next week to inspect the project; gas, power, telecom, water line, sewer line, street light conduit are all installed. The finished grade of the road and various other details are being completed.
3. *Wind River Business Park:* John will tour a prospective tenant around the Wind River Business Park.
4. *Old Saloon Building:* No leaks were reported during this recent rain event.

New Business: none.

Executive Session: Commissioner Truitt called for an Executive Session from 4:30 pm to 5:00 pm for 30 minutes, per RCW 42.30.110 (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 (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. .

First Review Preliminary Budget Draft:

John requested a separate budget workshop to spend time on capital improvements. The date was set for Thursday, October 28, 2010, at 1:00 pm.

There was discussion on employee compensation. The commission directed John to review and revise job descriptions and titles, and salary/wage ranges before January 1, 2011.

After extensive research of our local governing entities on their health insurance plans, it was concluded that the Port has a competitive plan and would not gain by leaving the PEBB (Public Employee Benefits Board) plan.

Adjournment: The Chairperson adjourned the meeting at 5:23 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is November 9, 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