Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
February 9, 2010, 3:00 pm

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

Attendance: Commissioners Tony Bolstad via telephone, WD Truitt, and Judy Teitzel; Attorney Ken Woodrich, Manager John McSherry, Auditor Monica Masco, Administrative Assistant Julie Mayfield, Facilities Specialist Karl Wilkie, Accounting Technician Tina Tarani.

Public Comment: 3:00 pm to 3:30 pm; none.

Meetings and Seminars:

Commissioner Truitt attended the Work Force Housing meeting February 1, 2010.

Julie attended the Cruise Boat Planning Session sponsored by the Port of Clarkston in Clarkston, WA; also, the Regional Tourism/Economic Development Partnership meeting (Mt. St. Helens Scenic By-way) in Vancouver.

Minutes Approval:

---MOTION--- Commissioner Bolstad moved to approve the January 26, 2010 Regular Meeting Minutes. Commissioner Teitzel seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Teitzel moved to approve the Pre-issued General Fund Vouchers numbered 12508 through 12515 in the amount of $5,132.12, dated February 3, 2010. Commissioner Bolstad seconded; the motion carried.

---MOTION--- Commissioner Teitzel moved to approve the General Fund Vouchers numbered 12516 through 12548 in the amount of $287,580.89 dated February 9, 2010. Commissioner Bolstad seconded; the motion carried.

Administrative Approvals:

---MOTION--- Commissioner Teitzel moved to approve Crestline Construction's Change Order #2 for $75,685.65 for the Discovery II Building in North Bonneville, consisting of four sub-change orders: relocation of existing water meter, 6-day schedule delay from errors in structure manufacture, correction of roofing material, and insulation installation under roof structure. Commissioner Bolstad seconded; the motion carried.

---MOTION--- Commissioner Teitzel moved to ratify Battelle's annual lease contract for space in the Discovery II Building in North Bonneville, Washington, at $27,594 (a monthly rate of $2,299.50) for the first year, including leasehold tax, insurance, and grounds maintenance. Commissioner Bolstad seconded; the motion carried.

DRAFT

---MOTION--- Commissioner Teitzel moved to ratify BMD Construction's contract for the Discovery II Battelle Revised Tenant Improvement at the Discovery II Building, North Bonneville, Washington, Small Works Roster Project, for $237,000 plus tax. Commissioner Bolstad seconded; the motion carried.

---MOTION--- Commissioner Teitzel moved to approve BMD Construction's Change Order #1 in the amount of $16,130.24 plus tax, to install the fire sprinkler system for the Battelle Revised Tenant Improvement at the Discovery II Building, North Bonneville, Washington, Small Works Roster Project. Commissioner Bolstad seconded; the motion carried.

---MOTION--- Commissioner Teitzel moved to adopt Resolution 7-2010: A Resolution of the Board of Commissioners of the Port of Skamania County Establishing a Credit Card/Charge Account Policy. Commissioner Bolstad seconded; the motion carried.

Staff Reports:

- **Auditor's Report**: Presented by Monica Masco

  Monica reviewed the highlights of the December 2009 financials.

  December 31, 2009 Cash Balance was $813,383.39.
  Total revenue for December was $64,778.30 and expenditures were $291,710.25. This netted an excess of expenditures over revenues in the amount of $226,931.95; year to date netting excess of expenditures over revenue in the amount of $631,192.97.

  Monica will put 2010's budget in booklet form for the Commissioners.

- **Attorney's Report:** Presented by Ken Woodrich

  Ken reviewed an extensive public documents request from Schlecht Construction. Ken has been communicating with parties to the wavebreak repair project.

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

  1. *Facilities:* Karl took the truck and Ford Explorer to Bob's Auto for minor maintenance; the arborvitae at River Point have been trimmed; Karl relocated the bench from the Waterfront Pathway, which continues to erode; Karl performed the monthly fire extinguisher and safety inventory and completed the online Emergency Response Survey that Commissioner Bolstad is working on. Karl has continued taking online classes through the Port's insurance provider, Enduris.
  2. *River Point Building and Tichenor Buildings:* Karl and Jorge continue to repair roof leaks in the River Point Building; Insitu inquired about

DRAFT

additional lighting in the parking area west of Tichenor; Karl added pavers at the top of the Insitu stairs north of River Point. Karl has been working with Slingshot in vacating their space in Tichenor and with Galaxy's expansion in Tichenor.

- **Manager's Report:** Presented by John McSherry

1. *Tenants Update:*

   Insitu—they are requesting that their current lease deposit for Suites 60, 70, 80, and 90 (upstairs) in the Tichenor building includes Suites 45/65 (downstairs). The Commission agreed this is a reasonable request, in light of the investment Insitu has made in remodeling the Tichenor building already. John will execute a lease amendment with Insitu to be ratified when complete. Insitu will move in to Suites 45/65 March 1, 2010. The Port will paint Suites 45/65 and clean the carpet in Suite 65 before Insitu moves in. Insitu has a meeting with the Mayor of Stevenson later this week.

   Slingshot—still moving out of Suites 105 and 45/65 and the parking area.

   Galaxy—looking forward to leasing additional space in Suite 105.
2. *Cascades Business Park/Letter to County:* John continues working with County Commissioner Paul Pearce for Cascades Business Park funding through congressional appropriations. The County's strategy for replacing lost forestry funds is to build infrastructure to support business development that increases our job and tax base. A business incubation building is proposed as an additional Port project that appropriation funds could support. John continues working with consultant Todd Chase on preparing our appropriation requests.
3. *Wavebreak:* Ken has been communicating with the attorney from Ferguson Industrial Plastics.
4. Discovery II: Slingshot Sports continues to move in; construction of the office suites for Battelle has been awarded and is in progress. John noted his time involved for managing this project.
5. *Waterfront Enhancement Project*: John is meeting with Larry Douglass of Skamania County and Andrew Jansky (Flowing Solutions) and others from the county on Wednesday to discuss the status of the permit application.
6. River Point Building Roof: see Karl Wilkie's Facilities report.

Unfinished Business: See also Manager's Report

1. *BNSF Property Purchase*: We are working on getting title insurance and waiting for final purchase and sale agreement to come back from BNSF's Texas office.
2. *Hazard Mitigation Survey*: Julie will send the link to all tenants and Commissioners Truitt and Teitzel.
3. *Port Policies Review Workshop:* The credit card/charge account policy is complete; while attempting to make the changes to the Personnel Manual, we decided to index and re-format the entire document, adding the Vehicle

DRAFT

Policy, Sexual Harassment Policy, and Credit Card/Charge Account Policy plus expanding the Whistleblower policy, Travel Policy, and implementing other changes as proposed. Julie has a draft that will be ready for packets for next meeting.

4. *State Purchasing Card Program:* Ken is reviewing the state's contract, which is 66 pages.

New Business: none.

Executive Session: Commissioner Truitt called for an Executive Session at 4:51 pm to 5:15 pm for 24 minutes and again from 5:15 pm to 5:20 pm for 5 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 (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, 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.

No decisions were made.

Adjournment: The Chairperson adjourned the meeting at 5:23 pm. Monica Masco left around 4:25 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is Tuesday February 23, 2010, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington. Commissioner Teitzel will be absent.

APPROVED BY:

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Commissioner WD Truitt, President

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Commissioner Judy Teitzel, Vice-President

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Commissioner Tony Bolstad, Secretary

ATTEST:

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Julie Mayfield, Administrative Assistant

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