

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

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

Attendance: Commissioners WD Truitt, Tony Bolstad via telephone, and Judy Teitzel; Attorney Ken Woodrich, Manager John McSherry, Administrative Assistant Julie Mayfield, Facilities Specialist Karl Wilkie, Accounting Tech Randy Payne. Guests: Keith Chamberlain and Kevin Waters; Brian Adams arrived at 3:34 pm.

Public Comment: Brian Adams of Sawtooth Technologies presented an update on the "Middle Mile" broadband fiber optics expansion project (100 miles of fiber through Skamania and Klickitat Counties including the Cascades Business Park in North Bonneville and the Wind River Business Park in Stabler). Sawtooth in conjunction with the Northwest Open Access Network (NoaNet) received a federal grant to fund this project. The project has received NEPA approval and is in the SEPA process. Brian reminded the Port that we have contributed in-kind match to this project in the form of access to the joint utility trench at Cascades Business Park. Public comment was closed at 4:00 pm.

Meetings and Seminars:

Commissioner Teitzel and John attended the 4th Annual Small Business Showcase at the Skamania County Fairgrounds Exhibit Hall November 4, 2010.

Julie attended the Chamber Break held at the Chamber office.

Minutes Approval:

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

---MOTION--- Commissioner Bolstad moved to approve the October 28, 2010 Special Meeting Minutes. Commissioner Teitzel seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Teitzel moved to approve the General Fund Vouchers numbered 13101 through 13132 in the amount of \$34,907.77 dated November 9, 2010. Commissioner Bolstad seconded; the motion carried.

Administrative Approvals:

The apparent low bidder for the Teitzel Building Suites C/D Improvement base bid was O&S Construction. However, O&S has withdrawn its bid due to workload and scheduling.

Since BMD Construction is the next low bidder (with \$180 separating bids), John is going to award the Suites C/D Improvement base bid to BMD.

John explained the remaining funds available in the Teitzel Building budget and recommended the Port investing these funds in the construction of additional general support areas in Suites C/D. John presented a plan and cost estimate of \$40,000 for constructing these support areas (rooms 110 and 111). An additional \$28,550 in cash will need to be added to the Teitzel Building's budget to construct these improvements. The project will be a Small Works project bid to our Small Works Roster.

---MOTION--- Commissioner Teitzel moved to give John McSherry authority to bid out a Small Works contract for the Support Areas 110/111 of Suites C/D in the Teitzel Building, not to exceed \$40,000. Commissioner Bolstad seconded; the motion carried.

Staff Reports:

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

Karl and Jorge continued repairing roof leaks in the River Point Building, according to the prescribed path recommended in the professional evaluation, using a sealant known as EPDM; they refoamed and sealed the entire ridge cap; expenses for materials to date total about \$4,000. Karl reported on options for additional roof repair at the River Point Building. John noted a return on investment analysis needs to be done before recommending any additional roof repairs.

The docks are winterized and a new cover for the boat was installed. Karl and Jorge have also been cleaning gutters.

- **Attorney's Report:** None.

Manager's Report/Unfinished Business:

1. *Tenants Update:* Between 3 and 5 vehicles owned by employees of Insitu received some overspray from roof repair activity at the River Point Building; the Port is working with our insurance provider to make repairs, there is a \$1,000 deductible on our policy. The Port is still working with Slingshot Sports to finalize the lease for Suites C/D in the Teitzel Building.
2. *Cascades Business Park:* A representative from the Department of Ecology inspected the site last Tuesday November 2; the inspector found us in violation of our NPDS permit and directed us to take actions to stabilize the site. Some of these actions were outside our scope of work with Crestline Construction and will result in a change order. We should have the costs from Crestline next week; the anticipated cost is about \$10,000.
3. *Wind River Business Park:* Randy met with Scott Pineo of Skamania County Facilities to go over costs associated with managing the site. Ken called for an

executive session to consider the minimum price at which real estate will be offered for sale or lease.

2011 Budget Review:

The Commission reviewed the draft resolutions accepting and approving the 2011 Budget and accepting and approving the 2011 Property Tax Levy. The Commissioners directed that the language should be clear that the Tax Levy for 2011 will not increase.

It was noted that in 2011 the Port will establish reserve funds for debt retirement and asset replacement.

New Business:

- The November 23, 2010 regular commission meeting is rescheduled to Monday November 22, 2010 at 3:00 pm.
- Commission meetings in December—there was discussion about having only one meeting, possibly on December 28, 2010.

Executive Session: Commissioner Truitt called for an Executive Session from 4:50 pm to 5:05 pm for 15 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 5:10 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is MONDAY November 22, 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