

**Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
January 25, 2011, 3:00 pm**

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

Attendance: Commissioners WD Truitt, Kevin Waters, and Tony Bolstad; Facilities Specialist Karl Wilkie (arrived 3:19), Attorney Ken Woodrich, Executive Director John McSherry, Auditor Monica Masco (left 4:56 pm), Finance Manager Randy Payne, Executive Assistant Julie Mayfield.

Public Comment: Opened at 3:00 pm; closed at 3:31 pm.

Meetings and Seminars:

Commissioners Waters and Truitt attended the annual **Chamber of Commerce dinner** at Skamania Lodge.

Commissioners Truitt and Waters, along with John, Julie, and Randy, attended the **EDC's Annual Luncheon** at Skamania Lodge. (This led to a discussion on lighting at the River Point/Tichenor buildings—see Manager's Report below.)

Karl attended classes for certification as a **CESCL** (Certified Erosion and Sediment Control Lead) through the Building Industry Association of Washington (BIA).

John noted the budgeted amount of five meetings per month per commissioner as a reminder of the budget. There was discussion about the value of attending meetings/conferences—we learn, we contribute to other entities, we present the public face of the Port.

Minutes Approval:

Commissioner Bolstad noted a change to the minutes.

*---MOTION--- Commissioner Truitt moved to approve the **January 11, 2011 Regular Meeting Minutes**, as amended. Commissioner Waters seconded; the motion carried.*

Vouchers Approval: (see also Administrative Approvals)

*---MOTION--- Commissioner Truitt moved to approve the **Pre-issued General Fund Vouchers numbered 13248 through 13254 in the amount of \$5,777.84 dated January 19, 2011**. Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to approve the **General Fund Vouchers numbered 13255 through 13282 in the amount of \$67,486.11 dated January 25, 2011**. Commissioner Truitt seconded; the motion carried.*

Administrative Approvals:

John reported that the Port received the Certificate of Occupancy from the City of North Bonneville for the Teitzel Building Suites C/D Improvements project. John has reviewed BMD Construction's fifth and final payment request for their contract to complete this work. Included in the final payment request are several Change Orders totaling \$4,323 for flooring changes, out-of-scope fire taping required by the Fire Marshal and the installation of additional lighting needed to meet code requirements.

*---MOTION--- Commissioner Truitt moved to approve the **General Fund Voucher numbered 13283 through 13283 in the amount of \$70,422.92 dated January 25, 2011.** Commissioner Waters seconded; the motion carried.*

John discussed the status of Crestline's contract for the Cascades Business Park project. The Port will accept the job as complete, but is withholding \$6,891 for punchlist items to be completed.

*---MOTION--- Commissioner Waters moved to adopt **Resolution 7-2011 Accepting as Complete the Crestline Construction Contract for the Cascades Business Park Grading and Utility Improvement Project in North Bonneville, Washington.** Commissioner Truitt seconded; the motion carried.*

John explained the agreement between the City of Stevenson and the Port, which allows the placement at no cost of City-owned equipment, which is used for providing free internet access to support tourism, on Port property/buildings.

*---MOTION--- Commissioner Truitt moved to ratify the **Interlocal Economic Development Agreement, between the Port and the City of Stevenson, for location of WiFi equipment on Port property.** Commissioner Waters seconded; the motion carried.*

The Port was awarded \$100,000 from the City of Stevenson's Hotel/Motel Tax fund to augment funding needed to restore the waterfront trail and construct a non-motorized boat launch at Leavens Point. It was noted that the City is required by RCWs to retain ownership of Leavens Street for maintaining a water access in perpetuity.

*---MOTION--- Commissioner Truitt moved to ratify the **Interlocal Agreement with the City of Stevenson for the Leavens Point Water Access Project.** Commissioner Waters seconded; the motion carried.*

The 2011 renewal of the Port's contract with the EDC (Skamania County Economic Development Council) was discussed.

*---MOTION--- Commissioner Waters moved to authorize **John McSherry to sign the EDC 2011 contract for \$5,000.** Commissioner Truitt seconded; the motion carried.*

Staff Reports:

- **Auditor's Report:**

December 31, 2010 Cash Balance is \$1,022,855.19.

Total revenue for December was \$129,242.03 and expenditures were \$143,072.34. This netted an excess of expenditures over revenues in the amount of \$13,830.31; year-to-date netting \$209,471.80 revenue over expenditures.

Overall year-to-date total revenue was 76.9% of annual budget and expenditures were 75.9%. Property Revenue (lease income) and Property Expenses were 96% and 91.2% of the annual budget.

Commissioner Bolstad commended Monica and Randy on another excellent report. It was noted that the Port has been operating “in the black” for at least the past five years. Commissioner Bolstad reiterated his support for using district tax income on infrastructure investments, while paying operating expenses from lease income. He requested re-caps on the construction of the Teitzel Building and the Grading and Utility Improvements project at Cascades Business Park and an update of the performance indicator graphs (with 2010 financials).

Unfinished Business/Manager's Report:

1. *Tenants Update:*

Galaxy Manufacturing—Continuing to discuss expansion plans.

Slingshot Sports—Will expand into Teitzel Building Suite C/D starting February 1st and will begin manufacturing activities by late February. It is anticipated that Slingshot will hire 11 additional employees.

Insitu—Tenant Insitu is requesting Port assistance to upgrade the exterior lighting at the River Point and Tichenor buildings. The Commission determined the Port should ask the City of Stevenson for street lights to be installed as needed along Cascade Avenue in front of the Tichenor and River Point buildings to improve safety. Commissioner Bolstad and Ken concurred the Port should arrange a meeting including the City, Sheriff, Port tenants, and neighbors located at the east end of Cascade Avenue to discuss safety issues affecting these properties. John noted that checking for burned out light bulbs and keeping a supply of replacement bulbs on-hand is now part of our safety checklist for all Port buildings.

2. *Cascades Business Park:* Beacon Rock State Park is asking for excess boulders from the site to reinforce the falling river banks of Woodard Creek. The Commission concluded we should enter into an interlocal agreement with BRSP to receive the boulders they need at no cost; the agreement should include requirements to repair the grass and road disturbed by the removal activities. The Port will modify a previous agreement with BRSP developed in 2005.

Karl will be maintaining this site according to the NPDES permit.

- Teitzel*
3. *Teitzel Building*: The Occupancy Permit was issued ~~yesterday~~ for Suites C/D. Tenant Slingshot installed a compressed air system and will be applying epoxy to the concrete floor. The EDC's Red Carpet Team will be meeting to plan a Welcome Reception.
 4. *Wind River Business Park*: John, Kevin, Randy, and Scott Pineo (Skamania County Facilities), and newly elected Skamania County Commissioner Bob Anderson met to discuss the management of WRBP. John, Ken, and Randy will meet tomorrow to draft a Memorandum of Understanding for management of WRBP, to be forwarded to the County when drafted and presented at the next Port Commission meeting.
 5. *Port By-Laws/Delegation of Authority*: John presented a version of the by-laws in which all amendments from the past are now incorporated into a single document. Ken, John, and Julie made suggestions for updating our by-laws. John discussed the history of the by-laws and how it affects the way the Commission delegates authority to the manager. The Commission directed John to compare our by-laws to those of ports in the state of Washington and to recommend additional updates if warranted.

Currently there are many amendments of the Commission's Delegation of Authority for the Executive Director that need to be consolidated and updated after the by-laws are updated.

6. *Audio/Visual for Conference Room*: It was decided this system should be set up and operating by our March 8, 2011 meeting.

New Business:

1. *Port Facebook Page*: Commissioner Waters is supportive of having a Port of Skamania Facebook page. He noted benefits: helping constituents see where their district tax dollars are going (assets, jobs through tenant businesses, parks/grounds; ease in keeping information current; ease of getting out news and information, etc.). Ken pointed to records retention issues and controlling content. A Facebook Policy would need to be approved before going forward. It was decided to get examples of Facebook policies from other ports and keep discussing this at future meetings.
2. *WPPA (Washington Public Ports Association) Trustee*: WPPA has a Board of Trustees comprising a member from each port. Previous Commissioner Judy Teitzel was the Port of Skamania County's Trustee. The Board meets twice yearly at the Annual Meeting and the Spring Meeting. Commissioner Waters volunteered to be the Trustee.

*---MOTION--- Commissioner Truitt moved to **appoint Commissioner Waters to the WPPA Board of Trustees**. Commissioner Bolstad stepped down and seconded; the motion carried.*

3. *Workshops*: The Commission discussed having workshops to set policies and focus on details of major projects such as the Comprehensive Plan. April was tentatively set as a month to have a workshop on the Comprehensive Plan.

Executive Session: Chairman Bolstad called for an Executive Session from 5:28 pm to 5:43 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 5:48 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is February 8, 2011, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:



Commissioner Tony Bolstad, President (District 1)

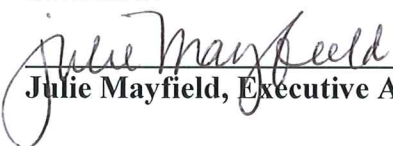


Commissioner WD Truitt, Vice-President (District 2)



Commissioner Kevin Waters, Secretary (District 3)

ATTEST:



Julie Mayfield, Executive Assistant

