

**Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting & Annual Budget Adoption Hearing
November 23, 2009, 3:00 pm**

Public Hearing Call to Order: President Bolstad called the Public Hearing for the adoption of the 2010 Budget to order at 3:03 pm; there were no members of the public attending and there was no public comment—the Public Hearing was closed at 3:03 pm.

Call to Order: Commissioner Bolstad called the regular meeting to order at 3:04 pm with public comment open until 3:34 pm.

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

Public Comment: None; closed at 3:34 pm.

Meetings and Seminars:

John and Julie attended the Personal Services Contracting Training, conducted by Washington Public Ports Association (WPPA) in Longview.

Commissioner Teitzel attended the WPPA Annual Meeting in Seattle.

Minutes Approval:

---MOTION--- Commissioner Teitzel moved to approve the November 9, 2009 Regular Meeting Minutes. Commissioner Truitt seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Teitzel moved to approve the General Fund Vouchers numbered 12319 through 12341 in the amount of \$38,731.00, dated November 23, 2009. Commissioner Truitt seconded; the motion carried.

Administrative Approvals:

- **BNSF North Bonneville Property Purchase:** After over 2 years of pursuing, BNSF has agreed to sell to the Port approximately 21,453 square feet of its property abutting two Port-owned parcels (Skye Building and Discovery I/II) in North Bonneville. Purchase of this property will allow the Port to build additional industrial building parking and/or storage. The purchase price is \$22,000 plus a BNSF transaction fee of \$2,000. The Port will be required to provide the survey and all other fees related to completing the sale. John is designing a plan for development of the property.

---MOTION--- Commissioner Truitt moved to direct John McSherry to proceed as necessary to purchase the BNSF North Bonneville property, pending Port Attorney Ken Woodrich's review of BNSF's real estate purchase contract. Commissioner Teitzel seconded; the motion carried.

- **Hamlin Construction Contract (Slingshot Sports TI)**: The Port received four bids on November 4, 2009, for the Small Works Roster project to construct demising walls, a bathroom, and a lunch room at the Discovery II Building in North Bonneville. Hamlin Construction was the low bidder at \$114,650. The architect's estimate for this project was \$95,000.

---MOTION--- Commissioner Teitzel moved to award the construction contract to Hamlin Construction for the Discovery II Slingshot Sports Tenant Improvement Project, for \$114,650. Commissioner Truitt seconded; the motion carried.

Staff Reports:

- **Auditor's Report:**

October 31, 2009 Cash Balance is \$845,848.96. Total revenue for October was \$109,910.65 and expenditures were \$583,836.77: netting excess expenditures over revenue of \$473,926.12. Year-to-date excess of expenditures over revenue is \$598,746.88.

Monica continues to send reimbursement requests to CERB for the Discovery II building construction in North Bonneville.

Unfinished Business/Manager's Report:

1. *Tenants Update:*

Insitu—John noted, after a roof meeting with Insitu, that they have invested heavily in the River Point Building and their inventory at this site—they cannot afford to have leaking-roof issues. John contracted with Professional Roof Consultants for NTE \$3,945, to inspect the roof at the River Point Building on Monday, November 30, 2009. Insitu is concerned about ice and snow removal—Karl hired Jorge Hernandez to assist with facilities maintenance and to be here during Karl's upcoming vacation. Insitu is also interested in more parking around the River Point/Tichenor buildings, since they want to use some existing parking for other uses. John is working on a strategy to address parking and snow removal with the City of Stevenson.

2. *Discovery II*: The roof installation continues—electrical and other trade work will begin work in the interior of the building next week. Hamlin Construction will begin work Monday (November 30).
3. *Wavebreak*: John continues to arrange mediation to repair the wavebreak.
4. *Cascades Business Park (formerly "Parcel 2")*—John met with Gale Collins as a potential Project Manager for the Infrastructure Construction Project in North

Bonneville. John noted Gale's wealth of experience and history of our community with public works projects installing sewer and water lines for the City of Stevenson. There was discussion on the City of North Bonneville's water rights for the geothermal well—the rights have gone back to the State of Washington. It was noted that putting in piping in the utilities trench for future geothermal development would be desirable.

5. *Letter to County*—John is combining a letter expressing the Port's appreciation for the Waterfront Industrial Area Paving Project and the request for match funding from the .09 Sale and Use Tax Fund for the Cascades Business Park Infrastructure Construction Project.
6. *State Audit Exit Interview*—still coordinating meeting time between the Auditor and Commissioner Teitzel and John.
7. *Staff Appreciation Event/Date*—to be discussed next meeting.
8. *Commissioner Pay*—it was confirmed that since the Port's 2009 annual expenses surpassed \$1,000,000, according to RCW 52.12.260, the Commissioners should receive an additional salary of \$200 per month for 2009. The Commissioners will receive this retroactive pay after the Commission adopts a resolution to recognize that they met the qualifications in 2009 and are entitled to this monthly compensation; payment will be made at the second meeting in December 2009. This resolution should then be added to the annual resolutions reaffirmed at the beginning of each year.
9. *Accepting 2010 Final Budget*—Monica presented the 2010 Final Budget and two resolutions to be approved.

---MOTION--- Commissioner Teitzel moved to approve Resolution 10-2009 A Resolution of the Board of Commissioners of the Port of Skamania County, Accepting and Approving the 2010 Property Tax Levy. Commissioner Truitt seconded; the motion carried.

---MOTION--- Commissioner Teitzel moved to approve Resolution 11-2009 A Resolution of the Board of Commissioners of the Port of Skamania County, Accepting and Approving the 2010 Budget. Commissioner Truitt seconded; the motion carried.

---MOTION--- Commissioner Teitzel moved to authorize Commission President Tony Bolstad to sign the 2010 Property Tax Levy adopted November 23, 2009. Commissioner Truitt seconded; the motion carried.

Commissioner Bolstad commended the staff for their work on the 2010 budget.

New Business:

- **Leavens Point/Water Access Presentation to City of Stevenson:** John will make a presentation to the City of Stevenson Monday, November 30, at 2:20 pm for a grant from the Hotel/Motel Tax Fund for the capital improvement project.

Executive Session: Commissioner Bolstad called for an Executive Session at 5:13 pm to 5:23 pm for 10 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.

No decisions were made. The Commission recommended that the Port staff hold a workshop with the Commission, some time in January 2010, to review personnel policies, travel and credit card policies, and procedures. The Commission reminded the staff that the Attorney and each Commissioner are available individually to staff having any issues to discuss, should issues not be resolvable immediately within the standard protocol. Ken reminded staff that he represents the Port. It was noted that Skamania County has recently hired a consultant for review of their policies.

Adjournment: The Chairperson adjourned the meeting at 5:39 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is December 8, 2009, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington. This meeting follows our annual Open House from 11:30 am to 2:00 pm same day.

APPROVED BY:

Commissioner Tony Bolstad, President

Commissioner WD Truitt, Vice-President

Commissioner Judy Teitzel, Secretary

ATTEST:

Julie Mayfield, Administrative Assistant