

**Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
June 8, 2010, 3:00 pm**

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

Attendance: Commissioners WD Truitt, Tony Bolstad, and Judy Teitzel; Attorney Ken Woodrich, Manager John McSherry, Administrative Assistant Julie Mayfield, Facilities Specialist Karl Wilkie, Auditor Monica Masco; Guest Keith Chamberlain, (left at 4:57 pm).

Public Comment: closed 3:30 pm. Keith asked procedural questions.

Meetings and Seminars:

Julie and John attended A Short Course on Local Planning, hosted by the City of Stevenson, presented by the WA State Department of Commerce and The Planning Association of Washington.

Minutes Approval:

---MOTION--- Commissioner Bolstad moved to approve the May 25, 2010 Regular Meeting Minutes. Commissioner Teitzel seconded; the motion carried.

Administrative Approvals:

---MOTION--- Commissioner Bolstad moved to approve the 2009 Annual Report, which was reviewed by John McSherry and the Commission; Commissioner Teitzel seconded; the motion carried.

---MOTION--- Commissioner Bolstad moved to ratify the 5-year lease, with two 5-year options, with CHATHAN LLC for the Old Saloon Building for \$850 per month plus leasehold tax, insurance, utilities, and annual CPI (consumer price index) increases, and including waiving the first 3 months of lease-only payments in consideration of private investment in equipment and improvements and that the range hood must be left with the building upon lease termination; Commissioner Teitzel seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Bolstad moved to approve the General Fund Vouchers numbered 12776 through 12807 in the amount of \$20,710.53 dated June 8, 2010. Commissioner Teitzel seconded; the motion carried.

The CenturyLink invoice was discussed; it was determined we can delete the second line at the Teitzel building used for the fire alarm backup and tap into one of Battelle's lines for this use.

Staff Reports:

- **Auditor's Report:** Monica reported the cash balance for May 31, 2010 as \$226,530.87.
- **Attorney's Report:** Ken reported on responding to the letter of complaint from a former employee; a third-party investigator will conduct interviews of the complainant and staff as necessary.
- **Facilities Report:** Presented by Karl Wilkie
 1. *Grounds Maintenance:* Park use is increasing as we have been getting a few nice days. The web cam at East Point is back online; a water fountain has been installed at East Point. Karl assisted Gorge Delights in landscaping maintenance at the Discovery building in North Bonneville. The docks at the Cascade Avenue Boat Launch will be installed for the season as soon as weather permits.
 2. *Buildings Maintenance:* Karl and Jorge have been working in the Old Saloon building including resolving plumbing issues, removing old carpet, and repairing water and rodent damaged sheetrock, etc. Karl noted exemplary work through the worst of it by seasonal worker Jorge Hernandez. Karl repaired vandalism at the East Point restroom and the new staircase at the River Point building. A water check valve blew off at the Tichenor building—Karl was notified by the police and had to make a weekend emergency repair on it.
- **Manager's Report:** Presented by John McSherry
 1. *Tenants Update:*

Battelle—they reported hiring 12 additional employees since expanding into the Teitzel building (for a total of 24 employees).

Galaxy—they have had some personnel changes.
 2. *Teitzel Building:* The rainy weather continued to cause delays in the completion of several punch list items including roof metal corrections and painting of the high bay doors and exterior walls. The contractor submitted operations manuals and draft asbuilts to the architect for review. Two change orders are still outstanding—they are credits to the Port, returned to Crestline for corrections.
 3. *Wavebreak:* no update.
 4. *Cascades Business Park:* We are reviewing the SEPA and NPDES draft applications we received from MacKay & Sposito (M&S). John reviewed the weekly reports from M&S. Commissioner Bolstad requested any updates to the project schedule; Julie will check with M&S.
 5. *Waterfront Enhancement Project:* John will participate in the RCO's online draft review of our ALEA Grant Application on Friday. John is working

with the EDC's grant writer Paul Hendrix. The final grant application is due July 9, 2010.

6. *Old Saloon*: See "Administrative Approvals." We now have a signed lease with CHATHAN LLC, who are planning a bar and grill style restaurant called "130 Bar & Grill."

Unfinished Business: See also Manager's Report

Personnel Policy—John briefly reviewed the history of our recent workshop and edits to the personnel policies and asked the commissioners to review their copies of the draft they received in their packets and get edits back to John before the next commission meeting.

New Business:

1. *Cascade Kiteboarding School Lease*: Tonia Farman has again requested leasing the basement of the Port office at 212 SW Cascade Avenue, Stevenson to conduct kiteboarding lessons during the summer. Cascade Kiteboarding is working with Skamania County Community Events and Recreation to offer lessons to Skamania County youth this summer. Commissioner Teitzel requested this fact be included in the lease. She also noted that the attorney needed to review the lease for language regarding liability insurance and that the Port obtain proof of insurance prior to occupancy.

There was discussion about the site Tonia should use to launch her jet ski. Commissioner Bolstad requested stats on her number of students, where they come from, etc. for Port use as a performance measuring metric. It was noted no fuel storage would/or has been allowed. John requested an executive session to discuss the rate at which the property will be leased.

2. *Whistling Ridge Draft EIS Public Hearings Attendance*: As an intervener, the Port must attend the pre-hearing at 1:30 pm on June 17, 2010 at Skamania Lodge. It was decided Commissioner Bolstad will attend the pre-hearing; Commissioner Truitt will attend the public hearing at Rock Creek Center in Stevenson June 17, 2010 at 6:30 pm; Commissioner Teitzel will attend the public hearing at the Underwood Community Center on June 16, 2010, at 6:30 pm. The commissioners will receive copies of John's abbreviated file plus John will prepare talking points to give to the commissioners.
3. *Events*: Skamania County's dedication/open house of the new Rock Creek building as the Hegewald Center is July 8, 2010, at 5:00 pm. The Port recently joined the Gorge Technology Alliance (GTA) and is invited to the GTA Summer Party on June 22, 2010, at 6:00 pm at the Halyard Building in Hood River (Portway Avenue).
4. *John's Schedule*: John will be here June 21, 2010 and will take July 2, 2010 off.

Executive Session: Commissioner Truitt called for an Executive Session at 5:00 pm to 5:20 pm for 20 minutes, 5:20 pm to 5:30 pm for 10 minutes, and again at 5:30 pm to 5:35 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 (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; the Commission directed John to hire the Accounting Tech candidate and to continue to negotiate a lease with Cascade Kiteboarding School.

Adjournment: The Chairperson adjourned the meeting at 5:45 pm. Karl and Monica left at 4:57 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is June 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