

**Port of Skamania County
Minutes of the
Board of Commissioners Meeting
July 24, 2008**

Call to Order: Vice-President Bolstad, acting as Chair, called the meeting to order at 4:00 pm with public comment open until 4:30 pm.

Attendance: In attendance from the Port were Commissioner W.D. Truitt, Commissioner Tony Bolstad, Port Attorney Ken Woodrich, Port Manager John McSherry, Facilities Specialist Karl Wilkie, Port Auditor Monica Masco, Accounting Tech. Tina Tarani, and Administrative Assistant Julie Mayfield.

Guest: Gabe Spencer, Skamania County Assessor

Public Comment: See Old Business.

Vice-President Bolstad closed the Public Comment at 4:40 pm.

Meetings and Seminars:

- **Rock Creek Slide Update** John attended this meeting between the City of Stevenson and Skamania County. The logistics and funding for the removal of additional Piper Road landslide debris out from under the Rock Creek bridge and the relocating of material removed last year was discussed. The possibility of Federal funding through an appropriation to move material from the Piper Road slide to the airport in Dallesport, Washington was discussed.
- **Stevenson Critical Areas Ordinance Open House** Commissioner Bolstad attended this meeting. A consultant from Vancouver gave a presentation; Commissioner Bolstad suggested the Port employ a consultant to provide guidance for the Port's input to the ordinance.
- **Waterfront Event Staff** Karl met with various managers of upcoming events at the Waterfront. The Outrigger Canoe Racing event went well last weekend and Port staff is preparing for the Bridge of the Gods Kiteboarding Festival this weekend.
- **North Bonneville City Council** John attended this meeting to request a letter of support for the CERB grant application for funding for the "Discovery II" building in North Bonneville. The council authorized the Major to sign a letter of support.

Minutes Approval:

---MOTION--- Commissioner Truitt moved to approve the minutes of the July 8, 2008 regular meeting as written. Commissioner Bolstad stepped down and seconded. The motion carried.

Voucher Approvals:

---MOTION--- Commissioner Truitt moved to approve the Pre-Issued General Fund Vouchers Numbers 11274 through 11281 in the amount of \$4,717.37 dated July 23, 2008. Commissioner Bolstad stepped down and seconded. The motion carried.

---MOTION--- Commissioner Truitt moved to approve the General Fund Vouchers Numbers 11282 through 11306 in the amount of \$47,321.83 dated July 24, 2008. Commissioner Bolstad stepped down and seconded. The motion carried.

Administrative Approvals:

The contract for .09 Tax Funds from Skamania County, supporting the Port's Feasibility Study, was signed. Commissioner Bolstad signed as Vice-President in the absence of Commissioner Teitzel.

---MOTION--- Commissioner Truitt moved to ratify the work-out agreement letter, signed by Port Manager John McSherry to tenant Terry Horn, ending H&H Eco Systems/H&H New Metals lease on August 15, 2008. Commissioner Bolstad stepped down and seconded. The motion carried.

---MOTION--- Commissioner Truitt moved to direct Port Manager John McSherry to proceed pursuing a prime lease (for the Evergreen Building in North Bonneville) with Silver Star Cabinets, allowing them to sublease, at the same rate per square foot, to EcoWork. Commissioner Bolstad stepped down and seconded. The motion carried.

---MOTION--- Commissioner Truitt moved to ratify Port Manager John McSherry's signing of the Contingency Agreement with Slingshot Sports for the CERB grant application for funds to build a multi-use facility in North Bonneville (the Discovery II building). Commissioner Bolstad stepped down and seconded. The motion carried.

Staff Reports:

- **Financial Report:** Reported by Port Auditor Monica Masco.

Monica presented the six month review of the Port's 2008 Annual Budget. The Commission and staff reviewed the budget line by line.

Monica presented the month end report for June 2008. Cash balance as of June 30, 2008: \$1,268,480.70. Total revenue for June was \$54,457.15 and expenditures were \$66,311.20: netting expenses over income for the month of \$11,854.05 (net loss), year-to-date netting expenses over income \$185,791.68 (net loss). The Port expects to receive the \$88,999.40 RCO payment soon.

- **Manager's Report:**

Commissioner Bolstad suggested **recyclables receptacles** for our parks areas. It was decided this should be included in the Port's overall update for the parks areas and the

design should be incorporated with the other plans Pat Hood is working on. Funding for new receptacles may be eligible for grant funding under the City of Stevenson Hotel/Motel Tax fund.

The **Evergreen Building** should be cleared out by August 15, 2008. John is working with Silver Star Cabinets (and with EcoWork as a sub-leasee, at same square footage lease rate as prime leasee) to draft a 5-year lease. This expansion could create as many as 20 new jobs over a period of time. H&H EcoSystems/H&H New Metals was given a work-out letter to terminate and completely vacate the building by August 15, 2008.

Ezzy Sails has requested use of **Bob's Beach** for a demo day of their windsurfing sails. The Commission agreed the Port should give them a non-exclusive use permit—they will need to provide insurance and get the permit.

The newly posted **“Waterfront” signs** are working well to guide people to the Waterfront. The Port has received many positive comments.

- **Miscellaneous** Karl reported the drinking fountain at the Boat Launch has been repaired and the handicap parking signage is complete. There are more beavers chewing on a number of trees on the waterfront, including fir trees—chicken wire screening has been placed around the tree bases as a deterrent. The Bridge of the Gods Kiteboarding Festival is this weekend; the weekend after will be the Kiteboarding “Blow Out”—organizers are going to close off parking areas around East Point for launching kites for two hours.

Old Business:

- **Update on the Port's Legal Description:** Gabe Spencer presented the County Assessor's position on the Port's response to the County's request for a map delineating the Port District. The County is suggesting that the Port contact property owners via a letter explaining the issues of boundary ambiguity and the remedy; a press release should also be published at the same time. Gabe reported that he is waiting for input from the state regarding the procedures his offices should take to correct the problem. The Commission agreed contacting land owners by letter is a good idea and that the Port should wait until the Assessor's office hears back from the state regarding procedures.

“Discovery II” Building Update: The **“Discovery II” CERB grant** application for funding assistance for a new multi-use building in North Bonneville is due August 4, 2008. John has received all the letters of support from local jurisdictions and a signed contingency agreement with Slingshot Sports as a potential tenant. CERB requires a draft engineered plan for the building. John has been reviewing plans for this building with DSP Architects. Planning the truck entrance/docking has been challenging. Currently the plan calls for a metal building, with 16,000 sf of manufacturing space and 4,000 sf of office space. The design allows the Port the flexibility to divide the

building up into 5,000-sf bays if necessary to meet the needs of multiple tenants. John is waiting on cost estimates.

New Business:

- **Safety Policy:** A new workplace rule by Washington State Department of Labor and Industries (Outdoor Heat Exposure) has prompted the Port to revise its Safety Policy, which was last accepted by Resolution 2-2005. The Commission was asked to comment on the latest version. Comments will be compiled and the revised policy will be presented at the next Commissioners Meeting to be adopted by resolution. Commissioner Bolstad requested that the Port staff perform a quarterly safety audit and continue with monthly safety meetings.
- **Filing System:** The Port's Filing System has been completely updated. Most records are searchable through a printed/electronic listing of items in the filing system. Files are organized with a printed diagram and corresponding lists of contents. This topic was covered in a recent staff meeting, along with a "filing system tour."

Executive Session: None.

Adjournment: The Acting Chairperson adjourned the meeting at 7:00 pm.

Commissioner Teitzel was absent (WPPA Seminar); Gabe Spencer arrived at 4:04 pm and left at 4:39 pm; Julie Mayfield left at 4:16 pm and returned at 4:39 pm; Monica Masco left at 5:47 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday August 12, 2008 at 4:00 p.m. at the Port office conference room 40 SW Cascade Avenue, Suite 70, Stevenson, WA.

APPROVED BY:

Commissioner Judy Teitzel, President

Commissioner Tony Bolstad, Vice-President

Commissioner W.D. Truitt, Secretary

ATTEST:

Julie Mayfield, Admin. Assistant