

**Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
June 9, 2009, 3:00 pm**

Call to Order: President Bolstad called the meeting to order at 2:58 pm. Public comment was opened at 3:00 pm.

Attendance: In attendance from the Port were Commissioner Tony Bolstad, Commissioner WD Truitt, Commissioner Judy Teitzel, Attorney Ken Woodrich, Manager John McSherry, Facilities Specialist Karl Wilkie, and Administrative Assistant Julie Mayfield. Commissioner Bolstad left at 3:32 pm; Karl Wilkie left at 4:25 pm.

Public Comment: None. Public comment was closed at 3:30 pm.

Meetings and Seminars: not covered.

Minutes Approval:

---MOTION--- Commissioner Teitzel moved to approve the May 26, 2009 Regular Meeting Minutes. Commissioner Truitt seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Truitt moved to approve the General Fund Vouchers numbered 11944 through 11977 in the amount of \$21,273.42, dated April 9, 2009. Commissioner Teitzel seconded; the motion carried.

Administrative Approvals:

The lease with Insitu for 14,500 square feet in the Tichenor Building, in the amount of \$4,284.96 per month, has been signed for Suites 60, 70, 80, 90, and 100. A change to note in the lease is wording about the CPI “increase or decrease.”

---MOTION--- Commissioner Teitzel moved to ratify the lease signed by John McSherry with Insitu for space in the Tichenor Building. Commissioner Truitt seconded; the motion carried.

Eleven bids were received June 4, 2009, at 3:00 pm for the Discovery II Building assembly. John and attorney Ken Woodrich reviewed all bids for conformance to stipulations. Crestline Construction was the low bidder and complied with all requirements to be awarded the contract. Crestline was the contractor for the Boat Launch replacement project in 2004.

---MOTION--- Commissioner Truitt moved to award the contract for assembly of the Discovery II Building, for \$979,750, to Crestline Construction, and authorize John McSherry to sign it. Commissioner Teitzel seconded; the motion carried.

---MOTION--- Commissioner Truitt moved to authorize the Port Commission President, Tony Bolstad, to sign the loan contract with CERB (Community Economic Revitalization Board) for the Discovery II project, in John McSherry's absence. Commissioner Teitzel seconded; the motion carried.

Staff Reports:

- **Attorney's Report:**

Ken left a message for WPPA (WA Public Ports Association) president Eric Johnson regarding the Port District Boundaries. Previously Ken sent draft legislation to Eric and Paul Pearce of Skamania County. To date, Ken has received no response from either.

Ken suggested the Port consider being included in *new* LIDAR topography scanning that the City of Stevenson is considering.

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

1. *Seasonal Worker:* Rhett Wells has been hired; he previously worked for previous tenant MFG. Rhett has set the "record" for catching on so quickly.
2. *Grounds and Facilities Maintenance:* The boat launch parking area was graded; Karl will get more gravel to grade the area near the Old Saloon (Crab Shack). Most grounds maintenance is caught up, after our move to 212 SW Cascade. The Boat Launch docks are in. Broken water lines at Woodrich & Archer's suite were repaired. Broken irrigation lines at Discovery I were repaired. Landscaping at Skye Building in North Bonneville is complete. Slingshot has promised to complete cleanup around Tichenor exterior. Karl and John will followup with Crab Shack regarding their trash enclosure. The River Point Building remaining punch list items have been completed by MFG. Prep continues for upcoming Brews Blues and BBQ and the webcam at Bob's Beach has been installed by the Stevenson Business Association.
3. *212 SW Cascade Ave:* Insulation under the conference room and in the attic are the only issues holding up the permanent occupancy permit.
4. *Prevailing Wage Training:* Karl attended a state sponsored training in Camas.

- **Manager's Report/Unfinished Business:** Presented by Manager John McSherry

1. *Tenants Update:*

Woodrich & Archer Lease—Ken's lease is up for renewal. There was discussion about whether we need to have an outside party review his lease. It is our standard lease, with the new wording regarding the CPI.

Sawnet Lease—Their lease is up for renewal in August; Sawnnet is asking for use of a space between Tichenor and River Point buildings to install a backup generator.

2. *212 SW Cascade Remodel:* The current estimate for total expenditures on the remodel is \$113,729.98.
3. *Discovery II:* The contractor for the "pre-engineered" steel structure (Schlecht/Valco Prudent) is behind schedule. The tax deferral forms have been signed by Slingshot Sports and submitted to the state. The build-out of tenant improvements will be handled through the Port's small works roster. Building assembly contractor Crestline will provide a Schedule of Values (projected billing increments) as well as an assembly schedule.
4. *Ft. Cascades Industrial Park (FCIP) ("Parcel 2"):* John presented an example RFI (Request for Interest) in light of recent interest by various parties to develop this site. Ken noted that advertising an RFI is not required by RCWs but it would get the Port a lot more coverage, such as ads in the Portland DJC and Co-Star. If we do this, information already collected about the site could be posted to our website for easy access, such as soil reports, conceptual plans already proposed in earlier studies, etc.
5. *Port District Boundary:* See *Attorney's Report*.

New Business:

- **Date for Insitu Welcome BBQ:** Postponed until September.
- **Tonia Farman Kiteboarding Lessons:** Tonia is requesting use of the space below the conference room of the new Port Office for storage of her equipment. Last year she stored it behind the Port Shop in the fenced area. The Commission left this up to John's discretion.
- **Insitu Floor Plan in Tichenor Building:** The Commission, after reviewing proposed changes, directed John to act at his discretion.
- **Steering Committee Meeting:** Commissioner Teitzel volunteered to attend this meeting June 17 at the EDC during John's vacation absence.

Executive Session: none.

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

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is Tuesday June 23, 2009, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington. Commissioner Teitzel and Manager John McSherry will not attend the next meeting.

APPROVED BY:

Commissioner Tony Bolstad, President

Commissioner WD Truitt, Vice-President

Commissioner Judy Teitzel, Secretary

ATTEST:

Julie Mayfield, Administrative Assistant