Port of Skamania County
Minutes of the Board of Commissioners
October 12, 2010
Capital Improvements Workshop 2:30 pm
Regular Meeting 3:00 pm

Call to Order: Commissioner Truitt called the meeting to order at 2:37 pm.

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, Accounting Tech Randy Payne. Guest: Keith Chamberlain (2:51 pm to 4:06 pm).

Public Comment: none; closed at 3:32 pm.

2:30 pm Capital Improvements Workshop

Randy presented copies of the draft 2011 budget to all, including comparisons from previous years. We went over line items.

Main points of discussion

- Invest 2011 tax revenues (~$230,000) in 2011 capital projects
- Leverage Ports funds to the maximum extent with other funding from local, state and federal sources

Capital Projects for 2011	**Possible Funding Sources**
Stevenson Waterfront Shoreline Enhancement	City of Stevenson Hotel/Motel Fund; CRGNSA Recreation Development Fund; Other State Funds(?); Port Cash
Cascades Business Park Paving Coyote Ridge (Phase II) Grading Lot 2 (Phase III)	Possible Federal Appropriations; County .09 Sales & Use Tax Fund and/or other County funds; Other state or federal funds(?); Port Cash
Wind River Processing Center	County .09 Sales & Use Tax Fund and/or other County funds; Other state or federal funds(?); Port Cash

- John's focus will be on securing funding including "other state or federal funds."
- Adding a line item to the budget for the Wind River Business Park (WRBP).
- Port managing the WRBP will require assistance from the County including access to county owned equipment; funds from .09 Sales & Use Tax or other county economic development funds for capital improvement projects.

- Adding a line item to the budget for occupancy rate—as a contingency.

Meetings and Seminars:

Commissioner Bolstad and Julie attended the Business After Hours at Skamania Coves.

Minutes Approval:

---MOTION--- Commissioner Bolstad moved to approve the September 28, 2010 Regular Meeting Minutes. Commissioner Truitt stepped down and seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Bolstad moved to approve the Pre-issued General Fund Voucher numbered 13039 through 13039 in the amount of $6,740 dated October 11, 2010. Commissioner Teitzel seconded; the motion carried.

---MOTION--- Commissioner Bolstad moved to approve the General Fund Vouchers numbered 13040 through 13070 in the amount of $26,384.21 dated October 12, 2010. Commissioner Teitzel seconded; the motion carried.

Administrative Approvals:

Randy reported on the best qualified inspection company to perform an above-water inspection and assign a load capacity for the Tour Boat Dock. The cost estimate for this project is $7,700.

---MOTION--- Commissioner Teitzel moved to award the contract for the Tour Boat Dock Inspection and Loading Capacity to Sargent Engineering. Commissioner Bolstad seconded; the motion carried.

John explained the "Developer's Agreement" with NW Natural Gas company for Cascades Business Park in North Bonneville. Since we don't have an end-user yet, the Port must pay a *deposit*, which may be refundable up to three years after installation, pending a new end-user and their usage.

---MOTION--- Commissioner Teitzel moved to ratify the Distribution Facility's Agreement with NW Natural for $6,740 at Cascades Business Park in North Bonneville. Commissioner Bolstad seconded; the motion carried.

A discussion took place regarding Sawtooth Technologies's request to continue the joint utilities trench at the Cascades Business Park from the trenches current termination, along the Corps access road (Ft. Cascades Drive), to the northeast corner (point) of the Port property. This trench would be at no cost to the Port. The manager was directed to: work with legal council on a utility easement agreement; to contact the Corps of Engineers to determine their interest in bringing utilities to the Ft. Cascades Historic site; contact the

City of North Bonneville regarding their open trench policy/ordinance; consider future benefits to the Port; and to contact other utilities to determine interest.

The Port has remaining funds available in the CERB grant/loan for the Teitzel building to make improvements to Suites C/D to make it tenantable. The bid package is ready for distribution to contractors for bidding. The estimated cost for the improvements needed for Suites C/D is $175,000.

---MOTION--- Commissioner Bolstad moved to authorize John to put the Teitzel Building Suites C/D Improvement out to bid. Commissioner Teitzel seconded; the motion carried.

Staff Reports:

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

  1. *Buildings:* Karl and Jorge continued work on the River Point Building roof; Karl performed a leak test at the Old Saloon using a hose on the front patio concrete, which is tilted toward the building—the test did not result in water in the basement; Karl performed backflow device testing pursuant to the City of Stevenson's code; a valve on the Tour Boat Dock will need to be replaced soon.
  2. *Grounds:* There is currently a fishing allowance for the tribal fisheries; weed control has been performed at East Point and other areas, they have been battling moles and graded ditches; landscaping trees will be needed soon at Cascades Business Park in North Bonneville.

- **Attorney's Report:** Ken will be attending the WSAMA (WA State Association of Municipal Attorneys) conference.

Manager's Report/Unfinished Business:

1. *Tenants Update:* Gary Willis of Gorge Delights will be meeting with John next week.
2. *Teitzel Building:* The Suites C/D Improvement Project is out to bid from the small works roster; bids are due October 26, 2010 at 1:00 pm; the Commission will award the project to the qualified low bidder at the regular commission meeting at 3:00 pm.
3. *Old Saloon Building:* The hose test Karl performed showed the basement leaking is coming from underground, not surface water on the front patio, even though it is sloped toward the building. It was determined the soil around the north and northeast walls should be excavated, the exterior foundation coated with impervious material, more drainage added, and the north and northeast patio should be replaced—correcting the slope and removing the step to entrance. This work needs to be done during the dry season. In the meantime, a sump pump could be installed in the basement during the rainy season.
4. *Cascades Business Park:* John will meet with Crestline next week to go over change orders. The Lower Columbia Fish Enhancement Group has expressed

interest in using some of our boulders for a funded restoration in Hamilton Creek in North Bonneville starting in June 2011.

New Business:

- The November 23, 2010 regular commission meeting will not be rescheduled.
- The Port office will be closed Wednesday October 20, through Friday October 22, 2010 while Port staff attends the WPPA Small Ports Seminar in Leavenworth.

Executive Session: Commissioner Truitt called for an Executive Session from 6:10 pm to 6:12 pm for 2 minutes, per RCW 42.30.110 (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

No decisions were made.

Adjournment: The Chairperson adjourned the meeting at 6:15 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is October 26, 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