

**Port of Skamania County**  
**Minutes of the Board of Commissioners**  
**February 8, 2011**  
**Regular Meeting 3:00 pm**

**Call to Order:** Commissioner Bolstad called the meeting to order at 3:00 pm.

**Attendance:** Commissioners WD Truitt, Tony Bolstad and Kevin Waters; Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Facilities Specialist Karl Wilkie, Finance Manager Randy Payne. Guest: Dan Majors of North Bonneville.

**Public Comment:** Opened at 3:01 pm; closed 3:31 pm. Dan Majors commented that he is supportive of the economic development activities of the Port and wants to learn more about the Port's projects.

**Meetings and Seminars:**

Commissioner Waters and Ken attended the Chamber Board Meeting. There was a discussion about the need for the US Congress to appropriate the remaining Columbia River Gorge National Scenic Area (CRGNSA) Economic Development Funds. These funds are administered by the EDC and the WIB and are used by the Port to help fund our capital development projects through grants and loans.

Julie attended the City of Stevenson Comprehensive Plan Steering Committee meeting.

Commissioner Waters, John, and Randy attended a meeting with our State Regional Economist Donald Meseck.

**Minutes Approval:**

*---MOTION--- Commissioner Truitt moved to approve the January 25, 2011 Regular Meeting Minutes, as corrected. Commissioner Waters seconded; the motion carried.*

**Vouchers Approval:**

*---MOTION--- Commissioner Waters moved to approve the Pre-issued General Fund Vouchers numbered 13284 through 13290 in the amount of \$6,145.02 dated February 2, 2011. Commissioner Truitt seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to approve the General Fund Vouchers numbered 13291 through 13316 in the amount of \$45,626.03 dated February 8, 2011. Commissioner Truitt seconded; the motion carried.*

### Administrative Approvals:

*---MOTION--- Commissioner Truitt moved to approve, as corrected, Resolution 8-2011: Accepting as Complete BMD Construction Contract for the Teitzel Building Suites C/D Improvement Project North Bonneville, Washington. Commissioner Waters seconded; the motion carried.*

John explained that a deficiency in electrical service was discovered during the Teitzel Building Suites C/D Improvement project. Using the Small Works Roster, Limited Public Works process, John obtained three bids from contractors on the Small Works Roster to install electrical service to the manufacturing area. Kitchen Electric was the low bidder with a based contract for \$19,820.00 plus tax; there was an hourly rate set in the contract for additional work if needed.

*---MOTION--- Commissioner Truitt moved to ratify the Kitchen Electric contract in the amount of \$21,744.56, including tax, dated January 14, 2011, to install electrical service to the manufacturing area in the Teitzel Building Suites C/D, North Bonneville, Washington. Commissioner Waters seconded; the motion carried.*

### Staff Reports:

- **Facilities Report:** Presented by Karl Wilkie.
  1. *Grounds and Parks:* Karl has been working on removing Scotch Broom at Cascades Business Park (CBP) in North Bonneville and researching the storm water pollution prevention plan (SWPPP) for online reporting; Sawnet Technologies completed installing their vaults/junction boxes at the CBP. Seasonal worker Jorge Hernandez has been laid off (January); there has been a lot of activity at the Boat Launch; new bark dust will be installed along the Waterfront Pathway Detour—Karl replaced the yellow barrier tape from along the detour trail with a green barrier fence.
  2. *Buildings:* Karl installed a shop sink in the Teitzel Building Suite C/D; he noted Slingshot is moving into Suite C/D and is very satisfied with the new space. Karl has continued work on the River Point building roof and made some repairs on the Evergreen Building roof; our yearly fire extinguisher inspection was completed; new exterior lamps were installed at Beacon Rock Golf Course club house; Insitu is taking the lead performing the photometric analysis for the lighting enhancement at River Point and Tichenor buildings; there have been no recent reports of water entering the basement of the Old Saloon Building.

Karl presented a list of Port significant events/accomplishments for 2010. He noted he recently took a class in MS Word and Excel offered through Skamania County's education programs.

- **Attorney's Report:** Ken reported working on the WRBP contract.

### **Manager's Report/Unfinished Business:**

1. *Tenants Update:* The Port continues its work with Galaxy Manufacturing/Last US Bag's expansion plans. The Port continued to work with Insitu on their safety concerns related to exterior lighting at the River Point and Tichenor buildings. The City of Stevenson is evaluating the street lighting on Cascade Avenue to determine if additional street lights are warranted—it is possible additional lights may be needed on the Leavens Street spur. There was a discussion about other safety concerns at the east end of Cascade Ave and if a meeting with the Sheriff, the City, and the Port was warranted. Commissioner Bolstad noted the Port should communicate with the tenants and neighbors at that end of Cascade Avenue regarding the city's parking ordinance.
2. *Teitzel Building:* The Port is in the process of closing out the CERB loan/grant for the Teitzel Building; Slingshot Sports has made significant tenant improvement investments in Suite C/D; the EDC's Red Carpet Team met to discuss plans for celebrating the retention of Slingshot Sport as their business grew and expanded. Slingshot has begun hiring new employees and the Chamber of Commerce reported providing several "welcome baskets" to their new employees.
3. *Cascades Business Park:* Crestline Construction is still waiting for weather that allows the soils to dry before remobilizing to the site to repair the flat spot in the sewer line. John presented a re-cap of expenditures for the project.
4. *Performance Indicators Update:* John presented updated graphs of Port lease revenues, cash, assets, and annual levy. It was noted that the levy increased in 2011 due to recent devaluation of property values in the district. It was also noted that the Port did not increase the levy amount (except for adding new construction). John noted the resources available through the state Regional Economist for those who ask, for example, about wages of specific industries or sectors in Skamania County. Commissioner Bolstad requested an update on the number of jobs and average wages paid of our tenants.
5. *Wind River Business Park (WRBP):* John, Ken, Randy, and Commissioner Waters met to discuss the draft Memorandum of Understanding (MOU) between the Port and Skamania County for management of WRBP.
6. *Port By-Laws:* We have reviewed the by-laws of two other ports and we plan on obtaining and reviewing additional Port by-laws. John recommended a workshop devoted to updating the by-laws. Ken noted ports are mainly governed by RCWs and therefore the by-laws are mainly for delineating the officers' relationship to the board; they should be kept broad and simple and not be construed as a "governance policy." Commissioner Waters suggested John bring recommendations to the Commission to consider and that we finalize the by-laws, with minimal updates, by the last March meeting.

7. *Comprehensive Plan Workshop: Monday, April 11, 2011, 1:00 pm to 4:00 pm* was scheduled as a Comp Plan workshop.

**New Business:**

- **Beacon Rock Golf Course:** John met with Kevin Coombs at BRGC. Kevin reported a decrease in golf rounds played in 2010; however, the club house restaurant experienced an increase in revenue. He would like to add value to the overall experience for his guests by expanding the Club House with a deck and requested the Port construct the deck as a capital improvement to the facility. The Commission concurred there is a budget for some construction at BRGC and the Port greatly values the work of Kevin Coombs as the tenant managing the golf course; therefore the Commission approved expending budgeted funds toward construction of the deck. It was recommended the Port hire a consultant to plan the layout and design of the deck.
- **Camping on the Waterfront:** Commissioner Bolstad presented a handout on a concept of fee-based car/van overnight camping. This would require a conditional use permit since the City ordinance currently does not allow overnight camping; an ordinance would need to be developed/adopted in order for the City to provide enforcement of rules for this type of activity; there may be additional issues that would need to be addressed. John recommended researching policies for car/van overnight camping at other Ports and reporting at the next meeting. This triggered a discussion about the Port's need for waterfront ordinances in general pertaining to public activity on Port property.
- **Waterfront Clubhouse:** A recreational user of the waterfront requested use of an area to establish equipment storage (for a fee) for various recreational waterfront users. John suggested finding a single entity that could lease and manage such an area as a "clubhouse" open to the public for this purpose.

**Executive Session:** Commissioner Bolstad called for an Executive Session from 5:13 pm to 5:43 pm for 30 minutes, and 5:44 pm to 5:48 pm for 3 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; 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.


**Adjournment:** The Chairperson adjourned the meeting at 5:51 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is February 22, 2011, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.


**APPROVED BY:**

  
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**Commissioner Tony Bolstad, President** (District 1)

  
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**Commissioner WD Truitt, Vice-President** (District 2)

  
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**Commissioner Kevin Waters, Secretary** (District 3)

**ATTEST:**

  
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**Julie Mayfield, Executive Assistant**

