

**Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
February 10, 2009**

Call to Order: President Bolstad called the meeting to order at 4:01 pm.

Attendance: In attendance from the Port were Commissioner Judy Teitzel, Commissioner Tony Bolstad, Commissioner WD Truitt, Attorney Ken Woodrich, Manager John McSherry, Facilities Specialist Karl Wilkie, Auditor Monica Masco, and Administrative Assistant Julie Mayfield.

Public Comment: none; closed at 4:31.

Meetings and Seminars: none.

Minutes Approval:

---MOTION--- Commissioner Truitt moved to approve the January 27, 2009 Regular Meeting Minutes. Commissioner Teitzel seconded; the motion carried.

---MOTION--- Commissioner Truitt moved to approve the February 4, 2009 Special Meeting Minutes. Commissioner Teitzel seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Truitt moved to approve the Pre-issued General Fund Vouchers numbered 11678 through 11684 in the amount of \$4,727.26, dated February 4, 2009. Commissioner Teitzel seconded; the motion carried.

---MOTION--- Commissioner Truitt moved to approve the General Fund Vouchers numbered 11685 through 11712 in the amount of \$40,045.48, dated February 10, 2009. Commissioner Teitzel seconded; the motion carried.

Administrative Approvals:

It was noted that the Crab Shack Lease Amendment, signed this summer, was not *ratified* previously.

The Commission had not yet signed the lease between the Port and the County for the .09 Tax Funds that will be contributed to the building fund for the Discovery II Building in North Bonneville.

---MOTION--- Commissioner Teitzel moved to ratify the Crab Shack Lease Amendment, signed June 23, 2008. Commissioner Truitt seconded; the motion carried.

---MOTION--- Commissioner Truitt moved to authorize Commission President Bolstad to sign the contract between the Port and Skamania County for a \$200,000 grant from the County's .09 Tax Funds for the construction of Discovery II Building (North Bonneville). Commissioner Teitzel seconded; the motion carried.

---MOTION--- Commissioner Truitt moved to approve the contract between the Port and Skamania County for a \$200,000 grant from the County's .09 Tax Funds for the construction of the Discovery II Building (North Bonneville). Commissioner Teitzel seconded; the motion carried.

Staff Reports:

- **Auditor's Report:** Presented by Monica Masco

Cash balance as of December 31, 2008 is \$1,444,641.81. Total revenue for December was \$391,270.52 and expenditures were \$46,400.91: This netted an excess of revenue over expenditures in the amount of \$344,869.61; year-to-date netting excess of expenditures over revenue in the amount of \$9,769.74.

The Port has not received January's Treasurer's Report from the County delaying January's report until next month.

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

1. *Various repair work* has been completed:

- Tichenor Building and area—heaters fixed in Suites 65 and 90; arborvitae repaired from snow damage; holiday decorations put away; roofing repair at 126 SW Cascade; Suite 90 patched wall holes.
- Evergreen Building—bio swale cleaned out, gutters repaired, water now properly draining from building. The City of North Bonneville's Public Works Department was extremely helpful in correcting drainage issues around the property—Ken suggested a letter of thanks.
- Discovery Building—work was done repairing the roof.

2. *Labor & Industries Safety Compliance.* Karl submitted a Letter of Compliance to Labor & Industries detailing actions taken to correct issues identified during the recent Safety Inspection Audit.
3. *212 SW Cascade Ave.* Karl has been working on preliminary landscaping and gathering input from various trades to prepare the Port office remodel bid package.
4. *Stevenson Landing:* An aluminum ladder is being fabricated for installation at the end of the pier as a public safety device. Commissioner Bolstad

recommended we revisit the improvement project for the Landing in March or April.

5. *Seasonal Worker*. Karl has prepared a job description for the seasonal worker—to be reviewed with John.

- **Attorney's Report**: none.
- **Manager's Report**: Presented by Manager John McSherry
 1. *Stevenson Industrial Building*. John is using the services of a local Engineer to prepare a CAD drawing of the facility layout (because one does not currently exist).
 2. *Tall Ships*. The *Lady Washington*, the Official Ship of the State of Washington, and the *Hawaiian Chieftain* are on goodwill missions and would like to dock at Stevenson Landing June 11 to 13, 2009. We discussed the boost to the local economy this docking will have.

---MOTION--- *Commissioner Truitt moved to waive the \$100 per day docking fee for the Tall Ships visit June 11 to 13, 2009. Commissioner Teitzel seconded; the motion carried.*
 3. *Discovery II, North Bonneville*. The project is progressing in two phases: 1) purchase of the steel building and; 2) the public works contract to erect it. The Public hearing and the Site Plan Review is scheduled for the February 17th City of North Bonneville Planning Commission meeting. John is proceeding with a Boundary Line Adjustment (BLA) for Lot I-3 and I-4.
 4. *212 SW Cascade Ave*. We are working with Pat Hood Design on the design elements of the remodel. Commissioner Bolstad suggested reviewing a plan for the remodel at the next Commission Meeting.

Old Business: (see Manager's Report as well)

- **Galaxy and Tichenor Suite 105**: in process of modifying lease.
- **Slingshot Sports**: have to have a letter of their investment in the relocation to Discovery II Building for the CERB grant.
- **Port District Boundary**: John needs to meet with the County Commissioners regarding the press release.

New Business: none.

Executive Session: Commissioner Bolstad called for an Executive Session at 5:25 pm to 5:55 pm for 30 minutes and again at 5:55 pm to 6:10 pm for 15 minutes per RCW 42.30.110 (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.

The Commission came out of Executive Session at 6:10 pm; no decisions were made.

Adjournment: The Chairperson adjourned the meeting at 6:11 pm. Monica Masco left at 5:00 pm; Karl Wilkie left at 5:22 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is Tuesday, February 24, 2009 at the Port office conference room 40 SW Cascade Avenue, Suite 70, Stevenson, Washington.

APPROVED BY:

Commissioner Tony Bolstad, President

Commissioner WD Truitt, Vice-President

Commissioner Judy Teitzel, Secretary

ATTEST:

Julie Mayfield, Administrative Assistant