

**Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
April 28, 2009**

Call to Order: President Bolstad called the meeting to order at 4:02 pm with public comment open until 4:32 pm.

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

Public Comment: Public comment was closed at 4:48 pm.

Skamania County Commissioner Paul Pearce joined the meeting at 4:14 pm. Paul contributed to discussions and emphasized the need for our local governing groups to work together for the collective good of our communities; he also stressed the need to transition from the timber industry economy to a diversified economy of the County.

Meetings and Seminars:

- **SW Washington Finance Group:** Tina attended the SW Washington Finance Group finance meeting at the Port of Longview on April 24.
- **City of Stevenson City Council:** John attended this meeting on April 16th to report on the lease signing between the Port and Insitu.

Minutes Approval:

---MOTION--- Commissioner Truitt moved to approve the minutes of the April 15, 2009 Regular meeting. Commissioner Teitzel seconded; the motion carried.

Voucher Approvals:

---MOTION--- Commissioner Truitt moved to approve the General Fund Vouchers Numbers 11849 through 11876 in the amount of \$33,069.34 dated April 28, 2009. Commissioner Teitzel seconded; the motion carried.

Administrative Approvals:

John presented the Interlocal Agreement between the Port and Skamania County for the County to replace and repair the paving around the River Point and the Tichenor Buildings. The agreement authorizes the use of the .09% sales and use tax in the amount of \$200,000.00 to purchase materials and contract labor and equipment for

this project. The County will provide the labor and equipment at no cost as a match to the project. It was noted that Leavens Street is located in the project area and that we must establish an Interlocal Agreement with the City of Stevenson for this portion of work.

---MOTION--- Commissioner Truitt moved to authorize Commissioner Tony Bolstad to sign the contract with Skamania County for the Paving Project at the River Point/Tichenor Building site. Commissioner Teitzel seconded; the motion carried.

Staff Reports:

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

Cash balance as of March 31, 2009 is \$1,375,505.05. Total revenue for March was \$78,264.60 and expenditures were \$40,295.77: netting excess of revenue over expenditures in the amount of \$37,968.83; year-to-date net loss (expenditures over revenue) is -\$69,149.76.

Unfinished Business: Presented by Port Manager John McSherry

- **Tenant Updates:**
 1. ***Majestic America Line:*** They have not responded to our letter requesting payment, sent certified mail.
 2. ***Galaxy Manufacturing:*** Galaxy is reviewing its new lease contract. John anticipates they will finalize it next week.
 3. ***Molded Fiber Glass Co/NW:*** John is working on a punch list of items to be completed before returning MFG's security deposit.
 4. ***Insitu:*** Insitu will take possession of the River Point Building May 1, 2009.
- **Port District Boundaries Update:** The regular Commission Meeting, which has been rescheduled to May 11 from May 12, will take place at the Legion Hall in Washougal. A letter has been sent to affected property owners notifying them of the meeting and the change in the boundary. The Public Comment period will be moved from 4:00 pm to 6:00 pm. John will give a presentation about the Port and the legal description and map of the Port district. The surveyor from Klein & Associates and Paul Pearce from Skamania County will attend.
- **"Discovery II" Building Update:** The engineer is working on the plans and specifications for the bid document to perform site work and to erect the Discovery II Building.
- **212 SW Cascade Avenue Port Office Remodel:** Change Order #2 has moved the scheduled completion out to May 12, 2009. Discussion was favorable to hiring a mover to help with the office move from the Tichenor Building to 212 SW Cascade, projected as May 15, 2009.

- **Wind River Business Park (WRBP):** The County is still reviewing the management contract.

New Business:

- **Port Commission Meeting Time:** It was agreed to move the meeting time of the regular Port Commission Meetings to 3:00 pm from 4:00 pm. A resolution will be presented at the next meeting and By-Laws will be amended.
- **212 SW Cascade Avenue Open House:** May 27, 2009, from 4:00 pm to 7:00 pm is the target date for an Open House celebrating our new office. The Chamber of Commerce will be notified to include this in their regular email to members.

Executive Session: Commissioner Bolstad called for an Executive Session at 6:12 pm to 6:32 pm for 20 minutes and again from 6:32 pm to 6:52 pm for 20 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; and (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

No decisions were made. The Commission directed John to continue with lease negotiations

Adjournment: The Chairperson adjourned the meeting at 6:58 pm. Monica Masco left the meeting around 6:00 pm; Paul Pearce left around 4:49 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is Monday May 11, 2009 at 4:00 pm at the *Cape Horn American Legion Hall*, Post #122, 10221 Washougal River Road, Washougal, Washington 98671.

APPROVED BY:

Commissioner Tony Bolstad, President

Commissioner WD Truitt, Vice-President

Commissioner Judy Teitzel, Secretary

ATTEST:

Julie Mayfield, Administrative Assistant