Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
October 13, 2009, 2:30 pm (early start)

Call to Order: Commissioner Truitt, as acting President, called the meeting to order at 2:39 pm.

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

The meeting began with a discussion of capital improvement projects being considered for inclusion in 2010's budget. Projects discussed included the Cascades Business Park Infrastructure Construction; Stevenson Waterfront Enhancements; Stevenson Landing Improvements; Cascade Avenue Waterfront Development Planning; Strategic Industrial Land Acquisition; Waterfront Signage; Rail Road Crossing Quiet Zone; Beacon Rock Improvements and 212 Cascade Avenue Improvements. John noted the Port is on the short list of grant funding from the Public Works Board for the Cascades Business Park Infrastructure Project. He also noted that the JARPA (permit) for the Shoreline Enhancements project is being sent out for public comment, indicating that we may receive a permit in 2010. Possible funding for the Shoreline Enhancements project may include the City of Stevenson's Hotel/Motel Tax (for the Leavens Point Water Access) and the Scenic Area's Recreational Development Fund.

The Commission ranked the projects as follows:

1. Cascades Business Park Infrastructure Construction
2. Stevenson Shoreline Enhancements
3. Stevenson Landing Improvements
4. Strategic Industrial Land Acquisition
5. Beacon Rock Improvements
6. Cascade Avenue Waterfront Development Planning
7. Waterfront Signage
8. Railroad Crossing Quiet Zone
9. 212 SW Cascade Ave Improvements

Public Comment: none; opened at 3:30, closed at 4:00 pm.

Meetings and Seminars:

Julie attended the WPPA Environmental Conference in Winthrop.

John and Julie attended the CGEDA (Columbia Gorge Economic Development Association) meeting, held here in our Conference Room.

Commissioner Teitzel attended the Simply Put Organics Business After Hours in Carson.

Commissioners Teitzel and Truitt, plus John, Karl, Julie, and Monica attended the Insitu Welcoming Reception at Skamania Lodge, October 8.

Tina attended the Health Care Authority Staff Training in Vancouver, October 8.

Minutes Approval:

---MOTION--- Commissioner Bolstad, via telephone, moved to approve the September 22, 2009 Regular Meeting Minutes. Commissioner Teitzel seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Teitzel moved to approve the Pre-issued General Fund Vouchers numbered 12210 through 12215 in the amount of $5,630.67, dated September 30, 2009. Commissioner Truitt stepped down and seconded; the motion carried. Commissioner Bolstad abstained.

---MOTION--- Commissioner Teitzel moved to approve the General Fund Vouchers numbered 12216 through 12255 in the amount of $547,064.71 dated October 13, 2009. Commissioner Truitt stepped down and seconded; the motion carried. Commissioner Bolstad abstained.

---MOTION--- Commissioner Truitt stepped down and moved to approve the General Fund Voucher numbered 12256 through 12256 in the amount of $107.00 dated October 13, 2009. Commissioner Teitzel seconded; the motion carried. Commissioner Bolstad abstained.

The above voucher was added.

Tina left the meeting to print warrants for the approved vouchers. During the printing process of Vouchers approved numbered 12216 through 12255 for $547,064.71 dated 10/13/09, a printing error occurred creating a correction in the numbering of the warrants, and two corrections on two warrants for incorrect amounts were discovered on the approved voucher list.

---MOTION--- Commissioner Teitzel moved to approve the corrected General Fund Vouchers numbered 12216 through 12255 in the amount of $554,384.74 dated October 13, 2009. Commissioner Truitt stepped down and seconded; the motion carried. Commissioner Bolstad abstained.

Administrative Approvals:

---MOTON---Commissioner Teitzel moved to approve Woodrich & Archer's Retainer Agreement for 2010 and it is attached hereto. Commissioner Bolstad seconded; the motion carried.

---MOTION--- Commissioner Teitzel moved to approve Change Order #1, dated August 25, 2009, for the Discovery II Building in North Bonneville. Commissioner Bolstad seconded; the motion carried.

Staff Reports:

- **<u>Attorney's Report</u>:** Ken reported on the title report for Cascades Business Park in North Bonneville. There are no recorded USDA covenants/interests. Subject to other restrictive covenants, the property could be conveyed.

- **<u>Facilities Report</u>**: Presented by Facilities Specialist Karl Wilkie

  1. *Grounds and Facilities Maintenance:* Karl continues to work with Clint Crist building the stairs from Cascade Avenue down the embankment to the River Point building. The north addition to the River Point building is basically complete (Patriot is finished installing all sprinklers); Insitu has a plow that can be put on a truck for snow plowing this winter if the Port's Kubota isn't enough.
  2. *Columbia River:* The water level will continue to be high until April 10, 2010. Tour Boats are trapped above The Dalles Dam because of emergency repairs to the Lock. The tribal fishing season is over.
  3. *Seasonal Worker:* Rhett Wells was offered a full-time job with another company; his last day was almost 2 weeks ago.
  4. *Sternwheeler School Outing:* local elementary schools went on a riverboat tour of the river on the Sternwheeler; the Port waived the docking fee.

- **<u>Manager's Report</u>:** Presented by Manager John McSherry

  1. *Tenants Update:*

     Slingshot and Insitu are eagerly anticipating the completion of Discovery II in North Bonneville, since Insitu will occupy Slingshot's current space in Tichenor and Slingshot will move to the new building.
  2. *Discovery II*: curbs are currently being installed; asphalt is being scheduled weather permitting; the truck height loading dock is being poured. Since the start of the contract to erect the Discovery II building it was determined that demising walls were needed to separate tenants. Crestline estimated the cost to install the demising walls and related utility changes to be $173,000. The Port will put this item out to bid on our Small Works Roster.

     John proposed that we officially name the building *The Teitzel Building*, after Commissioner Judy Teitzel, who has served as a Port Commissioner for 20 years to date.

     ---MOTION--- Commissioner Bolstad moved to officially name the Discovery II Building in North Bonneville as <u>The Teitzel Building</u>, after Commissioner Judy Teitzel. Commissioner Truitt stepped down and seconded; the motion carried. Commissioner Teitzel abstained.

3. *Wavebreak*: All parties to the wavebreak demise have agreed to a mediated meeting; John is working to schedule a date and confirm a mediator.
4. *Cascades Business Park (formerly Ft. Cascades Industrial Park/"Parcel 2"):* The Port's project to install infrastructure to the site is on the Public Works Board's Preliminary Conditionally Approved List for the Small Community in Rural Counties Grant Program. Final approval of the projects to be funded will take place at the Public Works Board's meeting on November 3, 2009 at the SeaTac Airport.
5. *Budget:* The Port will apply with the City of Stevenson for funding from the Hotel/Motel Tax Funds for use on the Shoreline Enhancements Project (to establish a new water access point at Leavens Street), for the Stevenson Landing Improvements project and to pursue a Quiet Railroad Crossing at Russell Street.
6. *EDC Dues:* The dues are increasing from $4,500 to $5,000. John is working on the Scope of Work with the EDC for the services they will provide.

Unfinished Business:

- **Insurance Deductible**: After reviewing the potential savings versus risk by raising the deductible from $1,000 to $5,000, all agreed to keep the deductible at $1,000.
- **Port Boundary**: We need to mail letters to affected property owners of the boundary decision.
- **Port's Bi-annual State Audit**: John presented the commission with the "Entrance Conference" document dated Monday October 12, 2009 and reviewed the scope of the audit underway. John instructed the commissioners to contact the State Auditor directly if they had any specific items or areas they would like the Auditor to review. The State Auditor will be done with his onsite portion of the audit tomorrow October 14, 2009.

New Business:

- **Tax Levy**: The commission will decide to leave the rate as it currently is, or to raise or lower it. A discussion took place regarding how our levy funds support our parks and grounds and how this supports tourism and local economic development. Monica will provide the 2010 tax levy info for the next commission meeting.
- **Personnel**: The staff is considering expanding the seasonal worker position into a full-time position. The budgeting process will provide support for or against this. PERS went down this year and next year by 3 percent on gross; at the same time, employee health insurance rates went up approximately 3 to 3.5%. Staff recommends a 3 percent increase to employee wages. This will be thoroughly covered in the upcoming budget sessions at our next few meetings.

Executive Session: None.

Adjournment: The Chairperson adjourned the meeting at 5:10 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is Tuesday October 27, 2009, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington. <u>This will be the first review of the draft budget</u>.

APPROVED BY:

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Commissioner Tony Bolstad, President

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Commissioner WD Truitt, Vice-President

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Commissioner Judy Teitzel, Secretary

ATTEST:

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Julie Mayfield, Administrative Assistant