

**Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
October 27, 2009, 3:00 pm**

Call to Order: President Bolstad, via telephone, called the meeting to order at 3:03 pm with Public Comment until 3:33 pm.

Attendance: Commissioner Tony Bolstad, via telephone, Commissioner WD Truitt, Commissioner Judy Teitzel, Manager John McSherry, Auditor Monica Masco, Attorney Ken Woodrich, Administrative Assistant Julie Mayfield, and Accounting Technician Tina Tarani.

Public Comment: None; closed at 3:36 pm.

Meetings and Seminars:

Monica and Tina attended the Washington Finance Officers Association Cash-Basis Governmental Accounting conference in Pasco.

Monica and John attended the Chamber Board retreat in Home Valley.

Ken attended the Fall WSAMA (WA State Association of Municipal Attorneys) conference.

Minutes Approval:

---MOTION--- Commissioner Teitzel moved to approve the October 13, 2009 Regular Meeting Minutes. Commissioner Truitt seconded; the motion carried. Commissioner Bolstad abstained.

Vouchers Approval:

---MOTION--- Commissioner Truitt moved to approve the General Fund Vouchers numbered 12257 through 12283 in the amount of \$29,446.73, dated October 27, 2009. Commissioner Teitzel seconded; the motion carried.

Administrative Approvals: See Manager's report.

Staff Reports:

- **Auditor's Report:**

September 30, 2009 Cash Balance is \$1,319,876.78.

Total revenue for September was \$117,629.99 and expenditures were \$317,348.64; netting excess expenditures over revenue of \$199,718.65. Year-to-date excess of expenditures over revenue is \$124,820.76. Monica noted this reporting period is the end of the third quarter.

Collecting on debts owed by tour boat companies was discussed. It was agreed to contract with a collections agency. Ken outlined the necessary steps to follow.

Unfinished Business/Manager's Report:

1. *Tenants Update:*

Slingshot Sports—still working on new contract for Discovery II Building.

Insitu—Insitu requested a meeting with John to discuss the roof at the River Point Building.

2. *Discovery II:* John met with prime contractor Crestline Construction, their subcontractor Design Structures, Schlecht Construction (the steel building manufacturer's representative), and DSP Architecture to resolve an issue with the roofing panels. It was agreed that in order to maintain the project's scheduled completion date, the Port needed to accept a narrower roof panel to meet the snow load requirements and that additional time would be required to install these narrower panels. A change order is proposed to perform the additional installation work on a time and materials basis not to exceed \$50,000. Schlecht Construction agreed to reimburse the Port up to \$10,000 for this additional work. Dave Prosser, Port Project Manager for the Discovery II Building, will monitor the additional work.

---MOTION--- Commissioner Teitzel moved to authorize John McSherry to approve Change Order #2 for the Discovery II Building roof reconfiguration, not-to-exceed \$40,000. Commissioner Truitt seconded; the motion carried.

3. *Wavebreak:* John is working with a mediator to schedule a time for the parties involved to meet. Since the mediator is out of town until November 2, 2009, John will be working on scheduling a meeting again next week.
4. *Leavens Point Water Access*—we turned in our application to the City of Stevenson's Hotel/Motel Tax grant fund, which was due October 19, 2009. The request was for \$100,000 of work at Leavens Street as part of the Stevenson Shoreline Enhancements project. Total project cost is estimated at \$630,000.
5. *Cascades Business Park*—The Public Works Board will make final grant funding decisions on November 3, 2009 for our infrastructure funding request. The Port requested a \$600,000 grant for a total estimated project of \$903,560; the Port is currently listed as one of the 16 projects short-listed to fund. The Port is planning to ask Skamania County for a \$150,000 match from the .09 Tax funds and contribute \$153,560 in Port cash.

It was noted that Embarq has been purchased by CenturyLink; it is possible CenturyLink may be interested in upgrading their telecommunications infrastructure in North Bonneville.

6. *Tax Levy*—it was agreed to leave the levy at its current rate—not raise or lower it.
7. *Letter to County*—We have a draft of a thank-you letter for the paving project; it should be ready for review at our next meeting.
8. *126 SW Cascade Ave Rental House*—Commissioner Truitt read a letter from the County that was hand-delivered to the Port by County Commissioner JR Richardson. The County is requesting the Port lease the building located at 126 SW Cascade Ave, currently leased to Joe Schlick on a month-to-month basis, to the Washington Gorge Action Program (WA-GAP), which operates the Food Bank.

The commission noted that this building is in a location that is ready to develop as part of the Port's Waterfront Development plan. And should an opportunity present itself this building would be torn down as part of the Waterfront development and any occupant would need to relocate.

Commissioner Truitt indicated that the County would be responsible for constructing any improvement to the building required to meet the City of Stevenson's building codes for occupancy/public use. It was agreed that a representative from the County responsible for constructing any such improvements, and the Port, should conduct a walk-through of the building and document improvements required to bring the building up to code.

It was agreed to draft a lease for review at our next Commission Meeting. The draft should include: issues of traffic; restroom access; required repairs to the building to meet codes; lease term on a month-to-month basis including insurance, taxes, etc.

It was suggested that inquiries be made about the availability/suitability of any buildings near the County's Rock Creek facilities/fairgrounds.

New Business:

- **Port Staff Pay Day Rescheduled:** Since Wednesday, November 11th is Veterans Day, but also a Port staff payday, payroll vouchers need to be approved at our rescheduled November 9 Commission Meeting in order to pay staff on Tuesday, November 10.

---MOTION--- Commissioner Truitt moved that due to holiday constraints we will advance employee payday to November 10, 2009, instead of November 11, 2009, which is a holiday. Commissioner Teitzel seconded; the motion carried.

- **Serving Food at Port Meetings:** John surveyed the Commission about food being served at the Port Commission meetings. All agreed to continue food, and to keep it simple and within budget.

Executive Session: None.

Adjournment: The Chairperson adjourned the meeting at 5:56 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is MONDAY November 9, 2009, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington. Commissioner Bolstad will return for the November 23, 2009 meeting.

APPROVED BY:

Commissioner Tony Bolstad, President

Commissioner WD Truitt, Vice-President

Commissioner Judy Teitzel, Secretary

ATTEST:

Julie Mayfield, Administrative Assistant