Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
May 25, 2010, 3:00 pm

Call to Order: Commissioner Truitt called the regular meeting to order at 3:01 pm with public comment open until 3:31 pm.

Attendance: Commissioners WD Truitt, Judy Teitzel, and Tony Bolstad via telephone; Manager John McSherry, Auditor Monica Masco, Attorney Ken Woodrich, Administrative Assistant Julie Mayfield, Facilities Specialist Karl Wilkie; guests Damon Webster (MacKay & Sposito, left at 4:00 pm), David Bennett (left at 3:03 pm) and Keith Chamberlain (left about 4:30 pm).

Public Comment: David expressed continued interest in leasing the Old Saloon if the Port does not obtain a lessee. Closed at 3:43 pm.

MacKay & Sposito Presentation: Damon Webster presented the preliminary sewer and water plan for the Cascades Business Park Infrastructure Development Project. Commissioner input was sought before the Port proceeds with finalizing the State Environmental Policy Act (SEPA) application and begins final plans and specs. The Commission approved the direction of the plans presented and directed the Port to move forward to the next step. In general, the main points were:

- An upper and lower level
- The upper level to be contoured; minimal terracing on north side.
- The lower level to consist of 7 to 10 developable acres and accessed by a circular entrance at Ft. Cascade Drive connected to a road that bi-sects the site, southeast to northwest and connects to Cascade Drive in the city of North Bonneville. This would allow access to the lower and upper sites with one road.
- The water system will be looped, using 10-inch and 6-inch lines. The City of North Bonneville will provide results of flow rate testing.
- Need more input from potential lessee CRRL.
- Connect to existing Heritage Trail with a bike/pedestrian pathway in lieu of sidewalks.
- Retain large boulders at west end as part of buffer area; design buffer area.

Commissioner Bolstad requested a cross-sectional view of the plans when available. Ken noted, for future planning, that more stringent regulations apply if it becomes a subdivision.

Meetings and Seminars:

John, Julie, Ken, and Commissioner Teitzel attended the *Business After Hours* at the Sternwheeler Café in Cascade Locks May 20, 2010.

Karl, Commissioner Truitt, Julie, and John attended Enduris's Discrimination and Harassment annual training in Vancouver May 17, 2010. It was noted Enduris offers online training, Municipal Research and Services Center (MRSC) access, and a library check-out service from their training materials.

Karl attended MRSC's training in Camas on insurance and bonds for public works projects.

Minutes Approval:

> ***---MOTION--- Commissioner Bolstad moved to approve the May 11, 2010 Regular Meeting Minutes. Commissioner Teitzel seconded; the motion carried.***

Vouchers Approval:

> ***---MOTION--- Commissioner Teitzel moved to approve the General Fund Vouchers numbered 12751 through 12775 in the amount of $45,873.95, dated May 25, 2010. Commissioner Bolstad seconded; the motion carried.***

Administrative Approvals:

The Commission approved John's request for time off:
June 21, 2010
July 12-16, 2010
August 19-27, 2010

Staff Reports:

- **<u>Auditor's Report</u>**: presented by Monica Masco

  April 2010 financials were postponed; Monica noted edits she made to the draft Annual Report, which was included in the Commissioner packets. John commended Monica for taking on the accounting tasks during our hiring process for the Accounting Tech.

Unfinished Business:

1. *Tenants Update:*

   Slingshot Sports—Kitchen Electric is installing a security system at the Teitzel Building.

   Insitu—they have been working with the Port and the Stevenson Business Association to install the Kite Cam on the Tichenor Building.

   Crab Shack—Kent Vaughters continues working on removing personal items from the Old Saloon; the Commission determined he needs to be notified in writing that he must be completely vacated by May 28, 2010.

   Galaxy—There is potentially a buy-out taking place. It would not affect the lease contract unless there is a personal guarantee in the current lease.

2. *Old Saloon:* The contract with new lessee should be signed this week and be effective June 1, 2010.

3. *Teitzel Building*: The Port continues to hold payment to Crestline until punch-list items are finalized (including asbuilts and manuals); the weather has caused some delays.
4. *Wavebreak:* No update.
5. *Waterfront Enhancement Project*: John noted items needed to complete the ALEA grant application through RCO (Recreation and Conservation Office), including a resolution giving him authorization to submit the final application, which will be presented at a commission meeting before July 9, 2010. John and Julie will present a draft application presentation before the RCO Board on June 9, 2010 in Olympia.
6. *Accounting Tech Position*: We received 27 applications; the deadline was May 24 at 4:00 pm. John, Julie, Monica, and Commissioner Teitzel reviewed them and have narrowed the number to 8 applicants, which will be narrowed down to 5 for calls to interview next week.

New Business: The Whistling Ridge Windmill Project EIS is complete and was sent to participants in the case. John will email the link to Commissioner Bolstad.

Executive Session: Commissioner Truitt called for an Executive Session at 4:45 pm to 5:05 pm for 20 minutes, and 5:05 pm to 5:10 pm for 5 minutes, per RCW 42.30.110 (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.

Adjournment: The Chairperson adjourned the meeting at 5:11 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is June 8, 2010, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:

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Commissioner WD Truitt, President (District 2)

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Commissioner Judy Teitzel, Vice-President (District 3)

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Commissioner Tony Bolstad, Secretary (District 1)

ATTEST:

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Julie Mayfield, Administrative Assistant