

**Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
July 23, 2013, 9:00 am**

Call to Order: Commissioner Truitt called the meeting to order at 9:00 am.

Attendance: Commissioners WD Truitt, Tony Bolstad, and via telephone Commissioner Waters (till 10:18 am); Executive Director John McSherry, Finance Manager Randy Payne, Attorney Ken Woodrich, Auditor Monica Masco, Executive Assistant Julie Mayfield, Facilities Manager Doug Bill.

Public Comment: None.

Meetings and Seminars:

Commissioners Truitt, Bolstad, and Waters along with Executive Director John McSherry attended the joint meeting between the Ports of Skamania and Cascade Locks to review the status of the load restriction on the Bridge of the Gods.

Commissioners Truitt, Bolstad, and Waters along with John, Julie, John, Randy and Monica attended the Chamber Business After Hours in the Port's Tichenor Building, hosted by the Port.

Minutes Approval:

*---MOTION--- Commissioner Bolstad moved to approve the **July 9, 2013 Regular Meeting Minutes**. Commissioner Truitt stepped down and seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Waters moved to approve the **Pre-issued General Fund Vouchers numbered 15061 through 15069 in the amount of \$9,837.22 dated July 17, 2013**. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to approve the **General Fund Vouchers numbered 15070 through 15089 in the amount of \$54,384.95 dated July 23, 2013**. Commissioner Waters seconded; the motion carried.*

Administrative Approvals:

*---MOTION--- Commissioner Bolstad moved to **adopt Resolution 12-2013 Declaring a Local Safety and Economic Emergency Due to a Regional Transportation System Failure [Bridge of the Gods]**. Commissioner Waters seconded; the motion carried.*

Skamania County has set up a Multi-Agency Command Group (MAC G), which will help communication surrounding this emergency. John and Commissioner Truitt will attend the MAC G meeting on July 29 at 10:00 am.

Staff Reports:

Auditor's Report: presented by Monica Masco

June 30, 2013 Cash Balance is \$1,399,078.57

Total revenue for June was \$84,344.06 and expenditures were \$205,778.00:
Netting excess expenditures over revenue in the amount of \$121,433.94; year to date net revenue over expenditures is \$7,923.54.

Overall year-to-date total revenue is 18.6% of annual budget and expenditures are 17.0%.

Other note: Without project revenue (grants and loans) the revenue January through June is 43% of the annual budget at (\$564,837 six months actual vs. \$1,299,264 annual budget). Without project expenses the January through June's expenses are 49% of the annual budget (\$487,892 six months actual vs. \$1,005,963 annual budget).

Commissioner Salary Increase: Every five years the state legislature reviews the CPI for Port Commissioner salaries. As a result, effective July 1, 2013, the optional allowable commissioner salary has increased to \$254 per month from \$200 per month and \$114 per meeting from \$104 per meeting. The Commission decided to include this in the 2014 budget discussions, and not take the increase at this time—since this increase was not in our 2013 budget.

Unfinished Business/Director's Report: Presented by John McSherry

- 1 *Tenants update:* It was concluded the Port should use the Small Works Roster using a Modified Public Works contract to hire a contractor to improve the drainage in the area between Fairways 5 and 6 at **Beacon Rock Golf Course** (BRGC). The land drains only so far, then starts backing up; may need elevation change and fill. Nearby Pierce Wildlife Refuge has a dam that affects this area. Doug will install a hand-wash sink in the kitchen as required by the Health Department.

Gorge Delights is progressing with expansion and John will meet with the Red Carpet Committee to plan an outing to Wind River Business Park for the owner of the chia seed distributor. There may be some infrastructure improvements needed to continue accommodating their growth.

Silver Star still needs electrical issues resolved. John met with the PUD who recommends a new transformer for \$14,000. It was suggested to discuss funding this with a Skamania County .09 tax grant and the PUD; however, since it is an urgent need, the project will proceed and we'll work on the funding as we go.

*---MOTION--- Commissioner Bolstad moved to **authorize John McSherry to spend up to \$19,182.20 to upgrade the electrical power system to three-phase for the Evergreen Building.** Commissioner Waters seconded; the motion carried.*

- 1 *Wavebreak*: John is waiting on updated information from Ferguson.
- 2 *Cascades Business Park—Coyote Ridge Paving*: John went on the final walk-through with Crestline Construction; the east end is not complete because of tasks pending completion of easement with the Corps of Engineers. The project is ready to be accepted as complete when Crestline completes the final invoice. There is a change order because water was draining up through the road surface on the northeast end of Coyote Ridge Road—the geotechnical and civil engineers designed a solution (French drain) that fit within an existing unit cost in the contract.
- 3 *Leavens Point Waterfront Access*: John and Doug met with the City of Stevenson to show where the rock from North Bonneville (coming from private property owner) will be staged on the waterfront while awaiting project funding. It was noted that this project must pay prevailing wage.
- 4 *Old Saloon*: The Port will meet again with a prospective tenant and expects a lease agreement soon.
- 5 *Wind River Business Park (WRBP)*: A potential tenant is looking at leasing the seed extractor or the SARs building but is worried about the fire suppression system and other infrastructure issues.
- 6 *East Point Parking Area Vehicle Camping/No Jumping-Diving Regulations/Vending on Port Property*: A public hearing is required to set regulations (RCW 53.08.220). The next meeting on August 13, 2013 was set for the public hearing to receive public input on these proposed regulations. Commissioner Bolstad will work with the Port staff on the final draft of the vehicle camping regulation. There was discussion on insurance requirements for vending.
- 7 Commissioner Bolstad requested a list of projects that we should prioritize for next year's budget.

New Business: None.

Executive Session: None.

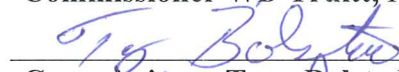
Adjournment: The Chairperson adjourned the meeting at 11:03 am.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is August 13, 2013, 9:00 am, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:



Commissioner WD Truitt, President (District 2)



Commissioner Tony Bolstad, Vice-President (District 1)



Commissioner Kevin Waters, Secretary (District 3)

ATTEST:



Julie Mayfield, Executive Assistant