

**Port of Skamania County**  
**Minutes of the Board of Commissioners**  
**Regular Meeting**  
**January 24, 2011, 3:00 pm**

**Call to Order:** Commissioner Waters called the meeting to order at 3:00 pm.

**Attendance:** Commissioners WD Truitt and Kevin Waters; Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Finance Manager Randy Payne, Facilities Specialist Karl Wilkie, Facilities Specialist Doug Bill, Auditor Monica Masco; guest Phillip Watness (*Skamania County Pioneer*).

**Public Comment:** None—opened 3:00 pm; closed 3:34 pm.

**Meetings and Seminars:**

Commissioner Truitt attended the EDC meeting and the Chamber's Annual Dinner.

John, Julie, and Randy attended the first of the SET (Stronger Economies Together) trainings in The Dalles.

Julie attended the City of Stevenson Comprehensive Plan Steering Committee meeting and a subcommittee meeting.

John attended a regional export strategy planning meeting in Vancouver put on by the Brookings Institute.

**Minutes Approval:**

*---MOTION--- Commissioner Truitt moved to approve the **January 10, 2012 Meeting Minutes**. Commissioner Waters stepped down and seconded; the motion carried.*

**Vouchers Approval:**

*---MOTION--- Commissioner Truitt moved to approve the **General Fund Pre-issued Vouchers numbered 13969 through 13975 in the amount of \$8,615.69 dated January 18, 2012**. Commissioner Waters stepped down and seconded; the motion carried.*

*---MOTION--- Commissioner Truitt moved to approve the **General Fund Vouchers numbered 13976 through 14001 in the amount of \$42,738.33 dated January 24, 2012**. Commissioner Waters stepped down and seconded; the motion carried.*

**Administrative Approvals:**

*---MOTION--- Commissioner Truitt moved to **ratify the Slingshot Sports Lease of Building #2130 Cooler #5, as attached. Commissioner Waters stepped down and seconded; the motion carried.***

**Staff Reports:**

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

December 31, 2011 Cash Balance is \$1,065,921.86.

Total revenue for December was \$99,113.48 and expenditures were \$61,612.35. This netted an excess of revenue over expenditures in the amount of \$37,501.13; year to date netting \$43,066.67 revenue over expenditures.

Monica presented a 2011 annual recap; Commissioners Truitt and Waters commended Monica, Randy, and staff for coming in so close to budget.

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

1. *Tenant update:* A few tenants are a month or two behind in lease payments. There are several tenants with "first rights of refusal" for space in the Tichenor building that will soon be available.
2. *Wind River Business Park (WRBP):*

Doug has been working on establishing an office in the Gas Shed—weather conditions have delayed work, since WRBP received snow recently.

Last US Bag (LUSB) has signed a lease for Building #2130 at WRBP; we continue efforts to make the building tenantable: working with the County on electrical issues and a Galaxy employee on some of the cleaning, repairing drywall, most water pipe leaks have been fixed, roof work is needed. The PUD performed an energy survey and identified lamps that should be replaced. The recent weather has impeded getting dumpsters and equipment in place. John will apply for County .09 Tax Funds for assistance.

Sawnet has completed installing conduit to Building #2130 for fiber optic infrastructure to the Processing Center; the Forest Service (FS) is requiring he obtain a special use permit to put utilities in the County's road right-of-way on the Wind River Highway. There was discussion that this is an unusual requirement and that it hopefully will not detain the progress of the project, as tenants conducting business at WRBP rely on access to internet services.

A company has expressed interest in leasing the "eBay" building. Water, sewer, and HVAC need to be connected. There is potential for 10 jobs at this site. Water and sewer lines are adjacent to the site already. John met with the County for discussing setting up water/sewer services from the FS to the building. John presented an aerial graphic of WRBP depicting how many jobs are at each building and/or have the potential for jobs.

We submitted the USDA RBEG (Rural Business Enterprise Grant) application for Technical Assistance services to acquire the water/wastewater systems from the FS.

Commissioner Waters has been/will continue attending the Gifford Pinchot Collaborative meetings on the third Thursday monthly.

3. *126 SW Cascade Ave (LBH)*: John will schedule meeting with City of Stevenson to discuss the critical area permit variance.
4. *Wavebreak*: No update; Ken and John's meeting was cancelled due to snow. They will reschedule a meeting.
5. *Beacon Rock Golf Course*: We are in negotiation with current tenant for renewal of lease.

**Strategic Planning:**

City of Stevenson Comprehensive Plan—Julie reported on the progress of the City's comp plan. She will forward the latest version of the section that deals with the Stevenson Waterfront to Commissioner Waters.

**Direction**—Port Goals: The Comprehensive Scheme of Harbor Development review workshop is scheduled for February 15, 2012, 3:00 pm.

**Community Connection**—Commissioner Waters and John were scheduled to meet last week regarding public relations but weather conditions prevented it. John reported on progress of a blog being created through our website so that we can easily provide updates on Port activities; Commissioner Waters expressed his view that we should create more public awareness of what the Port is and what we do, since he often gets public utilities inquiries from the public, because many do not understand the difference between what the County does, what the PUD does, what the Cities do, and what the Port does. Signage on Port facilities/properties was noted as an opportunity to the Port's presence.

**Executive Session:** None.

**Adjournment:** The Chairperson adjourned the meeting at 5:18 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is February 14, 2012, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington. Also, **February 15, 2012, 3:00 pm special meeting.**

**APPROVED BY:**

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**Commissioner Kevin Waters**, President (District 3)

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**Commissioner WD Truitt**, Vice-President (District 2)

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**Commissioner Tony Bolstad**, Secretary (District 1)

*absent*

**ATTEST:**

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**Julie Mayfield**, Executive Assistant

