

**Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
July 25, 2012, 3:00 pm**

Call to Order: Commissioner Waters called the meeting to order at 3:02 pm.

Attendance: Commissioners WD Truitt, Kevin Waters, and Tony Bolstad; Attorney Ken Woodrich, Executive Director John McSherry, Finance Manager Randy Payne, Facilities Manager Doug Bill, Facilities Specialist Karl Wilkie, Auditor Monica Masco. Mary Ann Duncan Cole and Eric Hansen representing the City of Stevenson.

Public Comment: None. Opened 3:02 pm; closed 3:32 pm

City of Stevenson Presentation: City Administrator Mary Ann Duncan Cole and Public Works Director Eric Hansen gave a presentation on the Washington State Transportation Improvement Board grant they will be applying for due August 24. The project will make improvements to Cascade Avenue including parking, street and sidewalks. The grant will be awarded in November. Awards will be based on a point system, which includes safety, pavement condition, local support and sustainability. If awarded the project would commence next spring. The commissioners agreed to write a Port letter of support and will also encourage letters of support from tenants located on the waterfront.

Meetings and Seminars:

Commissioner Truitt attended the EDC meeting and John attended the annual WPPA Directors Conference in Walla Walla. Kevin noted the Chamber Board does not meet during the month of July.

Minutes Approval:

*---MOTION--- Commissioner Truitt moved to approve the **July 10, 2012 Meeting Minutes**. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to approve the **July 18, 2012 Special Meeting Minutes**. Commissioner Truitt seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Bolstad moved to approve the **Pre-issued General Fund Vouchers numbered 14332 through 14338 in the amount of \$9,013.04 dated July 18, 2012**. Commissioner Truitt seconded; the motion carried.*

*---MOTION--- Commissioner Truitt moved to approve the **General Fund Vouchers numbered 14339 through 14361 in the amount of \$37,587.33 dated July 25, 2012**. Commissioner Bolstad seconded; the motion carried.*

Administrative Approvals:

John stated that he signed the state signed agreement for the Direct Appropriations funding for the Cascades Business Park Access Road at noon today and then awarded the project to Crestline construction at 1:30 pm.

---MOTION--- Commissioner Bolstad moved to ratify the Direct Appropriations Agreement in the amount of \$640,250 between the Port of Skamania and Washington State Department of Commerce "Port of Skamania Access Road" Project 13-96701-001. Commissioner Truitt seconded; the motion carried.

---MOTION--- Commissioner Truitt moved to give John authority to sign the Direct Appropriations Agreement in the amount of \$344,750 between the Port of Skamania and Washington State Department of Commerce "Trout Creek Field Hemlock Road Stabler" Project 13-96701-007 for the Water and Wastewater System at the Wind River Business Park. Commissioner Bolstad seconded; the motion carried.

Staff Reports:

Auditor's Report: Presented by Monica Masco

June 30, 2012 Cash Balance is \$1,089,311.97

Total revenue for June was \$78,495.89 and expenditures were \$91,972.65:
Netting excess expenditures over revenue in the amount of \$13,476.76; year to date net revenue over expenditures is \$23,390.11. Overall year-to-date revenue is 14.5% of annual budget and expenditures are 12.5%.

Adjustments will be made in Business Works financial reports to better reflect and match up the Wind River Business Park county grant funds and project expenses.

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

1. *Tenants update:* Staff continues to work with two tenants who are delinquent with their lease payments. The commissioners authorized staff and Ken to begin proceedings including "demand letters" if the two tenants do not get current with their plans by 7/31/12. John met with Last US Bag Company. They need fiber hooked up because their satellite internet service is not reliable. John will follow up with Sawtooth Technologies. John showed the Processing Center coolers to an interested party.

2. *Strategic Planning:*

Wind River Business Park (WRBP): John is developing the scope of work for the test water well at the Trout Creek field. We are also reviewing firms for performing the design of the septic system at the Trout Creek field.

Cascades Business Park: Coyote Ridge Road paving and stormwater system project was awarded to Crestline Construction and we held our preconstruction meeting

today. They plan on being on the job site August 15. A construction schedule will be forthcoming.

The Lower Columbia Fish Enhancement Group (LCFEG), a nonprofit, will be moving Port surplus large rock material from the site for their project with the City of North Bonneville on Hamilton Creek. The Port and the LCFEG are executing a Release Agreement for the work on-site.

The Port is pursuing a permanent easement with the US Army Corps of Engineers (USACE) for use of Dam Access Road and Fort Cascades Drive. USACE will charge a cost recovery fee to review the Port's easement application. They are in the process of preparing a cost estimate for our easement application review. The time to obtain the permanent easement is estimated to take 6 to 12 months. There will be an additional cost for the actual value of the easement. John is planning a meeting with the USACE to clarify this issue. He has invited a representative from US Representative Jaime Herrera Beutler's office to attend.

3. *Wavebreak*: John and Ken will research the statute of limitations.
4. *Beacon Rock Golf Course*: John will continue lease negotiations with the current manager for continued operation of the golf course.

New Business: Stevenson Waterfront Recreation. Discussion took place around overnight camping on the Waterfront. John will check with the City of Stevenson regarding zoning.

Executive Session: Commissioner Waters called for an Executive Session from 5:06 pm to 5:16 pm for 10 minutes, then again from 5:16 pm to 5:21 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 5:22 pm.

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

APPROVED BY:



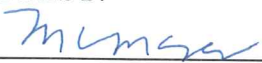
Commissioner Kevin Waters, President (District 3)



Commissioner WD Truitt, Vice-President (District 2)

Commissioner Tony Bolstad, Secretary (District 1)

ATTEST:



Monica Masco, Auditor

