

**Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
November 22, 2011, 3:00 pm**

Call to Order: Commissioner Bolstad called the meeting to order at 3:01 pm.

HEARING: 2012 Budget Hearing was opened at 3:02 pm; closed 3:02 pm with no public commenting.

Attendance: Commissioners WD Truitt, Kevin Waters, and via telephone Tony Bolstad; Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Finance Manager Randy Payne (left 4:49 pm), Facilities Specialist Karl Wilkie, Facilities Specialist Doug Bill; guest Phillip Watness (*Skamania County Pioneer*; arrived 4:04 pm).

Public Comment: None—opened 3:01 pm; closed 3:31 pm.

Meetings and Seminars:

Commissioner Truitt attended the EDC Annual Retreat, and the Pub Talk at the Old School Grill in Carson.

John attended an EDC stakeholders meeting in Carson. There was a discussion around the County's cuts to the EDC budget and the use of the state's .09 Sales and Use Tax for Public Facilities in Rural Counties Fund (RCW 82.14.370) to fund the EDC. The discussion noted the statutory requirement of RCW 82.14.370 and the process required by the County to use/award those funds. The Port wants to continue its \$5,500 annual contribution to the EDC and noted the contractual deliverables should be updated.

Commissioner Waters, along with John and Randy, attended the Port's exit interview of our 2009/2010 state audit.

Minutes Approval:

*---MOTION--- Commissioner Truitt moved to approve the **November 8, 2011 Meeting Minutes**. Commissioner Waters seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Truitt moved to approve the **General Fund Pre-issued Voucher numbered 13840 through 13840 in the amount of \$7,500 dated November 14, 2011**. Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to approve the **General Fund Vouchers numbered 13841 through 13871 in the amount of \$61,819.79 dated November 22, 2011**. Commissioner Truitt seconded; the motion carried.*

Administrative Approvals:

*---MOTION--- Commissioner Truitt moved to approve **Resolution 14-2011 Accepting and Approving the 2012 Property Tax Levy**. Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to approve **Resolution 15-2011 Accepting and Approving the 2012 Budget**. Commissioner Truitt seconded; the motion carried.*

Staff Reports:

- **Auditor's Report:** postponed to December 13, 2011 meeting.

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

1. *General:* John reported on the 2009/2010 Audit exit interview—the audit of our financial statement was compliant with the provisions of laws and was free of material misstatements. The Auditor did not identify any deficiencies in internal control over financial reporting. Our accountability audit found the Port's internal controls were adequate to safeguard public assets and that the Port complied with state laws and regulations and its own policies and procedures in the areas the auditor examined. Two exit recommendations for management's consideration (not included in the Audit Report) were made regarding the Port's Small Works Roster and A/E Services procurement procedures. John noted that the State Auditor, Crystal Foley, praised Randy's excellent preparation for and cooperation during the audit.

Ken (as a Port tenant) thanked the facilities staff for such prompt service recently and as usual.

2. *Tenants Update:*

John reported meeting with several tenants, who reported steady business and no plans to discontinue leases. John reported several tenants are interested in or in progress of moving/expanding to the Wind River Business Park (WRBP). The Port needs to contract with a professional services firm to develop scalable floor plans for the Processing Center and the modular building on the Trout Creek Field parcel.

Work continues on mitigating leaks in the River Point building and determining the best approach to repairing the roof completely.

A large tree branch fell on the back laundry room side of the residence at 212 Chapman Avenue (Building #1053); it broke through the roof and left the interior exposed. The Executive Director contacted the commissioners and declared an emergency. Facilities contracted with BMD Construction for emergency repair.

*---MOTION--- Commissioner Waters moved to **declare an emergency at the Wind River Business Park residence Building #1053**. Commissioner Truitt seconded; the motion carried.*

3. *Wind River Business Park:*

Some major improvements need to be made to several of the larger buildings to make them ready for potential tenants to move in.

Ken reported on the efforts to unite the Wind River Valley water rights: some of the fees from the feasibility report and attorney's work are coming in and the PUD is concerned about distributing payment equitably, in light of the Carson Water System's limited budget. We need a "clearinghouse" for distribution of the incoming fees. There will be a draft of the Wallis Engineering feasibility study soon. John and Robert Gentry of the PUD are seeking grant/funding options for this project. In order to seek funding however, results of the feasibility study are necessary.

Ken expressed appreciation to the Port (as he is also counsel for the PUD) for its efforts toward water system improvements, since the PUD must seek improvements to their water system regardless of the Port's hopes for improving the WRBP water system.

4. *Wavebreak:* Ferguson reported its attorney is reviewing the proposal.
5. *126 SW Cascade (Little Brown House) Demolition:* The Port will present a request to the City of Stevenson for a variance to the Critical Area ordinance allowing the Port to demolish this structure without having to mitigate for the area occupied by the structure.
6. *Pick-up/Dump Truck:* We purchased the dump truck with plow from the City of Camas. Doug plowed snow at the WRBP this morning.
7. *Discovery III (North Bonneville):* The CERB (Community Economic Revitalization Board) application deadline we are working on is January 30, 2012. The loan rate is 2.5% with a max grant amount of \$150,000 (John noted the previous grant max was \$400,000). Preliminary engineering and an engineering estimate is required to complete the application; a resolution of the board of Port Commissioners is also required to authorize the application for funding.

Policy Clarification—Randy presented docking fee schedules from several similar ports. After discussion it was decided to raise the Stevenson Landing docking fee from \$100 to \$150.

Strategic Planning:

City of Stevenson Comprehensive Plan—John noted it would be a good idea to review and suggest text for the City of Stevenson's Comprehensive Plan regarding the future of the waterfront. Julie is on the City's Steering Committee for updating the plan and noted it is not too late, although it is near the end of the planning stage and a draft will soon be prepared; the next meeting is December 6, 2011, at 6:30 pm at City Hall. Julie will provide a copy of the plan's outline, including 10 goals formulated from the public input process, to the commissioners.

The City is also updating its Shoreline Master Program which will combine the Critical Areas ordinance with it. The Port needs to be involved in this process.

County Land—Skamania County is interested in divesting itself of the property it owns in the industrial zone on Evergreen Drive in North Bonneville (across from the Port's Lewis and Clark Business Park). This property requires fill, infrastructure work including access roads and extending water, sewer, electrical, gas and telecommunications. The Commission is considering the options as more information becomes available.

Direction—Port Goals: The Comp Plan Review was postponed to the next meeting.

Community Connection—The Holiday Open House will be held in the Port conference room at noon on December 13, before our regular meeting.

New Business: none.

Executive Session: None.

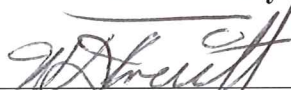
Adjournment: The Chairperson adjourned the meeting at 5:18 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is December 13, 2011, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington. The **December 27, 2011** meeting will be abbreviated to just approving vouchers; Commissioner Bolstad will be present via telephone.

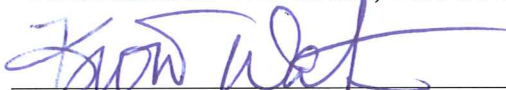
APPROVED BY:



Commissioner Tony Bolstad, President (District 1)

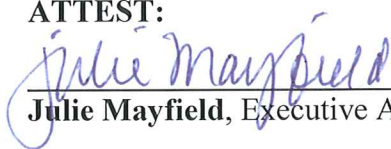


Commissioner WD Truitt, Vice-President (District 2)



Commissioner Kevin Waters, Secretary (District 3)

ATTEST:



Julie Mayfield, Executive Assistant