

Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
August 27, 2013, 9:00 am

Call to Order: Commissioner Truitt called the meeting to order at 9:01 am.

Attendance: Commissioners WD Truitt, Tony Bolstad, and via telephone Commissioner Waters (till 10:07 am); Executive Director John McSherry, Finance Manager Randy Payne, Attorney Ken Woodrich, Auditor Monica Masco, Executive Assistant Julie Mayfield, Facilities Manager Doug Bill. Guests Bob and Barbara Robinson; Dave Prosser.

Public Comment: The Robinsons expressed concern regarding the Port's plan to limit swimming in the Cascade Avenue Boat Launch area. The Commission agreed that swimming will be allowed, as long as swimmers stay away from the boats and realize they swim at their own risk. The Port will incorporate this verbiage into the draft of the ordinance for regulating conduct on Port property. Signage will be developed.

Meetings and Seminars:

John and Julie attended the Washington Public Ports Association's (WPPA) conference on Trade and Economic Development at Great Wolf Lodge in Grand Mound.

Commissioner Truitt attended the Gifford Pinchot Collaborative meeting.

Randy hosted the Southwest Washington Finance Group meeting at the Port office, including lunch at Backwoods Brewery in Carson.

John and Julie attended the Washington and Oregon congressional staff briefing at the Cascade Locks Pavilion on Monday to hear the update on funding of the Bridge of the Gods repairs.

John and Julie attended a Red Carpet Team dinner for new tenant Shadd McEwan with Get Chia, after giving him a tour of Wind River Business Park (WRBP).

Minutes Approval:

*---MOTION--- Commissioner Bolstad moved to approve the **August 13, 2013 Regular Meeting Minutes**. Commissioner Waters seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Bolstad moved to approve the **General Fund Vouchers numbered 15135 through 15165 in the amount of \$31,848.67 dated August 27, 2013**. Commissioner Waters seconded; the motion carried.*

Administrative Approvals:

The official designated staff person to interact with the Post Office needs to be updated:

*---MOTION--- Commissioner Bolstad moved to **designate Julie Mayfield as the Owner of the Port of Skamania Post Office Box 1099.** Commissioner Truitt stepped down and seconded; the motion carried.*

Staff Reports:

Auditor's Report: presented by Monica Masco

July 31, 2013 Cash Balance is \$1,520,377.28

Total revenue for July was \$259,681.47 and expenditures were \$138,382.76:
Netting excess revenue over expenditures in the amount of \$121,298.71; year to date excess revenue over expenditures is \$129,222.25.

Randy presented the 2014 Budget Planning Schedule.

Our state audit for 2011/2012 begins September 17, 2013.

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

- 1 *Tenants update:* The **Bridge of the Gods** repair project received approval from Oregon Department of Transportation (ODOT) to repair the selected gussets and stringers selected as necessary to remove the weight restrictions. This is estimated at \$1.4 million. The Port of Cascade Locks will contribute match of \$170,000. The target completion date is end of December 2013.

The Port has received complaints about some of the residences having untidy yards at WRBP; the Port will work with the tenants to make improvements.

The Port will work on plans for helping a tenant expand in North Bonneville.

- 2 *Wavebreak:* John will review the agreement terms.
- 3 *Cascades Business Park—Coyote Ridge Paving:* We have not received the final invoice from Crestline yet. It was suggested to have a workshop with the Commission and the Port of Hood River for discussing design standards.
- 4 *Old Saloon:* The Port will meet again with a prospective tenant and expects a lease agreement soon.
- 5 *Wind River Business Park (WRBP):* John will meet with congressional staff to discuss water issues. There was discussion on the most appropriate method to pursuing water rights and which would be most supported by congressional members. There will be a meeting on September 19, 2013 at the PUD, 8:00 am, with the DOE (Department of Ecology). The meeting will kick off the process to complete the in-stream flows study in order to complete our WRIA (water resource inventory area) process.

We are waiting on the hydrogeologist to evaluate data from the **water well** in order to decide when to do the drawdown test.

The contract is completely executed for the **212 Chapman Avenue** house repair and the contractor is obtaining permits and mobilization to the site.

The Biomass Facility Feasibility Study continues to progress; there was discussion of potential uses of the growing fields.

- 6 *East Point Parking Area Vehicle Camping/No Jumping-Diving Regulations/Vending on Port Property:* The Commission reviewed and further refined the latest draft of the ordinance for regulating conduct on Port property in Stevenson. It will be reviewed again at the next meeting. Also, the draft vendor permit will be put in a reviewable form.
- 7 *Leavens Point Water Access:* After reviewing the options, it was determined to check with Skamania County to see if their road crew can transfer the boulders owned by a private property owner in North Bonneville to a staging area on the Stevenson waterfront.
- 8 *Strategic Properties Acquisition:* The Port continues to analyze options.

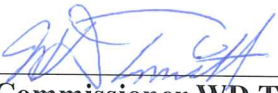
New Business: The Post Office requested that the Port provide official documentation showing who the “owner” of the mail box is—see Administrative Approvals above. Julie attempted to give a verbal notification at the post office that the person listed on our annual renewal invoice has not been with the Port for over 8 years.

Executive Session: None.

Adjournment: The Chairperson adjourned the meeting at 12:05 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is September 10, 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