

**Port of Skamania County  
Minutes of the Board of Commissioners  
December 13, 2011  
Regular Meeting 3:00 pm**

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

**Attendance:** Commissioners WD Truitt, Kevin Waters, and Tony Bolstad; Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Facilities Specialist Doug Bill, Finance Manager Randy Payne (left 4:45 pm), Auditor Monica Masco (left 4:35 pm). (Guests: Dave Prosser—a previous Port Commissioner, Scott Sorenson, Shari Hildreth—US Rep Jaime Beutler Deputy Director.)

**Public Comment:** Dave Prosser attended the public comment portion of the meeting to comment on the Port's demolition plans for 126 SW Cascade Avenue and health insurance for Port Commissioners.

**Meetings and Seminars:**

Commissioner Waters attended WPPA's (WA Public Ports Association) New Commissioners Seminar and the WPPA Annual Meeting in Bellevue.

Commissioner Truitt and Julie and John attended the Port of Cascade Locks Ribbon Cutting event for their new 10,000 square foot industrial building.

Randy attended the SW Washington Ports Finance Officers meeting at the Port of Chehalis.

John and Randy attended Enduris's training on employee performance reviews; Randy attended the following day's workshop on discrimination and harassment laws.

**Minutes Approval:**

*---MOTION--- Commissioner Truitt moved to approve the **November 22, 2011 Regular Meeting Minutes**. Commissioner Waters seconded; the motion carried.*

Commissioner Bolstad commended Julie and John on succinct minutes writing (not too much, not too little). [Thanks!]

**Vouchers Approval:**

*---MOTION--- Commissioner Waters moved to approve the **Pre-issued General Fund Voucher numbered 13872 through 13872 in the amount of \$550, dated November 29, 2011**. Commissioner Truitt seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to approve the **Pre-issued General Fund Vouchers numbered 13873 through 13880 in the amount of \$9,093.38, dated December 7, 2011**. Commissioner Truitt seconded; the motion carried.*

*---MOTION--- Commissioner Truitt moved to approve the **General Fund Vouchers numbered 13881 through 13908 in the amount of \$28,463.83, dated December 13, 2011**. Commissioner Waters seconded; the motion carried.*

### **Administrative Approvals:**

Resolution 16-2011 Surplus Policy was postponed to the first meeting in 2012.

There was discussion about a Port's ability to tailor leases to meet mutual needs of tenants and ports. Ken explained RCW 53.08.080 gives ports broad discretion for structuring leases, noting the need to properly document any value made in consideration.

*---MOTION--- Commissioner Waters moved to ratify the lease with Slingshot Sports for Building #2127 at the Wind River Business Park, for \$650 per month, plus leasehold tax of \$48.76, from February 1, 2011 to May 31, 2012, and thereafter month to month. Commissioner Truitt seconded; the motion carried.*

### **Staff Reports:**

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

October 31, 2011 Cash Balance is \$1,082,975.16.

Total revenue for October was \$146,899.11 and expenditures were \$82,137.74; netting excess of revenue over expenditures in the amount of \$64,761.37; year-to-date excess revenue over expenditures \$60,119.97.

- **Facilities Report:** Presented by Doug Bill (Karl Wilkie out of office)

Gutters/downspouts were installed on the Tichenor and Discovery Buildings; the restrooms are now closed for the season; the new exterior lights at the River Point Building/Tichenor are now installed—the arborvitae there was also heavily trimmed; we now have two new trucks (new to us); a workshop was set up in the Red Barn; Karl performed more work on the River Point roof.

- **Attorney's Report:** Presented by Ken Woodrich

Ken presented an email summarizing Brent Gruber's (Wallis Engineering) draft scope of work for phase 1 feasibility study for the Wind River Business Park (WRBP) and Carson Water systems—it does not include Said Amali's assessment (Skamania County's engineer consultant). A Forest Service concern is that the aquifer is “flashy”—unreliable recharging—and is considering a special use permit structure for the PUD use of Forest Service water. Ken noted the best approach for mutual progress on this project with the PUD is to secure grant funding. John can use Gruber's scope of work to develop grant applications. The Commission agreed we should seek support from MCEDD (Mid Columbia Economic Development Council) for grant writing support.

### **Director's Report/Unfinished Business:**

1. *Tenants Update:* we continue work to support tenants in expansion mode.
2. *Wind River Business Park (WRBP):* facilities staff continued improvements on several buildings to improve lease-ability; three failing trees were successfully taken down at the 212 Chapman residence.
3. *Wavebreak:* no update.

4. *126 SW Cascade Avenue ("LBH") Demo*: the City of Stevenson Fire Department has begun smoke training inside the structure. John and Ken will meet with Mary Ann Duncan-Cole, City Administrator for Stevenson, to discuss mitigation options. The City is beginning the process of combining its Critical Areas Ordinance with the Department of Ecology's Shoreline Master Program Guidelines. The Guidelines translate the broad policies of the Shoreline Management Act (RCW 90.58.020) into standards for regulation of shoreline uses in Washington.
5. *Discovery III—North Bonneville*: The CERB application is due January 30, 2012.
6. *Commissioner Districts Re-districting*: The legal description and map of the 2011 redistricted Commission Districts was reviewed and stamped by a registered professional surveyor from Klein & Associates. The surveyor found minor inconsistencies in the language of the legal descriptions of the commissioner districts. There were no discrepancies found in the map. Ken recommended a new resolution, which rescinds the previous adopted legal descriptions and map and replaces them with the corrected and stamped versions.

**Strategic Planning:** Identify key properties for retention and potential acquisition to accommodate future growth—postponed.

**Community Connection:** Review goals and objectives of City of Stevenson Comprehensive Plan update—postponed.

**Direction:** Port Goals—Continuing work on Comprehensive Scheme of Harbor Improvement—postponed.

**New Business:** None.

**Executive Session:** Commissioner Bolstad called for an Executive Session from 5:19 pm to 5:29 pm for 10 minutes, and again from 5:29 pm to 5:39 pm for 10 minutes, per RCW 42.30110 (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.

No decisions were made.

**Adjournment:** The Chairperson adjourned the meeting at 6:14 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is December 27, 2011, **3:00 pm** at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington. This will be an abbreviated meeting mainly for approving vouchers.

**APPROVED BY:**

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

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

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

**ATTEST:**  
  
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**Julie Mayfield**, Executive Assistant

