

Port of Skamania County
Minutes of the Board of Commissioners
January 11, 2011
Regular Meeting 3:00 pm

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

Attendance: Commissioners WD Truitt, Tony Bolstad and Kevin Waters; Attorney Ken Woodrich via telephone, Executive Director John McSherry, Executive Assistant Julie Mayfield, Facilities Specialist Karl Wilkie, Finance Manager Randy Payne. Guests: Judy and Dave Teitzel, Keith Chamberlain, and family/friends of Kevin Waters; all guests except Keith left at about 3:20 pm. Keith left at 4:09 pm; Ken hung up at 4:54 pm; Commissioner Bolstad left at about 5:35 pm.

Public Comment: Closed at 3:47 pm. Keith Chamberlain asked questions about the minutes and resolutions.

Appointing New Commissioner Kevin Waters:

*---MOTION--- Commissioner Truitt stepped down and moved to approve Resolution 1-2011: A Resolution of the Board of Commissioners of the Port of Skamania County **Appointing Port Commissioner Kevin Waters**. Commissioner Bolstad seconded; the motion carried.*

Kevin Waters—Oath of Office: Tim Todd, Skamania County Auditor, administered the Oath of Office to Kevin Waters.

Election of Officers for 2011:

*---MOTION--- Commissioner Waters moved to elect **Commissioner Tony Bolstad as President**. Commissioner Truitt stepped down and seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to elect **Commissioner Truitt as Vice President**. Commissioner Bolstad stepped down and seconded; the motion carried.*

*---MOTION--- Commissioner Truitt moved to elect **Commissioner Kevin Waters as Secretary**. Commissioner Bolstad stepped down and seconded; the motion carried.*

Administrative Approvals:

*---MOTION--- Commissioner Truitt moved to approve Resolution 2-2011: A Resolution of the Board of Commissioners of the Port of Skamania County Providing for the **Signing of Warrants**. Commissioner Waters seconded; the motion carried.*

---MOTION--- Commissioner Waters moved to approve Resolution 3-2011: *A Resolution of the Board of Commissioners of the Port of Skamania County Providing for the **Issuance of Warrants Before Approval by the Commissioners.** Commissioner Truitt seconded; the motion carried.*

---MOTION--- Commissioner Truitt moved to approve Resolution 4-2011: *A Resolution of the Board of Commissioners of the Port of Skamania County **Authorizing the Investment of Funds.** Commissioner Waters seconded; the motion carried.*

---MOTION--- Commissioner Truitt moved to approve Resolution 5-2011: *A Resolution of the Board of Commissioners of the Port of Skamania County **Appointment of Agent to Receive Claims for Damages (RCW 4.96.020).** Commissioner Waters seconded; the motion carried.*

---MOTION--- Commissioner Waters moved to approve Resolution 6-2011: *A Resolution of the Board of Commissioners of the Port of Skamania County **Setting Port Commissioner Compensation.** Commissioner Truitt seconded; the motion carried.*

---MOTION--- Commissioner Waters moved to approve a 1% **salary increase, plus one extra week of vacation, to Port Executive Director John McSherry.** Commissioner Truitt seconded; the motion carried.

---MOTION--- Commissioner Truitt moved to ratify the **Slingshot Sports lease for Suites C/D and E/F plus Mezzanine Area in the Teitzel Building in North Bonneville, for the amount of \$5,722 per month, plus leasehold tax, insurance, and annual CPI (Consumer Price Index) increases.** Commissioner Waters seconded; the motion carried.

John explained the details of contractor Crestline's Change Orders #1 (\$55,993.48) and #2 (\$11,258.50) for the Cascades Business Park project in North Bonneville. Change Order #1 involved managing unforeseen subsurface water encountered during grading and wet soils prior to placing and compacting. Change Order #2 resulted from additional erosion control required by DOE (Dept. of Ecology). The two change orders total just under 10% of the total project cost.

---MOTION--- Commissioner Truitt moved to approve **Crestline Construction's Change Orders #1 and #2 for a total of \$67,252.98, plus tax.*** Commissioner Waters seconded; the motion carried.

* Amended to include tax. Commissioner Truitt moved; Commissioner Waters seconded; the motion carried.

Commissioners Appointed to Local Boards:

Skamania County **Chamber** of Commerce—John McSherry's board position was transferred to Commissioner Waters.

Skamania County Economic Development Council (**EDC**)—Commissioner Truitt will continue on this board for another year.

Mid Columbia Economic Development District (**MCEDD**)—Commissioner Bolstad will continue on this board another year.

These board positions will be reviewed again January 2012.

Meetings and Seminars:

Julie attended the Chamber Break held at the Chamber office.

Commissioner Bolstad attended the MCEDD December 15, 2010 meeting. He reported there are still funds for alternative loans for Gorge businesses, and that many attendees were focused on where Insitu will site their campus.

Upcoming meetings: The Chamber's Annual Dinner is this Friday at Skamania Lodge. Commissioners Truitt and Waters will attend. Ken recommended they sit at separate tables and avoid discussing Port business at any time during the event. The EDC Luncheon is January 20, 2011 at Skamania Lodge. Commissioners Truitt and Waters (on behalf of his business) will attend, along with John, Julie, and Randy.

Minutes Approval:

*---MOTION--- Commissioner Truitt moved to approve the **December 14, 2010 Regular Meeting Minutes, as modified. Commissioner Bolstad stepped down and seconded; the motion carried.** [There was only one meeting in December.]*

Staff Reports:

- **Attorney's Report:** None.

Manager's Report/Unfinished Business:

1. *Tenants Update:* The Port is working to accommodate Galaxy Manufacturing/Last US Bag's expansion plans.
2. *Teitzel Building:* John explained the change orders for the Suites C/D Improvements at the Teitzel Building in North Bonneville. There was discussion about the quality of the duct work installation.

3. *Wind River Business Park*: A potential tenant requested info on the coolers at the Processing Facility. John located documents in the County's archive file storage area that relate to the coolers.

Vouchers Approval:

*---MOTION--- Commissioner Truitt moved to approve the **General Fund Vouchers numbered 13220 through 13246** in the amount of \$103,770.07 dated January 11, 2011. Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to approve the **Pre-issued General Fund Vouchers numbered 13198 through 13210** in the amount of \$14,606.52 dated December 22, 2010. Commissioner Truitt seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to approve the **Pre-issued General Fund Vouchers numbered 13211 through 13219** in the amount of \$33,763.91 dated January 5, 2011. Commissioner Truitt seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to approve the **General Fund Voucher numbered 13247 through 13247** in the amount of \$69,105.56 dated January 11, 2011. Commissioner Truitt seconded; the motion carried.*

New Business:

- **Review of Port's By-Laws and Executive Director's Authority:** John reviewed a brief history of the Port's by-laws. There was a substantial update in 2004, plus some amendments. It would be good to consolidate all the changes and update the entire By-Laws. John asked the Commission for direction; the Commission directed John to draft a compilation for their review. The Executive Director's authority also needs refreshing; John will draft a compilation for the Commission's review.
- **Posting Approved Minutes to Website:** John discussed posting the approved minutes on the Port's website, beginning with January 2011. Ken will review this.

*---MOTION--- Commissioner Waters moved to approve **posting the approved minutes to the Port's website**, pending Attorney Ken Woodrich's review. Commissioner Truitt seconded; the motion carried.*

- **Staff Appreciation Dinner:** Various options were discussed. Commissioner Waters and John recommended having the dinner at Port tenant Beacon Rock Golf Course's café. February 22, 2011, at 6:00 pm was decided.
- **Audio/Visual in Conference Room:** Commissioner Waters requested the Port purchase and install wireless internet for the Port office and purchase a laptop computer with video conferencing capabilities and a large screen for the

commission meeting room. John explained we have been looking into this and will purchase the equipment in 2011.

Executive Session: Commissioner Truitt called for an Executive Session from 5:13 pm to 5:23 pm for 10 minutes, per RCW 42.30.110 (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 5:45 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is January 25, 2011, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

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

