

**Port of Skamania County
Minutes of the Board of Commissioners
November 13, 2012, Regular Meeting 3:00 pm**

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

Attendance: Commissioners Kevin Waters, WD Truitt, and Tony Bolstad; Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Finance Manager Randy Payne, Facilities Specialist Karl Wilkie, Facilities Manager Doug Bill.

Public Comment: Guests Chris Brong, Tom Lannen, Linda and Jim Borup, Judy Teitzel. Jim Borup spoke about the history of Beacon Rock Golf Course (BRGC) and expressed his interest in the current search for a new leasee to manage it noting he will be responding to the RFP (request for proposals) with a proposal.

Meetings and Seminars:

Randy and Commissioner Waters attended the WPPA (WA Public Ports Association) Small Ports Conference in Leavenworth. Commissioner Waters also attended the Chamber meeting.

Commissioner Truitt and John attended the Small Business Showcase at the Hegewald Center.

Minutes Approval:

*---MOTION--- Commissioner Truitt moved to approve the **October 23, 2012 Regular Meeting Minutes**. Commissioner Bolstad seconded; the motion carried.*

Vouchers Approval:

*--MOTION-- Commissioner Truitt moved to approve the **Pre-issued General Fund Vouchers numbered 14539 through 14550 in the amount of \$19,981.02 dated November 7, 2012**. Commissioner Bolstad seconded; the motion carried.*

*--MOTION-- Commissioner Truitt moved to approve the **Pre-issued General Fund Voucher numbered 14551 through 14551 in the amount of \$144 dated November 8, 2012**. Commissioner Bolstad seconded; the motion carried.*

*--MOTION-- Commissioner Bolstad moved to approve the **General Fund Vouchers numbered 14552 through 14571 in the amount of \$17,980.24 dated November 13, 2012**. Commissioner Truitt seconded; the motion carried.*

Administrative Approvals:

John reviewed the bid process for the test water well at WRBP: the bid spec was sent to five drillers from the small works roster; two responded with M-K Drilling as low bidder. The bid schedule included unit costs with quantities based on estimated subsurface site conditions. The total projected cost may change based on actual subsurface conditions.

---MOTION--- Commissioner Bolstad moved to approve bid contract award for Test Water Well Drilling at Wind River Business Park to M-K Drilling Company for \$100,082. Commissioner Truitt seconded; the motion carried.

Staff Reports:

- **Facilities Report:** Doug reported updating the “leak map” for the River Point building—Karl has been working there a good part of each day recently; every year there are more or different leaks. Only one small leak was reported at WRBP. Cascades Business Park (CBP) Coyote Ridge Paving project is winding down for the season; Crestline placed straw for erosion protection. Doug is fabricating a gate for the west entrance. Doug provided a summary of his experience with the project.
- **Attorney’s Report:** None.
- **2013 Budget Review:** Randy reviewed the budget with the Commission. Randy reported that property tax revenues are about 21% of the Port’s revenue. It was noted the majority of the Southwest Washington ports provide health insurance to their commissioners at no cost. It was suggested commissioners may choose not to receive per diem compensation for one meeting each month to offset a portion of the health insurance premiums—noting it on their timesheets as “no charge (n/c)” or “donated.”

Director’s Report/Unfinished Business:

1. *Tenants Update:* Normandeau will vacate Suite 40 of the Tichenor Building and a portion of the Red Barn by the end of November; Sawnet, Port tenant with the second longest lease longevity, is requesting to lease the portion of the Red Barn to be vacated by Normandeau—John is recommending to lease to them based on seniority and continued operations. We received only one of two payments from a tenant on a lease payment workout agreement, and it was received in the next month; Commissioner Waters will contact the tenant. A second tenant is in a similar situation. Waiting for Art of Action to sign contract for Discovery building space. John has been working on the plan for developing a small business center in Suite 40 of the Tichenor Building. There are several potential tenants already requesting space. The Commission agreed it is a good service to the community to provide the space. It was noted the Chamber’s copier/scanner is for sale.
2. *Cascades Business Park:* John received HDJ’s Supplement #2 for additional work for construction management including training and technical assistance with Corps right-of-way/easement issues, but hasn’t had time to review it yet. There was a meeting between the Port and a potential tenant regarding their facility relocation needs.
3. *Wind River Business Park (WRBP):* The annual special use permit between the County and the Forest Service (FS) to jointly operate the water system is scheduled for renewal. John noted several changes he would like to see in the language of the special use permit to enable continued development at WRBP. He will continue to work with the County Commissioners to affect those changes. County

Commissioner elect Chris Brong expressed interest in laying out an action plan, including working with our legislators, to provide basic services to make the WRBP functional and available to businesses; Ken requested being included in the process.

4. *Beacon Rock Golf Course*: John, Randy, and Doug met with the current turf maintenance purveyor (Turf Strategy). The responses to the RFP are due December 3, 2012, 4:00 pm.
5. *Wavebreak*: no update.

New Business:

1. *December Port Commission Meetings*: There will be only one meeting in December: the 11th. Commissioner Waters will sign vouchers in the second half of the month.
2. *Historical Seaports Tall Ships Visit*: The Lady Washington and Hawaiian Chieftain will dock at Stevenson Landing twice in the 2013 summer. The Historical Seaports Tall Ships is a non-profit organization.

---MOTION--- Commissioner Waters stepped down and moved to approve a Fee Waiver for the Historical Seaports Tall Ships Lady Washington and Hawaiian Chieftain Dockings May 29/30 and June 21-24, 2013. Commissioner Bolstad seconded; the motion carried.


Executive Session: Commissioner Waters called for an Executive Session from 4:53 pm to 5:15 for 22 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 5:15 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is November 27, 2012, 3:00 pm; it is also the **2013 Budget Hearing/Adoption**, 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:



Julie Mayfield, Executive Assistant