

**Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
December 14, 2010, 3:00 pm**

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

Attendance: Commissioners WD Truitt, Judy Teitzel, and Tony Bolstad; Facilities Specialist Karl Wilkie, Attorney Ken Woodrich, Manager John McSherry, Auditor Monica Masco, Accounting Tech Randy Payne, Guests: Kevin Waters, Linda Schneider from Washington Gorge Action Program (WAGAP), Pastor Dave West, Pastor Dan Sauders and Skamania County Commissioner JR Richardson.

Public Comment: opened at 3:00 pm; closed at 3:41 pm with all guests leaving except Kevin Waters. WAGAP Director Linda Schneider talked to the Commissioners about using the Port property at 126 Cascade Ave for homeless housing. WAGAP is funded in part by Skamania County. Currently, they rent a two bedroom apartment in part of a building on Russell Ave for \$1,000 a month. They are looking for a new space. WAGAP did look at the 126 SW Cascade Ave. house a year ago when they were interested in relocating their Food Bank. Commissioner Bolstad informed the guests the mission of the Port and mentioned it does not necessarily include social causes. Commissioner Teitzel expressed she is concerned with the livability of the property at 126 SW Cascade Ave. John mentioned major building code issues with the facility including: structural (unsafe porches, partially demolished walls); electrical (wiring to the main panel shorted, exposed wiring in living area), and health safety (the basement half filled with garbage, no heat).

John stated the Port appreciates the mission of WAGAP but that providing a facility for homeless housing does not fit the Port's mission and that it has been the Port Commission's direction not to lease this property to a business or as housing because the Port plans to redevelop the property and to demolish this structure in the near future. Because demolishing is imminent, any investment made to improve the structure will be lost. Also, the Waterfront Enhancement project scheduled for construction this summer will be significantly disruptive to this property. Commissioner Bolstad suggested WAGAP explore what improvements to the facility will be required to meet building codes with the City of Stevenson. Additionally, the Port should obtain comments from neighboring Port tenants regarding what, if any, impacts homeless housing may have on their businesses. The two pastors present mentioned they could have volunteers fix up the building. Ken commented all work on Port property needs to be in compliance with state and local contracting rules. Pastor Dave mentioned his ministry is looking for temporary housing for released prisoners so they can get back on their feet and that he will discuss this opportunity further with WAGAP Director Schneider.

Meetings and Seminars: Randy attended the SW Washington Finance Meeting December 10th at the Port of Vancouver.

Minutes Approval:

---MOTION--- Commissioner Bolstad moved to approve the November 22, 2010 Regular Meeting Minutes. Commissioner Teitzel seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Bolstad moved to approve the Pre-issued General Fund Vouchers numbered 13162 through 13169 in the amount of \$6,289.09 dated December 8, 2010. Commissioner Teitzel seconded; the motion carried.

---MOTION--- Commissioner Bolstad moved to approve the Pre-issued General Fund Voucher numbered 13170 through 13170 in the amount of \$2,507.59 dated December 9, 2010. Commissioner Teitzel seconded; the motion carried.

---MOTION--- Commissioner Bolstad moved to approve the General Fund Vouchers numbered 13171 through 13197 in the amount of \$119,669.14 dated December 14, 2010. Commissioner Teitzel seconded; the motion carried.

Staff Reports:

- **Facilities Report:** Presented by Karl Wilkie

Beacon Rock Golf Course restaurant is open for dinner and would like their parking lot lit up. The Skye Building is being re-keyed. Gorge Delights needs down spouts. The River Point Building's outside lights are being replaced. Karl, John and Scott Pineo toured the Wind River Nursery. Gates are being built for the Cascades Business Park property. As a result of the structural inspection of the Stevenson Landing pier, a weight limit of 20,000 pounds has been posted; additional action items outlined in the inspection report are being reviewed and implemented.

- **Attorney's Report:** Ken is consulting with attorney Brad Anderson on the status of the Wave Break issue.

- **Auditor's Report:**

November 30, 2010 Cash Balance is \$1,036,685.50

Total revenue for November was \$366,904.53 and expenditures were \$139,181.91; netting excess of revenue over expenditures in the amount of \$227,722.62; year-to-date excess of revenue over expenditures is \$223,302.11.

Manager's Report/Unfinished Business:

1. *Tenants Update:* 130 Bar and Grill is considering putting up an awning or some other covering over the deck. A preliminary review of this proposal by the City of Stevenson's Planning Department determined that additional on-site parking will not be required by this action, however, depending on the cost of the improvement (>\$5,000) a shoreline permit may be required. Gorge Delights is requesting a reduction in the amount of space they lease in the Discovery Building. John is working through the details. Galaxy is looking to lease additional space.

2. *Excess PUD Privilege Tax:* The Port requested and will receive \$3,313.72 from the county's excess PUD Privilege Tax. John sent an email requesting the funds to be used as matching funds for the Cascades Business Park infrastructure improvement project in North Bonneville.
3. *Wind River Business Park:* Ken, Randy and John have been drafting a contract.
4. *Whistling Ridge Wind Project:* John, representing the Port as an intervener in the Whistling Ridge Energy Project application to the Energy Facility Site Evaluation (EFSEC), will attend a pre-hearing conference via telephone on 12/21/2010. Additionally, the Port is required to attend the EFSEC hearing scheduled to begin on 1/3/2011 at Skamania Lodge.
5. *Columbia River Research Lab (CRRL):* John, Port Commissioner Truitt, County Commissioner Pearce, and North Bonneville Mayor Stevens met with the Director of the CRRL, and the Director and Deputy Director of the Western Fisheries Research Center regarding relocating the CRRL to Cascades Business Park.

Administrative Approvals:

John presented revised job descriptions, titles and salary ranges for the Port Manager, Accounting Tech, Administrative Assistant and Facilities Specialist. The proposal includes:

1. Changing the title of the Manager to Executive Director and increasing the pay range from \$50,000 - \$65,000 annually to \$55,000 - \$78,000 annually.
2. Changing the title of Accounting Tech to Finance Manager, adding certain job tasks now handled by the Auditor and increasing the pay range from \$16 - \$23 hourly to \$18 - \$27 hourly.
3. Changing the title of Administrative Assistant to Executive Assistant, adding certain job tasks and increasing the pay range from \$15 - \$21 hourly to \$15 - \$22 hourly.
4. Increasing the pay range of the Facility Specialist from \$18 - \$23 hourly to \$18 - \$25 hourly.

---MOTION--- *Commissioner Bolstad moved to accept and approve the updated job descriptions, titles and salary ranges within the confinements of the budget. Commissioner Truitt seconded; the motion carried.*

Executive Session: Commissioner Truitt called for an Executive Session from 5:40 pm to 5:55 pm for 15 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.

Commissioner Judy Teitzel announced that she planned on resigning from the Port Commission. A discussion took place regarding potential candidates for appointment to Judy's unexpired term.

Executive Session: Commissioner Truitt called for an Executive Session from 6:05 pm to 6:15 pm for 10 minutes, per RCW 42.30.110 (h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public.

No decisions were made.

Commissioner Judy Teitzel tendered her resignation to the Board of Commissioner at 6:15 pm on December 14, 2010. The Board reluctantly accepted Judy's resignation.

The remaining two Commissioners, WD Truitt and Tony Bolstad, discussed potential appointees for Commissioner of District 3.

---MOTION--- Commissioner Bolstad moved to appoint Kevin Waters to fill the remaining term of Port Commissioner, District 3. Commissioner W Truitt stepped down and seconded the motion; the motion carried.


Adjournment: The Chairperson adjourned the meeting at 6:20 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is January 11, 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:



John McSherry, Port Manager