

**Port of Skamania County**  
**Minutes of the Board of Commissioners**  
**Regular Meeting**  
**March 27, 2012, 3:00 pm**

**Call to Order:** Commissioner Waters called the meeting to order at 3:02 pm.

**Attendance:** Commissioners WD Truitt, Kevin Waters, and via telephone Tony Bolstad (till 4:04 pm); Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Finance Manager Randy Payne, Facilities Specialist Karl Wilkie, Facilities Specialist Doug Bill, Auditor Monica Masco; guests Scott Mathany (3:00 to 3:50 pm), Damon Webster (3:17 pm, MacKay & Sposito) and Phillip Watness (3:23 pm, *Skamania County Pioneer*).

**Public Comment:**

Scott Mathany: Scott requested use of the Trout Lake Field and the Bunker Hill Field at the the Wind River Business Park for a 3-day vehicle racing event over Memorial Day weekend 2012. The minimum space needed is 40 acres.

Scott represents the Pacific Northwest Four Wheel Drive Association (PNW4WDA) member club *Spanaway Moonshiners Jeep Club*. The PNW4WDA is a non-profit organization comprised of member clubs and individuals united in a common objective—the betterment of vehicle oriented outdoor recreation while preserving the environment. The mission of the Pacific Northwest Four Wheel Drive Association is to draw together four-wheel drive enthusiasts, supporters and Land Management Agencies in Oregon, Washington and Idaho to:

- Support 4-wheel drive activities
- Promote responsible use to protect the resources
- Enhance the positive image of the sport and the enthusiasts
- Maintain or improve 4-wheel drive opportunities
- Protect access to public lands

The PNW4WDA Code

As members of the American public who operate four wheel drive vehicles to access the inspiring scenery of our mountains, deserts, forests, and all the other back country areas of the nation, we will:

Leave the land and its vegetation as we found it. Help conserve plant life and soil integrity by limiting travel to established roads and trails. Avoid cutting switchbacks and driving through meadows, which will leave permanent scars.

Protect the history of the nation by not disturbing old mining camps, ghost towns and other historical or archaeological values. Respect and help protect the rights and property of miners, ranchers, fishermen, hikers, hunters, bicyclists and other recreationists. Accept the responsibility of keeping the backcountry beautiful by packing out litter regardless of who left it there.

Extend to those we meet friendship, courtesy and tolerance, as these values are necessary as well as contagious. Assure, that in all our endeavors, safety is a prime consideration. Make every effort to apprise ourselves of the ecology, geology, and the history of our environment so that we may fully appreciate and protect our national heritage. To the best of our ability, educate others by example and deed.

Scott stressed that the club focusses on safety—in 13 years he's never seen an accident related to the racing activity. He pointed out other event highlights:

- Hours: 9 am to 6 pm
- Age of racers: 2 years old to 77 years
- Obstacle course—only disturbs top 3 inches of soil; they repair all wear and leave facility in the state it was in before the event
- Cleanup operations: goal is that not even a gum wrapper can be found after event cleanup (involves 80 people and takes about 6 hours)
- Event is contingent on obtaining a Forest Service (FS) permit for the FS-owned portion of the Bunker Hill field
- Camping in Trout Creek Field (current tenant has approved)
- Under legal decibels (below 102 decibels), although there is an echo effect
- Racers are prohibited from consuming alcohol—if caught they are banned from racing
- Vendors may participate for free; gate fee for photographers
- The group has a management plan for safety, parking, portable restrooms, crowd control, etc.

The Commission unanimously agreed to approve this event, contingent on approval from Skamania County, the Forest Service, and completing a lease agreement between the Port and the Spanaway Moonshiners Jeep Club/PNW. Scott will provide an example of agreements from similar events to Ken.

Damon Webster, MacKay & Sposito (M&S). Damon attended to acknowledge John's assistance with M&S's post project Client Assessment for the Cascades Business Park utilities project in North Bonneville. It was noted Damon is a member of the Columbia River Gorge Commission representing Clark County; the Commission has been tasked with economic development as part of its function and Damon is working to make this more of a priority for the Commission.

### **Meetings and Seminars:**

Randy attended the SW WA Finance Officers meeting. There was discussion about how other ports calculate their cash reserves.

### **Minutes Approval:**

*---MOTION--- Commissioner Truitt moved to approve the **March 13, 2012 Meeting Minutes**. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Truitt moved to approve the **March 14, 2012 Special Meeting Minutes**. Commissioner Bolstad seconded; the motion carried.*

### **Vouchers Approval:**

*---MOTION--- Commissioner Truitt moved to approve the **General Fund Vouchers numbered 14105 through 14128 in the amount of \$26,962.49 dated March 27, 2012.** Commissioner Bolstad seconded; the motion carried.*

### **Administrative Approvals:**

See public comment, above:

*---MOTION--- Commissioner Truitt moved to **direct staff to develop a short-term lease agreement, subject to Skamania County approval and Spanaway Moonshiners Jeep Club obtaining a special use permit from the Forest Service, for a 3-day racing event Memorial Day Weekend 2012, managed by Scott Mathany and the Spanaway Moonshiners Jeep Club, and held at the Wind River Business Park Bunker Hill and Trout Creek fields.** Commissioner Bolstad seconded; the motion carried.*

John presented information about the flooring bidding process for the Processing Center Building #2130 at WRBP. He requested authority to approve a bid, since the bids are due later this week. He estimated the bid maximum.

*---MOTION--- Commissioner Truitt moved to give **Executive Director John McSherry authority to award the Building #2130 Floor Covering Limited Public Works Project at Wind River Business Park, not-to-exceed \$24,000.** Commissioner Bolstad seconded; the motion carried.*

### **Staff Reports:**

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

February 29, 2012 Cash Balance was \$968,402.38.

Total revenue for February was \$87,180.30 and expenditures were \$72,219.44: netting income over expenses for the month in the amount of \$14,960.86.

The graph of Port cash will be re-organized to show reserves.

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

1. *Tenant update:* Two tenants are in arrears on lease payments, but one will be caught up next week. The other is still 5 months behind—the Port will meet with this tenant.
2. *Wind River Business Park (WRBP):* The re-lamping at WRBP Building #2130 is almost complete—there are still many tasks to be completed; tenant has started moving some items in. The HVAC system is being bid.

The Port received notice of pre-application review from the Rural Business Enterprise Grant (RBEG) office—this means we are preliminarily approved for the grant, pending further paperwork. This grant will enable the Port to obtain technical assistance for the water/wastewater system at WRBP. The Port will manage the financial aspects of the project. The financing for this consists of \$30,000 from the

County's .09 Tax Fund plus the RBEG \$50,000, plus \$20,000 of in-kind match. The state's budget still has \$1 million in our capital projects.

3. *126 SW Cascade Ave (LBH)*: The Stevenson Fire Department is still conducting smoke training; Julie noted that the City of Cascade Lock's Fire Department expressed interest in trading use of their tower with the City of Stevenson for use of LBH for their smoke training. The Commission agreed this would be a good exchange.
4. *Cascades Business Park*: John gave an update on the potential use of this site. The road, Coyote Ridge, still needs to be paved—and a permanent stormwater pond needs to be constructed. Washington State's 2012 Supplemental Capital Improvement Budget currently contains funding for this project.
5. *Wavebreak*: No report.
6. *Beacon Rock Golf Course*: Discussions continue toward lease renewal.

**Direction**—Port Goals: John and Julie completed the edits from our workshop on the Comprehensive Scheme of Harbor Development. It was decided to put the latest version in the packets for our next regular meeting for discussion.

**Strategic Planning**—there was discussion on the properties that Skamania County has surplus and for sale at auction.


**Executive Session**: None.

**New Business**: The WPPA Annual Spring Meeting will be in Spokane May 16-17. John and Commissioner Waters will attend.

**Adjournment**: The Chairperson adjourned the meeting at 4:35 pm.

**Next Meeting**: The next regularly scheduled meeting of the Board of Port Commissioners is April 10, 2012, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:

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

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

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

ATTEST:

  
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**Julie Mayfield**, Executive Assistant