

Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
April 26, 2011, 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; Facilities Specialist Karl Wilkie, Attorney Ken Woodrich, Executive Director John McSherry, Auditor Monica Masco, Executive Assistant Julie Mayfield; Finance Manager Randy Payne.

Public Comment: Opened at 3:00 pm; Skamania County Commissioner Bob Anderson joined the meeting from 3:07 pm 3:54 pm to discuss the Wind River Business Park Purchase and Sale Agreement (see Unfinished Business).

Meetings and Seminars:

Commissioners Truitt and Waters attended a meeting with US Representative Jaime Beutler and staff in Stevenson.

John and Commissioner Waters attended a USDA Funding Programs meeting at Rock Creek Hegewald Center. John discussed various grant programs; he suggested the Port team up with local entities for RBOG (Rural Business Opportunity Grant), with the EDC as the lead. If we have a tenant to be the beneficiary, the Energy Efficiency grant programs should be pursued.

John and Julie attended the Red Carpet Committee meeting at the EDC. Publicity strategy for the Slingshot Open House on May 26 was discussed.

Minutes Approval:

*---MOTION--- Commissioner Truitt moved to approve the **April 11, 2011 Special Meeting Minutes [Comp Plan Workshop]**. Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to approve the **April 12, 2011 Regular Meeting Minutes**. Commissioner Truitt seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Waters moved to approve the **General Fund Vouchers numbered 13427 through 13455 in the amount of \$38,129.20 dated April 26, 2011**. Commissioner Truitt seconded; the motion carried.*

Administrative Approvals:

Although the Commission approved the By-Laws by motion at the April 12, 2011 meeting, the Port has historically approved By-Laws by resolution.

*---MOTION--- Commissioner Waters moved to adopt **Resolution 10-2011 Amending the By-Laws in Entirety**. Commissioner Truitt seconded; the motion carried.*

John explained the details of the RCO LWCF (Recreation Conservation Office/Land-Water Conservation Fund) grant program as an alternative to the ALEA program we applied for last year (the funding was swept); the program's focus is mainly on the promotion of "vigorous recreation activity serving the greatest number of citizens, emphasizing children." The Port was considering applying for this grant to augment funding for the Stevenson Waterfront Enhancement Project. The Commission concluded the Port will not pursue this grant program because of the competition for the minimal \$750,000 in funds available and the program's goals and land restrictions attached. John proposed the idea of user fees to fund the erosion repair, but discussion of difficulties of enforcing such a program versus actual funds generated that can be used directly for the project led to the decision that we need to continue searching for other funding.

Staff Reports:

- **Auditor's Report:**

March 31, 2011 Cash Balance was \$960,500.12.

Total revenue for March was \$187,037.69 and expenditures were \$46,690.41:
Netting excess revenue over expenditures in the amount of \$140,347.28; year to date expenditures are over revenue in the amount of \$62,355.07.

Unfinished Business/Manager's Report:

1. *Tenants Update:*

Sawnet continues to work on the Middle Mile fiber project—they will install fiber in our conduit at Cascades Business Park. Karl reported the One-Thirty Bar and Grill had no water leaks in the basement this winter (noting this was a very rainy winter) and they are very happy with the newly placed gravel.

2. *Wind River Business Park:* New hire Doug Bill will begin work on May 5 as the additional Facilities Specialist. Bob Anderson joined the meeting to discuss the PSA and answer any questions the Port may still have. There was discussion on the issue of the County/Forest Service agreement for water and the transfer of water rights. Commissioner Anderson stressed that the County and the Port are partners in this venture. Commissioner Waters stressed that his main focus is fostering job creation. The Commission decided to complete the rest of the agenda items and then return to this at the end of the meeting. At the end of the meeting, the PSA was revisited: Section 6.1 was edited slightly.

*---MOTION--- Commissioner Truitt moved to approve the **Purchase and Sale Agreement with Skamania County for the Wind River Business Park, as Revised April 26, 2011.** Commissioner Waters seconded; the motion carried.*

Policy Clarification—Cell Phone Stipend

The Commission agreed that we need to add a section to our current cell phone policy that authorizes a stipend for personal cell phones used to conduct Port business.

The stipend amount would be comparable to the amount the Port would pay to provide a cell phone with the same plan and would include an amount to cover additional tax to an employee's wages as a result of the amount reimbursed.

There was discussion on what is "discoverable" when using a personal cell phone for Port business, specifically the use of text messaging. It was suggested that an "insubordination" clause be added for refusal of an employee to comply with any public documents requests. Ken noted the key is that the cell phone use is "used by the agency."

Strategic Planning—Accommodating Existing Business Growth

John showed a slide of the proposed footprint of a 15,000 sf building ("Discovery III") that was drafted at the end of the Teitzel Building construction project. The pad site is east of the Teitzel Building. Different funding options were discussed; the CERB (Community Economic Revitalization Board) funding is uncertain until the Legislature finalizes the budget. The WRBP provides opportunities for growth of existing businesses. However, there is limited internet and no cell phone service there currently.

Direction—Port Goals

- **Industrial Property:** John discussed the Corps property in North Bonneville with County Commissioner Paul Pearce, who was very supportive of the project and offered his assistance. Commissioner Truitt also discussed it at the meeting with Jaime Beutler.
- **Continuing Comp Plan Review:** John presented a revised draft of the Goals section. Various definitions of "shovel ready" were offered such as "filling, grading, zoning, environmental studies, geotech, demolition are complete."

Community Connection—Pam Peiper of Jaime Beutler's staff would like to highlight Slingshot's business in an article in their Congressional Newsletter.

Rogue Dock at East Point and Wavebreak: John showed a photo of the "rogue" dock that washed ashore at East Point, and is now firmly lodged on the east side of the point. It is about 120 feet long. John met with representatives from the Kiteboarding Association; they are officially closing East Point to their members until the dock is removed. John has been checking with the Port's insurance provider to see if it can be a claim; the Corps should be called as well as the Coast Guard and the Tribes. The Commission suggested if all else fails it should be pulled to shore and dismantled.

This raised a discussion about the failed wavebreak. John discussed rebuilding the wavebreak with the vendor Ferguson Plastics. The rebuild design will be prepared and reviewed.

Executive Session: none.

Adjournment: The Chairperson adjourned the meeting at 6:19 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is May 10, 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