

Port of Skamania County
Minutes of the Board of Commissioners
May 10, 2011
Regular Meeting 3:00 pm

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

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

Public Comment: None; opened at 3:00 pm; closed 3:58 pm.

Meetings and Seminars:

Commissioner Waters attended the Chamber meeting; he reported the Chamber will have a staffed information booth at the parking area near the Bridge of the Gods for the tourism season.

Julie attended the Chamber Break at the Carson General Store.

Skamania County Commissioner Bob Anderson, Port Commissioner Kevin Waters, John, Randy, Julie, and Kari Fagerness of the EDC toured tenant Slingshot Sports in North Bonneville, led by CEO Jeff Logosz.

Ken attended the annual WSAMA (WA State Association of Municipal Attorneys) Conference in Blaine, Washington.

John attended the DJC Annual Builder-Banker Breakfast this morning. This group includes leaders involved in planning, construction and redevelopment for the greater Portland area.

Minutes Approval:

*---MOTION--- Commissioner Waters moved to approve the **April 26, 2011 Regular Meeting Minutes**. Commissioner Truitt seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Waters moved to approve the **General Fund Vouchers numbered 13456 through 13486 in the amount of \$26,916.32 dated May 10, 2011**. Commissioner Truitt seconded; the motion carried.*

Administrative Approvals:

Randy presented the 2010 Annual Report; the Commission commended him on an excellent report since it is a task he took on from the Auditor (Monica).

*---MOTION--- Commissioner Truitt moved to accept the **2010 Annual Report**, Commissioner Waters seconded; the motion carried*

Staff Reports:

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

John, Karl, Randy, and Doug spent a day dismantling the “rogue” dock that had settled on the east shore of East Point; Skamania County will assist with removing the dismantled boards (4 x 12s) from the river bank. Karl welcomed new employee/second Facilities Specialist Doug Bill; Beacon Rock Golf Course (BRGC) deck is in planning—Doug and Karl met with the building inspector and a permit application was submitted. The deck should be completed by the end of May; additionally, the HVAC system in the club house will be upgraded to a heat pump. The storm water test site at Cascades Business Park in North Bonneville was cleared and Karl is electronically submitting the monitoring reports for our construction NPDS permit issued by the Department of Ecology (DOE). Commissioner Waters noted that the PUD has a tree trimming crew and that we might consider entering into an Interlocal Agreement to access those services.

Karl renewed his Food Handler’s card in preparation for the Slingshot Open House. A new air bag has been installed in the 2005 Ford truck as a result of a recall; Karl installed a key lock box at the end of the Tour Boat pier.

- **Attorney’s Report:** Presented by Ken Woodrich.

Ken reported on current trends and updates to laws from the WSAMA Conference he attended. Public Records laws update was the biggest issue. Ken noted for our Cell Phone Policy up-date, that cell phone text messages relating to Port business, whether on private or public cell phones, are public records for which we must have a retention policy. Our Cell Phone Policy up-date, specifically for staff receiving a stipend for business use of a personal cell phone, should include language and an agreement requiring back-up and retention of data relating to Port business.

Manager’s Report/Unfinished Business:

1. *Tenants Update:* Insitu is again interested in requesting improvements to the lighting in parking areas for the River Point and Tichenor buildings—John has a meeting set up this Thursday. Commissioner Bolstad brought up parking for the recreation users at East Point—he will remind kites to refrain from parking along the access road at the southeast corner of the River Point building; the Port will remind Insitu to refrain from parking in the designated recreation spaces. Gorge Delights has requested a contract amendment to a one time, one year-option to their lease for the Discovery Building. Commissioner Truitt inquired about progress on leasing the extra office space in the Discovery Building and John noted it is being considered as a relocation site for Skye Building tenant if we move forward with construction of a “Discovery III” building. Slingshot Sports continues contemplating further expansion; John facilitated a meeting between Slingshot and a local carbon fiber parts manufacturer. We continue preparing for the Slingshot Sports Open House May 26.

2. *Wind River Business Park (WRBP)*: John noted that the County's current management contract expires at the end of May and we are working to transition the lease payments from the existing tenants from the management contractor to Port starting June 1, 2011.

John and Scott Pineo (Skamania County) met with the County's water rights engineering consultant, Said Amali. John learned that the County has applied for a loan from Washington State to construct a new water system, but was turned down. John questioned the feasibility of repaying a loan given the small number of water connections at the site. Additionally, John emphasized it would be best to determine which agency should ultimately control the water rights so we go through the transferring process only once.

Ken noted that water rights are issued through the Department of Ecology and that we need to discover the County's existing entitlements and then consider our "implementing entitlements," and make an action plan based on those facts.

John noted that attorney Ken Woodrich has extensive water rights experience from his work with the City of White Salmon and Skamania County PUD and he requested that the commissioners authorize the use of Ken at future meetings with the County regarding water rights. Commissioner Truitt noted his five years of experience with water rights on the Board of Water Resource Inventory Area (WRIA) 29. The Commissioners agreed to have Commissioner Truitt and attorney Ken Woodrich attend future meetings with the County regarding water rights.

Commissioner Waters emphasized the magnitude of the WRBP project, which will be a reflection of the Port in history. He also brought up the idea of a summer youth workers program, similar to the County's program, for extra help this summer. John said such a program would need to be budgeted.

3. *Policy Clarification*:

- Interlocal Agreement with Skamania County—John presented a draft agreement. This agreement will allow the Port to contract the County for public works projects as well as for services including engineering, GIS, motor pool, sign shop, and access to equipment. The terms are cost plus 10% administration fee. John reported that many local agencies are using interlocal agreements in an effort to bolster very lean budgets.

*---MOTION--- Commissioner Truitt moved to give John McSherry authority to sign the **Interlocal Services Agreement with Skamania County and negotiate the terms of the rates and scope of work.** Commissioner Waters seconded; the motion carried.*

The Commission will ratify the agreement with the final terms at the next Port Commission meeting.

- Re-districting: John presented a map showing the current commissioner districts along with the population totals from the 2011 Census. The population total for the Port District is 7,373. In order to balance population in all three districts, each district should have 2,457.6 people. To reach this number, District 1 needs to give up 31 people, District 2 needs to give up 154 people and District 3 needs to gain 185 people. John proposed adjusting the District 1

boundary to follow the recently adjusted City of Stevenson boundary, which would result in District 1 losing 32 people and District 2 gaining 32 people. District 1 would now be at 2,456 people. Now District 2 needs to give up 186 people and District 3 needs to gain 185 people. Commissioner Waters suggested following natural boundary when possible. Commissioner Bolstad suggested straighter lines make good boundaries. John suggested following precinct districts lines when possible. The Commissioners suggested John develop options for moving the boundary between Districts 2 and 3 for the next meeting. John will confirm the precinct boundary for Shake Mill, since it was questioned.

Strategic Planning: Construct new building in North Bonneville Lewis & Clark Business Park. John presented the charge of constructing another multipurpose industrial building, based on the expansion requirements of a current tenant. The basic outlay and square footage capacity was preliminarily designed during the Teitzel Building construction. He presented a scheme where the Skye Building would be removed and current tenants relocated to the Discovery building, then a new facility would be constructed at that location. The size of the site can only accommodate a 15,000-square-foot building therefore presenting a limiting factor. John recommended performing preliminary engineering/architectural design to analyze square footage needs versus square footage costs and projected return on investment.

The Commission's direction to John is to develop a pro forma including various return on investment scenarios based on square footage.

John has a meeting scheduled with CERB in the end of June.

Direction: Port Goals—Continuing work on Comprehensive Scheme of Harbor Improvement—postponed to next meeting.

Community Connection:

Waterfront Recreation Center: John reported increasing support and interest for this concept. His unofficial poll found that renters of storage space for water sports equipment would pay \$200 per year for a 2' x 4' x 10' space. As a comparable, it was noted a local storage vendor receives \$480 per year for a 5' x 10' x 6' space. John estimates that we have at least 10 people who would rent today, if units were available. It was noted that the potential rentals should be made available in an equitable manner to all users and that certain rules of use should be established. John recommended the Port lease the facilities to a business or organization to manage the operation, which may include other types of concessions.

Electric Vehicle (EV) Charging Stations: John is proposing to install one or two charging stations on either side of Russell Street (location to be determined). John is pursuing grant funding from the City of Stevenson's Hotel/Motel Tax and the Stevenson Business Association for this project. John noted this project has very good marketing/public relations potential.

John presented a professional services agreement with Moli Thomas of MST Consulting to develop costs for this project, write the grant requests and to manage the station installation. The contract with Moli is an NTE \$4,000 at an \$80 per hour rate.

Commissioner Bolstad noted MCEDD has a Transportation Coordination committee that may be of assistance in this project.

The issue of required parking spaces was discussed. With two stations, each providing two nozzles, four parking spaces would be designated EV charging use only. Commissioner Bolstad suggested locating the units on the north side of Cascade Ave by the railroad tracks—Ken said the City would have to convey the spaces to the Port to manage and this would require City Council approval.

The Commission agreed this is a good project and offers excellent marketing opportunities.

*---MOTION--- Commissioner Truitt moved to authorize John McSherry to **enter into a contract with Moli Thomas (MST Consulting) for hourly rate services to represent the Port for the EV Project, not to exceed \$4,000. Commissioner Waters seconded; the motion carried.***

Executive Session: None.

Adjournment: The Chairperson adjourned the meeting at 5:46 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is May 24, 2011, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:

Commissioner Tony Bolstad, President (District 1)

Tony not here

Commissioner WD Truitt, Vice-President (District 2)

Commissioner Kevin Waters, Secretary (District 3)

ATTEST:

Julie Mayfield

Julie Mayfield, Executive Assistant

