

Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
May 24, 2011, 3:00 pm

Call to Order: Commissioner Truitt, acting President, called the meeting to order at 3:02 pm.

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

Public Comment: None.

Meetings and Seminars:

Commissioner Waters attended the WPPA Spring Conference in Blaine.

John and Julie attended the Portland Spirit Sternwheeler Open House in Cascade Locks.

Randy attended the SW Washington Finance Group meeting in Vancouver.

Randy and Julie attended the Gorge Local Economies Summit in White Salmon.

Randy and Julie attended “Documenting Your Project” Training in Camas—an MRSC (Municipal Research and Services Center) program.

Minutes Approval:

*---MOTION--- Commissioner Waters moved to approve the **May 10, 2011 Meeting Minutes**. Commissioner Truitt stepped down and seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Waters moved to approve the **Pre-approved General Fund Voucher numbered 13487 through 13487 in the amount of \$164.96 dated May 16, 2011**. Commissioner Truitt stepped down and seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to approve the **General Fund Vouchers numbered 13488 through 13514 in the amount of \$53,755.18 dated May 24, 2011**. Commissioner Truitt stepped down and seconded; the motion carried.*

Administrative Approvals:

John presented the signed Public Works and Services Interlocal Agreement with Skamania County, which included the scope of work and rates for their services (see May 10, 2011 Minutes).

*---MOTION--- Commissioner Waters moved to **ratify the Interlocal Agreement with Skamania County, dated May 24, 2011.** Commissioner Truitt stepped down and seconded; the motion carried.*

Staff Reports:

- **Auditor's Report:** April financials postponed to June 14, 2011.

Unfinished Business/Manager's Report:

1. Tenants Update:

Insitu proposes to pay for half of the exterior lighting upgrade for the River Point and Tichenor buildings; Karl installed a new DO NOT ENTER sign and painted an arrow on Insitu's exit drive onto Cascade Avenue. High water on the Columbia River has impacted Normandeau's ability to conduct fish studies. Sawnet is installing conduit and fiber optics through and to the Lewis & Clark Business Park—the Port needs to establish a right-of-way agreement with Sawnet where their infrastructure crosses our property. Karl painted the foyer of Gorge Delights in the Discovery building and replaced rain-damaged ceiling tiles. Doug and Karl continued work on the Beacon Rock Golf Course (BRGC) deck; the deck will likely be finished in June—waiting on HVAC, gutters, and door. Galaxy is still interested in expanding.

2. Wind River Business Park:

Ken reviewed the County's residential lease for the WRBP. He recommended several changes consistent with the state's tenant/landlord laws and forwarded them to the County's Attorney Adam Kick for review and approval.

There was discussion about the use of Building 2025, the old nursery office, whether it should be leased as residential or office space. It was noted that residential use would not be the highest and best use. The building was recently converted to a residence and rented as such; however, a change-of-use permit approval was never obtained from the County. It was decided that use as a temporary residential would be allowed with full disclosure to and acknowledgment of the renter on a month-to-month lease with a 20-day termination notice. The Port will apply for change of use with the County's Planning Department.

There was a discussion about an existing County lease for cattle grazing in exchange for grass and weed control and fence maintenance. Commissioner Truitt gave an overview of cattle grazing operations so that the Commission could be informed when making decisions about future use of the open fields.

The Forest Service recently received a grant from the Rocky Mountain Elk Foundation for elk habitat restoration at Wind River Nursery by providing noxious weed control. The forest Service is coordinating with the County's Weed Control Department to include County owned lands.

Entitlements—the County's WRBP files are not organized and the Port is working with the County on the best way to coordinate and track files as they are transferred as part of the Entitlements review phase.

Water Rights—there is a meeting scheduled for June 9th between the Scott Pineo of the County, the County's water rights consultant, Commissioner Truitt, Ken, Randy, and John to discuss the status of the water rights.

3. *Wavebreak*: John presented a preliminary design for an improved wavebreak. John will meet with Ferguson and their engineer.

Policy Clarification—Cell Phone Policy Update

John presented a draft Cell Phone Policy. The policy addresses cell phone use for phones owned by the Port and for phones owned by staff but used for Port business. The policy establishes a stipend for personal cell phones that are used for Port business. The stipend would be equal to the cost of a phone that would otherwise be owned by the Port. The stipend is considered taxable income. Ken noted that personal cell phones used for Port business may contain documentations subject to retention requirements such as photographs, text messages, emails and more. The policy should include procedures for downloading such documents from a personal cell phone to a Port owned PC to satisfy retention requirements. It was noted the emails reside on the Port's server and that text messages and photographs must be backed up to the Port's server.

Strategic Planning—Accommodating Existing Business Growth: John and Randy will meet to discuss cost estimates and funding scenarios for constructing another multi-use industrial building (Discovery III) at the Lewis & Clark business park east of the Teitzel building. A pro forma will then be developed for a discussion on feasibility.

Direction—Port Goals: we are continuing to draft the joint letter to Congressional leaders of our districts to request additional **industrial property in North Bonneville**. The Comp Plan Review was postponed to the next meeting.

Community Connection

Electric Vehicle Charging Stations: John presented photos of the charging stations being proposed for locating on Port property at Russell Street and Cascade Avenue. Cost estimates for the electrical installation are being developed. Grant proposals are being prepared for the City of Stevenson's Hotel/Motel Tax funds and the Stevenson Business Association funds.

Waterfront Community Center: John and Doug met to tour the basement area of the Port office to consider options of converting it into a watersport rental/storage concession. John has met with a local watersport enthusiast and business persons who have not been interested in pursuing this opportunity.

Executive Session: none.

Adjournment: The Chairperson adjourned the meeting at 5:24 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is June 14, 2011, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:

Commissioner Tony Bolstad, President (District 1)

absent



Commissioner WD Truitt, Vice-President (District 2)



Commissioner Kevin Waters, Secretary (District 3)

ATTEST:



Julie Mayfield, Executive Assistant