

**Port of Skamania County
Minutes of the Board of Commissioners
May 8, 2012
Regular Meeting 3:00 pm**

Call to Order: Commissioner Truitt, acting President, called the meeting to order at 3:01 pm.

Attendance: Commissioners WD Truitt and via telephone Tony Bolstad (Commissioner Waters was unable to attend); Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Facilities Specialist Karl Wilkie (3:19 pm), Facilities Specialist Doug Bill, Finance Manager Randy Payne; Guest Phillip Watness (*Skamania County Pioneer*) and Roger Whitaker and Monica Masco (left 3:10 pm).

Public Comment: Roger was representing Columbia Gorge Cross Fit (<http://www.columbiagorgecrossfit.com>). They are expanding and looking for larger location to hold exercise classes. John explained the Port currently has only industrial-zoned space available.

Meetings and Seminars:

Julie attended the Chamber Break at Robbie's Café and the joint Chambers After Hours at Mary Hill Museum.

John and Julie attended the SET meeting at Bonneville Hot Springs Resort in North Bonneville (Stronger Economies Together).

Karl attended an Enduris training in Ridgefield on Developing and Managing RFPs.

Ken attended the WSAMA (WA State Association of Municipal Attorneys) Annual Conference at Skamania Lodge.

Minutes Approval:

*---MOTION--- Commissioner Bolstad moved to approve the **April 24, 2012 Regular Meeting Minutes**. Commissioner Truitt stepped down and seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Bolstad moved to approve the **General Fund Vouchers numbered 14185 through 14216 in the amount of \$86,300.42, dated May 8, 2012**. Commissioner Truitt stepped down and seconded; the motion carried.*

Administrative Approvals:

John presented a resolution for an Aquatic Lands Enhancement Account (ALEA) grant application for the Stevenson Waterfront Enhancement and Public Access Project. He explained that the Port is re-applying for this grant—we applied

previously in 2010 and made it to the alternate list. We submitted the draft application last week; John and Julie will attend the pre-submittal meeting before the grant review board on May 31, 2012 in Olympia.

*---MOTION--- Commissioner Bolstad moved to approve **Resolution 7-2012 application for Funding Assistance for an Aquatic Lands Enhancement Account (ALEA) Program Project to the Recreation and Conservation Office (RCO) for the Stevenson Waterfront Enhancement and Public Access Project.** Commissioner Truitt stepped down and seconded; the motion carried. Commissioner Truitt stepped down and seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to approve the **Port Attorney Ken Woodrich contract, pending option decision by John McSherry, based on an analysis of per-hour fee versus retainer.** Commissioner Truitt stepped down and seconded; the motion carried.*

John explained the process for selection of the consultant for the Cascades Business Park Paving and Stormwater System in North Bonneville:

- 1) Consult our Professional Services List, which is advertised yearly in local paper.
- 2) He chose 10 qualified consultants from list; narrowed down to three.
- 3) Sent interview requests and project description, along with evaluation criteria to three firms.
- 4) Interviewed two firms with a Port team of four staff; one of three declined to interview based on their workload.
- 5) The team of four scored the evaluation criteria; firm was selected based on the team's input.

*---MOTION--- Commissioner Bolstad moved to approve **the Professional Services Agreement dated May 8, 2012, with HDJ Design Group for \$65,482 for the Cascades Business Park Coyote Ridge Road Paving and Stormwater System design and engineering, North Bonneville, pending review by attorney Ken Woodrich.** Commissioner Truitt stepped down and seconded; the motion carried.*

Staff Reports:

- **Facilities Report:**

Doug reported that Building #2130 Processing Center at WRBP is complete and the tenant is moving in. Julie noted the tenant reported their hiring process will begin in June.

Karl reported lots of mowing and landscaping activity in Stevenson and North Bonneville, with spring here; the Sheriff Department conducted a training at 126 SW Cascade Ave ("LBH"); the boat launch is being used more and more by fishers; Karl removed a homeless camp near Pebble Beach. Karl reported that the

Queen of the West tour boat staff communicated they get the best service here than any of their other stops. The new dump truck is a definite improvement. The Ford Explorer is being repaired at Skamania County's shop, as allowed by our interlocal agreement for services. Karl made some unplanned plumbing repairs at the Tichenor building. The three trucks determined as surplus are ready for sale.

- **Attorney's Report:** Ken attended the WSAMA conference at Skamania Lodge—there was an in-depth session on public records. Ken is continuing work on the WRBP water issues.

Director's Report/Unfinished Business:

1. *Tenants Update:* John continues negotiating the Tichenor building lease with Insitu; John and Commissioner Waters visited a tenant at WRBP.
2. *Wind River Business Park (WRBP):* The Port received the paperwork (letter of intent) to sign for the USDA RBEG funding (U.S. Dept. of Agriculture, Rural Business Enterprise Grant) for the water/wastewater technical assistance project. The Port's application scored third highest in the state and was the only project awarded in our USDA region (Yakima).

The WIRA 29A (Water Resources Inventory Area) will likely be reconvened to make a request to the DOE (WA Dept. of Ecology) that in-stream flows data gathering in the Wind River Valley is a priority. John is working on drilling a well to perfect the County's water right at WRBP.

3. *Wavebreak:* No update.
4. *Stevenson Waterfront Enhancement:* We submitted another pre-application to RCO for the ALEA program grant (Recreation and Conservation Office, Aquatic Lands Enhancement Account). There will be a pre-selection review in Olympia May 31, 2012, which John and Julie will attend to present our project for review.
5. *Comp Plan Update:* Since Commissioner Waters was absent, this was rescheduled for next meeting.

New Business:

Broadband. The Port is participating with the EDC and other local Skamania and Klickitat county entities to apply for a Washington State Local Technology Planning Team grant. The planning would assess the broadband needs in these areas and prepare our region for future funding; applications are due end of May.

EDA Project Funding. The Port is considering applying for EDA (U.S. Economic Development Administration) funding through a program titled "economic resiliency," related to a disaster declared in Skamania County in 2010. The proposed projects are grading of Lot 1, Cascades Business Park, and Discovery III in North Bonneville. There is a short pre-application to vet potential projects. This program has \$21 million available in Washington State counties that had declared disasters.

School District Pool. There was discussion about the Skamania County School District Pool. The Commission agreed the Port would not be interested in being a leasing agent.

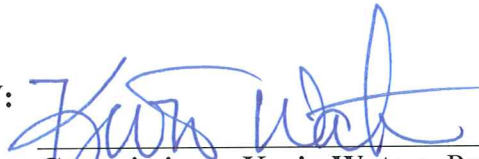
Executive Session: Acting President Commissioner Truitt called for an Executive Session from 4:21 pm to 4:36 pm for 15 minutes, per RCW 42.30.110 (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood 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; the Commission directed John to continue lease negotiation.

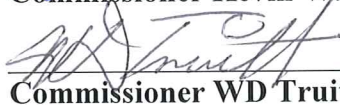
Adjournment: The Acting Chairperson adjourned the meeting at 4:36 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is May 22, 2012, 3:00 pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:



Commissioner Kevin Waters, President (District 3)



Commissioner WD Truitt, Vice-President (District 2)

Commissioner Tony Bolstad, Secretary (District 1)

ATTEST:



Julie Mayfield, Executive Assistant