

**Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
June 26, 2012, 3:00 pm**

Call to Order: Commissioner Waters called the meeting to order at 3:01 pm.

Attendance: Commissioners WD Truitt, Kevin Waters (left 4:55 pm [ill]), and Tony Bolstad; 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.

Public Comment: None. Opened 3:01 pm; closed 3:40 pm

Meetings and Seminars:

Julie attended a planning meeting for the Port supported promotional hosting "Mai Tai" event at Skamania Lodge on May 12, 2012.

Minutes Approval:

*---MOTION--- Commissioner Truitt moved to approve the **June 12, 2012 Meeting Minutes, as corrected.** Commissioner Bolstad seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Truitt moved to approve the **Pre-issued General Fund Vouchers numbered 14275 through 14282 in the amount of \$9,504.95 dated June 20, 2012.** Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to approve the **General Fund Vouchers numbered 14283 through 14297 in the amount of \$14,448.11 dated June 26, 2012.** Commissioner Truitt seconded; the motion carried.*

Administrative Approvals:

*---MOTION--- Commissioner Truitt moved to **ratify Insitu Lease Amendment Number 2 for Tichenor Building, for one year, beginning on July 1, 2012, ending June 30, 2013, with rental amount of \$4,680 per month for Suites 60, 70, 80, 90, 100 (upper floor) and \$5,040 per month for Suites 45 and 65 (lower floor) plus all utilities, fire and casualty insurance and Washington State Leasehold Excise Tax as established by RCW 82.29A.** Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Truitt moved to approve the **Interlocal Agreement between WA State Health Care Authority and the Port of Skamania.** Commissioner Bolstad seconded; the motion carried.*

---MOTION--- Commissioner Bolstad moved to approve Resolution 9-2012 amending Employee Responsibility and Conduct (Personnel Manual—Tipping Policy). Commissioner Truitt seconded; the motion carried.

---MOTION--- Commissioner Bolstad moved to approve Resolution 10-2012 Establishing the Facilities Manager Position, with a salary range of \$48,000 to \$60,000. Commissioner Truitt seconded; the motion carried.

Staff Reports:

Auditor's Report: Presented by Monica Masco

May 31, 2012 Cash Balance is \$1,102,788.73.

Total revenue for May was \$122,277.87 and expenditures were \$127,145.47: Netting excess expenditures over revenue in the amount of \$4,867.60; year to date excess revenue over expenditures is \$36,866.87.

A mid-year budget review will be presented.

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

1. *Tenants update:* A few tenants are looking for more space; Insitu's Amendment 3 is being drafted for Suites 85/105 in the Tichenor Building for a short-term lease.
2. *Strategic Planning:*

Wind River Business Park (WRBP): There was discussion about a recent meeting of the Gifford Pinchot Collaborative, the authors of the Northwest Forest Plan, and the Forest Service at the Forest Service Training Center.

Ken and John met to define guiding principles for the Joint Task Force (JTF) working on the water/wastewater systems—they gave the results to the County. The FS met with the County yesterday.

Cascades Business Park: We still don't have a contract from the State for the Coyote Ridge Road project, however, the Port can be reimbursed for work as far back as April 23, 2012, the date when the Governor signed the legislation authorizing the work.

The project will be advertised for bids for the next two weeks in *The Pioneer* and on July 2 and 9 in the *DJC* (Daily Journal of Commerce). A job walk is scheduled for July 6 at 10:00 am. Bids are due on July 17 at 10:00 am. A Special Meeting is set for July 18, 2012, 3:00 pm to award the bid.

The Corps of Engineers is requiring an easement for access off of their road Fort Cascades Drive. There was discussion about the history of this issue when the Port purchased the site from the City of North Bonneville—WA Department of Transportation, the Corps, the City of North Bonneville, and the Port all had many meetings discussing the need for access but it was not made official in any easement documents.

3. *Wavebreak*: John received a response email, which he hasn't reviewed yet.
4. *Beacon Rock Golf Course*: We are reviewing the previous RFPs (requests for proposals) from 2003 and will begin drafting a new RFP for management of the Golf Course.
5. *New Position—Facilities Manager*: The Commission created the new position, job description, and salary range—see Administrative Approvals, above.
6. *Comprehensive Scheme of Harbor Improvements Update*: Workshop scheduled for July 18, 2012, 3:00 pm.

Commissioner Bolstad reminded that the River Point building roof should be worked on this summer, keeping the budget in mind.

Executive Session: Commissioner Waters called for an Executive Session from 4:06 pm to 4:16 pm for 10 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 negotiating lease rates.

Adjournment: The Chairperson adjourned the meeting at 5:25 pm.

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