

Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
July 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; Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Finance Manager Randy Payne, Facilities Specialist Doug Bill, Auditor Monica Masco, Facilities Specialist Karl Wilkie; Guest Damon Webster of MacKay & Sposito.

Public Comment: None; closed at 3:39 pm.

Meetings and Seminars:

Commissioner Truitt attended the EDC meeting where he met the new interim PUD manager.

Commissioner Bolstad met with John and Randy regarding Discovery III pro forma.

Commissioner Waters met with current Wind River Business Park (WRBP) tenant Leroy Goodrich.

Karl and Doug attended training for lead renovation; they are both now certified Lead Renovators.

Minutes Approval:

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

Vouchers Approval:

*---MOTION--- Commissioner Truitt moved to approve the **Pre-issued General Fund Vouchers numbered 13605 through 13611 in the amount of \$8,351.62 dated July 20, 2011**. Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to approve the **General Fund Vouchers numbered 13612 through 13636 in the amount of \$83,751.31 dated July 26, 2011**. Commissioner Truitt seconded; the motion carried.*

Administrative Approvals: None.

Staff Reports:

- **Auditor's Report:** Presented by Monica Masco

June 30, 2011 Cash Balance is \$1,071,071.44

Total revenue for June was \$52,191.53 and expenditures were \$52,520.50: Netting excess expenditures over revenue in the amount of \$328.97; year to date net revenue over expenditures is \$48,216.25.

Overall year-to-date total revenue is 28.5% of annual budget and expenditures are 25.7%.

Note: Without project revenue (grants and loans) the revenue is 45% of budget at June's month end ~ \$517,049 actual vs. \$1,142,442 budget. Without project expenses the expenses are 40% of budget ~ \$379,547 vs. \$953,484.

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

1. *Tenants Update:*

Beacon Rock Golf Course will be celebrating its 40th year in September. Sawnet is bringing fiber to WRBP; Sawnet's contractor will stage equipment on WRBP property; Sawnet is requesting to lease a vacant cooler at Building 2021 for several months for storage of their fiber optic cable.

2. *Wind River Business Park:* We received only one bid for the **roof replacement** project at 192 Chapman; it remains unopened until we get another two bids.

There are prospects requesting lease rates for the Processing Center and Seed Extractory.

Leroy Goodrich's existing grazing lease was discussed. It was decided not to advertise the lease and to offer a renewal with the following terms and conditions: \$80 per month lease rate; month-to-month basis; either party may cancel lease with 30-day notice. Lease must maintain fencing and control weeds to the satisfaction of the County's Weed Control Board; insurance is required consistent with the existing County lease.

The County sent all the WRBP files, in 11 storage boxes, to the Port's conference room. John has begun reviewing previous reports, conveyance documents, and the general files.

Ken has a meeting with the County's water rights consultant next week regarding the water system.

3. *Wavebreak:* Ferguson will be sending a proposal to us this week.

4. *Electric Vehicle (EV) Charging Station:* We are working on draft agreements with the City of Stevenson and the Stevenson Business Association/Chamber. The City

approved its Electric Vehicle Charging Station Ordinance, which included restricting Level 3 chargers in City right-of-ways. The Port must get a right-of-way permit and conditional use permit for the Level 2 charger that will be installed on Port property.

5. *126 SW Cascade (Little Brown House) Demolition*: John reported that a Critical Area Permit from the City of Stevenson will be required to demo this house. This involves hiring a “qualified” professional to prepare a demo plan; the City estimates a typical cost for this is \$3,000. It was suggested to incorporate this demolition project into the Waterfront Enhancement project, which includes a Critical Area Permit.

Policy Clarification—Cell Phone Policy

Ken presented edits to the policy, as a result of research he did with MRSC (Municipal Research and Services Center); the consensus is that the Port is on the front edge of this issue since many agencies have not begun to address the issue of records retention when employees use their personal phones and receive a stipend. The conclusion was to require employees receiving a personal cell phone stipend to submit their cell phone records on a monthly basis, redacting personal calls as needed, which the Port will then retain as needed as public records.

*---MOTION--- Commissioner Truitt moved to adopt **Resolution 11-2011** amending the Port’s **Cell Phone Policy** [a section of the *Personnel Manual*].
Commissioner Waters seconded; the motion carried.*

The Commission will sign the resolution at the next meeting, since it was still in draft form.

Strategic Planning

Discovery III. John and Randy presented projections and pro forma for construction of a new building; the projections did not include demolition of the Skye Building. It was noted that the lease rates in the projection are proposed. Staff and the EDC are currently performing a study of local comparable lease rates. Commissioner Bolstad requested the titles “grant” and “loan” be added to descriptions of funding sources in the pro forma. There was discussion of various potential funding sources. The WRBP was discussed as an alternative to constructing a new building in North Bonneville. The first round of CERB funding closes soon—there may not be enough time to submit. There was discussion about reasonable vacancy rates; 8% was agreed to be a reasonable rate. The Commission agreed it’s time to build another building and we should pursue a CERB grant loan.

Other priorities: establishing capital replacement funds and establishing a debt service reserve.

Stevenson Waterfront Enhancement: John is working on getting a construction estimate to analyze whether a phased approach is feasible. Currently, we have \$170,000 of the budgeted \$650,000 available for construction. The Commission directed that we continue searching for grants, working on our match, and other funding. Our biggest obstacle is funding.

Cascades Business Park—postponed to next meeting.

Direction—Port Goals: The Comp Plan Review was postponed to the next meeting.

Community Connection—postponed to next meeting.

New Business: WPPA (WA Public Ports Association) Building Purchase—WPPA is holding a special board meeting on August 19, 2011 to vote on purchasing the building they reside in for 2.25 million dollars, with an appraised value of 2.67 million dollars. Each port is being asked to contribute proportionately on the down-payment of \$463,000. The Port can vote by mail-in ballot by August 18, 2011. Commissioner Waters may need to attend in person, if necessary, to establish a quorum of the Trustees.

*---MOTION--- Commissioner Truitt moved to **authorize Commissioner Waters [WPPA Trustee] to sign the WPPA Ballot to Approve the WPPA Building Purchase.** Commissioner Bolstad stepped down and seconded; the motion carried.*

Executive Session: Chairman Bolstad called for an Executive Session from 5:07 pm to 5:27 pm for 20 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.

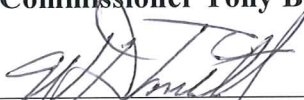
Adjournment: The Chairperson adjourned the meeting at 5:27 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is August 23, 2011, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

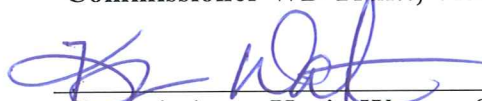
APPROVED BY:



Commissioner Tony Bolstad, President (District 1)

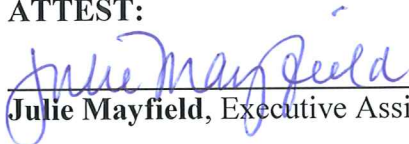


Commissioner WD Truitt, Vice-President (District 2)



Commissioner Kevin Waters, Secretary (District 3)

ATTEST:



Julie Mayfield, Executive Assistant