

**Port of Skamania County  
Minutes of the Board of Commissioners  
September 10, 2013  
Regular Meeting 9:00 am**

**Call to Order:** Commissioner Truitt called the meeting to order at 9:01 am.

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

**Public Comment:** None

**Meetings and Seminars:** None

**Minutes Approval:**

*---MOTION--- Commissioner Waters moved to approve the **August 27, 2013 Regular Meeting Minutes**. Commissioner Bolstad seconded; the motion carried.*

**Vouchers Approval:**

*---MOTION--- Commissioner Bolstad moved to approve the **General Fund Vouchers numbered 15166 through 15203 in the amount of \$49,558.85 dated September 10, 2013**. Commissioner Waters seconded; the motion carried.*

**Administrative Approvals:**

The Port is happy to welcome The Kellogg Group as the new tenant for the Old Saloon restaurant building. They signed the lease last week.

*---MOTION--- Commissioner Bolstad moved to **ratify the agreement with The Kellogg Group LLC for lease of the Old Saloon Building, 130 SW Cascade Avenue, Stevenson, for the terms as defined in the attached lease**. Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to **authorize Ken Woodrich to file a complaint in court for eviction of David France from 92 Chapman Avenue (Building #2025) at Wind River Business Park**. Commissioner Bolstad seconded; the motion carried.*

The Commission and staff made a few minor edits to the Vendor Permit Application/Policy. We will give the application to the Chamber and City of Stevenson so they can give it out as well.

*---MOTION--- Commissioner Bolstad moved to **approve the Vendor Permit Application/Policy**. Commissioner Waters seconded; the motion carried.*

**Staff Reports:**

- **Facilities Report:** Work is progressing on the house repair at 212 Chapman Avenue, Wind River Business Park (WRBP)—this project was delayed by last-minute regulatory changes, which has resulted in a change order. The remaining holes in the siding at the Processing Center WRBP have been fixed. Asbuilts are being drawn for the Cascades Business Park (CBP) in North Bonneville. Staff has been preparing for the rainy season—they have responded to a few leak reports from tenants. Doug, Karl, Russ (seasonal helper), and Randy worked to install several French drains at Beacon Rock Golf Course (BRGC); Commissioner Truitt volunteered his time helping to install new gravel on the pathways.
- **Attorney's Report.** See Executive Session and Administrative Approvals.

**Director's Report/Unfinished Business:**

1. *Tenants Update:* see above Facilities Report and Administrative Approvals.
2. *Wind River Business Park (WRBP):* There will be a **WRIA** (water resources inventory area) pre-meeting on September 17, 2013, with Skamania County and Skamania County PUD in preparation for the meeting on September 19, 2013, with the state Department of Ecology to discuss the status of the WRIA process that was begun several years ago but not completed.

The **water well** is developed and ready for the pump out test, which will be done in two weeks. The next phase of this project will be designing the pump system based on results of the pump out test. The pump system will be a variable flow; piping will extend to the Processing Center building and will have a few fire hydrants along the way.

The **Biomass Facility Feasibility Study** is continuing; there was an article about it in *the Pioneer* recently.

3. *Wavebreak:* No update; John will contact Ferguson.
4. *Cascades Business Park:* The Commission determined not to install the street lighting system until we have a tenant. John will contact potential leads to update them on the site improvements. The final phase of development is grading on the west site; it's estimated to cost \$650,000. The Port is seeking funding for this phase currently.
5. *Regulating Conduct on Port Property Ordinance:* The Commission made another review of the draft ordinance. There are a few more areas to clean up and then it should be ready for adoption at our next meeting.

**Executive Session:** Commissioner Truitt called for an Executive Session from 9:25 am to 9:35 am for 10 minutes per RCW 42.30.110 (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the

agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency, and again from 9:38 am to 10:45 am for 7 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.

The Commission directed John to continue lease negotiation.

**Adjournment:** The Chairperson adjourned the meeting at 11:17 am.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is September 24, 2013 at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington, at **9:00 am**.

Commissioners Waters and Bolstad will be calling in to the next meeting.

**APPROVED BY:**

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**Commissioner WD Truitt**, President (District 2)

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**Commissioner Tony Bolstad**, Vice-President (District 1)

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**Commissioner Kevin Waters**, Secretary (District 3)

**ATTEST:**

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**Julie Mayfield**, Executive Assistant