

Port of Skamania County
Minutes of the Board of Commissioners
June 14, 2011
Regular Meeting 3:00 pm

Call to Order: Commissioner Bolstad called the meeting to order at 3:05 pm.

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

Public Comment: None; opened at 3:00 pm; closed 3:41 pm; Guest Andrew Young of MacKay & Sposito arrived at about 3:11 pm.

Meetings and Seminars:

Commissioner Waters attended the MCEDD meeting (Mid Columbia Economic Development District), and the Skamania County Chamber of Commerce meeting.

Minutes Approval:

*---MOTION--- Commissioner Waters moved to approve the **May 24, 2011 Regular Meeting Minutes, as corrected.** Commissioner Truitt seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Waters moved to approve the **Pre-issued General Fund Vouchers numbered 13515 through 13522 in the amount of \$8,552.50 dated June 8, 2011.** Commissioner Truitt seconded; the motion carried.*

*---MOTION--- Commissioner Truitt moved to approve the **General Fund Vouchers numbered 13523 through 13547 in the amount of \$19,837.49, dated June 14, 2011.** Commissioner Waters seconded; the motion carried.*

Administrative Approvals:

Monitoring Wells. John gave a brief history of the monitoring wells operated by Chevron on the north side of Cascade Avenue in front of the Tichenor Building. Chevron leases this property from BNSF. Chevron's consultant (SAIC) has proposed four new monitoring well locations; two sites are in the City of Stevenson's right-of-way (#17 and #18, right in front of the Tichenor Building) and two are on Port property (#19 and #20) as noted on the consultant's map, which John presented. Since monitoring wells #17 and #18 are in the City of Stevenson's right-of-way (ROW), the decision to allow these wells will be made by the City during their ROW permit process. The Commission agreed to hold approval of the installation of monitoring wells #19 and #20 until Chevron provided the test results of sampling from wells #17 and #18.

Staff Reports:

- **Auditor's Report:**

April 30, 2011 Cash Balance is \$1,031,822.14.
Total revenue for April was \$126,814.17 and expenditures were \$55,492.15:
Netting excess revenue over expenditures in the amount of \$71,322.02; year to date
excess revenue over expenditures is \$8,966.95.

There was discussion on tenants behind in lease payments; it was decided a letter
should be sent to tenants who are three months behind.

- **Facilities Report:** Presented by Karl Wilkie.

Doug has been working at WRBP (Wind River Business Park) with Karl helping
out—good progress is being made; Doug reported focusing on making buildings
presentable as vacant rather than abandoned, including landscaping, turning the
water on, repairing bathrooms and leaking roofs, etc. There was a discussion about
tools and equipment being used and location of County equipment that was
previously assigned to WRBP. It was noted the Port needs to provide the County
with a list of needed equipment and/or a list of projects for the County's facilities
staff to work on as appropriate. Commissioner Waters noted the Forest Service
may have surplus equipment. Doug and Karl met with the County Building
Inspector (Marlin) for building #2025 as part of the change in occupancy permit
request; we are waiting for a list of corrections required before the change in
occupancy can be approved.

NPDES monitoring continues at Cascades Business Park. American Cruise
Lines's staff for the *Queen of the West* boat has been very pleased with their stops
at the Port this season. The docks and picnic tables have been refreshed for the
season. The BRGC (Beacon Rock Golf Course) deck project is close to being
finished, pending HVAC and door installation.

- **Attorney's Report:** Presented by Ken Woodrich.

See below, WRBP.

Manager's Report/Unfinished Business:

1. *Tenants Update:* None.
2. *Wind River Business Park (WRBP):* John reported providing a proof of insurance
coverage letter to the County, as required by the contract. Currently we have one
application for the one vacant house and have sent an application to a second
person. Building #2025 (old office) will be shown Thursday as a possible live/work
arrangement. There was discussion of renewal of a non-monetary lease for grazing
cattle in exchange for weed control and fence maintenance; no conclusions were
decided.

Historic District. There was discussion about the Historic District being proposed
via a Memorandum of Agreement (MOA) between the Forest Service (FS) and
Skamania County. Ken pointed out that our PSA (purchase and sale agreement)

states the County will not make any agreements during the feasibility phase that would affect future development of the property. The original conveyance documents between the FS and the County includes language about historic preservation. Establishing a Historic District may affect our ability to quickly repair buildings as needed. John noted that the County's recently elected attorney and County Commissioners will need to review the MOA being proposed.

Water System. John, Randy, Ken and Commissioner Truitt met with Said Amali (County's water rights consultant) and Scott Pineo of Skamania County. Currently, the Forest Service (FS) owns the water system at the WRBP and the County and the FS have a contract to operate and maintain the system. The FS does not want to continue the current agreement with the County. As a result, the County has pursued establishing its own water rights and developing its own water system. The County has received municipal and irrigation water rights from WA State Department of Ecology (DOE) including 7.2 acre feet per year (AFY) of municipal water and 75 AFY for light irrigation water. These water rights were based on the medium development plan established in the *Portico* Plan dated June 1, 2000 (John will get copies of the *Portico* plan to the commissioners). Large capacity pumps are proposed to meet instantaneous flow requirements for fire protection (fire flow).

The new water system the county is proposing to construct is estimated to cost \$1,121,100. John noted that there are only five water connections/users currently at the site and revenues from such a small number of users, in the short, would be insufficient to cover construction costs and operating and maintenance costs.

Discussion led to the conclusion that the best plan of action would be to connect the existing WRBP water system to the PUD's Carson water system. This plan would ideally include: 1) transferring both the FS and the County's water rights to the PUD; and 2) transferring the FS's existing water system to the PUD. Ken noted the DOE is more apt to transfer water rights to a municipal water purveyor (the PUD), and that the Forest Service is currently under directive to reduce non-producing costly systems. This plan would eliminate the need for the County to build a new and separate water system. Ken noted three issues for the current Carson water system: supply, water rights, storage. The combined system would eliminate the supply (since currently the system is at the very high capacity rate of 8 cfps) and water rights issues.

John stressed the need for a pro forma to be performed. John will research planning grants for water systems planning and construction. Commissioner Bolstad suggested we consider MCEDD and the SCEDC for grant writing assistance.

The first step toward this goal would be to **establish an Interlocal agreement between the agencies involved—the PUD, the County, the Port, and the EDC to pursue this plan.**

3. *Wavebreak:* John reported attempting to get an appointment with Ferguson, but they have been unavailable; he will continue proposing meeting times.
4. *Policy Clarification:* John and Ken will review the cell phone policy before it is presented for final approval by the Commission. John reported that it is possible to back up cell phone text messages to the Port's email system but the process currently is somewhat laborious.

Strategic Planning: see #2 above.

Direction: Port Goals—Continuing work on Comprehensive Scheme of Harbor Improvement—postponed to next meeting.

Community Connection: Electric Vehicle (EV) Charging Stations. John and Moli Thomas (MST Consulting) presented at the Stevenson Business Association's (SBA) meeting last week; they awarded \$5,000 grant funding contingent on the success of the Gorge Blues & Brews event. John reported the SBA is very supportive of this project. John and Moli are presenting to Stevenson City Council this week and requesting a \$5,000 grant from the City's hotel/motel funds.

New Business: The Lower Columbia Fish Recovery Board (LCFRB) is requesting surplus boulders from Cascades Business Park for use on habitat restoration projects on Hamilton Creek in North Bonneville. LCFRB does not have funding to purchase the rocks but offered consulting services in exchange. There was discussion about the logistical approach they should use to retrieve the boulders and that these logistical conditions should be included in an agreement; John cited modeling the 2005 agreement between Washington State Parks (at Beacon Rock) and the Port for this opportunity. Randy suggested we determine financial values of these exchanges for auditing purposes.

Executive Session: None.

Adjournment: The Chairperson adjourned the meeting at 5:33 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is June 28, 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