

**Port of Skamania County  
Minutes of the Board of Commissioners  
Regular Meeting  
February 22, 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; Facilities Specialist Karl Wilkie, Attorney Ken Woodrich, Executive Director John McSherry, Auditor Monica Masco, Finance Manager Randy Payne, Executive Assistant Julie Mayfield; guest Keith Chamberlain (left 3:47 pm).

**Public Comment:** Opened at 3:00 pm; closed at 3:37 pm. Keith Chamberlain commented on the Port Lease Rates/Assets noting the variations in monthly rates.

**Meetings and Seminars:**

Randy attended the SW Washington Finance meeting in Woodland.

**Minutes Approval:**

*---MOTION--- Commissioner Waters moved to approve the **February 8, 2011 Regular Meeting Minutes**. Commissioner Truitt seconded; the motion carried.*

**Vouchers Approval:**

*---MOTION--- Commissioner Truitt moved to approve the **Pre-issued General Fund Vouchers numbered 13317 through 13323 in the amount of \$6,203.48 dated February 16, 2011**. Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to approve the **General Fund Vouchers numbered 13324 through 13339 in the amount of \$13,421.15 dated February 22, 2011**. Commissioner Truitt seconded; the motion carried.*

**Administrative Approvals:**

John and Commissioner Bolstad reported on the **Skamania County Natural Hazards Mitigation Plan**. The Port needs to adopt this plan since in order for FEMA to accept SCNH Plan, each agency that is participating in the development must adopt the plan; Commissioner Bolstad has been part of the Skamania County team that has listed our properties, performed a survey, and conducted ranking sessions (by risk and likelihood of risk). John presented a draft resolution to adopt this plan. He will finalize it for our next meeting.

### **Staff Reports:**

- **Auditor's Report:**

January 31, 2011 Cash Balance was \$862,950.78.

Total revenue for January was \$190,422.00 and expenditures were \$350,326.41: netting expenses over income in the amount of \$159,904.41.

### **Unfinished Business/Manager's Report:**

1. *Port Lease Rates/Assets*—John reviewed the updated list with the Commission; Commissioner Bolstad requested we include totals for columns where appropriate.
2. *Teitzel Building Re-cap*—John presented five pages of graphics and info summarizing the complete financial picture of the Teitzel Building construction and build out.
3. *Tenants Update:*
  - Galaxy Manufacturing*—Continuing to work with them in their expansion plans.
  - Slingshot Sports*—Moved into Teitzel Suites C/D February 1, 2011.
  - In situ*—Continuing to work on exterior lighting issues at River Point/Tichenor.
4. *Cascades Business Park:* Waiting on weather to improve for final ground work.
5. *Wind River Business Park:* Forwarded draft Purchase and Sales Agreement to the County; the County has a workshop scheduled to review the draft.
6. *Port By-Laws/Delegation of Authority:* John reported some ports don't have by-laws—annual resolutions are used to confirm the organizational structure, duties, and procedures consistent with the State of Washington RCWs. John will present a final draft of his suggested by-laws at the next meeting.

### **New Business:**

1. *New Agenda:* John presented an agenda format from the Small Ports Seminar last year. The agenda focuses on policy/goal setting activities. Ken noted that “reporting” is an essential part of each meeting and should remain on the agenda. The Commission agreed that review of select goals and policies at each meeting should be added to the agenda.
2. *Stevenson Farmers Market:* The Commission agreed to waive the permit fee for the Stevenson Farmers Market in the event they decide to locate on Port property; it was agreed the Development Lot next to the Old Saloon and/or Teo Park could be used for this purpose, pending remainder of permitting process and scheduling availability.
3. *Waterfront Concerts:* A tenant is requesting permission to use the development lot to the west of the Old Saloon building to conduct outdoor concerts in the summer

months. The Commission agreed this would be acceptable, pending obtaining the Port's Park Use permit and availability of the property.

4. *Stevenson Waterfront Properties Ordinance*: A draft ordinance was discussed; Ken noted RCWs 53.08.220 and 53.08.230 apply to Port property and provide the procedure for creating ordinances in the governing City or County. Commissioner Bolstad suggested we adopt a "can do" list instead of "cannot do." RCW 53.08.230 requires the Port to file a plat of its properties showing its facilities, access roads, parking areas, and other public areas in order for the Sheriff's office to enforce existing regulations on the Port's property. RCW 53.08.220 allows the Port to formulate needful regulations and request the City (or County) to adopt the regulations as part of its own ordinances. These Port regulations require a public hearing, are in the form of a request by resolution to the City (or County), must be consistent with existing City (or County) ordinances, and must be adopted by the City (or County). The Commission concluded we need a more detailed analysis of what the existing City ordinances are, and which of the proposed ordinances need to be added.

**Executive Session:** Chairman Bolstad called for an Executive Session from 5:30 pm to 5:40 pm for 10 minutes and again at 5:40 pm to 5:50 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.

**Adjournment:** The Chairperson adjourned the meeting to Beacon Rock Golf Course at 6:00 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is March 8, 2011, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington. Commissioner Bolstad will be out of town for the March 8, 2011 meeting and Ken will be out of town for the March 22, 2011 meeting.

**APPROVED BY:**

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

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

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

**ATTEST:**

  
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**Julie Mayfield, Executive Assistant**

