

**Port of Skamania County**  
**Minutes of the Board of Commissioners**  
**Regular Meeting**  
**March 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 via video teleconference (Skype); Facilities Specialist Karl Wilkie, Attorney Ken Woodrich via Skype, Executive Director John McSherry, Auditor Monica Masco (left 3:58 pm), Executive Assistant Julie Mayfield; guest Dan Majors (left 4:22 pm).

**Public Comment:** Opened at 3:00 pm; public comment was heard inquiring if there is any hazardous contamination at the Wind River Business Park.

**Meetings and Seminars:**

Commissioner Waters attended the MCEDD (Mid Columbia Economic Development District) quarterly board meeting at Rock Creek Hegewald Center in Stevenson. Commissioner Waters replaced Commissioner Bolstad on the board for the remainder of his term.

John and Julie attended the Annual Public Ports Day in Olympia at the Capitol. Governor Chris Gregoire proclaimed March 14 as Washington Public Ports Day. This was the 100-year celebration of the Washington State Public Port District Act.

Commissioner Truitt attended the EDC meeting and Workforce Housing meeting.

Commissioner Waters and John and Randy attended the Gorge Entrepreneurs Network Pub Talk in Stevenson. The Port was a co-sponsor.

John and Julie met with **Shari Hildreth** of US Representative **Jaime Beutler's** Deputy District Director; she toured **Slingshot Sports** and other Port property in North Bonneville. Shari noted that Representative Beutler will be coming to Skamania County in the near future and would like to visit a few Port tenants.

John attended the **Community Action Team** (CAT) meeting at the EDC. He noted the Port's Grading/Paving of Coyote Ridge road project at Cascades Business Park in North Bonneville is the #1 priority project on the list, and the Stevenson Waterfront Enhancement project as the #3 priority.

**Minutes Approval:**

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

### **Vouchers Approval:**

*---MOTION--- Commissioner Waters moved to approve the **Pre-issued General Fund Vouchers numbered 13370 through 13376 in the amount of \$6,145.02 dated March 16, 2011.** Commissioner Truitt seconded; the motion carried.*

*---MOTION--- Commissioner Truitt moved to approve the **General Fund Vouchers numbered 13377 through 13390 in the amount of \$13,230.75 dated March 22, 2011.** Commissioner Waters seconded; the motion carried.*

### **Administrative Approvals:**

Commissioner Truitt moved to ratify this lease, but then restated it to include that the lease amendment be attached to the minutes and noted that the details were explained at the last Port meeting.

*---MOTION--- Commissioner Truitt moved to ratify the **Lacamas Family Entertainment Lease Amendment for the Beacon Rock Golf Course, as attached.** Commissioner Waters seconded; the motion carried.*

John noted that **Gorge Delights** will be signing its lease amendment, as directed at the last Port meeting, before April. Ken noted that the move-out dates are typically the date that the Port is notified of the move-out, enabling the Port to re-lease the available space.

### **Staff Reports:**

- **Auditor's Report:**

February 28, 2011 Cash Balance was \$820,152.84.

Total revenue for February was \$28,597.74 and expenditures were \$71,395.68; netting expenses over income for the month of \$42,797.94.

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

1. *Tenants Update:*

John noted most tenants doing well; he met with Brian Adams of Sawnet to discuss their fiber project; the Port is working on adding tenant names to the Teitzel building sign and will add large address numbering on the north ends of Teitzel and Discovery buildings; tenant Battelle will be hiring for about 15 seasonal positions; the One-Thirty Bar & Grill has been closed for lunches for the past several weeks, but will re-open for lunch next week.

2. *Wind River Business Park:* Ken will continue his effort to meet with Skamania County's Attorney when Ken returns from vacation on March 28. The position ad for a second Facilities Specialist is currently being advertised in all the newspapers published in the Gorge, in the Camas Post Record, through WorkSource of

Washington and Oregon, and on Craigslist. Acceptance of applications will close April 1, 2011, 4:00 pm.

### **Policy Clarification—Port By-Laws**

John presented draft recommended changes to the by-laws. Ken noted that by-laws do not limit a port's power, but that they are the defined structure of a corporation and as a municipal organization, it is a good idea for us to have by-laws. Ken also noted that it is best to have a separation of powers (legislative and executive) and to delegate powers to manage the daily operations as authorized by RCW 53.12.270. Commissioner Bolstad asked what would happen in the event of a sudden vacancy of the Executive Director. Ken recommended in that instance having the Commission appoint an Acting Director to continue managing Port operations, giving the Commission time to hire a new Director.

Article IV, Meetings, Section 3, Attendance by Teleconference, should reflect that notice to the President or Vice-President is required for attendance by teleconference but authorization is not.

Several spelling and grammar errors were noted. A new draft will be forwarded to the Commissioners for consideration at the next regular meeting.

### **Strategic Planning—Comp Plan Special Meeting April 11, 2011 Agenda Review**

There was discussion on the agenda for the upcoming special meeting. It was decided to cover Sections I through IV of the draft Comp Plan and request any public to sign up for 2-minute slots at the public comment at both the beginning and the end of the meeting. Chapter III, Goals, Objectives and Strategies, will be covered in detail. The Commission will review Chapter II, History, and prepare comments prior to the workshop.

### **Direction—Port Goals**

- **Port's Mission Statement:** John presented two versions of the Port's mission statement for the Commission to review; this version was chosen:

The Port's mission is to foster job creation through industrial, commercial and recreational development that diversifies the economy and ensures a high quality of life for citizens of Skamania County.

- **Property Acquisition:** John reviewed with the Commission the Port's direction for pursuing a request for a Federal Legislative Directive to the USACE regarding their property in North Bonneville. He reviewed some of the history of the Town of North Bonneville Relocation. We have drafted a letter, which we will ask to be signed by a "coalition" of local entities (County, EDC, cities, etc.), to our US Representatives Beutler and Hastings, requesting staff to be assigned to pursue this Directive. The Commission directed that we continue on this path, keeping them updated.

### **Community Connection—Updating Skamania County's Economic Diversification Strategy**

John reviewed with the Commission the current Request for Proposal prepared by the EDC for this update. A team composed of John, Robert Waymire (EDC), Paul Pearce (County) and Brad Anderson (EDC Board) is leading this effort. John noted he believes most of the updating can be done "in-house" by the public and private stakeholders with the *help* of a

consultant to act as a facilitator, instead of expending the estimated \$90,000 suggested to hire a consultant. He emphasized the need to bring private land owners into the planning process. Commissioners Truitt and Waters noted that trust is very important to some of the private land owners and establishing trust is key in obtaining their participation. John pointed out that it would be in the private land owners' benefit to participate in the planning process now so that in the future, if they do decide to develop their properties, there will be adequate time for the public agencies to plan for infrastructure/zoning/sewer and water, etc.

John suggested an efficient strategy would be to have a two-track approach: 1) public stakeholders, 2) private stakeholders. He suggested the goal of establishing the top three priorities (based on both public and private need) to focus on in 2011 including setting out the specific steps that need to be taken to complete these priority projects.

Commissioner Waters brought out the idea of the community of Carson incorporating as a city in the next 10 years.

**Executive Session:** none.

**Adjournment:** The Chairperson adjourned the meeting at 5:05 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is April 12, 2011, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington. There will be a special meeting on April 11, 2011—6:00 pm.

**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**