

**Port of Skamania County  
Minutes of the Board of Commissioners  
Regular Meeting  
October 25, 2011, 3:00 pm**

**Call to Order:** Commissioner Bolstad called the meeting to order at 3:00 pm.

**HEARING: Port of Skamania County Commissioner Districts Re-districting:** opened at 3:00 pm; closed 3:04 pm with no public commenting.

**Attendance:** Commissioners WD Truitt, Kevin Waters (left ~5:00 pm), Tony Bolstad; Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Finance Manager Randy Payne (left 4:50 pm), Facilities Specialist Karl Wilkie, Facilities Specialist Doug Bill, Auditor Monica Masco (left 4:09 pm); guests Phillip Watness (*Skamania County Pioneer*), Robert Gentry (Skamania County PUD, left 4:10 pm).

**Public Comment:** Opened 3:04 pm; closed 4:06 pm. Robert Gentry, Interim Manager of Skamania County Public Utilities District (PUD) discussed funding a feasibility study for expanding access to municipal water in the Wind River Valley. Robert described the need for the County, PUD, and Port (“Committee of Commissioners”) and other involved agencies to work together, not only for solving immediate opportunities, but to plan for the future.

Commissioner Truitt agreed and stressed the need for continuing, sustainable support of this project and not letting its priority slip due to the many complications that will undoubtedly arise. Commissioner Bolstad emphasized that the feasibility study should identify what costs will be involved to complete the project. Ken pointed out that the PUD and the County have devoted a considerable amount of staff time and resources toward this project and the Port is continuing to support it.

Robert emphasized the importance of this Team Approach up front; different funding options were discussed on how to best fund this Feasibility Study. It was suggested and agreed on that the County’s .09 funds would be the best source to begin with for this study. John noted this project is part of the County’s economic adjustment strategy and has been prioritized by the Community Action Team as the second highest priority in the county. John will prepare the funding proposal for the project.

Ken reminded the Commission of the meeting set for November 4, 2011 with the Department of Ecology and the Port, the PUD, the County and the Forest Service. It is a preliminary strategy meeting to open the discussion of water rights in the Wind River Valley. Feedback from this meeting will help us develop the scope of work for the Feasibility Study.

**Meetings and Seminars:**

Commissioner Waters, Randy, and Doug attended the Washington Public Ports Association (WPPA) Annual Small Ports Seminar in Leavenworth October 20-21.

Julie attended the free WA State Export Initiative: Training and Awareness for Economic Development Practitioners in Seattle October 17-18.

**Minutes Approval:**

*---MOTION--- Commissioner Truitt moved to approve the **October 11, 2011 Meeting Minutes**. Commissioner Waters seconded; the motion carried.*

**Vouchers Approval:**

*---MOTION--- Commissioner Waters moved to approve the **General Fund Vouchers numbered 13775 through 13810 in the amount of \$56,811.24 dated October 25, 2011**. Commissioner Truitt seconded; the motion carried.*

**Administrative Approvals:** None.

**Staff Reports:**

- **Auditor's Report:** Presented by Monica Masco  
September 30, 2011 Cash Balance is \$1,018,213.79.

Total revenue for September was \$66,882.88 and expenditures were \$64,194.71; netting excess revenue over expenditures in the amount of \$2,688.17; year to date excess of expenditures over revenue \$4,641.40.

Overall year-to-date total revenue is 38.2% of annual budget and expenditures are 37.2%.

Without project revenue (grants and loans) the revenue is 66% of budget at September's month end ~ \$758,644 actual vs. \$1,142,442 budget. Without project expenses the expenses are 64% of budget ~ \$606,989 vs. \$953,484.

**Unfinished Business/Director's Report:** Presented by John McSherry

1. *Tenants Update:*

We are getting estimates from roofing contractors for repairing the River Point roof.

2. *Wind River Business Park:*

The ability to provide and the cost of water should be determined before the Port exercises its purchase option of the Wind River Business Park. It was recommended that commissioners adopt and sign the Memorandum of Understanding between the Port, the Skamania County Public Utilities District (PUD), and Skamania County, pursuant to uniting the Wind River Valley Water System.

*---MOTION--- Commissioner Truitt moved to **adopt and sign the Memorandum of Understanding between the Port, the Skamania County Public Utilities District (PUD), and Skamania County, pursuant to uniting***

*the Wind River Valley Water System. Commissioner Bolstad stepped down and seconded; the motion carried.*

3. *Wavebreak*: no update.
4. *126 SW Cascade (Little Brown House) Demolition*: Commissioner Bolstad reported getting a few calls of inquiry about why the house is planned to be demolished. He suggested a press release to inform the public. John explained the strategy has always been to have an occupant that could pay the leasehold tax and keep it in stable condition until such time as it would be slated for demo—this is the type of lease we've had and now the Commission feels it is time to prepare the site for marketing.
5. *Pick-up/Dump Truck*: The Port's offer to the City of Camas of \$7,500 for a small dump truck with snow plow is pending their Council approval; we also made an offer to the PUD for a small pickup truck.

**Policy Clarification**—none.

**Strategic Planning**—2012 Budget Planning. Randy presented the draft 2012 budget including a new one-page summary, which John reviewed with the Commission line by line.

Highlights of the discussion were: Commissioner Bolstad suggested we should focus on promoting tenant expansion plans with an emphasis on industrial versus office space for the promotion of more jobs—keeping in mind the risk of too much empty inventory two to four years ahead relative to our debt tolerance; the Commission requested staff add columns to the budget sheets showing 2011 budget amounts; Commissioner Bolstad requested transferring one of the five allowed monthly Commissioner meetings to the projects category (Ken reported the annual cap on commissioner compensation is \$8,640, excluding the \$200 salary and insurance); Commissioner Bolstad requested that Monica's graph include reserves and debt capacity, and he suggested we review docking fees with a comparison of other comparable ports.

Randy will provide a list of memberships fees to review at next meeting and a return on investment projection for investing in an existing property with tenants versus constructing a new building for tenant expansion. We will also provide Skamania County with a capital improvements plan for the Wind River Business Park.

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

**Community Connection**—Commissioner Bolstad suggested a press release to inform the community about the strategy for 126 SW Cascade Avenue demolition plan.

**New Business**: none.

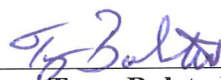
**Executive Session**: Commissioner Bolstad called for an Executive Session from 6:40 pm to 6:50 pm for 10 minutes, per RCW 42.30.110 (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of 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 at 6:55 pm to Stevenson Landing for a tour of tenant American Cruise Line's *Queen of the West*—this is their last docking of the season. The meeting was adjourned at 7:58 pm.

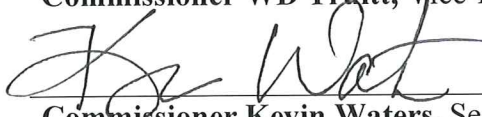
**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is November 8, 2011, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

**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