

**Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
August 28, 2012, 3:00 pm**

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

Attendance: Commissioners WD Truitt, Kevin Waters, and Tony Bolstad (left 5:09 pm); Attorney Ken Woodrich, Executive Director John McSherry, Finance Manager Randy Payne, Facilities Manager Doug Bill, Facilities Specialist Karl Wilkie, Auditor Monica Masco, Executive Assistant Julie Mayfield; guest Amanda Hoey, MCEDD.

Public Comment: None.

MCEDD Presentation (Mid Columbia Economic Development District): Amanda Hoey presented a handout that lists its mission, purpose, and services. The Port contributes annually to funding this entity and currently represents the ports in Washington on MCEDD's board. Amanda noted the three core focus areas: business assistance, regional coordination, and technical assistance. Since MCEDD's inception in 1980, it has given 192 loans, with a value of \$10.5 million, contributing to over 1,800 jobs.

Meetings and Seminars:

Randy hosted the SW Washington Ports Finance Group meeting at the Port Office with 8 ports attending.

John and Julie attended the CEDS (Comprehensive Economic Development Strategy) Update Meeting at the EDC for updating Skamania County's top 5 infrastructure projects to be included in MCEDD's plan.

Minutes Approval:

*---MOTION--- Commissioner Truitt moved to approve the **August 14, 2012 Meeting Minutes**. Commissioner Waters stepped down and seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Bolstad moved to approve the **General Fund Vouchers numbered 14402 through 14425 in the amount of \$75,505.06 dated August 28, 2012**. Commissioner Truitt seconded; the motion carried.*

Administrative Approvals:

John has reviewed the Professional Services List for pertinent firms to design the WRBP (Wind River Business Park) Trout Creek Field Well. He chose Mark Yinger Associates because of their experience with the hydrogeology in the area, and on projects for local

municipalities including the County, City of Stevenson, and the PUD. Next steps: develop spec, request bids, obtain bids from well drillers from Small Works Roster. The well is 10-inch diameter and may be 230 to 250 feet. Funding for this project is from the Washington State Direct Appropriation of \$350,000.

---MOTION--- Commissioner Bolstad moved to direct John McSherry to award the Design Contract for Test Well Installation at Trout Creek Field Wind River Business Park to Mark Yinger Associates for \$15,300. Commissioner Truitt seconded; the motion carried.

---MOTION--- Commissioner Bolstad moved to approve the WIB (Washington Investment Board) Loan for additional funding of Cascades Business Park Coyote Ridge Road Paving Project for \$170,000 at 2.5% Interest and a 10-year Term. Commissioner Truitt seconded; the motion carried.

---MOTION--- Commissioner Truitt moved to approve the HDJ Contract Supplement 1 [change order] of \$24,000 for Cascades Business Park Coyote Ridge Road Paving Project for Additional Design Tasks including Archaeologic and Geotechnical work, and Construction Management Training and Support. Commissioner Bolstad seconded; the motion carried.

The Commission agreed to go forward with the **Art of Motion lease at the Discovery Building** in North Bonneville of approximately 1,150 square feet.

Staff Reports:

Auditor's Report: Presented by Monica Masco

July 31, 2012 Cash Balance is \$1,092,848.02

Total revenue for July was \$121,657.66 and expenditures were \$118,121.61: Netting excess revenue over expenditures in the amount of \$3,536.05; year to date excess revenue over expenditures is \$26,926.16.

Commissioner Bolstad requested a 6-month operations expense review, to show year-to-date reflection of actual and budget year-to-date; Monica will provide with the August report.

A schedule of budget meetings will be ready at next meeting for planning the 2013 budget.

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

1. *Tenants update:* Staff continues to monitor two tenant delinquent lease payment workout plans. There was discussion about how the Port handles delinquent payments.

Gorge Delights agreed to move their offices within the Discovery Building to accommodate Art of Motion as a co-tenant (see Admin Approvals).

2. *Strategic Planning:*

Wind River Business Park (WRBP): A tenant is seeking to expand and looking for assistance; John referred the tenant to the EDC and asked for a proposal of the expansion plan and assistance request for the Commission to review. The Port would need to set up a temporary office with restroom and lunchroom facilities.

Cascades Business Park: John discussed an update from USGS CRRL (Columbia River Research Lab)—they work with GSA (US General Services Administration) to source a new site/facility for them. GSA will look for sites within 50 miles of current USGS facilities to avoid cost related to relocating staff.

A second change order will be required with HDJ for additional construction inspection work and design work for the easement with the Corps of Engineers.

3. *Wavebreak*: John and Ken will research the statute of limitations.

4. *Beacon Rock Golf Course*: John is drafting an RFP (request for proposal). It is based on the Port of Olympia's since they also lease out a golf course they own. The RFP will be distributed through PGA's listserv and advertised locally for one month; responses will be evaluated in late October with a new effective date of January 1, 2013.

New Business: A discussion occurred regarding a potential yearly lease for 126 SW Cascade Avenue, the LBH.

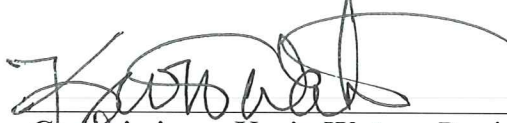
Executive Session: Commissioner Waters called for an Executive Session from 5:20 pm to 5:30 pm for 10 minutes per RCW 42.30.110 (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased 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 5:41 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is September 11, 2012, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington. Commissioner Bolstad will be unavailable.

APPROVED BY:



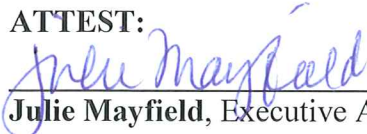
Commissioner Kevin Waters, President (District 3)



Commissioner WD Truitt, Vice-President (District 2)

Commissioner Tony Bolstad, Secretary (District 1)

ATTEST:



Julie Mayfield, Executive Assistant