

**Port of Skamania County**  
**Minutes of the Board of Commissioners**  
**Regular Meeting**  
**October 23, 2012, 3:00 pm**

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

**Attendance:** Commissioners WD Truitt, Kevin Waters (until 3:58 pm), and Tony Bolstad; Attorney Ken Woodrich, Executive Director John McSherry, Finance Manager Randy Payne, Facilities Specialist Karl Wilkie, Facilities Manager Doug Bill, Auditor Monica Masco, Executive Assistant Julie Mayfield.

**Public Comment:** Guest Judy Teitzel (former Port Commissioner) expressed her concern about Commissioners receiving health insurance coverage; she was also glad to see the Beacon Rock Golf Course (BRGC) Request for Proposals (RFP) for new lease or management of the course since she knows of many locals who enjoy playing there.

**First Review Preliminary 2013 Budget:** Randy reviewed the budget with the Commission. Strategy discussion highlights:

- Tenant vacancies: John proposed converting Suite 40 of the Tichenor building into a small business center with five offices, a conference room, kitchen and restroom. The Commission agreed it is worth exploring further. Other vacancies should be offered to existing tenants for their expansions before seeking new tenants.
- There was extensive discussion about Commissioners receiving health insurance. Various options were presented for reducing Commissioner expenses; one proposal was to reduce the number of meetings per month budgeted per diem, although John noted that many of the meetings (such as Commissioner Waters attending WPPA conferences since he is a trustee on the WPPA Board and on the MCEDD Board as well and Commissioner Truitt on the EDC Board) are very useful for building human capacity in the commissioners so that we retain informed and educated decision makers, as well as representing the Port at community events.

Commissioner Bolstad noted the example of how quickly WRBP came together as a result of the human capacity that exists at the Port and requested that John update our annual performance graphs.

It was decided that Randy will put together a few options to explore reducing Commissioner expenses at our next meeting.

- Commissioner Bolstad requested that power and lighting along the Waterfront Pathway be in the budget. We have the conduit in place, just need bollards with lighting. It could be done in phases. He also requested that the Stevenson Landing dock renovation be performed in 2013 and that we move on the Port office deck/storage/garage project. John noted a number of current projects that must be completed before new ones can begin: WRBP water well/wastewater system, Cascades Business Park Paving Project, BRGC management RFP, Stevenson RR Crossing Quiet Zone, tenant space renovations, etc.

- It was decided to leave Discovery III in the budget since it's never certain what facilities capacity may be required to retain/accommodate expanding or new tenants.

**Meetings and Seminars:** Commissioner Truitt attended the EDC meeting and noted next year John Hardham of Underwood (Light Wave Communications) will be the president and that the EDC Retreat will be held at the Carson Elk Ridge Golf Course.

**Minutes Approval:**

*---MOTION--- Commissioner Bolstad moved to approve the **October 9, 2012 Meeting Minutes**. Commissioner Truitt stepped down and seconded; the motion carried.*

**Vouchers Approval:**

*---MOTION--- Commissioner Bolstad moved to approve the **General Fund Vouchers numbered 14515 through 14538 in the amount of \$47,521.86 dated October 23, 2012**. Commissioner Truitt stepped down and seconded; the motion carried.*

**Administrative Approvals:**

The City of Stevenson received an invitation to officially apply for funding through Washington State Dept. of Commerce's Community Economic Revitalization Board (CERB) after it submitted a pre-application, which the Port contributed to. John explained the application process and scoring criteria for the Railroad Train Horn Quiet Zone project we have been working on with the City of Stevenson. He attended the last City Council meeting; the Port has previously committed \$12,500 toward the match for this project, which is supported by Skamania Lodge, the Stevenson Business Association, the Skamania County Chamber of Commerce, the Skamania County EDC, and Port tenants such as Insitu (Boeing).

*---MOTION--- Commissioner Bolstad moved to **Authorize an Additional \$7,500 Match for the City of Stevenson's Quiet Zone CERB Grant Application**. Commissioner Truitt stepped down and seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to **Approve the Contract with Willamette Cultural Resources, Not-to-Exceed \$9,800, for Archaeological Survey Services for the Wind River Business Park Water Well/Wastewater System Project**. Commissioner Truitt stepped down and seconded; the motion carried.*

John noted that the well placement was changed today; this may affect the bid survey.

*---MOTION--- Commissioner Bolstad moved to ratify the Columbia River Gorge Economic Development Program Loan of \$170,000 for the Cascades Business Park Paving Project. Commissioner Truitt stepped down and seconded; the motion carried.*

**Staff Reports:**

**Auditor's Report:** Presented by Monica Masco

September 30, 2012 Cash Balance is \$979,993.90.

Total revenue for September was \$164,352.88 and expenditures were \$179,623.14; netting excess expenditures over revenue in the amount of \$15,270.26; year-to-date excess of expenditures over revenue \$85,927.96.

Overall year-to-date total revenue is 22.7% of annual budget and expenditures are 22.2%.

Other note: Without project revenue (grants and loans) the revenue is 66% of budget at September's month end ~ \$805,208 actual vs. \$1,220,685 budget. Without project expenses the expenses are 76% of budget ~ \$793,878 vs. \$1,044,027.

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

1. *Tenants update:*

There was discussion of tenant workout plans for getting current on lease payments; Ken noted the need for re-stating the "time is of the essence" clause of the contracts. There was discussion on timing of tenants vacating and tenants requiring additional space.

2. *Strategic Planning:*

Wind River Business Park (WRBP): There are four potential bidders for the water well drilling; John has met with two of them at site visits. There will be an addendum as a result of the hydrogeologist's determination today to change the well siting. John will be vetting the requirements of the agencies, if any, for the new location. The bids are due Friday.

There was discussion about the project in general; Ken noted the urgency of keeping the momentum going on this project, despite the election season and vacancy in the PUD's General Manager position.

Cascades Business Park (CBP): The return of the wet season is forcing the work at the site to be postponed until spring. The contractor is preparing the site for wet weather.

3. *Wavebreak:* Doug visited the site where the wavebreak is stored.

4. *Beacon Rock Golf Course:* John advertised the RFP in *The Pioneer*, coming out tomorrow, and posted the complete RFP on the Port's website (the ad refers to the website). It will also be advertised through local Gorge papers, the PGA, and local economic development entities.

5. *Community Connection/Public Relations*: Julie noted the Port's press release printed in *The Pioneer* announcing tenant Slingshot Sports's Export Voucher grant.

**New Business:** None.

**Executive Session:** None.

**Adjournment:** The Chairperson adjourned the meeting at 5:18 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is November 13, 2012, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

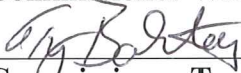
**APPROVED BY:**



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

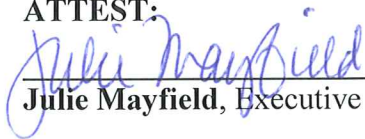


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**Commissioner WD Truitt**, Vice-President (District 2)



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

**ATTEST:**



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**Julie Mayfield**, Executive Assistant