

**Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
June 28, 2011, 3:00 pm**

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

Attendance: Commissioners WD Truitt, Kevin Waters (left 5:41 pm), and Tony Bolstad; Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield; Finance Manager Randy Payne, Facilities Specialist Doug Bill, Auditor Monica Masco.

Public Comment: None; closed at 3:35 pm.

Meetings and Seminars:

Commissioner Truitt and John attended the Stevenson Farmers Market After Hours.

Commissioner Truitt, Commissioner Bolstad, Julie, and Randy attended the Gorge Blues and Brews event at the Fairgrounds.

Commissioner Waters and John attended a biomass tour in John Day, Oregon.

Randy attended the WPPA Finance Conference at Skamania Lodge; John gave the opening welcome.

Minutes Approval:

*---MOTION--- Commissioner Waters moved to approve the **June 14, 2011 Meeting Minutes**. Commissioner Truitt seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Truitt moved to approve the **Pre-issued General Fund Vouchers numbered 13548 through 13554 in the amount of \$8,378.88 dated June 22, 2011**. Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to approve the **General Fund Vouchers numbered 13555 through 13574 in the amount of \$15,751.63 dated June 28, 2011**. Commissioner Truitt seconded; the motion carried.*

Administrative Approvals: None.

Staff Reports:

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

May 31, 2011 Cash Balance is \$1,071,400.41.

Total revenue for May was \$120,414.73 and expenditures were \$80,836.46: Netting excess revenue over expenditures in the amount of \$39,578.27; year to date excess revenue over expenditures is \$48,545.22.

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

1. *Tenants Update:*

Slingshot Sports is getting ready for a major tradeshow in Florida; Slingshot added air circulating fans to their suite in the Teitzel Building. Commissioner Bolstad requested the Port check in with Slingshot regarding Hazmat procedures, in light of their new manufacturing operation. Insitu is working with John on the exterior parking lot lighting project at Tichenor/River Point buildings. Sawtooth Technologies continues to work on the fiber project.

2. *Wind River Business Park:* The Port sent letters to tenants explaining changes in billing and management. Commissioner Bolstad suggested the Port implements a regular monthly billing cycle to the County for projects work. He also requested a review of current budgeting accounts for WRBP. John presented the year-to-date accounting emphasizing the variances from the actuals versus budgeted. A tenant moved out of building 1053 in mid June—Doug prepared the house for showing to potential tenants; a potential tenant is pending. Commissioner Waters emphasized the potential need for hiring seasonal help to keep up with landscaping next summer and that we should look at the budget to plan for it. The Weed Board has a tractor that they will deliver to us next week; we continue to search for a pick-up truck. The County is working with the Forest Service for weed control, as a result of the Rocky Mountain Elk Foundation grant, at Bunker Hill field only.

Grazing in the fields. It was decided that the use of the fields for grazing would be determined based on advertising this use and stipulating issues in a contract such as: 1) The lease must perform an analysis to determine the carrying capacity of the Trout Creek and Martha Creek fields. The number of cattle will be limited by the carrying capacity; 2) The animal unit month (AUM) rate will be equal to that of Washington State; 3) There will be a 60-day termination clause; 4) The term of the lease will not extend beyond 5 years; 5) Lessee must maintain weeds; 6) Lessee must maintain fencing; 7) Any supplemental feed must be certified weed free.

Water System. Ken reported on discussions with the PUD extending the Carson Water System. He noted that the County's water rights alone are insufficient and that obtaining additional water rights is critical to meeting the PUD's future water needs.

3. *Wavebreak:* John has a meeting with Ferguson scheduled for Friday.

4. *Beacon Rock Golf Course Deck*: The HVAC is complete and the door has been delivered.
5. *Electric Vehicle (EV) Charging Station*: John and Moli Thomas presented the project again at the Stevenson City Council meeting but the City announced it must first adopt an ordinance allowing EV charging stations, since this use is not currently specified and is therefore not allowed. The TAC (Tourism Advisory Committee) has recommended the project be funded (\$5,000).
6. *Vacation*: John will be on vacation July 11 through 15.

Policy Clarification

Cell Phone Policy Update. There was much discussion about retention of an employee's proof of a cell phone plan and retention for the actual telephone numbers monthly log. Ken noted two items of great importance: 1) verifying use for audit purposes, 2) responding to public records requests. He also stressed that the retention responsibility should be out of the employee's responsibility due to possible public records requests. The conclusion was that John and Ken need to continue refining this policy.

Commissioner Health Insurance. Commissioner Waters requested the Commission consider providing health insurance to the commissioners. Ken explained that RCW 53.08.170 allows for ports to provide health insurance to their commissioners. Randy presented a list of comparable ports that provide health insurance to their commissioners. The Commission agreed that it is a way to attract potential commissioners when positions are open. Randy presented the cost at \$648/person per month for a total of \$1,943/month for three commissioners. It was noted spouses and dependents are excluded.

---MOTION--- Commissioner Truitt moved to provide a benefit to the Commissioners alone in the form of health insurance as allowed by RCW 53.08.170 and that this directive be reduced to written policy for approval by resolution at the next Commissioner Meeting. Commissioner Waters seconded; the motion carried.

Strategic Planning

Discovery III. Randy continues to work on a return on investment (ROI) spreadsheet for the potential Discovery III building in North Bonneville. He received an excellent pro forma template from the Port of Vancouver, via the finance group he regularly attends, in addition to financial projections; we will take at the Port's risk tolerance in light of the status of current and future tenant leases. John reported CERB (Dept. of Commerce) has new funding and that applications are due in August. John met with Slingshot today regarding their expansion plans. Commissioner Bolstad noted the Port should continually seek growth opportunities tempered by continuing to support our strong current tenant base.

Cascades Business Park. John is meeting with Crestline tomorrow to go over remaining punch list items. Crestline fixed the sewer line issue last week. Crestline recommends a 500-foot French drain for the water seeping at the eastern edge of Coyote Ridge in the center of the site (at the grade change). The estimate for this work is \$15,000. This would have to be reviewed by the engineer and geotech consultant before going out to bid.

Direction—Port Goals: The Comp Plan Review was postponed to the second meeting in July.

Community Connection

There was discussion on the emerging biomass industry for power generation.

New Business: 126 SW Cascade Avenue (“little brown house”)

Commissioner Waters said he receives many comments about the way this house looks (“eye sore”). He recommends demolition to make the area more appealing to potential developers and to show that the Port is ready to develop the area. There was discussion on what the cost might be to have it demolished. It was suggested to sell the structure and have buyer remove it. John will develop cost estimates on demolition so that the Commission may determine how it might impact the budget. Commissioner Waters requested an implementation plan by August if the Commission favors demolition.

Executive Session: none.

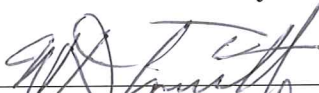
Adjournment: The Chairperson adjourned the meeting at 6:10 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is July 12, 2011, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington. There will be a **City of Stevenson Comp Plan public involvement workshop the same day at 6:00 pm** at the **Stevenson Elementary School**.

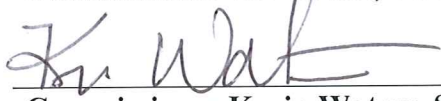
APPROVED BY:



Commissioner Tony Bolstad, President (District 1)



Commissioner WD Truitt, Vice-President (District 2)



Commissioner Kevin Waters, Secretary (District 3)

ATTEST:



Julie Mayfield, Executive Assistant