

**Port of Skamania County**  
**Minutes of the Board of Commissioners**  
**March 8, 2011**  
**Regular Meeting 3:00 pm**

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

**Attendance:** Commissioners WD Truitt, Tony Bolstad via Skype video conferencing, and Kevin Waters; Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Facilities Specialist Karl Wilkie, Finance Manager Randy Payne. Guests: Dan Majors and Keith Chamberlain.

**Public Comment:** Opened at 3:00 pm; closed 3:37 pm. Keith Chamberlain noted he'd like more detail in the minutes so he can follow the Port's activities when he can't make it to the meetings. Ken reviewed with the Commission that the RCWs requirement is for the actions of the Commission to be recorded in the minutes and that additional information is at the discretion of the Commission. The Commission discussed and reworded the public comment section of the draft minutes.

**Meetings and Seminars:**

Commissioner Waters attended the Chamber Board meeting.

Commissioner Truitt attended a meeting with representatives of US Representative Jamie Herrera-Beutler.

John, Julie, and Randy met with Pam Peiper, Field Representative of Jamie Herrera-Beutler at Rock Creek Hegewald Center.

John and Julie attended the Chancellor's Seminar Series at WSU-Vancouver on Economic Recovery and Southwest Washington, where Scott Bailey (Regional Economist, Washington State Employment Security Department), offered insight into what makes economic recovery challenging in Southwest Washington, and John Nofsinger (Ph.D., Washington State University Pullman) shared his research on psychological biases, emotions and societal influences that shape our financial decisions and therefore the economy.

Julie attended the Chamber Break at Jolinda's Coffee and Wine shop.

Upcoming:

March 10—Pub Talk in Stevenson (Gorge Oregon's Entrepreneur Network)—Port is a sponsor

March 14—100-Year Celebration of Public Ports Act/Ports Day, State Capitol (John and Julie attending)

### **Minutes Approval:**

*---MOTION--- Commissioner Waters moved to approve the **February 22, 2011 Regular Meeting Minutes, as corrected.** Commissioner Truitt seconded; the motion carried.*

### **Vouchers Approval:**

*---MOTION--- Commissioner Truitt moved to approve the **Pre-issued General Fund Vouchers numbered 13340 through 13346 in the amount of \$6,145.02 dated March 2, 2011.** Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to approve the **General Fund Vouchers numbered 13347 through 13369 in the amount of \$15,024.60 dated March 8, 2011.** Commissioner Truitt seconded; the motion carried.*

### **Administrative Approvals:**

Ken noted the date of this plan should be added to the resolution, since we are not attaching the entire document to the minutes.

*---MOTION--- Commissioner Truitt moved to approve, as corrected, **Resolution 9-2011: Adopting the Skamania County Multi-Jurisdiction Natural Hazards Mitigation Plan 2010.** Commissioner Waters seconded; the motion carried.*

### **Staff Reports:**

- **Facilities Report:** Presented by Karl Wilkie.
  1. *Grounds and Parks:* Karl installed a rain gage at Cascades Business Park in North Bonneville; there was a lot of work in snow removal and repairs from heavy snow; removed noxious weeds from East Point; planted a variety of mostly deciduous native species trees and shrubs.
  2. *Buildings/Equipment:* Participated in online Labor & Industries Fall Protection training. Commissioner Bolstad suggested researching upgrading our fall protection equipment; installed a tow hitch on and serviced the 2005 Ford truck.
- **Attorney's Report:** Ken has not been able to make an appointment with Skamania County attorney Adam Kick regarding the Purchase and Sales Agreement for the WRBP. The last update on the wavebreak was that Brad Anderson was looking into the statute of limitations.

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

1. *Tenants Update:* Insitu has put the lighting issue on hold—in retrospect, the issue may have been resolved when the burned out lights were replaced last fall, and now it's daylight saving time.

2. *Wind River Business Park*: John reported the Skamania County Commissioners had a workshop to review the draft Purchase and Sale Agreement and Management agreements from the Port. They are waiting on Adam Kick's (County Attorney) review of the documents. There was discussion on the timing of switching to Port management, whereas the current property managers must have a 30-day notice. The Commission directed John to begin the process to hire an additional Facilities Specialist. The job should be advertised in the March 16 and March 23 Pioneer editions. Karl, Randy, and John will be the interview committee with Commissioner Truitt reviewing resumes/applications. It was noted that projects like the Port office deck, garage, and storage could be warm-up projects for the new hire, while waiting for WRBP agreement finalization.

John discussed the telecommunication lines at WRBP. The line ends up in a switch box, which is located on Forest Service property, and the Forest Service requires us to get a special use permit to access the box. An option of using wireless connections was discussed, to avoid this process.

3. *Policy Clarification*: By-Laws/Ordinances—John is continuing to prepare recommendations to the by-laws; Julie collected applicable City of Stevenson ordinances for our review.

#### **New Business:**

- **Strategic Planning**: The Port is renewing its effort to acquire the 1.5-acre property west of the Discovery Building in North Bonneville, which is currently owned by the US Army Corps of Engineers and zoned "industrial." It was noted that in relocation of North Bonneville, the Corps made an agreement not to own any property in the city, but some special circumstances regarding hazardous waste contamination found the Corps owning this parcel. The hazardous waste has been abated and therefore should not be a reason for the Corps to retain the property, since the property is not being used for the best and highest use as an industrial zoned parcel.
- **Direction: Port Goals**—The Port will begin reviewing the draft Comprehensive Plan at our workshop scheduled for April 11, 2011. Julie noted comments from local businesses at the Chamber Break requesting an evening meeting so more people can attend; the Commission moved the meeting time to 6:00 pm from the previous 1:00 pm starting time. Ken reminded the Commission of the process for adopting a final comprehensive plan that includes publication/notice of a public hearing and holding a public hearing. Ken also noted the official title noted in RCWs as "Comprehensive Scheme of Harbor Improvement." John will send Commissioners Bolstad and Waters an MS Word version of the draft plan and a hard copy to Commissioner Truitt. Commissioner Bolstad suggested focusing on the long-range vision and the strategic plan for achieving it. A long-range goal discussed was for the Port to eventually become self-sustaining, without requiring a property tax, once the Port's plans are maximized: economic sustainment, with the emphasis being on maintaining the water accesses and infrastructure created.

The structure of the public comment section at the upcoming workshop should be for public commenters to sign in for a 2-minute section of a 30-minute comment period; the meeting should begin with a 2 to 5 minutes introduction to the plan before taking comments. John noted there may be requests for a marina and he referred to a Fatal Flaws study of a Stevenson marina completed several years ago.

**Executive Session:** Commissioner Bolstad called for an Executive Session from 4:52 pm to 5:02 pm for 10 minutes, and 5:02 pm to 5:12 pm for 10 minutes, and again from 5:12 pm to 5:17 pm for 5 minutes, per RCW 42.30 (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.

*---MOTION--- Commissioner Truitt moved to adjust Gorge Delights lease rate to \$.34/sf for production space and \$.54/sf for office space, and to reduce the total amount of office space leased for a total monthly rent of \$4,300, effective January 15, 2011 or to the documented date when the office space was vacated. Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Truitt moved to authorize John McSherry to amend the Beacon Rock Golf Course (LaCamas Entertainment) lease to \$40,729.35 per year, payable in eight (8) installments of \$5,091.17. Commissioner Waters seconded; the motion carried.*


**Adjournment:** The Chairperson adjourned the meeting at 5:22 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is March 22, 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