

**Port of Skamania County**  
**Minutes of the Board of Commissioners**  
**April 12, 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, and Kevin Waters; Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Facilities Specialist Karl Wilkie, Finance Manager Randy Payne.

**Public Comment:** Opened at 3:00 pm; closed 3:45 pm.

**Meetings and Seminars:**

Julie attended the City of Stevenson Comprehensive Plan Steering Committee meeting.

Commissioner Waters attended the Chamber's monthly meeting.

**Minutes Approval:**

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

**Vouchers Approval:**

*---MOTION--- Commissioner Waters moved to approve the **Pre-issued General Fund Vouchers numbered 13391 through 13397 in the amount of \$6,145.02 dated March 30, 2011**. Commissioner Truitt seconded; the motion carried.*

*---MOTION--- Commissioner Truitt moved to approve the **General Fund Vouchers numbered 13398 through 13426 in the amount of \$17,362.95 dated April 12, 2011**. Commissioner Waters seconded; the motion carried.*

**Administrative Approvals:**

*---MOTION--- Commissioner Waters moved to ratify the **Gorge Delights Lease Amendment for the Discovery Building in North Bonneville**, as attached. Commissioner Truitt seconded; the motion carried.*

**Staff Reports:**

- **Facilities Report:** Presented by Karl Wilkie.

Karl noted there is a "rogue" dock washed ashore at East Point; he's been involved in the interviewing process for the additional Facilities Specialist position; other tasks include mowing, blowing moles hills over, getting the restrooms open, planting trees at Cascades Business Park, applying more bark dust to the Waterfront detour trail, scraping moss off trails, removing trees/stumps at the waterfront near Columbia Gorge Riverside Lodge; rebuilt Beacon Rock Golf Course water heater.

- **Attorney's Report:** Ken reported that he and the County's attorney Adam Kick have met on the WRBP PSA (Wind River Business Park Purchase and Sale Agreement); Skamania County Director of Facilities and Recreation Scott Pineo

called during our meeting and reported that the County Commissioners want to further revise the PSA. Ken will meet again with Adam Kick and will re-draft.

Commissioner Bolstad asked for the status of the wavebreak—Ken and John will contact Ferguson and set up another meeting to re-start the process of repairing the wavebreak.

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

1. *Tenants Update:* Gorge Delights must give notice to the Port by the end of April to renew their lease for the Discovery Building. Their current lease expires on July 31. We will send the updated flyer for the newly available 2,500 square feet in the Discovery building to all our current tenants—John met with a potential tenant who manufactures cookies.
2. *Wind River Business Park:* See Attorney's Report; the Port is in the hiring process for an additional Facilities Specialist. It was noted that we should remind Insitu about the space available at the WRBP since they may have testing scenarios that require cold temperatures and may have a use for the facility that has coolers/freezers.
3. *Policy Clarification: By-Laws/Ordinances*—John presented the latest version of the by-laws. The Commission approved this version, amending the by-laws:

*---MOTION--- Commissioner Truitt moved to adopt the **amended Port of Skamania County By-Laws**. Commissioner Waters seconded; the motion carried.*

**Strategic Planning:** John is working on a draft letter to legislators to request assistance in acquiring the USACE property in North Bonneville.

**Direction:** Port Goals—Continuing work on Comprehensive Scheme of Harbor Improvement.

II—History, Existing Conditions, Trends: We continued from yesterday's workshop in this section. Commissioner Bolstad commended John on the updates to essential data that track average wages of Port tenants in comparison to the County overall, number of jobs Port tenants provide to Skamania County, and other data that track average wages in the County by private and government sectors and specific industries. Commissioner Bolstad emphasized the importance of keeping these data updated. It was agreed the history of the Port has been captured in this section and it is ready to be finalized.

III—Goals, Objectives, Strategies: Commissioner Bolstad suggested, through a timeline he drew of Port assets through the years, that the Port could become self-sufficient by 2050, eliminating Port District tax collection. Julie noted that currently many granting and funding agencies require that an applicant is using all local resources/support for projects before receiving grants, which would include the collection of the Port District tax.

It was noted that shovel-ready properties are a priority for positioning properties for development opportunities. Commissioner Truitt emphasized the importance of infrastructure, especially internet access and he commended John for his role through the

years in visioning and bringing internet infrastructure to Skamania County. It was agreed the Port's focus should be on making properties shovel-ready by determining what assets each property has and what assets are deficient and need developing.

Commissioner Bolstad suggested these goals (and/or select sections of the Comp Plan) be reviewed at Commission Meetings at least quarterly so we can track and review our progress. John noted the recently new agenda format allows for that.

**Community Connection:**

Hosting Open House for Tenant: May 26 has been set as the date for the Slingshot Open House at the Teitzel Building in North Bonneville. The County, EDC, Chamber, and Port are sponsoring the event and focusing on how these entities worked together with Slingshot to retain them in the County and assisted them in their expansion and job creation.

Waterfront Recreation Center: John presented the idea of building the south deck at the Port office with storage units underneath that can accommodate water sport equipment. We could also finish the basement area under the conference room to accommodate a water related concession and perhaps additional storage units. The goal would be to establish a lease with a single entity to manage the operation. The Commission was supportive of the concept and directed that we should continue discussing this. It was suggested that perhaps this could be an operation of the County's Community Events and Recreation department—we should discuss it with them.

**Executive Session:** None.

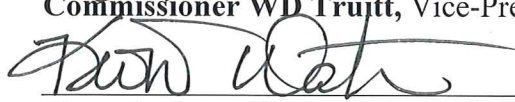
**Adjournment:** The Chairperson adjourned the meeting at 6:19 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is April 26, 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

