

**Port of Skamania County  
Minutes of the Board of Commissioners  
June 12, 2012  
Regular Meeting 3:00 pm**

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

**Attendance:** Commissioners Kevin Waters, WD Truitt, and via telephone Tony Bolstad; Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Facilities Specialist Karl Wilkie, Facilities Specialist Doug Bill, Finance Manager Randy Payne.

**Public Comment:** none—opened at 3:00 pm; closed 3:33 pm.

**Meetings and Seminars:**

Commissioner Waters attended the After Hours event at the Chamber's new seasonal "outpost" information center at the Bridge of the Gods entrance, and the Chamber Break at Gator Creek in Carson.

John and Julie attended a pre-grant review on May 31 in Olympia of the Port's RCO/ALEA grant application for the Stevenson Waterfront Enhancement project with the ALEA Board.

John met with representatives of the Pierce Wildlife Refuge at the Port office to discuss their ideas regarding managing turtles in the Beacon Rock Golf Course (BRGC) area.

**Minutes Approval:**

*---MOTION--- Commissioner Truitt moved to approve the **May 22, 2012 Regular Meeting Minutes**. Commissioner Bolstad seconded; the motion carried.*

**Vouchers Approval:**

*---MOTION--- Commissioner Truitt moved to approve the **Pre-issued General Fund Vouchers numbered 14239 through 14249 in the amount of \$11,101.15, dated June 6, 2012**. Commissioner Bolstad seconded; the motion carried.*

*--MOTION--- Commissioner Truitt moved to approve the **General Fund Vouchers numbered 14250 through 14274 in the amount of \$56,918.44 dated June 12, 2012**. Commissioner Bolstad seconded; the motion carried.*

**Administrative Approvals:**

*---MOTION--- Commissioner Bolstad moved to **ratify Port Attorney Ken Woodrich's contract, dated May 29, 2012**. Commissioner Truitt seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to approve the **Ground Lease between the Port and Skamania County for Trout Creek Field at Wind River Business Park (WRBP), dated May 30, 2012, for \$1.00 per year for a term of 15 years.** Commissioner Truitt seconded; the motion carried.*

**Staff Reports:**

• **Facilities Report:**

Karl reported noxious weed control at Cascades Business Park; some trash bin liners have been stolen; the flushometer at the Stevenson Landing restroom has been rebuilt; there was a septic system emergency at BRGC over Memorial Day weekend; Karl replaced a handrail at the Old Saloon; monitoring scotch broom at WRBP—the tenant of the leased fields performed noxious weed control.

Doug reported the Gas Shed is ready to be converted to his office at WRBP; Sawnet is delayed getting fiber across Martha Creek Field due to Forest Service permitting; there have been complaints about groundskeeping at one of the WRBP residences.

• **Attorney's Report:** see WRBP.

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

1. *Tenants Update:* One tenant is 7 months behind in lease payments. Although we had agreed on a schedule with the tenant to catch up on payment arrears—the tenant failed to meet the schedule and is falling further behind. The Commission concluded a termination notice should be sent. Another tenant will sign a lease amendment allowing higher payments in the busy season and lower payments in the slower season. Insitu is interested a six month lease for Suites 85/105 in the Tichenor Building beginning July 1 and ending December 31—the commissioners directed John to negotiate the lease with both parties agreeing to any extensions.
2. *Wind River Business Park (WRBP):* John reviewed the letter from the Forest Service (FS) that Ken received in response to the Joint Task Force's (JTF) proposal of a partnership for the water and wastewater systems. John outlined the steps taken before preparing the JTF proposal: last fall we attended a meeting with the FS at their facility where a concept was presented to them. The FS agreed the next step was to meet with the Department of Ecology (DOE)—this meeting was held at DOE's facility in Vancouver and attended by Ken, Commissioner Truitt, and FS and DOE staff. It was after this discovery process that the JTF drafted the proposal letter to the FS. The FS is interested in defining the guiding principles for the project and defining the common interests of the group (JTF).

John contracted with Said Amali (Amali Consulting) for \$5,000 to work on a new municipal well at Trout Creek Field. Any water this well may produce must be used locally—no more than 91 acre-feet can be drawn—unless the FS transfers the right to the PUD. Commissioner Truitt noted that defining what rights the FS has is still unclear and DOE determination is being pursued. Fireflow and wastewater

drainage are the two main issues. John is processing the Department of Commerce appropriation contract of \$350,000 for this project.

A Scope of Work will be prepared for use of the USDA RBEG funding (U.S. Dept. of Agriculture, Rural Business Enterprise Grant) the Port received for technical assistance to plan the water/wastewater system.

3. *Wavebreak*: No update.
4. *Stevenson Waterfront Enhancement*: John and Julie presented the pre-application to the RCO/ALEA program grant review board (Recreation and Conservation Office, Aquatic Lands Enhancement Account) in Olympia May 31. We received useful feedback.
5. *Cascades Business Park (North Bonneville)*: The topo and geotech work is complete; utility companies have been locating at the site; there will be ground disturbance in native soil that requires an archaeological and cultural inadvertent discovery plan, which we have been working on. This was not in the budget, since we planned for the work to be performed in fill only. This will be a time and material change order of approximately \$10,000. The NPDES permit (stormwater discharge permit) and grading permit applications have been submitted to Department of Ecology and the City of North Bonneville respectively. HDJ has developed and is reviewing the 95% plans. John will present the project at the City of North Bonneville Council meeting tonight. Target date for getting the bid out is July 1, with a two-week bid period. We may need to call a special meeting to award the bid.
6. *Comp Plan Update*: A **workshop was scheduled for July 18 2012, 3:00 pm.**
7. *Policy Clarification*: The Commission agreed the Port should draft a new resolution for tipping guidance since the last one was in 1979 and needs updating. Main points should be that tipping is a “reasonable and customary” action, but that it should not exceed 20% of the total bill, and should supersede any previous resolutions.
8. *126 SW Cascade (“LBH”)*: There was discussion about the timing of demolishing this building. It has been used extensively by the local fire department as well as training for other locales. The discussion centered on permits needed (critical areas, shoreline, air) and effort required to obtain those permits; John recommended the Stevenson Fire District obtain the permits if it wishes to use the building for “learn to burn” and has suggested so to both the City Manager and the Fire Chief. John also noted the City is in the process of updating its Shoreline Management Program and this update will significantly change the permitting process when complete by combining both the shoreline and critical areas permits and eliminating the current requirement for additional offsite mitigation.

**New Business:**

WPPA Commissioners Meeting. July 22-24 in Cle Elum. Commissioner Waters will attend; Commissioner Truitt might attend.

WPPA Directors Meeting. July 12-13 in Walla Walla—John will attend.

July 24 Regular Commission Meeting Rescheduled. **Rescheduled to July 25, 2012, 3:00 pm.**


**Executive Session:** Commissioner Waters called for an Executive Session from 4:48 pm to 5:03 pm for 15 minutes, and again from 5:03 pm to 5:13 pm, for 10 minutes, per RCW 42.30.110 (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price; and (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. (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public. (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

No decisions were made; the Commission directed John to continue lease negotiation.

**Adjournment:** The Chairperson adjourned the meeting at 5:17 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is June 26, 2012, 3:00 pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

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