

**Port of Skamania County**  
**Minutes of the Board of Commissioners**  
**July 10, 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 Tony Bolstad; Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Facilities Specialist Karl Wilkie, Facilities Manager Doug Bill, Finance Manager Randy Payne. Guests: Robert Gentry, Skamania PUD, Phillip Watness, *The Pioneer*.

**Public Comment:** none.

**Meetings and Seminars:**

Julie attended the Chamber Break at the Chamber office, and the SET (Stronger Economies Together) training in White Salmon.

Karl and Randy attended a Public Works Contracting workshop in Ridgefield, sponsored by Enduris.

Commissioner Truitt attended the Wind River Business Association meeting.

**Minutes Approval:**

*---MOTION--- Commissioner Bolstad moved to approve the **June 26, 2012 Regular Meeting Minutes**. Commissioner Truitt seconded; the motion carried.*

**Vouchers Approval:**

*---MOTION--- Commissioner Bolstad moved to approve the **Pre-issued General Fund Vouchers numbered 14298 through 14307 in the amount of \$10,203.40, dated July 3, 2012**. Commissioner Truitt seconded; the motion carried.*

*--MOTION-- Commissioner Truitt moved to approve the **General Fund Vouchers numbered 14308 through 14331 in the amount of \$61,317.84 dated July 10, 2012**. Commissioner Bolstad seconded; the motion carried.*

**Administrative Approvals:**

*---MOTION--- Commissioner Truitt moved to ratify **Insitu Lease Agreement Amendment #3 for Tichenor Building Suites 85/105, for \$3,000 per month plus utilities, WA Leasehold Tax and liability insurance, dated July 1, 2012**. Commissioner Bolstad seconded; the motion carried.*

Commissioner Waters commended John McSherry for his work in finalizing this lease.

**Staff Reports:**

John announced Doug Bill as the Facilities Manager.

- **Facilities Report:**

Doug reported receiving complaints about jet skis making wakes at the Boat Launch—Karl reported our wake speed sign was given to us by the Sherriff's office several years ago and is now not suitable for use. Wind River Business Park (WRBP) tenant Last US Bag is still ramping up operations and in need of more minor improvements, in addition the exterior painting needing to be done.

Commissioner Bolstad reported receiving many compliments about the waterfront maintenance from visitors and regular users of the waterfront.

Karl noted Gorge Delights being very pleased with the recent landscaping reset the Port provided.

Commissioner Bolstad inquired about the River Point building roof. Doug has been talking to vendors; he is evaluating alternatives.

- **Attorney's Report:** None.

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

1. *Tenants Update:* We continue to monitor a workout agreement for a tenant with over 6 months of missing payments; another tenant with lease payments in arrears reported they will be current by our next Commission meeting. We continue in negotiation with the Beacon Rock Golf Course lease.
2. *Comp Scheme Update:* A **workshop is scheduled for July 18, 2012, 3:00 pm.**
3. *Cascades Business Park:* The Coyote Ridge Road Paving and Stormwater System contract is out to bid; bids are due July 17, 10:00 am. Two contractors attended the job walk on July 6.

The revised Engineer's Estimate, including construction, engineering and project management (assuming the Port performs site management), is \$775,000. As a result of the revised engineer's estimate, an Amendment 1 was developed to include three bid alternatives to the base bid proposal. It was noted that there are enough funds in the Port's 2012 Project Construction Budget to meet the revised Engineer's Estimate.

A "construction easement" is needed with the Corps of Engineers to access Coyote Ridge off of Fort Cascades Drive during construction. The Port is pursuing an easement in perpetuity for use of Dam Access Road and Fort Cascades Drive, which is a lengthy process.

The WA State \$650,000 appropriation contract will be reviewed today by our State's contract representative at the Department of Commerce; John will request a draft of their standard contract so Ken can begin reviewing in order to help expedite review.

4. *Wind River Business Park (WRBP)*: The WA State \$350,000 WRBP Water/Waste Water appropriation contract will also be reviewed by our Commerce rep today. John is working with Said Amali on a short-term contract for project scoping and planning. The Forest Service expressed appreciation for the Port's plan to separate the waste water system at the Trout Creek Field.

John is evaluating firms to perform the cost-of-services analysis as part of the water system feasibility study.

The Processing Center (occupied by tenant Last US Bag) still needs exterior painting and a few other maintenance items. John is researching funding options.

5. *Policy Clarification*: RCW 53.08.230 allows ports the authority of setting Port property-specific regulations. Recent inquiries about whether fireworks were allowed on Port property prompted a discussion about this RCW; other associated issues are leash ordinance, no-diving off pier, overnight parking/camping, etc. It was decided to add this to the agenda for the Special Meeting set for July 18, which is a workshop for the Comp Scheme update.
6. *Strategic Planning*: The Carson Middle School building, which has been taken out of school district use, is available only for educational uses.
7. *Marketing*: The Port is co-sponsoring an Export Training and Business One-on-One at Skamania Lodge August 6 and 7, 2012. We are reaching out to the entire Gorge business/government community. Commissioner Bolstad suggested we provide space on our website to promote job openings of our tenants.
8. *Wavebreak*: John and Ken will schedule a meeting to address the latest communication from Ferguson.

**New Business:**

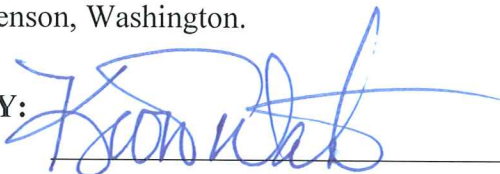
WPPA Public Relations Seminar: November 2013; Commissioner Waters will attend.

**Executive Session:** None.

**Adjournment:** The Chairperson adjourned the meeting at 5:10 pm.


**Next Meeting:** The next meeting will be a Special Meeting, July 18, 3:00 pm. The next regularly scheduled meeting of the Board of Port Commissioners is July 25 (rescheduled from July 24), 2012, 3:00 pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:



Port of Skamania County  
Board of Commissioners  
July 10, 2012

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



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



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

**ATTEST:**

**Julie Mayfield, Executive Assistant**