

**Port of Skamania County
Minutes of the Board of Commissioners
Regular Meeting
September 24, 2013, 9:00 am**

Call to Order: Commissioner Truitt called the meeting to order at 9:01 am.

Attendance: Commissioners WD Truitt, Tony Bolstad, and Kevin Waters; Executive Director John McSherry, Finance Manager Randy Payne, Attorney Ken Woodrich, Auditor Monica Masco, Executive Assistant Julie Mayfield, Facilities Specialist Karl Wilkie, Facilities Manager Doug Bill. Guest Dave Prosser.

Public Comment: None.

Meetings and Seminars:

Commissioner Truitt attended the Port of Cascade Locks meeting for discussing raising the Bridge of the Gods toll; he attended the WRIA 29a (water resources inventory area) meeting at the PUD; and he attended one of the Port's Audit Entrance Conferences.

Commissioner Bolstad attended a Port Audit Entrance Conference.

John and Ken also attended the WRIA 29a meeting at the PUD.

Ken will attend the WSAMA (WA State Association of Municipal Attorneys) on October 9, 2013.

Minutes Approval:

---MOTION--- Commissioner Bolstad moved to approve the September 10, 2013 Regular Meeting Minutes. Commissioner Waters seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Bolstad moved to approve the Pre-issued General Fund Voucher numbered 15204 through 15204 in the amount of \$240 dated September 12, 2013. Commissioner Waters seconded; the motion carried.

---MOTION--- Commissioner Bolstad moved to approve the General Fund Vouchers numbered 15205 through 15226 in the amount of \$25,856.82 dated September 24, 2013. Commissioner Waters seconded; the motion carried.

Administrative Approvals:

The Vendor Permit Policy that was approved by motion at our last meeting needed a resolution approval as well:

*---MOTION--- Commissioner Waters moved to **approve Resolution 13-2013 Vendor Permit Policy**. Commissioner Bolstad seconded; the motion carried.*

John discussed the Feasibility Study for the Wind River Business Park (WRBP)/Wind River Valley Water System; the Port has a \$50,000 grant from RBEG (WA State Rural Business Enterprise Grant), plus \$30,000 from Skamania County .09 Tax Fund, and including John's time, for this project:

*---MOTION--- Commissioner Waters moved to **authorize John McSherry to sign the Wind River Business Park/Wind River Valley Water System Feasibility Study Agreement with Wallis Engineering, Not-To-Exceed \$45,000, to be ratified at the next Port Commission meeting; see attached Scope of Work**. Commissioner Bolstad seconded; the motion carried.*

Staff Reports:

Auditor's Report: presented by Monica Masco

August 31, 2013 Cash Balance is \$1,464,505.95.

Total revenue for August was \$65,406.34 and expenditures were \$121,277.67: Netting excess expenditures over revenue in the amount of \$55,871.33; year to date revenues are over expenditures in the amount of \$73,350.92.

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

- 1 *Tenants update:* The **Bridge of the Gods** repair project may cause the bridge to be closed from 7:00 pm to 6:00 am daily from October 15 through December 31, 2013. It is understood that this will cause hardships for some people needing to cross the bridge at night, but other options would cause an additional 3-month delay in repairing the bridge so the Commission agreed this is the best option. The new tenant at the **Old Saloon Building** hopes to be open in November or December; the Port will replace the old French drain from 2003 and seal the exterior of the foundation underground. John is working on several new business development opportunities as well as retaining and expanding existing businesses.
- 2 *Wavebreak:* John will review the agreement terms.
- 3 *Cascades Business Park—Coyote Ridge Road Paving:* We have not received the final invoice from Crestline yet.
- 4 *Wind River Business Park (WRBP):* John and Commissioner Truitt attended the **WRIA 29a** meeting with the PUD, Department of Ecology (DOE), LCFEG (Lower Columbia Fish Enhancement Group), the City of Stevenson, and Skamania County. The meeting concluded that the WRIA 29a is needed to complete the final phase of planning (Phase 4). The projected cost of completing Phase 4 is \$75,000. John suggested some funding sources. Other topics from the meeting were:
 - The State is not processing any new water rights applications without completed WRIAs
 - A new lead agency may be needed to complete the WRIA

- The Port is not an IG (Initiating Government)
- The PUD and the City of Stevenson are the primary water purveyors in WRIA 29a
- A water storage system will likely be needed to store water for people during low-stream-flow months
- The group will meet again in late October with the State DOE to further define the process of completing Phase 4.

The **water well** pump test has begun during this meeting.

The repair project at **212 Chapman Avenue** is progressing slowly.

John met with the **Biomass Facility Feasibility Study** consultant; the consultant believes there are enough resources (biomass) adjacent to WRBP to supply a biomass facility, including: Forest Service (FS) land, Department of Natural Resources (DNR) land, and private land.

- 5 *Ordinance Regulating Conduct on Port Property*: Julie presented the edits in response to the comments made at our last meeting; the Commission approved the edits and requested to see the finalized document before our next meeting so it can be officially accepted at the next meeting.

New Business: The Port will hold a Special Meeting as a Budget Workshop on October 21, 2013, at 2:00 pm.

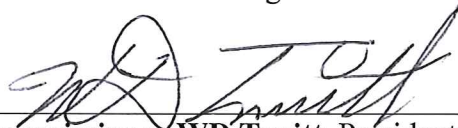
Executive Session: Commissioner Truitt called for an Executive Session from 10:30 am to 10:40 am for 10 minutes per RCW 42.30.110(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation 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.

Adjournment: The Chairperson adjourned the meeting at 10:40 am.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is October 8, 2013, 9:00 am, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington. Commissioner Bolstad will be calling in.

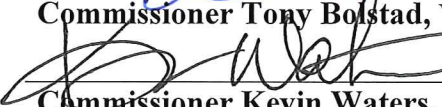
APPROVED BY:



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



Commissioner **Tony Bolstad**, Vice-President (District 1)



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

ATTEST:



Julie Mayfield, Executive Assistant