

**Port of Skamania County  
Minutes of the Board of Commissioners  
Regular Meeting  
April 24, 2012, 3:00 pm**

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

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

**Public Comment:** None.

**Meetings and Seminars:**

Commissioner Truitt attended the EDC meeting.

Commissioner Waters attended the Chamber meeting and the Gifford Pinchot Collaborative meeting.

This week Ken will attend the WSAMA Conference at Skamania Lodge (WA State Association of Municipal Attorneys).

**Minutes Approval:**

*---MOTION--- Commissioner Truitt moved to approve the **April 10, 2012 Meeting Minutes**. Commissioner Bolstad seconded; the motion carried.*

**Vouchers Approval:**

*---MOTION--- Commissioner Truitt moved to approve the **General Fund Vouchers numbered 14160 through 14184 in the amount of \$46,260.33 dated April 24, 2012**. Commissioner Bolstad seconded; the motion carried.*

**Administrative Approvals:**

John presented the U.S. Dept. of Agriculture Rural Business Enterprise Grant Letter of Intent for technical assistance at the Wind River Business Park Water System, which is matched 50% by \$30,000 from the Skamania County .09 % Tax Fund and \$20,000 of in-kind service from the Port.

*---MOTION--- Commissioner Truitt moved to **direct John McSherry to sign the \$50,000 USDA RBEG Grant Letter of Intent and related contract documents**. Commissioner Bolstad seconded; the motion carried.*

## Staff Reports:

### **Auditor's Report:** Presented by Monica Masco

March 31, 2012 Cash Balance was \$993,794.70.

Total revenue for March was \$84,660.82 and expenditures were \$59,268.50:

Netting excess revenue over expenditures in the amount of \$25,392.32; year to date expenditures are over revenue in the amount of \$72,127.16.

### 1<sup>ST</sup> QUARTER vs. ANNUAL BUDGET SUMMARY INFORMATION

First quarter total revenues are 4.9% of budget and expenditures are 5.9%.

Other note: Without project revenue (grants and loans) the revenue is 16.3% of budget at March's month end ~ \$199,121 actual of the annual budget of \$1,220,685 budget. Without project expenses the expenses are 25.9% of budget ~ \$270,353 of the annual budget of \$1,044,027.

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

1. *Tenants update:* One tenant is still behind in lease payments but has a plan for catching up; John and Commissioner Waters will visit the tenant. Karl worked on sealing the deck at the Old Saloon over the weekend during the dry and warm weather opportunity.
2. *Strategic Planning:*

Wind River Business Park (WRBP): John noted that \$350,000 was included in the WA state budget, recently passed, for the water/wastewater project. The Dept. of Commerce is working on developing contracts for both WRBP and Cascades Business Park projects. Funds can be expended for reimbursement once the Governor signs the legislation. Final work is being completed at Building #2130—flooring and HVAC today; the roof is still needing repair, exterior siding repairs, painting, and ADA parking still needed.

Cascades Business Park: John noted WA state's passed budget also includes \$650,000 for paving Coyote Ridge road. We are beginning the process of choosing a consultant. It was noted we may be able to use Skamania County's engineering services.
3. *126 SW Cascade Ave (LBH):* After discussion with Mary Ann of the City of Stevenson, John suggested the Port wait on the Shoreline Management Program update that has begun, before demolition, in order to avoid having to mitigate land for the building footprint. The update will incorporate and modify the current critical areas ordinance that currently requires additional mitigation.
4. *Wavebreak:* No report.
5. *Beacon Rock Golf Course:* Discussions continue toward lease renewal.

6. *Surplus Items*: John presented the list of items declared to be surplus to the Port's operation. Notice will be given in the newspaper that the items will be on display at the Port office for sealed bids and bids opening will be May 18, 2012, at 3:00 pm.

---MOTION--- *Commissioner Truitt moved to approve the Surplus Items List. Commissioner Bolstad seconded; the motion carried.*

**Direction**—Port Goals: The latest version of the Goals section from the Comp Plan will be in the packets for discussion at our next regular meeting.

**New Business**: Commissioner Truitt discussed comments he's received from a few users of the Boat Launch who were concerned that it is being used as a business facility for tribal fishers. Julie gave him business cards for the local Tribal Police so he can direct any complaints to them. Julie noted that we recently posted information about using the Boat Launch in our new "News" section on our website. He also requested that we provide an update about the Port, possibly quarterly, in the *Pioneer* newspaper. John noted we have discussed this previously and will work on an ad.

Ken requested that his contract renewal be on next meeting's agenda.

**Executive Session**: Commissioner Waters called for an Executive Session from 4:23 pm to 4:45 pm for 22 minutes, per RCW 42.30.110 (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.

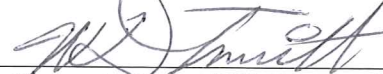
No decisions were made; the Commission directed John to continue negotiating lease rates.

**Adjournment**: The Chairperson adjourned the meeting at 4:50 pm.

**Next Meeting**: The next regularly scheduled meeting of the Board of Port Commissioners is May 8, 2012, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

**APPROVED BY:**

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



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

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

**ATTEST:**



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**Julie Mayfield**, Executive Assistant