

Port of Skamania County
Minutes of the Board of Commissioners
September 13, 2011
Regular Meeting 3:00 pm

Call to Order: Commissioner Truitt, acting President, called the meeting to order at 3:00 pm.

Attendance: Commissioners WD Truitt and Kevin Waters; Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Facilities Specialist Doug Bill, and Finance Manager Randy Payne (left at 4:35 pm).

Public Comment: None.

Meetings and Seminars:

Commissioner Waters attended the Chamber meeting.

Julie attended the City of Stevenson Planning Commission Hearing on the conditional use permit for the EV Charging Station; the permit was granted.

John, Julie, and Randy attended a Washington State Natural Resources Agencies webinar at the Port office conference room.

Minutes Approval:

*---MOTION--- Commissioner Waters moved to approve the **August 23, 2011 Regular Meeting Minutes**. Commissioner Truitt stepped down and seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Waters moved to approve the **Pre-issued General Fund Vouchers numbered 13686 through 13692 in the amount of \$9,151.53 dated August 31, 2011**. Commissioner Truitt stepped down and seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to approve the **General Fund Vouchers numbered 13693 through 13723 in the amount of \$38,749.03, dated September 13, 2011**. Commissioner Truitt stepped down and seconded; the motion carried.*

Administrative Approvals:

EV Charging Station. The City of Stevenson Planning Commission approved the Electric Vehicle Charging Station Conditional Use Permit. The Use of Right-of-Way request will now go to the City Council on Thursday. John presented a purchase order for an EV Charging Station for a total of \$6,633 including sales tax. John reviewed the commitments from the City of Stevenson and the Stevenson Business Association for a total of \$10,000. The Commission directed John to place the order. There will be additional expenses for installation; the Port will manage most of it except for the electrical work, which will be competitively bid.

Stevenson Landing Updating: John reported receiving a proposal for updating of Stevenson Landing—he requested authorization to expend \$10,000 of budgeted funds for design of improvement to Stevenson Landing as well as the development of various waterfront design elements—the Commission directed that he get a few more bids on it for the Commission to review before proceeding.

Staff Reports:

- **2012 Budget Planning:** Randy presented the budget actuals through August 2011 and projections through the year end. We went over the entire budget line by line.

Commissioner Truitt suggested checking into getting a gas card account with Pacific Pride, in light of the higher gasoline bills recently.

John noted the some of the matching grant funds for the waterfront enhancement project and the paving and grading at Cascades Business Park were not received and as a result these projects will not be completed in 2011. John proposed investing \$10,000 of the Port’s cash match budgeted for these projects in the purchase of a new vehicle for facility maintenance.

- **Facilities Report:** Presented by Doug Bill.

Doug reported a hydraulic leak at the gangway of the Stevenson Landing Tour Boat Dock. Doug noted making repairs to the structure of the Port shop. Doug met with Ed Biggs (former mechanical maintenance employee of the Wind River Nursery) as a consultant on the heating system at the Processing Plant. Doug and Randy have been taking an inventory of tools and equipment and working on surplus unnecessary items (Ken noted following the “commercially reasonable process” in addition to a resolution declaring items surplus); still working on finding a truck with snow plow to purchase; Doug and Randy are also working on the asset replacement schedule.

- **Attorney’s Report:** Presented by Ken Woodrich.

Ken reported on planning for the upcoming meeting between the Port, the County, and the PUD on September 20, 2011, 2:30 pm, at the Rock Creek Hegewald Center, to discuss water rights in the Wind River Valley. The goal of the meeting is to form a team from the three entities that will explore the feasibility of the project.

Director’s Report/Unfinished Business:

1. *Tenants Update:* None.
2. *Wind River Business Park (WRBP):* (See also Attorney’s Report) The Leroy Goodrich lease is ready to be signed except for adding Martha Creek Field and making the term for notice of termination 30 days instead of 60.
3. *Wavebreak:* Ferguson continues to be unresponsive.
4. *Policy Clarification:* None.
5. *Electrical Vehicle (EV) Charging Station:* The City of Stevenson Planning Commission approved the conditional use permit; now the City Council will determine approval of the right-of-way use permit on Thursday. (See also Administrative Approvals)

6. **Redistricting:** John presented the final redistricting map and legal descriptions of the corresponding commissioner districts. It was noted that the County Assessor office created the legal descriptions and map. The Commissioners directed John to prepare a resolution for next meeting approving the redistricting consistent with the proposed legal descriptions and map.

Strategic Planning:

126 SW Cascade Avenue, Stevenson (LBH—"little brown house") Demolition. John has verbally notified the tenant, Joe Schlick, that his lease will be terminated; when vacated, Fire Chief Wayne Martin will inspect for the possibility of using the house for several months for smoke training before burning down (learn-to-burn) in the fall. Concerns: Port tenant One-Thirty Bar & Grill needs to be consulted since they are the tenant next door; asbestos could be in the floor tiles but not likely anywhere else. John is working with the City on the critical areas permit, which is not required for smoke training, but is for burning the building.

Discovery III, North Bonneville. Postponed to next meeting.

Direction: Port Goals—Continuing work on Comprehensive Scheme of Harbor Improvement—postponed to next meeting.

New Business:

2011 Annual Open House. The Commission determined the budgeted funds for the Annual Open House in December can be used for this purpose this year.

Budget Planning Schedule. John presented the schedule for budget planning. Our next meeting will begin a half hour early.

Executive Session: Commissioner Truitt called for an Executive Session from 6:08 pm to 6:28 pm for 20 minutes per RCW 42.30110 (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.

Adjournment: The Chairperson adjourned the meeting at 6:30 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is September 27, 2011, **2:30 pm** (an early start for budget) at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:

Commissioner Tony Bolstad, President (District 1) *absent*

Commissioner WD Truitt, Vice-President (District 2)

Commissioner Kevin Waters, Secretary (District 3)

ATTEST:

Julie Mayfield, Executive Assistant

