

**Port of Skamania County**  
**Minutes of the Board of Commissioners**  
**January 14, 2014**  
**Regular Meeting 3:00 pm**

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

**Attendance:** Commissioners Tony Bolstad, Kevin Waters, and Gail Collins; Auditor Monica Masco, Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Finance Manager Randy Payne, Facilities Manager Doug Bill. Guests Phillip Watness (*Pioneer*), Chris Brong (Skamania County Commissioner), Bill Fosburg, Carl Hopple.

**Election of Officers:**

*---MOTION--- Commissioner Waters moved to elect Commissioner Bolstad as President. Commissioner Collins seconded; the motion carried.*

*---MOTION--- Commissioner Collins moved to elect Commissioner Waters as Vice-President. Commissioner Bolstad stepped down and seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to elect Commissioner Collins as Secretary. Commissioner Bolstad stepped down and seconded; the motion carried.*

**Public Comment:** (3:06 to 3:58)

**Chris Brong** presented updates for his Skamania County focus for 2014:

- Chris attended the Regional Gorge Ports Meeting organized by the Gorge Commission—there were over 70 people attending from many differing agencies (Oregon and Washington governor’s office reps, Oregon State reps, Gorge ports, EDCs, County Commissioners, industry reps, WSDOT, etc.; no Forest Service rep though). Chris believes Gorge communities will reach their growth boundary borders in the next 20 years and we need to plan accordingly; this group offers a “Gorge regional voice.”
- Chris will focus on interacting with the Forest Service (FS), encouraging the FS to expand and strengthen its support for Skamania County projects. He is meeting on January 27, 2014, at 2:00 pm with Janine Clayton and other FS staff.
- The Wind River Business Park (WRBP) will be a focus area, especially encouraging support from the FS to assist Skamania County and its WRBP manager, the Port of Skamania, in their efforts to provide a viable water supply, including fire control, to current and future economic development operations there: “work with us; don’t say we need a permit and then walk away.” He noted there are laws in place for the FS to support the communities they are involved with.

- John pointed out that Skamania County's water rights at WRBP with Washington State Department of Ecology (DOE) need to be perfected; the Port has drilled a water well in 2013 that moves the County toward that end.
- John also pointed out that the language in the Special Use Permit between the County and the FS to operate the water system needs to be updated to allow improvements to be made to the system.
- Commissioner Bolstad requested that John provides proposed language to Chris in the next few weeks.
- John and Ken provided WRBP water issue facts:
  - ⊖ We need to update language in the Special Use Permit for the operation of and improvements to the existing water system
  - ⊖ We must work together with the FS to improve the water system; fire flow is inadequate
  - ⊖ We must complete the WRIA 29A (Water Resources Inventory Area) planning process to allow new water rights to be issued by the DOE
  - ⊖ WRIA 29A completion is not necessary for transfer of water rights; water rights that are not used are taken away by DOE (not good to happen)
  - ⊖ Drilling the water well was part of "perfecting" the County's water rights
  - ⊖ Pumping capacity plus storage are needed to meet water demand.

John would like to replace the water line between Martha Creek Field and the Processing Center with a larger pipe to increase fire flow, and at the same time, install empty conduit for fiber, etc. Utility corridors are exempt from NEPA.

Chris is working with our congressional representatives on various issues; water/sewer access is a basic need and endeavors to provide this basic service should be supported by our governing agencies.

**Carl Hopple** read from a script about his company *Wind River Development* and its proposal for the Wind River Business Park (attached) in Stabler. The company plans to make a proposal to take over management of WRBP with a lease to own option. Commissioner Bolstad stressed the Port and County have a responsibility to support our current tenants as a priority. Carl requested that the Port not make any more leases with anyone for a 90-day period and stated he has two manufacturers who are willing to give him a letter of intent if Wind River Development has control over the site. The Commission reminded that the County owns the property, and that the Port has an agreement with the County as the property manager, while the Port is in a "due diligence" period, under an existing sales and purchase agreement with Skamania County for the site.

#### **Appointments to Local Boards:**

*---MOTION---* Commissioner Waters moved to **make the following local boards representative appointments**. Commissioner Collins seconded; the motion carried.

Chamber of Commerce: John McSherry  
EDC (Skamania County Economic Development Council): Commissioner Collins  
Gifford Pinchot Collaborative: Commissioner Waters  
WRIA 29A: John McSherry  
WPPA (Washington Public Ports Association) Board of Trustees: Commissioner Waters  
City of Stevenson Shoreline Master Plan Update: John McSherry

### **Meetings and Seminars:**

John attended a Gorge Regional Ports meeting in White Salmon at the Gorge Commission office. The ports in the Gorge recognize that we have a regional economy with clusters interconnected with roads and bridges. The recent issues with The Bridge of the Gods highlighted this fact and how a disruption can affect the whole region. Transportation in the Gorge is not prioritized on a regional basis. John reported that there is still \$1,800,000 in authorized funding for economic development in the NSA (National Scenic Area: “the Gorge”), but it has not been appropriated yet by Congress. The regional port managers decided to have a larger meeting with the Gorge Commission inviting other stakeholders and to hire a facilitator for the meeting with the Gorge Commission, in order to “maneuver around areas of mistrust.”

John, Doug, and Randy took Commissioner Collins on a tour of Port properties and introduced him to tenants.

### **Minutes Approval:**

*---MOTION--- Commissioner Waters moved to approve the **December 10, 2013 Regular Meeting Minutes**. Commissioner Collins seconded; the motion carried.*

### **Vouchers Approval:**

*---MOTION--- Commissioner Waters moved to approve the **Pre-issued General Fund Vouchers numbered 15394 through 15401 in the amount of \$10,163.29 dated December 18, 2013**. Commissioner Collins seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to approve the **Pre-issued General Fund Vouchers numbered 15402 through 15416 in the amount of \$20,312.83 dated December 31, 2013**. Commissioner Collins seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to approve the **General Fund Vouchers numbered 15417 through 15455 in the amount of \$119,733.61 dated January 14, 2014**. Commissioner Collins seconded; the motion carried.*

**Administrative Approvals:** See Executive Session.

### **Staff Reports:**

- **Auditor’s Report:** Presented by Monica Masco

Total revenue for November 2013 was \$227,749.95 and expenditures were \$147,712.93 netting excess income over expenses for the month in the amount of \$80,037.02. Year-to-date expenses are over income in the amount of \$186,511.16.

- **Facilities Report:** Doug has been working at the Tichenor Building Suite 45 (carpet and glue removed—“good times...” they had to rent a machine to scrape glue) with some assistance from the tenant. He met with a new tenant at Suite 40 as well. There has been no need for snow plowing this winter. Tenant “Clark and Lewie’s” (Kellogg Group) at the Old Saloon is making progress. Beacon Rock Golf Course wants a meeting to discuss irrigation system followup. Silver Star is installing a concrete slab at the Evergreen Building (Doug found a roof leak there as well as noting that thousands of screws in the roof need replacing). Doug repaired some wind damage at the River Point roof (most all of the buckets set out to catch water were dry).
- **Attorney’s Report.** Executive Session.

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

*Tenants Update:* John reported he is preparing a lease for a massage therapist who will lease space #7 in Tichenor Suite 40. John is working on other leases for the Tichenor Building Suite 40 and WRBP.

**New Business:**

The topic of providing light food at our commission meetings was discussed. Commissioners Bolstad and Waters noted they typically don’t have time to eat all day so food is very helpful since the meetings extend into the dinner hour; Ken has two meetings one-after-another on our meeting afternoon/evenings so he doesn’t have time to eat as well. It was decided to continue with a light meal during meetings.

**Executive Session:** Commissioner Bolstad called for an Executive Session from 5:00 pm to 5:15 pm for 15 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, and again from 5:15 pm to 5:30 pm per RCW 42.30.110 (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.

No decisions were made regarding item “c.” The Commission directed John to continue lease negotiations.

The Commission discussed the Executive Director’s salary.

*---MOTION--- Commissioner Waters moved to approve raising Executive Director John McSherry’s salary to \$83,408 per year. Commissioner Collins seconded; the motion carried.*

The Commission discussed the pay range in the job description of the Executive Assistant.

*---MOTION--- Commissioner Waters moved to approve changing the Executive Assistant's wage range upper limit to \$26 per hour in the position's job description. Commissioner Collins seconded; the motion carried.*

**Adjournment:** The Chairperson adjourned the meeting at 5:35 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is January 28, 2014 at 3:00 pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

**APPROVED BY:**

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

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

*Gail Collins*  
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**Commissioner Gail Collins**, Secretary (District 2)

**ATTEST:**

*Julie Mayfield*  
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**Julie Mayfield**, Executive Assistant