

**Port of Skamania County  
Minutes of the Board of Commissioners  
Regular Meeting  
January 23, 2013, 3:00 pm  
(re-scheduled from January 22, 2013)**

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

**Attendance:** Commissioners WD Truitt, and via telephone Kevin Waters (3:52 pm), and Tony Bolstad; Attorney Ken Woodrich, Executive Director John McSherry, Finance Manager Randy Payne, Facilities Specialist Karl Wilkie, Facilities Manager Doug Bill, Auditor Monica Masco (3:59 pm), Executive Assistant Julie Mayfield.

**Public Comment:** None.

**Meetings and Seminars:**

Commissioner Waters and John reported on their recent visit to Washington DC for the Presidential Inauguration. They met with our DC-based staff from Senator Murray's and Representative Beutler's offices. Discussions included the Rivers Act of 1946 Section 14, the Continuing-to-September-2013 Budget Resolution and how it relates to our projects needing funding, process for developing Bill language and finding projects embedded in budget line items (CRRL's federal funding request for example), and helping the DC staff understand more about Skamania County and the Port District federal funding needs. John noted that once our delegates arrive in DC they typically hire local staffers who aren't from Washington state or even the Northwest so it is helpful for them to meet us and learn more about our area and needs. Commissioner Waters observed there are all kinds of people there asking for all kinds of assistance.

Commissioner Truitt and Julie attended the Chamber's Annual Awards Dinner at Skamania Lodge.

**Minutes Approval:**

*---MOTION--- Commissioner Waters moved to approve the **January 8, 2013 Meeting Minutes as corrected**. Commissioner Bolstad seconded; the motion carried.*

**Vouchers Approval:**

*---MOTION--- Commissioner Bolstad moved to approve the **Pre-issued General Fund Vouchers numbered 14686 through 14694 in the amount of \$24,889.74 dated January 16, 2013**. Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to approve the **General Fund Vouchers numbered 14695 through 14715 in the amount of \$43,070.05 dated January 23, 2013**. Commissioner Waters seconded; the motion carried.*

Monica noted charges in the vouchers for two commissioners to attend the Port's Open House—it was decided to remove those as meeting reimbursements by adjusting the next month's reimbursement form for Waters and Truitt.

### **Administrative Approvals:**

*---MOTION--- Commissioner Bolstad moved to **Ratify the Contract with Rock Cove Design for Stevenson Waterfront Design Services with a value of \$18,500, dated January 17, 2013.** Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to **approve Resolution 7-2013 Amending the Position Description and Salary Range for the Finance Manager, amended to add date effective of January 1, 2013.** Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to **approve Resolution 8-2013 Amending the Position Description and Salary Range for the Executive Director, amended to add date effective of January 1, 2013.** Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to **authorize John McSherry to sign the Lease Agreement for Beacon Rock Golf Course (BRGC) with AMC Ventures, LLC.** Commissioner Bolstad seconded; the motion carried.*

### **Staff Reports:**

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

October 31, 2012 Cash Balance is \$1,365,062.74.

Total revenue for October was \$718,748.92 and expenditures were \$333,680.08: netting excess of revenue over expenditures in the amount of \$385,068.84; year-to-date excess revenue over expenditures \$299,140.88.

The Port received the 2nd and 3rd state grant reimbursements totaling \$386,842.75 and the \$170,000 EDC loan for Coyote Ridge Road Project (Cascades Business Park).

Ken noted we should add a note to the budget that if a project is in the budget for a given year but not completed or even started in that year it is likely because it was dependent on funding being acquired.

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

1. *Tenants update:*

Ken and AMC Venture's attorney thoroughly vetted many details of the lease agreement for **BRGC**; Ken noted we'll need to keep up with the reporting requirements in the lease—the Port is looking forward to the new tenant managing BRGC and Commissioner Truitt commended John for his work on the lease

agreement. A Wind River Business Park (WRBP) tenant is fully caught up on arrears lease payments. The Port is scheduled to gain possession of the **Old Saloon** building tomorrow and the locks will be changed and the cleanup process will begin. John is still negotiating the lease for west half of the **Red Barn** and a section of the **Discovery Building**—the Commission directed John to use his judgment in responding to lease rate adjustment requests during lease negotiation with these tenants.

2. *Wavebreak*: no update.
3. *Wind River Business Park*: John and Commissioner Waters explained the process that our Washington DC delegates need us to follow so they may craft bill language: 1) The Port and the County must confirm the goals for the WRBP, 2) then confirm with the Forest Service its intentions for the property. This will provide a basis for language that can be presented to the delegates. The way to complete this process is for the Port and County to have a joint meeting and then meet with the Forest Service. The Forest Service has suggested a third party facilitator to be present at such meeting(s) in order to document the proceedings.

John is still working on the ground lease option for a biomass company planning a feasibility study, which is dependent on having a lease option in place. The Commission agreed on \$200 per year to hold the property for one year with two 6-month options valued at \$100 each. This is for 15 acres at the west end of Trout Creek Field.

**New Business:** None.

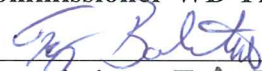
**Executive Session:** None.

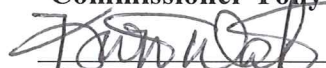
**Adjournment:** The Chairperson adjourned the meeting at 4:11 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is February 12, 2013, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

**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