

**Port of Skamania County**  
**Minutes of the Board of Commissioners**  
**October 28, 2014, 3:00 pm**

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

**Attendance:** Commissioners Kevin Waters, Gail Collins, and via telephone Tony Bolstad; Executive Director John McSherry, Attorney Ken Woodrich, Auditor Monica Masco, Executive Assistant Julie Mayfield, Finance Manager Randy Payne, Facilities Specialist Karl Wilkie, Facilities Manager Doug Bill. Guests Amanda Hoey, Paul Spencer, Carl Hopple, Bill Fosburg.

**MCEDD Presentation: Amanda Hoey**

Amanda presented an update of Mid Columbia Economic Development District's (MCEDD) activities, and organization mandates, as divided into four major components: Business Assistance, Industry Clusters Support, Regional Coordination, and Projects. Ports have representation on the MCEDD board but are not voting members because of USEDAs regulations. We are currently represented by Bill Schmitt at the Port of Klickitat.

**Public Comment:**

Carl Hopple wanted to let the Commission know that he is available if anyone has any questions of him regarding his interest in moving forward at Wind River Business Park, working around Wind River Biomass's plans; still seeking options, talking with a community college now. Bill Fosburg said they've done research with the Department of Ecology that shows it is possible, according to RCW 90.44.050, to solve the water issues surrounding development. Commissioner Collins asked Ken to follow up with his water issues consultant. John noted we are in the process of perfecting the County's water rights. Water right certificates issued by Washington State Department of Ecology are available online.

**Meetings and Seminars:** None.

**Minutes Approval:**

*---MOTION--- Commissioner Bolstad moved to approve the **October 14, 2014 Regular Meeting Minutes**. Commissioner Collins seconded; the motion carried.*

Commissioner Bolstad commended Julie on capturing the main points from this very lengthy meeting.

**Vouchers Approval:**

*---MOTION--- Commissioner Collins moved to approve the **Pre-issued General Fund Vouchers numbered 15993 through 15999 in the amount of \$9,822.05, dated October 22, 2014**. Commissioner Waters stepped down and seconded; the motion carried.*

*---MOTION--- Commissioner Collins moved to approve the **General Fund Vouchers numbered 16000 through 16017 in the amount of \$43,964.68 dated October 28, 2014**. Commissioner Waters stepped down and seconded; the motion carried.*

### **Administrative Approvals:**

Paul Spencer presented an update on Wind River Biomass Utility, saying they would like to lease the majority of Trout Creek Field, time is of the essence since their current lease with the Port is ending in February 2015; they've had interested parties inquire about operating a greenhouse and wood products related businesses.

*---MOTION--- Commissioner Waters stepped down and moved to accept that the lease with Wind River Biomass Utility for storage space at WRBP at the rate of \$50 per month, including Washington State Leasehold Tax and insurance, security deposit is less than one year lease revenue. Commissioner Collins seconded; the motion carried.*

### **Staff Reports:**

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

September 30, 2014 Cash Balance was \$1,291,903.46.

Total revenue for September was \$124,149.01 and expenditures were \$57,888.02; netting excess revenue over expenditures in the amount of \$66,260.99; year to date excess expenditures over revenue \$28,846.13.

Overall year-to-date total revenue is 25.7% of annual budget and expenditures are 23.7%.

Other note: Without project revenue (grants and loans) the revenue is 77% of budget at September's month end ~ \$870,934 actual vs. \$1,135,163 budget. Without project expenses the expenses are 75% of budget ~ \$823,186 vs. \$1,096,813.

**2015 Budget Review:** Randy presented a preliminary 2015 budget, which the Commission reviewed entirely. It was confirmed that the Port 2014 revenues will slightly overrun \$1 million, meaning monthly salaries for commissioners will remain. Commissioner Waters requested that the improvements to the Beacon Rock Golf Course watering system project be a high priority for 2015.

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

1. *Tenants update:* John is meeting this week with tenant in arrears in lease payments; Ken noted he will be asking the Commission at our next meeting for authority to evict. Gorge Delights has a new manager. LDB Beverage is reviewing a lease for a portion of the River Point building. We continue to show the River Point and Tichenor buildings to prospective tenants. Commissioner Collins requested that John check in with tenant Silver Star Cabinets to see if the Port can help with their growth.
2. *River Point Building Roof Replacement:* A 15-year lien on the River Point building property will be filed for the USEDPA to ensure uses are appropriate with the contract language.
3. *Cascade Avenue Improvements:* John will pose the question if use of hotel/motel funds would be appropriate for this project to improve the bus staging area for the tour boats; it was noted the bus drivers stay overnight in Stevenson hotels. It would

also be a good project fit for .09 Tax Funds.

**New Business:** None.

**Executive Session:** Commissioner Waters called for an Executive Session from 5:30 pm to 6:00 pm for 30 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 (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.

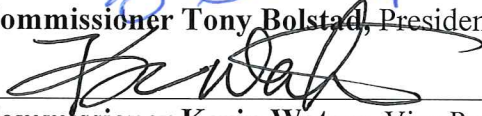
The Commission said they made no decisions.

**Adjournment:** 6:10 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is November 10—a MONDAY—2014, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington. This meeting was rescheduled to a Monday since Veterans Day is November 11. Commissioner Collins will not be attending this meeting.

**APPROVED BY:**

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

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

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

**ATTEST:**

  
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**Julie Mayfield**, Executive Assistant