

Port of Skamania County
Minutes of the Board of Commissioners
January 5, 2015, Regular Meeting 3:00 pm
(rescheduled from January 13, 2015)

Call to Order: Commissioner Bolstad 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 Specialist Karl Wilkie, Facilities Manager Doug Bill. Guests Sandy Carlson, Bill Fosburg, Carl Hopple, Paul Spencer.

Election of Officers:

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

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

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

Public Comment: Sandy identified herself as the “unofficial” spokesperson for a Bob’s Beach user group, made up mostly of windsurfers who use Bob’s Beach extensively in the warmer season. She is requesting lighting at the west end of Bob’s Beach so that the group can see better when cleaning up after events as it gets dark. She has talked to Angus Ruck (property owner to the east). The Commission directed her to work with John. John noted there may be users that would prefer no extra lighting. Sandy will poll the user group and get back to John. Sandy thanked the Commission and staff for all the maintenance and availability of the park; Doug and Karl noted they appreciate how well this user group preserves Bob’s Beach after events and regular use.

Appointments to Local Boards:

The Commission determined the following local boards representative appointments.

Chamber of Commerce: **Randy Payne**

EDC (Skamania County Economic Development Council): **Commissioner Collins**

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:

Commissioner Collins and Monica, Karl, Doug, Randy, David Kuhn, and Julie attended the Port’s Annual Open House, held in Suite 70 of the Tichenor Building.

Minutes Approval:

*---MOTION--- Commissioner Bolstad moved to approve the **December 9, 2014 Regular Meeting Minutes**. Commissioner Collins seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to approve the **December 9, 2014 Special Meeting Minutes**. Commissioner Collins seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to approve the **December 19, 2014 Special Meeting Minutes**. Commissioner Collins seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Bolstad moved to approve the **Pre-issued General Fund Vouchers numbered 16112 through 16119 in the amount of \$11,079.21 dated December 17, 2014**. Commissioner Collins seconded; the motion carried.*

*---MOTION--- Commissioner Collins moved to approve the **Pre-issued General Fund Vouchers numbered 16120 through 16133 in the amount of \$22,075.62 dated December 31, 2014**. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to approve the **General Fund Vouchers numbered 16134 through 16164 in the amount of \$142,808.75 dated January 5, 2015**. Commissioner Collins seconded; the motion carried.*

Administrative Approvals:

*---MOTION--- Commissioner Collins moved to adopt **Resolution 1-2015 Providing for the Signing of Warrants**. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to adopt **Resolution 2-2015 Providing for the Issuance of Warrants Before Approval by the Commissioners**. Commissioner Collins seconded; the motion carried.*

*---MOTION--- Commissioner Collins moved to adopt **Resolution 3-2015 Authorizing the Investment of Funds**. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to adopt **Resolution 4-2015 Appointment of Agent to Receive Claims for Damages (RCW 4.96.020)**. Commissioner Collins seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to adopt **Resolution 5-2015 Setting Port Commissioner Compensation**. Commissioner Collins seconded; the motion carried.*

*---MOTION--- Commissioner Collins moved to adopt **Resolution 6-2015 Authorizing the Port Executive Director to Sell and Convey Surplus Property with Less Than \$10,000 Value.** Commissioner Bolstad seconded; the motion carried.*

John gave an update on USEDA grant funding requirements for the River Point Roof and Improvements project; the Port is being required to do preliminary NEPA notification work such as posting a legal notice of construction activities. John received approval on the PRC contract from USEDA.

*---MOTION--- Commissioner Bolstad moved to **ratify the contract with Professional Roof Consultants (PRC) for the River Point Roof and Improvements Project.** Commissioner Collins seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to **ratify the five-year lease with Silver Star Industries at the River Point Building Spaces C and D, beginning January 1, 2015 at \$6,348.30 (plus Washington State Leasehold Tax) with an increase to \$6,892.44 (plus Washington State Leasehold Tax) January 1, 2016, as stated in Section 2.3.a, and a deposit of \$13,500, which is less than the RCW recommended one-year lease rate.** Commissioner Collins seconded; the motion carried.*

Staff Reports:

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

November 30, 2014 Cash Balance was \$1,257,552.19.

Total revenue for November was \$97,185.89 and expenditures were \$137,802.72; netting excess expenses over income for the month in the amount of \$40,616.83. Year-to-date expenses are over income in the amount of \$63,197.40.

- **Facilities Report:** Doug reported on a water pipe breakage at the Old Saloon building while tenant Clark & Lewie's (Kellogg Group) was away. The water ran full force for 13 hours under the bar. It was apparently related to a CocaCola installed water line failing. Red Carpet Maintenance is handling it through CocaCola's insurance. The floor and bar will be completely replaced; all equipment in the basement will be checked for water damage and the dry wall replaced; movable equipment and furniture will be sanitized and stored in a portable container.
- **Attorney's Report.** None.

Director's Report/Unfinished Business:

1. *Tenants Update:* John reported working toward getting permits and construction started for the **demising wall in the River Point building** between tenants LDB Beverage and Silver Star Industries. Commissioner Collins suggested a header be installed in case we need to install a door later. The engineer's estimate

was about \$30,000. John explained a demising wall is needed immediately to protect the assets and employees of LDB Beverage and Silver Star Cabinets and that in-house construction with part-time labor assistance will be the quickest. John requested authority from the Board to construct the wall with in-house part-time labor to meet the timeline of the new tenants; the Commission agreed to performing this work in house.

2. *Wind River Business Park (WRBP) update:*

Development: Commissioner Bolstad presented a plan he developed based on the joint workshop with Skamania County on December 9, 2014. The plan includes leasing a portion of WRBP to a private business with a community steering committee overseeing contract milestones. Carl Hopple and Bill Fosburg continue to be interested in bringing development projects to the site; the Commission asked them to provide a specific proposal, including a business plan. John explained the water system at WRBP is owned by the Forest Service. The existing use of water by tenants at the site is allowed only by a special use permit between the Forest Service and the County. If the County sells the property, the special use permit becomes null and void resulting in water being turned off. Also, no new water hookups are allowed by the special use permit.

Ken recommended more communication with Mose Yellin of the Forest Service regarding the status of the water system ownership. Julie noted the purpose of the time span between Skamania County originally offering to convey the property directly to the Port and the Port actually accepting it was for a period of discovery for the Port to determine if it is feasible and possible to supply tenants and fire suppression with adequate water supply, in light of Forest Service ownership of the water system. Commissioner Waters suggested leasing would simpler without a steering committee. Commissioner Waters asked Carl and Bill for a specific proposal of a first year business plan to be submitted to the Port at least by January 21, before our meeting on January 27. Commissioner Collins asked Carl and Bill if they have discussed their plans to construct green houses with Wind River Biomass LLC.

Wind River Biomass LLC: Paul Spencer reminded the Commission of the need for lease pricing for Trout Creek Field; John is working with a local realtor to determine comps. There was discussion on design of the water line; Paul said the LLC may be applying for another grant for design work (January 23, 2015 deadline).

New Business:

Pump Track. John presented an idea brought to him by Don Stevens of North Bonneville (Mayor and tenant Gorge Delights employee) of a user group constructing a bicycle pump track at Cascades Business Park (CBP). Potential issues to be addressed:

- Liability Insurance
- No fee charged, to preserve RCW 4.24.210 recreational immunity
- Affect to drainage? (city drainage ordinance)
- Best and highest use opt out clause/temporary use
- Licensing—not leasing

Special Meeting. Commissioner Collins requested a planning workshop to review the Port's goals for capital development projects in 2015. The workshop will begin at **1:00 pm on February 27, 2015**, before our regular meeting at 3:00 pm.

Special Meeting. Joint Meeting with Port of Cascade Locks **February 5, 2015, 6:00 pm** in Cascade Locks, Oregon, to discuss the Bridge of the Gods and other joint ports issues. Commissioner Bolstad will call in.

Executive Session: None.

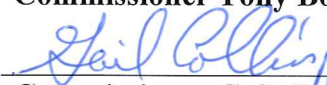
Adjournment: The Chairperson adjourned the meeting at 5:23 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is January 27, 2015 at 3:00 pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington. A Special Meeting (Planning Workshop) will be held the same day at 1:00 pm.

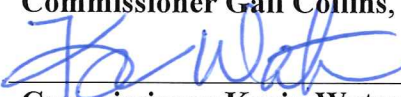
APPROVED BY:



Commissioner Tony Bolstad, Secretary (District 1)



Commissioner Gail Collins, Vice-President (District 2)



Commissioner Kevin Waters, President (District 3)

ATTEST:-



Julie Mayfield, Executive Assistant