

Port of Skamania County
Minutes of the Board of Commissioners
October 13, 2015
Regular Meeting 3:00 pm

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

Attendance: Commissioners Tony Bolstad, Gail Collins, and Todd Kingston; Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Facilities Specialist Karl Wilkie, Finance Manager Randy Payne, Facilities Manager Doug Bill. Guests: Fran Breeding, Philip Watness, Keith Chamberlain.

Public Comment: None.

Meetings and Seminars: None.

Minutes Approval:

*---MOTION--- Commissioner Bolstad moved to approve the **September 22, 2015 Regular Meeting Minutes**. Commissioner Kingston seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Kingston moved to approve the **Pre-issued General Fund Vouchers numbered 16728 through 16738 in the amount of \$13,099.69 dated October 7, 2015**. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to approve the **General Fund Vouchers numbered 16739 through 16762 in the amount of \$355,559.41 dated October 13, 2015**. Commissioner Kingston seconded; the motion carried.*

Administrative Approvals:

Resolution 13-2015 Skye Building CERB loan repayment pledge will be ready at next meeting—there was still an item being clarified from CERB.

Director's Report/Unfinished Business:

1. *Tenants Update:* A couple of tenants are behind in payment by a few months. LDB (Jester & Judge) is adding another bottling line. The Commission requested that new tenant Backwoods Brewing be reminded that roof penetrations are not allowed without the Port's approval—the preferred method is venting through side walls, not the roof. There was discussion on the **floor drains** that need to be installed in the west bay of **Tichenor Suite 105**; this will benefit the building for current and future tenants. The cost estimate is approximately \$37,000 and will increase the value of the space. The current floor drain system is inadequate and must be rerouted to the sewer.

2. *Wind River Biomass LLC*: We've received no comments on the draft contract yet for the "SAR" building #2624 at 1113 Hemlock Road. The excavation of the "road" revealed it is not capable of supporting log trucks. The County will have to make a request for a Special Use Permit from the Forest Service to use their road west of the cone sheds.
3. *River Point Building Improvements*: The project is in its final stage where punch-list items are being reviewed; Commissioner Collins requested that Doug attend the punch-list completion inspections.
4. *Wind River Business Park (WRBP)*: Ken will meet with the County's attorney Adam Kick on Thursday regarding renewal of the Purchase and Sale Agreement between the Port and Skamania County.
5. *Skye Building*: Architectural consultant CIDA is working on the design estimate currently. John presented the latest plan. There was discussion about sky lights—that they always leak and a different design for natural light is preferred. LED fixtures should be included in the plan.
6. *Cascade Avenue Upgrade Project*: Commissioner Collins requested we ask the City to place more gravel across from the Port office. "Lawyer Lake" still exists in front of the Tichenor building; need to inform the City.
7. *Boat Launch*: John presented draft signage that could be installed designating spaces for vehicles with trailers parking; the Commission agreed such signage should be installed. John reminded that previously the Commission felt that less signage was better, but suggested it is now time to post a "rules" sign.
8. *Budget Planning*: This budget planning focused on revenues. It was noted the Port has not taken its allowed maximum or increased the Port District tax since 1985.

New Business:

1. The Port will hold its annual **Open House** after an abbreviated Commission meeting on December 22, 2015.
2. The Commission agreed to open the **Vehicle Camping** to year-round availability instead of the annual ending date of September 30 (it's weekends only). The Commission requested that Facilities staff monitor its use.
3. John discussed applying for loan funding from the EDC to help with the capital improvements needed at the **Tichenor building** to improve the drainage issues. Commissioner Bolstad suggested checking with MCEDD as well.

Executive Session: Commissioner Collins called for an Executive Session from 4:37 pm to 3:52 pm for 15 minutes and again from 3:52 pm to 5:02 pm for 10 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.

No decisions were made. The Commission directed John to continue lease negotiation.

Adjournment: The Chairperson adjourned the meeting at 5:03 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is **October 27, 2015** at 3:00 pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:

Commissioner Tony Bolstad, Secretary (District 1)

Gail Collins

Commissioner Gail Collins, President (District 2)

Todd Kingston

Commissioner Todd Kingston, Vice-President (District 3)

ATTEST:

Julie Mayfield

Julie Mayfield, Executive Assistant