

Port of Skamania County
Minutes of the Board of Commissioners
November 25, 2014, 3:00 pm

Call to Order: Commissioner Bolstad 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, Facilities Manager Doug Bill. Guest: Paul Spencer.

PUBLIC HEARING: 2015 Budget; opened at 3:04 pm; closed 3:12 pm. Monica and John presented the final budget, noting it was reviewed with the Commission three times at least and Commissioner Collins met with Randy separately to review. Paul Spencer asked if the budget is on the Port's website—it is not. Monica noted he can receive a copy of the summary after it is approved.

Public Comment:

Paul Spencer requested that the Port provide comparable lease pricing for the Martha Creek Field by the second week of January. He also requested that all three commissioners attend the joint Port/Skamania County Wind River Business Park planning workshop on December 9, 2014 at 1:30 pm.

Meetings and Seminars:

John met with Port of Cascade Locks Executive Director Paul Koch and MCEDD Director Amanda Hoey to discuss economic development issues in the Gorge and particularly for the west end of the Gorge, including the Bridge of the Gods. They proposed that the two ports have a joint meeting; the Commission suggested January 28, 2015.

Julie attended a forum by MCEDD and Washington State University, with support from Gorge Grown Food Network, held for value-added food manufacturers in the region, with about 60 people from the industry who wish to contribute to developing a strategic plan to grow value-added food manufacturing in the region. This was part of the Investing in Manufacturing Communities Partnership work funded by the U.S. Economic Development Administration. Port tenants Gorge Delights and LDB Beverage were presenters on a panel of businesses.

Commissioner Collins attended the EDC Board Meeting, which was held in Suite 60 of the Tichenor Building. John gave the Board Members a tour of the Port spaces available for lease on the Stevenson Waterfront.

Minutes Approval:

*---MOTION--- Commissioner Waters moved to approve the **November 10, 2014 Regular Meeting Minutes**. Commissioner Collins seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Waters moved to approve the **Pre-issued General Fund Vouchers numbered 16053 through 16061 in the amount of \$11,196.90, dated November 19, 2014**. Commissioner Collins seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to approve the **General Fund Vouchers numbered 16062 through 16081 in the amount of \$88,338.73 dated November 25, 2014.** Commissioner Collins seconded; the motion carried.*

Administrative Approvals:

Commission President Tony Bolstad directed Commissioner Waters to sign Resolution 8-2014 since Commissioner Bolstad was present via telephone.

*---MOTION--- Commissioner Waters moved to **adopt Resolution 8-2014 Accepting and Approving the 2015 Tax Levy.** Commissioner Collins seconded; the motion carried.*

It was noted the Port did not take the allowed 1 % tax increase.

*---MOTION--- Commissioner Waters moved to **adopt Resolution 9-2014 Accepting and Approving the 2015 Budget.** Commissioner Collins seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to **ratify the lease with LDB Beverage for the east portion of the River Point Building, with an accelerated lease rate as set forth in lease Section 2.3.b, and with a security deposit of \$22,000, which is less than the RCW recommended one-year lease rate.** Commissioner Collins seconded; the motion carried.*

Commissioner Waters requested that staff prepare written motions for commissioners to read from for future leases.

*---MOTION--- Commissioner Waters moved to **authorize John McSherry to submit applications to the Stevenson Tourism Advisory Committee to request funding for the Cascade Avenue Improvements [Capital Improvements to Stevenson Landing and Bob's Beach, Stevenson Waterfront] and Leavens Point Water Access [Stevenson Shoreline Restoration and Enhancement] projects.** Commissioner Collins seconded; the motion carried.*

Staff Reports:

Auditor's Report: presented by Monica Masco

October 31, 2014 Cash Balance is \$1,298,169.02.

Total revenue for October was \$102,919.33 and expenditures were \$96,653.77: netting excess revenue over expenditures in the amount of \$6,265.56; year-to-date excess expenditures over revenue \$22,580.57.

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

1. *Tenants update:* John provided an update on a tenant in arrears lease payments. It was noted a certified mail notice to pay was not picked up by the tenant from their mail and was therefore returned to the Port's attorney Ken Woodrich. John reported he was

unaware that the certified notice was returned and that he learned of this on Tuesday November 18th. The commission decided the tenant will have 15 days to correct; if not corrected permission from the Commission to file, on December 11, 2014, for eviction will be requested. Ken noted if tenant becomes current, they must *remain* current.

John presented facility layout plans of LDB Beverage at the River Point building and what changes are needed.

2. *River Point Building Roof Replacement*: John reviewed the progress on satisfying some of the US EDA grant funding conditions regarding the process for selecting and contracting for design/engineering services. The Port follows the state's RCWs for purchasing professional services.
3. *Cascade Avenue Improvements*: See Administrative Approvals above. John explained the process for applying for Tourism Promotional Infrastructure funding from the City of Stevenson's Hotel/Motel Funds. The Port is proposing to improve access to Stevenson Landing, Teo Park and Bob's Beach. Stevenson Landing, Teo Park and Bob's Beach are the biggest tourist attractions on the Stevenson Waterfront. The improvements have been designed by the City's engineer for the Cascade Avenue project and by Rock Cove Design for the Stevenson Landing gateway. These improvement will attract more tourists to the Stevenson waterfront and result in additional overnight stays at Stevenson hotels; The Port has match funds in the 2015 budget and is requesting \$60,000 from the RCW 82.14.370 Sales and Use Tax for Public Facilities in Rural Counties funds.

New Business:

Under Insured Motorist Coverage

Ken updated the Commission on his position in representing Karl Wilkie and the Port regarding underinsured motorist (UIM) coverage. Ken noted that he doesn't see it as a conflict of interest but can't represent the Port and Karl both; Ken recommended municipal attorney Craig Trummel of White Salmon in the event the Port needs unconflicted representation. **The Commission directed the Port to purchase coverage for UIM.**

Commission Meeting Rescheduled

Commissioners Waters and Collins will be unavailable for the regular meeting of January 13, 2015—this meeting is rescheduled to January 5, 2015—a Monday.

In between the first executive session and the second, there was a discussion about whether the Commission should discuss John's personal improvement plan in executive session

without John present. The Commission concluded they would exclude John from the second session.

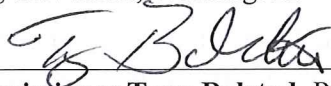
Executive Session: Commissioner Bolstad called for an Executive Session from 4:37 pm to 5:07 pm for 30 minutes, and again from 5:18 pm to 5:28 pm for 10 minutes per RCW 42.30.110(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such 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, 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: 5:30 pm.

Next Meeting: The Port/Skamania County Workshop will begin at 1:30 pm at the County Commissioner Board Room on the same day as the next regularly scheduled meeting of the Board of Port Commissioners: December 10, 2014, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.


APPROVED BY:



Commissioner Tony Bolstad, President (District 1)



Commissioner Kevin Waters, Vice-President (District 3)



Commissioner Gail Collins, Secretary (District 2)

ATTEST:



Julie Mayfield, Executive Assistant