

**Port of Skamania County
Minutes of the Board of Commissioners
February 12, 2013
Regular Meeting 3:00 pm**

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

Attendance: Commissioners WD Truitt, Tony Bolstad, and Kevin Waters; Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Finance Manager Randy Payne (4:15 pm), Facilities Specialist Karl Wilkie, Facilities Manager Doug Bill.

Public Comment: None.

Meetings and Seminars:

John and Julie attended the “20 Ingredients of a Successful Downtown” series of three webinars at Andrew’s Pizza, which was co-sponsored by the Port and attended by about 25 local business owners, property owners and public sector representatives.

Minutes Approval:

*---MOTION--- Commissioner Waters moved to approve the **January 23, 2013 Regular Meeting Minutes**. Commissioner Bolstad seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Bolstad moved to approve the **Pre-issued General Fund Vouchers numbered 14716 through 14725 in the amount of \$13,006.09 dated January 30, 2013**. Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to approve the **General Fund Vouchers numbered 14726 through 14755 in the amount of \$35,875.55 dated February 12, 2013**. Commissioner Bolstad seconded; the motion carried.*

Administrative Approvals:

*---MOTION--- Commissioner Bolstad moved to **ratify the lease with Sawtooth Technologies for a portion of the Rigging Loft [Red Barn] at \$625 per month plus WA State Leasehold and Insurance**. Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to **ratify the One-Year Lease Option with Wind River Biomass Utility LLC for 15 Acres of the West End of Trout Creek Field at the Wind River Business Park (WRBP) for \$200**. Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to **ratify the Professional Services Contract with Skamania County Economic Development Council (EDC) for \$5,500**. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to **ratify the Professional Services Contract with Arrowhead Accounting**. Commissioner Bolstad seconded; the motion carried.*

Staff Reports:

- **Facilities Report:** Doug installed ceiling fans for heat circulation at tenant Last US Bag's building, 1111 Hemlock Road, at the WRBP; Sawnet's fiber optic termination can be installed in Doug's "office" building at WRBP. We received the annual tree assessment from Jeff Rogell for the Stevenson and WRBP properties. Doug noted we now have an AED (automated external defibrillator) in the Port office conference room. The Old Saloon building cleanup after the departure of tenant 130 Bar & Grill is nearly complete.
- **Attorney's Report:** Ken reported on the tenant eviction at the Old Saloon building and noted a personal guaranty should be included in the next lease agreement for the Old Saloon.

Director's Report/Unfinished Business:

1. *Tenants Update:* Suites 60, 70, 80, 90 and 100 will be available at the Tichenor Building in July. John pointed out that these spaces are served by two separate fiber optic networks, which makes them marketable. Office spaces are still available in Suite 40, which need to be marketed. John has been working with WRBP potential tenants for coolers and seed extractor. Commissioner Bolstad requested an updated jobs count for our performance graphs and suggested we hold a Chamber After Hours event to market Suite 40 of the Tichenor Building.
2. *Wind River Business Park:* John reported on meeting with newly elected County Commissioner Chris Brong; John met with Scott Pineo, Bob Anderson (SC Commissioner) and Randy to discuss the WRBP strategy. John will apprise the County Commission on the status of the Port's management agreement of the site. There was discussion about a potential site for a shooting range.
3. *Wavebreak:* no update.
4. *Beacon Rock Golf Course:* The Port conducted a walk-through with Kevin Coombs and AMC Venture. Commissioner Bolstad requested to see the quarterly reports required by the lease contract. He also suggested that the Port help AMC host an "After Hours" event when they've had time to get settled in. Commissioner Bolstad requested that John call Mark Mayfield the day before our next meeting for an update.
5. *126 SW Cascade Avenue (Little Brown House):* Commissioner Truitt requested that this building be on the meetings agenda.
6. *The Comprehensive Scheme of Harbor Improvements* was moved to next meeting.

New Business:

John described House Bill 1253, which would eliminate the “sunset” date of June 30, 2013 to continue the current legislatively-expanded uses of the lodging tax (hotel/motel). John will draft a letter of support for this bill to send to our local legislators.

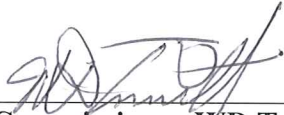
*---MOTION--- Commissioner Waters moved to **authorize John McSherry to sign a letter of support for HB 1253**. Commissioner Bolstad seconded; the motion carried.*

Executive Session: None.

Adjournment: The Chairperson adjourned the meeting at 4:30 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is February 26, 3:00 pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:

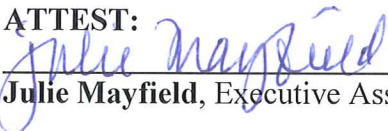


Commissioner WD Truitt, President (District 2)

Commissioner Bolstad, Vice-President (District 1)

Commissioner Kevin Waters, Secretary (District 3)

ATTEST:



Julie Mayfield, Executive Assistant