

Port of Skamania County
Minutes of the Board of Commissioners
March 8, 2016
Regular Meeting 3:00 pm

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

Attendance: Commissioners Fran Breeding, Gail Collins, and Todd Kingston; Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Finance Manager Randy Payne, Facilities Manager Doug Bill. Guest: Paul Spencer.

Public Comment: None.

Meetings and Seminars:

John attended a meeting that was held at the Port office with USEDA's David Porter (US Economic Development Administration), along with Amanda Hoey of MCEDD (Mid-Columbia Economic Development District), Nick Hogan of City of Stevenson, Scott Anderson of Stevenson Business Association, Amy Weissfeld of City of Stevenson Council. The meeting was held to discuss grants available for economic development in Stevenson and so David Porter could review the completed USEDA-funded River Point Roof and Improvements Project. John gave David Porter a tour of the River Point Building through tenants Silver Star Technologies and LDB Beverage. USEDA will use this as an example project.

Commissioner Kingston, John, Julie, Monica, and Karl attended the Quiet Zone and Cascade Avenue Improvements Celebration at Teo Park.

John attended a Bridge of the Gods toll increase meeting—see below.

Minutes Approval:

---MOTION--- Commissioner Kingston moved to approve the February 23, 2016 Regular Meeting Minutes. Commissioner Breeding seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Breeding moved to approve the General Fund Vouchers numbered 17059 through 17092 in the amount of \$59,206.16 dated March 8, 2016. Commissioner Kingston seconded; the motion carried.

Administrative Approvals:

---MOTION--- Commissioner Breeding moved to ratify the lease with Lane Stettler for 5 acres at Wind River Business Park at the rate of \$20 per month plus leasehold tax of \$2.57, on a month-to-month basis, with the security deposit waived. Commissioner Kingston seconded; the motion carried.

John explained that Beacon Rock Golf Course (BRGC) is working with the Department of Fish and Wildlife (DFW) to control damage to the course by elk. DWF offered to lend out their electric fencing. Mark Mayfield provided the DWF agreement necessary to borrow the fencing; Ken reviewed the agreement and approved it. The Commission requested that if hazing tactics, including pyrotechnics and noise, become

necessary, the Port should work with BRGC and the community to ensure awareness and minimal disturbances.

*---MOTION--- Commissioner Breeding moved to **authorize John McSherry to sign the DWF Damage Prevention Cooperative Agreement: Crop Damage.** Commissioner Kingston seconded; the motion carried.*

John explained he met with Denise Fry of WA State Department of Commerce to review the project and took her to the Wind River Business Park (WRBP) Water and Wastewater System site. The Port requested an extension to the project completion date.

*---MOTION--- Commissioner Breeding moved to **authorize John McSherry to sign the Washington State Department of Commerce Time of Completion Amendment to Grant Contract 13-96701-007 for the WRBP Water and Wastewater System.** Commissioner Kingston seconded; the motion carried.*

Staff Reports:

- **Facilities Report:** Doug reported staff has been working on cleaning up the blow-down tree limbs/debris from this winter's storms; Doug noted requests to work on the golf cart loading ramp and pavement cracks and a sloping room in the mobile home. Tichenor Suite 110 remodel is complete and tenant moved in. Staff has been preparing for the tour boats, which will begin docking in April. The restroom at LDB Beverage (River Point south) is almost complete. Doug assisted the Stevenson Business Association in installing and re-arranging wifi nodes in the Port's facilities. Backwoods Brewing in Tichenor Suites 85/105 had their contractor install roof penetrations, but will hire a roofer to complete their installations correctly. Doug reported no tenant has reported any water leaks since last meeting. Doug and John will visit WRBP tomorrow for an update with the tenants and reported that interior door damage occurred at a residence.
- **Attorney's Report:** Ken reported the PUD has developed a new electrical rate for cannabis producers.

Director's Report/Unfinished Business:

1. *Tenants Update:* John learned during the River Point building tour (see Meetings, above) that LDB Beverage is supporting 24 jobs and Silver Star 15, for a total of 39 jobs currently at the River Point building. John has been working on a lease amendment for Backwoods and new lease for Wave (purchased Sawnet). John reported tenant Windy River Research at WRBP will be hiring through their website. There was extensive discussion on BRGC and the infrastructure issues that the Port has been working on; the Port needs to develop a contract with one of the respondents to the RFQ for an analysis of the current irrigation system. It was noted replacing the system is not economically feasible unless a grant can be obtained. Ken noted that the Port has been responsive in fixing and maintaining infrastructure at BRGC (exterior painting clubhouse, new double pane windows installed, plumbing improvements, French drain, new tee-markers and benches, parking painting, etc.). John noted that every year capital improvement projects for BRGC are listed, prioritized, and funded through the Port's annual budget.

Commissioner Breeding said she's observed a recurring theme at the Port meetings of a

need to set staff resources priorities. John explained that we have 27 tenants and limited funds and staff. The Commission decided to hold a workshop to set projects priorities. Commissioner Breeding agreed to be a facilitator for this meeting; it will be put on the agenda at next meeting for setting a date to hold the workshop. Commissioner Breeding and John will tour the Port's properties in the next few weeks.

2. *Bridge of the Gods Toll Increase*: The Port of Cascade Locks has been holding public meetings between locally to discuss their plans to raise the bridge tolls. John reported attending a Port of Cascade Locks Board of Commissioners meeting last week. John made suggestions about the process and toll pricing, noting steep increases would create price elasticity damaging our economy on the Washington side of the bridge and on the cumbersome process for acquiring "local/frequent user" toll status would be costly and not necessary. The Commission requested to be informed of the next meeting in Stevenson. Commissioner Collins suggested we ask what our Port can do to help them so they don't raise the tolls so steeply. John said he has suggested to them that they look at grant funding such as the USEDPA and that MCEDD has offered to assist in this. The Commission would like to discuss how it will affect our tenants directly at the Stevenson meeting, when it is scheduled. The increases will take effect late summer 2016.
3. *Cascade Avenue Boat Launch Signage*: The Commission reviewed the draft rules signs, which will be posted at the launch.

New Business: The Skamania County Red Carpet Team, managed through Skamania County EDC, will hold two welcoming events for new businesses and Forest Service and Gifford Pinchot managers. Dates are still being considered.


Executive Session: None.

The Commission said they will review John's PIP (personal improvement plan) at next meeting.


Adjournment: The Chairperson adjourned the meeting at 4:52 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is March 22, 2016 at 3:00 pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.


APPROVED BY:



Commissioner Fran Breeding, Secretary (District 1)

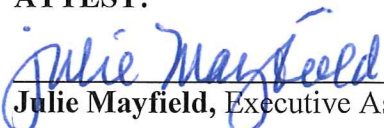


Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

ATTEST:



Julie Mayfield, Executive Assistant