

Port of Skamania County
Minutes of the Board of Commissioners
April 22, 2014, 3:00 pm

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

Attendance: Commissioners Tony Bolstad, Gail Collins and via telephone Kevin Waters (til 4:40 pm); Executive Director John McSherry, Attorney Ken Woodrich, Auditor Monica Masco, Executive Assistant Julie Mayfield, Facilities Manager Doug Bill, Facilities Specialist Karl Wilkie, Finance Manager Randy Payne. Guests Paul Spencer (Wind River Biomass), Phillip Watness (*Skamania Co. Pioneer*), Kristi and Bernard Versari.

Public Comment: (3:00 to 3:53 pm) Kristi read aloud a statement of concerns about the potential air boat business proposing to locate and operate from the Cascade Avenue Boat Launch, as well as reading excerpts from articles about negative effects of other air boat tour operations. There was discussion about the potential lease issues and pending permitting issues as well as noise and safety concerns.

Commissioner Bolstad noted there is no draft lease yet; John is still working with the city on land use permit issues, specifically the number of parking spaces required to be dedicated by the Port for the air boat tour customers. The city Planning Commission made a determination on all tour operators operating in the city requiring them to provide designated parking for their customers based on the capacity of the tour operation. Under the city's new ordinance, the Port would be required to provide six dedicated parking spaces for the air boat tour operation.

The Commission concluded they'd like to see another test run with more public involved, following a different route from the Port's boat ramp and using slower motor speeds. Commissioner Bolstad noted this type of business would likely bring in visitors who are not necessarily kites or wind surfers, etc. bringing more diversity to our waterfront visitor base. John noted the discussions with Air Boat Tours NW was started back in October but we did not receive a proposal until around March 11, 2014. The Commission concluded they still need more information about the effects of this business and would like clear contractual language that would allow us to limit sound generating activity and handle safety issues.

Meetings and Seminars:

John attended a "ports in the Gorge" meeting in Hood River to continue discussions on forming a consortium that is focused on advocating for issues such as transportation funding including the Gorge bridges, and economic development funding (focusing on federal Scenic Area funding that was authorized but not appropriated). Several Gorge businesses have joined this effort including Insitu. There will be a meeting next week to prepare for the May 16, 2014 bi-state legislators meeting.

Minutes Approval:

*---MOTION--- Commissioner Waters moved to approve the **April 8, 2014 Regular Meeting Minutes**. Commissioner Collins seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Collins moved to approve the **General Fund Vouchers numbered 15625 through 15648 in the amount of \$48,218.31 dated April 22, 2014**. Commissioner Waters seconded; the motion carried.*

Administrative Approvals:

---MOTION--- Commissioner Collins moved to authorize John McSherry to sign Insitu Lease Amendment Number 1 for the River Point Building with a monthly base rent of \$19,309.20 plus leasehold tax of \$2,479.30 and including \$733.69 insurance and \$105.10 maintenance for a total of \$22,627.29, from May 1, 2014 to October 31, 2014. Commissioner Waters seconded; the motion carried.

---MOTION--- Commissioner Collins moved to authorize John McSherry to sign the lease with Sandy Vigil for Tichenor Building Suite 40-H, with a monthly gross rate of \$220 and a deposit of \$220, which is less than RCW 53.08.05 recommended one-year lease rate deposit. Commissioner Waters seconded; the motion carried.

---MOTION--- Commissioner Collins moved to award the Professional Services Consultant Agreement to Professional Roof Consultants Inc. for Phase 1 Design of the River Point Building Roof Replacement, not-to-exceed \$10,500. Commissioner Waters seconded; the motion carried.

Staff Reports:

Auditor's Report: presented by Monica Masco

March 31, 2014 Cash Balance was \$1,253,990.64.

Total revenue for March was \$136,888.94 and expenditures were \$63,735.09:

Netting excess revenue over expenditures in the amount of \$73,153.85; year to date expenditures are over revenue by \$66,758.95.

First quarter total revenues are 6.9% of budget and expenditures are 7.9%.

Other note: Without project revenue (grants and loans) the revenue is 21% of budget at March's month end ~ \$236,915 actual vs. \$1,135,163 budget. Without project expenses the expenses are 26% of budget ~ \$285,647 vs. \$1,096,813.

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

1. *Tenants update:* There was discussion on a WRBP tenant being four months behind in lease payments as well as one other Stevenson tenant. There was discussion about the fee charged to passenger vessels and how it compares with other ports. **Beacon Rock Golf Course** installed new tee markers. Still need to pro-rate utilities between **Gorge Delights and Art of Action**.
2. *Wind River Business Park (WRBP):* Ken reported that **Carl Hopple of Wind River Development** told the Skamania County PUD Commission in their meeting yesterday that he is in negotiations with the Port of Skamania to take over management of WRBP, which is in contrast with the last direction from the Port Commission to Carl of presenting a proposal to the Port that uses a stepped approach working with a smaller section of the site. John reported speaking to Matt Martinez, investor with Wind River Development, who reported they are interested in developing a paintball field, a shooting range and a campground. John explained the

Port needs to see a proposal including a business plan and that currently there are no new water hookups available. Also noted any project proposed would have to go through the needed permitting processes. He also explained the “higher and best use” concept that he would propose to the commission for inclusion in any lease.

A marijuana grower licensed by the State of Washington asked if the Port would lease coolers at the WRBP for a grow operation. The Commission confirmed their previous decision to decline leasing to **marijuana operations** at this time.

Paul Spencer, of **Wind River Biomass Utility LLC (WRBU)**, gave an update on their Project. Paul said his company is moving forward with seeking funding for portions of their project. Paul thanked the Port and noted Skamania County’s help supporting the feasibility study with its grant. Some points to note:

- In order for the project to make a return on investment, there must be customers for heat generated by the biomass plant such as green houses
- WRBU is using a USDA Renewal for America grant to fund a market study for greenhouse operations (due end of May)
- They now know wheeling charge of BPA
- WRBU is in discussions with investors including Craft 3 a non-profit
- Need more discussions on organization: lease/own, who owns what, who builds what, roads, etc. WRBU needs an acre, pole barn type building
- Six to 10 jobs projected, plus the jobs the green house operators have.

Commissioner Bolstad conferred this project is a high priority with the Port.

3. *River Point Building Roof Replacement (see Admin Approvals above):* The Port is applying for a US EDA (Economic Development Administration) Public Works grant to assist in funding replacing the roof and installing demising walls. The Port project team of Commissioner Collins, Randy Payne, Doug Bill and John McSherry interviewed four roof consulting businesses and asked for proposals from two of them: Professional Roof Consultants, Inc. (PRC) was chosen. PRC will design Phase 1, which will be used in the grant proposal, and will help determine which solution will work best. We are still finalizing the scope of work. The Commission requested that we draft a letter for them to sign stating we’re in the process of the re-roofing project for the River Point Building. It was suggested that we advertise the space available in our local paper.

New Business: None.

Executive Session: None.

Adjournment: The Chairperson adjourned the meeting at 5:06 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is May 13, 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