

**Port of Skamania County
Minutes of the Board of Commissioners
April 28, 2015, 3:00 pm**

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

Attendance: Commissioners Kevin Waters, Gail Collins and Tony Bolstad; Executive Director John McSherry, Attorney Ken Woodrich, Finance Manager Randy Payne, Auditor Monica Masco, Facilities Specialist Karl Wilkie, Executive Assistant Julie Mayfield, Facilities Manager Doug Bill. Guests Philip Watness, Kathy Caldwell, Todd Kingston, Jan Kielpinski.

Public Comment: None.

Meetings and Seminars:

Julie attended the Rural Pathways to Prosperity conference in Lyle, attending via webinars in 18 other Washington State locations, with a group of 301 participants statewide concurrently. The conference featured, among others, two local entrepreneurs: Slingshot Sports (Port tenant) and Backwoods Brewing (Commissioner Waters's business).

Randy attended the Southwest Washington Ports Finance Group meeting in Ilwaco.

Minutes Approval:

---MOTION--- Commissioner Bolstad moved to approve the April 14, 2015 Regular Meeting Minutes. Commissioner Collins seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Bolstad moved to approve the Pre-issued General Fund Voucher numbered 16359 through 16359 in the amount of \$25.00 dated April 20, 2015. Commissioner Collins seconded; the motion carried.

---MOTION--- Commissioner Bolstad moved to approve the Pre-issued General Fund Vouchers numbered 16360 through 16368 in the amount of \$11,536.02 dated April 22, 2015. Commissioner Collins seconded; the motion carried.

---MOTION--- Commissioner Collins moved to approve the General Fund Vouchers numbered 16369 through 16393 in the amount of \$58,831.07 dated April 28, 2015. Commissioner Bolstad seconded; the motion carried.

Administrative Approvals: None.

John reviewed the 15-year Covenant and Mortgage Agreement that EDA will have on the River Point building, as one of the 28 conditions of funding:

---MOTION--- Commissioner Bolstad moved to authorize John McSherry to sign the EDA (US Economic Development Administration) Agreement and

Mortgage for the River Point Re-roofing Project. Commissioner Collins seconded; the motion carried.

Staff Reports:

Auditor's Report: presented by Monica Masco

March 31, 2015 Cash Balance was \$1,095,433.06.

Total revenue for March was \$89,847.69 and expenditures were \$76,528.68: netting excess revenue over expenses for the month in the amount of \$13,319.01.

First quarter total revenues are 5.4% 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 ~ \$212,180 actual vs. \$1,025,286 budget. Without project expenses the expenses are 28% of budget ~ \$329,424 vs. \$1,166,526.

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

1. *Tenants update:* All tenants are current in lease payments, with one exception. Clark & Lewie's (Kellogg Group) reported progress in hiring new staff.
2. *River Point Building Roof and Improvements:* The project is being advertised in the *Daily Journal of Commerce* of Portland; bids are due May 21, 2015; Commissioner Collins will attend the bidders walk-through meeting on April 30, 2015; emphasis on avoiding disturbing the tenants will be a priority.
3. *New Skye Building:* Members of the CERB staff will visit the Port's properties and tour this site for the new Skye building on May 8, 2015 (Community Economic Revitalization Board). John has been using a WSDOT (WA State Dept. of Transportation) specification for moving surplus buildings as a template to develop a specification for removing the old Skye building.
4. *Cascade Avenue Upgrade Project:* The City will inform the gas company about this project so they have the opportunity to increase the gas line under the BNSF track at Russell Street; the City will also send the Port the revised plans showing the street lighting. A BNSF contractor contacted the Port regarding BNSF replacing the Rock Creek and Wind River bridges this summer.
5. *Stevenson Waterfront Enhancement Project:* We are still waiting on the WA State Legislature to pass the budget, which currently includes ALEA funding for this project (Aquatic Land Enhancement Account—through WA State Recreation and Conservation Office [RCO]). We are working on certification of our match and milestones worksheet; planning on meeting with regulatory agencies. Ken suggested a right-of-way agreement instead of a 50-year lease for the city-owned lot (stormwater outfall) and Leavens Point (water access) to meet the control and tenure requirements. John has been working with Brian Bair of Bair Consulting and Larry Douglass of Skamania County.
6. *Signage at Boat Launch:* There was more discussion about extended use of the Boat Launch parking lot. It was decided a "No Overnight Parking" sign should be installed

(the City already has a no-overnight-parking ordinance from 2:30am to 5:30am). Monica noted, based on her visits to the area in the early mornings and evenings, that signage may have very little impact, since she regularly observes people sleeping overnight all around there. Ken reminded that the Port still needs to work with the City and County Auditor for finalizing the Port's Ordinance 2013-1 (Regulating Conduct on Port Property). This includes creating a map of the areas subject to the City of Stevenson Ordinances and recording it with the Auditor.

7. *Washington Public Ports Association (WPPA) Spring Meeting*: John and Julie will attend this meeting in Spokane May 13 to 15; the Commission directed John to represent in place of Commissioner Waters at the Trustees meeting.
8. *Wind River Biomass LLC*: The lease will be signed in a day or two.
9. *Commissioner District 3 Resignation*: Commissioner Waters expressed enthusiasm for the three candidates to be interviewed and offered his resignation. Kevin left the meeting (4:04 pm) in order to avoid having any influence over the appointment decision.

*---MOTION--- Commissioner Bolstad moved to **accept the Resignation of Commissioner Kevin Waters, District 3.** Commissioner Collins seconded; the motion carried.*

10. *Commissioner District 3 Interviews and Appointment*: Commissioners Bolstad and Collins interviewed the three candidates: Kathy Caldwell, Jan Kielpinski, and Todd Kingston.

New Business: None.

Executive Session: Commissioner Waters called for an Executive Session from 3:50 pm to 4:00 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.

The Commission directed John to continue lease negotiations.

Executive Session: Commissioner Bolstad called for an Executive Session from 5:07 pm to 5:17 pm for 10 minutes per RCW 42.30.110(h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;

During the session Ken ensured that straw polling did not occur and that the discussion revolved around qualifications. After the Executive Session, Ken noted that he is happy to serve with any of candidates in light of the fact that he and Jan have worked together extensively in the past. Commissioner Collins also noted he has worked extensively with Jan when they both worked for the City of Stevenson.

*---MOTION--- Commissioner Bolstad moved to **appoint Todd Kingston as Commissioner for District 3, for the remainder of Year Four of the Six-Year term.** Commissioner Collins seconded; the motion carried.*

Commissioners Bolstad and Collins abundantly thanked the candidates saying it was a very difficult decision and that the Port could not go wrong with any of them in this position. They encouraged all three candidates to run in this election to fulfill the remaining two years of the District 3 term (filing during week of May 11, 2015).

Kathy and Jan thanked the Commission and commended them on their work with this difficult decision.

John noted he would meet with Commissioner Kingston before our next meeting on May 12, 2015 and bring him up to speed on the Port's projects.

John and staff will interview three architectural firms chosen from our Professional Services Roster for the new Skye Building design and asked if a commissioner was available to participate. Commissioner Bolstad volunteered to participate in the interviews on May 12.

Adjournment: 5:37 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is May 12, 2015, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:

Commissioner Tony Bolstad, Vice-President (District 1)

Gail Collins

Commissioner Gail Collins, President (District 2)

Todd Kingston

Commissioner Todd Kingston, Secretary (District 3)

ATTEST:

Julie Mayfield

Julie Mayfield, Executive Assistant