

Port of Skamania County
Minutes of the Board of Commissioners
May 13, 2014, 3:00 pm

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

Attendance: Commissioners Gail Collins, Kevin Waters (via telephone and then in-person at 3:56 pm), and Tony Bolstad; Attorney Ken Woodrich, Facilities Manager Doug Bill, Finance Manager Randy Payne, Executive Assistant Julie Mayfield, Facilities Specialist Karl Wilkie. Guests: Philip Watness (*Skamania Pioneer*), Paul Spencer (Wind River Biomass) and Matt King (Wallowa Resources).

Public Comment: 3:00 pm – 3:27 pm

Meetings and Seminars: Ken attended the WSAMA conference (WA Association of Municipal Attorneys).

Biomass Feasibility Study—Matt King presented an overview of the final Feasibility Study for a woody biomass facility at Wind River Business Park (WRBP). Matt noted this area as having the lowest avoidable cost rate in the nation and possibly the world. The next steps for the Port are to lease the property, determine the Port's liability, and apply for funding to develop the water system and build infrastructure.

Minutes Approval:

*---MOTION--- Commissioner Collins moved to approve the **April 22, 2014 Regular Meeting Minutes, as corrected.** Commissioner Waters seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Collins moved to approve the **Pre-issued General Fund Vouchers numbered 15650 through 15658 in the amount of \$11,476.73 dated May 7, 2014.** Commissioner Waters seconded; the motion carried.*

*---MOTION--- Commissioner Collins moved to approve the **General Fund Vouchers numbered 15659 through 15691 in the amount of \$44,770.52 dated May 13, 2014.** Commissioner Waters seconded; the motion carried.*

Of Note: Final payment was made on the Tichenor Building build-out of Suites 60 – 100.

Administrative Approvals:

*---MOTION--- Commissioner Collins moved to **ratify the Wallowa Resources Community Solutions Contract Supplement 1, for the Wind River Business Park Woody Biomass Facility Feasibility Study, in the amount of \$4,000.** Commissioner Waters seconded; the motion carried.*

Staff Reports:

Facilities Report: Doug reported he is hiring a seasonal assistant who will be starting on Monday; Tichenor Suite 45 concrete apron was poured and completed; wiring and vaults (PUD) completed at Cascades Business Park (CBP); Doug and Julie tested a “For Lease” sign at CBP for font size readability from Highway 14—the sign will be complete this week and Doug will install at the east end of the site; the engineering consultants did a walk-through of the River Point Building and will have a report next week; we need to determine the number of designated parking spaces at East Point for vehicle camping (an “iron ranger” has been purchased)—it was noted the nominal \$10 fee is non-revenue generating, the terms of use as “recreational, use at your own risk” will be included in the instructional signage; the transient boat docks will be put in before Memorial Day weekend at the Cascade Avenue Boat Launch.

Attorney’s Report: Ken reported on the WSAMA conference—a focus was on protection for owners of public properties under the recreational immunity statute.

Annual Financial Report: Randy presented the 2013 Annual Financial Report

*---MOTION--- Commissioner Collins moved to approve the **Annual Financial Report for 2013**. Commissioner Waters seconded; the motion carried.*

Unfinished Business/Director’s Report: Presented by Randy Payne

1. *Tenants update:* Commissioner Bolstad requested that Clark & Lewie’s pay a portion of the three contracted plumbing services invoices associated with the floor drain at the Old Saloon building; Commissioner Bolstad brought up Beacon Rock Golf Course’s (BRGC) water system—improvements are still needed; 192 Chapman at WRBP will be painted using a subcontractor; Last US Bag (WRBP) paid through April 2014—we are discussing options for a potential relocation. Skunk Brothers in Tichenor Suite 45 may need to upgrade the gas service line. Sawnet is waiting for payment from a client.
2. *Cascade Avenue Improvements:* Commissioner Collins asked about design elements to hide some of the railroad operations—the City of Stevenson may have incorporated this into their plan.
3. *River Point Re-Roofing:* The engineering consultants are working on a report, which should be available next week.
4. *ALEA Grant Application for Stevenson Waterfront Project:* The grant application was submitted; John has been working on this with Brian Bair of Bair LLC. The technical review is May 22, 2014 in Olympia and final presentation is in August.
5. *Port of Skamania 50-Years Celebration:* June 10, 2014 was set for our celebration to take place after our regular Port meeting.

New Business: The Columbia Gorge Racing Association is requesting the Port’s assistance in berthing some of the 24 feet long Melges sail boats for their event in August 2015; the Commission agreed we should support this event, which originates out of Cascade Locks.

Executive Session: Commissioner Bolstad called for an Executive Session from 4:07 pm to 4:47 pm for 40 minutes, and again from 4:47 pm to 4:55 pm for 8 minutes, per RCW 42.30.110(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

A complaint against John McSherry has been established indirectly; John was not able to attend today's meeting and Ken reminded that John must be given the opportunity under RCW 42.30.110(f) to be present and that the Commission will evaluate a complaint, not performance. The Commission agreed to request use of the investigation services of our insurance provider Enduris—Commissioner Collins requested to be involved.

---MOTION--- Commissioner Waters moved to place John McSherry on Administrative Leave with pay until the Port completes an investigation regarding a complaint against John McSherry. Commissioner Collins seconded; the motion carried.

---MOTION--- Commissioner Waters moved to appoint Randy Payne as Interim Executive Director. Commissioner Collins seconded; the motion carried.

---MOTION--- Commissioner Waters moved to approve a temporary pay increase equal to \$500 monthly for Randy Payne as long as he serves as Interim Executive Director, effective immediately. Commissioner Collins seconded; the motion carried.

---MOTION--- Commissioner Waters moved to appoint Randy Payne as the Port's representative on the Skamania County Chamber of Commerce Board of Directors. Commissioner Collins seconded; the motion carried.

---MOTION--- Commissioner Waters moved to approve a temporary \$2 per hour pay increase for Executive Assistant Julie Mayfield as long as Randy Payne serves as Interim Executive Director, effective immediately. Commissioner Collins seconded; the motion carried.

Julie will notify the newspaper of these temporary changes and Ken will prepare a press release, if necessary.

Adjournment: The Chairperson adjourned the meeting at 5:10 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is May 27, 2014 at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington. Commissioner Bolstad will be calling in.

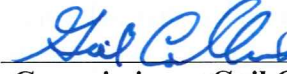
Port of Skamania County
Board of Commissioners
May 13, 2014

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