

**Port of Skamania County**  
**Minutes of the Board of Commissioners**  
**June 28, 2016, 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; Interim Executive Director/Finance Manager Randy Payne, Attorney Ken Woodrich (arrived 3:09), Facilities Manager Doug Bill, Auditor Monica Masco. Guests: Don Fisher (Windy River Research, arrived 3:06), Philip Watness (*The Pioneer*, arrived 3:11) and John McSherry (arrived 4:28).

**Public Comment:** None

**Meetings and Seminars:**

Randy attended the Washington Public Ports Association (WPPA) annual Finance Seminar in Spokane June 15 to 17. Enduris gave a presentation on employment law. CERB currently has 16 million dollars in their revolving fund and they are looking for projects.

Commissioner Collins met with Skamania County Commissioner Bob Hamlin and Skamania County Attorney Adam Kick regarding Wind River Business Park. Commissioner Collins feels the County is comfortable with the Port managing the property. Commissioner Collins gave the County Don Fisher's \$200,000 project list; he also met with County Commissioner Doug McKenzie at Commissioner Collins's house to discuss the Port managing Wind River Business Park. Commissioner Collins said Ken Woodrich is setting up the next meeting via Adam Kick. Commissioner Kingston commented that Adam Kick is on board with the Port managing the property. Ken Woodrich mentioned he had not heard anything new from Adam Kick. Ken Woodrich thinks he, Randy and Commissioner Collins should meet regarding revisions to the County/Port draft Memorandum of Understanding (MOU) to add more details such as the accounting and reporting of the funds that are going to be set aside for the County from the lease revenue from tenant Windy River Research. Commissioner Kingston thinks it should be a priority of Port business to get the County a new draft MOU.

**Minutes Approval:**

*---MOTION--- Commissioner Breeding moved to approve the **June 14, 2016 Regular Meeting Minutes**. Commissioner Kingston seconded; the motion carried.*

**Vouchers Approval:**

*---MOTION--- Commissioner Kingston moved to approve the **General Fund Vouchers number 17295 through 17315 in the amount of \$27,042.34 dated June 28, 2016**. Commissioner Breeding seconded; the motion carried.*

**Administrative Approvals:**

Randy presented Skamania Acupuncture's Lease Amendment 2.

*---MOTION--- Commissioner Breeding moved to **approve and authorize Randy Payne to sign Skamania Acupuncture's Lease Amendment 2 for Tichenor Building Suite 40, a Five-Year Lease, beginning July 1, 2016 for***

***\$1,300 a month plus Washington State Leasehold tax and an agreed upon amount for janitorial. Terms attached. Commissioner Kingston seconded; the motion carried.***

Randy presented Cascade Laundry's Lease Amendment 1.

***---MOTION--- Commissioner Breeding moved to approve and authorize Randy Payne to sign Cascade Landry's Lease Amendment 1 with the same rates but changing from a month-to-month lease to a Two-Year Lease term beginning July 1, 2016. Commissioner Kingston seconded; the motion carried.***

Randy presented Resolution 8-2016 Appointment of Agent to Receive Claims.

***---MOTION--- Commissioner Kingston moved to approve Resolution 8-2016 Appointment of Agent to Receive Claims replacing John McSherry's name with Interim Executive Director Randy Payne. Commissioner Breeding seconded; the motion carried.***

Randy explained changes made to the August Camp 2017 Wind River Business Park Bunker Hill Field Contract including the cleaning deposit. There was discussion regarding the storage of their equipment trailer. Randy will prepare a separate month-to-month lease agreement similar to the Sawnet storage lease.

#### **Staff Reports:**

**Auditor's Report:** presented by Monica Masco

May 31, 2016 Cash Balance was \$1,096,935.42.

Total revenue for May was \$141,677.54 and expenditures were \$105,154.26:

Netting excess revenue over expenditures in the amount of \$36,523.28; year to date excess expenditures over revenue is \$25,942.08.

#### **Unfinished Business/Director's Report:** Presented by Randy Payne

1. *Tenant Updates:* Randy is working with a waterfront tenant to bring their lease payments current; they are in arrears 3 months.
2. *Wind River Business Park Port/Skamania County Partnership Agreement:* See above, Meetings. Randy and Doug met with Don Fisher last week regarding the project list for 1111 Hemlock Road. Don Fisher commended Doug Bill for his work pumping the underground silt separating tank. Don also updated the commissioners on the 1,700 feet of perimeter fencing, which should be in place later next week. They are waiting on the pump delivery and then they will be able to put product in the building. Commissioner Kingston asked about the status of new jobs and Don responded they will advertise in *the Pioneer* and currently only have the management team in place. They will need two crews totaling 10 employees by October and another 10 by the end of the year and possibly 4 or 5 early next year; twenty additional jobs if they build another building next year.
3. *Cascades Business Park:* Randy reported he spoke with the Realty Specialist with the Corps of Engineers regarding the easement. Steve Hassan at the City of North Bonneville advised that both in and out access is needed.

4. *East Point Sign*: Randy said the sign is ready for manufacturing. John McSherry was working on the project with Rock Cove Design and Jim Hunt (volunteer project manager). It will be located diagonally across from the River Point Building and will cost \$12,000 to \$17,000 including installation. It is a part of the city-wide Way Finding sign plan and will match all the other signs around the city of Stevenson.
5. *Bob's Beach Bench*: Sandy Carlson ordered the bench and it will be ready for installation in 4 to 6 weeks. Her husband Bob offered to help with the concrete pad and installation but Doug doesn't feel that is appropriate on Port property so the Port will install.
6. *Beacon Rock Golf Course Irrigation System*: Randy presented the **\$616,525.33** preliminary cost estimate from Baer Design (attached); the project will be broken into phases. The Commission discussed waiting until the new director is hired; Commissioner Breeding is worried about resources on a lease that pays roughly \$40,000 annually. She said she definitely values the golf course as an asset but is worried about spending time and resources on this project currently. Commissioner Collins commented he is glad there is a plan now.
7. *Wind River Biomass Sub-Lease*: Paul Spencer is working on a sublease to a greenhouse business.
8. *Executive Director Job Description Ad*: Randy presented the job description that incorporated Commissioner Breeding's changes. Ken mentioned he wanted an executive session to brief the Commission on qualifications of a candidate and Monica asked if that was appropriate. Ken responded it is appropriate under RCW 42.30.110(g). Monica wanted to ensure that wasn't unfair for the process. Randy left the meeting room so he was not present for the discussion of the three supplemental questions, which applicants will answer, to provide an appearance of fairness since he may apply for the position. One question was chosen from each Commissioner's list. Ken Woodrich disclosed he had received information from a person interested in the position and asked the Commissioners if they wanted him to share the information with them. Commissioner Breeding responded they should follow the protocol and the interested person should apply once the position is posted. The job will be posted with *The Pioneer* and other agencies on the list presented at the last meeting. Ken decided he didn't need an executive session and he will tell the interested person to look for the job posting. It was decided applicants will send their cover letter, resume and responses to all three supplemental questions to [recruitment@portofskamania.org](mailto:recruitment@portofskamania.org). (The new email directs each response to the three commissioners' email and the main Port email address.) References will be requested later. The position will be advertised until filled. The job application process will be listed as an agenda item under Unfinished Business for the meetings to follow until position is filled. Randy returned to the meeting room.

**New Business:**

1. *Recording Commission Meetings*: Ken Woodrich asked the commissioners if they wanted to adopt a policy and mentioned retention concerns. Commissioners Breeding and Collins are okay with recording the meetings. Commissioner Breeding thinks it would be a good way for the Port to be transparent and for people who can't attend the meetings to learn

what is discussed. This topic will be revisited as an agenda item for the next meeting. Commission Kingston asked for more information before they make a decision. Ken Woodrich commented there are two questions 1) do you want someone live taking minutes, and 2) if the meeting is recorded how do you want to handle the recordings and make them accessible to the public such as the website posting. Monica commented you can walk in to the PUD and City of Stevenson right now with a thumb drive and they will give you a copy of the recorded meetings. John McSherry reminded the Commission that already the Port minutes and agendas are posted on the Port website and the recordings could be handled the same way.

2. *Skye Building*: The building was scheduled to be demolished. Randy was approached by an interested marijuana researcher. Commissioner Breeding said the interested person should come back with a business plan or more information and then they may consider the proposal.


**Executive Session:** None.

**Adjournment:** The Chairperson adjourned the meeting at 4:40 pm.

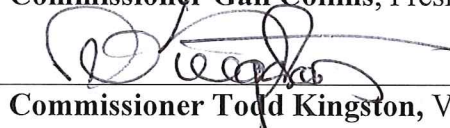
**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is July 12, 2016, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

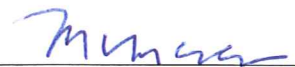
**APPROVED BY:**

  
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Commissioner Fran Breeding, Secretary (District 1)

  
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Commissioner Gail Collins, President (District 2)

**ATTEST:**

  
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Commissioner Todd Kingston, Vice-President (District 3)

  
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Monica Masco, Auditor