

Port of Skamania County
Minutes of the Board of Commissioners
August 25, 2015, 3:00 pm

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

Attendance: Commissioners Todd Kingston, Gail Collins, and via telephone Tony Bolstad; Executive Director John McSherry, Attorney Ken Woodrich, Executive Assistant Julie Mayfield, Facilities Manager Doug Bill, Facilities Specialist Karl Wilkie, Finance Manager Randy Payne.

Public Comment: None.

Meetings and Seminars:

Randy hosted the Southwest Washington Ports Finance Group meeting at the Port office; this was the most well-attended meeting of this group with ports from Ilwaco to Klickitat present.

John attended the City of Stevenson City Council meeting in support of the two Port-City agreements for the Stevenson Waterfront Enhancement/Leavens Point Access project.

Julie attended the Greater Portland Inc. monthly Small Cities/Gov Consortium meeting in Portland.

Minutes Approval:

*---MOTION--- Commissioner Kingston moved to approve the **August 11, 2015 Regular Meeting Minutes**. Commissioner Bolstad seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Kingston moved to approve the **General Fund Vouchers numbered 16639 through 16659 in the amount of \$78,946.65 dated August 25, 2015**. Commissioner Bolstad seconded; the motion carried.*

Administrative Approvals:

John apprized the Commission of Change Order 2 with Snyder Roofing for the River Point Re-roofing project. The final document is not ready yet, but will include additional sheet metal required to cover siding on the south end of Area B (which was discovered during demolition and was unforeseen) and flashing on the rake ends, which will enhance the value of the building as a jobs center.

*---MOTION--- Commissioner Kingston moved to **authorize John McSherry to sign Snyder Roofing Change Order 2, in the amount of \$4,973.93, including allowing additional time to complete this work on the River Point Building Re-roofing project**. Commissioner Bolstad seconded; the motion carried.*

John explained the two following agreements between the Port and City of Stevenson. Under Washington State law, it is difficult for a city to release ownership of land that provides

access to the water; therefore we have agreed on a 50-year lease of Leavens Point, where the new non-motorized water access and bank stabilization project will take place. The city also owns a mostly submerged lot that is part of the project, which the Port will use in the project.

---MOTION--- Commissioner Kingston moved to authorize John McSherry to sign the 50-Year Interlocal License Agreement with the City of Stevenson for Leavens Point as part of the Stevenson Waterfront Enhancement Project. Commissioner Bolstad seconded; the motion carried.

---MOTION--- Commissioner Kingston moved to authorize John McSherry to sign the City of Stevenson Interlocal Perpetual License Agreement for Lot 2 Block 1, Town of Stevenson, for the Stevenson Waterfront Enhancement Project. Commissioner Bolstad seconded; the motion carried.

---MOTION--- Commissioner Bolstad moved to ratify the lease with Backwoods Brewing for Tichenor Suites 85 and 105, with a security deposit of \$6,400, which is less than the RCW recommended 1 year lease rate, with a term of 10 years and lease rate as set forth in attached Section 2. Commissioner Kingston seconded; the motion carried

Staff Reports:

Auditor's Report: presented by Monica Masco—Postponed until next meeting.

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

1. *Tenants update:* Construction activities of the Cascade Avenue improvements project near the Boat Launch caused a power outage for several hours, causing several tenants to have to cease operations and send staff home. Ken noted some tenants may want to consider investing in a back-up generator. The City of Stevenson is investigating the cause of BOD (biological oxygen demand) exceedance at their wastewater treatment plant.

Backwoods Brewing is our newest tenant in the Tichenor Building Suites 85 and 105.

Staff has been working with tenants Clark & Lewie's (Kellogg), LDB Beverage (Jester & Judge), and Skunk Brothers Distillers and the Skamania County Chamber of Commerce for the Open House Grand Opening/Music Fest set for September 4, 2015.

---MOTION--- Commissioner Kingston moved to waive the \$50 Port Parks Use Permit for the Port new tenants Grand Opening Open House/Music Fest for September 4, 2015. Commissioner Bolstad seconded; the motion carried.

2. *Wind River Biomass LLC (WRB) Update:* John continues work on their lease for the building at 1113 Hemlock.
3. *Cascade Avenue Upgrade Project:* BNSF had to redo the footings for the quad gates; there was a broken electric line—Commissioner Collins asked if we can find out the cause. They've been digging the bioswale at Leavens Street, finishing pressure line for sewer upgrade; work has begun at the Russell Street Landing Gateway structure.
4. *River Point Building Roof and Improvements:* We finally received a schedule; Doug

reported on the latest work completed; Karl reported painting the fire lanes red.

5. *Kanaka Creek Bridges*: The Commission directed John to proceed with a small works roster bidding process to hire a contractor to fill the upper Kanaka Creek bridge surface with concrete, to be completed in two weeks.
6. *New Skye Building*: Still working on setting up meeting with tenant and architect.

New Business: The State Audit Exit Meeting is set for Friday, September 28, 2015 at 10:00 am; Commissioner Kingston volunteered to attend. *Aug.*

Executive Session: Commissioner Collins called for an Executive Session with the Commission plus Ken Woodrich, Randy Payne, Doug Bill, and John McSherry, from 4:02 pm to 4:22 pm for 20 minutes, and again from 4:22 pm to 4:37 pm for 15 minutes, and again from 4:37 pm to 4:42 pm for 5 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.

The Commission directed John to proceed as discussed.

Adjournment: 4:15 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is September 8, 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)



Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Secretary (District 3)

ATTEST:



Julie Mayfield, Executive Assistant