

**Port of Skamania County**  
**Minutes of the Board of Commissioners**  
**May 12, 2015**  
**Regular Meeting 3:00 pm**

**Call to Order:** Commissioner Collins called the meeting to order at 3:01 pm.

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

**Public Comment:** None.

**Election of Officers:**

*---MOTION--- Commissioner Bolstad moved to **elect Commissioner Collins as President.** Commissioner Kingston seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to **elect Commissioner Kingston as Vice-President.** Commissioner Collins stepped down and seconded; the motion carried.*

Commissioner Bolstad remains **Secretary.**

**Meetings and Seminars:**

Ken attended the WSAMA conference (WA State Association of Municipal Attorneys); there was an emphasis on Public Records and a separate meeting on insurance, detailing definition of “additional insured” and its impact on contracts, especially AIA contracts. Ken will look into premium and riders insurance and what else should be required when added as additional insured.

Commissioner Kingston met with John for a partial tour of Port tenants and properties.

**Minutes Approval:**

*---MOTION--- Commissioner Bolstad moved to approve the **April 28, 2015 Regular Meeting Minutes as corrected.** Commissioner Kingston seconded; the motion carried.*

**Vouchers Approval:**

*---MOTION--- Commissioner Bolstad moved to approve the **Pre-issued General Fund Vouchers numbered 16394 through 16403 in the amount of \$13,549.46 dated May 6, 2015.** Commissioner Collins stepped down and seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to approve the **General Fund Vouchers numbered 16404 through 16429 in the amount of \$21,060.86 dated May 12, 2015.** Commissioner Collins stepped down and seconded; the motion carried.*

#### **Administrative Approvals:**

*---MOTION--- Commissioner Bolstad moved to **ratify the lease with Wind River Biomass LLC for the Trout Creek Field, dated April 14, 2015.** Commissioner Kingston seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to **approve the contract with BNSF for License for Communication, Television Cable, and/or Fiber Optic Line Across or Along Railway Property for \$3,960 including \$460 for additional railroad protective policy insurance.** Commissioner Kingston seconded; the motion carried.*

#### **Staff Reports:**

- **Facilities Report:** Doug reported moving equipment from the west end of the River Point building to Suite 105 of the Tichenor building, where it could be used by a potential future tenant. Doug, Karl, and Dave all worked at the modular home building at Beacon Rock Golf Course (BRGC); as part of the tenant's insurance claim, new hardwood flooring was installed at the Old Saloon (Clark & Lewie's—Kellogg Group); two new furnaces were purchased for the Tichenor building; Doug worked on drain connections at River Point; the City of Stevenson donated three exposed aggregate trash cans. Next big project is the septic tank at 212 Chapman, Wind River Business Park (WRBP). The tree at east point was vandalized—Port arborist Jeff Rogell examined it, it most likely will not survive; a permit from the city is required to remove it.
- **Attorney's Report.** Ken attended the WSAMA conference. He reminded commissioners and staff to use Port email addresses when emailing and replying for Port business.

#### **Director's Report/Unfinished Business:**

1. *Tenants Update:* Commissioner Kingston met tenants Silver Star, LDB Beverage, and Clark & Lewie's and BRGC during a tour of Port properties. The modular home issues at BRGC are resolved.
2. *Skye Building Construction (Discovery III):* John and Randy met with CERB staff (Community Economic Revitalization Board) at the Port office and then gave them a tour of Slingshot Sports and other Port properties. Slingshot CEO Jeff Logosz and John will present the grant/loan application to CERB May 21, 2015 in Olympia. John, Julie, Doug and Commissioner Collins interviewed two architectural firms earlier today.
3. *River Point Building Improvements:* Bids are due on May 21, 2:00 pm. Seven contractors and three suppliers attended the pre-bid walk-through; the contract will be awarded at our May 27, 2015 meeting (rescheduled from May 26).

4. *Cascade Avenue Upgrade Project*: John explained that the Port's fiber optic lines run overhead across the railroad crossing at Russell Street. The City of Stevenson Cascade Avenue project requires all overhead utilities be moved underground under the tracks. BNSF requires each utility to have its own permit. The cost for the Port's permit is \$3,500 plus \$460 for additional insurance from BNSF (our insurance provider is unable to provide). The other costs, such as flagging during construction and boring, will be shared among the utilities, which may be around \$5,000 plus the Port is responsible for the splicing costs of our fiber optic line.

The Port is looking for other utilities to co-locate in the Port's conduit; the Port will add an empty conduit for future use. John has been communicating with the City for updates on when they will have a confirmation about a possible gas line upgrade.

5. *Wind River Business Park (WRBP)*: John and Paul Spencer of Wind River Biomass LLC (WRB) met with the Forest Service (FS). There is currently no official easement to Trout Creek Field, adjacent to the former cone shed buildings; WRB will negotiate an agreement with the FS for use of the existing road on FS property. The Port is working on obtaining an extension to funding to complete development of the well in Trout Creek Field. WRB may lease the Seed Extractory.

6. *Stevenson Shoreline Waterfront Enhancement*: The Legislature has not passed the budget yet, which includes our project in RCO's ALEA funding. We submitted our Evidence of Match today and it was approved.

7. *WA Public Ports Association (WPPA) Spring Meeting*: John and Julie will attend; John will represent previous Trustees Board appointee Kevin Waters at the Trustee Meeting.

**New Business:** None.

**Executive Session:** None.

**Adjournment:** The Chairperson adjourned the meeting at 4:09 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is **May 27, 2015** at 3:00 pm (rescheduled from May 26) at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.


**APPROVED BY:**



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**Commissioner Tony Bolstad**, Secretary (District 1)



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**Commissioner Gail Collins**, President (District 2)



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**Commissioner Todd Kingston**, Vice-President (District 3)

**ATTEST:**



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**Julie Mayfield**, Executive Assistant