

**Port of Skamania County
Minutes of the Board of Commissioners
October 14, 2014, 3:00 pm**

Call to Order: Commissioner Bolstad called the meeting to order at 3:00 pm; the meeting was relocated to the Skamania County Commissioners conference room; the meeting relocated back to the Port's conference room at 4:20 pm.

Attendance: Commissioners Tony Bolstad, Kevin Waters and Gail Collins; Executive Director John McSherry, Attorney Ken Woodrich, Finance Manager Randy Payne, Auditor Monica Masco, Executive Assistant Julie Mayfield, Bruce Nissen and Matt Harnden (LDB Beverage), Art Harding, Philip Watness.

Public Comment: None.

Meetings and Seminars:

Randy attended the Federal finance training in Kennewick. Ken attended the WSAMA Conference (WA State Association of Municipal Attorneys). John gave a welcome address at the Gorge Commission Assessment meeting held at Skamania Lodge.

Minutes Approval:

*---MOTION--- Commissioner Waters moved to approve the **September 23, 2014 Regular Meeting Minutes**. Commissioner Collins seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Waters moved to approve the **Pre-approved General Fund Vouchers numbered 15961 through 15969 in the amount of \$10,587.40 dated October 8, 2014**. Commissioner Collins seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to approve the **General Fund Vouchers numbered 15970 through 15992 in the amount of \$32,279.64 dated October 14, 2014**. Commissioner Collins seconded; the motion carried.*

Administrative Approvals:

*---MOTION--- Commissioner Waters moved to ratify the **US EDA (US Economic Development Administration) \$925,000 Grant Contract for the River Point Industrial Job Center Building Upgrade Project**. Commissioner Collins seconded; the motion carried.*

*---MOTION--- Commissioner Waters moved to authorized **John McSherry to sign the Battelle Skye Building Lease, modifying it to a month-to-month term and waiving the CPI (Consumer Price Index) increase**. Commissioner Collins seconded; the motion carried.*

Staff Reports:

Facilities Report: Randy and John reported Doug has been working with Eric at the City of Stevenson to evaluate the water lines at the River Point building for expansion and/or combination in anticipation of future use by potential tenants. The City will be replacing the water line in the area of River Point when the City's Cascade Avenue project begins in the spring; there is the possibility for upgrading the water line to the River Point building at that time. Commissioner Collins offered to assist evaluating the water lines and meters for upgrading.

The parking area east of the Beacon Rock Golf Course Clubhouse was sealed and striped; Doug is working on getting bids for replacing the Clubhouse windows.

Insitu will be moved out of the River Point building by the end of October.

Attorney's Report: presented by Ken Woodrich

Ken reported on the conference he attended; highlighted topics were water rights, ethics, oil trains and working with the rail road in general.

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

1. *Tenants update:* There was a discussion on the infrastructure of the Old Saloon building; the Commission determined an itemized list of work items performed on the building should be developed, citing which entity performed the work; Ken noted a firm date needs to be established for resolving any issues.
2. *River Point Building Improvements:* John reported the US EDA contract is now fully executed; John modified the scope of work presented in the EDA contract; there will be a project kick-off meeting via telephone with the EDA project manager. The grant funds are reimbursed after the Port pays invoices. EDA is requiring an operation and maintenance plan, a business plan, and a marketing plan for the building. Commissioner Collins suggested it is less expensive to install separate water meters now than later.
3. *2015 Budget Planning:* The Commission reviewed proposed salaries for 2015. Commissioner Collins commented he hears comments about the wages paid to government employees as being too high; Ken explained that Ports are more closely organized similarly to private development companies (proprietary), being municipal corporations and in the real estate and land development business, and wages are typically compared to the private sector (developers). Commissioner Bolstad noted that the Port is well under the private sector wages, comparing them to his industry wages. John will update the percentage of costs of labor compared to revenue chart as well as updating the other performance charts for the November budget meeting.

New Business:

Wind River Business Park Meeting with Skamania County

(Skamania County meeting attendance: Commissioners Chris Brong, Bob Anderson, and via telephone Doug McKenzie; Scott Pineo, Pam Johnson, Tom Lannen, Carl Hopple, Bill Fosburg)

The Port relocated the meeting to the Skamania County Commissioners meeting room to discuss growth planning for the Wind River Business Park (WRBP).

Scott Pineo presented a brief history of WRBP and the progression of the Purchase and Sale Agreement/Lease with the Port of Skamania. The agreement is now in its third year; it included an extension in 2013 that allows two 1-year extensions; it expires in May 2015. The .09 tax funds have been used to restore the Processing Center (modified space, retrofitted main entrances, offices, repainted interior, lighting, HVAC systems, electrical, etc.); entered agreement with Last US Bag as tenant; maintenance and fire damage repair of residences. 2015 capital projects planned are: continue perfecting water rights for well the Port secured funding for and drilled; connect it through piping to the Processing Center and ultimately tie into the existing water system. Commissioner McKenzie asked if in the short term water can be extended to the “eBay” building. John explained the Port will work on this with its engineer.

John gave an update on Wind River Biomass Utility’s (WRBU) project: The Port secured funding for a Feasibility Study, which was completed May 2014; WRBU secured \$100,000 Wood to Energy grant for engineering and a \$200,000 grant from the Department of Commerce for capital purchases.

The Port has an option to lease with Wind River Biomass Utility for Martha Creek Field. The Port Commission confirmed their initial focus is on the biomass facility and associated heat/power users. John noted establishing a stub off of the water line connected to the new well to potentially serve greenhouses.

Fiber optics telecommunications have been brought to the site. A cell tower is currently also being installed at the east end of Martha Creek Field.

There was extensive discussion on what the commissioners would like to see developed. A few of the top mentioned ideas were indoor shooting range, RV park, and manufacturing, although Commissioner Brong expressed that manufacturing would be better suited to the Port’s Cascades Business Park in North Bonneville. Commissioner Anderson expressed the idea of the site being in an identity crisis and the need for strategy planning. Scott Pineo suggested everyone read the Portico plan, which was created in 2001 with the mission to create jobs, tourism, and taxes. Commissioner McKenzie noted he is a strong supporter of the direction the Port has been taking. There was discussion on working with the Forest Service to the end of servicing the entire site adequately with water and water treatment system. Commissioner Bolstad suggested that the Forest Service, Skamania County, and the Port meet later this fall.

The Port requested the County to put together a memo outlining the County’s preferred development scenario for WRBP; the County will discuss the matter further and put together the memo to the Port.

John emphasized that the current special use permit between Skamania County and the Forest Service specifically prohibits any new connections to the existing water system—this is limiting our ability to develop the site.

Potential New Business at Wind River Business Park

The Commission discussed a rockworks business interested in locating at the seed extraction building. The proponent explained the leftover product is considered clean fill (about 3 trucks out of 33 would be waste product), there may be one to three trucks per week in the peak operating season, and that his operation strives to be a considerate neighbor.

Executive Session: Commissioner Bolstad called for an Executive Session from 6:45 pm to 6:55 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.

*---MOTION--- Commissioner Waters moved to **authorized John McSherry to negotiate a lease with Art Harding of Works of Art Masonry.** Commissioner Collins seconded; the motion carried.*

Adjournment: 6:55 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is October 28, 2014, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

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