

**Port of Skamania County
Minutes of the Board of Commissioners
January 28, 2014, 3:00 pm**

Call to Order: Commissioner Collins, acting as president, called the meeting to order at 3:15 pm.

There was not a quorum until Commission Bolstad, who was delayed at the airport, joined the meeting via telephone. The group discussed non-action items until there was a quorum.

Attendance: Commissioner Gail Collins, and from 4:10 pm via telephone and in person at 4:57 pm Tony Bolstad; Executive Director John McSherry, Attorney Ken Woodrich, Auditor Monica Masco, Executive Assistant Julie Mayfield, Facilities Specialist Karl Wilkie, Facilities Manager Doug Bill, Finance Manager Randy Payne.

Public Comment: None.

Meetings and Seminars:

Randy attended the SW Washington ports Finance Meeting at the Port of Vancouver.

John met with Gorge ports managers in Hood River—they formed a goal of becoming a “center of gravity for advocacy.” The idea is to focus lobbying efforts on regional priorities including business interests (leveraging Port tenants); also leverage existing ports advocacy groups such as Pacific Northwest Waterways Association (PNWA).

Minutes Approval:

*---MOTION--- Commissioner Bolstad moved to approve the **January 13, 2014 Special Meeting Minutes (2014 planning)**. Commissioner Collins stepped down and seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to approve the **January 14, 2014 Regular Meeting Minutes**. Commissioner Collins stepped down and seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Collins stepped down and moved to approve the **Pre-issued General Fund Voucher numbered 15456 through 15456 in the amount of \$2,714.83 dated January 16, 2014**. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Collins stepped down and moved to approve the **General Fund Vouchers numbered 15457 through 15482 in the amount of \$51,769.62 dated January 28, 2014**. Commissioner Bolstad seconded; the motion carried.*

Administrative Approvals: None.

Staff Reports:

Auditor's Report: presented by Monica Masco

December 31, 2013 Cash Balance was \$1,320,749.59.

Total revenue for December was \$197,290.79 and expenditures were \$81,185.07. This netted an excess of revenue over expenditures in the amount of \$116,105.72; year to date net expenditures were over revenue \$70,405.44.

Overall year-to-date total revenue was 45.2% of annual budget and expenditures were 43.5%.

Other note: Without project revenue (grants and loans) the revenue was 94.8% of budget at December's month end ~ \$1,231,831 actual vs. \$1,299,264 budget. Without project expenses the expenses were 115% of budget ~ \$1,157,528 vs. \$1,005,963.

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

1. *Tenants update:* The Port has been installing a roll-up door at Suite 45 of the Tichenor Building, and building walls in Suite 40 to transform the open entry area into a visitor receiving area. The Gorge Commission will hold their February 11, 2014 meeting in Tichenor Suites 60/70. John met with tenant Last US Bag for a discussion on electricity fees at WRBP.
2. *Wind River Business Park (WRBP):* The **Biomass Facility Feasibility Study** draft will be available next week. John discussed the **water system special use permit** with County Commissioner Bob Anderson; John will meet with Scott Pineo this week on this issue.
3. *Stevenson Landing Passenger Vessels:* John discussed a recent request from the Coast Guard Marine Safety Office (Portland) for the Port to update its status as exempt from the requirements of 33 CFR § 105 since we are a public access facility and not a secure facility. The American Queen Steamboat Company sent their 2014/2015 schedules of dockings for the **American Empress**.
4. *Stevenson Shoreline Restoration and Enhancement Project:* John is working with the City of Stevenson to obtain a critical areas permit and he presented a draft plan for the critical areas habitat restoration work that will take place between Leavens Point and Russell Street on the waterfront.

New Business: There was discussion on having 50-year anniversary party for the Port on June 7, 2014.

Executive Session: Commissioner Collins called for an Executive Session from 4:36 pm to 4:56 pm for 20 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.

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Adjournment: The Chairperson adjourned the meeting at 5:15 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is February 11, 2014 at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington. Ken will be calling in for the February 25, 2014 meeting.

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