

**Port of Skamania County
Minutes of the Board of Commissioners
November 10, 2015
Regular Meeting 3:00 pm**

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

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

Public Comment: None.

Meetings and Seminars:

John attended a meeting in Hood River with Congressman Greg Walden, regarding new language providing for grant funding preference for projects in National Scenic Areas, namely in the small projects section of the TIGER grant program (Transportation Investment Generating Economic Recovery).

John and Julie gave Skamania County EDC Director Pat Albaugh and Mike Bomar, President of Clark County's Columbia River EDC, a tour of Port properties.

Minutes Approval:

*---MOTION--- Commissioner Bolstad moved to approve the **October 27, 2015 Regular Meeting Minutes**. Commissioner Kingston seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Bolstad moved to approve the **Pre-issued General Fund Vouchers numbered 16793 through 16802 in the amount of \$13,292.59 dated November 4, 2015**. Commissioner Kingston seconded; the motion carried.*

*---MOTION--- Commissioner Kingston moved to approve the **General Fund Vouchers numbered 16803 through 16827 in the amount of \$228,829.03 dated November 10, 2015**. Commissioner Bolstad seconded; the motion carried.*

Administrative Approvals:

A clarification was made to the Wind River Business Park (WRBP) Purchase and Sale Agreement (PSA) Amendment in the recitals to state it's being extended one year, not two years; the Commissioners initialed the change, which has been signed by the Skamania County Commission.

*---MOTION--- Commissioner Bolstad moved to approve the **Wind River Business Park Purchase and Sale Agreement Amendment, as edited, extending it one (1) year**. Commissioner Kingston seconded; the motion carried.*

The Port welcomes new tenant Phloem Studio, a boutique furniture manufacturer relocating from Portland.

---MOTION--- Commissioner Bolstad moved to ratify the lease agreement with Phloem Studio for Tichenor Suite 65, beginning January 1, 2016, at \$1,600 per month plus state leasehold tax of 12.84% and insurance, with a two-month amount of security deposit, which is less than the Revised Code of Washington (RCW) recommended one-year security deposit. Commissioner Kingston seconded; the motion carried.

---MOTION--- Commissioner Bolstad moved to authorize John McSherry to sign the RCO ALEA (Washington State Recreation and Conservation Office, Aquatic Lands Enhancement Account) Funding Board Project Agreement for the Stevenson Shoreline Restoration and Recreation Enhancement project, pending Port Attorney Ken Woodrich's review. Commissioner Kingston seconded; the motion carried.

Staff Reports:

- **Facilities Report:** Doug reported one of the newly constructed restrooms at LDB Beverage (Jester & Judge) in the River Point building is fully functional; he's still receiving bids on the electrical work for Tichenor Suites 85 and 105 improvement project (Backwoods Brewing); it was noted paint is flaking off of the Tichenor building in sheets (the building was repainted in 2007). Additionally, a leak in the roof impacted several tenant spaces. All lights have been refitted with LEDs from Cascade Avenue to the end of Stevenson Landing dock. Karl has been preparing all irrigation systems for winter. The Kanaka Creek bridge was covered with gravel instead of concrete. The Queen of the West tour boat is finished for the season; the American Empress has three more dockings. There was discussion about bus parking—John and Nick Hogan (City) concurred the parking area will be designated by signage and located on the east side of Russell on the north side of Cascade Avenue (across from the Old Saloon building). An irrigation water line at Beacon Rock Golf Course was patched.
- **Attorney's Report:** Ken met with the County's attorney Adam Kick regarding the WRBP PSA extension. The Commission agreed that momentum on finalizing this contract needs to continue; Ken reported he and Adam are already working on the final agreement and will plan for a joint meeting between the Port and County in early 2016.

Director's Report/Unfinished Business:

1. *Tenants Update:* John reported seeing that Slingshot Sports is using every square inch of their current space (during tour with CREDC president); LDB Beverage is replacing their bottling line. John reported he called Silver Star. There are a couple of tenants in arrears for October lease payments.

2. *River Point Building Improvements*: The final inspection is complete on the re-roofing project; working on close-out documents for USEDPA and a resolution accepting the project as complete. Commissioner Collins requested that Doug be involved in the design of the tasting room in tenant LDB Beverage's space.
3. *Wind River Business Park (WRBP)*: See Administrative Approvals and Attorney's report above.
4. *Skye Building (Discovery III)*: The pre-contract conditions are due to CERB November 19—we'll request an extension in order to complete the SEPA. We have requested the .09 tax fund contribution from Skamania County. The consultant CIDA has updated the preliminary design documents, getting close to bid-ready. The WIB (Washington Investment Board), via our EDC, concluded it would loan the Port \$100,000 at 3.5% interest, 5-year term, amortized over 20 years. The Port had requested \$200,000. We can apply again in 6 months.
5. *Cascade Avenue Upgrade Project*: The railroad crossing quad gates are being installed today; the City's contractor Crestline will repair several low spots in the road.
6. *Budget Planning*: The entire 2016 budget was reviewed by the Commission. Highlights:
 - Commissioner meetings per month were reduced; there was discussion on creating a policy to define "meeting."
 - Discussion on hiring an additional Facilities staff person; after much discussion with concerns about the budget, it was stated an additional full-time person is sorely needed.
 - Need to fill 6,000 sf of office space in the Tichenor building by July 2016 to meet the lease revenue budget forecast.

New Business: None.

Executive Session: None.

Adjournment: The Chairperson adjourned the meeting at 5:13 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is **November 24, 2015** at 3:00 pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:

Commissioner Tony Bolstad, Secretary (District 1)



Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

ATTEST:



Julie Mayfield, Executive Assistant