

**Port of Skamania County  
Minutes of the Board of Commissioners  
May 27, 2015, 3:00 pm**

**Call to Order:** Commissioner Bolstad acting as President called the meeting to order at 3:01 pm.

**Attendance:** Commissioners Todd Kingston and via telephone Tony Bolstad; Executive Director John McSherry, Attorney Ken Woodrich, Finance Manager Randy Payne, Auditor Monica Masco, Executive Assistant Julie Mayfield, Facilities Manager Doug Bill. Guests Kevin Waters and Philip Watness.

**Public Comment:** None.

**Meetings and Seminars:**

Julie and John attended WPPA's Spring Meeting in Spokane.

Ken and John met with water rights consultant Tim Flynn.

**Minutes Approval:**

*---MOTION--- Commissioner Kingston moved to approve the **May 12, 2015 Regular Meeting Minutes, as corrected.** Commissioner Bolstad stepped down and seconded; the motion carried.*

**Vouchers Approval:**

*---MOTION--- Commissioner Kingston moved to approve the **Pre-issued General Fund Vouchers numbered 16430 through 16440 in the amount of \$15,753.15 dated May 20, 2015.** Commissioner Bolstad stepped down and seconded; the motion carried.*

*---MOTION--- Commissioner Kingston moved to approve the **General Fund Vouchers numbered 16441 through 16461 in the amount of \$49,152.28 dated May 27, 2015.** Commissioner Bolstad stepped down and seconded; the motion carried.*

**Administrative Approvals:**

Randy presented the 2014 Financial Report. Randy noted our state audit for 2013/2014 is scheduled for 2015.

*---MOTION--- Commissioner Kingston moved to **accept the 2014 Financial Report,** noting the Commission has reviewed it. Commissioner Bolstad stepped down and seconded; the motion carried.*

John presented the bid tabulation for the River Point Industrial Building Roof Replacement Project (see Director's Report).

*---MOTION--- Commissioner Kingston moved to award the River Point Industrial Building Roof Replacement Project bid to Snyder Roofing, including deductive Bid Alternate 1 for a total of \$858,396, subject to Snyder providing the USEDA required Lobbying Certification and Restriction Form (CD-511) before review submission to USEDA (US Economic Development Administration). Commissioner Bolstad stepped down and seconded; the motion carried.*

**Staff Reports:**

**Auditor's Report:** presented by Monica Masco

April 30, 2015 Cash Balance is \$1,136,407.87.

Total revenue for April was \$142,353.27 and expenditures were \$101,378.46: Netting excess revenue over expenditures in the amount of \$40,974.81; year-to-date excess expenditures over revenue is \$107,934.93.

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

1. *Tenants update:* John will meet with BRGC (Beacon Rock Golf Course) tomorrow; Commissioner Kingston requested an update from John at our next meeting regarding subleasing requirements in AMC's lease. Clark & Lewie's in the Old Saloon building may open this Saturday. John and Commissioner Kingston toured tenant Silver Star's and Slingshot Sports' operations in North Bonneville and properties at Wind River Business Park (WRBP) including Last US Bag's operation.
2. *New Skye Building:* John and Jeff Logosz of tenant Slingshot Sports presented the Skye Building Development Project to CERB in Olympia on May 21, 2015; the grant/loan was approved (Community Economic Revitalization Board). The Port has interviewed two design consultants and attempted to interview a third. John is developing a bid spec for removing the old blue Skye Building.
3. *Cascade Avenue Upgrade Project:* John presented the City of Stevenson's oversized color printout of the entire project plan. John met with the City of Stevenson to discuss the bus parking area placement; it was determined to leave it where it is on the plan and post signage about hours of parking for buses. Five utilities will be re-routed under the railroad tracks; the Port received its permit from BNSF for our conduit.
4. *River Point Building Roof and Improvements:* There are still a few conditions to be met with USEDA before we can submit payment reimbursement requests—EDA sent the mortgage and agreement information to one of their attorneys in another state since they do not now have a Washington state attorney on staff.

Three bids were received and opened on May 21, 2015 at 2:00 pm; Attorney Ken Woodrich, Auditor Monica Masco, Executive Assistant Julie Mayfield, Facilities Manager Doug Bill, consultant PRC Project Manager Derek Josephson and representatives from vendors Snyder, Weatherguard, and Precision attended. Derek tabulated the bids in a matrix. John noted the bids came in very high and presented his recommendation to accept deductive Bid Alternate 1 (omitting purlins), leaving Snyder as the low bidder. It was noted Snyder neglected to include the non-lobbying

form required in the bid submission; this was determined as an irregularity that the Port has ability to waive it and require it to be submitted before we submit the contract documents to EDA for approval. John confirmed Snyder as a responsible bidder.

John explained the bases for omitting the purlins are: 1) not necessary, and 2) would be very disruptive to the tenant for them to be installed, as there is a bottling line directly underneath inside the building. John reported he had discussed omitting the purlins with Commissioner Collins (absent) who agreed.

It was noted the Port can use 2015 budgeted funds from Cascades Business Park including lighting of \$20,000, and \$10,000 of marketing toward this project since these tasks will not happen this year.

5. *Signage at Boat Launch:* After discussion of the vagueness of two sign options, it was decided to present this again for discussion when Commissioner Collins is present.
6. *Wind River Business Park:* John and Ken met with water rights consultant Tim Flynn of Aspect Consulting. A “water trust” may be a good option as a place holder of water rights should additional rights be acquired.


**New Business:** None.

**Executive Session:** None.

**Adjournment:** 4:21 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is June 9, 2015, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

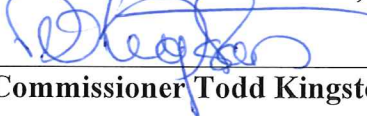
**APPROVED BY:**



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**Commissioner Tony Bolstad**, Vice-President (District 1)

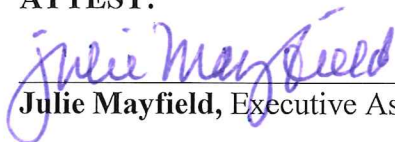


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**Commissioner Gail Collins**, President (District 2)



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**Commissioner Todd Kingston**, Secretary (District 3)

**ATTEST:**



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**Julie Mayfield**, Executive Assistant