

**Port of Skamania County
Minutes of the Board of Commissioners
August 11, 2015
Regular Meeting 3:00 pm**

Call to Order: Commissioner Collins called the meeting to order at 3:00 pm.

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

Public Comment: None.

Meetings and Seminars:

Julie and Randy attended a 2015 Successful Applicant Webinar for Approved Grants (RCFB) regarding the Stevenson Waterfront Enhancement Project with the ALEA grant.

Minutes Approval:

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

Vouchers Approval:

*---MOTION--- Commissioner Bolstad moved to approve the **General Fund Vouchers numbered 16606 through 16638 in the amount of \$33,433.81 dated August 11, 2015**. Commissioner Kingston seconded; the motion carried.*

Administrative Approvals:

*---MOTION--- Commissioner Bolstad moved to **ratify the Snyder Roofing of Oregon Change Order 1 deduct of \$35,779 for the River Point Industrial Building Roof Replacement project, which was approved through USEDA grant administration**. Commissioner Kingston seconded; the motion carried.*

Staff Reports:

- **Facilities Report:** Doug reported facilities operations going smoothly considering the initial rough start; they are in the middle of the restrooms construction project for the southwest end of River Point office area (drain/plumbing/water supply, concrete poured, framing); should be completed in two weeks. Karl reported there are a lot of people recreating at the waterfront, which means they have been busy keeping facilities maintained.

There was discussion about the Kanaka Creek bridges—John will inspect them to decide with Doug what course of action should be taken to improve them.

John presented a list of activities/events to-date that have taken place on the Stevenson Waterfront as well as numbers of passengers/staff on the tour boats to date and projected for the rest of the season.

- **Attorney's Report.** Ken reported on a good example of signage for warning pedestrians to be aware of uneven surfaces. It was noted we have similar warning signs currently in place.

Director's Report/Unfinished Business:

1. *Tenants Update:* John reported all tenants doing well.
2. *Skye Building Construction:* John presented the survey prepared by Klein & Associates.
3. *River Point Building Improvements:* John has received several more small change order requests, which he will combine into Change Order 2, for ease of approval through USEDA. The Port still does not have a schedule for the project; however, there is a due date in the contract with penalties for exceeding the completion date. The Port received reimbursement for Pay Request 1 of ~\$187,000.
4. *Cascade Avenue Upgrade Project:* Portions of Cascade Avenue have been scarified; the City continues working with the contractor to keep access open to and parking for businesses; quad gate footings have been poured. The project officially begins August 18, 2015.
5. *Wind River Business Park (WRBP):* Lease negotiations continue with Wind River Biomass LLC.
6. *Stevenson Shoreline Waterfront Enhancement:* Commissioner Collins requested the Port use a different engineer on this project; it was explained that the project will not be redesigned, and concluded a selective professional services process will be used to choose the engineer instead of automatically using the same engineer.

New Business: Randy reported he got a call last week to schedule our 2013-2014 state audit for Monday August 11, 2015; the auditor has been here since yesterday and will conduct the official entrance interview tomorrow at 3:00 pm. Commissioner Collins volunteered to attend the entrance interview on behalf of the Commission. This is an "accountability audit" since we are under the \$2 million threshold. The estimated cost of the audit is \$7,100 plus travel. The Port will have a single audit next year as a result of the federal EDA (Economic Development Administration) grant (triggered by over \$750,000) for the River Point Roof and Improvements project.

Executive Session: Commissioner Collins called for an Executive Session from 3:30 pm to 3:50 pm for 20 minutes and again from 3:50 pm to 3:55 pm for 5 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.

The Commission directed John to continue lease negotiations.

Adjournment: The Chairperson adjourned the meeting at 3:56 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is **August 25, 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)

Gail Collins

Commissioner Gail Collins, President (District 2)

Todd Kingston

Commissioner Todd Kingston, Vice-President (District 3)

ATTEST:

Julie Mayfield

Julie Mayfield, Executive Assistant