

**Port of Skamania County
Minutes of the Board of Commissioners
September 8, 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, Executive Director John McSherry, Executive Assistant Julie Mayfield, Facilities Specialist Karl Wilkie, Finance Manager Randy Payne, Facilities Manager Doug Bill, Auditor Monica Masco.

Public Comment: None.

Meetings and Seminars: None.

Minutes Approval:

*---MOTION--- Commissioner Bolstad moved to approve the **August 25, 2015 Regular Meeting Minutes**. Commissioner Kingston seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Bolstad moved to approve the **General Fund Vouchers numbered 16660 through 16699 in the amount of \$331,444 dated September 8, 2015**. Commissioner Kingston seconded; the motion carried.*

Administrative Approvals:

John described the three walk-in coolers left behind from tenant Insitu, which were used for testing engines and which we removed from River Point building and have been storing in Tichenor Suite 105. Several local businesses have expressed interest in purchasing them. The Commission decided to surplus them and sell them by bid process. We will advertise them on Craigslist, *the Pioneer Newspaper*, *the Hood River News/Eagle Press*, and on our website.

*---MOTION--- Commissioner Kingston moved to **declare the three walk-in coolers as surplus to the needs of the Port, and to sell them through a bidding process, with a minimum bid of \$5,000 each**. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to **ratify the 50-Year Interlocal License Agreement with the City of Stevenson for Leavens Point as part of the Stevenson Waterfront Enhancement Project**; Commissioner Kingston seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to **ratify the City of Stevenson Interlocal Perpetual License Agreement for Lot 2 Block 1, Town of Stevenson, for the Stevenson Waterfront Enhancement Project**; Commissioner Kingston seconded; the motion carried.*

Staff Reports:

- **Auditor's Report:** Presented by Monica Masco

July 31, 2015 Cash Balance was \$1,070,198.12.

Total revenue for July was \$70,938.66 and expenditures were \$119,092.91: Netting excess expenditures over revenue in the amount of \$48,154.25; year to date excess expenditures over revenue is \$174,144.68.

Randy reported on the State Auditor's Exit Conference: the Port received a clean audit with a note to amend the personnel policy to allow or disallow negative vacation hours. The Commission agreed on amending the policy to allow potentially up to 24 hours of negative vacation. John and Randy will draft the edit to present to the Commission.

- **Facilities Report:** Doug reported the restrooms construction at tenant LDB Beverage (Jester & Judge) is progressing well in the River Point building. They have been working on Tichenor Suites 105 and 85 in preparation for new tenant Backwoods Brewing. There was discussion about BOD (biological oxygen demand) wastewater discharge levels by Port tenants and it was concluded that Port leases state tenants are responsible for complying with city and state regulations.

Stevenson Landing lighting has been upgraded to LED lights; a new water heater is being installed at 212 Chapman, Wind River Business Park (WRBP); we're getting bids for the Kanaka Creek Bridge concrete surfacing; Commissioner Kingston heard from tenant Silver Star at the Evergreen Building that they are concerned about water leaks when the rainy season begins (Doug reported the last status was leak free at end of last season as a result of re-flashing and replacing many screws). The PUD is ready to take down the power poles on Cascade Avenue; the Port is eliminating one of our meter bases, combining the Teo Park meter with the Commercial Lot meter.

- **Attorney's Report.** Ken and John have been working on the WRBP Purchase and Sale Agreement (PSA) extension.

Director's Report/Unfinished Business:

1. *Tenants Update:* John noted there is an Infrastructure Funding conference coming up in relation to discussion about the Beacon Rock Golf Course water system. Randy has been discussing the design with consultants. The Port will research grants to help fund the expensive irrigation system update there. The pump track locals are looking for suitable dirt to bring on to Cascades Business Park. The River Point tenants LDB and Silver Star seem happy with the work progress on the roof.
2. *Skye Building Construction:* The Port did not receive any comments from the Tribes in the 30-day comment period as part of the cultural review. John will meet next week

with tenant Slingshot Sports and architect CIDA. The structural engineer is evaluating concrete tilt-up or metal building options and stormwater permitting.

3. *River Point Building Improvements*: Overall the contractor Snyder Roofing is ahead to on schedule.
4. *Wind River Business Park (WRBP)*: John will meet with the County on Thursday about the access road off of Hemlock Road on Trout Creek Field for Wind River Biomass LLC. The Forest Service permit application requesting use of an existing access road was declined. John is compiling all comments on the PSA after meeting with the County Commissioners and with Port Commissioners input. He will send a draft to the County this week. It is important to finalize the agreement so that the Port can move ahead with leases at the site.
5. *Stevenson Shoreline Waterfront Enhancement*: We need to choose a project engineer; Commissioner Collins volunteered to be on the committee to review qualifications of engineers chosen from the Port's Professional Services List.
6. *Cascade Avenue Boat Launch Maintenance*: There was discussion on SLOPES (Standard Local Operating Procedures for Endangered Species) criteria for clearing excess sediment buildup around the launch. John will contact other Washington Ports to see how they manage these tasks.

New Business:

1. The Port will hold two meetings in December (usually the meeting date is so close to Christmas that we cancel one meeting).
2. It was reported that Kevin Waters will resign if he is elected to the District 1 position.
3. Randy presented the budget planning schedule.

Executive Session: Commissioner Collins called for an Executive Session from:

3:42 pm to 3:52 pm for 10 minutes per RCW 42.30.110(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency;

and again from 3:54 pm to 4:14 pm for 20 minutes and 4:14 pm to 4:24 pm for 10 minutes per RCW 42.30.110(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

and again from 4:26 pm to 4:42 for 16 minutes per RCW 42.30.110(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

No decisions were made. The Commission directed John to continue negotiating acquisition of real estate.

Adjournment: The Chairperson adjourned the meeting at 5:08 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is **September 22, 2015** at 3:00 pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

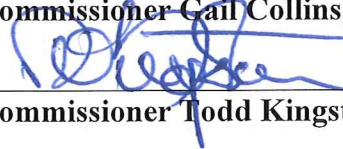
APPROVED BY:



Commissioner Tony Bolstad, Secretary (District 1)

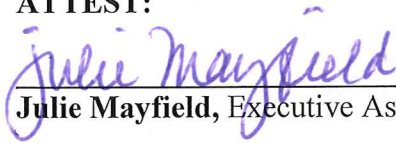


Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

ATTEST:



Julie Mayfield, Executive Assistant