

**Port of Skamania County
Minutes of the Board of Commissioners
November 26, 2013, 9:00 am**

Call to Order: Commissioner Truitt called the meeting to order at 9:01 am.

Attendance: Commissioners WD Truitt, Kevin Waters, and via telephone Tony Bolstad, Commissioner Elect Gail Collins; Executive Director John McSherry, Attorney Ken Woodrich, Auditor Monica Masco, Executive Assistant Julie Mayfield, Facilities Manager Doug Bill (till 9:47 am).

Public Hearing: 2014 Budget Adoption. Opened at 9:18 am, closed 9:23 pm; no comments.

Public Comment: None.

Meetings and Seminars:

Commissioner Waters met with John and Randy to discuss the 2014 budget.

John and Julie attended the Pathways to Prosperity seminar November 15 at the Hegewald Center.

John attended a joint meeting November 14 in White Salmon of all NSA (National Scenic Area) ports at the NSA office in White Salmon.

Minutes Approval:

---MOTION--- Commissioner Bolstad moved to approve the November 12, 2013 Regular Meeting Minutes. Commissioner Truitt stepped down and seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Waters moved to approve the Pre-issued General Fund Vouchers numbered 15327 through 15333 in the amount of \$9,619.67 dated November 20, 2013. Commissioner Bolstad seconded; the motion carried.

---MOTION--- Commissioner Waters moved to approve the General Fund Vouchers numbered 15334 through 15355 in the amount of \$52,447.53 dated November 26, 2013. Commissioner Bolstad seconded; the motion carried.

Administrative Approvals:

---MOTION--- Commissioner Waters moved to approve Resolution 17-2013 Accepting and Approving the 2014 Property Tax Levy. Commissioner Bolstad seconded; the motion carried.

---MOTION--- Commissioner Waters moved to approve Resolution 18-2013 Accepting and Approving the 2014 Budget. Commissioner Bolstad seconded; the motion carried.

---MOTION--- Commissioner Waters moved to ratify the lease with Skunk Brothers for Tichenor Building Suite 45 with the terms as attached and recognizing a \$3,400 security deposit (~2 months rent at market rate), which is less than RCW 53.08.05 recommended 1-year lease rate. Commissioner Bolstad seconded; the motion carried.

Commissioner Truitt signed the Levy Certification.

Staff Reports:

Auditor's Report: presented by Monica Masco

October 31, 2013 Cash Balance is \$1,124,606.85.

Total revenue for October was \$133,218.37 and expenditures were \$465,847.71: netting excess expenditures over revenue in the amount of \$332,629.34; year-to-date excess expenditures over revenue \$266,548.18.

Monica presented an explanation of "banked capacity." The highest regular tax that could lawfully have been levied by the Port since 1985 is \$272,823.85. Since the Port Commission has consistently resolved not to take the maximum allowable tax increase, the current levy is \$242,000, reflecting banked capacity of approximately \$30,000. The Port only receives new tax revenue from assessments on new construction.

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

1. *Tenants update:* John and Doug met with new tenant Skunk Brothers at **Tichenor Suite 45** to discuss proposed tenant improvements; Doug and Dave Nail met to discuss installing a glass roll-up door; there was discussion on potential discharge of BODs (biological oxygen demand) into the City of Stevenson's sewer system; tenant hopes to be open early summer 2014. It was suggested the city have a checklist for new businesses to include assessment of uses and what permits/information are required, such as acceptable BOD levels. Tenant Kellogg Group hopes to open the restaurant at the **Old Saloon building** in the next few months.
2. *Cascades Business Park:* We need to develop design standards.
3. *Wind River Business Park (WRBP):* John is working with a potential tenant. **Water Well:** There was discussion on the Forest Service's water system and improvements to the existing piping that need to occur to improve fire flow. The new well, the Forest Service's well, an additional new well, and the storage tank system was also discussed. The **Biomass Facility Feasibility Study** is ongoing but will be finalized soon.

New Business: None.

Executive Session: None.

Adjournment: The Chairperson adjourned the meeting at 10:52 am.


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Board of Commissioners
November 26, 2013

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is December 10, 2013, and **rescheduled to 3:00 pm, since it is Commissioner Truitt's last meeting**, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:



Commissioner WD Truitt, President (District 2)



Commissioner Tony Bolstad, Vice-President (District 1)



Commissioner Kevin Waters, Secretary (District 3)

ATTEST:



Julie Mayfield, Executive Assistant