

Port of Skamania County
Minutes of the Board of Commissioners
November 24, 2015, 3:00 pm

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

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

Public Comment: None.

PUBLIC HEARING: 2016 Budget Hearing. No public present. Randy and John presented the final budget, noting it was reviewed with the Commission three times at least and Commissioners Kingston and Collins met with Randy separately to review; opened at 3:04 pm; closed 3:04 pm.

Meetings and Seminars:

Commissioner Kingston attended WPPA's New Commissioners Seminar in Seattle (Washington Public Ports Association), where he also completed training from Washington State Risk Management Group on the Washington State Public Records Act and Public Meetings Act and received the completion certificate.

Minutes Approval:

---MOTION--- Commissioner Kingston moved to approve the November 10, 2015 Regular Meeting Minutes. Commissioner Bolstad seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Kingston moved to approve the Pre-issued General Fund Vouchers numbered 16828 through 16837 in the amount of \$12,298.25 dated November 18, 2015. Commissioner Bolstad seconded; the motion carried.

---MOTION--- Commissioner Bolstad moved to approve the General Fund Vouchers numbered 16838 through 16855 in the amount of \$46,109.09 dated November 24, 2015. Commissioner Kingston seconded; the motion carried.

Administrative Approvals:

Doug noted the contractor missed routing a downspout to a drain, which caused flooding on the north side of River Point in the recent rain event. This item will be fixed by Snyder.

---MOTION--- Commissioner Bolstad moved to adopt Resolution 15-2015 Accepting the River Point Industrial Building Roof Replacement Project as Substantially Complete by Snyder Roofing of Oregon LLC, USEDA Award Number 07-01-07158. Commissioner Kingston seconded; the motion carried.

---MOTION--- Commissioner Bolstad moved to adopt Resolution 16-2015 Accepting and Approving the 2016 Tax Levy. Commissioner Kingston seconded; the motion carried.

It was noted the Port did not take the allowed 1 % tax levy increase.

Commissioner Collins expressed concern about the budget stating he hopes to not have to make any staff layoffs and hopes the budget will improve in 2016.

*---MOTION--- Commissioner Kingston moved to **adopt Resolution 17-2015 Accepting and Approving the 2016 Budget**. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Kingston moved to **ratify the Backwoods Brewing Lease Amendment 1, Tichenor Building Suites 85/105, increasing the lease amount from .40 to .44 cents per square foot**. Commissioner Bolstad seconded; the motion carried.*

Staff Reports:

Auditor's Report: presented by Monica Masco.

October 31, 2015 Cash Balance is \$930,054.93.

Total revenue for October was \$429,850.44 and expenditures were \$417,785.62: netting excess revenue over expenditures in the amount of \$12,064.82; year-to-date excess expenditures over revenue \$314,287.87.

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

1. *Tenants update:* Doug has been communicating with tenant Silver Star in the River Point building regarding the procedure for adding penetrations to the roof or siding for venting new equipment. Commissioner Collins requested this be an annual reminder to the tenants. The Port is still receiving bids for the concrete work at Tichenor Suites 85/105 Improvement Project; electrical was awarded to low bidder Stevenson Electric. LDB Beverage added a new bottling line. Silver Star is adding a new product line for manufacturing signs with LED backlighting—adding new laser cutting equipment, which needs exterior venting. Commissioner Collins noted the high school took students on tours of Silver Star and Slingshot Sports in North Bonneville and LDB Beverage in Stevenson as part of National Entrepreneurship Month.
2. *Stevenson Landing Sign:* The City of Stevenson awarded the Port a grant of \$25,000 from the Lodging Tax fund to have the newly designed sign engineered, built, and installed.
3. *River Point Building Roof and Improvements:* We are working on the project close-out documents for our USEDA grant—waiting on As-builts and Operations & Maintenance Manual from Snyder. The USEDA is releasing remaining grant funds ahead of schedule based on excellent project progression (there is no retainage held by USEDA).
4. *New Skye Building (Discovery III):* John attended the Skamania County Commissioners meeting to request approval of the Port's .09 Tax Fund grant request of \$200,000 for the Skye Building. The County unanimously approved our grant request. The Port will draft the contract. Work continues on the SEPA and building permits by consultant CIDA.

New Business: Outgoing Commissioner statement to incumbent and new Commissioners: Commissioner Bolstad, a commissioner for 8 years (January 2008), reminded the

commission that the Port of Skamania typically invests the Port District tax collected, without raising the 1% allowed each year, into infrastructure and does not use it for administrative expenses. He reminded also that the Port has not increased the tax levy rate in at least 10 years.

Executive Session: Commissioner Collins called for an Executive Session with the Commission and Ken Woodrich, John McSherry, and Randy Payne, from 4:10 pm to 4:25 pm for 15 minutes and again from 4:26 pm to 4:36 pm for 10 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, and (with the Commission and Ken Woodrich) from 4:38 pm to 4:54 pm 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.

There was discussion before the session on whether an executive session under RCW 42.30.110(i) can be held without the Port's appointed counsel—Ken explained it can be done by contracting with an outside attorney, but there must be an attorney present under RCW 42.30.110(i). Ken also clarified for the Commission that discussion on the performance of contracted services, such as the Port Auditor or Attorney, must be held in open public session, since they are not employees. Commissioners Collins and Kingston expressed frustration with having to discuss certain issues in public; John offered to meet with them individually to clarify any issues of concern and also noted the Port's insurance provider Enduris can provide additional legal counsel.

The Commission made no decisions.

Adjournment: 4:55 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is December 8, 2015, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:

Commissioner Tony Bolstad, Vice-President (District 1)

Commissioner Gail Collins, President (District 2)

Commissioner Todd Kingston, Secretary (District 3)

ATTEST:

Julie Mayfield, Executive Assistant



Katy J Archer P.C.
ATTORNEY AT LAW



Wind River Biomass LLC



Sherman Technical Industries



Kenneth B Woodrich PC



Please join us!

Port of Skamania OPEN HOUSE

Tuesday, December 22, 2015

4:00 pm to 5:30 pm

Food and beverages

212 SW Cascade Avenue
Stevenson, Washington 98648

