

**Port of Skamania County  
Minutes of the Board of Commissioners  
Regular Meeting  
June 25, 2013, 3:00 pm**

**Call to Order:** Commissioner Truitt called the meeting to order at 3:01 pm.

**Attendance:** Commissioners WD Truitt, Kevin Waters, and Tony Bolstad, Executive Director John McSherry, Finance Manager Randy Payne, Attorney Ken Woodrich, Auditor Monica Masco, Executive Assistant Julie Mayfield, Facilities Manager Doug Bill.

**Public Comment:** None.

**Meetings and Seminars:**

Commissioner Truitt attended the EDC meeting. Randy attended the Washington Public Ports Association's (WPPA) Finance Conference in Union.

**Minutes Approval:**

---MOTION--- *Commissioner Bolstad moved to approve the **June 11, 2013 Regular Meeting Minutes**. Commissioner Waters seconded; the motion carried.*

**Vouchers Approval:**

---MOTION--- *Commissioner Bolstad moved to approve the **Pre-issued General Fund Vouchers numbered 14994 through 15002 in the amount of \$10,031.76 dated June 19, 2013**. Commissioner Waters seconded; the motion carried.*

---MOTION--- *Commissioner Waters moved to approve the **General Fund Vouchers numbered 15003 through 15022 in the amount of \$18,260.10 dated June 25, 2013**. Commissioner Bolstad seconded; the motion carried.*

**Administrative Approvals:**

---MOTION--- *Commissioner Bolstad moved to **approve the Amendment to the City of Stevenson Leavens Point Waterfront Access Funding Contract, for \$100,000, extending it to December 31, 2013**. Commissioner Waters seconded; the motion carried.*

---MOTION--- *Commissioner Bolstad moved to **approve the Insitu Lease Amendment #4 for Tichenor Building Suites 65/85/105 (4,000 sf each), extending the lease to December 31, 2014, in the amount of \$5,191.20 monthly**. Commissioner Waters seconded; the motion carried.*

**Staff Reports:**

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

May 31, 2013 Cash Balance is \$1,520,512.51.

Total revenue for May was \$101,439.69 and expenditures were \$106,738.85:  
Netting excess expenditures over revenue in the amount of \$5,299.16; year to date  
excess revenue over expenditures is \$129,357.48.

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

- 1 *Tenants update:* Silver Star is expanding its metal fabrication operation in the Evergreen Building, which requires upgrading the three-phase power supply; Gorge Delights, in the Discovery Building, signed a contract to manufacture and distribute a chia seed product for a company and is working toward exporting its product. Both Gorge Delights and Silver Star are hiring additional staff.

Tichenor Suite 110 is proposed to be split into six individual offices to accommodate the loss of Woodrich & Archer plus Schwabe. There is a common kitchen, conference, copy, and waiting room.

It was suggested to let all the Port's tenants know about the spaces available in the Tichenor Building.

- 2 *Wavebreak:* John is waiting on updated information from Ferguson.
- 3 *Old Saloon:* The Port met with a prospective tenant last week and will propose a lease agreement.
- 4 *Wind River Business Park (WRBP):* M-K Drilling has continued developing the **water well**, which is showing positive signs of having municipal well capacity.

A consultant was selected after reviewing three responses to the RFP for the **Biomass Facility Feasibility Study**.

Skamania County is reviewing the fire at 212 Chapman Avenue with three insurance groups. One is not requiring a "cause investigation," while the other two have a limited time to decide to do the same.

- 5 *East Point Parking Area Vehicle Camping:* Commissioner Bolstad presented a Vehicle Camping ordinance draft, drawn from various other cities and parks that have a similar ordinance. Ken will review and draft into ordinance language. Monica noted the Port will need to collect and remit the 9.7% lodging tax in the permit fee. Ken reported the Port should designate that area to be subject to city enforcement (via a map) or set our own ordinances for the city to enforce.

**New Business:**

- Chamber Business After Hours: the Port will host the July **After Hours** at Suite 40 of the Tichenor Building on **July 16, 2013, from 5:00 pm to 7:00 pm**.
- The Commission decided to move the **Port Commission Regular Meetings time** to 9:00 am instead of 3:00 pm to accommodate the work schedule of Commissioner Waters. The first 9:00 am meeting will be July 23, 2013, after duly posting publicly and amending the bylaws with a resolution at the next meeting.

Executive Session: Commissioner Truitt called for an Executive Session from 4:15 pm to 4:25 pm for 10 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.

No decisions were made. The Commission directed John to continue negotiations.

**Adjournment:** The Chairperson adjourned the meeting at 4:42 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is July 9, 2013, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

**APPROVED BY:**

  
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**Commissioner WD Truitt**, President (District 2)

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

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**Commissioner Kevin Waters**, Secretary (District 3)

**ATTEST:**

  
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**Julie Mayfield**, Executive Assistant