

**Port of Skamania County
Minutes of the Board of Commissioners
October 27, 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. Guests Fran Breeding, Philip Watness, Paul Spencer.

Public Comment: None.

Meetings and Seminars:

Julie attended Greater Portland Inc.'s Site Selectors meeting, monthly Small Cities/Countries Consortium, and US Representative Jaime Herrera Beutler's Community Coffee meeting October 14, 2015.

Minutes Approval:

*---MOTION--- Commissioner Kingston moved to approve the **October 13, 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 16763 through 16773 in the amount of \$12,386.62 dated October 21, 2015**. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Kingston moved to approve the **General Fund Vouchers numbered 16774 through 16793 in the amount of \$36,739.90 dated October 27, 2015**. Commissioner Bolstad seconded; the motion carried.*

Administrative Approvals:

John explained the "sufficient monies" statement in this resolution as meaning a year's amount of principal and interest, which would be about \$44,900 per year.

*---MOTION--- Commissioner Bolstad moved to approve **Resolution 13-2015 Repayment Obligation for CERB (WA State Community Economic Revitalization Board) Loan to construct the new Skye Building in North Bonneville**. Commissioner Kingston seconded; the motion carried.*

*---MOTION--- Commissioner Kingston moved to approve **Resolution 14-2015 Amending the Personnel Manual—Section C. Vacations**. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Kingston moved to **authorize John McSherry to sign the Skamania County Economic Development Council (EDC) Annual Contract for \$5,500.** Commissioner Bolstad seconded; the motion carried.*

Staff Reports:

Auditor's Report: presented by Monica Masco.

September 30, 2015 Cash Balance is \$917,990.11.

Total revenue for September was \$63,659.95 and expenditures were \$368,728.53; netting excess expenditures over revenue in the amount of \$305,068.58; year to date excess expenditures over revenue \$326,352.69.

Overall year-to-date total revenue is 23.2% of annual budget and expenditures are 27.1%.

Note: Without project revenue (grants and loans) the revenue is 70% of budget at September's month end ~ \$717,605 actual vs. \$1,025,286 budget. Without project expenses the expenses are 74% of budget ~ \$866,303 vs. \$1,166,526.

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

1. *Tenants update:* Battelle requested a two-year lease extension for their suites in the Teitzel building with two one-year options. Commissioner Kingston reported LDB Beverage (Jester & Judge Cider, etc.) and Skunk Brothers Distillery are steadily gaining distribution. Commissioner Collins requested that John check in regularly with Silver Star on their space needs. Work continues on improvements at Tichenor Suites 105 and 85.
2. *Wind River Biomass LLC (WRB) Update:* Commissioner Collins noted that Doug should be involved when they start working on Building 2624 at 1113 Hemlock, so approvals are obtained from the Port before improvements are made. See also Executive Session.
3. *Wind River Business Park:* Ken met with the County's attorney Adam Kick regarding the Purchase and Sales Agreement; it was decided to pursue an extension to allow more time for working out the agreement. Ken will meet with Adam again tomorrow.
4. *Cascade Avenue Upgrade Project:* The project is winding down and looking great; there are some low areas in the pavement of the road that will be repaired; the Stevenson Landing Gateway rock pillars are in progress; stamped concrete is being formed on the Melonas property staging area for the crosswalks at Russell Street. The City striped the bus parking areas for cars. The City and Port will post signage for reserved bus parking dates/times in the area striped for car parking.
5. *River Point Building Roof and Improvements:* Doug completed a punch-list inspection today with PRC Consultant Derek Josephson. He reported the roof is looking great, and there are only a few items to be completed. Randy reported there will be a federal single audit on this project next year, which will cost the Port about \$10,000.
6. *New Skye Building:* There was discussion about the name of this building, there isn't

much history on it (it was the first “district” in Skamania County to the east of Clark County); Julie is working on researching it with historical societies. It was decided to call it Discovery III in the meantime [although it’s on plans from CIDA and CERB application as Skye Building].

7. *Budget*: Highlights:

- Commissioner Collins requested that the Port make Cascades Business Park easement with the Corps of Engineers a priority; the Commission agreed we need to use the budgeted advertising/marketing funds to find a tenant for this site. Ideas including developing and issuing a Request for Interest (RFI) and hiring a broker were discussed.
- Responses were received from the Port’s request for proposals to design the irrigation system at Beacon Rock Golf Course; Commissioner Collins volunteered to be on the consultant interview committee.
- We will decide whether to have a special budget 2016 workshop at our next regular meeting on November 10.

New Business: John reported the old sign above the Stevenson Landing Tour Boat Dock gate at the end of the dock was removed, thanks to assistance from the tour boat *American Empress* using their crane. In 2013 the Port hired Rock Cove Design to conceptually design enhancements to Stevenson Landing. Currently, the Gateway parallel to Cascade Avenue is being constructed according to the design concurrent with the City’s Cascade Avenue improvements project. John would like to have the new sign designed and constructed.

---MOTION--- Commissioner Kingston moved to **authorize John McSherry to apply for City of Stevenson Lodging Tax funding of \$30,000, with a Port cash contribution of \$5,000, to construct a new sign, as conceptually designed by Rock Cove Design, for Stevenson Landing.** Commissioner Bolstad seconded; *the motion carried.*

Executive Session: Commissioner Collins called for an Executive Session with the Commission and Ken Woodrich, John McSherry, and Fran Breeding (running for Position 1), from 5:14 pm to 5:43 pm for 29 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 (with the Commission, John McSherry, Ken Woodrich, Paul Spencer) from 5:43 pm to 6:03 pm for 20 minutes and again from 6:03 pm to 6:18 pm for 15 minutes, and again from 6:18 pm to 6:23 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.

---MOTION--- Commissioner Kingston moved to **accept the lease offer from Phloem Studio for Tichenor Building Suite 65 subject to Backwoods Brewing’s First Right of Refusal.** Commissioner Bolstad seconded; *the motion carried.*


---MOTION--- Commissioner Kingston moved to give John McSherry authority to proceed with the construction of floor drains in Tichenor Suite 105, not-to-exceed \$40,000, to improve the leaseability of the space for current and future tenants and to correctly direct the floor drains to the City of Stevenson's sewer plant. Commissioner Bolstad seconded; the motion carried.

The Commission directed John to continue lease negotiations.

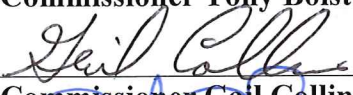
Adjournment: 6:32 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is November 10, 2015, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

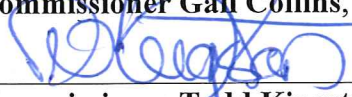
APPROVED BY:



Commissioner Tony Bolstad, Vice-President (District 1)



Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Secretary (District 3)

ATTEST:



Julie Mayfield, Executive Assistant