

**Port of Skamania County
Minutes of the Board of Commissioners
September 22, 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 Tony Bolstad; Executive Director John McSherry, Attorney Ken Woodrich, Executive Assistant Julie Mayfield, Finance Manager Randy Payne, Auditor Monica Masco. Guests Fran Breeding and Philip Watness.

Public Comment: None.

Meetings and Seminars:

Julie and John attended the Greater Portland Inc. Annual Summit/2020 Plan.

Minutes Approval:

*---MOTION--- Commissioner Kingston moved to approve the **September 8, 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 16700 through 16702 in the amount of \$1,676.74 dated September 16, 2015**. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to approve the **General Fund Vouchers numbered 16703 through 16727 in the amount of \$35,607.79 dated September 22, 2015**. Commissioner Kingston seconded; the motion carried.*

Administrative Approvals:

John presented a draft repayment resolution for the Skye Building construction CERB loan (WA State Community Economic Revitalization Board). The accounting requirements have changed somewhat since our last CERB loan; we are waiting on clarification of the required wording and will have the resolution ready for next meeting.

Staff Reports:

Auditor's Report: presented by Monica Masco.

August 31, 2015 Cash Balance is \$1,223,058.69.

Total revenue for August was \$265,241.03 and expenditures were \$112,380.46: Netting excess revenue over expenditures in the amount of \$152,860.57; year to date expenditures are over revenues in the amount of \$21,284.11.

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

1. *Tenants update:* There was discussion about ADA curb access to the Old Saloon Building (current tenant Clark & Lewie's) since the City of Stevenson is paving Cascade Avenue. Ken explained that cities don't usually provide ADA curb access to businesses, it is up to the property owner. Alterations continue to make Tichenor Suites 65/105 suitable for new tenant Backwoods Brewing. There was discussion of past-due amounts owed at Wind River Business Park residences.
2. *Wind River Biomass LLC (WRB) Update:* John will meet with WRB and their engineer to test the potential access road at Trout Creek Field with a backhoe to determine if it can be made into a suitable road. John continues work on their lease for the building at 1113 Hemlock.
3. *Wind River Business Park:* John will meet tomorrow with the County and Forest Service regarding the water system special use permit.
4. *Cascade Avenue Upgrade Project:* Crestline has been installing more curbs; the Port's irrigation lines were obstructing work at the Stevenson Landing Gateway area (Doug is there now working to get the water turned on for the next tour boat arrival tomorrow morning).
5. *River Point Building Roof and Improvements:* The new roof is installed; ribs done from east to west; inspection next week by PRC. Randy submitted Pay Request 2 for \$300,000 to USEDA.
6. *Beacon Rock Golf Course:* Randy has prepared a draft RFP for finding a consultant to design the irrigation system improvement project.
7. *New Skye Building:* We have not yet advertised the old Skye Building as being surplus, still need to develop the spec for removal. Consultant CIDA has provided the preliminary drawings; the geotech and archaeological tasks are complete. The target completion and use as a revenue source is in about 9 months.
8. *Election:* There was discussion about the election; Fran Breeding is running for position District 1 (Tony Bolstad's position) and Kevin Waters has decided not to run, even though he is on the ballot. Philip asked for a list of questions that we used in interviewing candidates for Position 3 back in April, which he can use for an article.

New Business: The Commission has begun reviewing the capital projects for 2016; John presented a debt and grant summary as well as draft capital improvement projects list. Commissioner Collins requested that the Port at least *ask* tenants for 10-year leases, instead of 5—there was discussion on the merits of a higher rate at 5 years or a lower rate but more secure lease of 10 years. John noted we have doubled our lease space capacity by constructing new buildings.

Commissioner Collins requested that John or facilities staff contact the people using the boat ramp too extensively.

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 4:16 pm to 4:31 pm for 15 minutes, and again from 4:31 pm to 4:40 pm for 9

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..

The Commission directed John to continue lease negotiations.

Adjournment: 4:44 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is October 13, 2015, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

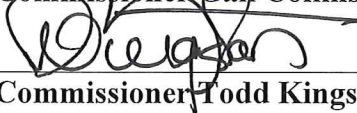
APPROVED BY:



Commissioner Tony Bolstad, Vice-President (District 1)



Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Secretary (District 3)

ATTEST:



Julie Mayfield, Executive Assistant