

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

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

Attendance: Commissioners Kevin Waters, Gail Collins and via telephone Tony Bolstad; Executive Director John McSherry, Attorney Ken Woodrich, Finance Manager Randy Payne, Auditor Monica Masco, Executive Assistant Julie Mayfield. Guests Paul Spencer, Norm Ward, Philip Watness (3:58pm).

Public Comment: 3:00 pm to 3:30 pm

Meetings and Seminars:

Commissioner Collins, John, and Randy met with the City of Stevenson Public Works Director Eric Hansen and City Administrator Nick Hogan to review 60% plans for the Cascade Avenue Improvements/Stevenson Landing Gateway Project (see Director's report below).

Commissioner Collins met with John, Doug, and Randy to review River Point Re-roofing project.

Minutes Approval:

*---MOTION--- Commissioner Collins moved to approve the **March 10, 2015 Regular Meeting Minutes**. Commissioner Bolstad seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Collins moved to approve the **General Fund Vouchers numbered 16303 through 16327 in the amount of \$35,908.19 dated March 24, 2015**. Commissioner Bolstad seconded; the motion carried.*

Administrative Approvals: None.

*---MOTION--- Commissioner Collins moved to ratify the **LDB Beverage Lease Amendment, adding 3,500 sf, for the River Point Building Suites A/B, 30 SE Cascade Avenue, Stevenson, WA**. Commissioner Bolstad seconded; the motion carried.*

The Commission **approved a draft lease of Tichenor Suite 40-G** for month-to-month storage only, \$0.57/sf at \$140 per month, including Washington state leasehold tax and insurance. It will be ratified at our next meeting if it goes forward.

John presented a draft resolution for adopting a real estate broker policy, based on the Port of Bellingham and the Port of Vancouver's policies.

---*MOTION*--- *Commissioner Collins moved to approve Resolution 8-2015 authorizing a Brokerage Policy Commissioner Bolstad seconded; the motion carried.*

Staff Reports:

Auditor's Report: presented by Monica Masco

February 28, 2015 Cash Balance was \$1,082,114.05.

Total revenue for February was \$50,273.72 and expenditures were \$73,474.66: netting expenses over income for the month in the amount of \$23,200.94.

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

1. *Tenants update:* Silver Star and LDB Beverage continue setting up in the River Point building—both are hiring. The restroom in the east section (LDB) will be constructed soon.
2. *River Point Building Roof and Improvements:* John met with consultant PRC to discuss the re-roofing plans (95% review)—they will revise it and send it to John for USEDA's review this week. It will go out to bid in a few weeks. There were some issues with the title reports for the ownership certification portion of the USEDA grant requirement; we submitted the certification for USEDA approval.
3. *Discovery III:* It was decided to name the proposed new 15,000 sf building at the site of the *current* Skye building also as the "**Skye Building.**" The old building will be surplus and dismantled or demolished. The Tier 1 grant application to CERB (Washington State Community Economic Revitalization Board) was due yesterday. There is a lot of private business information required. If we meet the minimum requirements, we'll proceed onto the Tier 2 application, which is due April 6, 2015.
4. *Cascade Avenue Upgrade Project:* The ownership of the Port's fiber optic cable to be relocated under the railroad was not known to the city and therefore notification to us was overlooked during project planning. The Port must acquire the permits and move the fiber cable at our expense; the Port is now working with Sawnet Technologies to acquire permits from BNSF. Relocation services will be bid out. The Port gave the city a list of affected parties to be notified/updated during the road work. The city is now designing street lighting between Russell and Leavens streets. Eric Hansen is working with Pat Hood, the Port's consultant, on the plans and specs of the gateway to Stevenson Landing.
5. *Commissioner District 3:* Commissioner Waters reiterated he will resign from Commissioner District 3 position April 28, 2015; he stated he will continue to attend Port Commission meetings since he is relocating to Stevenson and intends to run for Port Commissioner District 1, which is currently Commissioner Bolstad's district. Commissioner Bolstad will not be seeking re-election when his term ends in 2015.
6. *Underinsured Motorist Coverage (UIM):* The Commission received a notice from Enduris that a tort claim was filed on behalf of Port employee Karl Wilkie. The claim is against Enduris for failing to obtain a UIM waiver from the Port as required by Washington State insurance law. Enduris contends it is an entity pool, and as such,

was not required to obtain the UIM waiver from the Port. Ken emphasized the importance of having UIM coverage, stating 1 out of every 6 drivers in Washington State does not have auto insurance. [Note: The Port now has UIM coverage for its employees.]

7. *Wind River Biomass LLC*: Paul Spencer stated his company is proposing two options for lease remuneration to the Port: 1) pay a dollars-per-megawatt-hour fee, or 2) pay on the gross profit (not a percentage of gross revenue).

New Business: None.

Executive Session: Commissioner Waters called for an Executive Session from 4:05 pm to 4:20 pm for 15 minutes, from 4:20 pm to 4:35 pm for 15 minutes, from 4:35 pm to 4:50 pm for 15 minutes, from 4:50 pm to 5:10 pm for 20 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: 5:30 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is April 14, 2015, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:

Commissioner Tony Bolstad, Secretary (District 1)



Commissioner Gail Collins, Vice-President (District 2)



Commissioner Kevin Waters, President (District 3)

ATTEST:



Julie Mayfield, Executive Assistant