

**Port of Skamania County**  
**Minutes of the Board of Commissioners**  
**July 28, 2015, 3:00 pm**

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

**Attendance:** Commissioners Todd Kingston, Tony Bolstad and Gail Collins; Executive Director John McSherry, Attorney Ken Woodrich, Auditor Monica Masco, Executive Assistant Julie Mayfield, Facilities Manager Doug Bill, Facilities Assistant Dave Kuhn. Guest Paul Spencer.

**Public Comment:** None.

**Meetings and Seminars:** Commissioner Todd Kingston and Julie and Randy attended the Records Management Training at the PUD presented by Tracy Rebstock, Archivist from the Washington State Archives.

**Minutes Approval:**

*---MOTION--- Commissioner Bolstad moved to approve the **July 14, 2015 Regular Meeting Minutes**. Commissioner Kingston seconded; the motion carried.*

**Vouchers Approval:**

*---MOTION--- Commissioner Bolstad moved to approve the **General Fund Vouchers numbered 16576 through 16605 in the amount of \$52,529.12 dated July 28, 2015**. Commissioner Kingston seconded; the motion carried.*

**Administrative Approvals:**

John informed the commission of a contract he signed for \$720 with ACS Testing for testing of welding and materials for lifelines on the River Point roof.

**Staff Reports:**

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

June 30, 2015 Cash Balance is \$1,118,352.37

Total revenue for June was \$70,224.20 and expenditures were \$75,638.79:

Netting excess expenditures over revenue in the amount of \$5,414.59; year to date net expenditures over revenue is \$125,990.43.

Overall year-to-date total revenue is 13% of annual budget and expenditures are 14%.

Other note: Without project revenue (grants and loans) the revenue is 50% of budget at June's month end ~ \$511,882 actual vs. \$1,025,286 budget. Without project expenses the expenses are 48% of budget ~ \$565,283 vs. \$1,166,526.

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

1. *Tenants update:* LDB Beverage is now manufacturing their own cider under the Jester & Judge label; they are planning on adding a second shift and additional employees and looking into the State's program for employee training assistance.
2. *Wind River Biomass LLC (WRB) Update:* Paul Spencer reported re-evaluating their contract to include the 1113 Hemlock building known as the SAR Building adjacent to 1111 Hemlock (Processing Center) at Wind River Business Park (WRBP), and modifying their lease area of Trout Creek Field. This will be more cost effective than constructing their own building at this stage. They propose building a structure around the burner system outside the building. Paul reported that raw material prices are down for small logs/big branches; they have been developing relationships with vendors. Phase 1 of the project will bring 15 trailerloads per day. The Commission asked if this would impact the other tenant. Paul noted trailers will be pulled by trucks that are quieter than larger trucks even though more trips are required. WRB has attended four or five Stabler Community Council meetings in the past two years and has been met with support from this group. John noted that the water system needs to be improved for fire suppression.
3. *Cascade Avenue Upgrade Project:* The main part of the project is scheduled to begin August 18 and be completed September 29, 2015. BNSF Railroad has been installing controls for the quad gates for the Quiet Zone.
4. *River Point Building Roof and Improvements:* The project has had a rough start with errant implementation of the engineer's plans and specification. The issue has been resolved and the project is on track. The Port is evaluating a couple of proposed change orders. John submitted the ACS Testing contract to USEDA for approval. Randy will be submitting Payment Request 1 for about \$187,00 to USEDA for reimbursement.
5. *Stevenson Waterfront Enhancement Project:* John met with Brian Bair of Bair Consulting LLC; they compiled a list permits needed or current permits to be extended. John also talked with Andrew Jansky of Flowing Solutions (project engineer) about developing biddable plans and specs.
6. *New Skye Building:* Site surveying was completed and the archaeological historic review has been initiated. John will meet with Slingshot and CIDA (architect).
7. *Cascade Avenue Boat Launch:* The Columbia Gorge Racing Association (CGRA) is hosting the 2015 CSR Marine Melges 24 National Championship in Cascade Locks, Oregon. They will use the Port's boat launch as overflow August 6 to 9. The Commission requested the Port designate truck/trailer parking area and that the group provides security overnight. The Commission requested that action be taken soon to start the JARPA for dredging the Boat Launch.
8. *Bike Pump Track in North Bonneville:* The City of North Bonneville and associates want to construct a bike pump track at the top of Cascades Business Park (CBP) on the SR14 Highway side. Concerns of liability and other uses were brought up. Ken explained those would be handled through a licensing agreement with the City of North Bonneville, which would include such requirements as a recreational immunity clause, site signage, site maintenance/restoration plan, revocable higher-use

provision, etc. He reported on the City of White Salmon's similar licensing agreement; there is "no fee" to use the park and the property owners are protected under the Washington State RCW on public property recreational use liability.

**New Business:** Tenants Clark & Lewie's, LDB Beverage, and Skunk Brothers would like to hold an introductory event on September 4 for their collective businesses, which would include musical entertainment at the Development/Commercial Lot adjacent to the Old Saloon to the west. Ken noted the group needs to follow the facilities/park use permit process.

**Executive Session:** Commissioner Collins called for an Executive Session from 4:05 to pm to 4:15 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.

The Commission directed John to continue lease negotiations.

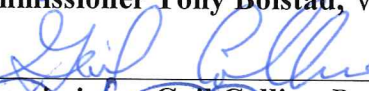
**Adjournment:** 4:15 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is August 11, 2015, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

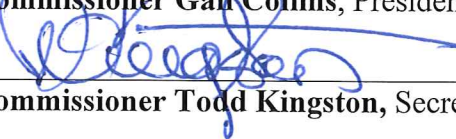
**APPROVED BY:**



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

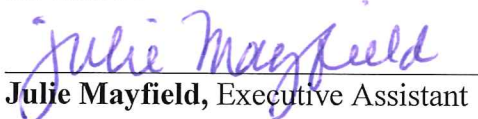


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**Commissioner Gail Collins**, President (District 2)



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**Commissioner Todd Kingston**, Secretary (District 3)

**ATTEST:**

  
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**Julie Mayfield**, Executive Assistant