

**Port of Skamania County**  
**Minutes of the Board of Commissioners**  
**April 14, 2015**  
**Regular Meeting 3:00 pm**

**Call to Order:** Commissioner Waters called the meeting to order at 3:02 pm.

**Attendance:** Commissioners Gail Collins, Kevin Waters, and via telephone Tony Bolstad; Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Facilities Specialist Karl Wilkie, Facilities Manager Doug Bill, Finance Manager Randy Payne. Guests Norm Ward, Philip Watness, Paul Spencer.

**Public Comment:** None.

**Meetings and Seminars:** None.

**Minutes Approval:**

*---MOTION--- Commissioner Bolstad moved to approve the **March 24, 2015 Regular Meeting Minutes**. Commissioner Collins seconded; the motion carried.*

**Vouchers Approval:**

*---MOTION--- Commissioner Bolstad moved to approve the **Pre-issued General Fund Voucher numbered 16328 through 16328 in the amount of \$750.00 dated April 2, 2015**. Commissioner Collins seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to approve the **Pre-issued General Fund Vouchers numbered 16329 through 16338 in the amount of \$12,584.70 dated April 8, 2015**. Commissioner Collins seconded; the motion carried.*

*---MOTION--- Commissioner Bolstad moved to approve the **General Fund Vouchers numbered 16339 through 16358 in the amount of \$17,651.67 dated April 14, 2015**. Commissioner Collins seconded; the motion carried.*

**Administrative Approvals:**

*---MOTION--- Commissioner Collins moved to approve **Resolution 9-2015 Authorizing the Executive Director to Seek Funding and Act on the Board's Behalf in the Construction of a Multi-Purpose Industrial Facility [new Skye Building in North Bonneville]**. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Collins moved to approve **Resolution 10-2015 Declaring as Surplus and Authorizing the Sale of Property [old Skye Building]**. Commissioner Bolstad seconded; the motion carried.*

*---MOTION--- Commissioner Collins moved to approve **Setting the Wage Range for the Seasonal Facilities Assistant position at \$12 to \$17 per hour**. Commissioner Bolstad seconded; the motion carried.*

## Staff Reports:

- **Facilities Report:** Karl reported on cleanup and minor repairs at the Wind River Business Park (WRBP) residences; he worked on the fire monitoring systems in Stevenson waterfront buildings; the Tour Boats have returned; there is a lot of grounds work with Spring; tribal fishing activities are increasing.

Commissioner Collins requested the Port put up signage stating vehicles may not park at the Boat Launch for extended periods of time. He also reported that he often receives complaints from local users of the facility that the transit docks should be installed much sooner than Memorial Day weekend, with which he concurs. John explained that strong east winds, which are prevalent in the spring, will damage the docks. He consults a wind data website, with historical and current data, and has chosen Memorial Day because the east winds have subsided. Commissioner Collins will direct the commenters to attend a Commission meeting.

John reported on the need for hiring a Seasonal Facilities Assistant and wants to advertise the position with a wage range, commensurate with other local agency wage ranges, hiring for similar positions currently. The Commission agreed on a wage range of \$12 to \$17 per hour (see Administrative Approvals). We will advertise this opening in next week's paper (*The Pioneer*).

- **Attorney's Report.** Ken worked on the Wind River Biomass LLC lease.

## Director's Report/Unfinished Business:

1. *Tenants Update:* Clark & Lewie's (Kellogg Group) continues renovation of the Old Saloon, including replacing the bar, in preparation for an early summer opening; the Port will install new exterior doors, a tree that is pushing up the deck will be removed.
2. *Skye Building Construction (Discovery III):* (see Administrative Approvals, above) If our application for funding is approved at this Tier 2 level, the Port and Slingshot Sports will be required to present the application in person in Olympia May 21, 2015.
3. *River Point Building Improvements:* The bid ad will be published in the Daily Journal of Commerce (DJC) for the Portland/Vancouver area starting the week of April 20, 2015. It was decided to move the May 26, 2015 Commission Meeting forward a day to May 27, 2015, same time, to open the bids and award the contract to the most responsive bidder.
4. *Cascade Avenue Upgrade Project.* John continues to work with the City of Stevenson in the planning for this project; Commissioner Collins will contact the City regarding coordinating with the natural gas company regarding their line under the Russell street BNSF railroad crossing; John noted LEDs will be used in the street lighting.
5. *Wind River Business Park (WRBP):* John and Ken have continued working on the Wind River Biomass LLC's draft lease.
6. *Port Commissioner District 3 Vacancy:* The Port received letters of interest from three candidates. Commissioner Collins suggested all three be interviewed at the next meeting; the Commission agreed and agreed to conduct the interviews at the end of the

next meeting.

**New Business:** None.

**Executive Session:** Commissioner Bolstad called for an Executive Session from 3:22 pm to 3:37 pm for 15 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:** The Chairperson adjourned the meeting at 4:19 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is April 28, 2015 at 3:00 pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington. **THE MAY 26, 2015 REGULAR MEETING IS RESCHEDULED TO MAY 27, 2015, 3:00 PM.**


**APPROVED BY:**

  
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**Commissioner Tony Bolstad**, Secretary (District 1)

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

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

**ATTEST:**

  
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**Julie Mayfield**, Executive Assistant