

**Port of Skamania County
Minutes of the Board of Commissioners
October 22, 2013, 9:00 am**

Call to Order: Commissioner Truitt called the meeting to order at 9:00 am.

Attendance: Commissioners WD Truitt, Tony Bolstad, and Kevin Waters; Executive Director John McSherry, Finance Manager Randy Payne, Attorney Ken Woodrich, Auditor Monica Masco, Executive Assistant Julie Mayfield, Facilities Manager Doug Bill.

Public Comment: None.

Meetings and Seminars:

Commissioner Truitt and Julie attended the Chamber's Business After Hours event at Carson Hot Springs. Commissioner Truitt also attended the EDC Retreat at Beacon Rock Golf Course (BRGC).

Commissioner Waters attended the WPPA Small Ports Seminar in Leavenworth.

Minutes Approval:

*---MOTION--- Commissioner Bolstad moved to approve the **October 8, 2013 Regular Meeting Minutes, as corrected.** Commissioner Waters seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Waters moved to approve the **General Fund Vouchers numbered 15261 through 15285 in the amount of \$323,630.73 dated October 22, 2013.** Commissioner Bolstad seconded; the motion carried.*

Administrative Approvals: None.

Staff Reports:

Auditor's Report: presented by Monica Masco

September 30, 2013 Cash Balance is \$1,457,236.19.

Total revenue for September was \$84,124.92 and expenditures were \$91,394.68: netting excess expenditures over revenue in the amount of \$7,269.76; year to date excess of revenue over expenditures \$66,081.16.

Overall year-to-date total revenue is 29.9% of annual budget and expenditures are 25.9%.

Other note: Without project revenue (grants and loans) the revenue is 64% of budget at September's month end ~ \$825,891 actual vs. \$1,299,264 budget. Without project expenses the expenses are 79% of budget ~ \$798,011 vs. \$1,005,963.

Since we held a 2014 Budget Workshop special meeting yesterday, there was minimal discussion about the 2014 Budget.

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

1. *Tenants update:* The French drain replacement project is complete at the **Old Saloon** building (the project corrected the concrete patio slab tilting toward the building and filled in old basement coal chute, sealed outside foundation and added waterproof paper, added three levels drain pipes, filled with gravel; replaced concrete entrance).
2. *Wavebreak:* John will research scrap value.
3. *Cascades Business Park—Coyote Ridge Road Paving:* We have not received the final invoice from Crestline yet.
4. *Wind River Business Park (WRBP):* **Water Well:** Mark Yinger, hydrogeologist, has been sick so was delayed in working on project; still need to get the results of the water test, design/engineering for system; there is a WRIA29A meeting with Department of Ecology (DOE) tomorrow at 1:00 pm; water system options were discussed. **212 Chapman House Repair:** the project is complete, we need to inspect; the current tenant will relocate to 92 Chapman and the Port will re-lease 212 Chapman. The **Biomass Facility** Feasibility Study is currently researching equipment and infrastructure costs.

New Business: None.

Executive Session: Commissioner Truitt called for an Executive Session from 10:02 am to 10:22 am for 10 minutes and again from 10:22 am to 10:32 am 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.

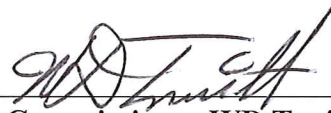
No decisions were made. The Commission directed John to continue negotiations.

---MOTION--- Commissioner Waters moved to authorize John McSherry to negotiate a lease with the Skunk Brothers for Suite 45 of the Tichenor Building in Stevenson. Commissioner Bolstad seconded; the motion carried.

Adjournment: The Chairperson adjourned the meeting at 10:29 am.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is November 12, 2013, 9:00 am, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:



Commissioner WD Truitt, President (District 2)

Commissioner Tony Bolstad, Vice-President (District 1)

Commissioner Kevin Waters, Secretary (District 3)

ATTEST:



Julie Mayfield, Executive Assistant