

**Port of Skamania County
Minutes of the Board of Commissioners
February 23, 2016, 3:00 pm**

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

Attendance: Commissioners Fran Breeding, Gail Collins, and Todd Kingston; Executive Director John McSherry, Attorney Ken Woodrich, Finance Manager Randy Payne, Facilities Manager Doug Bill, Facilities Specialist Karl Wilkie, Auditor Monica Masco, Executive Assistant Julie Mayfield. Guest: Paul Spencer.

Public Comment: None.

Meetings and Seminars: Commissioner Collins and Julie attended the meeting with Port of Cascade Locks Manager Paul Koch and the Skamania County EDC to discuss toll increases for the Bridge of the Gods at Skamania Lodge February 17, 2016.

Minutes Approval:

*---MOTION--- Commissioner Kingston moved to approve the **February 9, 2016 Regular Meeting Minutes**. Commissioner Breeding seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Kingston moved to approve the **Pre-issued General Fund Voucher numbered 17031 through 17031 in the amount of \$6,724.48 dated February 17, 2016**. Commissioner Breeding seconded; the motion carried.*

*---MOTION--- Commissioner Kingston moved to approve the **General Fund Vouchers numbered 17032 through 17058 in the amount of \$37,865.27 dated February 23, 2016**. Commissioner Breeding seconded; the motion carried.*

Administrative Approvals:

John explained Carola Stepper of Cascade Acupuncture sold her business to Thomas Meade, who is taking over the business, in the same location, as Skamania Acupuncture.

*---MOTION--- Commissioner Kingston moved to **ratify the lease with Skamania Acupuncture, Tichenor Suite 40—A,B,C—for \$722.41 per month, including WA State Leasehold Tax, with a deposit of \$1,050, which is less than the RCW recommended one-year lease rate**. Commissioner Breeding seconded; the motion carried.*

Staff Reports:

Auditor's Report: presented by Monica Masco

January 31, 2016 Cash Balance was \$959,328.21.

Total revenue for January was \$64,754.57 and expenditures were \$228,303.86: netting expenses over income in the amount of \$163,549.29.

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

1. *Tenants update:* Improvements in Tichenor Suites 85/105 are almost complete; improvements to Suite 110 have begun. Doug was able to recycle carpet from Wind River Business Park Processing Center recent upgrades for use in Tichenor. John met with Brian Adams of Sawnet, which was recently purchased by Wave; we will develop a new lease for Wave.
2. *Wind River Business Park (WRBP):* John has been working on land use codes/ordinances and a boundary adjustment needed to accommodate new tenant Windy River Research LLC. Ken and John worked on these items with Skamania County Attorney Adam Kick. The County will hold a hearing on March 15, 2016. If passed by the County Commission, the new ordinance will go into effect on March 20, 2016. Commissioner Kingston requested to have a tour of the facility once they're up and running. John will meet with engineering consultant Tenneson at the site tomorrow.
3. *Discovery III (New Skye) Building:* John signed the SEPA; it will take about a month for approval.
4. *Teitzel Building vacancy:* Battelle is vacating Suites A/B (about 3,500 sf) in April; the Port will offer the suites to Slingshot Sports, within the same building. Doug placed caulking around the skylight that had a leak in Slingshot's space.
5. *Cascade Avenue Boat Launch Rules Signage:* John explained he would like to go over policy items at each meeting. Access to the water is a primary function of the Port. There are many uses of the Port's Stevenson Waterfront facilities: water activity recreating, events, tour boat dockings, vehicle camping, boat launch and 1.5 miles of waterfront trail. He explained the Use Permit for reserving Port parks and other spaces. He explained that Julie processes these requests and adds them to the Port's website calendar after we receive the application, fee (\$50), and insurance. She also schedules the tour boats (includes an annual use agreement and \$150 per docking fee, with pass-through refuse and water charges, plus 2-hour minimum labor charge). Commissioner Kingston requested to be notified of any inordinate events taking place on the Port's Waterfront facilities.

Topics:

- Potential for Community Club under Port office conference room for non-motorized water sport equipment storage.
- Bob's Beach is a busy area full of windsurfers and kayakers (kiteboarding is not allowed) and offers free wifi and live cam viewed from the Port's website and the Stevenson Business Association's website (www.cityofstevenson.com); a weather station (located at end of tour boat pier, viewed the same way);
- Teo Park is a reservable, tranquil park with views of the river; typically a few weddings are held there each season. It was suggested the Port install signage stating it's reservable. There was discussion of raising the fee; it was suggested to research what other similar park fees are. John noted the events bring people to the area who spend money and create economic development

for local business. John noted the City of Stevenson installed a temporary traffic counter a few years ago, and counted around 2,000 vehicles per day crossing the tracks to the Waterfront.

- The Waterfront is part of Stevenson's downtown core, which is the only Columbia Gorge National Scenic Area city to be located so close to the river. The Port and the City partner on many projects, such as the Electric Vehicle Charging Station, Teo Park Wind Art, waterfront restrooms, etc.
- The Commission agreed we should evaluate the Port's tour boat docking fee in comparison to other Columbia River facility docking fees since it hasn't been reviewed in several years. Commissioner Breeding said it's usually tied to the CPI.

New Business: None.

Executive Session: Commissioner Collins called for an Executive Session, including the Commission and Ken Woodrich, John McSherry, and Randy Payne from 4:02 pm to 4:22 pm for 20 minutes per RCW 42.30.110(1)(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

This subsection (1)(i) does not permit a governing body to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection (1)(i), "potential litigation" means matters protected by RPC 1.6 or RCW 5.60.060(2)(a) concerning:

(i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party.

The Commission said they made no decisions.


Adjournment: 4:45 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is March 8, 2016, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

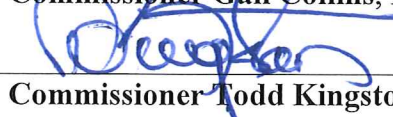
APPROVED BY:



Commissioner Fran Breeding, Secretary (District 1)



Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

ATTEST:



Julie Mayfield, Executive Assistant