

**Port of Skamania County
Minutes of the Board of Commissioners
January 13, 2014--Special Meeting
Commissioner Gail Collins Taking Oath
and Future Planning/Comprehensive Scheme Annual Review
3:00 pm**

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

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

Skamania County Auditor Tim Todd administered the oath of office to newly elected commissioner Gail Collins.

The Commission and staff reviewed the Comprehensive Scheme of Harbor Improvements, which was updated and accepted in April 2013. It was decided to put this review on the agenda for every first meeting of each year. Highlights of the discussion are:

- The Port needs to create design standards for Cascades Business Park in North Bonneville.
- The Port should get involved with the City of Stevenson's Cascade Avenue Small City Arterial Program (SCAP) Transportation Improvement Board (TIB) grant project, which will be done in conjunction with the city's Quiet Zone quad gates project.
- The Port is an important stakeholder in the City of Stevenson's proposed improvement to Cascade Avenue and should be involved in the project as soon as possible. Onsite-parking requirements for new construction, it was noted, in the downtown core of Stevenson, make the development of small lots almost impossible and hinders the economic viability of the city.
- Commissioner Waters suggested an annual Tenant Appreciation party.
- Commissioner Collins suggested we form a regular pro-active schedule for checking on tenants so that we keep up-to-date on building infrastructure. It is helpful to track specific work done on specific buildings for future budget planning.
- John noted that our tenants are our customers.
- There was discussion on the River Point building roof. Commissioner Waters would rather see funds spent repairing the roof than building a new building. Ken noted there are grants/funds available for repairs of buildings if there are family-wage jobs at stake. John noted any design work for repair of the River Point roof could be done by a consultant (that does not sell product).
- John will analyze the feasibility of both River Point roof repair and constructing a new building.
- Commissioner Collins discussed the potential for growth at the Evergreen Building in North Bonneville. It was noted that the Port's target for employees per acre is 15

to 20; Commissioner Bolstad reminded that retaining tenants is as important as recruiting.

- Commissioner Collins noted that Doug's improvements look great and he's doing a good job.
- Commissioner Collins would like to see an inventory of all locally available industrial buildings/properties. It was noted the Port pays the EDC to provide such a list. There are some available properties listed on the EDC's website, but it needs updating.
- There was discussion about reviving the group "CGEDA" (Columbia Gorge Economic Development Association). This group used to support the five Gorge ports and economic development agencies with marketing of the Gorge region. Previously, MCEDD (Mid-Columbia Economic Development District) managed this group.
- The Port does not currently have specific funds set aside for purchasing properties as they become available.
- Commissioner Collins inquired about the procedure when a potential tenant comes to the office and asks for space. John explained that he first reviews the proposed use for alignment with the Port's mission; after that he searches for the best fit of available space. John noted an RFP process is sometimes used when there are several tenants with proposals to lease one site or building. The Port has used a third party to vet the finances of a potential tenant.
- Ken reminded the Commission that "serial meetings" are actually considered a meeting of the Commission. A serial meeting is when a person contacts one commissioner and polls him on an issue, then contacts another commissioner, etc. A single commissioner cannot commit the Commission to anything without the consent of majority. A commissioner can give his personal opinion on a matter, but the best response is "I can't commit the Port to anything, it's best to attend our meeting so all commissioners can discuss it."

Adjournment: The Chairperson adjourned the meeting at 5:20 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is January 14, 2014, 3:00 pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:

Commissioner Tony Bolstad, President (District 1)

Commissioner Kevin Waters, Vice-President (District 3)



Commissioner Gail Collins, Secretary (District 2)

ATTEST:



Julie Mayfield, Executive Assistant