

Port of Skamania County
Minutes of the Board of Commissioners
June 14, 2016
Regular Meeting 9:00 am (rescheduled from 3:00 pm)

Call to Order: Commissioner Kingston called the meeting to order at 9:06 am.

Attendance: Commissioners Fran Breeding, Gail Collins, and Todd Kingston; Attorney Ken Woodrich, Interim Director/Finance Manager Randy Payne, Facilities Manager Doug Bill, Auditor Monica Masco. Guests: John McSherry, Sandy Carlson, Marcy Lee, Tom Gallant, Dave Prosser, Don Fisher and Ian Langdale (Windy River Research), Mary Repar, Don Stevens, Derek Ostergard.

Public Comment: Commissioner Kingston asked the public if they would like to start the meeting while we wait for Commission Collins to arrive. Sandy Carlson stated she was fine with going ahead with her presentation.

Sandy Carlson: Informed the Commission many people have moved to the area for windsurfing and sail at Bob's Beach exclusively. About 30 years ago her husband Bob and a few friends cleared the trash from the property and got permission from Director Elmer Stacy (after the Port had the fire department burn a house down on the property for practice) to build a trail and plant a lawn to create what is now known as Bob's Beach. She said she appreciates the Port keeping up the park now and that the park is mostly used by mature retired windsurfers who come from all over the states and spend several months here. They have a barbeque three or four times a year at the park with 80 – 90 people attending. They would like to purchase a bench similar to the city of Stevenson's and get Port permission to place it on the beach. It would have a routed out top slat "in memory of Bob's Beach community" and as members pass away (as someone did a couple of weeks ago) they would add brass slats with their name on it. Sandy's husband can do the work on the bench. They would also like to use the Port's meeting room for a celebration of life July 30, 2016 mainly to display pictures. They would like a light for safety reasons because they sail and stay until dark in the summer and have to use the car lights and flashlights to clean up. Sandy noted there are a lot of tourists in the summer and the bathrooms get dirty on the weekends and would like them cleaned on the weekends. She also requests the bush in front of the water meter be kept trimmed down. She would like to get on the agenda another time to talk about a few other items.

Ken asked Sandy if she has talked with Angus Ruck (Columbia Riverside Lodge) about the lighting. She replied yes and he said as long as it's not a motion detector light and the light is directed where they want it that it would not be a problem and Angus is also fine with the bench placement.

Ken then filled in Commissioner Collins that Sandy had made some comments about Bob's Beach and that he could be filled in later and that we are still on public comment. Commission Kingston stated when the meeting opened a determination whether public comment would be limited to a minute or not was not made, rather they would wait for Commissioner Collins to arrive to make that decision. Commissioner Collins stated a couple of minutes would be fair. Commissioner Kingston said people have things to say and we should hear them and want to hear them.

Don Fisher: Don provided the commissioners with a list (attached) of projects that need to get done with a project start date of July 15, 2016 in order to be completed by October 15, 2016. All of the items have been discussed previously with John McSherry or

Doug or both, so there isn't anything surprising or new. The building has a lot of problems some relating to snow. The building has a lot of rot. There are some joint projects and some that he will pay for. The front porch needs to be redesigned due to the snow with some windows replaced. He would like the Port to repair the siding and tear out the porch. There are two major roof leaks: one in the garage and one in grow room 3. Those need to be addressed. The entire exterior of the building needs to be repainted as well as the garage. The siding needs replaced where the two building join, the siding and flashing need to be replaced, snow piles up; he would like to move the door so it's not where the snow lands. A pressurized 10,000 water tank to connect to the plumbing is on his list; the Forest Service could cut off water supply the minute the plants are in the building. As a side note they passed their five-hour state examination/inspection and are now scheduled to install plants July 1, 2016. They found a solution for the small amount of wastewater—it will be trucked and disposed of offsite. The schedule is important: 30 days to make decisions and 90 days to get the jobs done. Commissioner Kingston asked if they had the slab designed for the water tank and Don said they have a structural engineer they can use. Ian Langdale mentioned their engineer has already approved the slab.

Dave Prosser commented that mold is a huge concern to the grow operation and that the waste water is all organic. Commissioner Collins asked Doug about his schedule and if he could get this done and Doug responded it will be put out to bid. Commissioner Breeding asked if there were any cost estimates and if it was doable to complete within the 90 days. Doug responded yes. Ken mentioned the Port can use the Small Works Roster and day labor. Randy said at this point they do not have any cost estimates and the largest project is painting the building. Don said he had met local general contractor Travis Mathany who said he would be glad to work with the Port. Don mentioned he had heard the painting could cost \$80,000-\$100,000. The water tank is the most important project and under \$20,000. Don said yesterday they wired \$88,000 to J&L Farm and Home in Carson. They will be supplying all the non-construction materials for the building. Commission Collins asked Doug to get a cost estimate right away.

Dave Prosser: He said he tried calling Commissioner Collins several times and he doesn't return his phone calls. It is disappointing since Dave is in Commissions Collins' District. He is disappointed in the two Port commissioners for spending \$150,000 supposedly of tax payer dollars and probably another \$40,000 in hiring a head hunter to replace Mr. McSherry. If there is no reason then as a tax payer he would like to see a reason why the Commissioners are spending close to \$200,000 getting rid of the Port Director. He commented it bothers him that he doesn't know why this was done and when he calls Commissioner Collins he won't return Dave's phone calls about why he is spending this money. Dave wants to know if there are any ramifications in spending \$200,000 on this. He wonders if the County still believes in the Port and if the County takes away the nursery what affect that will have on the budget. He has a lot of questions but can't get calls returned. He feels the Commissioners should write the check out of their own pocket if they don't want to tell the public why; he said they made a decision by themselves. He feels tax payer dollars are being wasted because he has not gotten a true answer.

Tom Gallant: Tom asked the Commissioners if there was any reply to Dave's comments. Commissioner Collins said it's personnel and that the Commission has to be careful; that the Commission made decisions to go in a different direction.

John McSherry: Mentioned the city of North Bonneville is going to redo Evergreen Drive and if the Port wants to resize the water or change the sewer connections to do it now. After the paving project there will be a moratorium on tearing up the road for five years. The new building plan shows the realignment of driveways on the site and that information should go to North Bonneville's engineer so the two new entrances are done correctly.

Commissioner Breeding asked North Bonneville Mayor Don Stevens if he had a timeline for that paving project. Don replied first thing is replacement of a chunk of transit pipe by Far West Gravel. Don also clarified they are just resurfacing from Hwy 14 to the Green Bridge. He estimates the pipe replacement within the next 30 – 60 days maybe 90 then grinding. North Bonneville's City Administrator is the lead on the project. Commissioner Collins asked Randy to check on this issue. There was discussion on the water line size.

Commissioner Collins closed the Public Comment period at 9:37 am.

Meetings and Seminars:

Randy and Commissioner Kingston met with USGS (Columbia River Research Lab) last Wednesday. They felt the meeting was very positive, the project is downsized from their original vision eight years ago and they are moving forward. Their goal is to relocate within 50 miles of their current site. Commissioner Kingston said they no longer need a wet facility rather now a dry facility. He thinks they want to be on that site within two years and will have 50 employees. North Bonneville Mayor Don Stevens said USGS was trying to purchase the property but now have changed directions in that regard. They will have a better idea by January 2017 if they are going forward with the North Bonneville property after they receive GSA's (General Services Administration) guidelines.

Randy attended the Chamber meeting last Thursday. The Chamber office will have the new decals for the Bridge of the Gods local discount rate available.

Commissioner Breeding asked how many employees the USGS facility will have. Randy responded 48-50 employees as well as ancillary businesses and boat storage.

Commissioner Collins said he and Ken have a meeting with the County Commissioners Board Chair and Prosecuting Attorney Thursday at noon. Randy mentioned he met with Skamania County Commissioner Bob Hamlin yesterday.

Minutes Approval:

Commissioner Breeding asked that the last sentence on page 6 regarding the *Unlawful Discrimination, Harassment and Retaliation* DVD be struck because it seemed subjective. Commissioner Collins has the DVD and will bring it in Thursday because Ken wants to watch it next.

*---MOTION--- Commissioner Breeding moved to approve the **Minutes of the May 24, 2016 Meeting as corrected.** Commissioner Kingston seconded; the motion carried.*

*---MOTION--- Commissioner Breeding moved to approve the **Minutes of the June 7, 2016 Special Meeting (Planning Workshop)**. Commissioner Kingston seconded; the motion carried.*

Vouchers Approval:

Commissioner Breeding and Randy mentioned the PERS credit that will be received by the Port with part of it reimbursed to John McSherry for his payroll deduction portion. PERS was incorrectly remitted since severance pay and vacation cash-out don't qualify. Randy talked with the Dept. of Retirement Services this morning after Commissioner Breeding's inquiry. The voucher affected is 17262.

*---MOTION--- Commissioner Breeding moved to approve the **Pre-issued General Fund Vouchers numbered 17251 through 17263 in the amount of \$173,159.80 dated June 1, 2016**. Commissioner Kingston seconded; the motion carried.*

*---MOTION--- Commissioner Kingston moved to approve the **General Fund Vouchers numbered 17264 through 17294 in the amount of \$40,080.36 dated June 14, 2016**. Commissioner Breeding seconded; the motion carried.*

Administrative Approvals:

August Camp 2017: Ken had not seen the agreement paperwork yet and needs time to review noting it's not a form the Port usually approves rather it's more like a proposal. Commissioner Kingston wants a large refundable deposit to ensure garbage is picked up such as an additional \$1,000 for site clean-up fee. Ken is concerned about the group wanting to leaving a camp trailer on-site and perhaps they can rent a spot in Carson. Commissioner Collins said the Port could give them a list of private storage places. Ken will rework the agreement so it's more consistent with the Port leases.

Port-City of Stevenson Tourism Agreement for Stevenson Landing Destination Landmark: Randy said the city needs someone to sign the contract for the sign at the end of the pier. Commissioner Breeding asked about the not-to-exceed amount and would the Port exceed the \$25,000 and questioned the timeline of January 2018. Doug is meeting with Pat Hood tomorrow. Ken suggested Randy sign the contract.

*---MOTION--- Commissioner Breeding moved to **authorize Randy Payne as Interim Director to sign the Port and City of Stevenson Tourism Grant Agreement for the Stevenson Landing Destination Landmark in the amount of \$25,000**. Commissioner Kingston seconded; the motion carried.*

Resolution 7-2016 Warrants Signing: Randy said the resolution will give him authority to sign warrants as the Interim Director until the position is filled to ensure the Port will have two signers.

*---MOTION--- Commissioner Breeding moved to **approve Resolution 7-2016 to allow Randy Payne and Commissioner Kingston to sign warrants**. Commissioner Kingston seconded; the motion carried.*

Staff Reports:

- **Facilities Report:** Doug reported he has been landscaping and did some fencing repairs at the Nursery. The improvements to Tichenor Suite 40 are 98 percent complete; the boat ramp is now lit up. Commissioner Collins asked if Doug had heard any more back regarding the River Point Building design [tenant LDB Beverages portion]. Doug had not heard back from Bear Medina.
- **Attorney's Report:** Ken sent the two recruiting agencies information.

Director's Report/Unfinished Business:

1. *Tenants Update:* Randy met with Tom Meade (Skamania Acupuncture) yesterday and will continue to work on his lease since he wants all of Tichenor Ste. 40 with a five-year lease term instead of one year. Silver Star marked up the Evergreen Building site plan for potential expansion but at this point they are not ready to commit to a CERB application. Doug mentioned to double the size of that building it might require more water and sewer and the parking and driveway would need to be considered. The city of North Bonneville has a third of an acre that they could lease or sell to the Port to provide for parking expansion. Randy received an inquiry to lease one or two acres for a storage building facility at Cascades Business Park. The Commissioners and Don Stevens mentioned there are two similar businesses in North Bonneville with one doing a large expansion currently. The Commissioners decided a lease with another storage business in North Bonneville was not a good use of the Port's industrial property and wouldn't create more jobs. John McSherry mentioned an alternate site in North Bonneville west of the cemetery that might be more appropriate, which is currently for sale. Randy will forward that information.

Commissioner Kingston asked about the bathroom issue brought up by Sandy Carlson and asked if it's a problem. Doug replied they try their best and if you put an employee on the weekend to clean or check on them it will be two hours of wages. Commissioner Breeding didn't think it was an important expense for free bathrooms. Doug said on a three-day weekend staff will come in especially on a holiday. Monica commented on the sensitive information in the Port office with regard to Sandy's request to use the Port's office conference room for the celebration of life. Commissioner Kingston agreed. Monica also noted the community has other rooms available and Randy mentioned he had offered the Tichenor space.

2. *Discovery II/Skye:* Randy will send CERB a letter stating the Port realizes the grant has expired and is not renewable at this point. The process would have to start over if there is a new interested tenant. Randy received an RFI from Insitu looking for 10-20,000 square feet.
3. *Wind River Business Park:* Randy commented that Commissioner Collins is meeting with County Commissioner Bob Hamlin and recognized the "to do" list from Windy River Research. Don Fisher added that the major bathrooms in his facility need to be ADA compliant per the lease and were when the lease was signed but the ADA compliance is a moving target. When you get a building permit those issues are raised and a part of the overall permit. Don asked again that he gets a decision making process in place and Commissioner Kingston reiterated that Randy is the Interim Manager and to take issues to him. Commissioner Collins asked that Doug and Randy put costs

together outlining what the Port will pay and what the tenant will pay. Cascade Laundry would like a two-year lease and Randy will work with them. Commissioner Collins asked if they are keeping the place clean and Randy and Doug said it is clean on the outside.

Don Fisher extended an invitation to tour Windy River Research's facility before July 1, 2016. Ken reminded the Commissioners to tour the facility separately since they would be at a tenant's facility and that public perception is important.

4. *New Executive Director Recruitment/Job Description and Salary:* Randy handed out an options for ads list and timeline as well as job description. Ken commented on the benefits of an outside recruiter performing background and reference checks because he is not qualified. Commissioner Collins is in favor of trying to save money by not using a recruiter and Commissioner Breeding agrees if Randy feels confident doing the reference checks etc. Commissioner Kingston suggested also using the Seattle market for advertising. Commissioner Breeding noted WFOA (Washington Finance Officers Association) is statewide and individuals looking for work are already monitoring WFOA. There was discussion around the salary range and Ken said it can be set upon appointment and it could be varied for the advertising and it gives the applicant an idea of what type of employee is being looked for. Commissioners Kingston and Breeding would like more time to review the job description. Commissioner Kingston asked if it presents a formal or informal conflict for Randy to be receiving the resumes for a position that he may apply for himself. Ken suggests an alternate process. Randy suggested Julie's email. Ken said ultimately the Commissioners will get copies of all resumes received. Commissioner Breeding doesn't see it as an unfair advantage having Randy accept the packages. Doug commented if Randy applies and has anything to do with other applications you are playing with matches and gas. To keep Randy out of a potential conflict it was decided the job advertisements will state to send resume etc. to Commissioner Breeding's email and she will forward without comment to the other two Commissioners and Julie's email. It was decided the salary information will read DOE up to \$110,000.

Commissioner Kingston and Ken suggested an agenda item every meeting in executive session to review applicants/discuss qualifications. Ken reminded the Commissioners that a decision would have to be made in open session. Commissioner Breeding would like to require a cover letter and three supplemental questions to test their knowledge, skills and abilities. It was decided each Commissioner will come up with three questions by the next Commission meeting June 28, 2016. The Commissioners would like a committee of citizens, tenants, Chamber, and EDC to review their final applicants. Commissioner Kingston would like the whole package ready to advertise after the next meeting. Commissioner Breeding commented to the Commission to think about the core knowledge, skills and abilities required to effectively direct the agency, and to focus the questions of each Commissioner's top three priorities on the skills needed.

5. *Staff Wage Adjustments:* Randy commented that Doug and Julie have an additional workload distributed to them and they are performing. The increase would be for the interim and he would like them to each get \$2.00 an hour additional. Ken suggested raising the salary range, then that would allow Randy to give the raise.

---MOTION--- Commissioner Kingston moved to temporarily increase the salary ranges for Doug Bill and Julie Mayfield capped at \$2 higher than the existing cap for 90 days and revisit as an agenda item in 90 days. Commissioner Breeding seconded; the motion carried.

Commissioner Breeding requested a written description of the increased job duties.

Randy reviewed the action items from this meeting:

Commissioners: review job description; come up with three supplemental questions

Randy: provide more detail on staff adjustments/additional responsibilities

Doug and Randy: Work on cost estimates for Don Fisher's requests.

New Business: none.

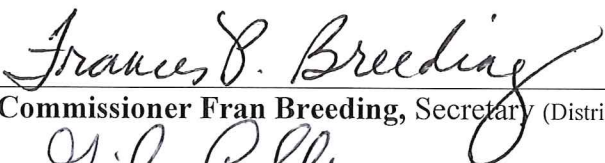
Executive Session: Commissioner Kingston called for an Executive Session, including the Commission and Interim Director/Finance Manager Randy Payne and Ken Woodrich from 11:12 am to 11:22 am for 10 minutes and again from 11:22 am to 11:27 am for 5 minutes per RCW 42.30.110(i) To discuss with legal counsel 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.

The Commission said they made no decisions.

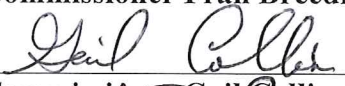
Adjournment: The Chairperson adjourned the meeting at 11:30 am.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is June 28, 2016 at 3:00 pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

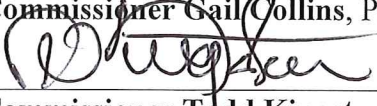
APPROVED BY:



Commissioner Fran Breeding, Secretary (District 1)




Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

ATTEST:



Monica Masco, Auditor