

**Port of Skamania County
Minutes of the Board Commissioners
February 19, 2019
Rescheduled Meeting, 5:00pm**

Call to Order: Chairman Collins called the meeting to order at 5 p.m.

In attendance: Commissioners Kevin Waters, Todd Kingston, Gail Collins, Executive Director Pat Albaugh, Attorney Ken Woodrich, Facilities Manager Doug Bill, Auditor Monica Masco, Finance Manager Cindy Bradley, Minute Taker Wanda Scharfe

Guest: Philip Watness

Public Comment: Chairman Gail Collins opened the meeting for public comment at 5:01 pm.

---**MOTION**--- Commissioner Waters made the motion to approve the consent agenda items 1 through 3. Commissioner Kingston seconded, and the motion carried unanimously to approve the consent agenda items 1-3 as presented

Commission updates: No report

Directors Report: Director Pat Albaugh updated the commissioners regarding the North Bonneville lease with Four Peaks Environmental Science and Data Solutions, LLC. He reported on the other recent inquiries of available spaces for lease. He will be showing the North Bonneville Teitzel building remaining offices spaces with an option for Four Peaks to sublet. Ken reviewed with the commissioners how the leasehold tax would apply to the lease. Port has been dealing with a records request that has taken a substantial amount of time. A consultation will be scheduled with the State Department Archival following the information we obtained during a webinar to review our current retention schedule practices. Discussion ensued regarding the SOS Grants available for records retention.

Facilities Manager: Facilities Manager, Doug Bill updated the commission on the recent facility department activities. The rock & the dirt the Port recently purchased last month has been spread out at Leavens Point. Doug thanked the Waters family for the use of the mini excavator.

Heater repairs have been done at various locations and a faulty sewer line was replaced at LDB. A lot of time has been spent on snow removal. Building damages from snow have been minimal. Doug noted there were three penetration points on the Riverpoint building roof.

Doug advised he will contact the roofing company for the best way to correct.

Finance Manager: Cindy Bradley, Finance Manager reviewed the financials with the commission. Current balances are \$831,948.88. The January budget expenditure is over revenues as of January 31st in the amount of \$19,814.28 due to some expected expenditures such as CERB loan payments, materials ordered for the shoreline project, 4th quarter leasehold tax, annual Sales & Use taxes. Revenues are behind primarily due to past due payments from Simply Growz. January revenue of \$71,661.01 and the expenditures of \$209,667.05 left the Port with an excess expense over revenue in the amount of \$138,006.04. A status update was given on the budgeted grants. The aging report was reviewed with the commissioners and the status of the past due balances that are due.

Attorneys Report: Ken reported that he has been working on the current records request and working with Pat on some resolutions for several leases.

Pat noted a few additional items for his report. Klein has finished surveying at the Cascades Business park. A meeting was held with the County regarding them constructing the road connection. The project is moving forward however we will need to decide on a gate for the project. The County is working directly with Mid-Columbia Fisheries to revise the planting plan. The Port has been in communication with the City of Stevenson regarding the shoreline project. They are requesting that we amend or resubmit permits. Brian Bair & Wallis Engineering will be working with the City for clarification and get them what they need. The timeline is an issue if re-permitting or applying for an additional permit causes us to miss our trail construction grant timeline could cause us to lose the match for other grants. Unfortunately, if we miss the construction window, we will be left without the funds to move forward with the project.

---**MOTION**--- Commissioner Waters moved to approve Resolution 8-2019 to amend the By-Laws to change the time of the regularly scheduled meeting from 6 to 5 p.m. still on the 3rd Tuesday of each month. Commissioner Kingston seconded; the motion carried.

Director Albaugh notified the commission that LDB made an inquiry about installing a tank outside of their building. He presented a photo to show the requested location. No other details are available.

Director Albaugh informed the commission that Clark & Lewies indicated a desire to enter into an agreement with the SDA for a mural to be placed on the exterior of the building. Discussion ensued.

Executive Session: A five (5) minute executive session was called at 5:42 p.m. and to 5:47 p.m. regarding RCS 42.30.110. At the completion of the five (5) minutes the regular meeting resumed. No decisions were made in the executive session and the staff is to proceed as directed.

Regular meeting reconvened at 5:47 p.m.


---**MOTION**--- Commissioner Waters made a motion to authorize Attorney Ken Woodrich to file a complaint and summons as discussed on behalf of Skamania County for eviction. Commissioner Kingston seconded; the motion carried.

Commissioner Collins adjourned the meeting at 5:49 p.m.

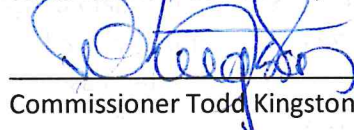
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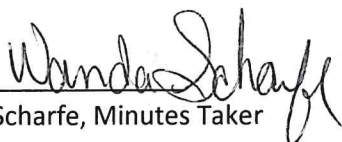
Commissioner Kevin Waters, Secretary (District 1)



Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, (District 3)

ATTEST: 
Wanda Scharfe, Minutes Taker