

**Port of Skamania County**  
**Minutes of the Board of Commissioners**  
**July 12, 2016**  
**Regular Meeting 3:00pm**

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

**Attendance:** Commissioners Fran Breeding, Gail Collins, and Todd Kingston; Attorney Ken Woodrich, Interim Director/Finance Manager Randy Payne, Auditor Monica Masco. Guests: Lucia (L.A.) Worthington (candidate for US House of Representatives 3<sup>rd</sup> Congressional District) arrived at 3:02pm.

**Public Comment:** Lucia Worthington introduced herself and noted she is concerned with the oil port in Vancouver and six counties in the 3<sup>rd</sup> Congressional District will be affected by the oil transport including Skamania County. She teaches at Clark College, lives in Washougal and is running as an Independent. The commissioners thanked her for the information and wished her luck.

**Meetings and Seminars:**

Randy met with the city of North Bonneville regarding the Evergreen Drive utilities access improvements.

**Minutes Approval:**

*---MOTION--- Commissioner Breeding moved to approve the **Minutes of the June 28, 2016 Meeting**. Commissioner Kingston seconded; the motion carried.*

**Vouchers Approval:**

*---MOTION--- Commissioner Kingston moved to approve the **General Fund Vouchers numbered 17316 through 17349 in the amount of \$63,049.18 dated July 12, 2016**. Commissioner Breeding seconded; the motion carried.*

**Administrative Approvals:**

Katy J. Archer/Port Engagement Letter: Mid-Columbia Housing is working on relocating the 212 Chapman Avenue tenant. Commissioner Breeding asked for Katy Archer's time estimate. Randy said he thought it would cost \$1,100 to \$1,500 with a maximum of \$3,000 to \$5,000. The subject will also be discussed in executive session.

*---MOTION--- Commissioner Breeding moved to **authorize Randy Payne to sign the agreement between the Port of Skamania and Katy J. Archer for legal services regarding the residential eviction matter at Wind River Business Park**. Commissioner Kingston seconded; the motion carried.*

Ratify Skamania Acupuncture Lease:

*---MOTION--- Commissioner Kingston moved to **ratify the lease signed by Randy Payne with Skamania Acupuncture including the monthly \$50 janitorial fee for the common area**. Commissioner Breeding seconded; the motion carried.*

Ratify Cascade Laundry Lease:

*---MOTION--- Commissioner Kingston moved to **ratify the lease signed by Randy Payne with Cascade Laundry**. Commissioner Breeding seconded; the motion carried.*

**Staff Reports:**

- **Facilities Report:** No Report. Doug was not able to attend the meeting.
- **Attorney's Report:** Ken requested using executive session for discussing the MOU (Memorandum of Understanding) with Skamania County, the Julie Mayfield records request, and as noted above, the residential Wind River Business Park issue in executive session.

**Director's Report/Unfinished Business:**

1. *Tenants Update:* Randy noted LDB Beverage made a partial lease payment and plans to make more frequent partial payments. Commissioner Breeding commented she is concerned this will impact the Port's cash flow. Commissioner Breeding would like a payment plan developed to bring the account current in the next six months. Randy will communicate to the tenant that the commissioners are aware and concerned with the situation.
2. *Utilities on Evergreen Drive, North Bonneville Update:* Commissioner Collins agreed to help Randy write the scope of work for running the water line under the road using the Small Works Roster. Ken Woodrich advised installing open conduit while the utility ditch is open. All commissioners agreed it is a good idea. The sewer is already on the right side of the road and the gas line will be run across this weekend.
3. *Wind River Business Park:* The water tank pad for 1111 Hemlock Road is ready to be poured. The bid is around \$4,000, half the price quoted by Hale Construction to the tenant Windy River Research. Tenneson Engineering will get their bid document to the Port next week for the wastewater system. Don Fisher (Windy River Research) is concerned with the roof leaks and Doug is researching the best repair option.
4. *Recording Commission Meetings:* There was discussion around the City of Stevenson's minute taker Jennifer Anderson who is paid an hourly rate to record the minutes and whether she is paid as an employee or independent contractor. Monica commented the City of Stevenson has a recorder on the meeting table while Jennifer is using a laptop. Ken Woodrich doesn't think the city has an adopted policy regarding recording the meetings. Randy will find out her availability and how she is paid by the city.
5. *New Executive Director Recruitment:* A list of 30 interested candidates was provided to the Commissioners. Commissioner Breeding noted there were only 5 completed submittals. The commissioners decided to keep the issue on the agenda as Unfinished Business until filled since there were not enough completed submittals to discuss yet. Ken Woodrich advised discussing the candidates in executive session at future meetings.
6. *Federal Single Audit:* Randy explained to the Commissioners the Washington State Audit began today and Commissioner Breeding sat in on the Entrance Conference and Interview. It is a Federal Single Audit and Financial Audit for 2015. It is estimated to cost \$13,600.

**New Business:** None.

**Executive Session:** Commissioner Gail Collins called for three Executive Sessions including the Commission, Interim Director/Finance Manager Randy Payne and Attorney Ken Woodrich from 3:45 pm to 4:15 pm for 30 minutes and again from 4:16 pm to 4:46 pm for 30 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 and **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.

*---MOTION--- Commissioner Breeding moved to waive the attorney-client privilege for responses related to Julie Mayfield's public records request at the discretion of Port attorney Ken Woodrich. Commissioner Collins stepped down to second, Commissioner Kingston abstained; the motion carried*


The Commissioners directed staff to proceed with Wind River Business Park negotiations.

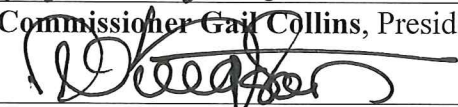
**Adjournment:** The Chairperson adjourned the meeting at 4:48 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is July 26, 2016 at 3:00 pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

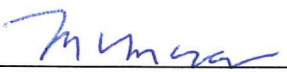
**APPROVED BY:**

  
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Commissioner Fran Breeding, Secretary (District 1)

  
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Commissioner Gail Collins, President (District 2)

  
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Commissioner Todd Kingston, Vice-President (District 3)

**ATTEST:**

  
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Monica Masco, Auditor