

Port of Skamania County
Minutes of the Board Commissioners
October 15, 2019
Regular Meeting, 5:00pm

Call to Order: Commissioner Kingston called the meeting to order at 5:01 p.m.

In attendance: Commissioners, Todd Kingston (arrived 5:33 pm), Gail Collins, Executive Director Pat Albaugh, Facilities Manager Doug Bill, Auditor Monica Masco, Finance Manager Cindy Bradley, Wanda Scharfe Minute Taker, Attorney Ken Woodrich

Guests: Philip Watness, Bruce Nissen, Tamara Kuhn via telephone, Ray Broughton, Kevin Waters

Commission updates: Commission Collins report on the recent EDC Meeting. He reported that they have a new Executive Director Kevin Waters. He congratulated Kevin. Janet Smith is acting as Board Chair. He reported that the board is now at member quota.

Directors Report: Director Albaugh updated the Commissioners about the WRBP well. It is still out of commission. They suspect it is an engineering issue with pump level installation. A pressure test will need to be retaken. There could be a need to add a Chlorinator to the system. The state is suggesting a hydrologist and a new engineer. Executive Director Albaugh suggested that once the problem has been corrected, we draft an MOU agreement to turn the operation of the water system over to the county. The Waterfront path construction finishes up this week, we need to have the chains installed on the pillars and add the habitat protection area signs to the path. The executed agreement for the Archival Grant has come in and we will begin on that process. WPPA and IACC conference are next week. The Port's new network server is in. The Phoenix Technology contract with has been working well. The service continues to be noteworthy.

Facilities Manager Report: Facilities Manager, Doug Bill updated the Commission on the recent activities of the Port. The Bob's Beach parking lot has recently been paved. He is currently adding two new office spaces to the Tichenor Building. A catch basin has been put in at the end of Leaven's Point to assist with water runoff. The Skye Building will be hooked up to gas service and the conduit will go in this next week. In the Cascade Business Park, the curbs have been staked out and the County will be putting the asphalt down on the road connection. We have submitted a letter of interest on the F350 pick up on the County surplus vehicle list. He has finished his design for the access gate for North Bonneville. He estimates \$1,000 a final cost. There are 2,000 willows, trees and shrubs to be added to the project in the other areas of the shoreline in the county mitigation requirements.

Finance Report: Cindy Bradley, Finance Manager gave the finance report. A new column was added to the cash balance report which will allow for a quick comparison to the previous year. The cash balance as of September 2019 was \$1,215,946.61. Revenues over expenses was \$ 245,991.69. Year to date revenues exceed budget and the YTD actual expenses are below budget. The Waterfront trail expenses will be partially reimbursed by the RTC- TAP grant. The Cascades Business park expenses will be fully paid by the Port. Shoreline restoration bills in September totals \$11,392.88. Current Grant balances and deadlines were discussed. Total revenues for September were \$110,381.66 and expenditures were

\$68,246.79, netting excess revenues over expenses in the amount of \$42,135.17. Notable expenses and incomes were reviewed. The Delinquent Account and Aging report were reviewed, and it was noted that everyone is current and there is no tenant delinquency. All those on payment plans are paying as agreed. The Port audit has been completed. The exit conference is scheduled for October 30th. The indication is a clear audit with a few minor recommendations. In November Commission meeting the budget will be adopted.

Attorney's Report: Ken Woodrich recently attended a governmental attorney conference which noted some changes to the public works bidding laws. There will be an increase coming for the limited public works from \$35,000 to \$55,000 for small projects. There will be some new subcontractor language going forward.

Public Comment: Commissioner Collins opened the meeting for Public Comment at 5:33.

Bruce Nissen reported that they will be making different arrangements for the finance department and go through a CPA rather than an in-house finance manager. They have hired a new production manager and adding more of a structured workforce setting. The tap house been doing well. He also expressed concern regarding snow coming off the roof of the building at the entry. Asked for the Port's support regarding the City's fee structure where the sewer rates being based on intake when they are hauling off waste & side streaming. In addition to that fee they are also being surcharged.

Commissioner Vacancy: A resignation was received from Kevin Waters effective Sept 25, 2019. Ray Broughton was present and Tamara Kuhn via telephone. Both candidates were interviewed separately. The same questions were presented to each of the candidates. Questioning ended at 6:03 p.m. The Commissioners decided to go into executive session to discuss the responses for 5 minutes.

Executive Session (h) Commissioner Gail Collins called for an Executive Session as per RCW 42.30.110 (h) to include himself and Commissioner Todd Kingston. The session began at 6:04 pm and ended at 6:09 pm.

----MOTION--- Commissioner Kingston made a motion to appoint the Ray Broughton to fill the vacant position of District 1 Commissioner. Commissioner Collins stepped down and seconded the motion. Motion passed unanimously.

Skamania County Election Officer Nathan Phillips administered the Oath of Office to newly appointed Commissioner, Ray Broughton.

----MOTION--- Commissioner Kingston made a motion to approve the consent agenda as presented. Commissioner Broughton seconded the motion. The motion carried unanimously.

Commissioner Collins expressed a need for a 5-year strategic planning session as a separate meeting. The date was set for November 12th from 12 -4 p.m.

----MOTION--- Commissioner Kingston made a motion to approve Resolution 10-2019 increasing Pre-Issued fund balance to \$950,000 as presented, Commissioner Broughton seconded. The motion carried unanimously.


Director Albaugh informed the Commission that the City of Stevenson has requested a joint meeting between the City, Port & County to discuss the Stevenson Waterfront project. The dates suggested were reviewed and several options were selected that would work with the Commissioners' schedules.

----MOTION--- Commissioner Kingston made a motion to ratify the second lease amendment between CCPO LLC and the Port of Skamania as presented. Commissioner Broughton seconded. The motion carried unanimously.

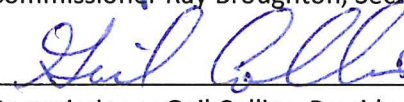
----MOTION--- Commissioner Kingston made a motion to ratify the lease amendment for WRBU LLC as presented. Commissioner Broughton seconded. The motion carried unanimously.

Adjourn: Commissioner Collins adjourned the regular session at 7:06 p.m.

APPROVED BY:



Commissioner Ray Broughton, Secretary (District 1)




Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, (District 3)

ATTEST:


Wanda Scharfe, Minutes Taker