

**Port of Skamania County  
Minutes of the Board of Commissioners  
November 20, 2018  
Regular Meeting, 6:00pm**

**Call to Order:** Commissioner Collins called the meeting to order at 6:00 pm.

**In attendance:** Commissioners Gail Collins, Kevin Waters, and Todd Kingston, Attorney Ken Woodrich, Director Pat Albaugh, Auditor Monica Masco, Finance Manager Cindy Bradley, Facilities Director Doug Bill, Minutes Taker Wanda Scharfe  
Guests: None

**Public Comment:** Commissioner Collins closed Public Comment at 6:01pm

**2018 Budget Hearing:** Commissioner Collins opened the hearing at 6:02pm for public comment. There was no public comment. Commissioner Collins closed the budget hearing to public comment at 6:02

**Consent Agenda:** Items will be considered and approved on a single motion. Any Commissioner may, by request, remove an item from the agenda prior to approval.

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

**Approval of the Minutes**

1. October 16, 2018 Regular Meeting
2. November 1, 2018 Special Meeting

**Voucher Approvals**

3. Approval of Pre-Issued General Fund Vouchers
  - 19018-19034 for \$25,099.26 (10/31/2018)
  - 19035-19068 for \$56,312.63 (11/14/2018)

**Commissioner & Staff Reports:**

- **Commission Update:**  
Commissioner Kingston reported on the newly formed Committee Skamania County EMS County Public Hospital Planning and Advisory Committee. Approx. 20 people attended the first meeting on Nov. 20th. The goal is to get approval within a year for a Hospital in Skamania County.

- **Manager's Report:**

Director Albaugh presented the conceptual plan for the Stevenson Waterfront trail. Meeting next week with the engineer to discuss several areas of concern with the plan. Landscaping, lighting & set backs are a couple of the items.

The Port will be receiving wayfinding signs this coming week i.e. Teo Park, Bob's Beach. These signs are paid for from the City of Stenson's Tourism funding.

Haven lease is still being worked on. It is presently waiting for the County to have the house available for rent and the agreement between the County and the Forest service. Haven has requested a 1-month security deposit of \$3900.00

The Commissioners approve the request.

Hood River Juice lease is on hold until this coming year. They still want to proceed with the lease but aren't presently ready to start the lease until plans are ironed out.

LNI Consultation was yesterday. The review went well and there are a few items that were identified that will need to be remedied.

This spring Brian Adams storage lease was not renewed however he still has not removed his property and several shipping containers. He is in a holdover tenant status. This status does allow us the option to charge back rent and attorney fees. Adding another office space in the Tichenor Building. Walking Man Brewing will be leasing upon completion. Presently all the offices are full.

- **Facilities Update:**

Facilities Manager Doug Bill reported that they have recently completed the pole barn addition at the golf course. Heating Units have been installed in several suites of the Tichenor Building and a unit was installed at Clark & Lewies'. Two windows in the Tichenor Building were replaced; Skamania Acupuncture's Yoga Studio and in the Portside Chiropractic Office. Skunk Brother's has requested a window replacement which will be done as time allows. Port Public Bathrooms have been closed for the season. Several small roof leaks have been worked on in various buildings. The Teizel Building has a leak around the skylight that is proving to be problematic and presently has a temporary fix.

The recent LNI visit will require some wiring for the shop and locating & removing some Material Safety Data (MSD) sheets from our chemical inventory. They will be back in the spring to monitor noise levels for some of the outside maintenance equipment.

- **Finance Manager's Report:**

Finance Manager Cindy Bradley reviewed the Port October 2018 Financial Report. Cash balance for October 31<sup>st</sup> was \$936,279.50. The total revenue for October was \$159,909.57 and the expenditures were \$96,148.31, netting excess revenues over expenses in the amount of \$63,761.26

Reviewed the budgeted grants revenues and the amounts expended to date.

Reviewed the deadlines on the budgets and remaining balances.

The WRBP Water system is near completion and remaining funds will be billed at project completion. The Department of Commerce appropriation for the shoreline project of \$99,910 has been billed and received.

The delinquent accounts receivable report was reviewed.

Skunk Brothers continues steadily and has been very responsive. LDB Payments in November have been received as per promissory note. Payments have been paid going forward and as agreed on payment schedule for the amount in arrears has been paid.

Simply Grows is in process of financing and payment is pending and there have been several delays in the restructuring. Commission directed Director Albaugh to complete steps to send a letter from Attorney Woodrich. The deadline the Commission set to be paid by Dec. 7<sup>th</sup> Ken will send an eviction notice as outlined by Director Albaugh.

*MOTION---* Commissioner Waters made a motion. Commissioner Kingston seconded. Motion carried to send an eviction notice sent to Simply Growz under the direction of Pat Albaugh if payment has not been received by Dec. 7<sup>th</sup>.

- **Attorney's Report:**

No update

**New Business/Administrative Approvals:**

- Lease - North Bonneville – Discovery II – Four Peaks Environmental, LLC

*---MOTION---* Commissioner Waters made a motion. Commissioner Kingston seconded. Motion carried to authorize the Lease Agreement between Skamania County and **Four Peaks Environmental Science and Data Solutions, LLC** a Limited Liability Company. Lessor shall pay monthly rent as follows: for month

*of December 2018 Two Hundred dollars (\$200.00); for the month of January 2019 Six Hundred dollars (\$600.00); for the month of February 2019 Seven Hundred dollars (\$700.00); for the month of March 2019 and for the remainder of the lease Eight Hundred dollars (\$800.00) per month; all lease rates are plus Washington State Leasehold Excise Tax at the full \$800.00 per month non-discounted rate as established by RCW 82.29A, and all rents and leasehold taxes are due and payable on or before the first day of each month, in advance, without demand. A security deposit of \$1,600.00, which the Board acknowledges is less than the 1-year statutory deposit. With Lessee to pay building utilities.*

Commission directed that the lease outline lessee's responsibility for parking lot snow & ice removal.

- Tenant Improvements – Wind River Business Park: Processing Center - Play Frontier, Non-Profit

*---MOTION--- Commissioner Waters made the motion and Commissioner Kingston seconded the motion. The motion carried to authorize, on behalf of the Port of Skamania acting as property manager for Skamania in the Wind River Business Park to approve the tenant improvements as proposed by Play Frontier to move an interior door and open a wall to enlarge the Preschool Room, add two sinks and move or install a fence to enclose the playground.*

- Budget Overview

Executive Director Pat Albaugh conducted the proposed budget review. The commissioners were given the projection of operating revenues and expenditures. Commission directed the banked capacity since 1985 after reviewing several options of levy increases for property tax. The Commission discussed that Port has not increased the property tax levy in a long time and in looking at the forecasted budget an increase is needed to get the budget in the black. Commissioner Collins pointed out that the public wants the projects completed with waterfront park amenities. In the past employees have been laid off to keep in budget.

- Resolution 16-2018

*---MOTION--- Commissioner Waters made the motion, Commission Kingston seconded, the motion unanimously carried to adopt Resolution 16-2018 accepting and approving the 2019 Port ad valorem Tax Levy with a property tax levy for 2019 of \$307,369.10, which is \$2,596.71 one percent*

(1%) over the \$259,670.73 2018 levy; as well as collecting the 2018 banked capacity since 1985 of \$45,101.66 for a total increase of 18.3688% over 2018. In addition, an increased amount, resulting from the addition of new construction and improvements to property, of \$3,757.70, and an increase amount in the value of state assessed property to be supplied by the County Assessor later shall be collected.

- Resolution 17-2018 Adopt 2019 Budget

---MOTION--- Commissioner Waters made the motion, Commission Kingston seconded, the motion unanimously carried to adopt Resolution 17-2018 accepting and approving the 2019 budget as presented.

**Adjournment:** Chairman Collins adjourned the meeting at 7:27 pm.

**Next Meeting:** The next scheduled meeting of the Board of Port Commissioners is December 18th, 2018 at 6:00pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

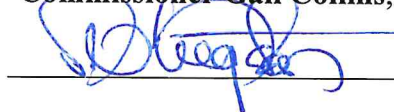
**APPROVED BY:**



Commissioner Kevin Waters, Secretary (District 1)

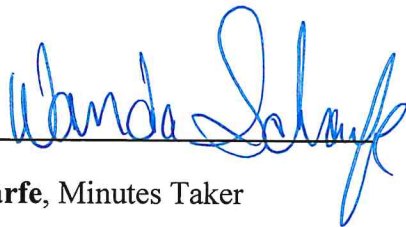


Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

**ATTEST:**



Wanda Scharfe, Minutes Taker