

Port of Skamania County
Minutes of the Board of Commissioners
December 19, 2017
Regular Meeting, 6:00pm

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

In attendance: Commissioners Gail Collins, Kevin Waters, and Todd Kingston, Attorney Ken Woodrich, Director Pat Albaugh, Finance Manager Cindy Bradley, Facilities Manager Doug Bill, Auditor Monica Masco, Minutes Taker Somer Meade. Guests: Nathan Phillips, Paul Spencer.

Oath of Office: Commissioners Todd Kingston and Kevin Waters took their oath of office with Nathan Phillips from the Skamania County Auditor's Office.

Public Comment: None.

Commission Collins closed the meeting to public comment at 6:04pm.

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 moved, seconded by Commissioner Kingston and the motion carried unanimously to approve the consent agenda items 1-4 as presented:

Approval of the Minutes

1. *November 21, 2017 Regular Meeting*

Voucher Approvals

2. *Approval of Pre-issued General Fund Vouchers*
 - o 18391-18396 for \$8,963.68 (11/29/17)*
 - o 18397-18410 for \$10,897.65 (12/6/17)*
 - o 18411-18419 for \$10,904.96 (12/13/17)*
3. *Approval of General Fund Vouchers*
 - o 18420-18433 for \$6,934.13 (12/20/17)*
 - o 18434 for \$468.50 (12/20/17)*
4. *Resolution 16-2017 Amending Authorization for Pre-issued Warrants from \$900,000 to \$950,000.*

Commissioner & Staff Reports:

- **Commission Update:** Commissioner Collins discussed the recent meeting with Dave McKenzie of the Public Utilities District (PUD). It was helpful in understanding what the potential power capacity is in the county, especially with regards to bringing in new tenants. Commissioner Collins shared that the goal is to have more regular meetings to keep an open dialogue with the PUD. The Wind River Business Park meeting has been

rescheduled. Commissioner Kingston gave a brief recap of the Chamber of Commerce board meeting.

- **Manager's Report:** Director Albaugh provided an update on the Wind River Business Park. The utility agreement with the Forest Service is being renewed. The Port is now in possession of the water, electrical, and water system plumbing operations and maintenance manual from the Forest Service. We will be able to update the manual instead of creating a new one for the Department of Health. The Forest Service and County are still in lease negotiations for several USFS buildings. There are also discussions with Sand Mountain Society for occupying and restoring some of those same buildings. The Port has received the Department of Health permit for the WRBP water system construction. The Department of Commerce has approved a 7th extension on the Port's grant to construct the water system. Utilities will be brought to the e-bay building.
- **Facilities Update:** Facilities Manager Bill explained the facilities team has spent quite a bit of time in North Bonneville. Total Shield is very happy with the work they've done on the Skye building. The Slingshot ramp situation is on-going, a portable ramp found in Portland for \$8,000. The facilities team performed mapping of the gas system at the Teitzel building. Historically, Battelle was paying for some of Slingshot's gas bills and more recently the Port has been. The gas has been shut off to the heater in Slingshot's space until the gas line can be rerouted. LDB has begun work on the tasting room, and has a small sink hole in the middle of the building, which will be worked on next week. At 21 Cascade, the fire department in Stevenson is too busy to burn down the house. It is becoming a public nuisance. Commissioner Kingston will look into whether or not another agency can come in and do it. If not, facilities will tear it down. Attorney Woodrich counseled on the proper procedures for procuring the portable ramp for Slingshot. Director Albaugh pointed out that there is a need to figure out who is responsible for procuring a ramp and the Commission discussed their concerns. Facilities Manager Bill asked for legal clarification of the lease language and shared that the warehouse workers have expressed they do not want the ramp. The Commission directed Director Albaugh to have Slingshot management update them on the situation. Commissioner Collins asked about Beacon Rock Golf Course. Attorney Woodrich briefed the Commission on a recent meeting with AMC Venture and their attorney with the focus on the following concerns: Updating the irrigation system, replacing the HVAC system, replacing the vent hood and exhaustion, and sharing responsibility for the septic system. The irrigation replacement is not financially feasible at this time, the septic system is tenant responsibility, the tenants were asked to get a quote for updating and fixing the vent hood as there are code violations and to present it to the Commission, and the HVAC system cannot accommodate the current needs and needs to be doubled. Doug is suggesting putting the same unit on the other side of the building. Attorney Woodrich explained that as the HVAC is a major system that it would be appropriate for the Port to assist with. The Commission would like to see a list of Port versus tenant responsibilities,

Director Albaugh pointed out that there are some grey areas, and Attorney Woodrich pointed out the that lease indirectly lists those things out. Auditor Masco mentioned that she was not aware of any payments the Port has made for regular maintenance, and the Commissioners pointed out that staff work on the property without charging the tenant for it. The other concern that the tenant had was that they would be penalized for not being able to keep up with the standard of play for the golf course with the irrigation issues. Commissioner Kingston asked Facilities Manager Bill to look into a unit and the pricing for the HVAC. The well house building will need to be replaced in the near future. The Commission expressed concern over the ongoing cost of maintaining the property as a golf course.

- **Auditor's Report:** November 30, 2017 Cash Balance was \$1,076,255.24. Total revenue for November was \$104,157.40 and expenditures were \$162,837.00; netting excess expenditures over revenue in the amount of \$58,679.60; year-to-date excess revenue over expenditures \$341,020.31. The Commission discussed adding a line item for grant and line of credit funding so that it doesn't continue to show as a revenue instead of a liability in the financial reports.
- **Attorney's Report:** None.

New Business/Administrative Approvals:

- **Lease Amendment- Wind River Biomass Utility:** Paul Spencer presented to the Commission an update on where the business is at in development, to include an offer to the County to purchase the land that they are leasing. There has been quite a bit of back and forth with the county and there are two possibilities, one is to surplus the land and the other is to put it out to bid. Paul hopes to reduce the back in forth between multiple public agencies. Paul reported that the firewood business is functioning but as the winter weather comes up, it will severely reduce their ability to continue doing their work. The lease stipulates the tenant have \$2 million in investments by April 30, 2018. Purchasing the land would remove this barrier. Paul asked the Commission to reduce the rent retroactively to November 2017 for a six-month period that would end on April 30, 2018. At that point, the founding members will decide whether or not the business will continue. The Commission asked that Paul come back to discuss in April. Director Albaugh pointed out that the land is tied up in leasing that would make it difficult for the County just to surplus it. Paul asked that the Port be involved in the discussions moving forward.

---MOTION--- Commissioner Waters moved to approve the lease amendment 3 extending the reduced lease rate of \$200 per month plus the leasehold tax based upon the \$535 per month lease rate retroactive for the months of November and December through April 2018. Commissioner Kingston seconded; the motion carried.

- **Windy River Research Lease rate:** Director Albaugh gave a brief description of the tenant's situation and reason for requesting a change to their lease and announced that there is no action required at this time.

- **Executive Director Cost of Living and Wage Adjustment:**

---MOTION--- Commissioner Waters moved to approve raising Executive Director Pat Albaugh's salary to \$92,225.54 per year, effective January 7th, 2018. Commissioner Kingston seconded; the motion carried.

- **American Queen Steamboat Company Contract Approval:** The Commission reviewed the changes to the contract and discussed concerns and ideas for dealing with trash from the tour boats.

---MOTION--- Commissioner Waters moved to approve the contract between the American Queen Steamboat Company and the Port of Skamania as presented. Commissioner Kingston seconded; the motion carried.

- **City of Stevenson Tourism Funding Contracts:** Director Albaugh briefly explained the contracts with the City of Stevenson for Tourism related funding of Port projects.

---MOTION--- Commissioner Waters moved to approve the amended contract between the City of Stevenson and the Port of Skamania for \$100,000 for Shoreline Enhancement at Leavens Point as presented, to approve the amended contract between the City of Stevenson and the Port of Skamania for \$29,582 for Waterfront Wayfinding Signage as presented, and to approve the contract between the City of Stevenson and the Port of Skamania for \$30,867 for Waterfront Park Amenities as presented. Commissioner Kingston seconded; the motion carried.

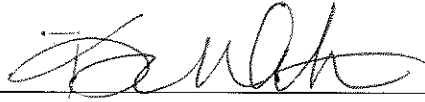
- **Stevenson Shoreline Restoration Small Works Project Bids:** Director Albaugh reported that the first meeting is tomorrow with the low bidder. References have been very positive.

---MOTION--- Commissioner Waters moved to award the contract for the Stevenson Shoreline Restoration in Stevenson Washington, Small Works Roster Project, to Nutter Corporation for their base bid of \$163,925 plus their option item bid of \$65,760 for a total of \$229,685 plus tax and possible additional hourly work for a total not to exceed \$300,000 contingent upon Director of Pat Albaugh's approval of the walkthrough. Commissioner Kingston seconded; the motion carried.


Adjournment: The Chairperson adjourned the meeting at 7:12pm.

Next Meeting: The next scheduled meeting of the Board of Port Commissioners is January 16, 2018 at 6:00pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

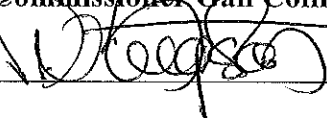
APPROVED BY:



Commissioner Kevin Waters, Secretary (District 1)



Commissioner Galt Collins, President (District 2)



Commissioner Todd Kingston, Vice President (District 3)

ATTEST: _____

Somer Meade, Minutes Taker