

Port of Skamania County
Minutes of the Board of Commissioners
October 5th, 2017
Special Meeting, 11:00am

Call to Order: Commissioner Collins called the meeting to order at 11:00am.

In attendance: Commissioners Gail Collins, Kevin Waters, and Todd Kingston, Attorney Ken Woodrich (by phone), Director Pat Albaugh, Auditor Monica Masco, Minutes Taker Somer Meade. Guests: Fran Breeding, Cindy Bradley, Gary Reaves (Auditor), Kristen Harris (by Skype).

Public Comment: None.

2018 Budget Schedule: Director Albaugh presented the proposed budget schedule for reviewing and approving the 2018 Port Budget. The Commission reviewed their schedule and availability with the staff and it was agreed that the next Commission meeting would take place on Friday, October 20th at 9:00am and the November meeting will be held as scheduled on the 21st at 6:00pm. The budget will need to be approved in that meeting which may necessitate a special meeting earlier in November for a budget workshop. Those details are to be determined.

Auditor Entrance Conference: Kristen Harris (Assistant Audit Manager) welcomed the group and explained important contacts. Gary (Audit Lead) explained the process for the Port's Accountability audit for the 2015 and 2016 Fiscal years. The audit is going to cover payroll, lease contracts and agreements and related receipting, general disbursement payments, and the financial condition of the Port. Kristen explained the processes and procedures associated with the audit process and the review and appeal processes. Kristen also shared the help desk and other support resources that are available. There will be an exit conference to cover the findings of this audit.

EDC Lease & Personal Services Agreement: Director Albaugh explained that the Port is at the next stage for planning the cooperative relationship with the EDC. The attorneys have reviewed the contracts but there are further revisions needed, especially to ensure that the contract is less Port-centric and ensures a collaborative relationship. The EDC board meets on October 18th, 2017 for the next stage of approval. The contract includes personal services and property. Any revisions would be vetted and put forth for ratification at the next meeting.

--- MOTION --- Commissioner Waters moved to approve the lease between the Port and the EDC subject to future ratification of any revisions. Commissioner Kingston seconded; the motion carried.

--- MOTION --- Commissioner Waters moved to approve the Personal Services Agreement between the Port and the EDC subject to future ratification of any revisions. Commissioner Kingston seconded; the motion carried.

Proposal for Professional Surveying & Engineering: Director Pat Albaugh explained that Klein & Associates surveying services have been utilized previously by the Port. Klein & Associates is available and qualified to do the varying work needed for the Shoreline project. Klein has submitted a written proposal to perform the elevation mapping of the shoreline, the trail design, and providing images and data that can be used in the future. The survey needs to be done in advance of the in-water work. Attorney Woodrich reviewed RCW 39.80.030 with the group regarding the requirements concerning the general announcement for RFQ that is needed. Director Albaugh explained what the Port has done to solicit these services. Pursuant to the Port making sure that all requirements are met for solicitation of professional

services, Director Albaugh requested that the Commission allow staff to move forward with a Professional Service Agreement.

--- MOTION --- Commissioner Waters moved to authorize Director Albaugh to enter into a Professional Services Agreement as long as the Port adheres to RCW 30.80.030 with Klein & Associates for surveying and engineering services not to exceed \$21,500, subject to ratification. Commissioner Kingston seconded; the motion carried.

Chairperson Collins adjourned the regular meeting at 11:43am

Next Meeting: The next scheduled meeting of the Board of Port Commissioners is October 20th, 2017 at 9:00am at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

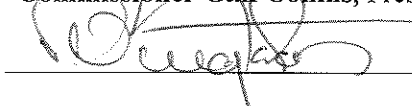
APPROVED BY:



Commissioner Kevin Waters, Secretary (District 1)

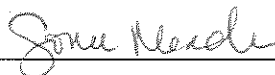


Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

ATTEST:



Somer Meade, Minutes Taker