

**Port of Skamania County
Minutes of the Board of Commissioners
February 21, 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, Financial Manager Fran Breeding, Auditor Monica Masco, Facilities Manager Doug Bill, Minutes Taker Somer Meade. Guests: Mark Mayfield, Larry Krug, Philip Watness (*The Pioneer*), Julie Mayfield, Davis Turpin.

Public Comment:

Tenant Presentation: Mark Mayfield of Beacon Rock Golf Course brought in an estimate for the replacement of the irrigation system as well as the projected revenue stream. The projected revenue suggests the irrigation project will pay for itself. Mark will re-adjust the numbers to account for his 8 month/year lease. Commissioner Waters reiterated his concerns for the system. Mark reminded the commission that it is 47 years old and that it impacts the course negatively on a regular basis. Commissioner Waters plans on visiting the course soon.

Approval of the Minutes:

---MOTION--- Commissioner Waters moved to approve the Minutes of the January 24, 2017 Meeting as presented. Commissioner Kingston seconded; the motion carried.

Voucher Approvals:

---MOTION--- Commissioner Waters moved to approve the pre-issued General Fund Vouchers numbered 17792 through 17827 in the amount of \$31,792.03 dated February 8, 2017 and Vouchers 17828 through 17833 in the amount of \$3,758.33 dated February 16, 2017. Commissioner Kingston seconded the motion; the motion carried.

---MOTION--- Commissioner Kingston moved to approve the General Fund Vouchers numbered 17834 through 17843 in the amount of \$13,818.17 dated February 22, 2017. Commissioner Waters seconded the motion; the motion carried.

Commissioner & Staff Reports:

- **Commission Update:** Commissioner Waters will be attending the EDC Luncheon. Commissioner Kingston shared with the Board that Backwoods won the Business of the Year. Commissioner Waters commended Pat and the Port team for all of the good work they are doing. Commissioner Collins attended the EDC meeting and it went well, new members were there, and Kari Fagerness is doing a great job leading the organization.
- **Facilities Report:** The facilities team has been doing a lot of tree clean up. There have been 3 roof repairs due to the ice storm. One building related repair at the Discovery Building, the whole façade has been dislodged. The repair may allow for a redesign that is functional and provides more effective drainage. Another furnace has been replaced at Tichenor. The gutters were torn off of the Evergreen building and the Red Barn, but the repairs will wait. The kiteboarding sign is

almost ready to install; concrete is almost ready to be poured. The large sign for the landing has arrived, and the installation will be scheduled and managed by Facilities Manager Bill. All of the damaged trees that could be reached from the road have been dealt with. All of the trees around Tichenor will likely bounce back in a year, but he is more skeptical about the birch trees.

- **Auditor's Report-** January 31, 2017 Cash Balance is \$631,137.81. Total revenue for January was \$85,972.23 and expenditures were \$190,069.35, netting expenses over revenues in the amount of \$104,097.12.
- **Attorney's Report:** At the City of Stevenson City Council meeting last week there was a presentation by the engineers that the sewer system is beyond its capacity. Two recommendations were made. One includes upgrades to the current system with an additional tank and oxidation ditches. The second is to look at the Port and ameliorate the sources of BOD spikes which could be coming from a variety of sources like the beverage industry and commercial kitchens. Commissioner Waters mentioned that Backwoods has been reviewed and their amounts are a little high but not enough to fully explain the issue. This could result in a moratorium on building permits and include fines for the city making it very important that everyone works together. Executive Director Albaugh let everyone know that a meeting is coming up tomorrow between the City and Port tenants LDB Beverage, Skunk Brothers, and Backwoods Brewing. Commissioner Waters explained that he has good communication with the city and the county but that is not the case for all business owners and he would like to see the City do more outreach. Executive Director Albaugh has reports from all of the Port tenant and is prepared to meet tomorrow. Commissioner Waters asked about the stop sign removal. Attorney Woodrich can't comment on it because of ongoing litigation. Auditor Masco added that the stop signs were covered as part of the mandatory process and that strange pedestrian signs have been installed that are creating confusion.
- **Manager's Report:** Dena Horton from Senator Cantwell's office will have to reschedule her trip out, and the goal of her visit is to see the Cascades Business Park. The Chamber is having a Happy Hour at the Tichenor building on Thursday at 5:00pm at Skamania Acupuncture Clinic in the Tichenor building.

New Business/Administrative Approvals:

- **Discuss & Schedule 2017 Supplemental Budget Hearing:** Finance Manager Fran Breeding has discovered some errors in the 2017 budget that she would like to correct. She will send out a spreadsheet with the revisions and schedule a supplemental budget hearing for the next Regular Meeting.
- **Future Commissioner Health Insurance:** Commissioner Collins asked that this be added to the agenda for discussion of a new policy so that candidates wishing to run for the open board seats this year would know what to expect. The Commissioners agreed that it makes sense at this time that for all new Commissioner terms moving forward, the Port will no longer provide health insurance. The Commission has asked for a new resolution next meeting in advance of the next election cycle.
- **WRBP Well Project – DOH 100 foot restrictive covenant:** This is a standard requirement by the Department of Health to protect the well from any kind of damage or contamination. This is a

previous requirement that was not completed. With Commission agreement to move forward, staff explained the steps required to submit the covenant for Commissioner Collins.

---MOTION--- Commissioner Kingston moved to authorize Commissioner Collins to sign the Restricted Covenant as presented. Commissioner Waters seconded; the motion carried.

- **WRBP MOU:** Director Albaugh explained that the MOU changes our duties to be the property managers and the County will be responsible for providing maintenance. The Port would get 10% of all the revenues for the WRBP, and the MOU is a 5-year agreement with a 90 day out-clause for both agencies. Commissioner Waters shared his perspective. He supports the MOU but only if there are some amendments. Director Albaugh's time must be accounted for and if they go over, the Port has to be able to bill for that time. Commissioner Kingston believes that it's worth more than 10% of the lease revenues. There is concern that looking towards the future that while Director Albaugh is capable of managing this relationship, there is concern that there aren't enough safeguards. Commissioner Collins believes the 90 day out would allow for the Port to end the relationship if they are taking advantage of Pat. Commissioners Collins and Kingston would like to see that the County either buy the well from the Port or negotiate these terms. Attorney Woodrich explained that the County that hiring a property manager would mean that the manager would have the same limitations of their statutory authority. Under the RCW 53.08.080, the Port is given the discretion to lease under any terms that are appropriate. The County is unable to lease for anything less than market value. There is no trade for economic development and jobs. Director Albaugh and Finance Manager Breeding explained what the 10% is based on and clarified that there is no maintenance being performed by Port staff. Commissioner Collins explained that the County has to put everything out to bid, which is not so good for a business. The Board would like for Pat to follow up on whether or not the County would buy the well. Paul Spencer and Larry Krugg also offered up their suggestions which included asking the County to pay for the well and looking into the PUD taking over the system following a feasibility study from the Department of Ecology. Attorney Woodrich advised that the Board not worry about the cap on Director Albaugh's time and added commission survival language to the MOU. The action items for Director Albaugh are to see if the Port can sell the well to the county and to negotiate the 15-year lease for Trout Creek Field.

---MOTION--- Commissioner Waters moved to approve the Memorandum Of Understanding between the Skamania County and Port of Skamania County for the Wind River Business Park with the revisions included. Commissioner Kingston seconded; the motion carried.

- **Lease Negotiations and Ratifications:** The terms of the Lease for a potential tenant need to be presented in Executive Session, with either a lease agreement that is ratified at a later date or voted on at the next regular meeting.

Chairperson Collins adjourned the regular meeting at 7:37pm.

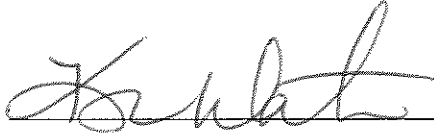
Executive Session: Commissioner Gail Collins called for Executive Session including the Commission Attorney Ken Woodrich, Commissioner Todd Kingston, Finance Manger Fran Breeding, and Director Pat Albaugh for 10 minutes from 7:38pm to 7:48pm. **RCW 42.30.110(c)** c) To consider the minimum price at which 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.

No decisions were made in executive session.

Adjournment: The Chairperson adjourned the meeting at 7:49 pm.

Next Meeting: The next scheduled meeting of the Board of Port Commissioners is March 21st, 2017 at 6:00pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

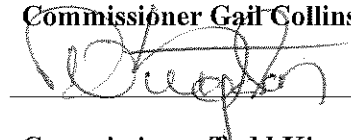
APPROVED BY:



Commissioner Kevin Waters, Secretary (District 1)

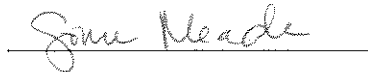


Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

ATTEST:



Somer Meade, Minutes Taker