

**Port of Skamania County
Minutes of the Board of Commissioners
May 16, 2017
Regular Meeting, 6:00pm**

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

In attendance: Commissioners Gail Collins, 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: Philip Watness (*The Pioneer*), Robert Muth, Bruce and Carrie Nissen, Jim Hunt.

Public Comment:

Carrie & Bruce Nissen: They provided an update from the last meeting and are working on cleaning up the outside of the building. Demolition inside is complete and cleaned up. They are focusing on the outside now. They will continue to work on the list of action items from the previous meeting. There are still issues with finding someone to purchase the pallets, and they may end up paying someone to remove them. The trailers should be gone by June 1st.

Jim Hunt: He was happy to hear that LDB is making progress. He mentioned that more visitors will be coming as the season begins and given the history of problems he is glad things will be better. He asked for clarification on parking space labels/policies/plans at East Point for the next decade.

Commissioner Collins closed public comment at 6:06pm.

Approval of the Minutes:

---MOTION--- Commissioner Kingston moved to approve the Minutes of the April 18th, 2017 Regular Meeting as presented. Commissioner Collins stepped down to second; the motion carried.

---MOTION--- Commissioner Kingston moved to approve the Minutes of the April 24th, 2017 Special Meeting as presented. Commissioner Collins stepped down to second; the motion carried.

Voucher Approvals:

---MOTION--- Commissioner Kingston moved to approve the pre-issued General Fund Vouchers numbered 17954 through 17986 in the amount of \$35,870.75 dated April 5, 2017. Commissioner Collins stepped down to second; the motion carried.

---MOTION--- Commissioner Kingston moved to approve the General Fund Vouchers numbered 17987 through 18009 in the amount of \$24,611.85 dated May 17, 2017. Commissioner Collins stepped down to second; the motion carried.

Commissioner & Staff Reports:

- **Commission Update:** No updates

- **Facilities Manager's Report:** Facilities Manager Bill explained that the Golf Course repairs have mostly been made, some parts remain on order. The internal walls at the Skye building have been taken down and some floor tiles replaced. There is a meeting with Director Albaugh and prospective tenants tomorrow to discuss what else needs to be done. There are repairs remaining from the ice storm damage to include the gutters at the Skye building and on the golf cart shed. The East Point sign has been installed. Docks have been put in but they are in bad shape and will need extensive repair in the winter. Auditor Masco inquired about whether or not the work could be done in house. It can but will be time intensive. Facilities Manager Bill had to replace the floats again and with the repeat repairs he is looking into a better long term situation. The deck has been repaired at Clark & Lewie's and they will be looking at the roof next. The aluminum ramp has been removed and will be saved for future projects. The Riverpoint roof has been inspected and looks good with one dent and 2 small repairs needed.
- **Auditor's Report:** Cash balance at 4/30/2017 was 742,257. Year to date revenue was \$370,667 and 5% favorable to the budget. Year to date expenses were \$363,645 and were 54% favorable to the budget.
- **Attorney's Report:** Attended the WSAMA conference. Attorney Woodrich expressed that is was very valuable, with some topics of specific interest to the Port, and he feels prepared to handle issues that come up that are relevant to properties' environmental conditions. The Port pays 1/5th of the cost and Ken finds it is worth it.
- **Manager's Report:** The DOH permit process is ongoing, with a contract established with the Satellite Management Agency. Director Albaugh would like to amend his contract to also include the Forest Service's Water System plus a ten percent admin fee.

---*MOTION*--- Commissioner Kingston moved to **authorize Director Albaugh to move forward with the interlocal agreement and modification of the Satellite Management Agency contract, subject to ratification at the next Commission meeting.** Commissioner Collins stepped down to second; the motion carried.

New Business/Administrative Approvals:

- **Annual Financial Report:** Finance Manager Breeding presented the 2016 Annual Financial Report and noted all commissioners were emailed a copy last week to review.

---*MOTION*--- Commissioner Kingston moved to **accept the 2016 Financial Report**, noting the Commission has reviewed it. Commissioner Collins stepped down to second; the motion carried.

- **Lease Approvals & Ratifications:**

Director Albaugh told the Commission that there are several leases and agreements to discuss, approve, and ratify. The group determined which ones were ready for Commission action.

---*MOTION*--- *Commissioner Kingston moved to ratify the lease between the Port and Cheryl Showalter doing business as The Essence of Reiki for Space 70E in the Tichenor Building as presented with a lease rate of \$100 a month plus Washington State Leasehold tax and a 1-*

month security deposit which the Board acknowledges is less than the 1-year statutory deposit. Commissioner Collins stepped down to second; the motion carried.

---MOTION--- Commissioner Kingston moved to ratify the storage agreement between the Port and Ben Klebba doing business as Phloem Studio for Space 70D in the Tichenor Building as presented with a lease rate of \$100 a month plus Washington State Leasehold tax and no security deposit which the Board acknowledges is less than the 1-year statutory deposit. Commissioner Collins stepped down to second; the motion carried.

---MOTION--- Commissioner Kingston moved to approve the lease amendment between the Port and Bruce Nissen doing business as LDB as presented with authorization for Director Albaugh to sign the amendment. Commissioner Collins stepped down to second; the motion carried.

---MOTION--- Commissioner Kingston moved to approve the lease between the Port and Doug Gross and Pamela Habersetzer for 5 acres at the WRBP as presented with a lease rate of \$20 a month plus Washington State Leasehold tax and no security deposit which the Board acknowledges is less than the 1-year statutory deposit. Commissioner Collins stepped down to second; the motion carried.

---MOTION--- Commissioner Kingston moved to approve the lease amendment between the Port and Wind River Biomass as presented to extend the \$200 base rate. Commissioner Collins stepped down to second; the motion carried.

---MOTION--- Commissioner Kingston moved to ratify the lease between the Port and Kristen Ramirez and Amanda Aguiar doing business as Puddle Jumpers Inc. for Suite 90 in the Tichenor Building as presented with a lease rate of \$250 a month for the first three months increasing to \$1,000 a month in August 2017 plus Washington State Leasehold tax and a 2-month security deposit which the Board acknowledges is less than the 1-year statutory deposit. Commissioner Collins stepped down to second; the motion carried.

Bruce Nissen mentioned that the Port should look into TTB (Alcohol and Tobacco Tax and Trade Bureau) Regulations regarding the proximity of schools and childcare facilities to businesses that deal with Drugs/Alcohol. Attorney Woodrich and Director Albaugh agreed that it is important to review legal issues and Commissioner Collins asked that Director Albaugh also follow up with the owners of Puddle Jumpers to let them know there may be an issue.

- **Parking at East Point:** Director Albaugh explained that there is a history of issues at the parking lot at East Point. The group consulted a map of the parking and buildings and discussed the patio buildout that LDB has planned. The Nissen's shared their concern about how their business is being impacted by disgruntled kite boarders and the potential issues for future tasting room customers. Jim Hunt expressed his concern about the debris taking up parking spots and his desire for enough parking for recreaters and tourists. The Commission wants to find a balance for both the Port tenants and the recreational users. In the short term, the Port will provide signs for employee parking and patio construction. The discussion can be revisited once LDB completes construction and cleanup.

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

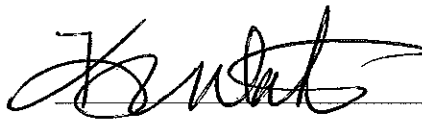
Executive Session: Commissioner Gail Collins called for Executive Session including the Commission Attorney Ken Woodrich, Commissioner Todd Kingston, Finance Manger Fran Breeding, and Director Pat Albaugh for 30 minutes from 7:42pm to 8:12pm for **RCW 42.30.110(c)** To consider the minimum price at which 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; and for **RCW 42.30.110(b)** To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood if increased price; and then for another 15 minutes from 8:17pm to 8:32p for **RCW 42.30.110(i)** To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in adverse legal or financial consequence to the agency.

No decisions were made in executive session.

Adjournment: The Chairperson adjourned the meeting at 8:32 pm.

Next Meeting: The next scheduled meeting of the Board of Port Commissioners is June 20th, 2017 at 6:00pm at the Port office conference room: 212 SW Cascade Avenue. Stevenson, Washington.

APPROVED BY:



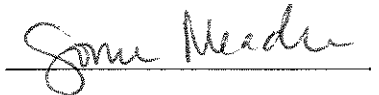
Commissioner Kevin Waters, Secretary (District 1)

Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

ATTEST:



Somer Meade, Minutes Taker