

**Port of Skamania County
Minutes of the Board of Commissioners
July 18, 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: Larry Krug, Philip Watness (*The Pioneer*)

Public Comment: No public comment.

Commission Collins closed to public comment at 6:01pm.

Approval of the Minutes:

---MOTION--- Commissioner Waters moved to approve the Minutes of the June 20, 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 18066 through 18078 in the amount of \$15,114.64 dated June 28, 2017 and vouchers numbered 18079 through 18091 in the amount of \$20,425.19 dated July 12, 2017 and vouchers numbered 18092 through 18121 in the amount of \$28,464.78 dated July 13, 2017. Commissioner Kingston seconded the motion; the motion carried.

---MOTION--- Commissioner Waters moved to approve the General Fund Vouchers numbered 18122 through 18128 in the amount of \$31,134.91 dated July 19, 2017. Commissioner Kingston seconded the motion; the motion carried.

Commissioner & Staff Reports:

- **Commission Update:** None of the Commissioners had meetings to report on this month.
- **Facilities Report:** Facilities Manager Doug Bill reported that the garage on Cascade Avenue has been demolished and the brown house next to it will be burned down on the 29th of this month in a fire rescue training exercise. Commissioner Waters inquired about the trees in the parking lot behind Tichenor, Facilities Manager Bill explained there is no plan in place to deal with them. The 5th of July clean-up was a success with 9 volunteers in attendance. There is a 4' x 6' informational construction sign waiting to be installed near where the Brown House is for the Shoreline project. The Stevenson Landing sign will be installed in the next week.
- **Auditor's Report-** Year to date revenues total \$580,932.71 and are \$232,600 ~ 29% favorable to the budget. Year to date expenses total \$524,031.31 and are \$605,000 ~ 54% favorable to the budget.
- **Attorney's Report:** Nothing to report.
- **Manager's Report:** Director Albaugh attended the WPPA Director's conference last week went really well. Staff will have to defend the ALEA grant funding tomorrow because of a mitigation

issue with the wording in a permit from the USACE. The Melgas Class North America sailboat race is happening this week and they will be parking overnight at the docks off the boat launch.

New Business/Administrative Approvals:

- **Waterfront Music Fest Fee Waiver:** Director Albaugh explained that this event is taking place on Port property once again and the tenants who are putting it on are asking for a waiver of the Facility Use Permit fee. It has been requested and granted in the past.

---MOTION--- Commissioner Waters moved to waive the Facility Use Fee of \$50.00 for the Waterfront Music Fest. Commissioner Kingston seconded; the motion carried.

- **CERB Planning Grant:** Director Albaugh explained that he has been in discussions with CERB about a planning grant to develop new and current properties. They will fund up to \$50,000 with a 25% match. The state budget has not appropriated those funds yet, but CERB is encouraging agencies to apply in the event that it is funded. As the Port would have to put up \$12,500 if the grant is awarded, Director Albaugh asked if the Commission would agree to moving forward with the application. The Commission discussed the potential projects that the planning grant could be used for. The application is due July 31st and would be awarded 2-3 months from now, pending funding. Commissioner Kingston clarified that if the Port was awarded we would not have to take it. CERB has come down and met with staff and feel there is potential in the projects Port staff presented. Commissioners Collins & Waters are in favor, Commissioner Kingston is undecided but agrees that there is no problem in moving forward with the application. The Commission directed Director Albaugh to move forward with the application process.
- **Lease & License Approvals:** Director Albaugh explained that a company by the name of TotalShield would like to lease the Skye Building. They are looking to move in September 1st and have asked for 3 tenant improvements- a taller garage door, the installation of a shower stall, and the removal of the ducts. They would sign a one year lease.

---MOTION--- Commissioner Waters moved to approve the lease between TotalShield Inc, a New Mexico Corporation, and the Port for the Skye Building as presented with a lease rate of \$1,000 a month beginning in September 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 Kingston seconded; the motion carried.

Battelle Ecology would like to sign a license agreement to receive access to the Martha Creek Field so that they can park and use a man gate and hike out to Martha Creek where they will do testing and observation. Director Albaugh explained this is potentially a 30 year project. The agreement has a termination clause that both parties are well aware of and comfortable with.

---MOTION--- Commissioner Waters moved to approve the license agreement between the Port and Battelle Ecology for .25 acres at the WRBP as presented with a license rate of \$25 per month plus Washington State Leasehold tax and no security deposit which the Board acknowledges is less than the 1-year statutory deposit. Commissioner Kingston seconded; the motion carried.

- **Facilities Use Permit:** Director Albaugh introduced the Facility Use Permit and the recommended changes to include a clause that requires permittees to pay for labor when they require help with set-up, tear-down, and acquiring equipment for events. The Commissioners expressed their concerns about some of the operational challenges of larger events in the past. Rather than changing the permit application, Attorney Woodrich recommended that Port staff create internal operational procedures that would address those concerns rather than change the application itself.

---MOTION--- *Commissioner Waters moved to approve the Facility Use Permit as presented for 2017 and moving forward. Commissioner Waters seconded; the motion carried.*

- **Discussion of Lease Negotiations in Executive Sessions:** Attorney Woodrich explained the Supreme Court Decision of Riverkeeper v. Port of Vancouver. Director Albaugh shared a list of general items for discussion in an open meeting. Moving forward this will be a place holder on the agenda to ensure compliance.

Chairperson Collins adjourned the regular meeting at 6:47pm.

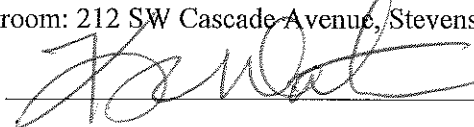
Executive Session: Commissioner Gail Collins called for Executive Session including the Commission Attorney Ken Woodrich, Commissioner Todd Kingston, and Director Pat Albaugh for 10 minutes from 6:51pm to 7:01pm regarding **RCW 42.30.110(i)** To discuss with legal counsel representing the agency matters 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 7:02 pm.

Next Meeting: The next scheduled meeting of the Board of Port Commissioners is August 15th, 2017 at 6:00pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

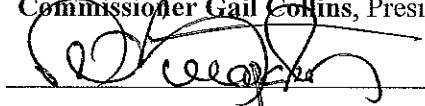
APPROVED BY:



Commissioner Kevin Waters, Secretary (District 1)



Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

ATTEST: 

Somer Meade, Minutes Taker

