

**Port of Skamania County
Minutes of the Board of Commissioners
August 15, 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, Minutes Taker Somer Meade. Guests: Philip Watness (*The Pioneer*)

Public Comment: No Public Comment

Commission Collins closed the meeting to public comment at 6:00pm

Approval of the Minutes:

---MOTION--- Commissioner Waters moved to approve the Minutes of the July 18, 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 18129 through 18137 in the amount of \$19,216.39 dated July 26, 2017 and vouchers numbered 18138 through 18152 in the amount of \$27,484.32 dated August 3, 2017 and vouchers numbered 18153 through 18164 in the amount of \$14,378.85 dated August 9, 2017 and vouchers numbered 18165 through 18165 in the amount of \$178,970.84 dated August 15, 2017. Commissioner Kingston seconded the motion; the motion carried.

---MOTION--- Commissioner Waters moved to approve the General Fund Vouchers numbered 18166 through 18188 in the amount of \$18,214.82 dated August 16, 2017. Commissioner Kingston seconded the motion; the motion carried.

Commissioner & Staff Reports:

- **Commission Update:** Commissioner Waters reported on the meeting with the City regarding the BOD waste water system issues. The highest sewer payers will see a 3000% increase. The new waste water plant is likely going to cost \$15 million. The cost will be high to Port tenants who are labeled high users. The next meeting is planned for August 24th and a public hearing will be required for any rate changes.
- **Facilities Report:** Facilities Manager Doug Bill is out of town. Director Albaugh reported in his absence. The little brown house on Cascade Avenue was burned successfully.
- **Auditor's Report-** Year to date revenues total \$693,702.64 and are \$196,200 ~ 22% favorable to the budget. Year to date expenses total \$623,272.58 and are \$615,000 ~ 50% favorable to the budget.
- **Attorney's Report:** Nothing to report.
- **Manager's Report:** Director Albaugh revisited the Waste Water issue and shared his suggestion for the makeup of the Waste Water committee. L&I issued 3 additional citations yesterday

regarding the Bloodborne Pathogen Control Plan. Commissioner Collins inquired about conversations with Gus Melonas regarding property acquisition. Director Albaugh has spoken with him and is currently in discussions regarding boundary adjustments at the property at 21 NE SW Cascade Avenue as well as utilizing BNSF property for additional boat trailer parking. Director Albaugh has proposed BNSF help fund the development of a park on the property.

New Business/Administrative Approvals:

- **Director Signature Authorization:** Director Albaugh explained that he needs Commissioner approval, documented by letter, to move forward with closing on the property at 21 NE Cascade Avenue. Attorney Woodrich reminded Director Albaugh that the Covenants & Restrictions need to be approved/signed as part of this process. The money coming from the city is contingent that those covenants and restrictions be recorded. . Closing is currently set to take place on 8/28/17.

---MOTION--- Commissioner Waters moved to authorize Director Pat Albaugh to sign the closing documents on behalf of the Port of Skamania County in the acquisition of the property located at 21 NE Cascade Avenue in Stevenson. Commissioner Kingston seconded; the motion carried.

---MOTION--- Commissioner Waters moved to authorize Director Pat Albaugh to sign the Interlocal Agreement with the City of Stevenson to purchase Port waterfront property for up to \$200,000. Commissioner Kingston seconded; the motion carried.

---MOTION--- Commissioner Waters moved to authorize Director Pat Albaugh to sign the covenant between the Port of Skamania County and the City of Stevenson for the property located at 21 NE Cascade Avenue in Stevenson. Commissioner Kingston seconded; the motion carried.

- **Skunk Brothers Street Rod Show Fee Waiver:** Director Albaugh explained that this event is taking place on Port property and the tenants who are hosting it are asking for a waiver of the Facility Use Permit fee. This is the first time this event is being held.

---MOTION--- Commissioner Waters moved to waive the Facility Use Fee of \$50.00 for the Skunk Brothers Street Rod Show. Commissioner Kingston seconded; the motion carried.

- **Port/County Interlocal Agency Agreement:** Director Albaugh explained that this is for the Port to be able to utilize the County Public Works and engineering, etc. It is the same agreement as what is currently in place and lasts for 3 years.

---MOTION--- Commissioner Waters moved to authorize Director Pat Albaugh to sign the Interlocal Agency Agreement between the Port of Skamania County and Skamania County. Commissioner Kingston seconded; the motion carried.

- **Ratify Lease for Pacific Ghost Forestry Services:** Director Albaugh explained that a company by the name of Pacific Ghost Forestry Services has signed a lease for Suite 70H in the Tichenor Building. The lease is month to month.

---MOTION--- Commissioner Waters moved to ratify the lease between Pacific Ghost Forestry Services, a Washington LLC, and the Port for Suite 70H in the Tichenor Building as presented

with a lease rate of \$225 a month beginning 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 Kingston seconded; the motion carried.

- **Funding Needs for Stevenson Shoreline Project:** Director Albaugh explained that the RCO agency has disallowed the Port's match which was the Shoreline restoration piece as a match to their \$374,000 grant. The Port recently received a grant for \$200,000 to do the trails and pathways bringing the total funding up to \$574,000 but it is all in jeopardy with the match being disallowed. The Port has presented a request to the County to help with the funding shortfall. 1,150 feet of Shoreline need to be restored by the County by 2021 per the Army Corp of Engineers permit. The scope of the ALEA grant needs to be rewritten and reconsidered. Port staff will sit down with Brian Bair to discuss possibilities and changes to the phases. A new engineer will be needed since the scope of work is changing and none of the trail work has been conceptualized. Director Albaugh asked the Commission for their thoughts on incurring debt to make the match. Washington Fund Investment Fund is an option for \$250,000 with approximately \$33,000 in interest. The Commissioners expressed concern over incurring debt and Director Albaugh & Attorney Woodrich explained that with this debt there would at least be a minimum of a dollar for dollar match. Commissioner Waters expressed concern that if this project does not happen, there will be no further development of the waterfront which means that no new businesses/buildings will be able to be developed.

---MOTION--- Commissioner Waters moved to authorize Director Pat Albaugh to secure a loan for \$250,000 through the Washington Investment Board. Commissioner Kingston seconded; the motion carried.

Chairperson Collins adjourned the regular meeting at 7:15pm

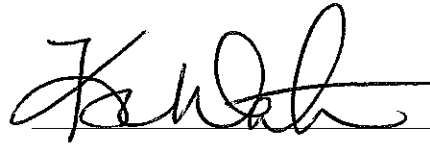
Executive Session: Commissioner Gail Collins called for Executive Session including the Commission Attorney Ken Woodrich, Commissioner Todd Kingston, and Director Pat Albaugh for 30 minutes from 7:20pm to 7:50pm regarding **RCW 42.30.110(b)** To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price and (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.

After executive session, the Commission authorized Director Pat Albaugh to get a commercial appraisal on the Discovery I located at 396 Evergreen Drive and the Wind River Biomass Utility leased area in Trout Creek Field located at the Wind River Business Park in Stabler, Washington.

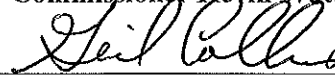
Adjournment: The Chairperson adjourned the meeting at 7:51pm

Next Meeting: The next scheduled meeting of the Board of Port Commissioners is September 19th, 2017 at 6:00pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

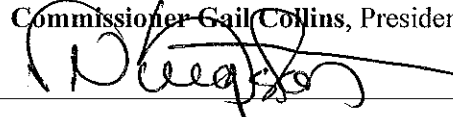
APPROVED BY:



Commissioner Kevin Waters, Secretary (District 1)

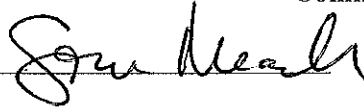


Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

ATTEST:



Somer Meade, Minutes Taker