

Port of Skamania County
Minutes of the Board of Commissioners
November 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 (by phone), and Todd Kingston, Attorney Ken Woodrich, Director Pat Albaugh, Finance Manager Cindy Bradley, Facilities Manager Doug Bill, Auditor Monica Masco, Minutes Taker Somer Meade. Guests: Paul Koch (Port of Cascade Locks), Carrie Nissen (LDB), Thomas Meade (Skamania Acupuncture).

Public Comment: Carrie Nissen gave an update to the board on LDB. There is a new recycling business in town that will be working with them to get rid of recyclables. They have found a company to take the pallets, but they do not want wet pallets. LDB is at capacity and they are out of space and so they are having to store things outside that they would not normally, and this is in addition to the 3rd party storage they have. A general manager has been hired to take on daily operations, allowing Bruce & Carrie to take on the role of ownership to focus on bigger picture tasks.

Commission Collins closed the meeting to public comment at 6:04pm.

Port of Cascade Locks Presentation: Paul Koch, director of the Port of Cascade Locks came to give the Commission an update on some happenings for the Port of Cascade Locks. The Bridge of the Gods, despite weather and fire related closures, is on track to meet their financial goals. Tolls will be increasing on commercial vehicles as of February 1, 2017. By June of 2018 the goal is to have the technology in place to allow automatic tolling with transponders. The Port Board of Commissioners has voted to continue development at the Business Park with 6 smaller businesses going into new buildings instead of the Integrated Resort, which would likely struggle to get approval at the State level. If there are any changes and the Integrated Resort were to come to the Port of Cascade Locks, they would like to work with the Port of Skamania County to make sure that our county benefits. The Integrated Resort will likely move forward in Hood River. The economic development piece of the Scenic Area Management Plan is lacking and the Port of Cascade Locks would like to work with the Port of Skamania to develop a much stronger economic development component of that plan.

2018 Budget Hearing: Commissioner Collins opened the hearing at 6:13pm for public comment. There was no public comment. Commissioner Collins closed the budget hearing to public comment at 6:13pm.

Consent Agenda: Items will be considered and approved on a single motion. Any Commissioner may, by request, remove an item from the agenda prior to approval.

---MOTION--- Commissioner Kingston moved, seconded by Commissioner Waters and the motion carried unanimously to approve the consent agenda items 1-3 as presented:

Approval of the Minutes

1. October 20, 2017 Rescheduled Regular Meeting

Voucher Approvals

- 2. Approval of Pre-issued General Fund Vouchers*
 - o 18313-18313 for \$2,922.00 (10/23/2017)*
 - o 18314-18337 for \$77,076.04 (11/1/2017)*
 - o 18338-18353 for \$14,298.26 (11/15/2017)*
- 3. Approval of General Fund Vouchers*
 - o 18354-18390 for \$62,499.02 (11/22/2017)*

Commissioner & Staff Reports:

- **Commission Update:** Commissioner Collins attended an EDC meeting and reported out that Randy Payne attended that meeting and clarified that North Bonneville can accommodate certain types of infrastructure, contrary to earlier reports that North Bonneville did not have the energy capacity for any new infrastructure. Commissioner Kingston reported on the Skamania County Chamber meeting. Casey Roeder will be retiring in one year. Commissioner Kingston also attended a meeting for the Wind River Business Park in Stabler and there were concerns about future plans for development at the Business Park in addition to the electrical needs and availability.
- **Manager's Report:** Director Albaugh gave a Wind River Business Park update- there was confusion on the part of the Forest Service regarding daily chlorination. USFS wanted to maintain control of daily testing but the USFS staff who wanted to maintain control left the Forest Service. No one notified us and USFS wasn't doing the daily testing. There are plans in place to install an auto-reader to do readings and report them to the water operator to catch any problems. The Port will purchase the equipment through Columbia Technical and bill the County for it. Director Albaugh also reported that the draft permit from the U.S. Army Corp of Engineers (USACE) has been sent out to all interested parties regarding the easement at the Cascades Business Park. Attorney Woodrich would like to see the Port retain some control and is suggesting some language to do so. Attorney Woodrich will not give his blessing on the permit until some assurances are written into the permit that ensures future tenants would not be impacted by arbitrary language in the permit. Executive Director Albaugh explained that despite the recent ordinance from the City of North Bonneville includes language that requires the Port to continue to seek an easement. Director Albaugh is asking the USACE to dedicate the road to the City of North Bonneville. This would allow forward movement on development, despite the challenges presented by the permit language. Commissioner Collins requested that this information be sent on to the state legislators along with a wish list to help gain more momentum. Director Albaugh and Somer Meade described the new Waterfront Advisory Committee which consists of a variety of interested parties who are providing feedback and ideas for the waterfront development. The Department of ES

Energy Audit results were provided today with somewhat disappointing results, the Port will continue to look at grant opportunities.

- **Facilities Update:** Facilities Manager Doug Bill reported that repairing roof leaks at Tichenor, Evergreen, and Skye Building has been a primary focus with all of the rain. Facilities replaced all of the lighting with LED's at the Skye Building. The waterfront public restrooms in Stevenson are closed for winter. A security system was installed at the Red Barn. The Landing Dock control to lower the gangway was damaged by a boat and required an emergency fix and the last docking is scheduled for this weekend. There is a hole in the asphalt at Backwoods that will need to be repaired when the weather cooperates. Facilities Manager Bill explained that the annual fire marshal inspection is in process, and there was an asbestos test performed at 21 Cascade. Facilities is looking at replacing windows in the Tichenor building to be windows that slide open to help with HVAC issues. The estimates so far has each window replacement priced at \$623. The facilities team has completed the abatement requirements from a recent L&I consultation. Facilities Manager Bill advised the Commission that we will need to consider what to do with the forklift and backhoe in the Spring to make sure we are in compliance. Director Albaugh discussed the funds from 21 Cascade and the TAC funding for 2017 that is to go towards wayfinding signage. He is in communication with the new City Administrator about the funding deadlines, and the \$100,000 allocated towards the Shoreline project in 2011 that carries over each year.
- **Auditor's Report:** October 31, 2017 Cash Balance was \$1,134,934.84. Total revenue for October was \$329,535.70 which includes \$200,000 from a private lender and \$69,826 in property tax receipts. Expenditures were \$71,039.84. The month netted excess revenue over expenditures in the amount of \$258,495.86; year-to-date excess expenditures over revenue \$399,699.91.
- **Attorney's Report:** Nothing to report.

New Business/Administrative Approvals:

- **Resolution 13-2017 Commissioner Health Insurance Policy:** Director Albaugh explained that in previous minutes and resolutions, the language suggested that health insurance was being eliminated completely for Commissioners and that is not entirely accurate, Commissioner will still be able to get health insurance through the Port but will need to pay the Port in advance for that coverage. This resolution clarifies that policy.

---MOTION--- Commissioner Kingston moved to adopt Resolution 13-2017 amending the policy for Commissioner Health Insurance as presented. Commissioner Waters seconded; the motion carried.

- **Resolution 14-2017 Property Tax Levy 2018:** Director Albaugh presented the 2018 budget to the Commission. Commissioner Collins asked for more information about funding

possibilities instead of a WIB line of credit to keep costs down for projects. Attorney Woodrich asked what the County is doing to support the Port's efforts to help them mitigate the damage of the landslide. Director Albaugh explained that much of what the Port can expect from the County will be in kind. Director Albaugh also made suggestions for ways to reduce the project scope and cost. Increased wages remain within the established limits, so the proposed salary increases from the previous meeting are included in this budget. The DOH has approved the permit for the Water System at the Wind River Business Park, so construction can proceed in the coming year. Commissioner Collins would like to see the project go to bid immediately and he suggested that even if it's not required, that the new system be set up for auto-chlorination. Director Albaugh asked the Commission to consider what percentage they want to levy property taxes at, with the 3 options costing the tax payers annually \$0.307711 cents per \$1,000 Assessed Value if they choose not to levy property taxes, \$0.310780 cents per \$1,000 Assessed Value if they choose to levy property taxes at 1% over the 2017 property taxes, or \$0.361975 cents per \$1,000 Assessed Value if they choose to levy property taxes at 1% over the 1985 property taxes.

---MOTION--- Commissioner Kingston moved to adopt Resolution 14-2017 accepting and approving the 2018 Port ad valorem Tax Levy with a 1% increase over the 2017 amount of \$252,945.03. Commissioner Waters seconded; the motion carried.

- **Resolution 15-2017 Budget Adoption 2018:**

---MOTION--- Commissioner Kingston moved to adopt Resolution 15-2017 accepting and approving the 2018 Budget. Commissioner Waters seconded; the motion carried.

- **Bi-annual Audit Report:** Auditor Masco presented the Audit Report findings that stated the Port is in compliance with state law and provided adequate safe guarding of public resources and is in line with Port policies. It was a clean audit and Randy Payne, Fran Breeding, and Auditor Masco are to be commended for their work to stay in compliance.

- **Backwoods Carport:** Commissioner Waters provided background for the Commission on the requirements for a covering to go over everything that is outdoors to be in compliance with the Department of Ecology. Facilities Manager Bill explained that the biggest issue is how the structure will be securing it to the ground. Commissioner Collins recommended that Backwoods work with Facilities Manager Bill and the City of Stevenson to make sure that all city requirements are being met for parking and resurrecting the structure. Backwoods has already purchased the structure to show intent within the required 45-day window from Department of Ecology.

- **Skamania Acupuncture proposed tenant improvements:** Thomas Meade presented to the Commission his requests for tenant improvements. The first issue is related to the HVAC

system and the smell in the space that is a result from the distillery and the brewery in the building. The second issue is the general stuffiness and a malfunctioning HVAC system that is not able to clear the air and keep the space comfortable. There have been clients who have chosen not to come back to the business as a result of the smell. By installing windows that open, the need for a new functioning HVAC system would be less and would reduce business expenses from running the system year-round. Thomas provided photos and took the Commission through some of the other improvements he would like to do to the space, to include filling in 2 windows with dry wall. He would also like to change one of the office spaces to make room for a front desk, all looking towards bringing in more practitioners to the space and hiring workers (office administrator, insurance biller). Thomas also explained the signage he would like to put up on the front and back of the building and is in communication with the City on requirements and permitting. Thomas also mentioned that he is anticipating the wastewater rate increase to substantially impact his operating costs. He took his concerns to the City who recommended following up with the Port to install separate meters. Commissioner Collins explained that separate meters are complicated and expensive. The Commissioners asked clarifying questions about the window installation. The Commission directed Director Albaugh & Facilities Manager Bill to work with the tenant to solve the issues and get the work done.

- **Stevenson Shoreline Restoration and Enhancement Project Bids:** Director Albaugh explained to the Commission that the Port went to bid for the Shoreline Restoration and Enhancement project and then found out that the grant money from RCO would not apply towards the mitigation work and the cost of willows was exorbitant. Based on these funding issues, Director Albaugh is requesting that the Commission reject these bids, with a goal of reducing the scope of the project and going to bid as a Small Works Project. This new project will specifically address the mitigation that is required and the in-water work. Once the restoration of the shoreline is complete, the enhancement work can be put to bid as a separate project.

---MOTION--- Commissioner Kingston moved to reject all of the bids received for the Stevenson Shoreline Restoration & Enhancement Project. Commissioner Waters seconded; the motion carried.

- **Stevenson Shoreline Restoration Project- Small Works Roster:** Director Albaugh explained that the restoration work needs to be rebid as a Small Works Projects and because many of the items have already been considered and the County has been doing the work to get fill material and bring it down to the waterfront. The 6 companies that submitted bids for the original project are on the Small Works Roster and qualifications will be a part of the considerations for awarding a bidder. Attorney Woodrich explained that as part of the responsive bid requirements, you can request from bidders that they provide other similar projects they have worked on to get an understanding of qualifications for this type of work.

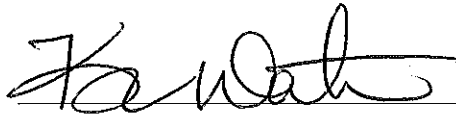
---MOTION--- Commissioner Kingston moved to authorize Director Albaugh to solicit bids utilizing the Small Works Roster for the Stevenson Shoreline Restoration Project. Commissioner Waters seconded; the motion carried.

- **Thank You Letter:** Commissioner Collins asked the Port staff to draft a letter to the community member who made funds available for the Port to move forward on the Stevenson Shoreline project. Port staff drafted the letter and the Commission signed.

Adjournment: The Chairperson adjourned the meeting at 7:57pm.

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

APPROVED BY:



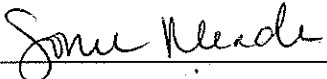
Commissioner Kevin Waters, Secretary (District 1)



Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

ATTEST: 

Somer Meade, Minutes Taker