

Port of Skamania County
Minutes of the Board of Commissioners
February 20, 2018
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, Finance Manager Cindy Bradley, Auditor Monica Masco, Minutes Taker Somer Meade. Guests: Jim Hunt, Carrie Nissen, Bruce Nissen.

Public Comment: Carrie Nissen (LDB) provided an update. Moving to a second shift has been very successful. January was the best month in revenue and operation the business has had so far, which is a major improvement over where things were last year. Many of the pallets have been cleared and their additional storage in Vancouver has made a big difference. They are still a little behind in cash flow and they are working hard to finish making back payments to the Port. Bruce Nissen provided some insight into projections for the next several months. Bruce and Carrie are looking forward to positive sales trends this spring. Attorney Woodrich asked for clarification on LDB's accounts receivable. LDB currently employs 30 individuals. The Department of Ecology came out for a 2nd visit and they eliminated eight out of the ten compliance issues, Bruce is working to resolve the remaining two. Bruce's biggest concern at this time is the wastewater issues and asked that the Commission discuss.

Commissioner Collins closed the meeting to public comment at 6:15pm.

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 made the motion, Commissioner Collins stepped down to second, and the motion carried unanimously to **approve the consent agenda items 1-4 as presented.***

Approval of the Minutes

1. *January 16, 2018 Regular Meeting*

Voucher Approvals

2. *Approval of Pre-issued General Fund Vouchers*

o *18489-18505 for \$46,726.58 (1/24/18)*

o *18506-18535 for \$39,133.08 (2/7/18)*

3. *Approval of General Fund Vouchers*

o *18536-18555 for \$107,705.19 (2/21/18)*

4. *Resolution 7-2018 Authorizing Pat Albaugh & Cindy Bradley as USPS account holders*

Commissioner & Staff Reports:

- **Commission Update:** None.
- **Manager's Report:** Executive Director Pat Albaugh shared that there is an agreement in the works for the easement in North Bonneville. It does not provide 100% access but it allows the Port to move forward with the project and allows the Port to deed the road to the City of North Bonneville, and it also makes provisions to allow the gate to be open most hours. Appraisal is the next step. Director Albaugh has been in touch with the new Portland representative on compliance and permitting from the U.S. Army Corp of Engineers (USACE) and he does plan on coming out to visit the sites. Concerned citizen has reached out to the corp. Director Albaugh reported there is a lot happening at the Wind River Business Park (WRBP). He has been working with the Forest Service and Sand Mountain Society, the County, and an organization called "Old Guys Who Build Stuff". The agreement to finalize the water system is still in the works. A lease for additional US Forest Service buildings to the county could happen in the next month. The Shoreline project is winding down with large equipment being moved out over the next 1-2 weeks. Big rocks and root wads were delivered today, with the crew currently working on the hillside and trail. Staff will solicit bids for hydroseeding soon. Director Albaugh shared that State Representative Gina McCabe put \$100,000 in the state budget for the Port's project which has made it through the House budget but still needs to clear the Senate budget and get signed by the governor. Efforts to put together a volunteer willow trimming party and later a willow planting party are underway. The Request for Proposals for WRBP will be advertised tomorrow. The 21 Cascade Avenue park is coming along nicely, there are many names being considered and a Shoreline Advisory Committee is making suggestions for development. Director Albaugh has shown the Teitzel building in North Bonneville a few times. The lease with Workforce/People for People is still moving forward, and will require additional walls to be built in the Tichenor suite.
- **Facilities Update:** Facilities Manager Doug Bill shared that most of his work recently has been on shoreline related projects. Facilities Manager Bill thanked Commissioner Collins for volunteering his time and personal equipment to support those efforts. The window project at Tichenor has been pushed back by a month. Boat ramp maintenance was taken care of this month. Facilities Manager Bill shared that the tenant at the golf course has requested maintenance on one of the cart garages. Jim Hunt asked questions about the shoreline project and the golf course. Commissioner Collins commended Facilities Manager Bill for his good work.
- **Auditor's Report:** January 31, 2018 Cash Balance was \$990,102.57. Total revenue for January was \$76,648.51 and expenditures were \$217,350.23, netting expenses over revenues in the amount of \$140,701.72.
- **Attorney's Report:** Attorney Woodrich reported out on RCW 35.21.278, which is a statute that allows the Port to contract with community service organizations for

community improvements. Attorney Woodrich explained that when an agency has a project that doesn't generate revenue but meets a community need, as long as they contract with a local community organization (chamber, sports organization, etc.), the Port can contribute up to 1/3 the value up to \$25,000 on a reimbursable basis. Director Albaugh suggested that the willow planting could fit this description, as well as the park at 21 Cascade. The benefits are reimbursable organizational costs, no Public Works requirements, and the project is not subject to prevailing wage laws. Commissioner Collins asked about tax incentives and Director Albaugh and Attorney Woodrich explained how tax incentives can work when an individual or organization donates to the Port as a Public Agency. Director Albaugh has approached the Stevenson Downtown Association to become more involved in the waterfront projects. Attorney Woodrich provided the language from the statute of the groups that fit the description.

New Business/Administrative Approvals:

- **Fee waiver for the City of Stevenson- Shoreline Master Meeting**

---MOTION--- Commissioner Kingston moved to waive the Facility Use Fee of \$50.00 for the City of Stevenson for the purpose of holding a hearing pertaining to the Shoreline Master Plan. Commissioner Collins stepped down to second; the motion carried.

- **WIB Loan:** Director Albaugh explained to the Commission that the Washington Investment Board approved the Port's request for a \$250,000 line of credit to be used for various Port projects. The Commission asked a few clarifying questions.

---MOTION--- Commissioner Kingston moved to authorize Director Pat Albaugh to sign the Skamania County EDC Washington Investment Board Loan Commitment Letter for a \$250,000 line of credit with a loan term of 20 years at 3.0% fixed interest and a loan origination fee of \$5,000. Commissioner Collins stepped down to second; the motion carried.

- **Slingshot Ramp and Equipment Storage & Use Agreement:** Director Albaugh provided the 9-year history of the loading dock problem at the Teitzel/Discovery II property for the tenant Slingshot Sports. Director Albaugh proposed that the Port purchase a used portable ramp for \$8,000 and that it be made available to all of the Port tenants in North Bonneville. Commissioner Kingston visited the Teitzel building and saw the issue first hand and believes that the Port should move forward with this and was surprised that it has been a problem for as long as it has. Attorney Woodrich inquired into why this was never brought to the attention of the engineer, and Director Albaugh explained that the engineer passed away.

---MOTION---Commissioner Kingston moved to **authorize Director Albaugh to purchase a portable yard ramp not to exceed \$10,000.** Commissioner Collins stepped down to second; the motion carried.

---MOTION---Commissioner Kingston moved to **approve the storage and use agreement between Slingshot LLC and the Port of Skamania County for a portable yard ramp as presented.** Commissioner Collins stepped down to second; the motion carried.

- **Simply Growz WA LLP Lease Amendment:** Director Albaugh explained that there was a business naming error between the original lease and first amendment for Simply Growz WA which was causing issues with state permitting and licensing agencies. This amendment is just to correct that error.

---MOTION---Commissioner Kingston moved to **approve the lease amendment between Simply Growz WA LLP and the Port of Skamania County to correct an error in the legal name in the original lease agreement as presented.** Commissioner Collins stepped down to second; the motion carried.

Adjournment: The Chairperson adjourned the meeting at 7:05pm.

Next Meeting: The next scheduled meeting of the Board of Port Commissioners is March 20, 2018 at 6:00pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:



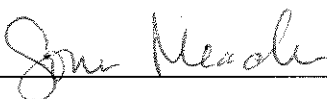
Commissioner Kevin Waters, Secretary (District 1)



Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

ATTEST: 

Somer Meade, Minutes Taker