

Port of Skamania County
Minutes of the Board of Commissioners
May 15, 2018
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, Finance Manager Cindy Bradley, Auditor Monica Masco, Minutes Taker Somer Meade. Guests: Brian Adams.

Public Comment: Brian provided the Commission with an update on his purchase of 11 parcels from the Melonas family and his company's plan for land investment in Stevenson. First priority will be clean up on the property. The railroad will utilize some of the property for their upcoming construction on the bridge. The goal is to seek eventual full development of that land.

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 Waters made the motion, Commissioner Kingston seconded, and the motion carried unanimously to approve the consent agenda items 1-4 as presented:

Approval of the Minutes

1. *April 17, 2018 Regular Meeting*

Voucher Approvals

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

o *18617-18652 for \$35,571.08 (4/4/18)*

3. *Approval of General Fund Vouchers*

o *18654-18671 for \$31,511.67 (4/18/18)*

Resolutions

4. *Resolution 9-2018 Spending Limit Authorization*

Discussion Regarding Tanager Storage: Brian explained to the Commission how he uses the storage area now and what it means for his family and the local sailing community. Brian provided 4 letters of support for the continued use of the leased storage area. Commissioner Waters asked for Director Albaugh's to weigh in on maintaining the current storage space for Tanager versus pursuing another option. Director Albaugh suggested building a storage space in the new park area could be appropriate for both the location and the scope of work through RCO. Commissioner Collins suggested looking into zoning and Inter Local Agency requirements with the City. In general, the Port Commission was in support of moving forward with a month to month agreement for the current storage area lease until a new space can be constructed.

Commissioner Collins closed the meeting to public comment at 6:22pm.

Commissioner & Staff Reports:

- **Commission Update:** Commissioner Collins reported out on the strategic planning session for the Skamania County EDC board. Commissioner Kingston attended the Chamber Board meeting with nothing to report on.
- **Facilities Update:** Facilities Manager Bill reported that all of the tenant improvements in Tichenor are all done for now. Large windows will be installed in the yoga studio next month. Landscaping has been a big demand. The docks have been installed for the summer. Facilities Manager Bill has started on the work at the golf course for the storage shed. Staff let the Commission know that the doors in the People for People space were back ordered, which has delayed in their being able to move in. As a result, their rent will be pro-rated, with permission from the Commission. Commission directed staff to look at the budget to review whether or not more hours might be appropriate for temporary facilities staff. All of the air conditioners at Tichenor will be replaced by the Facilities team. The Commission extended appreciation for the work Facilities is doing.
- **Manager's Report:** Total Shield in the Skye Building would like to extend their lease and have requested some tenant improvements. Director Albaugh has shown the Teitzel and Tichenor space to multiple prospective tenants. Windy River Research is behind in rent but may have a new buyer. While there are a number of obstacles for the new owner, they are aware that the bills will need to be paid and they will likely want to renegotiate the existing lease. Sand Mountain Society has decided that they are no longer interested in leasing buildings from the County/Forest Service for restoration. This puts the lease with the Forest Service in limbo. Director Albaugh will be in Olympia on Thursday to support the City's application for CERB funding. Director Albaugh reported out on the recent Shoreline Project meeting with the USACE, City of Stevenson, and US Fish & Wildlife who are requiring several steps to be taken. WSDOT is getting involved in the dredging this summer. USACE of Portland has drafted an agreement for a 25-year easement for \$20,000 and are allowing the Port to either pay over time or to do in-kind work arrangement at the dam. The Commission asked for clarification on what the easement means for the Port. The Commission expressed a preference for paying the fee over the in-kind work. Finance Manager Bradley and Director Albaugh will attend the WPPA meeting next week. Attorney Woodrich tendered his resignation as Public Records Officer and the Commission directed Director Albaugh to assign the role to office staff. The Commissioners asked about the expectations of the project area when the high water recedes and the Corp's fencing requirements. Commissioner Collins expressed disappointment with the status of the shoreline, especially with the high water.
- **Auditor's Report:** The April 30, 2018 cash balance was \$860,836.97. Total revenue for April was \$196,983.83 and expenditures were \$66,926.07, netting excess revenue over expenditures in the amount of \$130,057.76. Project expenditure year to date is \$336,204.42. The Commission inquired about tenants who are behind on rent and

expressed a desire to have those tenants who are behind attend the Commission meetings each month and provide updates.

- **Attorney's Report:** Attorney Woodrich recently attended the Municipal Attorney Conference. Work place harassment was one of the features of the conference- and Attorney Woodrich reiterated the importance of having policies and procedures in place. The conference also featured updates on public records, privacy interests, and voting rights.

New Business/Administrative Approvals:

- **2017 Annual Report:** Auditor Masco gave a brief explanation of the process for the Annual Report.

---MOTION--- Commissioner Waters moved to accept the 2017 Financial Report, noting the Commission has reviewed it. Commissioner Kingston seconded; the motion carried.

- **Resolution 8-2018 Surplus Vehicle:** Director Albaugh provided the rationale for surplus-ing the Port's Ford Explorer.

---MOTION--- Commissioner Waters moved to approve Resolution 8-2018 to authorize Director Pat Albaugh to sell the surplus vehicle Ford Explorer (VIN #1FMZU72XIYUB64968). Commissioner Kingston seconded; the motion carried.

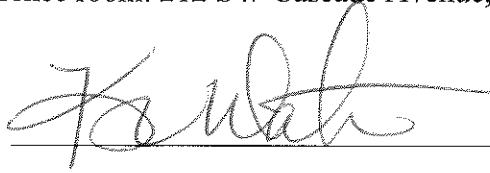
- **Request for Business Proposals:** Director Albaugh wanted the Commission to review the draft of a Request for Proposals in the event the County Commissioners conveyed Trout Creek Field to the Port. The Commission discussed their desires for the use of the funds from the eventual sale of the property, to include paying off debts and trading a water system.
- **Tourism Funding Application:** Somer Meade reviewed the TAC application that is due at the end of the month to the City of Stevenson. The Commission advised staff to move forward with the application.
- **Resolution 9-2018:** Attorney Woodrich requested that resolutions not be covered in the Consent Agenda. The Commission got clarification on the Resolution wording and what authorization it granted to the Director.

---MOTION --- Commissioner Waters moved to approve Resolution 9-2018 allowing Port Manager Pat Albaugh to enter into and sign contracts to purchase equipment, services, and supplies, obligating the Port up to a maximum of \$10,000 without prior approval from the Commission. Commissioner Kingston seconded; the motion carried.


Adjournment: The Chairperson adjourned the meeting at 7:23pm.

Next Meeting: The next scheduled meeting of the Board of Port Commissioners is June 19, 2018 at 6:00pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

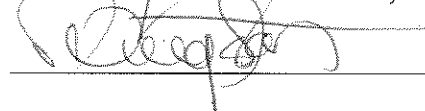
APPROVED BY:



Commissioner Kevin Waters, Secretary (District 1)



Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

ATTEST: 

Somer Meade, Minutes Taker