

**Port of Skamania County**  
**Minutes of the Board of Commissioners**  
**June 19, 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: Tom Lannen (*Skamania County Commissioner*), Philip Watness (*The Pioneer*), Marcie Lee, Bruce Nissen (*LDB Beverage*).

**Public Comment:**

Marcie wanted to discuss the cleanliness issues with the public restrooms near the Landing. The Commission and staff discussed the history of the problem and what has been done to address the cleanliness and the vandalism issues. Director Albaugh made some suggestions to include adding security cameras, motion-sensor lights, and time-lock doors. Marcie would like to see the Port, the city, and the chamber work together to find a solution. Bruce provided his perspective now that his office overlooks the restroom at the east side of Cascade Ave. Director Albaugh will look into what support the other agencies can provide. The Commission shares the concern and would like staff to continue to work towards resolution, and to be especially mindful of the restrooms and usage of the parks over the July 4<sup>th</sup> holiday.

Bruce shared his concern about the fireworks that are shot off by the public near his building. He also provided an update on where LDB is to include a change in staffing and scheduling of staff, with a new manager hired 3 weeks ago. The production dates are booked up through September with no lack of business. They have had multiple L&I visits which creates challenges, as does local workforce attendance.

Commissioner Collins closed Public Comment at 6:28pm

**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 and 2 as presented:*

***Approval of the Minutes***

1. *May 15, 2018 Regular Meeting*

***Voucher Approvals***

2. *Approval of Pre-Issued General Fund Vouchers*
  - o *18716-18722 for \$10,318.01 (5/16/2018)*
  - o *18723-18738 for \$43,365.77 (5/30/2018)*
  - o *18739-18755 for \$29,755.73 (6/6/2018)*

### Commissioner & Staff Reports:

- **Commission Update:** None.
- **Manager's Report:** Director Albaugh revisited July 4<sup>th</sup> plans for staffing. Port staff will be available to come down and check on the property. Commissioner Waters suggested looking into contracting with a security company. The board also considered policy changes regarding fireworks and having the parks open on the holiday. Facilities Manager Bill mentioned that no matter what action the Port takes, people are still going to do it and there will still be a cleanup required. The Commission would like to see how things go this year and come up with suggestions for change next year. Commissioner Kingston suggested portable toilets. He also inquired about liability and public records requirements with security cameras. Director Albaugh invited the Commission to attend an upcoming County workshop to discuss the Trout Creek Field on July 10<sup>th</sup> at 1:30. Director Albaugh also reported that WSDOT will not be dredging this year as it relates to the Shoreline Restoration project, but they may look to do it at the next budget cycle. As US Fish & Wildlife wants all of the willow plantings to be done by next Spring, the County and the Port will have to move forward instead of waiting until after the dredging. Regarding the Wind River Business Park, Director Albaugh explained that Water System construction begins on the 25<sup>th</sup> of this month and he was able to tour the Processing Plant facility now that it has been vacated by Windy River Research. Lastly, Director Albaugh shared that the arrangement with the Camp Host for camping at Leavens Point last year brought in 20 times the registration as seen in previous years. The Commission was in agreement and suggested working with the Camp Host to support with the restroom issues.
- **Facilities Update:** Facilities Manager Bill reported that all backflow devices in Stevenson have been tested, and he will do North Bonneville next. The FDA inspected and approved of the backflow work on the landing. The Facilities team has installed 2 HVAC systems in Tichenor so far. Windows will be replaced in Tichenor Ste 40 tomorrow. The Commission was appreciative of the in-house work the facilities team has been doing with the HVAC systems.
- **Auditor's Report:** The May 31, 2018 cash balance was \$941,241.74. Total revenue for May was \$173,089.83 and expenditures were \$92,685.06, netting excess revenue over expenditures in the amount of \$80,404.77. Project expenditure year to date is \$224,436.85.
- **Attorney's Report:** Attorney Woodrich has been trying to get a resolution to the Windy River Research surrender and he advised the Commission to move forward with the agreement as drafted.

### **New Business/Administrative Approvals:**

- **Ratify Eli Lewis Lease:** Director Albaugh explained that Eli is a local artist that is renting a small office in Tichenor on a month to month basis.

*---MOTION--- Commissioner Waters moved to ratify the lease between Eli Lewis, sole proprietor doing business as Eli Lewis Artist, and the Port for Suite 90A in the Tichenor Building as presented with a lease rate of \$75 a month beginning in June 2018 plus Washington State Leasehold tax and a 1-month security deposit which the Board acknowledges is less than the 1-year statutory deposit. Commissioner Kingston seconded; the motion carried.*

- **Total Shield Lease Amendment:** Director Albaugh reviewed the tenant details for the Skye building and the tenant improvements they are requesting in exchange for three (3) additional years with a \$200 addition in the lease rate once the improvements are made.

*---MOTION--- Commissioner Waters moved to amend the lease between the Port and Total Shield Inc. to extend the rental term by 3 years to 2021 and increase the lease rate to \$1,200 plus Washington State Leasehold tax effective July 1, 2018. Commissioner Kingston seconded; the motion carried.*

- **City of Stevenson Contract- TAC funding for Shoreline Project:** Director Albaugh reviewed the TAC application that was submitted last month to the City, which has been recommended for approval by the City Council at their meeting this week. The TAC committee approved the application and increased the funding amount to cover everything they anticipate will be needed.

*---MOTION--- Commissioner Waters moved to approve the contract between the City of Stevenson and the Port of Skamania for \$155,000 for Stevenson Waterfront Enhancements as presented. Commissioner Kingston seconded; the motion carried.*

- **.09 Funding Request- WRBP Water System:** Director Albaugh asked for permission from the Commission to submit a .09 application for up to \$80,000 to help pay for the water line construction at the Wind River Business Park. The Commission directed staff to move forward with the application.

- **WSDOT Letter of Understanding – TAP Grant/Waterfront Trail:** Director Albaugh explained that because the Port's Regional Transportation Council grant is federal highway funds, the Port must have an approved administrator. WSDOT is approved to act as administrator and have offered to do so.

*--MOTION – Commissioner Waters moved to authorize Director Pat Albaugh to sign the letter of understanding with WSDOT for Federal Aid Project Administration for the construction of a pathway on port property in Stevenson. Commissioner Kingston seconded; the motion carried.*

- **Healthy Housing Initiative – DOE Grant:** Director Albaugh gave a run through of a newly discovered grant for brownfields. Director Albaugh is requesting approval to submit an application for an up to \$200,000 grant with no match required. The grant would cover feasibility studies and assessments of the property that is privately owned just across the railroad. This opportunity is also being presented to the City. The Port does not need to be the lead agency on this but could be. The Commission gave approval to move forward.
- **Windy River Research LLC Surrender Agreement:** Attorney Woodrich gave a recap of the status of the surrender. The tenant has agreed to leave some of the equipment and surrender the security deposit in exchange for the agreement. This saved the Port and the tenant a significant amount of money in legal proceedings and it gives the Port legal possession now as opposed to having to wait for a court order. Attorney Woodrich recommended the Commission move forward with the agreement. Tom Lannen asked for clarification on the fixtures installed and what the requirements are for who owns the fixtures at the end of the lease. Attorney Woodrich reviewed the typical lease language and the circumstances that would be considered in the drafting of a similar lease. Facilities Manager Bill suggested security measures be considered for the building until it is occupied again to protect the fixtures that were installed. The Commission agreed that it would be in the Port and the County's best interest to keep the security cameras on site operational.

*---MOTION--- Commissioner Waters moved to authorize Pat Albaugh to sign the Agreement to Surrender Leased Premises with Don Fisher of 420 XK LLC dba Windy River Research, LLC. Commissioner Kingston seconded; the motion carried.*

Chairperson Collins adjourned the regular meeting at 7:13pm.

**Executive Session:** Commissioner Gail Collins called for Executive Session including the Commission Attorney Ken Woodrich, Commissioner Todd Kingston, Commissioner Waters, Finance Manager Cindy Bradley and Director Pat Albaugh for 20 minutes from 7:18pm to 7:38pm regarding **RCW 42.30.110(c)** To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public and for 5 minutes from 7:38 to 7:43pm 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.

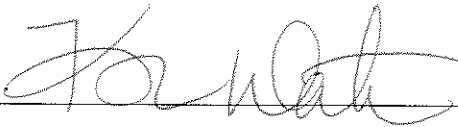
No decisions were made in executive session. Regular meeting was reconvened at 7:44pm.

*---MOTION--- Commissioner Waters moved to authorize Pat Albaugh to move forward with the property acquisition as discussed. Commissioner Kingston seconded; the motion carried.*


**Adjournment:** The Chairperson adjourned the meeting at 7:45 pm.

**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:**

  
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**Commissioner Kevin Waters, Secretary (District 1)**

  
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**Commissioner Gail Collins, President (District 2)**

  
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**Commissioner Todd Kingston, Vice-President (District 3)**

**ATTEST:**   
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**Somer Meade, Minutes Taker**