

Port of Skamania County
Minutes of the Board of Commissioners
August 21, 2018
Regular Meeting, 5:00pm

Call to Order: Commissioner Collins called the meeting to order at 5:00 pm.

In attendance: Commissioners Gail Collins, Kevin Waters, and Todd Kingston, Attorney Ken Woodrich, Director Pat Albaugh, Finance Manager Cindy Bradley. Guests: Bruce Nissen, David Ryan, Leanna (Johnson) Kinley, Tiffany Pearsall, Julie Baldwin, Richard Kotulsk, Phillip Watness, and Tom Lannen.

Open Public Hearing for the Comprehensive Scheme of Harbor Improvements at 5:02pm.

Leanna (Johnson) Kinley updated the commission on the waste water treatment value planning process. The city is looking at resource recovery as a way to utilize the spent yeast and other waste products from the brewing and distilling processes, so that they can be removed from the waste water system. The city has submitted a project brief to the EPA which has been accepted. It will be forwarded on to a formal request for funding to see if the City can make it a viable business essentially making the City the middle man instead of making each individual company find their own waste removal option. The City is also submitting an EDA grant application related to the flood mitigation following the flood emergency that was declared in 2017. This will relate mostly to the collection systems, generators, flood walls around the treatment facility, and the lift stations. Additional funding may be sought for the pre-treatment options. Due to the location of the lift stations being on Port and County properties, the City may be asking the Port to partner in the application process or at a minimum grant right of way or easement access. Leanna stated that the final testing results report has not yet been completed. She is anticipating the report next week. Preliminary testing has not shown any additional locations that are contributing large volumes to the BOD load. The city is also considering side streaming as an option. They are continuing to look at the potential rate structure.

Staff presented and reviewed the first draft of the Comprehensive Scheme of Harbor Improvements. The commission directed the staff to make additional changes to the draft and present it again at the next scheduled commission meeting.

Commissioner Collins called for any additional public comments. Hearing none he closed the Public Hearing at 5:58 pm

Open Public Comment at 6:00 pm:

Bruce Nissen of LDB: Bruce spoke of the email sent regarding his past due account. He expressed his concern stating that the Port changed the rules by requesting payment within 5 days. He was under the understanding that he had until October to become current. He states that LDB is now working with Ryan Juice, David Ryan and Ryan's controller to assess the business to see where changes need to be made. They have cut down to 1 shift because of it. They have had issues with their distributor, but seem to be making positive changes with them.

He states that they are continuing to move forward and would like the Port to consider honoring the October deadline.

Ken Woodrich, Port Attorney, spoke to Bruce regarding LDB's default on the payment plan as agreed and since the Port is a public agency they need to move forward to collect the past due lease payments. Mr. Woodrich also clarified that it is not ok to just catch up in October; the payment plan must be maintained.

Pat Albaugh, Port Director, an email was sent to all the delinquent accounts based on the A/R policy adopted at the last meeting. The email stated that if the company wanted to keep working with staff and not be referred to the commission for direction that monies owed over 90 days must be paid before the commission meeting. No decision have been made at this point but this is the first meeting that tenants over 90 day past due will be referred to the commission.

Commissioner Collins asked Bruce when LDB could make another payment. Bruce asked to be able to get an answer to Pat by the end of the week. The commission agreed.

David Ryan, Ryan's Juice Company, an investor in LDB addressed Bruce regarding fulfilling commitments that were made.

Commissioner Collins closed Public Comment at 6:25pm

Play Frontier Proposal presentation: Tiffany Pearsall presented a proposal to renovate buildings in the WRBP to start a child care center that focuses on outdoor educations as well as summer camps. The proposal includes future plans to have Adult continuing education classes, and renting the space as an "Air B & B" type rental when not in use by the child care center. Ken indicated that Contractors completing renovation work to the buildings needs to meet public works laws. The commission asked many questions of Tiffany and her business partners, Julie Baldwin and Richard Kotulski. The proposal includes trading rent for building improvements. Tiffany understands that she will still have to pay the required Lease hold tax monthly. Tom Lannen, County Commissioner, spoke of his concerns that the Department of Historical Preservation may have an issue with this kind of renovation. Tiffany indicated that she has already been in contact with them and that she will be working within their direction and restrictions. Doug Bill, Facilities Manager voiced his concerns about the plumbing and sewer. After much conversation the commission felt that it would be good for Play Frontier to continue to research the proposal and work with Pat on the details.

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 through 3 as presented:***

Approval of the Minutes

1. *July 17, 2018 Regular Meeting*

Voucher Approvals

2. Approval of Pre-issued General Fund Vouchers
 - o 18833-18851 for \$40,403.03 (7/25/2018)
 - o 18852-18885 for \$34,658.46 (8/78/2018)
3. Approval of General Fund Vouchers
 - o 18886-18907 for \$184,525.42 (08/22/2018)

Commissioner & Staff Reports:

- **Commission Update:** Kevin voiced his concern regarding The City of Stevenson not having the reports available and that he is concerned how it will affect all of the Port tenants.
- **Manager's Report:** Pat will cover his information further into the agenda.
- **Facilities Update:** Doug presented proposals for a new HVAC system for Beacon Rock Golf Course, the current systems is not adequate for the facility. He recommended that the ductless 3 head system likely be the best option. Pat indicated that the energy audit that was done confirmed that the system is insufficient. Kevin stated that if we purchase this new system, AMC/Mark Mayfield needs to provide proof that he is properly maintaining the system. The hood fan in the facility has not been properly cleaned and is contributing to the failure of the current system. The commission directed Doug to contact hood fan cleaners and set up an appointment with them to look at cleaning the system. Once the cleaning has been properly done, then Doug is directed to move forward with an appropriate system.
- **Auditor's Report:** Cindy Bradley, Finance Manager, briefed the commission on the new financial report which included a new delinquent accounts receivable report. The commission was asked for suggestions on items that they would like to have included or removed from the new format.
The July 31, 2018 Cash Balance was \$807,712.70. Total revenue for July was \$69,109.16 and expenditures were \$202,095.57, netting excess expenditures over revenues in the amount of \$132,986.41.
- **Attorney's Report:** None

New Business/Administrative Approvals:

- Accounts Receivable Review: Cindy presented the commission with a request to adjust the AR aging report by removing an invoice to the City of Stevenson in the amount of \$7,050.66. This invoice was for TAC funds in 2013. It is unclear as to why it was never paid, but the Port has since billed the City of Stevenson for the majority of the grant money, and will have additional billing in the future for the remainder. The commission directed Cindy to make the requested adjustment.
- Budget Draft Meeting Schedule - 2019 Budget 1st Preliminary budget review was set for Tuesday October 16th with the time to be determined at a later meeting.
- People for People Sub-lease with Employment Securities.

---MOTION--- *Commissioner Waters made the motion, Commissioner Kingston seconded, and the motion carried unanimously to **approve the Sub-lease authorization between People for People and Washington State Employment Securities.***

- Total Shield Sub-lease with Hamilton Construction Company

---MOTION--- *Commissioner Waters made the motion, Commissioner Kingston seconded, and the motion carried unanimously to **approve the Sub-lease authorization between total Shield and Hamilton Construction Company.***

- Lease – Tichenor Building: CRG Ventures

---MOTION--- *Commissioner Waters made the motion, Commissioner Kingston seconded, and the motion carried unanimously to **ratify the lease between the Port and CRG Ventures, Inc. of lease space in Suite 70F of the Tichenor Building as presented with a lease rate of \$120.00 a month beginning in July 2018 plus Washington State Leasehold tax and a 1-month security deposit which the Board acknowledges is less than the 1-year statutory deposit.***

- Lease-Tichenor Building: Douglas Barnard

---MOTION--- *Commissioner Waters made the motion, Commissioner Kingston seconded, and the motion carried unanimously to **approve the lease agreement between the Port and Douglas Barnard, D.C., Sole Proprietor, for Suite 70G of the Tichenor Building for the purpose of Chiropractic Office Space & Clinical Space as presented with a lease rate of \$600.00 a month beginning in August***

2018 plus Washington State Leasehold tax and a 2-month security deposit which the Board acknowledges is less than the 1-year statutory deposit.

- Lease – Cascade Business Park: Ed Coogan Excavation: Pat presented a proposal to allow Ed Coogan Excavation to lease 1 acre of land in the Cascade Business Park in North Bonneville, for the purpose of sorting and scaling oversized logs. Land improvements and land clean up when he terminates will be required as part of the lease. The lease will be month to month, with the possibility of in-kind work plus lease hold tax as a payment option. The deposit will need to be large enough to cover any possible damage and clean up that may need to be done. The commission directed Pat to move forward with negotiating with Ed Coogan Excavation.

- Facility Use Fees – Waterfront Festival / Bootlegger Street Rod Show

---MOTION--- Commissioner Waters made the motion, Commissioner Kingston seconded, and the motion carried unanimously to **authorize Pat Albaugh to waive the Facility Use Fees for the Waterfront Music Festival August 10 & 11th, 2018 and authorize Pat Albaugh to waive the Facility Use Fees for the September 22nd, 2018 Bootlegger Street Rod Show.**

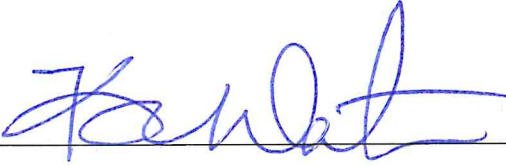
- BRGC HVAC System: This topic was discussed during the Facilities Manager report.
- Shoreline Engineering: Pat updated the Commission on the engineering estimate for the shoreline.
- Stencil for East Point Compact Parking only: Pat discussed the process of painting the new “Compact Parking Only” stencil at East Point. The commissions agreed to have maintenance paint the new stencil.
- Copier – Ricoh, Kyocera, Xerox Proposals: The lease is expiring on the current copier. The commission was presented the summary of the 3 bids. The board gave their authorization to move forward with the best option at determined by the staff.

Executive Session: A five (5) minute executive session was called at 8:20pm to 8:28pm regarding **RCW 42.30.110(i)** After the five minutes expired the Commission called for another three (3) minutes. At the completion of the 8 minutes the regular meeting resumed. No decisions were made in executive session and the staff is to proceed as directed.

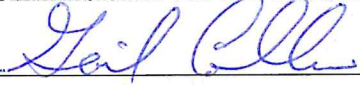
Adjournment: The Chairperson adjourned the meeting at 8:30 pm.

Next Meeting: The next scheduled meeting of the Board of Port Commissioners is September 18, 2018 at 6:00pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

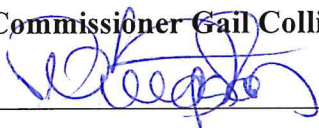
APPROVED BY:



Commissioner Kevin Waters, Secretary (District 1)

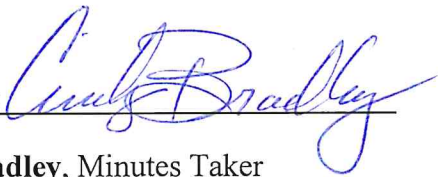


Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

ATTEST:



Cindy Bradley, Minutes Taker