

**Port of Skamania County  
Minutes of the Board of Commissioners  
September 18, 2018  
Regular Meeting, 6:00pm**

**Call to Order:** Commissioner Collins called the meeting to order at 6:01pm.

**In attendance:** Commissioners Gail Collins, Kevin Waters (telephone), and Todd Kingston, Attorney Ken Woodrich, Director Pat Albaugh, Finance Manager Cindy Bradley, Auditor Monica Masco, Facilities Manager Doug Bill, Minutes Taker Wanda Scharfe. Guests: Mark Darley Charles Darley, Bob Sourck, Paul Spencer, Tiffany Pearsall

**Public Comment:** No Public Comments

Commissioner Collins opened public comment at 6:04 closed Public Comment at 6:05pm

**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 Waters seconded, and the motion carried unanimously to **approve the consent agenda items 1 through 4 as presented:***

***Approval of the Minutes***

1. *August 21, 2018 Regular Meeting*

***Voucher Approvals***

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

o *18908-18939 for \$40,543.37 (9/5/2018)*

3. *Approval of General Fund Vouchers*

o *189408-18960 for \$75,343.47(9/19/2018)*

4. *Voucher Date Correction*

**Commissioner & Staff Reports:**

- **Commission Update:** None

**Manager's Report:** Pat Albaugh Executive Director reported on the Sept 10<sup>th</sup> visit by Senator Cantwell. She had assisted with the roof on River Point building as well as the recent Army Corp Easement. The Wind River Business Park Water Line Project is underway. Pat Albaugh informed the Commissioners regarding the Change orders and delays due to difficulties of locating the existing waterlines.

Some of the properties have been shown recently in the WRBP. In North Bonneville, Hamilton construction has moved into the area next to the Skye Building. There have been discussions with Simply Grows regarding their past due lease payments. Reported on leasing activity at the Tichenor building.

- **Facilities Update:** Doug Bill, Facilities Manager reviewed active projects, such as working with HVAC systems and the street light project at the Coyote Ridge Business Park.
- **Finance Manager's Report:** Cindy Bradley, Finance Manager reviewed the information contained in the August Financial Report.

The August 30<sup>th</sup> Cash Balance was \$844,029.88. The total revenue for August was \$256,045.17 and the expenditures were \$219,727.99 resulting in excess revenues over expenses in the amount of \$36,317.18. Property Tax Revenues in the amount of \$2,073.66. Timber harvest tax in the amount of \$4,317.02 was received. Port Insurance increased approximately 16% this year. A status update was given regarding the accounts listed on the delinquent accounts receivable report.

*---MOTION--- Commissioner Kingston made the motion, Commissioner Waters seconded, and the motion carried unanimously to **approve the August Financial Report as presented.***

- **Attorney's Report:** Ken Woodrich, Attorney reported  
Noted he will be requesting an executive session for potential litigation later in the meeting. Ken informed the Commission that he will be attending the Municipal Attorneys conference on the second weekend in October.

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

- Lease – Tichenor Building Stevenson Waterfront: Laura Buchan, LLC

*---MOTION---Commissioner Kingston made the motion, Commissioner Waters seconded, and the motion carried unanimously approve the Lease Agreement between the Port and Laura Buchan LLC, for office space at 40 SW Cascade Avenue in Suite 90C of the Tichenor Building as presented with a lease rate of \$145 a month beginning in Sept. 18, 2018 plus Washington State Leasehold tax and a security deposit of \$290.00, which the Board acknowledges is less than the 1-year statutory deposit.*

- Lease – Tichenor Building Stevenson Waterfront: Correna Smith, Sole Proprietor

*---MOTION--- Commissioner Kingston made the motion, Commissioner Waters seconded, and the motion carried unanimously approve the Lease Agreement between the Port and Correna Smith, a Sole Proprietor, for office space at 40 SW Cascade Avenue in Suite 90B of the Tichenor Building as presented with a lease rate of \$145 a month beginning in Sept. 18, 2018 plus Washington State Leasehold tax and a security deposit of \$290.00, which the Board acknowledges is less than the 1-year statutory deposit.*

- Lease – Wind River Business Park, Stabler WA: Play Frontier

Discussion ensued regarding the status of the prospective lease. Several items need to be addressed concerning the parameters of the public works requirements and operating within the state statutes in drafting the lease.

- *Lease Amendment – WRBP, Stabler WA: Wind River Biomass LLC*

Paul Spencer addressed the commission and stressed that Wind River Biomass LLC is interested in purchasing the property they are leasing from the county, should the county convey the property to the Port of Skamania. Bob Sourek indicated that the Wind River Biomass stated can't keep hanging on indefinitely and urged that the Port be ready to make a decision should the county proceed with the conveyance.

*---MOTION--- Commissioner Kingston made the motion, Commissioner Waters seconded, and the motion carried to unanimously to amend the lease between the Port and Wind River Biomass, LLC to extend the \$200 per month Base Rent for leased space at the Wind River Business Park, Stabler WA until April 30, 2019.*

- Agreement Amendment – City of Stevenson Waterfront Amenities

*---MOTION--- --- Commissioner Kingston made the motion, Commissioner Waters seconded, and the motion carried unanimously to approve the amendment between the Port and City of Stevenson to modify the current agreement to remove specific terms relating to the bike racks, benches & picnic tables as requested by the port and to be presented to city council.*

- MOU Skamania EMS

*Commission authorized the Executive Director to complete an MOU between the Port of Skamania and the Skamania EMS should the need arise for site storage for an ATV and 26' trailer.*

- BRGC HVAC System

*---MOTION----- Commissioner Kingston made the motion, Commissioner Waters seconded, and the motion carried unanimously to move forward with the purchase of the*

*HVAC system thru The Heat Pump Store with Option #1: 45000 BTU, 3 Head System in the amount of \$12,446.74 which includes all permits and electrical work.*

- **SHORELINE RESTORATION**

Pat Albaugh updated the Commission on the status of the Shoreline Waterfront Trail.

The Federal Highway Grant requirements are considerable. Klein Engineering requested to subcontract with Wallis Engineering in order to complete the project requirements. The contract will need to be reviewed to verify that they have authority to sub contract. If they do not Attorney Ken Woodrich advised going thru the RFQ process.

**Executive Session:** A fifteen (15) minute executive session was called at 7:00 pm to 7:15 pm regarding **RCW 42.30.110(i)** After the fifteen minutes expired the Commission called for another ten (10) minutes. At the completion of the 25 minutes the regular meeting resumed. No decisions were made in executive session and the staff is to proceed as directed.

Regular meeting reconvened at 7:27 p.m.

- **LDB**

Charles & Mark Darley, presenting on behalf of LDB Beverage, requested that Port accept a portion of the monthly rent. Director Albaugh stated that the Port is trying to find resolution to the ongoing situation and wants to work with LDB. Currently the Commission does not feel adequately prepared to make a quality decision on such short notice of the proposal that includes reducing the rent and making a partial payment toward the monthly lease payment. Albaugh suggested that LDB pay one month rent allowing to develop a plan for resolution. Charles Darley stated it was necessary to pay the reduced amount in order to meet other obligations. The Port Commission urged LDB to meet with David Ryan and take a month to structure a payment plan and develop a plan. Given that LDB's plan included a reduced rent was presented only hours before the commission meeting the commissioners felt they needed more time to evaluate their proposal and to make a decision. Consensus of the commission was that Ken and Pat need time to put together an amendment to the lease. The commission would also like to see some restructure in the company.

*---MOTION--- --- Commissioner Waters made the motion, Commissioner Kingston seconded, and the motion carried unanimously to direct Director Albaugh and Attorney Woodrich to put together an amendment to the lease and to call a special meeting in the next week.*

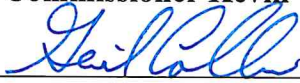
**Adjournment:** Chairperson Gail Collins adjourned the meeting at 8:20 pm.

**Next Meeting:** The next scheduled meeting of the Board of Port Commissioners is October 16, 2018 at 6:00pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

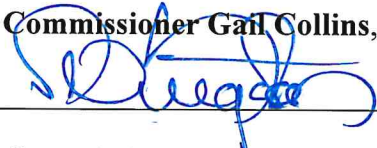
**APPROVED BY:**

  
\_\_\_\_\_

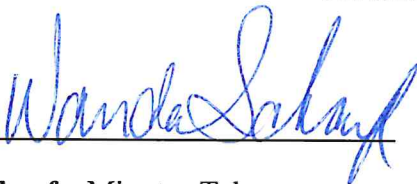
**Commissioner Kevin Waters, Secretary (District 1)**

  
\_\_\_\_\_

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

  
\_\_\_\_\_

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

**ATTEST:**   
\_\_\_\_\_

**Wanda Scharfe, Minutes Taker**