

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

Call to Order: Commissioner Vice-Chairman Kingston called the meeting to order at 6:00 pm.

In attendance: Commissioners Kevin Waters, and Todd Kingston, Attorney Ken Woodrich, Director Pat Albaugh, Auditor Monica Masco, Finance Manager Cindy Bradley, Facilities Director Doug Bill, Minutes Taker Wanda Scharfe

Guests: Phillip Watness

Commissioner Gail Collins – absent: Commission Kingston acting chair.

Public Comment: Vice – Chairman Commissioner Kingston closed Public Comment at 6:01pm

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, Vice Chair Commissioner Kingston stepped down and seconded, and the motion carried unanimously to approve the consent agenda items 1 through 3 as presented:

Approval of the Minutes

1. November 20, 2018 Regular Meeting

Voucher Approvals

2. Approval of Pre-Issued General Fund Vouchers
 - 19069-19083 for \$12,163.87 (11/28/2018)
 - 19084 for \$17,131.10 (11/28/2018)
3. Approval of General Fund Vouchers
 - 19112-19122 for \$93,058.26 (12/19/2018)

Commissioner & Staff Reports:

- **Commission Update:**

Commissioner Kingston reported on the newly formed Committee Skamania County EMS County Public Hospital Planning and Advisory Committee. The committee recently had their second meeting. The committee is looking into several options such as an ER Services only or Hospital. They are looking at areas or locations suitable and into feasibility and funding options.

- **Manager's Report:**

Director Albaugh requested the January meeting be rescheduled to later in the month to accommodate staff vacations.

The commission directed that the January 15th, 2019 6pm meeting be rescheduled to January 22nd, 2019 at 5pm.

Director reported that engineering is moving forward on the trail and the RFP should be ready mid January. There is a possibility of the shoreline mitigation requirement being changed which would free up more space for the amenities. Wayfinding signs are in.

- **Facilities Update:**

Facilities Manager Doug Bill reported the LNI consultation resulted in a few Hazard Recommendations for the facilities department and those have been completed, such as a new face-shield, an replaced an air nozzle for the compressor, and some rewiring. Plumbing in the Tichenor building has been problematic. A control box has been ordered for the new pumps. The existing pump system will be fully replaced. Exterior lighting has also been upgraded at the Tichenor building. Shoreline work continues with 150 tons of rock having been delivered this past week with an additional 300 ton on the way.

An excavator has been acquired to continue working on the shoreline. The excavator has been problematic. Commissioner Waters offered an option on the excavator.

- **Finance Manager's Report:**

Finance Manager Cindy Bradley reviewed the Port November 2018 Financial Report. Cash balance for November was \$945,655.42. The total revenue for November was \$94,334.04 with expenditures of \$84,958.12 netting excess revenues over expenses in the amount of \$9,375.92. The 2018 Budget included \$761,294 in grant revenues with \$363,824 has been billed and received to date. The individual grants were reviewed. It was noted the Port's office building has been paid off. The delinquent accounts were reviewed with a status update on each. Discussion ensued regarding the 4 tenants listed. LDB is current with their repayment plan and they will not be listed on the delinquency list as per their current repayment plan being current. Simply Growz has recently made a payment of \$47,262.12 and proposed a repayment schedule for the remaining amount due with extra payments being made in May, Sept and December. It was consensus of the commission to continue to work with Simply Growz under Pat's discretion. If payment becomes an issue, then eviction will be the option

entertained. Skunk Brothers Spirits Inc. has a new investor and are on to catch up by the end of January 2019. Finance Manager will be reaching out to Kellogg Group and Lindblad Expeditions, LLC.

- **Attorney's Report:**

Attorney Ken Woodrich indicated he had been working on the leases with the Port. The county also asked him to prepare the draft quit claim deed for Trout Creek field with a draft excise tax affidavit.... Waiting to get the legal information from the Public Works department. Pat noted that Tim Elsea indicated that information is now available, and the survey is in hand. It was noted that County Commission is not meeting again until January. Ken will have the forms ready for the first meeting in 2019. Commission will not vote on the TCF Conveyance until the paperwork is complete.

New Business/Administrative Approvals:

- **Presentation** - Kari Fagerness of the Skamania County Economic Development Council addressed the Commission regarding the EDC and Port joint project with Katie Mantell's high school advanced business class. The EDC has been working with the high school to generate a dialog or communication between the businesses and the school. Both the EDC and Port have participated in the mock interview sessions with the students. The EDC has also coordinated two (2) field trips for the students to local manufacturers. Kari stated there needs to be a connection between the needs of the businesses/local employers and the upcoming work force and to identify opportunities for both employers and students. The Port, EDC and Katie have had a recent conversation about working together to develop a curriculum. Market Analysis and Marketing project with the Cascade Business Park as the focus. The joint project would be offered as an advanced class working at the ground level of a project through the feasibility study, the market analysis, and related processes. The idea is that the kids would get the opportunity to work with the consultants during the process. Kari estimated there would be approximately 15 students in the advanced marketing class.
- **Resolution 18-2018 Grade Worx** - The project is completed at the Wind River Business Park Water Project. There is a punch list of minor clean up items that will be completed this coming week. We have received another extension for the DOC for the completion of the paperwork.

*---MOTION--- Commissioner Waters made the motion, Vice Chair Commissioner Kingston stepped down and seconded, and the motion carried unanimously to **approve Resolution 18-2018 accepting as complete the Grade Worx, LLC contract for the Wind River Business***

Park Water System installation for a total of \$278,769.01 including sales tax.

- **Resolution 19-2019 – Tax Levy** - Resolution 16-2018 passed at the November 20th, 2018 Commission Meeting had a miscalculation.

---MOTION--- Commissioner Waters made the motion, Vice Chair Commissioner Kingston stepped down and seconded, and the motion carried unanimously to approve the Amended Tax Levy Resolution correcting the total 2019 tax Levy amount to \$309,236.64. Thus Resolution 16-2018 has been repealed.

- **Trout Creek Field Conveyance**

---MOTION--- Commissioner Waters made the motion, Commissioner Kingston stepped down and seconded, and the motion carried unanimously to approve the Trout Creek Field Property Conveyance upon Skamania County approval and completion of the required documents.

- **Port Garage – 212 SW Cascade Ave** – Facilities Manager Doug Bill Updated the Commissioners on the permit status of the garage shell located at the 212 SW Cascade Ave location. A permit was requested and denied remodeling the structure on the grounds that nothing is re-useable including the foundation. A permit to demolish will be submitted to be rebuilt with an in-kind building. A structure will need to be rebuilt as the foundation acts as a retaining wall keeping the soil from filling into the pond. Discussion ensued regarding the hazardous state of the structure itself and the process. Ken advised that the city be notified that it will be demolished in the anticipation of the permit because of the danger it presents.

On a side note Doug mentioned that one of the storage units has been removed from the Red Barn. Brian Adams has indicated that he should have the remaining personal property removed from the premise by the end of December.

- **WRBP – Short Term Agreement – Cascade Laundry Systems**

---MOTION--- Commissioner Waters made the motion, Commissioner Kingston stepped down and seconded, the motion unanimously carried to approve the Short-Term Storage Agreement between Skamania County and Steven Nimmo, an individual doing business as Cascade Laundry Systems,

with a lease rate of \$200 a month beginning Dec. 1, 2018 thru March 31, 2019.

- **WRBP – Lease Amendment – Cascade Laundry Systems**

---MOTION--- Commissioner Waters made the motion, Commissioner Kingston stepped down and seconded, the motion unanimously carried to approve the Lease Amendment between Skamania County and Cascade Laundry Systems Corporation to Steven Nimmo, an individual doing business as Cascade Laundry Systems.

- **WRBP – Short Term Agreement – Slingshot Sports LLC**

---MOTION--- Commissioner Waters made the motion, Commissioner Kingston stepped down and seconded, the motion unanimously carried to approve the Short-Term Storage Agreement between Skamania County and Slingshot Sports, LLC, a Limited Liability Company with the lease rate of \$400 a month beginning December 17, 2018.

- **WRBP – Lease Amendment – Haven**

Director Pat Albaugh presented the updates on the Haven Lease. The lease will need to be split into two separate leases as some of the buildings involved in the lease are owned by the county and some of them are leased from the forest service by the county. The discussion pertained to the amenities that will be offered by Haven.

- **Tichenor Suite 90D – Lease Amendment – Walking Man Brewing**

---MOTION--- Commissioner Waters made the motion, Commissioner Kingston stepped down and seconded, the motion unanimously carried to authorize Director Albaugh to enter into a lease agreement between the Port and Walking Man Brewing, LLC a Washington Limited Liability Corporation for office space at 40 SW Cascade Avenue in Suite 90D of the Tichenor Building as presented with a lease rate of \$300 a month beginning on January 1, 2019 plus a Washington State Leasehold tax and a security deposit of \$300.00, which the Commission acknowledges is less than the 1 year statutory deposit.

- **Facility Use Fee – Waiver**

---MOTION--- Commissioner Waters made the motion, Commissioner Kingston stepped down and seconded, the motion unanimously carried to waive the facility use fee of \$100.00 facility fee for the Stevenson

Downtown Association for the purpose of conducting a two-day retreat.

- **Staff Wage Ranges**

---MOTION--- Commissioner Waters made the motion, Commissioner Kingston stepped down and seconded, the motion unanimously carried to modify the position and wage range of the Facility Specialist II to \$18 to \$30 per hour and the Facilities Manager to \$25 to \$40 per hour.

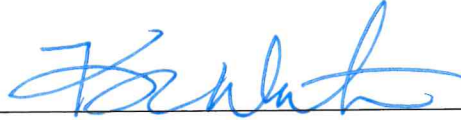
- **Paid Family Medical Leave Insurance Tax**

---MOTION--- Commissioner Waters made the motion, Commissioner Kingston stepped down and seconded, the motion unanimously carried to approve Port participation in the new Paid Family Medical Leave Act and direct the Finance Manager to report on behalf of the Port of Skamania with the Opt-In option with Employer Only Option with the contribution being paid 100 by the employer with a review with the 2020 budget.

Adjournment: *Commissioner Kingston adjourned the meeting at 7:24 pm.*

Next Meeting: The next scheduled meeting of the Board of Port Commissioners is rescheduled to **January 22nd, 2019 at 5:00pm** at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

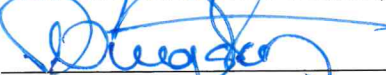
APPROVED BY:



Commissioner Kevin Waters, Secretary (District 1)

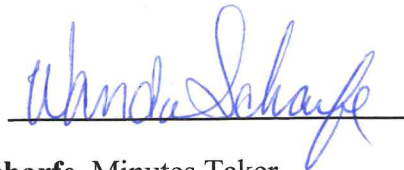


Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

ATTEST:



Wanda Scharfe, Minutes Taker