

Port of Skamania County
Minutes of the Board Commissioners
May 21, 2019
Regular Meeting, 5:00pm

Call to Order: Chairman Collins called the meeting to order at 5:00 p.m.

Public Hearing regarding Amended Ordinance 2019-1 Regulating conduct on Port property was opened for comment at 5:01 p.m. There was no public comment. Chairman Collins closed the Public Hearing at 5:01pm

In attendance: Commissioners Kevin Waters, Todd Kingston, Gail Collins, Executive Director Pat Albaugh, Attorney Ken Woodrich, Facilities Manager Doug Bill, Auditor Monica Masco, Minute Taker Wanda Scharfe

Guests: Paul Spencer arrived at 6 p.m.

---**MOTION**--- Commissioner Waters made the motion to adopt the Amended Ordinance 2019-1
Commissioner Kingston seconded, and the motion carried unanimously.

Public Comment: Chairman Gail Collins opened the meeting for public comment at 5:03 pm. No Public in attendance. It was closed at 5:03pm

---**MOTION**--- Commissioner Waters made the motion to approve the consent agenda items one (1)
through two (2). Commissioner Kingston seconded, and the motion carried unanimously.

Commission updates: There were no commission updates.

Directors Report: Director Albaugh updated the Commission on shoreline project. He received report there was conversation at the recent Stevenson City council meeting regarding the project. He will be meeting with Leana Kinley from the City and Tim Elsea from the County to review. WSDOT has approved the trail. The new representative is reviewing the approved plan. Wallis Engineering has given us an updated planting plan that covers the entire project. Mid-Columbia Fisheries has reviewed it and has 10 comments for review. Once the comments have been reviewed the County will take the plan to the Army Corps. Kari Fagerness met with Ben Shumaker at the City to review the shoreline permits. Ben indicated he needs a report of plant calculation from Leavens Point to East Point. The original plan was for a portion of the trail was leavens point to the landing. The Army Corp indicated we needed to go all the way to the East Point. Ken indicated that the City acknowledge that it is a community project and doesn't just fall on the Port. Amy Weissfeld was a proponent stressing the joint effort. Director Albaugh informed the Commission that the Discovery building has been leased. A time has been set up to introduce the new tenants Sunny Chong & Xun Cong to the mayor of North Bonneville this week. The sheriff has been brought up to date on the status of the cannabis operation. The transfer of the Trout Creek Field has been completed but appears to have an error in the number of acres on the official transfer. County has been notified. Wind River Biomass Utility has indicated they have received a property appraisal. The WPPA spring conference was in Spokane this past week. It was an informative conference.

Next year the Spring Conference will be in Stevenson. This summer the WPPA Director's Conference will be held in Stevenson. The prospective tenant for Pacific Ghost suite will not be pursuing the location.

Facilities Manager Report: Facilities Manager, Doug Bill updated the Commission on the recent activities of the Port. Docks have been repaired and are in the water. After this season, Doug recommends they be torn down to the floats and have new decking put on. The outside rail takes quite a beating with the east wind. A window has been replaced for WorkSource. A complaint was received regarding the trailer sitting outside of LDB with the tank on it. Waiting for more information from LDB regarding where the tank will go. The front façade' on the Tichenor building needs a major update. The masonry is in rough shape and deteriorating. A company was consulted regarding repair options. It was recommended that a new façade' over the existing masonry. It is a cosmetic issue and does not have a structural reference. Discussed that repairs could be done in sections.

A roll up door has been ordered for the Facilities Shop. Our tenant Wave is also having an issue with their door as well. The irrigation shack at the golf course needs replacement. Commissioners reviewed the capital improvement list. Portions of the waterfront has been Hydro Seeded and is starting to green up.

Finance Report: Monica Masco, Port Auditor gave the finance report. As of April 30th, the cash balance is \$1,074,012 dollars. Noted we had not included the 6-month operating expenses and operating reserve expense on the report until this month which will adjust the amounts available for other projects from what was previously reported. The 2019 Budget assumed a budgeted expenditure over revenues on April 20, 2019 at \$194,819.44. April ended with revenue over expenditures of \$104,056.66. Shoreline construction expenses were budgeted in April that were not spent. We expect the project expenses in the next few months. Property Revenues are behind budget primarily due to past due lease payments. Landing water usage was higher than expected in April. All the usage has been billed to the respective tour boat companies. WRBP Maintenance continues to be over budget due to land survey bills from March 2019. Property water expenses are currently under budget due to the city's 4-month delay in meter reading; which will be reflected in the May billings. Shoreline Restoration and Enhancement bills in April totaled \$16,689.60 which was due to Wallis Engineering, Brian Bair and an excavator rental. Reviewed the Grant Budgeted items. Notable expenses in April were 1st Quarter Leasehold Tax, Wallis Engineering, Radcomp, Computer Technology Company Change. Notable Income in April was reviewed as Property Tax, Private Timber Tax, Leasehold Excise Tax, Dept of Commerce close out payment, .09 grant payment for the WRBP waterline project.

Total revenue for April was \$295,951.16 and expenditures were \$85,330.11, netting excess revenue over expenses in the amount of \$210,621.05. Non-Operating revenues received were Property Tax revenues in the amount of \$112,792.38 and Private Time tax revenues of \$6,639.37 were also received. Delinquent account aging report as of April 16, 2019 included LDB/Ryan (\$79,547.88) and Skunk Brothers Spirit Inc. (\$12,810.62).

Attorney's Report: Attorney Ken Woodrich reported he recently attended the WASAMA (Washington State Association of Municipal Attorney) conference in Vancouver WA. The conference was informative ADA & Public records were a couple of the topics.

Monica Masco reviewed the Annual Financial Report for the State Auditor's Office which will be uploaded to the state website after approval. History is part of the report, accounting process and the 2018 financial reports. This report determines the State audit requirement.

---**MOTION**--- Commissioner Waters made a motion to approve the 2018 Annual Financial Report as presented noting that the Commission has reviewed it. Commissioner Kingston seconded, and the motion carried unanimously.

Director Albaugh reviewed the Amendment to the County MOU Agreement as it pertains to the property management of the residences at the Wind River Business Park.

---MOTION--- Commissioner Waters made a motion to approve the MOU agreement with Skamania County excluding the management of the Wind river Business Park residences from the MOU property management agreement. Commissioner Kingston seconded, and the motion carried unanimously.

Director Albaugh reviewed the Lease Amendment for Sandy Vigil which reflected a location change in the Tichenor Building.

--MOTION--- Commissioner Waters made a motion to approve the lease amendment for Sandy Vigil, sole proprietor DBA Vigilize Relaxing; to move her office space from Suite 70-E of the Tichenor Building to suite 70-I of the Tichenor Building. Board acknowledges there is no change to the security deposit or the lease rate, which the Board acknowledges is less than the 1-year statutory deposit. Commissioner Kingston seconded, and the motion carried unanimously.

Director Albaugh reviewed the License Agreement for The Church of Latter-Day Saints as it pertains to the East Stake Girls Camp.

--MOTION--- Commissioner Waters made a motion to approve the License Agreement between, Skamania County, by the Port of Skamania as property manager, with the Church of Latter Day Saints for the purpose of the East Stake Girls Camp August 6 through the 10th 2019 at Bunker Hill Field in the Wind River Business Park as presented, with a rate of \$150 per the 5 day event plus leasehold tax at 12.84% plus a security deposit of \$300. Commissioner Kingston seconded, and the motion carried unanimously.

Director Albaugh reviewed the Lease Agreement and the Equipment Agreement for CCPO LLC

--MOTION--- Commissioner Waters made a motion to ratify the lease agreement between the Port of Skamania and CCPO LLC for space at 396 Evergreen Drive in North Bonneville in the building commonly known as the Discovery Building as presented with the a prorated lease rate of \$3,000 for the month of May 2019 plus Washington State Leasehold tax; and a lease rate of \$6,000 for the month of June, July and August 2019 plus Washington state leasehold tax, and a lease rate of \$12,000 beginning in September of 2019 plus Washington state leasehold tax, plus a security deposit of \$60,000, which the board acknowledges is less than the 1 year statutory deposit. Commissioner Kingston seconded, and the motion carried unanimously.

--MOTION--- Commissioner Waters made a motion to ratify the \$60,000 equipment agreement between the Port of Skamania and CCPO LLC for surrendered equipment located at 396 Evergreen Drive in North Bonneville in the building commonly known as the Discovery Building with a payment rate of \$2,000 per month beginning May 2019 plus sales tax of 7.7% with a monthly interest rate of 1.5% on the unpaid balance. Any remaining balance is to be paid at the end of the two-year lease period. Commissioner Kingston seconded, and the motion carried unanimously.

Director Albaugh reviewed a PUD right of way easement for property access at the Beacon Ridge Golf Course. Legal counsel advised the Commissioners to request a detailed map of the PUD Right of Way Easement location as the easement language was rather broad. The easement will be reviewed at the June meeting.

Paul Spencer addressed the commission regarding the Trout Creek Field. Wind River Biomass Utility recently received a land appraisal with what Paul thought were some pretty good comparable properties in the Bear Creek area. However, they had not received the hard copy of the appraisal. Director Albaugh advised the Biomass Utility group that they could make an offer at any time. He indicated the commission may need to call a special meeting to review. Commissioner Kingston inquired as to the number of employees the WRBU would expect to employ. Paul Spencer indicated he expected at start up they would need 8 employees for the Biomass Utility and the Hydroponics would be looking at 6 employees. They have committed to a building for the aquaponics sector which would be greenhouses. The heating system they are considering includes room for expansion and still is efficient. They are receiving a grant for a \$150,000 from the USDA. Commissioner Kingston and Commissioner Waters both stressed the need for the Biomass Utility to show public benefit of the sale. There would need to be some deed restrictions and performance requirements. The public needs to be protected from this just becoming a flip to another use.

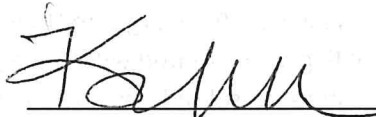
Director Albaugh informed the Board that the Port would need to move forward with a CERB grant for the Cascade Business Park.

Director Albaugh requested input from the Commissioners as to their thoughts on the Port leasing a vehicle to use for Port business, in a review of the mileage totals for the year it looks like it may be a financially sound option. The Commissioners directed Port staff to investigate the lease option and they will revisit at the June meeting.

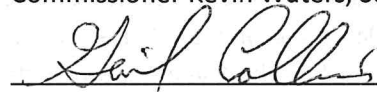
Commissioners discussed the need to review the Strategic Long-Term Plan. Direction was given for the Port Director to schedule several workshops dedicated to reviewing the plan.

Commissioner Collins adjourned the meeting at 6:40 p.m.

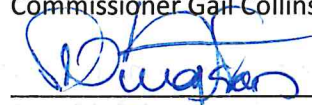
APPROVED BY:



Commissioner Kevin Waters, Secretary (District 1)



Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, (District 3)

ATTEST:  - for Wanda Scharfe
Wanda Scharfe, Minutes Taker