

Port of Skamania County  
Minutes of the Board Commissioners  
August 20, 2019  
Regular Meeting, 5:00pm

**Call to Order:** Commissioner Kingston called the meeting to order at 5:04 p.m.

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

**Absent:** Gail Collins

**Public Hearing:** Amendment to the Comprehensive Scheme of Harbor Improvements. The hearing was opened at 5:04 pm. Director Albaugh presented an amended Comprehensive Scheme of Harbor Improvements that added the 25 acres, commonly referred to as the Trout Creek Field. The public was invited to comment. Being no public comment, the hearing was closed at 5:06pm

**Guests:** Paul Spencer, Sandy Carlson, and Tom Linde

**Public Comment:** Sandy Carlson thanked the Port for assisting with the Bob's Beach BBQ. She said there continues to be concerns regarding the bathrooms and are looking forward to the new bathrooms. She also suggested another bench along the water near Bob's Beach.

---**MOTION**--- Commissioner Waters made the motion to approve the consent agenda items one (1) through four (4). Commissioner Kingston stepped down and seconded, and the motion carried unanimously.

**Commission updates:** No reports were given by the commissioners.

**Directors Report:** Director Albaugh reported that Kari Fagerness Executive Director of the EDC has resigned and that the EDC will be actively seeking a replacement. He also commented on a letter received from the Stevenson Downtown Association thanking Dave for his work assisting them.

**Facilities Manager Report:** Facilities Manager, Doug Bill updated the Commission on the recent activities of the Port. The Facilities Department has been working on the bathrooms by the Landing. They have remodeled the bathrooms on the Golf Course due to water damage from a leaking roof. The well issue at the BRGC was repaired by the tenant. Cascade's Business Park culvert has been installed.

**Finance Report:** Cindy Bradley, Finance Manager gave the finance report. The cash balance as of July 2019 was \$1,210,275.59. The tenant deposit was \$142,825, with the 6-month Operating Expenses at \$817,924. Operating Reserve was \$76,529 and the balance for Available for Other Projects was \$172,998. July ended with expenses over revenue \$6,549. Shoreline Restoration and Enhancement bills in July totaled \$4,960. The status of the budgeted grants were reviewed. The notable July expenses were reviewed. Notable income for July was \$1,628 for Property tax. Delinquent accounts were reviewed. As of July 17<sup>th</sup> LDB, Beverage, Skunk Brother's Distillery, and CCPO LLC are on track with their payment plans.

**Attorney's Report:** Ken Woodrich reminded the updated the Port that the business license for CCPO that is currently leasing the Discovery 1 building was denied. After a review of the process the City of North Bonneville reversed the denial and will be on the next agenda for further review. Ken discussed his 2020 Rates. The rates will stay the same but he will be adding a 1 missed meeting a year as part of the contract.

**New Business:**

**Port Planning:** Director Albaugh presented the Commission with new process of long-term planning.

**Cascades Business Parks:** Director Albaugh informed the Commission that Cascade Business park is an opportunity for a big impact on the County. Doug and Dave have finished the culvert. The grading and paving will be then next step, followed by the gate and streetlights. The US Army Corps will need to approve the gate design and will assist the Port in constructing it. Upon completion the road will be turned over to the City of North Bonneville. The Port will be working with CERB to get a planning/feasibility grant.

**Cruise Ship Lease Proposal:** Director Albaugh presented a draft from ACL regarding a long-term lease of the Landing. The proposal is for priority docking rights. A discussion ensued. The Commission directed staff to continue to work with ACL regarding this proposal, making sure to not eliminate other cruise companies from access to our dock. Director Albaugh also presented a potential change to the location of the busses, by utilizing the commercial lot west of Clark and Lewies as a parking lot and loading zone.

**9-2019 Resolution Appointing Authorized Representative – Vehicle Lease:**

-- MOTION – Kevin Waters moved to approve Resolution 9-2019 appointing Executive Director Pat Albaugh and Finance Manager Cindy Bradley as Authorized Representatives enabling them to enter a vehicle lease. Todd Kingston stepped down and seconded the motion. The motion passed unanimously.

**Authorized Amendment to Comprehensive Scheme of Harbor Improvement**

-- MOTION – Kevin Waters moved to authorize the revision to the Comprehensive Scheme of Harbor Improvements by adding the Trout Creek Field to the Port Properties and Port Property Descriptions. Todd Kingston stepped down and seconded the motion. The motion passed unanimously.

**Waiver of facility use fee:**

-- MOTION – Kevin Waters moved to waive the Facility Use Fee of \$100 for the Waterfront Music Festival Event. Todd Kingston stepped down and seconded the motion. The motion passed unanimously.

-- MOTION – Kevin Waters moved to approve the lease agreement between WRBU LLC and the Port of Skamania acting as Property Manager for Skamania County as presented for space located in the building commonly known as the Processing Center of the Wind River Business Park as presented with a prorated lease rate of zero (\$0) for the month of August and the lease rate of zero (\$0) for the full months of September and October with lease rate of \$600 per month beginning in November; in addition to the Washington State Lease Hold Tax currently at 12.84% being paid based on the full lease rate of \$600 for each month beginning in August and a security deposit of \$1,200 which the board acknowledges is less than the 1 year statutory deposit.

Todd Kingston stepped down and seconded the motion. The motion passed unanimously.

**Authorize CCPO LLC sale of contents of dry box:**

-- MOTION – Kevin Waters moved to authorize the sale of the contents of the dry storage box located at 396 Evergreen Drive which includes a greenhouse and related greenhouse sundry items by CCPO, LLC, requiring CCPO, LLC to apply the revenues received from the sale of the items to be paid toward the outstanding equipment purchase balance. Todd Kingston stepped down and seconded the motion. The motion passed unanimously.

Director Albaugh discussed the date options for a Commissioner Property tour. The date decided was the 17<sup>th</sup> of September at 12 pm. (noon)

Director Albaugh discussed the WPPA Small Ports seminar. Kevin Waters stated that he will attend.

Wind River Business Park Management Contract discussion was tabled until all the Commissioners can be present.

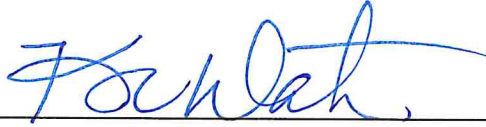
Trout Creek Field purchase offer update discussion was tabled until all the Commissioners can be present.

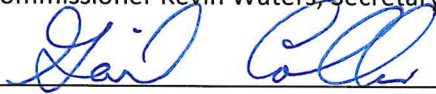
Director Albaugh presented the draft 2020 Budget meeting schedule

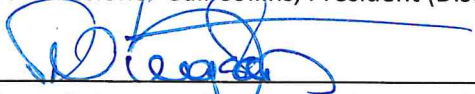
**Adjourn:** Commissioner Kingston adjourned the regular session at 6:22 p.m.

**Executive Session:** No executive session.

**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, (District 3)

ATTEST 

Wanda Scharfe, Minutes Taker