

**Port of Skamania County  
Minutes of the Board of Commissioners  
October 16, 2018  
Regular Meeting, 6:00pm**

**Call to Order:** Commissioner Collins called the meeting to order at 6:00 pm.

**In attendance:** Commissioners Gail Collins, Kevin Waters, and Todd Kingston, Attorney Ken Woodrich, Director Pat Albaugh, Auditor Monica Masco, Facilities Director Doug Bill, Minutes Taker Wanda Scharfe  
Guests:

**Public Comment:** Commissioner Collins closed Public Comment at 6:00 pm

**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 4 as presented:**

**Approval of the Minutes**

1. September 18, 2018 Regular Meeting
2. September 28, 2018 Special Meeting

**Voucher Approvals**

3. Approval of Pre-Issued General Fund Vouchers
  - 18961-18993 for \$35,451.29 (10/03/2018)
4. Approval of General Fund Vouchers
  - 18994-19017 for \$35,596.76 (10/17/2018)

**Commissioner & Staff Reports:**

- **Commission Update:**

- **Manager's Report:**

Executive Director Pat Albaugh reported on the upcoming meeting schedule for the Small Port Meeting and the IACC Conferences the following week.

- **Facilities Update:**

Facilities Manager Doug Bill reported on the current routine maintenance projects currently underway at the Port. He indicated the pump has gone out at the Tichenor building. The docks are in need of repair. In the process of getting a couple of estimates. The docks are about 10 years old. There are several options being

discussed to get estimates for necessary repairs. Modification have been made on the end of the gang plank on the landing for ease of use for the Tour Ships. Upgraded another HVAC in the Tichenor Building and the HVAC system is currently underway at the Golf Course. The parking lot near the Tichenor building in the back has been repaired. Have attempted sealing the leak in the skylight at the Discovery II building. A toilet has also been replaced.

- **Attorney's Report:**

Port Attorney Ken Woodrich reported on the Attorney Conference he attended this past month. The Public / Private Partnership workshop he attended contained information that will apply to new developments in the North Bonneville project in the future. There were also updates regarding personnel policy, pay equity and employment laws.

- **Auditor's Report:**

Port Auditor Monica Masco reviewed the Port September 2018 Financial Report. Cash balance for September was \$872,518.24. The total revenue for September was \$144,375.20 and the expenditures were \$115,866.84, netting excess revenues over expenses in the amount of \$28,488.36 This includes the Commerce appropriation for the shoreline project of \$99,910. Due to timing issues, several lease payments totaling \$15,497.16 were not posted until October. Property Tax Revenues of \$12,382.73 were received. Expenses in the amount of \$52,785.76 were paid for the WRBP Waterline project, bringing the project paid to date at \$248,862.23.

Budget variances due to the ongoing project we had budgeted expenditures over revenues at Sept 30<sup>th</sup> of \$520,935.19. The Actual expenditures over revenue are \$258,286.05. This is \$262,649.14 less than budgeted. The WRBP waterline project is expected to be completed by Oct 31, 2018 allowing the final revenues to be billed and paid before year end. The Shoreline grant revenues and expenses will be carried over to 2019. A status update was given for the various budgeted grants. The delinquent accounts receivable report was reviewed.

Commission directed Attorney Woodrich to draft a 15 day demand letter to Simply Growz. Director Albaugh updated the commission with the latest update from Simply Growz and LDB Lease payment status.

Expenses in general have been kept below budget so far this year.

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

- Lease Amendment- Silver Star Industries Sept. 1, 2018

*---MOTION---Commissioner Kingston made the motion, Commissioner Waters seconded, the motion unanimously carried to approve the Lease Amendment between the Port and Silver Star Industries, Inc., for office space at 409 Evergreen Drive, Evergreen Building adding five (5) additional one year renewal periods.*

- Lease – Wind River Business Park: Processing Center - Play Frontier, Non-Profit

*---MOTION---Commissioner Waters made the motion, Commissioner Kingston seconded, the motion unanimously carried with the Port of Skamania Acting as property manager for Skamania County in the Wind River Business Park. I make a motion to approve the Lease Agreement between Skamania County and **Play Frontier** a Washington nonprofit with the lease rate of \$1000 a month beginning in Oct. 15, 2018 plus Washington State Leasehold tax and a security deposit of \$2000.00, which the Board acknowledges is less than the 1-year statutory deposit.*

- Lease – Wind River Business Park: Haven

Executive Director Pat Albaugh updated the Commissioners on the developing negotiations regarding the Haven Lease at the Wind River Business Park for a recreational facility

- Lease - Wind River Business Park: Processing Center - Hood River Juice Company

Executive Director Pat Albaugh updated the Commissioners on the developing negotiations regarding the Ryan's Juice Company for a dry storage and warehouse use at the Wind River Business Park

- Lease – Cascade Business Park: Coogan Logging

Executive Director Pat Albaugh updated the Commissioners on the communications regarding the potential lease with Coogan Excavation. Currently working thru concerns expressed regarding the processes to take place at the site

- Lease – LDB Ratify Lease & Personal Guarantee

*--MOTION--Commissioner Waters made the motion, Commissioner Kingston seconded, the motion unanimously carried to ratify the amendment & restatement lease between the Port and LDB Beverage Company, a Washington corporation, for 30 SE Cascade Ave, Stevenson WA for Suites A, B, C and D of the River Point Building for a period ending October 31, 2024. Personal Guaranty from David Ryan in the amount of \$102,275.79 and a promissory note in the amount of \$55,484.31*

- Stevenson Shoreline - Engineering Services RFQ

*---MOTION--- Commissioner Waters made the motion, Commissioner Kingston seconded, the motion unanimously carried to authorize the director to engage Wallis Engineering for the Stevenson Waterfront Enhancement Project*

- EDC 2019 Contract

*---MOTION---Commissioner Waters made the motion, Commissioner Kingston seconded, the motion unanimously carried to approve the 2019 EDC \$5,500 Contract and authorize the director to sign it as presented.*

- MOU Skamania EMS

*---MOTION---Commissioner Waters made the motion, Commissioner Kingston seconded, the motion unanimously carried to approve the MOU equipment storage at no cost as presented between the Port of Skamania and the Skamania County EMS.*

- Preliminary Budget Overview

Executive Director Pat Albaugh conducted the preliminary budget overview. Gave a projection of operating revenues and expenditures. Capital items estimates were reviewed. Commission was asked to give direction on what rate to include for the levy projections. Commission directed to complete the projection with a -0- increase on the property tax. We may not take advantage of some of the grants due to the permitting requirements exceeding the projections. The grant expires in June. The cost is more than double than what was expected in the permitting and engineering exceeding \$80,000.

The budgeted items were reviewed and discussed.

Capital Improvements, Coyote Ridge are items in the coming year.

- Resolution 14-2018 Personnel Manual

*---MOTION--- Commissioner Waters made the motion, Commission Kingston seconded, the motion unanimously carried to approve Resolution 14-2018 amending & adopting the 2018 Personnel Manual as presented.*

- Resolution 15-2018 Comprehensive Scheme of Harbor Improvements

*---MOTION--- Commissioner Waters made the motion, Commission Kingston seconded, the motion unanimously carried to approve Resolution 14-2018 amending & adopting the 2018 Comprehensive Scheme of Harbor Improvements as presented.*

**Adjournment:** *The Chairperson adjourned the meeting at 7:35 pm.*

**Next Meeting:** The next scheduled meeting of the Board of Port Commissioners is November 20th, 2018 at 6:00pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

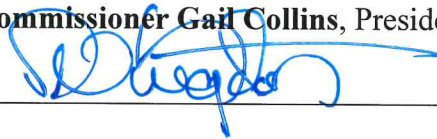
**APPROVED BY:**



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

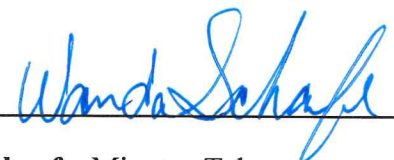


**Commissioner Gail Collins**, President (District 2)



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

**ATTEST:**



**Wanda Scharfe**, Minutes Taker