

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

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

In attendance: Commissioners Gail Collins, Kevin Waters, and Todd Kingston, Attorney Ken Woodrich, Director Pat Albaugh, Finance Manager Cindy Bradley, Facilities Manager Doug Bill, Auditor Monica Masco, Minutes Taker Wanda Scharfe. Guests: Jon Wilcox, Hannah Ebi, Pat Stephens, Lisa Steel

Election of Officers:

---MOTION--- Commissioner Waters nominated to retain Commissioner Collins as President, Commissioner Kingston as Vice-President, and himself as Secretary, Commissioner Kingston seconded and the motion carried unanimously to approve the Officers as Nominated.

Public Comment: None.

Appointment to Local Boards:

The commission determined the following local boards representative appointments.

- Chamber of Commerce: Commissioner Kingston
- EDC (Skamania County Economic Development Council): Commissioner Collins
- WPPA(Washington Public Ports Association) Board of Trustees: Commissioner Waters

---MOTION--- Commissioner Kingston nominated the commissioner appointments to the local boards as outlined above. Commissioner Waters seconded the motion; the motion carried unanimously.

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 moved, seconded by Commissioner Water and the motion carried unanimously to **approve the consent agenda items 1-3 as presented:***

Approval of the Minutes

1. December 19, 2017 Regular Meeting

Voucher Approvals

2. Approval of Pre-issued General Fund Vouchers
 - 18435-18443 for \$8,889.08 (12/27/17)
 - 18444-18477 for \$59,988.19 (1/10/18)
3. Approval of General Fund Vouchers
 - 18478-18488 for \$110,635.46

Energy Efficiency Presentation by Apollo Solutions, (Pat Stephens, Jon Wilcox, and Hannah Ebi) & WA Department of Enterprise Services (Lisa Steel):

Pat Stephens presented the preliminary energy efficiency audit that was recently completed. Over the last year they reviewed utility bills, took physical inventory of lights, inspected HVAC systems, and brought in contractors for preliminary estimates on replacement costs. Of the four identified possible projects, the solar project was the most financially feasible. After meeting with contractors they determined the best place to install the solar panels would be on the Tichenor Building. Pat Stephens outlined the potential costs, potential grants that would be available in the amount of \$500,000 Trans Alta Grant and a \$70,000 Energy Grant. The Port would need to borrow approximately \$200,000 dollars with an estimated 15 year time frame to recoup the cost. Projected total cost of the project is roughly \$750,000 dollars. Facility Manager Doug Bill expressed a concern regarding potential problems mounting solar panels to an aging roof. Commissioners Collins, Kingston, and Waters expressed concerns regarding the age of the existing roof and the timing of the project. The other possible energy efficiency project was replacing existing Port lighting with LED efficient fixtures and bulbs. This project would have a final estimated cost of \$720,000 with the Port needing to finance roughly \$270,000 to combine with a potential Energy Grant available for this project to create positive cash flow in approximately 15 years. Commissioner Collins expressed a concern that the electrical technology could see a lot of changes in 15 years. Presenter Lisa Steel said that LED lighting controls were the only technological lighting improvements she sees on the horizon for the next 10-20 years. Pat Albaugh was asked for input and he expressed his concern of having to recoup electrical savings from tenants. He also concurred with the concerns expressed by the board that the debt risk is not coming at a good time with all the other projects on the agenda. Commissioners unanimously decided to table moving further and thanked Apollo Solutions for the preliminary audit. They agreed that if conditions changed and grants are still available they would contact them again in the future for a closer look.

Commissioner & Staff Reports: Commissioner Updates: Commissioner Kingston gave a brief recap of the Chamber of Commerce board meeting and requested Director Albaugh inform the board of the prospective projects that pertain to the Wind River Business Park regarding the Forest Service and County lease negotiations for several USFS buildings currently occupied by them at the Wind River Business Park. There is potential that the Port will manage 8 USFS buildings for the County. These buildings include the shop and several of the houses. The houses have had lead painting and asbestos abatement but there are still a lot of issues to resolve (including rotten sill plates) before the houses will be available. Commissioner Collins reported on the recent Skamania County Economic Development Retreat he attended. The meeting was held at the Skamania Cove and the meal was prepared by Roots Farmacy.

- **Manager's Report:**

Director Albaugh has recently attended meetings with Senator Patty Murray's staff and Representative Gina McCabe. We are considering asking for an appropriations request through Rep. McCabe for the Waterfront Project.

No changes requested from Windy River Research at this point.

The Port of Skamania's 5 year Harbor Improvement Plan is due to be updated this year.

The process includes a draft and one public hearing to meet the requirements. The Commissioners authorized the process to begin.

H.R. Answers has provided a quote for \$900 to review the Port's Personnel Manual and Pat recommended the update. The Commissioners gave authorization to proceed to keep

the Port up to date with policy requirements.

The Queen of the West has extended an invitation to the Port and area businesses as well, to attend a meeting they are holding to explore their impact on the local economy on Wednesday, February 7th, 2018 from 9-11 a.m. at the Interpretive Center in Stevenson.

The Commissioners expressed interest in attending. Information will be emailed to them.

The Port received a draft easement from the US Army Corps of Engineers to give emergency egress from Cascades Business Park to Fort Cascade Dr. It allows the Corp to retain input on the road and the ability to include conditions on future development.

Discussion of turning the road over to the City of North Bonneville to ease the potential maintenance issues the Corp may have. The Board discussed the pros and cons for the Port and the City and if it would help development move forward. Attorney Woodrich indicated a “right away dedication” would be a simple solution to give control to the City of North Bonneville and possibly a step toward a workable agreement. Director Albaugh indicated we need the easement to dedicate the road to the city to meet the requirements of the agreement, in addition to installing street lights.

The Port has not received a response back from Tennison regarding the WRBP water system RFP. The Port is working with the neighboring property Trustee regarding encroachment of personal property located on 21 Cascade.

- **Facilities Update:** Facilities Manager Bill reported that he has rented equipment to assist with the demolition of the house located at 21 Cascade. Some household items are being repurposed. Demolition dumpsters have been requested for the remaining demolition debris. A commercial burn permit has been obtained for the brush. He reported that both the sink hole and loading dock at River Point have been repaired. The gas line has been repaired at Discovery II and routed to the current tenants. Roof leaks at the Evergreen Building have been repaired. AMC Venture has submitted an HVAC estimate to replace the vent hood and exhaust at the Beacon Rock Golf course. Facilities Manager Bill will be requesting additional estimates. Shoreline Restoration initial work has begun. Turbidity curtain will be installed next week to meet EPA requirements. Additional rocks for the project will be coming from Hidden Ridge for the Shoreline project. The Army Corp has been contacted regarding lowering the water level. The City of North Bonneville has requested a bacterial test from the waterline at Cascade Business park prior to turning on the hydrant that was shut down when it was relocated.
- **Auditor’s Report:** December 31, 2017 Cash Balance was \$1,130,804.29. Total revenue for December was 96,280.59 and expenditures were \$41,731.51; netting excess revenue over expenditures in the amount of \$54,549.05; and the year to date revenue was over expenditures by \$395,569.36. The Operating line of Credit was added to the report so that it will reflect correctly as a revenue item as per Commissioners request in the December meeting. Auditor Masco updated the board on the status of the tenants who have lease re-payment plans.
- **Attorney’s Report:** None.

New Business/Administrative Approvals:

- **Annual Resolutions:**

---MOTION--- Commissioner Waters moved to approve Resolution 1 -2018 to authorize Pat Albaugh and Commissioner Kingston for signing of Warrants. Commissioner Kingston seconded; the motion carried.

---MOTION--- Commissioner Waters moved to approve Resolution 2 -2018 providing for the Issuance of Warrants not to exceed \$750,000 before approval by the Commissioners. Commissioner Kingston seconded; the motion carried.

---MOTION--- Commissioner Waters moved to adopt Resolution 3 -2018 authorizing Cindy Bradley, Monica Masco and commission Waters to order Investment of Funds. Commissioner Kingston seconded; the motion carried.

---MOTION--- Commissioner Waters moved to approve Resolution 4 -2018 for the Appointment of Agent Pat Albaugh to Receive Claims for Damages (RCW 4.96.020). Commissioner Kingston seconded; the motion carried.

---MOTION--- Commissioner Waters moved to approve Resolution 5 -2018 Setting Port commissioner Compensation at \$254 per month plus Per Diem. Commissioner Kingston seconded; the motion carried.

---MOTION--- Commissioner Waters moved to approve Resolution 6 -2018 Authorizing the Port Executive Director to Sell and Convey Surplus Property with Less Than \$10,000 Value. Commissioner Kingston seconded; the motion carried.

- **Vigilize Relaxing Lease Authorization**

---MOTION--- Commissioner Waters moved to approve the lease between the Port and Sandy Vigil doing business as Vigilize Relaxing for suite 70E in the Tichenor Building as presented with a lease rate of \$120 a month plus Washington State Leasehold tax and a 2 month security deposit which the Board acknowledges is less than the 1 year statutory deposit. Commissioner Kingston seconded; the motion carried.

- **Skamania Acupuncture Clinic sublet authorization:** Attorney Woodrich expressed a concern with the agreements between Skamania Acupuncture properly protecting the Port and the Commission agreed that the Port Attorney should review them as they occur.

---MOTION--- Commissioner Waters moved to authorize Skamania Acupuncture Clinic to sublet office space in Suite 40 in the Tichenor Building with sublease and or

agreements to be reviewed by Attorney Woodrich. Commissioner Kingston seconded; the motion carried.

- **American Cruise Line Contract Approval:** Attorney Woodrich requested the motion include outlining the \$150 per day docking fee.

---MOTION--- Commissioner Waters moved to approve the contract between American Cruise Lines and the Port of Skamania as presented including the \$150 dollar per day docking fee. Commissioner Kingston seconded; the motion carried.

- **Port Auditor Annual Contract:**

---MOTION--- Commissioner Waters moved to approve the 2018 Professional Service Agreement with Monica Masco doing business as Arrowhead Accounting. Commissioner Kingston seconded; the motion carried.

Adjournment: The Chairperson adjourned the meeting at 7:43 pm.

Next Meeting: The next scheduled meeting of the Board of Port Commissioners is February 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)

Gail Collins

Commissioner Gail Collins, President (District 2)

Todd Kingston

Commissioner Todd Kingston, Vice-President (District 3)

ATTEST:

Wanda Scharfe

Wanda Scharfe, Minutes Taker