

**Port of Skamania County
Minutes of the Board of Commissioners
December 13, 2016
Regular Meeting, 3:00pm**

Call to Order: Commissioner Collins called the meeting to order at 3:00pm.

In attendance: Commissioners Gail Collins, and Todd Kingston, Attorney Ken Woodrich, Director Pat Albaugh, Financial Manager Fran Breeding, Auditor Monica Masco, Minutes Taker Somer Meade.
Guests: Philip Watness (*The Pioneer*), Mary Repar, Sandy Bacus, Julie Mayfield, Davis Turpin.

Public Comment:

Sandy Bacus: Sandy voiced her concern for former Executive Director John McSherry, claiming rumors may be getting spread around town. Sandy further commented that the Port should not cover Commissioners legal fees. Sandy submitted a prepared statement for the record.

Mary Repar: Mary voiced her concern for the status of the Port in the New Year. She is concerned about the negative things being said in the community about the Port and the departure of former director John McSherry. She asked that the Port Commissioners be mindful of what they say and do. Mary explained that the Port was once a powerhouse in this community and she would like to see it return to business and get away from the problems that have plagued it. Mary submitted a prepared statement for the record.

Commissioner Collins closed the meeting to public comment at 3:06pm.

Approval of the Minutes:

Commissioner Kingston would prefer to approve the minutes from the November 22, 2016 meeting at the next Commission meeting in January, pending the resolution of 2 questions from the minutes.

Voucher Approvals:

---MOTION--- Commissioner Kingston moved to approve the pre-issued General Fund Vouchers numbered 17596 through 17605 in the amount of \$16,316.54 dated November 30, 2016. Commissioner Collins stepped down to second the motion; the motion carried.

---MOTION--- Commissioner Kingston moved to approve the General Fund Vouchers numbered 17606 through 17720 in the amount of \$47,479.32 dated December 14, 2016. Commissioner Collins stepped down to second the motion; the motion carried.

Commissioner & Staff Reports:

- **Commission Update:** Executive Director Pat Albaugh explained that this is a new item for the agenda, appropriate for meetings reports or other updates from the Commissioners. Director Albaugh & Commissioner Collins recently met with newly appointed county commissioners to discuss the role of the port and the economic function of the Port. The group also discussed .09 monies and all of the Port's ongoing projects. Also discussed in the meeting were vacant properties available for lease. Both felt it was a good, productive meeting.

- **Facilities Report:** Director Albaugh gave the Facilities update in Manager Doug Bill's absence. Two furnaces have been replaced in Tichenor with no problems, and streetlights at Cascade Business Park are in process. They have been able to confirm 12 out of the 14 conduit runs for street lights. Facilities is currently sourcing the streetlights and looking at construction of the bases to determine if it can be constructed in house. Some power boxes that show on the plans do not exist. They will work with PUD to resolve. Facilities Manager Bill is almost done with the WAVE expansion at the Tichenor building which has gone well. All bathrooms and water systems have been winterized as the last cruise ship docked 2 weeks ago. The trash truck is now plow ready and it has been used. Commissioner Kingston asked about whether or not Port staff are responsible for the plowing down at the golf course. Auditor Masco and Director Albaugh clarified that they have not taken the plow down to the golf course but they have done some shoveling. Tichenor had another sewer backup. Hot water ruined the floats so they are on order for replacement with heat and chemical proof floats. They are talking to tenants to make sure that proper protocols are being followed for disposing of hot liquids. Auditor Masco asked how much a new plow would cost after having watched Doug plow the Port property in the most recent snow storm to which Commissioner Collins answered \$5,000. The plow could be moved from the garbage truck to the Ford if needed.
- **Auditor's Report- November Financials:** November 30, 2016 Cash Balance is \$735,374.30. Total revenue for November was \$89,061.02 and expenditures were \$201,164.16; netting excess expenditures over revenue for the month in the amount of \$112,103.14. Year-to-date expenditures were over revenue in the amount of \$387,503.20.
- **Attorney's Report:** Nothing to report

New Business/Administrative Approvals:

- **MOU between the Port & Skamania County for Wind River Business Park property management:** Tabled pending revisions from the County. There will be a workshop next Tuesday with the County, and Director Albaugh believes it would be a good idea to have a Commissioner in attendance. In general, there is support for this agreement but there is disagreement in some of the details like the Port requirements from the deal and who should be receiving the payments. The County Commissioners want to make sure the Port Commissioners to be engaged and aware. An advisory committee will be formed and the Commission wants a timeline. Kingston asked who is responsible for decisions, and Director Albaugh clarified it is Port's responsibility and explained the process which entails reaching out to both Port and County Commissioners to serve on the committee, then inviting other interested parties to participate. Commissioner Collins asked if the new Commissioners are on board and should this wait until then and Commissioner Kingston agreed. The County Commissioners will next have the opportunity to vote on it on 12/27/16 with revisions, which would be the last meeting with the old commissioners.
- **Resolution 11-2016 Amending the Personnel Manual:** Director Albaugh explained 3 housekeeping items. First the classification of exempt & non-exempt was at odds with the Fair Labor act so it is consistent with the Federal Law. The second edit is to the employee pay date stating that employees will be paid bi-weekly every other Wednesday and adding that each pay period covers 2 weeks, beginning on a Saturday and ending on a Friday. This clarifies the phrasing of the manual and makes it so everyone is paid at the same time and no more different

pay date for different employees. Third, this resolution updates the personnel policy on Cell phones to be in line with the 2011 law changing taxable stipends to a reimbursement that is non-taxable. Collins asked if this policy applies to personal or Port issued cell phones and Director Albaugh explained that while it is preferred that employees would use a Port issued phone due to the Public Records requirements, that most people will choose to use their own phone so this spells out the expectations and the reimbursement. The document presented did not have recent edits from Attorney Woodrich, but he explained the addition of strongly worded advice to not use phones for text. Finance Manager Breeding clarified the reimbursement process and Auditor Masco explained that the manual will smooth out what has been changed and approved but should also include the process for the Executive Director to request the reimbursement from the commissioners. After further discussion, Attorney Woodrich recommended the Commissioners adopt the resolution as presented and then amend the policy at the next meeting to incorporate his edits.

---MOTION--- Commissioner Kingston moved to approve Resolution 11-2016 amending the Personnel Manual as presented. Commissioner Collins stepped down to second; the motion carried.

- **Resolution 20-2016 MRSC Small Works Roster:** Director Albaugh explained that we are going to utilize the MRSC Small Works Roster which will simplify the process for everyone involved because the application and vetting will all be done online and will be managed by MRSC instead of the Port. Both the City of North Bonneville and the City of White Salmon use it and are happy with it. Director Albaugh and Finance Manager Breeding clarified why the resolution itself was lengthy and necessary.

---MOTION--- Commissioner Kingston moved to approve Resolution 20-2016 establishing a new process for managing the Small Works Roster online via MRSC. Commissioner Collins stepped down to second; the motion carried.

- **Resolution 21-2016 Pre-Issued Warrants (Replacing Resolution 2-2016):** Finance Manager Breeding explained that in the beginning of the year, the Commission approved a resolution for \$325,000 for pre-issued warrants for the entire year which relates to pre-issued vouchers that go out before they can be approved individually by the Commission. As 2016 comes to an end, the total amount for pre-issued warrants is close to \$420,000 so far and so the resolution needs to be amended for the sake of being audited so everything is on the books that the amount has been approved. Auditor Masco explained that the State Auditor has only been asking for an estimated amount at the beginning of the year for the last few years and she clarified that this is the right amount and the way the resolution needs to be amended.

---MOTION--- Commissioner Kingston moved to approve Resolution 21-2016 amending the pre-issued warrants amount to \$440,000. Commissioner Collins stepped down to second; the motion carried.

Unfinished Business/Manager's Report

- **WAVE- Use of conduit:** Albaugh explained the history. Port owns the conduit and the fiber, which is leased to Sawnet/Wave (2 strands of 88 total). The original bill showed there are only 12 fiber splices. While Director Albaugh isn't clear on the discrepancy, there is additional capacity. Wave would like to put in 144 strands of fiber to expand their bandwidth in the community. From the outside, this is a good idea for both helping the tenant and the community because it expands service. At the same time, there should be a nominal fee. There is port investment, the railroad charges \$1500. The vaults are owned by WAVE. This is something that will need to be done for the tenant. The agreement with the Railroad does not spell out exactly how many fibers can go through. It is implied that only 2 lines can go through but Commissioner Kingston clarified that if it is bundled and it might be easy to put through a larger bundle. Commissioner Collins questioned why the Port owns this property or put forth the initial investment. Attorney Woodrich explained that it was an economic development thing that was originally intended to draw in new tenants (like telemarketers). Commissioner Collins asked if it is a benefit for the community or if it could draw in other new tenants. If it's a problem for the Port, WAVE will get the permit to build for themselves. The Commissioners asked if the Port could sell their strands? Executive Director Albaugh explained that the rate could be raised. The County wants to know why this is a question because they have plenty of fiber to meet their current needs. Attorney Woodrich recommended that the annual lease for the conduit and license agreement be adjusted to give either party a period (90 day/120 day) notice if anyone is unhappy with the agreement to give them time to secure another license from the railroad. Commissioner Kingston clarified that if WAVE invested in their own line, they would still own the boxes at either end of the Port line. The Director explained that the Port wants to be a good partner. The Commissioners agreed that Albaugh should proceed with a license agreement and come up with a reasonable rate.

Holiday open house: Director Albaugh reminded everyone in attendance that the joint Holiday Open House with the Chamber and the EDC will be Thursday, December 15th from 11:30a-2:30pm at the Chamber.

Chairperson Collins adjourned the regular meeting at 3:50pm.

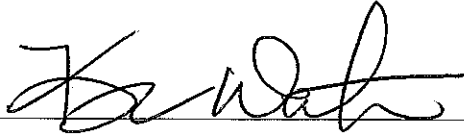
Executive Session: Commissioner Gail Collins called for Executive Session including the Commission Attorney Ken Woodrich, Commissioner Todd Kingston, Finance Manger Fran Breeding, and Director Pat Albaugh for 10 minutes from 3:56pm to 4:06pm. **RCW 42.30.110(i)** To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in adverse legal or financial consequences to the agency.

No decisions were made in executive session.

Adjournment: The Chairperson adjourned the meeting at 4:07 pm.

Next Meeting: The next scheduled meeting of the Board of Port Commissioners is January 17, 2017 at 6:00pm at the Port office conference room: 212 SW Cascade Avenue. Stevenson, Washington.

APPROVED BY:



Commissioner Kevin Waters, Secretary (District 1)

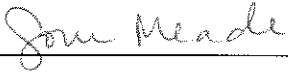


Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

ATTEST:



Somer Meade, Minutes Taker

