

Port of Skamania County
Minutes of the Board Commissioners
January 22, 2019
Rescheduled Regular Meeting, 5:00pm

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

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

Guest: Paul Spencer

Election of Officers

- ---MOTION--- Commissioner Waters made the motion, Commissioner Kingston seconded the motion to nominate Gail Collins as President, Commission Todd Kingston as Vice-President, and Kevin Waters as Secretary. All voted in favor and the motion carried unanimously to approve the officers as nominated.
- ---MOTION--- Commissioner Waters made the motion, Commissioner Kingston seconded the motion for the commissioners to serve on the same committees as follows:
Commissioner Kingston to serve on the Chamber of Commerce Board, The Skamania Co. Public Hospital District Advisory Committee and the Wind River Business Association. Commissioner Waters to serve on the Washington Public Port Association. Gail Collins to serve on the EDC Board. All voted in favor and the motion carried to unanimously to approve.

Public Comment: Chairman Gail Collins opened the meeting for public comment at 5:03 pm.

Paul Spencer requested an update of the Trout Creek Field Conveyance and the related Request for Business Proposal. Director Albaugh noted that they county is in the process of updating the legal description of the property and recording the deed. The request for business proposals has been published in the Skamania Pioneer, the Vancouver and Portland Business Journals. The RFP can be accessed on the Port website.

Chairman Gail Collins closed the meeting for public comment at 5:05pm

- ---MOTION--- Commissioner Waters made the motion to approve the consent agenda items 1 through 3. Commissioner Kingston seconded, and the motion carried unanimously to approve the consent agenda items 1-3 as presented

Commission updates: Commissioner Kingston reported that the Annual Chamber Banquet was recently held and well attended. Casey Roeder has officially retired, and Angie Weiss has moved into the position as the Executive Director.

Directors Report: Director Pat Albaugh updated the commissioners that the Wind River Advisory Committee met and gave a presentation to the county commissioners about the Wind River Business Park recent development. Port is currently working on the waterfront path with the engineer. The 90% plan has been submitted to WSDOT and we are waiting for their review. We have their determination on training requirements and the disadvantaged business requirements. Once we have Wash DOT approval, we can get the RFP out. We are working with the city on permitting items to move forward. In addition to the path work is being done with the city to replace the garage next to the Port. They

have requested a critical area permit and a mitigation permit. Brian Bair is reviewing the critical areas permit however there is no intention of disturbing any ground. The area around the Red Barn has been cleaned up and the area was surveyed to locate the property line which turned out substantially farther back than originally thought. Commissioners expressed concerns over the developments in the city sewer system plan. Discussed researching what are other cities with our industry doing. The tenants at the Port are a concern.

Facilities Manager: Facilities Manager, Doug Bill updated the commission on the recent activities. The Port recently received over 300 yards of materials from a local contractor. So far approximately 320 tons of drain rock is in the parking lot area next to the shoreline project with 120 tons already spread to the shoreline. Recently purchased dirt and 250# of grass seed for landscaping purposes.

Installed new lights in the shop which has made a significant difference. There have been only a few HVAC calls which have been addressed. There have been no new reports of water leaks. Earlier this season Slingshot reported a leak around a skylight that has been problematic it has been addressed with a temporary work around. Also, Total Shield roof reported a leak and was determined that water was entering thru the roof screws which have been tightened. In order to comply with LNI a new set of forks for the lift was purchased. Silverstar in the Evergreen building recently dug a curtain drain around their equipment and cleaned out a ditch which has made a significant impact on drainage.

Finance Manager: Cindy Bradley, Finance Manager reviewed the financials with the commission. Current assets are \$969,954.92 and of that amount \$321,025 is the balance in the checking account. The year-end budget left the Port with a \$291,753 below the budgeted amount. However, the majority of the \$291,753.00 was due to unfinished Port projects. With projects excluded we were roughly \$10,000 below budget for 2019. Grant revenues and expenses were reviewed for ALEA, Tourism & Leavens Point, Stevenson Waterfront Signage & Waterfront Amenities, WRBP Water System and DOC statuses were reviewed. Miscellaneous rent lease revenue is \$1570 below budget due to leasehold taxes that have not been collected because of past due lease payments.

Notable expenses in December: BRCG & Old Saloon HVAC system upgrades, Tichenor lift station repair. WRBP & Shoreline projects. Project expenses has or will be billed to granting agencies.

Notable income in December: TAC grant for Leavens Point, TAC grant for Waterfront Signs. Several tenants paid toward their back due lease balances. We also received the DNR PILT tax.

Revenue net over expenditures of \$24,299.50.

YTD the following has been expensed for the various projects:

\$237,444 Shoreline Restoration, \$111,328 Leavens Point Shoreline, \$26,808 Waterfront Sign Project, \$7,756 for Beverly Park project, and \$26,808 for Shoreline Enhancement, \$298,123 Wind River Business Park Water project. The next shoreline project is expected to begin Winter/Spring of 2019.

Non-Operating Revenues of \$1,778.13 were received; 261,103.16 property tax has been received year to date. Status of the 4 delinquent accounts were reviewed with the commissioners. One of the statements has been cleared and the remaining 3 are current on their payoff agreements.

Director Albaugh informed the commissioners that WRBP water system is up and running. The Port currently does not have a formal agreement or adopted water rights. Right now, the system is only supplying water to the county with the water being regulated under the current management agreement which states any expense we do with the water system is billed to the county. The Port has an agreement for monthly monitoring with Columbia Technical. Port presently owns the system but not the water rights; which are currently held thru forest service & county. Ownership issues of the water rights are what have kept the PUD interest at a minimum.

Commissioners discussed the positive direction the Port has been going with the financial and current tenant retention and new tenant acquisitions.

Attorneys Report: None

New Business/Administrative Approvals: Note the commissioners are aware the January agenda reflects incorrect numbering of the Resolutions, listing the year as 2018. The actual resolutions and motions correctly reflect 2019.

- **---MOTION---** Commissioner Waters moved to approve Resolution 1 -2019 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 -2019 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 -2019 authorizing Cindy Bradley, Monica Masco, Pat Albaugh and Commissioner Waters to order Investment of Funds. Commissioner Kingston seconded; the motion carried.
- **---MOTION---** Commissioner Waters moved to approve Resolution 4 -2019 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 -2019 Setting Port commissioner Compensation at \$285 per month plus Per Diem. Commissioner Kingston seconded; the motion carried.
- **---MOTION---** Commissioner Waters moved to approve Resolution 6 -2019 Authorizing the Port Executive Director to Sell and Convey Surplus Property with Less Than \$10,000 Value. Commissioner Kingston seconded; the motion carried.
- **---MOTION---** Commissioner Waters moved to approve Resolution 7 -2019 Authorizing the repeal and replacement of Resolution 2-2018 that provides for the Issuance of Warrants not to exceed \$972,688.33 before approval by the Commissioners. Commissioner Kingston seconded; the motion carried.
- **---MOTION---** Commissioner Waters moved to approve the 2019 Professional Service Agreement with Monica Masco doing business as Arrowhead Accounting. Commissioner Kingston seconded; the motion carried.
- **---MOTION---** Commissioner Waters moved to approve the Amended Port / EDC Shared Service Agreement increasing the agreement from \$72,000 to \$75,000. Commissioner Kingston seconded; the motion carried.
- **---MOTION---** Commissioner Waters moved to approve the 2019 Legal Service/Retainer Agreement with Kenneth B. Woodrich PC, Attorney at Law. Commissioner Kingston seconded; the motion carried.
- **---MOTION---** Commissioner Waters made a motion with the Port of Skamania County Acting as property manager for Skamania County in the Wind River Business Park to approve the Lease Agreement between Skamania County and **Haven at the Experimental Forest, SPC** a Washington Social Purpose Corporation with the lease rate for Building 1058 with a base rent of \$1,200 a month beginning February 1st plus Washington State Leasehold tax and; Building 2227 with a base rent of \$1,152 a month beginning in February 1st plus Washington State Leasehold tax and; Building 1515 with a base rent of \$50 a month beginning in February 1st plus Washington State Leasehold Tax and; security deposit of \$2402.00, which the Board acknowledges is less than the 1-year

statutory deposit. All rates subject to rate reduction as set forth in lease during the first year with Leasehold tax at the full lease rate. Commissioner Kingston seconded; the motion carried.

- ---**MOTION** – Commissioner Waters made a motion with the Port of Skamania County Acting as property manager for Skamania County in the Wind River Business Park to approve the Lease Agreement between Skamania County and **Haven at the Experimental Forest, SPC** a Washington Social Purpose Corporation with the lease rate for Cooler Building # 2629 starting at 6 month at no rent and with a base rent going forward \$125 a month beginning with a start date of February 1 plus Washington State Leasehold tax and; Building 1058 with a base rent of 1 month at no rent followed by 4 months at \$750 per month followed by \$1,500 a month beginning on February 1 plus Washington State Leasehold tax and; security deposit of \$1,625.00, which the Board acknowledges is less than the 1-year statutory deposit. All rates subject to rate reduction as set forth in lease during the first year with leasehold tax at the full lease rate. Commissioner Kingston seconded; the motion carried.

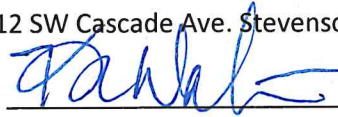
Commission discussed the regular scheduled Port Commission meetings. It was determined that the commission would continue to meet on the 3rd Tuesday of each month. The time will change to 5pm A resolution will be presented at the February 2019 meeting to update the By-Laws. The February meeting will be held at 5pm as a special meeting.

- ---**MOTION**--- Commissioner Waters moved to update the By-Laws to change the regularly schedule Commission meeting to 5 p.m. on the 3rd Tuesday of each month. Commissioner Kingston seconded; the motion carried.


Adjournment: Commissioner Kingston adjourned the meeting at 7:24 pm

Next meeting: The next scheduled meeting of the Board of Port Commissioners is rescheduled to 5:00pm at the Port office Conference Room: 212 SW Cascade Ave. Stevenson WA.

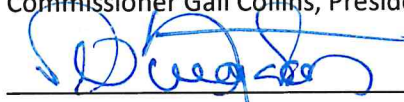
APPROVED BY:




Commissioner Kevin Waters, Secretary (District 1)



Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, (District 3)

ATTEST: 
Wanda Scharfe, Minutes Taker