

Port of Skamania County
Minutes of the Board Commissioners

August 18, 2020

Regular Meeting

Zoom Meeting

Call to Order: Commissioner Kingston called the meeting to order at 5:00 p.m.

In attendance: Commissioner Todd Kingston, Commissioner Ray Broughton, , Executive Director Pat Albaugh, Port Auditor Monica Masco, Port Attorney Ken Woodrich, Finance Manager Cindy Bradley, Facilities Manager Doug Bill, Wanda Scharfe Minute Taker.

Absent: Commissioner Jennifer Taylor

Guests: Philip Watness, Bob Sourek, Levi Strayer, Andrew Haden

Public Comment: WRBU LLC request by Bob Sourek and Levi Strayer to extend the requirements of the Sales & Purchase agreement and presented and Addendum to the agreement. Commission directed the Pat Albaugh E.D. and Attorney Woodrich

--MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down seconded the motion to direct Pat Albaugh E.D. and Attorney Ken Woodrich to negotiate the extension to the Purchase and Sales Agreement as well as an extension to the lease agreement. All voted in favor and the motion carried unanimously.

Consent Agenda:

--MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down seconded the motion to approve the consent agenda items 1 and 3 as presented and approved item 4 to be approved pending correction of the General Fund Voucher list number as noted ~~2020433~~ 20133-20148. All voted in favor and the motion carried unanimously.

Commissioner Updates: Commissioner Kingston noted he recently attended a Skamania Chamber of Commerce meeting.

Director's Report: Director Albaugh informed the Commission of progress at the Cascades Business Park in North Bonneville. The road access has been completed with the next step to be adding the required gate. A survey was completed on the southeast corner of the property. The Planning Committee for North Bonneville will be meeting next week regarding the cell tower. The Port has received a letter of support from Skamania County and should be receiving one from the EDC this week. The Director also informed the Board of the Stevenson waterfront recent activities. A water rights application has recently been completed and communications indicate that it sounds promising. He recently met with the contractor regarding re-paving the pathway from Leavens Point to the Boat Launch. He recommended including the pathway from Russell Street to the landing in the re-surfacing project to allow for power and water access under the pathway. This will eliminate several hazards and allow for pathway lighting. The directive of

the Commission was to proceed. Due to the present Commission meeting format the Port will provide I pads for the Commissioners to use for Port business and meetings and to simplify and aid in potential future records requests. The process has begun on the 2021 budget building process. The Director requested input relating to potential changes in the cruise ship docking agreements. He recommended that the rates at this point be unchanged due to the economic stresses the industry is facing due to Covid-19 restrictions. He did suggest adding an 10% administrative fee to the current pass-through billing for services such as water and refuse. The need for a cancellation policy revision to deter overbooking was discussed.

Facilities Report: Doug Bill reported the service calls as of late have been for HVAC units due to the heat wave. Work has begun on the repairs to the boat launch bathrooms. The lift station at the Landing Bathroom will also need work. He has been working on the access to Leavens Point and the slide area. The re-paving project on the existing trail to begin this week. There are 5 more trash cans to be set.

Attorney's Report: No Report

Finance Report: The summary and forecast were given of the finance report for the month of July by Cindy Bradley. Total revenues for July were \$95,386.45 and expenditures were \$147,878.31, netting excess expenses over revenues in the amount of \$52,491.85. Total revenues YTD \$1,177,331.56 and expenditures are \$798,721.29, netting excess revenues over expenses in the amount of \$378,610.27. YTD Operating Revenue and Operating expense were reviewed resulting in netting \$105,952.63 in Operating Revenues over Operating Expenses. The YTD Non-Operating Revenue netted \$272,657.64 in Non-Operating revenue over Non-Operating expenses, which was due to reimbursement for projects expense that were paid in 2019 and reimbursements being received in 2020. Grant revenue that was budgeted in 2019 in the amount of \$328,946.20 from RCO -ALEA and RTC -TAP Grants. These grants were billed out in 2019 but received in 2020. Also reviewed were the cash balance, budgeted grants as well as notable income and expenses for the month of July were reviewed. Director Albaugh noted that the Port would be returning approximately \$100,000 of City TAC tourism funding received due to a change in the Scope of Work. Some of those projects will not be completed. Cindy Bradley reported there are no delinquent tenants to report this month to date.

New Business:

2021 Budget Schedule

Finance Manager Cindy Bradley reviewed the upcoming 2021 budget schedule and process with the Commission.

North Bonneville School

Director Albaugh reported that the Mayor of North Bonneville indicated there is an internet deficit in the city that will impede on-line learning options for local students. Director Albaugh presented the idea of offering vacant office space in North Bonneville as an access point. The consensus of the Commission was to authorize the Director to present the idea to the school with no management stipulation for the Port.

Maul Foster & Alongi Inc

Director Albaugh presented the Professional Services agreement and reviewed the selection process for Maul Foster & Alongi to complete the scope of work for the Cascades Business Park Market and Feasibility Study.

--MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down seconded the motion to approve the Professional Services Agreement not to exceed \$67,667.00 between the Port of Skamania County and Maul Foster & Alongi Inc a Washington corporation as presents.

Lease Suite 70 E Tichenor – Jim Stevens

Director Albaugh presented the Commissioners with a lease for office space in Suite 70E located in the Tichenor Building.

--MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down seconded the motion to approve the lease between the Port of Skamania County and Jim Stevens for office space in the Tichenor Building, Suite 70 E to begin September 1, 2020. The month to month lease rate to be \$125 per month plus the Washington State Leasehold Excise Tax. The board acknowledges that the \$300 security deposit is less than the 1-year statutory deposit. All voted in favor and the motion carried unanimously.

Lease – WRBP Hortus Investments LLC

Director Albaugh presented a change to the lease agreement for HORTUS INVESTMENTS LLC to allow the security deposit to be paid in installments.

--MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down seconded the motion to ratify the change in the lease agreement between the Port of Skamania and HORTUS INVESTMENT LLC for the space known as the Processing Center in the Wind River Business Park as presented; as allowing for the \$60,000 security deposit to be split into three payments of \$20,000 each with the first (1st) payment due payable at the time of lease, the second (2nd) installment due and payable on the first day of the fourth (4th) month and the third installment due and payable on the first day of the 7th month. The board acknowledges that the security deposit is less than the 1-year statutory deposit. All voted in favor and the motion carried unanimously.

Public Work Contract Mack Construction LLC

Director Albaugh presented a Public works contract for Mack Construction to renovate the office entrance to offer control of public entrance and inhibit the exposure of employees to Covid-19 and/or like viruses. Not to exceed \$26,925.

--MOTION—Commissioner Broughton made a motion: Commissioner Kingston stepped down and seconded authorize the Mack-Construction Small Works Contract. All voted in favor and the motion carried unanimously.

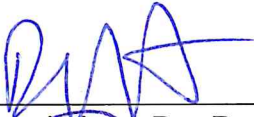
Public Work Contract Hafford Construction LLC

Director Albaugh presented a public works contract for Hafford Construction LLC at an hourly rate to assist the facilities staff with the project repairs beginning with the boat launch restrooms in order to meet the deadline for the ALEA grant deadline.

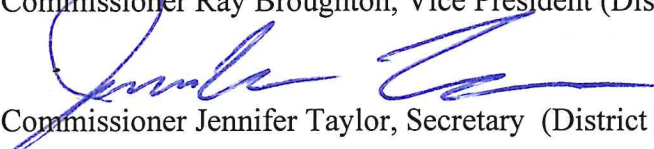
--MOTION—Commissioner Broughton made a motion: Commissioner Kingston stepped down and seconded authorize the Hafford Construction LLC Small Works Contract not to exceed the day labor limit of \$40,000 All voted in favor and the motion carried unanimously.

Adjourn: Commissioner Kingston adjourned the meeting at 5:50 pm

APPROVED BY:



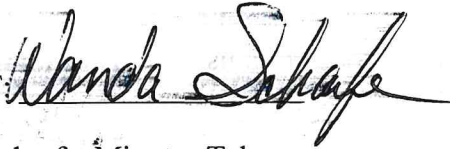
Commissioner Ray Broughton, Vice President (District 1)



Commissioner Jennifer Taylor, Secretary (District 2)



Commissioner Todd Kingston, President (District 3)

ATTEST: 
Wanda Scharfe, Minutes Taker