

**Port of Skamania County**  
**Minutes of the Board Commissioners**  
**July 16, 2019**  
**Regular Meeting, 5:00pm**

**Call to Order:** Chairman Collins called the meeting to order at 5:01 p.m.

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

**Guests:** Phillip Watness, Carrie Nissen

**Public Comment:** Chairman Gail Collins opened the meeting for public comment at 5:01 pm. Phillip Watness addressed the Commissioners regarding the front page newspaper article regarding the potential sale discussed in an executive session. He said it would be best if he didn't attend them in the future. Carrie Nissen addressed the Commission on parking issues at LDB regarding tenant parking and the public at East Point; which resulted in an unpleasant interaction between LDB staff and a recreational user. She indicated the new Sublime Balance Taphouse is open. They are planning to add their outdoor seating soon.

---**MOTION**--- Commissioner Waters made the motion to approve the consent agenda items one (1) through three (3). Commissioner Kingston seconded, and the motion carried unanimously.

**Commission updates:** Commissioners have met individually with WRBU regarding the Offer to purchase Trout Creek Field and will discuss them during executive session.

**Directors Report:** Director Albaugh informed the Commission that the Washington State Boundary Review Board has a vacancy on their board. He reported on this past weeks WPPA Directors Conference that was held at the Skamania Lodge. 40 plus Port directors attended and we hosted an open house at Sublime Balance Taphouse which was coordinated with the WPPA. The conference was informative and he plans to review some of the suggestions made. Next month we will be updating the Comprehensive Scheme of Harbor Improvement to add property acquired from Skamania county. A public hearing will need to be held.

Discussed going forward with the Tour Boat Companies. To date we have not received the requested proposal from the ACL (American Cruiselines) after their proposal. Director Albaugh indicated that he is in the process of reviewing the Port's policy and comparing agreements from other local docking locations. The BOG Kite Board Festival has been advertised on the BOG Facebook page, but no one has contacted the Port or any of the waterfront tenants regarding the event. We will be reaching out to the organizers. WKO is hosting a golf tournament later this week. The new WAVE phone system is up and running and the Port will be splitting the cost of the system with the EDC. The Director drew attention to the great job the facilities crew did with the July 4<sup>th</sup> grounds maintenance who had a little help from the public and the Forestry Success Group. On July 5<sup>th</sup> three small fires were put out at Beverly's Park and the boat launch.

**Facilities Manager Report:** Facilities Manager, Doug Bill updated the Commission on the recent activities of the Port. The Facilities Department has been working on picnic tables and other seasonal

maintenance. A minor water leak has been found under the floor in the boat ramp bathroom. This will be a labor-intensive task which will be addressed in the fall, when the restroom traffic has slowed; unless the leak starts to show up on the water usage. New appliances have been ordered for the landing bathroom to fix the current plumbing issues as well as plans for an interior cosmetic update. He reported he is in the process of replacing the roof at the Beacon Rock Golf Course restroom as well as refreshing the interior.

**Finance Report:** Cindy Bradley, Finance Manager gave the finance report. She has been working with the County Treasurer to get the direct deposit system up and running. The PERS (Public Employee Retirement System), Deferred Comp, and Taxes are some of the payments that need to be processed electronically. The cash balance as of June 2019 was \$1,216,825.01. Tenant deposits are currently on track. The tenant deposit was \$142,825, with the 6-month Operating Expenses at \$817,924. Operating Reserve was \$76,529 and the balance for Available for Other Projects was \$179,547.

June ended with revenue over expenditures of \$246,870. Shoreline Restoration and Enhancement bills in June totaled \$65,441. The status of the budgeted grants were reviewed. The notable June expenses were \$800 for the Cascade Business Park road easement; \$3,052 in pass-through expenses for Landing garbage; the Red Barn roll-up door for \$1901 and the MCEDD annual membership was paid at \$2,343. Notable income for June was \$2,486 for Property tax. Delinquent accounts were reviewed. As of June 17<sup>th</sup> LDB, Beverage, Skunk Brother's Distillery, and CCPO LLC are on track with their payment plans.

**Attorney's Report:** Ken Woodrich reminded the Port staff and Commissioners to adhere to and be diligent continuing to follow the Port's cell phone policy regarding texting.

**New Business:**

**WRBU Lease:** Director Albaugh presented the information regarding a proposed lease for the Wind River Biomass Utilities (WRBU) for a new division involving micro greens. The general terms were reviewed for a site at the Processing Center.

---**MOTION**--- Commissioner Waters made a motion with the Port of Skamania acting as property manager for Skamania county in the Wind River Business Park, made a motion to approve a lease agreement between Skamania County and Wind River Biomass Utility LLC a Washington Limited Liability Company. The lessee rental shall be the rental sum of zero dollars (\$0) for the months of July and August per month in addition to the Washington State Leasehold Excise Tax (currently 12.84%) based on the prorated full lease rate of six hundred dollars (\$600) for the month of July and the full lease rate for the month of August. The month of September payment shall be three hundred dollars (\$300) in addition to the Washington State Leasehold Excise Tax (currently 12.84%) based on the full lease rate of six hundred dollars (\$600). Beginning October of 2019 the full rate shall be six hundred dollars (\$600) in addition to the Washington State Leasehold Excise Tax (currently 12.84%). The security deposit will be \$1,200, which the Board acknowledges is less than the 1-year statutory deposit. Commissioner Kingston seconded the motion. The motion carried unanimously.

**Waterfront Bid Award:** Director Albaugh informed the Commission that WSDOT was reviewing the authorization from Lee Contractors, LLC as the low bid. A Condition of Award was sent to Lee Contractors, LLC for additional information. Lee Contractors, LLC will need to provide this information prior to WSDOT approving the contract. It is anticipated they will provide the information soon. Attorney Woodrich noted

there were new Public Works requirements beginning July 1. Director Albaugh reported that Lee Contractors LLC are exempt from this requirement.

--Motion—Commissioner Waters made a motion to authorize Executive Director Pat Albaugh to award the waterfront trail bid to Lee Contractors, LLC of 20907 NE 72<sup>nd</sup> Ave, Battle Ground WA 98604 in the amount of \$200,418.78 for the Alternate Schedule C bid providing required documentation is received from the bidder and approved by WSDOT and Wallis Engineering. Commissioner Kingston seconded the motion. The motion carried unanimously.

Director Albaugh informed the Commissioners that the Port would surplus a wood-chipper in the near future. As per Port Resolution 6-2019. The intention is to utilize the Public Surplus website.

Director Albaugh presented information regarding a lease for a Toyota Rav 4 All Wheel drive hybrid with the lease and related expenses to be shared with the EDC.

Director Albaugh informed the Commission that we have not received communication from the Wind River Biomass Utilities (WRBU) for the Trout Creek Field counter-offer to their proposal. The Commissioners will go into Executive Session to discuss.

Director Albaugh presented a plan to set aside time at each future Commission meetings to discuss and review and prioritize projects and discuss future plans of action. He also suggested the Commissioners tour Port Properties. The Commissioners concurred and the event will be scheduled at the next meeting for September.

The Port has received Grant Award notification for "File Room Organization" from Washington State Archives local records grant program. Our project has a completion deadline of May 31, 2020. Processes are being put in place once the award has been finalized. Wanda was acknowledge for her efforts on obtaining this grant.

Director Albaugh reviewed the docking calendar with the Commissioners. To date there are schedules thru 2021. The only 2022 calendar is from ACL for their 3 boats. AQSC's current contract ends in 2021 for the Empress. There was discussion regarding policy and concern of preferential treatment.

**Adjourn:** Commissioner Collins adjourned the regular session at 6:32 p.m. and the Commission moved into Executive Session.

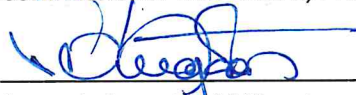
**Executive Session:** Commissioner Gail Collins called for an Executive Session including himself, Commissioner Todd Kingston, Commissioner Waters, Director Pat Albaugh and Attorney Ken Woodrich. Commission allowed Cindy Bradley & Wanda Scharfe to attend the meeting. The session will begin at 6:33 p.m. for a 10-minute period as per RCW 42.30.110 1c. The session was extended for an additional 5 minutes ending at 6:48.

APPROVED BY:



Commissioner Kevin Waters, Secretary (District 1)

Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, (District 3)

ATTEST:



Wanda Scharfe, Minutes Taker