

Port of Skamania County
Minutes of the Board Commissioners
March 19, 2019
Regular Meeting, 5:00pm

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

In attendance: Commissioners 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, Commissioner Kevin Waters by telephone

Guests: NONE

Public Comment: Chairman Gail Collins opened & closed the meeting for public comment at 5:01 pm.

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

Commission updates:

Commissioner Collins reported on the meeting at the City of Stevenson to select an engineering firm for the sewer project from two (2) candidates. Wallis Engineering did an excellent job laying out an alternative plan and spreading the project out in phases. The City did award the contract to Wallis Engineering. As a Port representative he expressed concerns regarding the potential cost the sewer project could have on our tenants. He was concerned that the large projected increase could drive businesses out of the Port in addition to the community. Gail was told that there is a revised plan. Phase 1 will be looking at compliance as a priority. They also looked at the system types and what is being used in our area.

Commissioner Collins & Director Albaugh met with the County regarding the Shoreline. The County currently holds the dredging permit at Rock Creek. The mitigation is what we are using as a permit for the waterfront. The county has brought in Mid-Columbia fisheries to review the planting plan. Army Corps and Fish & Wildlife will be asked to consider modifying the plan. WADOT is involved because they may use the County dredging permit to try to get Rock Creek flowing under the Hwy 14 bridge. If they use the permit, then they need to participate in the mitigation.

The Port trail engineer has submitted a new supplemental agreement planting plan for \$5,600. Director Albaugh has sent that to the City and the County to see if they would be willing to split or share the cost with us. While the shoreline improvements are on Port property the mitigation is the County requirement, and all of it benefits the City, which is why we need to work together with this project. The plan would outline volumes & plant placements. If the design passes the shoreline could be more than a habitat area. Mid-Columbia Fisheries has an extensive work history with the agencies.

Directors Report:

We have been in discussion with the SDA regarding them possibly taking on the Beverly Park project. The porta potty at the Landing was burned this past week. Bishop sanitation offered to split the cost of the unit

with the Port. In the Wind River Business Park there was a recent power fluctuation last month that resulting in the water system being shut down. It took a few days to get it back on which involved a few trips. The Dept. of Health was notified as per requirements and there was a boil alert until we received a clear report. The snow is still inhibiting marketing of the property. We need to modify our Property Management Contract with

the County regarding the rental houses to exclude the County's revenues received from the vacation rentals. We would like to also turn over the management of the water system over to the county since they are currently doing the daily monitoring of the system. There was an inquiry from an Oregon Hemp producer that was interested in the Processing Center, but state regulations prohibited them from bringing the product across the state line. We are still working with the Forest Service and the County regarding the rent offset agreement. In North Bonneville, Klein Engineering has finished the survey at the Cascade Business Park so the culverts can be put in by the County so it is prepped for roadway connection. Simply Growz' deadline to pay past due balance is this week. In the mean-time the building has been shown to a potential new grow operator. Four Peaks Environmental has moved into the Teitzel building and haven taken control of the utilities. Negotiations from a party interested in conducting private art classes in one of the vacant office spaces in the Teitzel building is also underway. Four Peaks is working with us on the lease.

Facilities Manager: Facilities Manager, Doug Bill updated the Commission on the recent activities of the Port. There were four penetration points on the Riverpoint building roof that were damaged during this past winter. Three points were non-functional and were capped off. The last penetration was repaired and the staff recently completed a small tenant improvement at the Tichenor Building. The tenant has already moved in. They are currently working on LED updates in Tichenor building in the lower level. Seasonal part time help will start April 1st. The Finance Manager reported that they have approximately 420 hours throughout the summer allotted for the summer help in the budget and the hours will be flexible.

The docks are still in need of repair. They are scheduled to go in the end of May.

Trout Creek Field RFP was advertised. The Wind River Biomass Utility was the only response. Their proposal was reviewed recently. Feedback from the review committee was that the proposal was better than expected. The Wind River Biomass Utility would like to have a new property appraisal. Commissioner Collins expressed a concern that they need to show how this is going to create jobs. The Commissioners agreed that the Port should not pay for appraisal.

The County wants the Port to pay the surveyor bill for the Trout Creek Field conveyance in the total so far of approximately \$10,000. Commissioners Kingston and Collins agreed that we need more information.

Reasonable consideration would be pending a return since they conveyed the property.

Finance Manager: Cindy Bradley, Finance Manager reviewed the financials with the commission. As of February 28th the cash balance is \$832,888. We have 6 months operating and the 1-month operating reserve. The amount available for other projects is \$19,455. We were \$20,781 under where we expected to be this month.... some of the factors were unpaid tenant payments and an additional \$6,000 in leasehold tax that was above the budgeted amount. We have been notified by the Department of Revenue that we will now be paying quarterly for the Excise B&O tax. We paid Wallis Engineering \$16,731 for the Shoreline path project. Klein was paid \$2,103 for survey work as part of the Cascade Business Park/ Corp of Engineers easement, which

was an unbudgeted item. We had planned a computer upgrade in January, but that project was delayed. We are in the process of researching options. Notable expenses in February were a \$2,103 land survey at Cascade Business Park for the Corp easement. \$593 was expended for forks for the forklift to comply with L & I safety recommendations. Notable income in February was \$7,674 for Property tax. \$826 received from Investment Interest. Total revenue for February was \$64,440 and expenditures were \$63,501 netting an excess revenue over expenses in the amount of \$939. Property Tax revenues of \$7,674 were received. The Finance Manager reviewed a delinquent tenant request to apply the current monthly payment to the current amount due rather than apply it to the delinquent balance. Attorney Ken Woodrich advised caution in that process without specifying a repayment plan. Technically it puts the tenant into the default process. This process could waive the "Time Is of the Essence Clause" and that would need to be reinstated should we revise the payment plan in writing. The Director will reach out to the tenant and get a repayment plan.

Attorneys Report: Attorney Woodrich reported that he has been working on the current records request. The nature of the request is causing some of the work to be repetitive of past requests. The requestor was notified of an extension of April 22nd to fulfill the records request. The Port is in the process of filing a grant request for Records organization thru the State of Washington Archival Agency.

New Business:

Director Albaugh informed the commission of a new tenant. Darker Studios has moved into Suite 90 in the Tichenor Building.

---**MOTION**--- Commissioner Kingston made a motion to ratify the lease agreement between the Port of Skamania and Chad Lee Bowman DBA Darker Studios, for office space at 40 SW Cascade Avenue in Suite 90A of the Tichenor Building as presented with a lease rate of \$325 per month beginning March 15, 2019 plus Washington State Leasehold tax and a security deposit of \$650, which the Board acknowledges is less than the 1 year statutory deposit. Commissioner Waters seconded, and the motion carried unanimously.

Director Albaugh informed the commission of the location change for Eli Lewis.

---**MOTION**--- Commissioner Kingston made a motion to ratify the lease amendment between the Port of Skamania and Eli Lewis, sole proprietor; to move his office space from Suite 90A of the Tichenor Building to suite 70-I of the Tichenor Building. Board acknowledges there are no changes to the lease rate or security deposit. Commissioner Waters seconded, and the motion carried unanimously.

Director Albaugh presented the current 2013-1 Ordinance regulating conduct on the Port of Skamania County Property for discussion as some of the items appear out of date and need an update. He requested the Commissioners review the policy and provide feedback. Staff is reviewing as well

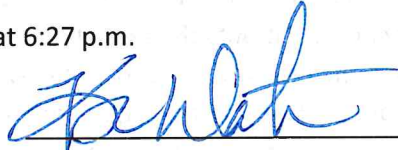
Director Albaugh reported on the meeting with the County, City and WSDOT to get approval of the trail construction RFP. The City is requesting an agreement from the Port outline what we are going to do on the trail that they can hold us to. Attorney Woodrich indicated that he needs more information to create the document. The information they want is currently listed on the original permit. We have submitted a proposed amendment to our permit, but we have not heard from the city yet. The Port isn't clear on what the

City wants. Attorney Woodrich discussed what a development agreement generally does. The Port Commissioners have requested that Attorney Woodrich prioritize this agreement so we can get this agreement done so that we can move forward with the project and get the RFP issued.

Commissioner Collins addressed the other Commissioners regarding evaluations for the Port Director and the Port Attorney. He feels the evaluation process provides good opportunity to discuss goals and to look ahead and plan things as well as review performance. The Commissioners will complete the evaluations and bring them to the April Commission Meeting for review.

Commissioner Collins adjourned the meeting at 6:27 p.m.

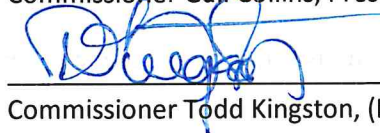
APPROVED BY:



Commissioner Kevin Waters, Secretary (District 1)



Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, (District 3)

ATTEST: 
Wanda Scharfe, Minutes Taker