

Port of Skamania County
Minutes of the Board of Commissioners
September 27, 2016
Regular Meeting 3:00 pm

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

Attendance: Commissioners Gail Collins and Todd Kingston; Attorney Ken Woodrich, Director Pat Albaugh, Auditor Monica Masco, and Minutes Taker Somer Meade. Guests: Thelma & Dave Gorgess, Philip Watness (*The Pioneer*), Kevin Waters

Public Comment: None

Meetings and Seminars:

Commissioner Collins & Director Albaugh met with the Port of Hood River & Port of Cascade Locks on 9/22/16 to figure out how to work together to problem-solve. The group had a productive meeting and is looking to get the Port of Klickitat involved as well. The Port of Hood River is full with exception of one new complex and will send potential future business to the Port of Skamania. Combined resources will benefit everyone.

Minutes Approval:

---MOTION--- Commissioner Kingston moved to approve the Minutes of the September 13, 2016 Meeting as corrected. Commissioner Collins stepped down to second; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Kingston moved to approve the pre-issued General Fund Vouchers numbered 17431 through 17438 in the amount of \$9,976.42 dated September 28, 2016. Commissioner Collins stepped down to second; the motion carried. .

---MOTION--- Commissioner Kingston moved to approve the pre-issued General Fund Vouchers numbered 17350 through 17482 in the amount of \$71,158.20 dated September 28, 2016. Commissioner Collins stepped down to second; the motion carried.

Administrative Approvals: None

Staff Reports: None

Director's Report/Unfinished Business

1. *Tenants Updates:*

- a. *Tichenor Building Roof Equipment Installation (tenant WAVE Broadband):* Doug explained that WAVE wants to update the satellite dishes so they need a new bar installed on the roof. The Port is able to install without calling in a roofer. The

Commission verified that there are no structural concerns. Attorney Woodrich suggested some kind of insurance or license agreement to maintain equipment on the government owned building in the event of an accident. Director Albaugh will investigate and follow up with WAVE. Commission consensus to approve.

- b. *Restrooms ADA Compliance Upgrade 1111 Hemlock Road, Wind River Business Park:* Matheny has withdrawn their bid for this project at \$17,800. Next contractor bid was at \$28,200. The county has agreed to do the work and the Port will pay them up to the original \$17,800. No formal agreement has been signed, but email communication indicates that the project will move forward under these terms.
2. ***Wind River Business Park (WRBP) Skamania County Memorandum of Understanding (MOU) Update:*** Director Albaugh reported that based on a meeting last week with the County Commission and County Public Works Director, they agreed to work towards an agreement to have the Port manage the property. The county is looking to set up an ad hoc committee to oversee what things need to be done, set priorities, and make marketing plans but the Port would in theory have the final leasing authority. Commissioner Kingston expressed concern over the role that the committee would have in leasing matters, and Attorney Woodrich agreed that involving a committee could reduce the control power of the port in leasing decisions with the properties. This will need to be carefully worded and thoughtfully considered in the MOU. Without the MOU in place, there is no income being generated for the port. The county has assured Director Albaugh that there will be reimbursement. Communication is ongoing, the County has indicated serious interest in having the Port managing, but they have also issued an RFQ. Commissioner Kingston is concerned that the Port has moved forward with projects in good faith, without assurances that the Port will become the manager.
3. ***East Point Sign:*** Approval for the project was implied but not voted on prior to the last meeting. Director Albaugh cited the minutes from June 28, 2016 Commission meeting. Cost of the sign and delivery is just over \$5000. Additional work (decorative rocks, etc.) will be done on the sign as funds become available in the future. To reduce the expense, this amount is just for the sign and its installation.

---MOTION--- Commissioner Kingston puts forward a motion to complete the East Point sign with Port crew installation for no more than \$7,000. Commissioner Collins stepped down to second; the motion carried.

4. **Meeting Time Discussion:** Tabled until next meeting

New Business:

- ***District 1 Commissioner Vacancy:*** The vacancy has been advertised in tomorrow's paper, and there is interest. LOI are due October 7th. Kevin Waters was in attendance at the meeting and shared his interest in the position. Kevin will be out of town until November 1st. The legal concerns about Kevin Waters applying for the position and being a Port tenant have been answered. According to MRSC, the general prohibition of RCW 42.23.030 (7) does not apply to a lease with a port commissioner that was entered into

before the commissioner took office. But the prohibition – and the exception – will apply when the lease requires renewal or revision. Tabled until next meeting.

- ***Letter of Support for Bridge of the Gods inclusion in National Highway System:*** Director Albaugh & Commissioner Collins met with the Port of Cascade Locks two weeks ago. The Bridge of the Gods is considered a private bridge, restricting federal funding. The port is pushing for registry with the NHS which will allow for more federal funding. This would also help in the future with replacing the Hood River bridge. Commission reached consensus to sign the letter of support.
- ***Washington Public Ports Association (WPPA) Annual Meeting Agenda and WPPA Small Ports Seminars:*** Director Albaugh would like to skip the Annual meeting and instead attend the Small Port Meetings and the MRSC conference. The Commission reached consensus that Director Albaugh should skip the annual meeting and attend the Small Ports seminars instead.
- ***IACC Conference (Infrastructure Assistance Coordinating Council)*** The IACC conference is also upcoming for funding infrastructure projects. Commission reached consensus to send Director Albaugh. There are several sessions that may also benefit the commissioners. Commissioner Collins & Kingston will look into attending. Director Albaugh will share the take-a ways at a Commissioner meeting.
- ***Resolution 4-95 Port Commissioner Health Insurance:*** A 1995 resolution required commissioners to reimburse the Port for the cost of insurance. A follow up resolution required reimbursement one month ahead. In 2011 it was voted that the Port would offer and pay for insurance. None of the older resolutions was specifically repealed. Attorney Woodrich recommended that the Commission vote to repeal and then vote on a new resolution next meeting.

---MOTION--- Commissioner Kingston puts forward a motion to repeal the inconsistent resolutions with 12-2011 requiring reimbursement for health insurance and formalize the intent of the resolution and have the Director bring forth a new resolution at the next meeting. Commissioner Collins stepped down to second; the motion carried.


- ***Cell Phone Stipend Policy Review:*** Director Albaugh is suggesting that the personnel policy be updated to offer non-taxable expense reimbursement for cell phone usage per the IRS instead of offering it as a taxable benefit. Auditor Masco suggested that the Commission decide on a set amount of reimbursement that then gets attached to an expense report for the Port. Attorney Woodrich mentioned that it should be added to the policy that when employees use their own personal phone that text messages can be requested via the Public Information Act. Attorney Woodrich recommends that employees of the Port not utilize text messages for this reason. Director Albaugh will put together the policy and bring it to the Commission next meeting.
- ***City of Stevenson Lodging Tax Grant Application:*** Due Wed Oct 19th. Director Albaugh asked that the Commission think about what projects they might like to see submitted for consideration.

Adjournment: The Chairperson adjourned the meeting at 4:10 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is October 11, 2016 at 3:00pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:

Commissioner _____, Secretary (District 1)

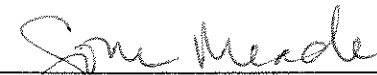


Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

ATTEST:



Somer Meade, Port Staff