

Port of Skamania County
Minutes of the Board Commissioners
June 18, 2019
Regular Meeting, 5:00pm

Call to Order: Chairman Collins called the meeting to order at 5:00 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

Guests: Charles Robertson of American Cruise-lines, Paul Taiclet of American Cruise-lines and Paul Spencer & Norm Ward of Wind River Biomass Utility, Phillip Watness, Mary Repar

Public Comment: Chairman Gail Collins opened the meeting for public comment at 5:01 pm.
No Public comment. It was closed at 5:01pm

---**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: Commissioner Kingston informed the Commission on the Chamber of Commerce that the Blues & Brews Festival and that all the volunteer needs have been filled for the June 21 & 22nd event.

Facilities Manager Report: Facilities Manager, Doug Bill updated the Commission on the recent activities of the Port. A few HVAC calls in North Bonneville during the month. Rebuilding picnic tables & deck of the trailer. Red Barn has a new garage door which was long overdue. Installation of the wayfinding signs are underway the medallion at the landing has been installed and the Cascade Ave boat launch is soon to follow. In total there are 5 signs to install. Discussed vandalism and defacing of the restrooms. Still have an ongoing issue of trash bag theft making more work for the staff. Port Host Woody Simes is back. Seasonal Facilities, Mike Young has been an asset to the facilities department. There are 3 AC units and 2 furnaces to install but since they are currently functioning installation of the new units will be postponed.

Finance Report: Cindy Bradley, Finance Manager gave the finance report. As of May 30th, the cash balance is \$1,187,227 dollars including \$142,825 in restricted funds. Operating expenses plus long term debt is \$817,924, operating reserves (one-month operating expense) is at \$76,529, the amount available for Projects is \$149,944. The budget ended in a positive of \$217,267 because the shoreline project has not started. As soon as we start seeing those bills that will catch up. Property revenues are on budget mostly because we were able to move Simply Grows security deposit or \$39,000 applied to their past due balance. Backwoods have brought their lease current. We did pay the utilities that were unpaid to avoid a lean against the property. Shoreline restoration enhancement bills in May totaled \$5,579 which was a combination of Wallis Engineering and Northwest Hydro-Seed. Reviewed budgeted grants for the waterfront trail and waterfront amenities. It was noting the ALEA Grant was extended to October 31, 2020 and the City Waterfront Amenities grant expires Dec 31, 2019. The RTC TAC grant and balance is \$200,000 and one the waterfront trail starts that will go quickly. Reviewed notable May expenses and notable income. Total revenue for May was \$244,337 and expenditures were \$131,127, netting excess revenue over expenses in the amount of \$113,210. Non-operating revenues received included property tax revenues in the amount of \$34,996 and private timber tax revenues of \$6,2462

were also received. Delinquent account aging report as of May 16, 2019 included LDB/Ryan (\$76,706) and Skunk Brothers Spirit Inc. (\$10,810). The following tenants are 30 days behind Wave (\$2,979), Kellogg (\$1,180) and Skamania Acupuncture (\$718). The goal of operational revenue covering operational expenses is coming to fruition. The projects will change the bottom line but those will be project related. The RTC Grant will need to be closed out this year which will be part of the ALEA grant match. Once the trail is completed, we can start on the rest of the shoreline project and hopefully bill more of the grants this year.

Presentation from American Cruise-lines Charles Robertson V. P of American Cruise-line addressed the Commission. The ACL informed the Commission that tourism is increasing specifically on the Columbia River. ACL is currently building additional boats to accommodate tourism demand. The Columbia River is their most popular trip running from Astoria to Clarkston and back. ACL is open to options and their important thing is that they have confidence they will be able to come here in the next 5 – 10 – 20 years as they are investing in ships that are being built for the Columbia River. They would like to be part of the conversation as we look at options. The Commissioners indicated that they are all on board to explore options and continue working with ACL to allow for potential expansion and exploring future options for the landing to support tourism. Director Albaugh asked that they develop a proposal of ideas of what they would like to see going forward and that it is important to develop a plan that works for everybody.

Directors Report: Director Albaugh updated the Commission on the City of North Bonneville meeting he attended earlier in the evening. The planning committee did approve the conditional use for CCPO LLC so now they can move forward with state licensing application. The waterfront trail construction bid opening will be held tomorrow at 11 a.m.

Presentation from Stevenson Downtown Association (SDA): Chris Kellogg updated the Commissioners on the plans the SDA has for a new walking tour which involves historic points of interest include murals. They want to put the 2nd mural consisting of an 8 x 12' consisting of 6 panels on the west side of Clark & Lewies's. The mural would be mounted to the side of the building on studs under the supervision of the Port Facilities Manager. The SDA has presented an agreement for authorization to the Port for the installation of the mural as presented. Under the agreement the mural could be changed or redone.

Attorney's Report: No report

WRBU Presentation: Paul Spencer & Norm Ward along addressed the Commission regarding their proposal to purchase 25-acre site known as Trout Creek Field. They reviewed their start up strategy and some concerns in the area. Paul indicated that for them to go forward they feel they must have the land to make this investment. Discussion ensued regarding infrastructure, fire flow, electrical and water connection. Concern was expressed by Mary Repar who is not in favor of selling below value, and the taxpayer deserved to be recompensed at value. Commissioner Collins closed the public comment.

New Business:

Director Albaugh presented the Amended Lease and Amended Equipment Lease with CCPO LLC.

---**MOTION**--- Commissioner Waters made a motion to approve amended lease agreement between the Port of Skamania and CCPO LLC for space at 396 Evergreen Drive in North Bonneville in the building commonly known as the Discovery Building as presented. Commissioner Kingston seconded, and the motion carried unanimously.

Director Albaugh reviewed the Amendment to the Equipment Purchase Agreement for CCPO LLC.

---MOTION--- Commissioner Waters to approve the Amended \$60,000 equipment agreement between the Port of Skamania and CCPO LLC for the sale and purchase of equipment located at 396 Evergreen Drive in North Bonneville in the building commonly known as the Discovery Building as presented. Commissioner Kingston seconded, and the motion carried unanimously.

Director Albaugh presented the PUD Right of Way Easement with the requested map.

--MOTION--- Commissioner Waters made a motion to ratify the PUD right of Way Easement for a perpetual non-exclusive easement as presented as it pertains to property located in North Bonneville at Beacon Rock Golf Course.

Director Albaugh presented the SDA Mural Agreement

--MOTION--- Commissioner Waters made a motion to approve the License Agreement between, Skamania County and the Stevenson Downtown Association as presented for a five-year term. SDA will maintain ownership of the mural. Commissioner Kingston seconded, and the motion carried unanimously.

Director Albaugh presented the request from SDA to waive the facility use fee for the SDA Mural

--MOTION--- Commissioner Waters made a motion to authorize the Port Director to waive the facility use fee for the Stevenson Downtown Association SDA use of the Tichenor Building for the public purpose of creating a mural. Commissioner Kingston seconded, and the motion carried unanimously.

Director Albaugh presented a short term lease agreement for Phloem Studio.

--MOTION--- Commissioner Waters made a motion to approve the short term lease agreement between the Port of Skamania and Phloem Studio LLC for office spaces at 40 Cascade Avenue in the Tichenor Building Suite 70E as presented with a lease rate of \$124 per month, beginning May 2019 plus Washington State Leasehold tax, there will be no additional security deposit, which the Board acknowledges is less than the 1 – year statutory deposit. Commissioner Kingston seconded, and the motion carried unanimously.

Director Albaugh requested authorization to remove surplus glass from replaced windows from the Tichenor Building

--MOTION--- Commissioner Waters made a motion to authorize the Port Director to surplus the windows from the Tichenor Building. Commissioner Kingston seconded, and the motion carried unanimously.

Waterfront Trail Award and Budget: Director Albaugh informed the Commission as to the project process and the requested that the Commission set a budget for the project. Commission set the initial budget at \$250,000.

Vehicle Lease: Director Albaugh presented information on mileage history with the Commission. Discussion ensued regarded leases verses purchasing. Pat will work with the EDC on a shared cost.

Commissioner Collins adjourned the regular session at 6:30 p.m. and 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. Commission has agreed to allow Philip Watness & Cindy Bradley to attend the meeting, Attorney Woodrich reminded Philip that he needs to not reveal information learned in the session. The session will begin at 6:35 for a 30-minute period as per RCW 42.30.110 1c.

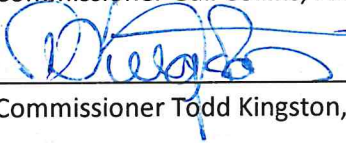
APPROVED BY:



Commissioner Kevin Waters, Secretary (District 1)



Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, (District 3)

ATTEST:



Wanda Scharfe, Minutes Taker