

**Port of Skamania County**  
**Minutes of the Board of Commissioners**  
**August 9, 2016**  
**Regular Meeting 3:00pm**

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

**Attendance:** Commissioners Fran Breeding, Gail Collins, and Todd Kingston; Attorney Ken Woodrich, Interim Director/Finance Manager Randy Payne, Facilities Manager Doug Bill, Auditor Monica Masco. Guests: Sandy Carlson, Mike McHugh, Jay Elder, John McSherry, Sandy Bacus, Philip Watness (*The Pioneer*).

**Public Comment:** Sandy Carlson invited the Commissioners to tour the new bench area at Bob's Beach and requested that a large fir tree be removed on the waterfront at Bob's Beach.

Don Fisher was not present for his discussion topic.

**Meetings and Seminars:** None

**Minutes Approval:**

*---MOTION--- Commissioner Breeding moved to approve the **Minutes of the July 26, 2016 Meeting**. Commissioner Kingston seconded; the motion carried.*

**Vouchers Approval:**

*---MOTION--- Commissioner Kingston moved to approve the pre-issued **General Fund Vouchers numbered 17368 through 17370 in the amount of \$31,710.60 dated July 28, 2016**. Commissioner Breeding seconded; the motion carried.*

*---MOTION--- Commissioner Breeding moved to approve the **General Fund Vouchers numbered 17371 through 17397 in the amount of \$34,882.56 dated August 9, 2016**. Commissioner Kingston seconded; the motion carried.*

**Administrative Approvals:**

August Camp 2017 Contract: Randy removed the requested cancellation clause as discussed in previous meetings.

*---MOTION--- Commissioner Breeding moved to **authorize Randy Payne to sign the agreement between the Port of Skamania and August Camp 2017**. Commissioner Kingston seconded; the motion carried.*

**Staff Reports:**

- **Facilities Report:** Doug reported he is working on the Wind River Business Park projects list and working with the City of North Bonneville who is installing utilities along Evergreen Drive. There was tree vandalism at Pebble Beach.
- **Attorney's Report:** Ken requested two executive sessions and mentioned he has been busy with records requests.

**Director's Report/Unfinished Business:**

1. *Tenants Update:* Randy requested an executive session to discuss a tenant lease payment plan under (i) and commented Backwoods Brewery has requested additional space.
2. *Wind River Business Park (WRBP) Memorandum of Understanding:* Randy requested executive session under (c).
3. *Wind River Business Park Water/Wastewater Project:* The optional site walk for the project will take place on Thursday at 2pm.
4. *Executive Director Recruitment:* Executive session under (g).
5. *Recording Commission Meetings/Meeting Time Discussion:* Meeting time discussion was tabled. An ad for minute taker has been placed in The Pioneer.

**New Business:** Finance Manager Job Description: The Commission approved the job description and directed Randy to advertise the open position.

**Executive Session:** Commissioner Gail Collins called for Executive Session including the Commission and Attorney Ken Woodrich from 3:30 pm to 3:35 pm for 5 minutes **RCW 42.30.110(g)** To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

Commissioner Breeding commented the process to hire the Executive Director has accelerated due to Randy accepting the PUD job.

Commissioner Gail Collins called for Executive Session including the Commission, Randy Payne, Doug Bill and Attorney Ken Woodrich from 3:45 pm to 4:30 pm for 45 minutes **RCW 42.30.110(c)** To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.

The Commissioners directed Ken Woodrich to proceed as discussed.

Commissioner Gail Collins called for Executive Session including the Commission, Randy Payne and Attorney Ken Woodrich from 4:32 pm to 5:02 pm for 30 minutes **RCW 42.30.110(i)** To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

The Commissioners directed Ken Woodrich to proceed as discussed.

Commissioner Gail Collins called for Executive Session including the Commission, Randy Payne and Attorney Ken Woodrich from 5:03 pm to 5:08 pm for 5 minutes **RCW 42.30.110(g)** To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of

an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

The Commission directed Randy to send letters to candidates who were not selected for a second interview. Special meetings were set for August 15, 2016, 6:00 pm to conduct a second interview with two candidates, and August 16, 2016 at 6 pm to select candidate for whom to present an offer. Commissioner Collins will invite community stakeholders to participate in the interviews on Monday.

Commissioner Gail Collins called for Executive Session including the Commission, Randy Payne and Attorney Ken Woodrich from 5:29 pm to 5:34 pm for 5 minutes **RCW 42.30.110(c)** To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.


*---MOTION--- Commissioner Kingston moved to accept the Memorandum of Understanding for the Port to manage Wind River Business Park, as presented by Skamania County on July 27, 2016, with no changes. Commissioner Breeding seconded: the motion carried.*

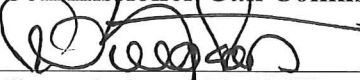
**Adjournment:** The Chairperson adjourned the meeting at 5:39 pm.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is August 23, 2016 at 3:00 pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.


**APPROVED BY:**

  
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**Commissioner Fran Breeding, Secretary (District 1)**

  
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**Commissioner Gail Collins, President (District 2)**

  
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**Commissioner Todd Kingston, Vice-President (District 3)**

**ATTEST:**

  
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**Monica Masco, Auditor**