

**Port of Skamania County**  
**Minutes of the Board Commissioners**  
**January 21, 2020**  
**Regular Meeting**

**Call to Order:** Commissioner Kingston called the meeting to order at 4:30 p.m.

**In attendance:** Commissioner Todd Kingston, Commissioner Ray Broughton, Commissioner Jennifer Taylor, Executive Director Pat Albaugh, Facilities Manager Doug Bill, Port Auditor Monica Masco, Finance Manager Cindy Bradley, Wanda Scharfe Minute Taker.

**Guests:** Kevin Vance, Ryan Cook, John Wagoner, Gary Frommelt, Kevin Waters, Philip Watness, Richard Mahar

American Queen Steamboat Company President John Wagnor accompanied by Vice President of Marine Operations Gary Frommelt gave a presentation that included information about the company formation and the future on the Columbia River. They informed the board of the ways that the company attempts to be a good community and economic partner along with their attempts to reduce their carbon footprint at each location. Their company focus is on customer experience. A conversation was held on the company's, schedule, management policies, how turning Stevenson Landing management over to another company would impact their operations, their current hop on hop off tour bus policy to connect tourist to community retailers, the Ports future plans for the waterfront, coordination of scheduling was discussed.

**Public Comment:** Chairman Todd Kingston opened the meeting for public comment at 5:22 pm.

**Election of Officers**

- ---**MOTION**--- Commissioner Broughton made the motion, Commissioner Taylor seconded the motion to nominate Commissioner Kingston as President, Commissioner Ray Broughton as Vice-President, and Commissioner Jennifer Taylor as Secretary. All voted in favor and the motion carried unanimously to approve the officers as nominated.
  
- ---**MOTION**--- Commissioner Broughton made the motion, Commissioner Taylor seconded the motion for the commissioners to serve on the community committees as follows: Commissioner Kingston to serve on the Chamber of Commerce Board and the Wind River Business Advisory. Commissioner Taylor to serve on the Washington Public Port Association. Commissioner Broughton to serve on the EDC Board. All voted in favor and the motion carried to unanimously to approve.
  
- ---**MOTION**--- Commissioner Broughton made the motion, Commissioner Taylor seconded the motion to approve the consent agenda items 1 through 4 as presented. All voted in favor and the motion unanimously.

**Commissioner Updates:** Commissioner Kingston reported on the upcoming Skamania Chamber Banquet.

**Director's Report:** Director Albaugh welcomed Jennifer Taylor to the Commission. The WPPA 2020 Spring Conference Meeting will be held at the Skamania Lodge. The Port will be hosting a Waterfront Trail completion celebration which is tentatively set for the first week in May during the week of the WPPA conference. Invitations to be sent to the County and City to participate in the planning the event. Director Albaugh reported that the County has asked the Port to remain as property managers at the WRBP until they are prepared to self- manage. To date we have placed several businesses out at the park and are working with several potential tenants.

**Facilities Report:** Doug Bill updated the Commissioners regarding recent projects which includes continuous work on the Waterfront Amenities such as the picnic table placements in Teo Park and Leavens Point. New park benches will be placed soon. He has been getting quotes regarding a snow break system for the River Point Building to break up the snow coming off the roof. Recently LDB has expressed concern in how the snow comes off the building. The quote received was cost prohibitive. He has also been looking into options for Port snow removal with the need for easy transport to North Bonneville. He presented several options for snow removal 1) Tractor 2) Pick up. Both options have pros & cons. Attorney Ken Woodrich commented, and the Commissioners directed him to find out who does the snow removal for the city of North Bonneville. Director Albaugh also indicated we are waiting for a response to our inquiry for a surplus vehicle from the county.

**Finance Report:** Cindy Bradley presented the finance report to the Commissioners. She outlined the total revenues and expenditure for the month of the December which netted and excess expenses over revenue in the amount of \$97,827.28 (\$107,540.91 of the expenses are directly related to Grants and will be reimbursed in January from said Grants. She reviewed the 2019 variances in Revenue and Expenses with the only the Non-Operating Revenue below budget. Operating expenses for The Landing and Properties were over budget by \$5,540.70. All other operating expenses (excluding Capital projects) were under budget by \$35,569.01. The Waterfront trail project grants and status was reviewed. With the next project focus on the horizon being the Cascades Business Park with those expenses to be fully paid by the Port. The Cash balance comparison from year end 2019 and year end 2018 were reviewed as well as the current budgeted grant balances. Notable Income and Expenses were discussed. Cindy reported that the Port ended 2019 with all tenant accounts current.

**Attorney's Report:** Attorney Ken Woodrich reported that he has been working with Tim Elsea at the County regarding their intent to self-manage the Wind River Business Park. The County will need to adopt procedures to allow them statutory discretion in working with a tenant / landlord setting.

Director Albaugh presented the annual resolutions for the Commissioners.

- ---**MOTION**--- Commissioner Broughton made the motion, Commissioner Taylor seconded the motion to approve Resolution 1-2020 to authorize Pat Albaugh and Commissioner Kingston as authorized to sign Warrants. All voted in favor and the motion carried unanimously.

- ---**MOTION**--- Commissioner Broughton made the motion, Commissioner Taylor seconded the motion to approve Resolution 2-2020 providing for the Issuance of Warrants not to exceed \$750,000. All voted in favor and the motion carried unanimously.
- ---**MOTION**--- Commissioner Broughton made the motion, Commissioner Taylor seconded the motion to adopt Resolution 3-2020 to authorize Pat Albaugh, Cindy Bradley, Monica Masco and Commissioner Ray Broughton to order Investment of Funds. All voted in favor and the motion carried unanimously.
- ---**MOTION**--- Commissioner Taylor made the motion, Commissioner Broughton seconded the motion to approve Resolution 4-2020 for the appointment of Pat Albaugh to receive Claims for Damages (RCW 4.96.020). All voted in favor and the motion carried unanimously.
- ---**MOTION**--- Commissioner Broughton made the motion, Commissioner Taylor seconded the motion to approve Resolution 5-2020 acknowledging the Port Commissioner Compensation rate being \$285 Per Diem. All voted in favor and the motion carried unanimously.
- ---**MOTION**--- Commissioner Broughton made the motion, Commissioner Taylor seconded the motion to approve Resolution 6-2020 authorizing Port Executive Director Pat Albaugh to Sell and Convey Surplus Property with less than \$10,000 value. All voted in favor and the motion carried unanimously.

Director Albaugh presented a request from the Port of Whitman County requesting a Resolution in support of the Dams within the Federal Columbia – Snake River System.

- ---**MOTION**--- Commissioner Broughton made the motion, Commissioner Taylor seconded the motion to approve Resolution 7-2020 in support of the Dams within the Federal Columbia- Snake River System. All voted in favor and the motion carried unanimously to approve the officers as nominated.

Director Albaugh presented the amendment for the EDC Agreement to increase the annual shared expenses of approximately \$3,600.

- ---**MOTION**--- Commissioner Broughton made the motion, Commissioner Taylor seconded the motion to approve the amended EDC Agreement as presented with the noted correction to the agreement of “plus” Leasehold Tax. All voted in favor and the motion carried unanimously.

Director Albaugh presented the Sales Agreement for the Trout Creek Field with the Wind River Biomass Utility. The Port had requested a detailed description of the proposed building for the Sales Agreement. They updated and included plans for a 4500 square foot steel building that will be used to house the heat and powerplant. The WRBU has until October 2020 to provide proof of financing plus building permits. An initial deposit will be \$10,000; the sale will not close until the Sales Agreement requirements are met as outlined.

- ---**MOTION**--- Commissioner Broughton made the motion, Commissioner Taylor seconded the motion to approve the terms of the Sales and Purchase Agreement with WRBU LLC as presented for the property known as Trout Creek Field in the amount of \$275,000. All voted in favor and the motion carried unanimously.

Director Albaugh presented a 2020 Professional Services agreement with Monica Masco serving as Port Auditor. As per RCW 53.36.010 the Port Commission appoints a Port auditor for the statutory requirement of auditing all disbursements and for necessary purpose of a check and balance system.

- ---**MOTION**--- Commissioner Broughton made the motion, Commissioner Taylor seconded the motion to approve the 2020 Professional Services Agreement with Monica Masco doing business as Arrowhead Accounting. All voted in favor and the motion carried unanimously.

Director Albaugh presented a Legal Services Contract and Retainer for Kenneth B. Woodrich PC, noting the option to opt out of one meeting.

- ---**MOTION**--- Commissioner Broughton made the motion, Commissioner Taylor seconded the motion to approve Legal Services agreement and Retainer with Kenneth W. Woodrich PC Attorney at Law. All voted in favor and the motion carried unanimously.

Director Albaugh presented the Wind Valley Ventures LLC lease for the Processing Center at the WRBP in Stabler. The intended product is the production of non-regulated Hemp seed production. They will work in concert with the existing micro green division of the WRBU LLC and well as allow the Play Frontier day care to remain at the facility.

---**MOTION**--- Commissioner Broughton made the motion, Commissioner Taylor seconded the motion on behalf of the Port of Skamania acting as Property Manager of the Wind River Business Park to ratify the lease agreement between Skamania County and the Wind Valley Ventures LLC with a lease rate of six thousand dollars for the month of January, nine thousand dollars for the month of February and beginning in March at the full lease rate of twelve thousand dollars. The Washington Leasehold Tax to be based on the full lease rate of twelve thousand dollars. A security deposit of \$72,000 is required which the Board acknowledges is less than the 1-year statutory deposit required. All voted in favor and the motion carried unanimously.

Director Albaugh presented a Lease with Dan C. McGill, PC for the newly constructed office space 70 - J, with Dan's intention of a private law office.

---**MOTION**--- Commissioner Broughton made the motion, Commissioner Taylor seconded the motion to approve the lease agreement between the Port of Skamania and Dan C. McGill, P.C. for office space located at 70-J in the Tichenor building as presented with a lease rate of \$400 per month, beginning January 18, 2020 plus Washington State Leasehold Tax and a security deposit of \$800 which the Board acknowledges is less than the 1-year statutory deposit required. All voted in favor and the motion carried unanimously.

Director Albaugh presented the lease agreement with Joel Koedoot for the office space 70 -F located in the Tichenor building for a private office.

---**MOTION**--- Commissioner Broughton made the motion, Commissioner Taylor seconded the motion to approve the lease agreement between the Port of Skamania and Joel Koedoot for office space located in the Tichenor Building as presented with a lease rate of \$120 per

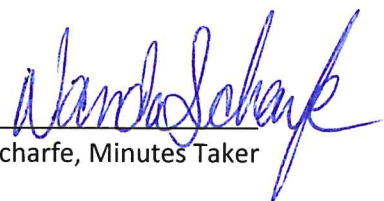
month beginning April 21<sup>st</sup>, 2020 plus Washington State Leasehold Tax and a security deposit of \$240, which the Board acknowledges is less than the 1 year statutory deposit. All voted in favor and the motion carried unanimously.

Adjourn: Commissioner Kingston adjourned the meeting at 7:01 pm

**APPROVED BY:**

  
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Commissioner Ray Broughton, Vice President (District 1)

  
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Commissioner Jennifer Taylor, Secretary (District 2)

ATTEST:   
Wanda Scharfe, Minutes Taker

  
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Commissioner Todd Kingston, President (District 3)

