

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

Call to Order: Commissioner Collins called the meeting to order at 5:00 p.m.

In attendance: Commissioners, Todd Kingston, Gail Collins, Ray Broughton (by Phone), Executive Director Pat Albaugh, Facilities Manager Doug Bill, Auditor Monica Masco, Finance Manager Cindy Bradley, Wanda Scharfe Minute Taker, Attorney Ken Woodrich

Guests: Levi Strayer, Elona Trogub Paul Spencer, Bob Sourek

Urban Forest Presentation: Pat Albaugh presented a written request from the City of Stevenson for support and participation in a potential grant for a Tree Management Plan which would begin with a City Wide Tree Survey. Commissioners' consensus was to request that the city representative attend the December meeting with more information.

Public Comment was opened and closed at 5:05 p.m. with no public comment.

Budget Hearing: Commissioner Collins opened the Budget Hearing at 5:05 p.m. Cindy Bradley presented the proposed 2020 Budget. The total proposed Budget was set at \$1,541,321. Projected lease revenues estimation was based on a conservative probability using the past payment history. Increases in the budget expenses reflect a higher utility projection with an estimated \$30,000 increase for sewer, water, natural gas and electricity. Other projections were made in potential future salaries, and a 12% increase for property insurance based on this past year's increase. The budget also includes \$135,000 for a PUD grant match to update the Cascades Business Park. The final proposal is estimating an operating loss of \$107,474 and a non-operating loss of \$78,831 projected projects without grants attached to them. This leaves a budget loss of \$186,306 based on these estimations. Commissioner Collins Called for Public Comment for the Budget Hearing at 5:16 p.m. No public comment. The Budget Hearing was closed at 5:16 p.m.

----MOTION--- Commissioner Kingston made a motion to approve the consent agenda items 1 and 3 as presented. Commissioner Broughton seconded the motion. The motion carried unanimously.

----MOTION--- Commissioner Kingston made a motion to approve the consent agenda items 2 as presented. Commissioner Broughton seconded the motion. The motion carried unanimously.

Commission updates: Ray gave a brief report on the WPPA conference he is currently attending.

Directors Report: Director Albaugh updated the Commissioners of the progress on the road connection for the Cascade Business park. The engineers are working on a grade handicap sidewalk

connection. Monday testing is scheduled for the WRBP Well. A revised plan has been submitted to the State by the engineer.

Facilities Manager Report: Facilities Manager, Doug Bill informed the Commission that the two (2) new suites in the Tichenor suite 70 area are nearing completion. The Sky building gas line is ready to hook up. The wood for the picnic tables cut by WKO have been received. Silver-star has been contacted regarding machining metal supports for the table and benches. The ADA pad for Teo park is almost complete. Port restrooms are closed for winter maintenance. Porta Potties will be used for the winter season.

Finance Report: Cindy Bradley, Finance Manager gave the finance report. For the second month in a row all tenants are current. October revenues were \$294,963.07 and expenditures were \$212,890.27 which netted \$82,072.74 revenues over expenses. The year to date revenues exceed budget by \$25,594.11 and YTD actual expenses are below budget by \$514,025.77. Most of the difference is in the Capital Project budget. Large expenses are anticipated for the ongoing shoreline bills. Grant status updates were given, and deadlines were reviewed. Notable expenses and revenues were reviewed.

Attorney's Report: Ken Woodrich gave a periodic reminder the Commissioners and Staff of present & past employee etiquette. He reminded the Commissioners that they are legislators and advised staff should something come up and they don't know how to respond, they should refer to the Port's chain of command by either referring to the Director or himself as Port Attorney.

Director Albaugh presented the 2020 EDC Contract.

----MOTION--- Commissioner Kingston made a motion to approve the 2020 EDC Contract and authorize Director Albaugh to sign it as presented. Commissioner Broughton seconded the motion. The motion carried unanimously.

Director Albaugh presented a request from the Stevenson Farmers Market to hold the Saturday Market along Cascade Ave.

----MOTION--- Commissioner Kingston made a motion to waive the Facility Use Fee for the Saturday Farmers market for the 2020 Market Season. Commissioner Broughton seconded the motion. The motion carried unanimously.

Director Albaugh presented information on a PUD temporary Easement proposal for the Cascade Business Park as an emergency back up plan to hook up 2 junction boxes should their initial plan fail.

----MOTION--- Commissioner Kingston made a motion to authorize Pat Albaugh to grant a temporary PUD Easement at Cascade Business Park to connect junction J1401 and J1402 subject to Port Attorney review. Commissioner Broughton seconded the motion. The motion carried unanimously.

Director Albaugh presented Amendment 2 for the micro green division WRBU to include the month of November into the initial set up, prep and renovation phase for the micro green division.

----MOTION--- Commissioner Kingston made a motion to approve the second (2) amendment to the Wind River Biomass Utility as presented to add November at a lease rate of \$0. Commissioner Broughton seconded the motion. The motion carried unanimously.

Director Albaugh presented Resolution 12-2019 – Tax Levy to adopt the tax levy. Commissioners reviewed the options available.

----MOTION--- Commissioner Kingston made a motion to adopt Resolution 12-2019 accepting and approving the 2020 Port ad valorem Tax Levy with a regular property tax levy for 2020 of \$319,288.22 , which is an increase of \$3,092.27 and 1 percent over the \$309,236.64 collected in 2019, plus an increase amount, resulting from the addition of new construction and improvements to properties of \$5,195.83, and an increase amount in the value of state assessed property of \$1,763.38. Commissioner Broughton seconded the motion. The motion carried unanimously.

Director Albaugh presented Resolution 13-2019 to adopt the 2020 Budget as presented.

----MOTION--- Commissioner Kingston made a motion to adopt Resolution 13-2019 accepting and approving the 2020 Budget. Commissioner Broughton seconded the motion. The motion carried unanimously.

Director Albaugh presented a landscape contract for the waterfront project. He reported on the recent meeting between the Army Corp of Engineers, Fish and Wildlife, County and City to review what has been done so far. The federal agencies were excited at the results and they want to bring our project up as a model for other project areas on the Columbia show-casing agencies working together to create an urban area that has habitat and some public use area. We may be using volunteers again in the spring to complete other plantings. The contract will be split with the Port, City and County as a community project on Port property.

----MOTION--- Commissioner Kingston made a motion to authorize the Bella Terra LLC Small works Contract for a base rate of \$19,538.17 not to exceed \$24,000. Commissioner Broughton seconded the motion. The motion carried unanimously.

Director Albaugh presented a request from AT & T Wireless to investigate a site for a cell tower in the eastern portion of the Cascades Business Park. Consensus was to move forward with negotiations.

Director Albaugh presented details for a lease for Kevin Vance and Ryan Cook for approx. 18 acres of pasture in Trout Creek Field to start an Equestrian Center.

----MOTION--- Commissioner Kingston made a motion acting as property manager for Skamania County in the Wind River Business Park to approve the Lease Agreement between Skamania County and Kevin Vance and Ryan Cook, with a lease rate of \$0 for the month of November and December plus state leasehold tax based on a \$200 lease rate. Beginning January 1, 2020 the lease rate shall be \$200 per month plus Washington State leasehold tax and a security deposit of

\$400 which the Commission acknowledges is less than the 1 – year statutory deposit, subject to the Port Attorney’s final approval. Commissioner Broughton seconded the motion. The motion carried unanimously.

Director Albaugh presented the Commissioner with information regarding a potential Hemp Seed Processing Center and Hemp Ag related products in the Wind River Processing Center. The production would be for non-regulated substances. Play Frontier and WRBU LLC would be able to remain in the Processing Center. Elona Trogrub was present and indicated that the production facility would project the creation of 3 to 5 full time jobs as well as 5 to 8 temporary or part time employees during the seed harvest 4 times a year. This processing center as a non-regulated ag product would provide no conflict with the existing day care facility.

---MOTION--- Commissioner Kingston made a motion to authorize moving forward with a potential lease at the Wind River Processing Center for a Hemp Seed Processing Center and other non-controlled Ag product operation. With a potential start date of Dec. 1, 2019, with a lease rate of \$12,000 per month. A six (6) month security deposit which the Commission acknowledges is less than the 1 – year statutory deposit. The lease being responsible for the utilities of Processing Center of the Wind River Business Park. Commissioner Broughton seconded the motion. The motion carried unanimously.

Commissioner Collins invited the Wind River Biomass Utility representatives to present a letter of intent with two purchase options. The Commission discussed the options and the past negotiation details. Stipulations were also discussed that need to be met for a transaction to take place. The Commission chose to go into Executive Session. Attorney Woodrich reminded the Commissioners of their duties in executive session.

Executive Session (c) Commissioner Collins called for an Executive Session as per RCS 42.30.110 (c) to include himself, Commissioners Kingston and Broughton as well as Port Director Pat Albaugh and Attorney Ken Woodrich. The session began at 6:40 p.m. with a 5 minute extension ending at 6:50 p.m.

--MOTION—Commissioner Kingston made the motion that the Port of Skamania County sell property located at Trout Creek Field to the Wind River Biomass for a purchase price of \$300,000 with water rights to be negotiated at a later time with and to include conditions of sale to be negotiated through a purchase and sale agreement. Commissioner Broughton seconded the motion. The motion carried unanimously.

Levi Slayer addressed the Commission asking why the Port increased over the last offer.

--MOTION—Commissioner Kingston made the motion to reconsider the previous motions to sell the property located at Trout Creek Field to the Wind River Biomass as indicated.

--MOTION—Commissioner Kingston made the motion that the Port of Skamania County accept the letter of intent to purchase property located at Trout Creek Field to the Wind River Biomass for a purchase price of \$275,000 option B of the Intent to purchase, with no water rights


included, terms contingent on a purchase and sale agreement. Commissioner Broughton seconded the motion. The motion carried unanimously.

The offer will be open until Friday, November 22nd at 5 p.m. Commission consensus is to direct Pat Albaugh to sign the modified letter of intent.

Pat Albaugh brought the Commission up to date on upcoming meetings with the Tour Boat Companies. Commissioners feel that it is important to meet with both companies. Commissioner Kingston disclosed a potential conflict of interest, with the Wine company he works with. They are negotiating providing products for the Tour Boats. Attorney Woodrich advised the Commissioners that It would be considered a remote conflict of interest as it is an indirect relationship.

Adjourn: Commissioner Collins adjourned the meeting at 7:30 p.m.


APPROVED BY:



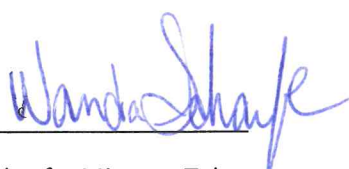
Commissioner Ray Broughton, Secretary (District 1)



Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, (District 3)

ATTEST: 
Wanda Scharfe, Minutes Taker