

Port of Skamania County
Minutes of the Board Commissioners

July 21, 2020
Regular Meeting
Zoom Meeting

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

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

Guests: Philip Watness, Kelly McKee

No Public Comment

Consent Agenda:

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the consent agenda items 2 and 3 as presented. Approval of consent agenda item 1 to be tabled for clarification of monthly expenses. All voted in favor and the motion carried unanimously.

Commissioner Updates: No Reports

Director's Report: Director Albaugh informed the Commissioners that the CERB grant has been awarded to the Port for the Cascades Business Park feasibility study with the match to be paid by .09 funds. An agreement to grant PUD access to the Cascades Business Park was signed this week. The North Bonneville Planning Commission has tabled the discussion of the potential cell tower in Cascades Business Park until August. Klein Engineering has surveyed the East end of Cascades Business Park. The Port will possibly be receiving CARES funding through the County & EDC. Director Albaugh informed the commission of several letters from the City of Stevenson regarding water meter sizes. During the last City Audit it was discovered they have billing the water meters incorrectly. One water meter will cost over \$400 more per month. Doug indicated that there was a surcharge on what he believes is an irrigation meter and he is scheduled to meet with Carl from the City to investigate further.

Facilities Report: Doug Bill reported on the recent activities of the facilities department. In the Cascades Business Park, the road connection was scheduled to be paved today but did not happen. Also, eleven of the fourteen holes for the electrical poles have been opened. The dirt work has begun on the new Leavens Point access. There has been some recent vandalism to the boat launch area sign. We are looking into a surveillance camera system to cover the Port areas. The Teo Park musical instruments have been installed.

Finance Report: Cindy Bradley presented the finance report for the month of June. Total revenues were \$181,506 with the monthly expenditures were \$99,353 netting an excess revenue

over expenses of \$82,153. YTD revenue is \$1,081,945 and expenditures are at \$650,842, netting excess revenues over expenses in the amount of \$431,102.

YTD operating revenue is \$477,830 and operating expenses are \$358,803, netting \$119,017 in operating revenues over Operating Expenses. YTD Non-Operating Revenue is \$604,123 and Non-operating expenses are \$292,040 netting \$312,084 in non-operating revenue over non-operating expenses. Budgeted grant update was given with the ALEA grant balance of \$71,450 remaining. The RTC-TAP Grant has \$184,008 that has been billed to date with a \$15,807 balance remaining as retainage which will be disbursed after the shoreline planting survival is met. The Stevenson Waterfront Enhancement Amenities grant has not been billed to date with balance remaining of \$155,000. Notable Income for the month were Property Tax, RCO-ALEA Shoreline Grant and Private Timber Harvest Tax. The notable Expenses were AQC Builders, Landscape Structures for musical Instruments, Columbia Technical & Grayling for the WRBP Waterline project repair. Delinquent Accounts were reviewed with only one tenant with outstanding lease payment due for June & July to date.

Attorney's Report: No Report

New Business:

Letter of Support Requests

Director Albaugh informed the Commissioners that he has received a request from each cruise ship company. Both are requesting a letter of support be sent to Gov. Inslee's recreational advisors on their behalf. They have asked that the Port petition on their behalf to resume operation and to detach them from the larger cruise ships industry guidelines. It was noted the cruise ship season usually draws to a close in November. Consensus was to confer with other agencies and watch the Covid-19 infection rate over the next couple weeks and re-access.

Bob's Beach Bathroom Closeout

Director Albaugh reported that the Bob's Beach Bathroom/Changing rooms are operational noting a few minor items on the punch list.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the Bob's Beach Bathroom Project completion report
All voted in favor and the motion carried unanimously.

Port of Skamania Rent Relief

The rent relief program consists of two parts. One half off monthly rent plus rent deferment without penalty while under Covid-19 orders. Both options are contingent on the tenant having not received other government financial aid. Clarification was requested on the rent deferment for tenants who have received public funds that could be used for rent. The Commission confirmed that tenants receiving public funds would not qualify for other Port rent reduction or rent deferral.

Skunk Brothers Spirit LLC

Director Albaugh presented the Commissioners with a lease for office space in Suite 90B located in the Tichenor Building.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the agreement between the Port of Skamania County and Skunk Brothers Spirits LLC for office space in the Tichenor Building, Suite 90B to begin July 8th. The month to month lease rate to be \$150 per month plus the Washington State Leasehold Excise Tax. The July Lease to be prorated for the month. The board acknowledges that the security deposit is less than the 1-year statutory deposit. All voted in favor and the motion carried unanimously.

Wave Conduit Agreement

Director Albaugh presented the agreement which he was directed to work on with Ken as per the commission. The agreement has been executed on the Port’s behalf and sent back to Wave.

--MOTION—Commissioner Broughton made a motion: Commissioner Taylor seconded the motion to ratify the Conduit Lease Agreement between the Port of Skamania County and WAVE business Solutions LLC a Washington limited liability company as presented. The agreement begins July 2nd, 2020 to expire on July 2, 2045 in the amount of a one-time payment of \$15,000.

Lease – Processing Center

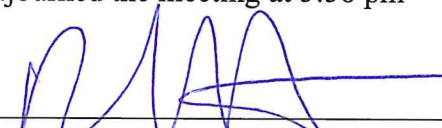
Director Albaugh presented a lease extension request from WRBU LLC Micro Green Division. Commissioner’s consensus was to have the County address the WRBU LLC request. Director will notify County that we are no longer acting as their property managers at WRBP except for the current prospect for the Processing Center until a designated time.

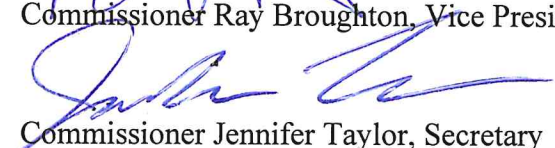
Community Pool

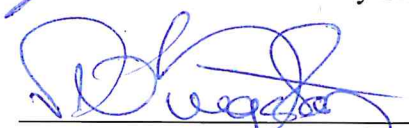
Director Albaugh informed the Commissioners that the Stevenson School District will not decide whether to reopen the pool until August 31st.

Adjourn: Commissioner Kingston adjourned the meeting at 5:58 pm

APPROVED BY:


 Commissioner Ray Broughton, Vice President (District 1)


 Commissioner Jennifer Taylor, Secretary (District 2)


 Commissioner Todd Kingston, President (District 3)

ATTEST: Wanda Scharfe

Wanda Scharfe, Minutes Taker