

**Port of Skamania County
Minutes of the Board of Commissioners
September 13, 2016
Regular Meeting 3:00 pm**

Call to Order: Commissioner Collins called the meeting to order at 3:08pm.

Attendance: Commissioners Fran Breeding, Gail Collins, and Todd Kingston; Attorney Ken Woodrich, Director Pat Albaugh, Minutes Taker Somer Meade. Guests: Sandy Carlson, Philip Watness (*The Pioneer*), and Lynn Richards.

Public Comment: Lynn Richards wanted to thank the Commissioners for their hard work and dedication. Sandy Carlson also extended her thanks to the Commissioners and Director Albaugh. Sandy provided an update on the Bob's Beach improvements, stating that the trash cans, trash bags, picnic tables, and new bench worked out very well for their recent event. She will also provide an article with the history of Bob's Beach to the Port for reference.

Meetings and Seminars: None

Minutes Approval:

---MOTION--- Commissioner Kingston moved to approve the Minutes of the August 23, 2016 Meeting. Commissioner Breeding seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Breeding moved to approve the pre-issued General Fund Vouchers numbered 17420 through 17422 in the amount of \$3,578.09 dated August 26, 2016. Commissioner Kingston seconded; the motion carried.

---MOTION--- Commissioner Kingston moved to approve the pre-issued General Fund Vouchers numbered 17423 through 17430 in the amount of \$11,841.79 dated September 7, 2016. Commissioner Breeding seconded; the motion carried.

Administrative Approvals:

---MOTION--- Commissioner Kingston moved to approve Resolution 9-2016 to appoint Pat Albaugh as the agent to receive claims. Commissioner Breeding seconded; the motion carried.

---MOTION--- Commissioner Kingston moved to approve Resolution 10-2016 to authorize Pat Albaugh to sign warrants in place of Randy Payne. Commissioner Breeding seconded; the motion carried.

---MOTION--- Commissioner Kingston moved to authorize Pat Albaugh to award Tapani Construction the contract for the Wind River Business Park (WRBP) Water Line effective September 20, 2016, for \$256,200. Commissioner Breeding seconded; the motion carried.

*---MOTION--- Commissioner Kingston moved to **approve the contract with Tenneson Engineering for the WRBP Water Line Construction Management Contract for the amount of \$22,750 (not to exceed) per the memo dated August 31, 2016.** Commissioner Breeding seconded the motion; the motion carried.*

*---MOTION--- Commissioner Breeding moved to **approve the contract with Mathany Construction for the WRBP Tenant Improvement at 1111 Hemlock Road for the amount of \$17,803.80 (not to exceed).** Commissioner Kingston seconded the motion; the motion carried.*

*---MOTION--- Commissioner Breeding moved to **ratify the employment agreement between the Port of Skamania and Director Pat Albaugh as amended in the August 23, 2016 meeting, effective September 12, 2016.** Commissioner Kingston seconded; the motion carried.*

Staff Reports:

- **Facilities Report:** Pat shared in Doug's absence that the sharps containers were installed in the restrooms and vandalized in the first weekend. Now they are looking to find a metal cage to protect them from being accessed. They are full of needles, so they are being used. While mole hunting, Dave discovered a large sinkhole in Teo Park, which is an old septic system, large enough for someone to fall in. It has been filled. The sewer line at LDB Beverage couldn't be cleared. Plumber was \$300-\$400. Working with LDB Beverage to determine who will be responsible for cost. Additional plumbing problems are happening at Tichenor Suites 85/105 (tenant Backwoods) as solids from the brewing process plug the pumps. This has caused the sewer to back up into Phloem and Skunk Brothers. A bigger grinder pump is needed. Commissioner Collins suggested that the City should be involved. Backwoods offered a pump but it was inferior to what the Port was already using. The volume will continue to increase and so this will be an ongoing problem. The transient Boat Launch docks will be pulled out in a few weeks when staff is available. North Bonneville may be on water boiling alert for next week as they replace a water main; Beacon Rock Golf Course (BRGC) contacted the Port because they are very concerned about this. The Commission recommended following up with the City as this is not a Port issue. There was a leak at the Evergreen Building (Silver Star Industries), which has been taken care of. Doug and Karl are both away from work; there is no indication of when Karl will be back as he recovers from an injury. Doug will return next week. Following a police chase, a car flipped over in Kanaka creek last weekend. Port staff had to clean up the wreckage.
- **Attorney's Report:** Nothing to report, Ken continues to field records request.

Director's Report/Unfinished Business

1. **Tenants Updates:** Pat is trying to meet with all of the tenants. Vacant space in the Tichenor building could work for a potential tenant who could use a small working space. Local entrepreneur, River City Mercantile, is open to sharing the space if others want to lease in the same suites. Challenge comes from how to wall off the space. No need to

spend money to remodel, she can just work in what is available. Suggestion to offer a month to month arrangement, and provide a temporary screen or some formal acknowledgment of what her specific space would be. It would be helpful in driving activity to the Port. The Commissioners agreed to Pat pursuing a tenant contract with River City Mercantile.

2. ***Wind River Business Park (WRBP) Memorandum of Understanding (MOU) Update:*** Pat was asked to address the Skamania County Commission regarding management transition at WRBP. Main goal was to give update on projects and make sure that the Port would be compensated for the time and effort going in to the transition, and to ensure that the Port is considered a partner in their efforts. Larry Douglass suggested at the workshop that the Port be used as a Property Manager for WRBP. Attorney Ken Woodrich is looking into whether or not it is possible for the Port to lease the entire Park, with the County taking on the responsibilities of ownership. Ken suggested that control and authority is an important piece of the negotiations and suggested working with the County Commission to find a middle ground. The Port has more flexibility when dealing with property management to drive economic development. It is important for the Port to retain the ability to continue to drive development if retained as manager. Pat will continue to pursue having a solid partnership with the County so there may be a new MOU.
3. ***WRBP Water/Wastewater Project:*** No discussion needed at this time.
4. ***WRBP Tenant Windy River Research Water Tank, 1111 Hemlock Road:*** The tenant is requesting a new 10,000-gallon water tank with no previous agreement over what would be covered by who. This is just in case the Forest Service decides to cut off the water supply, though there is no indication that this is in the process or in the works. Commissioner Collins met with Don Fisher and had the understanding that the Port would create the concrete pad and the tenant would install a temporary solution at tenant's own cost. Cost would likely be at least \$10,000. This is also only temporary with the water project that is already in the works. Commissioner Kingston suggests waiting until notice comes from the Forest Service that water service is going to be suspended. Commissioner Collins is under the assumption that the tenant had agreed to take on the cost.
5. ***Recording Commission Meetings/Meeting Time Discussion:*** Commissioner Kingston would like to revisit at a later meeting.
6. ***Boat Launch Dredging Update:*** Pat met with Fish & Wildlife and Consultant Brian Bair. The permit was for 300 metric tons of material to be pulled out. Brian assumed that the original boat ramp being installed could be used for dredging. The permit will expire soon; Fish & Wildlife is likely to request changes to the project as it has been submitted. The Corps of Engineers has been consulted. Pat asked Brian to put the application for the "installation permit" on hold to give the Port more time to sort out the issues. Commissioner Collins clarified that it's only a few truckloads of stuff that needs dredging. Application puts spoils on the shore, which Fish & Wildlife does not appear to like. Pat will look into whether or not they can modify or restart the permit.

7. ***Stevenson Shoreline Project Update:*** Brian Bair has done \$4,500 worth of work so far and he hasn't billed for any of it. The Port has indicated \$194,000 will go toward it, but Pat is not sure where the funding is supposed to come from. Budget indicated partial funding in November, with the remainder coming in December. Pat will follow up with Randy Payne or John McSherry to get more information. Brian has drafted a request for proposals (RFP). Total project: \$708,000.
8. ***Signs:*** The East Point sign is estimated at \$11,000 for the sign and \$15,000 for installation. The Commission does not believe it was approved, they believe that the project was nixed for lack of funds. Ratification will be necessary at a future meeting. The Stevenson Landing sign for \$35,000 was approved and is in process. The sign has been ordered and is set to be delivered.

New Business:

- ***Memorial Beach Request—Teo Park:*** Approval was given for a memorial bench in honor of Joy Falk who died from cancer a few years back. Commissioner Collins suggested that the Port develop a master plan for where benches can go so as more requests come in there is a location. Commissioners suggested that Pat move forward with the \$1,400 expenditure.
- ***Tree at Bob's Beach:*** Commission approved by consensus to remove the tree in front of the recently installed memorial bench. The Port will be responsible for removing the tree and the cost associated for the removal will be paid for by the Bob's Beach group. Pat will add the tree to the Stevenson Shoreline Project. Commissioner Kingston would like to see that the wood be donated to a needy family in town. There is some opposition to removing the tree.
- ***Silver Star Industries Evergreen Building Modification Request:*** The company is hiring more people to work in the office so they are trying to create a temporary office space. They will handle the construction of the wall. Doug reviewed their proposal and said it will not cause any permanent problems, they just want the Port's permission per their lease agreement. Commission voted to approve:

---MOTION--- Commissioner Kingston moved to agree to the proposed modifications to the Evergreen Building in North Bonneville for Silver Star Industries, with Silver Star assuming all costs and gaining approval from the city. Commissioner Breeding seconded; the motion carried.

- ***Employee Vacation Adjustment:***

---MOTION--- Commissioner Kingston moved to adjust the vacation and annual leave time to 20 days per year for Fran Breeding as allowed by Employee Handbook, Section III, Subsection C, Subsection 1. Commissioner Collins stepped down from the chair position to second, with 1 abstention from Commissioner Breeding; the motion carried.

- ***Resignation of Commissioner Breeding and Process for Replacement:*** Commissioner Breeding has accepted the position of Finance Manager for the Port

starting October 3, 2016. As an employee, she is ineligible to continue to serve on the commission. Commissioner Breeding is resigning effective today, September 13 at 5:00 pm. Commissioner Kingston has reviewed the RCW that states that the Commission appoint a replacement at the Commission's discretion. Kevin Waters is eager and interested. He is familiar with the projects. He is a tenant of the Port (Backwoods Brewing) however, which creates a conflict. Attorney Woodrich will look into whether or not it is possible per RCW 42.23.030(7). More information needs to be collected before totally ruling out Kevin. The position will be up for election next year. The newspaper already published an article saying the Port is looking to appoint someone, so the Commission will likely move forward with interviews.

Executive Session: Commissioner Gail Collins called for Executive Session including the Commission, Attorney Ken Woodrich, Philip Watness (*The Pioneer*), and former Commissioner Fran Breeding from 5:00 pm to 5:15 pm for 15 minutes per **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.

Commissioner Gail Collins called for Executive Session including the Commission, Attorney Ken Woodrich, Philip Watness (*The Pioneer*), and former Commissioner Fran Breeding from 5:15 pm to 5:25 pm for 10 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.

No decisions were.

Adjournment: The Chairperson adjourned the meeting at 5:27 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is September 27, 2016 at 3:00pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:

Commissioner Fran Breeding, Secretary (District 1)




Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

ATTEST:



Somer Meade, Minutes Taker