

Port of Skamania County
Minutes of the Board of Commissioners
August 23, 2016
3:00 pm

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

Attendance: Commissioners Fran Breeding, Gail Collins, and Todd Kingston; Interim Executive Director/Finance Manager Randy Payne, Attorney Ken Woodrich, Auditor Monica Masco, Facilities Manager Doug Bill. Guests: Tom & Somer Meade, Pat Albaugh, Chris Ford, John McSherry, Thelma and Dave Gorgus, Philip Watness (*The Pioneer*).

Meetings and Seminars:

Randy went to the Chamber meeting and Gail Collins went to the EDC meeting.

Minutes Approval:

---MOTION--- Commissioner Kingston moved to approve the August 2, 3, 4, 2016 Special Meeting Minutes noting the executive session times. Commissioner Breeding seconded; the motion carried.

---MOTION--- Commissioner Breeding moved to approve the August 9, 2016 Regular Meeting Minutes. Commissioner Kingston seconded; the motion carried.

---MOTION--- Commissioner Kingston moved to approve the August 15, 2016 Special Meeting Minutes. Commissioner Breeding seconded; the motion carried.

---MOTION--- Commissioner Breeding moved to approve the August 16, 2016 Special Meeting Minutes noting executive session from 6:00 to 6:20 pm. Commissioner Kingston seconded; the motion carried.

Vouchers Approval:

---MOTION--- Commissioner Kingston moved to approve the General Fund Vouchers number 17398 through 17419 in the amount of \$100,874.89 dated August 24, 2016. Commissioner Breeding seconded; the motion carried.

Public Comment: John McSherry predicts based on recent activities that the Port's revenue will be less than 1 million (qualifying mark for commissioners' monthly salary of \$254) and requests that the Commissioners stop paying themselves. Commissioner Collins replied he doesn't have a problem with that and they will deal with that later.

Administrative Approvals:

Lease Amendment LDB Beverages: The documents are not ready but will incorporate new payment arrangement.

Staff Reports:

Auditor's Report: presented by Monica Masco

July 31, 2016 Cash Balance was \$907,572.27

Total revenue for July was \$92,438.88 and expenditures were \$131,056.68:

Netting excess expenditures over revenue in the amount of \$38,617.8; year to date excess expenditures over revenue is \$216,739.15.

Unfinished Business/Director's Report: Presented by Randy Payne

1. *Tenant Updates:* Beacon Rock Golf Course has a few issues including the need to update their front deck. Doug mentioned he can work on this when the season slows down.
2. *Wind River Business Park Port-Skamania County Memorandum of Understanding:* Nothing official has been received from the County. Ken Woodrich has talked with Adam Kick. Monica asked what to tell tenants when they inquire about where to make their September lease payments. Ken Woodrich and the Commissioners advised to invoice September's rent and continue managing the property until something official is received. After discussion around the ADA restroom update it was decided to have the Port go forward with that project. Commissioner Breeding reminded the others that the Port had made a commitment to Don Fisher of Windy River Research LLC. Randy mentioned the water project bids are due Thursday August 25 at 4:00 pm.
3. *Recording Commission Meetings/Meeting Time Discussion:* Tabled.
4. *Executive Director Recruitment:* To be discussed in executive session.
5. *Finance Manager Recruitment:* The ad is out.
6. *Minutes Taker:* The Port received interest including from Somer Meade.

New Business: First Street Stop Signs: Randy presented the idea of a letter of support from the Port to the City of Stevenson for retaining the east/west stop signs on First Street. Commissioner Breeding acknowledged that the tenants benefit from the stop signs, but the Commissioners decided to have the Port encourage tenants attend future city public meetings regarding the subject rather than the three of them taking a stand.

Executive Session: Commissioner Gail Collins called for Executive Session including the Commission and Attorney Ken Woodrich and Pat Albaugh from 3:40 pm to 4:10 pm for 30 minutes and again from 4:10 pm to 4:30 pm for 20 minutes per **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.

Executive Session: Commissioner Gail Collins called for Executive Session including the

Commission, Pat Albaugh and Ken Woodrich from 4:30 pm to 4:45 pm for 15 minutes per **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.

---MOTION--- Commissioner Breeding moved to (1) Increase Pat Albaugh's salary to \$85,000 annually (\$90,000 annually in the event the Port is managing the WRBP), (2) increase Pat Albaugh's vacation accrual rate to 20 days per year as provided for in the personnel policy/employee manual, and (3) change the Executive Director to be on bi-weekly payroll periods as all other staff. Commissioner Kingston seconded the motion; the motion carried.

---MOTION--- Commissioner Breeding moved to establish Pat Albaugh's effective date. Pat Albaugh will begin effective immediately as a part-time employee at the hourly rate equivalent to his annual salary stated in the employment contract (\$85,000). Pending approval of the EDC Board, Pat Albaugh's start date as a full-time employee with benefits will be Monday, September 12. Commissioner Kingston seconded; the motion carried.

---MOTION--- Commissioner Breeding moved to authorize Ken Woodrich to engage the services of Radcomp and records attorney Ramsey Ramerman (at the rate of \$250/hr for the records attorney) to assist with the current public records requests. Commissioner Kingston seconded; the motion carried.

✓ FRB


Adjournment: The Chairperson adjourned the meeting at 4:50 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is September 13, 2016, 3:00 pm, 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)

ATTEST:



Commissioner Todd Kingston, Vice-President (District 3)

Monica Masco, Auditor