

**Port of Skamania County
Minutes of the Board of Commissioners
March 21, 2017
Regular Meeting, 6:00pm**

Call to Order: Commissioner Collins called the meeting to order at 6:00pm.

In attendance: Commissioners Gail Collins, Kevin Waters, and Todd Kingston, Attorney Ken Woodrich, Director Pat Albaugh, Financial Manager Fran Breeding, Auditor Monica Masco, Facilities Manager Doug Bill, Minutes Taker Somer Meade. Guests: Philip Watness (*The Pioneer*), Mary Repar, and Larry Krug.

2017 Supplemental Budget Hearing: Finance Manager Fran Breeding took the Commission through the budget documentation, detailing the errors that she found as she has worked with the budget this year as well as the changes to operating revenues and expenses now that new information is available. The net change to operating income is \$76,466 with no change to non-operating income. Chairperson Collins opened the hearing to public comment, there was none.

---MOTION--- Commissioner Waters moved to adopt Resolution 9-2017 accepting and approving the 2017 Supplemental Budget as presented. Commissioner Kingston seconded; the motion carried.

Public Comment: *Mary Repar spoke on the Wind River Business Park and the historical district as well as the conveyance and clause that she believes has not previously been upheld by the county. She has brought it to the attention of the Forest Service. The buildings are historic and must be preserved as such, especially as a possible future tourist destination. Mary wanted to bring this matter to the attention of the Port so that as renovations begin on the property, the proper guidelines are followed and she believes this should be included in the MOU. Commissioner Waters asked Mary to share where she found the information.*

Commission Collins closed to public comment at 6:12pm.

Approval of the Minutes:

---MOTION--- Commissioner Waters moved to approve the Minutes of the February 21st, 2017 Meeting as presented. Commissioner Kingston seconded; the motion carried.

Voucher Approvals:

---MOTION--- Commissioner Waters moved to approve the pre-issued General Fund Vouchers numbered 17844 through 17846 in the amount of \$659.18 dated March 2, 2017 and Vouchers 17847 through 17876 in the amount of \$29,699.92 dated March 8, 2017. Commissioner Kingston seconded the motion; the motion carried.

---MOTION--- Commissioner Kingston moved to approve the General Fund Vouchers numbered 17877 through 17895 in the amount of \$24,242.93 dated March 22, 2017. Commissioner Waters seconded the motion; the motion carried.

Commissioner & Staff Reports:

- **Commission Update:**

- Commissioner Waters met with Mark Mayfield at Beacon Rock Golf Course. Commissioner Waters toured the storm damage and they also discussed the irrigation system. Commissioner Waters remains very concerned about the state of the irrigation system, though he remains aware of the budget limitations. Commissioner Collins and Commissioner Kingston expressed similar concern. Director Albaugh explained that the insurance claim is in process, with the adjuster visiting the properties and it seems like he has a better understanding of the extent of the damage. The adjuster is playing phone tag with the tree service companies. Finance Manager Breeding let the Commission know that there is no cap that we need to be concerned about (per Enduris) when it comes to restoring the properties to pre-storm status.
- Director Albaugh & Commissioner Kingston toured the properties at the Wind River Business Park with the county and there is significant work to be done. Commissioner Kingston is confident that Director Albaugh has some strong connections and leads with the Forest Service and groups like Sand Mountain Society that do some restoration and historical preservation work. The Forest Service was going to turn over all of the residential buildings they were going to surplus, but there is a federal law that makes this difficult meaning that it is likely going to take a long time for this process to be worked through.

- **Manager's Report:** Director Albaugh reminded the Commission that the deadlines are approaching for candidate filings in this year's election. Both Commissioner Kingston's and Waters's districts are up for election. Another Public Records Request has been received. Copies of the request have been distributed, and Director Albaugh asked that anyone with relevant files have them turned in by next week.
- **Facilities Report:** The Empress is coming in 2 days earlier than expected. The Port is ready for them, but the local businesses may not be prepared. They are expected to be in Port through Saturday. All of the trees have been cleaned up along the waterfront, but having turned on the water, there are several leaks indicating that the winterization process may not have been as successful as in previous years. The East Point sign is poured and ready, the concrete was free. Some of the pending repairs on other properties are being held up by the insurance claim, as contractors are supposed to come out and look at the damage. Director Albaugh shared the status of the Skye Building which is currently in a state of disrepair. There are discussions amongst Port staff about tearing the office part on the west end down in hopes that it might make the building more habitable. Facilities Manager Bill believes that with a few hours each day over the course of 2 weeks, the work could be completed. The Commission agreed that this would make the building easier to rent and the revenue would be helpful. Discussion to be continued.
- **Auditor's Report-** At February 28, 2017 the cash balance was \$672,516.77. Revenues totaled \$174,485.59, YTD revenues were \$47K favorable to the budget. Expenses totaled \$237,203.75, YTD expenses were \$181K favorable to the budget.
- **Attorney's Report:** With regards to the recently received records request, a brief executive session will be necessary at the end of today's meeting.

New Business/Administrative Approvals:

- **Resolution 10-2017 Eliminate Commissioner Health Insurance:** Director Albaugh explained that this resolution is on the table now as a result of previous discussions about Port provided health insurance for Commissioners as well as the election timetable so that anyone interested in running for the position will know in advance that this benefit will no longer be provided. Commissioner Waters mentioned it would also help with the budget process in November.

---MOTION--- Commissioner Waters moved to adopt Resolution 10-2017 Eliminating Commissioner Health Insurance as presented. Commissioner Kingston seconded; the motion carried.

- **New Port Website:** Administrative Assistant Somer Meade demonstrated for the Commission the new website that has been designed for the Port. The website is meant to be more intuitive and aesthetically pleasing, easier to navigate, with a stronger emphasis on available properties for leasing. The website also features fillable forms for maintenance requests, public records requests, and park permit reservations. The website link will be sent to the Commission for review and the new website is expected to go live any day now. The Board and staff were pleased with the new lay out.
- **Lease Ratification:** This is the previous discussed lease for the Discovery I Building. Director Albaugh presented the lease terms for 5 years beginning March 1st, 2017 and ending February 28th, 2022. The monthly amount is \$9,750 to start with before CPI adjustments. All of the protections necessary for a cannabis business are written into the lease, including a termination clause if state laws change. Commissioners Kingston and Collins clarified that the tenant will cover all utilities. They also verified that if the tenants would like to purchase the property the lease provides an out. Director Albaugh has checked with CERB to make sure that the agency would be okay with the selling of a building that was paid for with a CERB grant, and received verbal assurance that because the Port has owned it for more than 10 years it should be okay, but CERB has not provided their assurance in writing yet.

---MOTION--- Commissioner Waters moved to ratify the lease between the Port and Simply Grows for the Discovery Building as presented with a lease rate of \$9,750 a month plus Washington State Leasehold tax and a 4-month security deposit which the Board acknowledges is less than the 1-year statutory deposit. Commissioner Kingston seconded; Commissioner Collins voted no; the motion passed.

Chairperson Collins adjourned the regular meeting at 6:51pm.

Executive Session: Commissioner Gail Collins called for Executive Session including the Commission Attorney Ken Woodrich, Commissioner Todd Kingston, Finance Manger Fran Breeding, and Director Pat Albaugh for 20 minutes from 6:57pm to 7:17pm and then for another 10 minutes from 7:17pm to 7:27pm.

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 adverse legal or financial consequence to the agency.

No decisions were made in executive session.

Adjournment: The Chairperson adjourned the meeting at 7:49 pm.

Next Meeting: The next scheduled meeting of the Board of Port Commissioners is April 18th, 2017 at 6:00pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

APPROVED BY:

Commissioner Kevin Waters, Secretary (District 1)

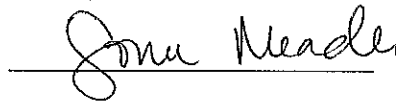


Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

ATTEST:



Somer Meade, Minutes Taker