

# Port of Skamania County

## Minutes of Board of Commissioners August 20, 2024 Regular Meeting

**In Attendance:** Commissioner Taylor (5:05 pm), Commissioner Broughton, Commissioner Kingston, Director – Pat Albaugh, Finance Manager – Cindy Bradly, Facilities Manager – Doug Bill, Auditor – Monica Masco, Seth Woolson (via Zoom)

**Guests:** None

**Call to Order:** Commissioner Kingston called the meeting to order at 5 pm.

**Public Hearing:** Comprehensive Scheme of Harbor Improvements 5:00 pm.

Commissioner Kingston opened the public hearing at 5:00 pm. Staff presented the draft of the Comprehensive Scheme of Harbor Improvements. Commissioner Kingston called for any public comment. Hearing none he closed the public hearing at 5:01 pm.

**Public Comment:** None

**Changes to the Agenda:** None

**Consent Agenda:** The following items were presented for Commissioners' approval. *(Consent agenda are intended to be passed by a single motion to approve all listed actions.)*

1. Approval of the Minutes
  - July 16, 2024 Minutes
  
2. Approval of Pre-Issued General Fund Vouchers **\$ 19,104.12**  
22239 – 22240 (Checking)  
Electronic Fund Transfers (EFT) 08/05/2024-01 thru 08/05/2024-05
  
- Approval of Pre-Issued General Fund Vouchers **\$46,946.62**  
22241 – 22261 (Checking)
  
- Approval of General Fund Vouchers **\$267,164.77**  
22262 – 22273 (Checking)  
Electronic Fund Transfers (EFT) 08/20/2024-01 thru 08/20/2024-04

--MOTION--Commissioner Broughton made a motion; Commissioner Kingston stepped down and seconded the motion to approve consent agenda items 1 through 2 as presented.

### **Commissioner & Staff Reports**

**Attorney's Report:** Nothing to report.

**Finance Manager's Report:** We are continuing on a positive path. We have closed the Ecology Interagency Agreement (IAA) grant and the Ecology Integrated Planning Grant and all funds have been received.

**Facilities Update:** Cascade Business Park – North Bonneville, all streetlight bases and poles are installed, we are waiting on the PUD to install the transformer. There was a failed sewer pump in the Tichenor building that has been replaced. The Beacon Rock Golf Course roof repair and painting project is now complete.

**Commission Update:** Commissioner Broughton reported on the status of the Washington Investment fund, as it related to the Loan payoff discussion later in the agenda. Commissioners Taylor and Kingston had nothing to report.

**Manager's Report:** The Port continues to have discussions with a long-term tenant regarding the future of the Evergreen building and future development. The transition process of Beacon Rock Golf Course to a new operator is ongoing. Representative Marie Gluzenkamp-Perez was the bell ringer for the Farmers Market. The WRDA bill has passed the House. We are waiting for the Senate version to pass, then to be reconciled. The conveyance of the Army Corps building is still in the bill, but it currently states that we will have to pay a value set by the US Secretary of State. We are asking to have the language changed to reflect no cost. Army Corps has not yet provided us with a lease for the building. We did not receive any public comment, but have had several communications with Mitch Patton regarding Cascades Business Park.

### **New Business & Administrative Approvals**

1. Discussion / Action – Resolution 7-2024 – Comprehensive Scheme of Harbor Improvements.

Executive Director Pat Albaugh reviewed the Comprehensive Scheme of Harbor Improvements.

--Motion--Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve Resolution 7-2024 for the Comprehensive Scheme of Harbor Improvements. The motion passed unanimously.

2. Discussion/Action – Ratify PBS Contract

Executive Director Pat Albaugh reviewed the PBS Contract.

--Motion--Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve Ratify the PBS Contract as presented. The motion passed unanimously.

3. Discussion / Action – Discovery II/Teitzel Suite C-4 Lease – Linda Ingebo Anderson

Executive Director, Pat Albaugh presented the month-to-month lease.

--Motion—Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve the Linda Ingebo Anderson month-to-month lease effective July 23, 2024 for Suite C-4 in the Discovery II / Teitzel Building with a monthly lease rate of \$178.41 plus Washington State Leasehold tax as presented. The Commission Acknowledges the security deposit is less than the 1-year statutory deposit. The motion passed unanimously.

4. Discussion / Action – Discovery II/Teitzel Suite C-5 Lease – Linda Ingebo Anderson

Executive Director, Pat Albaugh presented the month-to-month lease.

--Motion—Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve the Linda Ingebo Anderson month-to-month lease effective July 18, 2024 for Suite C-5 in the Discovery II / Teitzel Building with a monthly lease rate of \$178.41 plus Washington State Leasehold tax as amended. The Commission Acknowledges the security deposit is less than the 1-year statutory deposit. The motion passed unanimously.

5. Discussion / Action – Stevenson Waterfront Music Festival Event Waiver

--Motion—Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to wave the Facility Use Permit fee for the Stevenson Waterfront Music Festival. The motion passed unanimously.

6. Discussion / Action – Skunk Brothers Annual Bootlegger hot Rod Cruise-In Car Show Event Waiver.

--Motion—Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to wave the Facility Use Permit fee for the Bootlegger Hot Rod Cruise-In car show. The motion passed unanimously.

7. Discussion / Action – Resolution 8-2024 – Procurement and Public Works Policy.

Executive Director Pat Albaugh presented the Procurement and Public Works Policy.

--Motion—Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve Resolution 8-2024 for the procurement and Public Works Policy. The motion passed unanimously.

8. Discussion / Action – Washington Investment Fund Loans – Payoff Loans

Executive Director Pat Albaugh is requesting to pay off the Washington Investment Fund loans for the “House (LBH) and the Discovery II (Teitzel) buildings. A discussion ensued.

--Motion—Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve paying off the two Washington Investment Fund loans: Port House (LBH) in the amount of \$12,370.79 principal and interest, and Discovery (Teitzel) in the amount of \$111,989.56 principal and interest. The motion passed unanimously.

9. Discussion / Action – Resolution 9-2024 – Declaring Port Property as Surplus

Executive Director is requesting to declare the Property at 505 Evergreen, North Bonneville WA (Evergreen Building) as surplus. A discussion ensued.

--Motion—Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve Resolution 9-2024 – Declaring Port Property as Surplus. The motion passed unanimously.

10. Discussion / Action – Emergency Response Plan

Executive Director presented the Emergency Response Plan. A discussion ensued.

--Motion—Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve the Emergency Response Plan as presented. The motion passed unanimously.

Commissioner Kingston reminded everyone that the Port will be celebrating its 60<sup>th</sup> anniversary on September 18, 2024 as part of the Skamania County Chamber of Commerce Happy Hour. The Chamber will be providing all the food and beverages.

Executive Director Pat Albaugh updated the commission on the Office Administrator job opening for the Skamania Economic Development Council

Adjournment: Commissioner Kingston adjourned the meeting at 5:28 pm

**APPROVED BY:**

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Commissioner Ray Broughton, Secretary (District 1)

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Commissioner Jennifer Taylor, Vice-President (District 2)

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Commissioner Todd Kingston, President (District 3)

ATTEST: \_\_\_\_\_  
Cindy Bradley, Minute Taker