

Port of Skamania County
Minutes of the Board Commissioners

April 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, Finance Manager Cindy Bradley, Wanda Scharfe Minute Taker. Absent: Facilities Manager Doug Bill

Guests: Meaghan Young of Stevenson Community Pool, Joe Mullens and Christopher Peters

Meaghan Young of Stevenson Community Pool presented a funding ask to the commissioners. Consensus of the Commission was that due to COVID-19 economic stresses the Port's first priority is to that of its tenants. Consideration was tabled until a later date.

Joe Mullens and Christopher Peters presented their reasoning requesting parking agreements.

Consent Agenda:

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the consent agenda items 1 through 3 as presented. All voted in favor and the motion carried unanimously.

Commissioner Updates: Commissioner Broughton reported on the responsiveness of the Skamania EDC and their efforts to get information out to small businesses regarding the various COVID-19 funding relief options available.

Director's Report: Director Albaugh provided an update regarding the responses received from the tenants in regard to the rent relief agreement offered. To date 9 tenants out of 30 have accepted. Several tenants have contacted him to decline and express appreciation of the offer. People for People are proceeding with the lease for additional office space in the Tichenor building but have requested the removal or reduction of the additional security deposit required. The plan was presented to reduce the security deposit on the existing lease in essence transferring that amount to the new lease. The Amendment would reduce the amount of deposit required for the new lease and still fulfill the security deposit requirement. The Commissioners directed the Director to proceed. Director Albaugh gave an update on the Stevenson Landing docking schedule in regard to the COVID-19 pandemic.

Facilities Report: Director Albaugh reported that the Port properties are looking good. The Bob's Beach Bathroom project should be completed by week's end.

Finance Report: Cindy Bradley presented the finance report for the month of March. Total revenues were \$83,891.59. The monthly expenditures were \$78,698.85 netting an excess revenue over expenses of \$5,192.74. Notable expenses for the month were Bob's Beach Bathroom construction project and several miscellaneous shoreline bills. Property tax, RCO / ALEA grants from the shoreline enhancement project were listed as the notable income for the month: The balances of the budgeted grants were reviewed.

Prior to the COVID-19 pandemic the tenants were current with their payments. The delinquency report was reviewed, and discussion ensued on how the CARE / EIDL funding could potentially affect the tenants listed. Covid-19 has had an impact on tenants' accessibility to materials for their products.

Attorney's Report: Attorney Woodrich reported he has been working with the Director on routine projects but has no notable items to report on.

New Business:

Storage and Use License Agreement

Director Albaugh presented parking agreements for Joe Mullen and Christopher Peters. The parking agreements would be for June through September of 2020. Attorney Woodrich presented liability concerns and discussion ensued. The concerns were put to rest with the agreement being to provide parking spaces only with no connection or endorsement to their use.

--MOTION-- Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the parking agreements with Chris Peters and Joe Mullen to each park 1 vehicle & 1 trailer with jet ski in the Tichenor Building west parking area, located at 40 SW Cascade Avenue granting a limited non-exclusive license to authorize this space for the purpose of storage at a monthly rate of \$25 under the terms and conditions set forth in the agreement. All voted in favor and the motion carried unanimously.

Dark Fiber

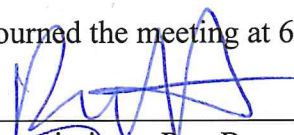
Director Albaugh reviewed with the Commission that in 2015 the Port installed two conduits under the railroad tracks to run Dark Fiber. One conduit is empty and the other contains dark fiber with 6 strands presently leased to WAVE communications at a rate of \$30 per strand per month. The Port has received an inquiry for the purchase of the empty conduit. Attorney Woodrich indicated that in order to sell the conduit it would first need to be determined as surplus. Commission's consensus was to entertain a proposal.

CERB

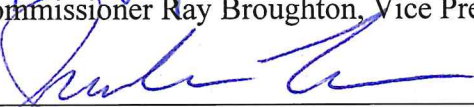
Director Albaugh informed the Commission that we are in the process of pursuing a CERB planning grant for the Cascade Business Park and may need a resolution next month.

Adjourn: Commissioner Kingston adjourned the meeting at 6:05 pm

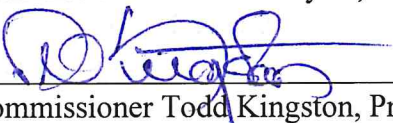
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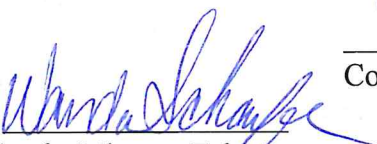
Commissioner Ray Broughton, Vice President (District 1)



Commissioner Jennifer Taylor, Secretary (District 2)



Commissioner Todd Kingston, President (District 3)

ATTEST: 
Wanda Scharfe, Minutes Taker