

**Port of Skamania County**  
**Minutes of the Board Commissioners**  
October 20, 2020  
Regular Meeting  
*Zoom Meeting*

**Call to Order:** Commissioner Kingston called the meeting to order at 5:05 p.m.

**In attendance:** Commissioner Todd Kingston, Commissioner Ray Broughton, Commissioner Jennifer Taylor, Executive Director Pat Albaugh, Port Auditor Monica Masco, Port Attorney Ken Woodrich, Facilities Manager Doug Bill, Finance Manager Cindy Bradley, Wanda Scharfe Minute Taker.

**Guests:**

**Public Comment:** None

**Consent Agenda:**

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

**Commissioner Updates:** Commissioner Broughton reported on the recent EDC virtual luncheon. FDM Development presented plans for the Rock Cove Project.

**Director's Report:** Director Albaugh brought the Commissioners up to date on the status of the Port's recent activities. Streetlights for Cascades Business Park have been ordered with an approximate cost of \$32,000. The city of North Bonneville has offered to store them until installation. The director asked the Commission for input on creating a lease agreement transferring operation of the WRBP water system to the County. The well's primary service is to the County properties. The consensus of the Commission is to proceed with drafting an agreement. Recently five referrals expressing interest in the WRBP areas have been directed to the County. Several inquiries were made in reference to Trout Creek Field property, they were informed that WRBU LLC has until April 20, 2021 to meet the requirements of their purchase agreement. Commissioner Taylor recommended a follow up letter be sent to the County restating the end of property management agreement.

Director Albaugh and Finance Officer Cindy Bradley will be attending the annual IACC and WPPA virtual conferences this week. Charlie Robertson and Associate from ACL will be stopping by the office tomorrow morning. Commissioner Kingston will attend.

**Facilities Report:** Facilities Manager Doug Bill reported on the Port's office reconfiguration. He expects the project to be completed by the 30<sup>th</sup>. In the past month several small water leaks have been reported in the Tichenor, Skye Building and River Point buildings. The new trail lights were installed. There were three pipe breaks this past month. The new irrigation system at the commercial lot has been working well. Direct property access has been installed at 380 Evergreen in North Bonneville for a new tenant. The transient dock at the boat launch has been pulled out, it was noted in tough shape. The F350 pick up has been prepped for a new snowplow and a small plow bought for the John Deere tractor.

**Attorney's Report:** Attorney Woodrich reported that he has been meeting with the County under the previous Port/County/ Forest Services agreement working toward establishing a protocol to set rates.

**Finance Report:** Finance Manager Cindy Bradley noted the September Revenues and expenditures. Presently there is one delinquent tenant. Commissioner Kingston asked for payment clarifications for Hafford Construction. It was noted that there are two contracts for Hafford Construction.

**Budget:** Finance Manager Cindy Bradley outline the process used to draft the preliminary budget. The Port has taken a conservative stance on estimating the revenue assumptions at full lease rate assuming the COVID-19 rent reductions will cease. Expected expenditure estimations were reviewed. The Budget Hearing is scheduled for the November 17, 2020 meeting.

**New Business:**

**Skamania EDC Professional Services Agreement**

Director Albaugh reviewed the pending 2021 Professional Services Agreement in the amount of \$6,680 for the Economic Development Services with the Port of Skamania. This contract will also cover a portion of a new 2021 position within the county for a local SBDC Representative which will be shared by both Skamania and Klickitat County.

**Skamania EDC Shared Services Agreement**

Director Albaugh reviewed the pending 2021 Shared Personal Services Agreement. This agreement outlines shared services between the Port of Skamania and the Skamania EDC.

**Pharaoh's Family Farm / Total Shield**

Director Albaugh presented Pharaoh's Family Farm lease. The lessee will be leasing bare ground on the east end of 380 Evergreen in North Bonneville for the purpose of packaging and distributing compost. The lessee has received clearance from the Dept. of Ecology and the City of North Bonneville.

--MOTION— Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to ratify the lease between the Port of Skamania and Pharaoh's Family Farm with a month to month lease rate of \$350 per month plus Washington State Leasehold Excise Tax as presented. The board acknowledges the security deposit is less than the 1 – year statutory deposit. All voted in favor and the motion carried unanimously.

Director Albaugh presented a Lease Amendment for Pharaoh's Family Farm and an Amendment for Total Shield. The primary tenant, Total Shield, will allow Pharaoh's Family Farm to use electricity. The amendments will allow for a \$50 monthly charge to be applied to Pharaoh's Family Farm and a \$50 per month credit to be applied to the Total Shield lease.

--MOTION— Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to ratify the lease amendment between the Port of Skamania and Pharaoh's Family Farm for a \$50 per month unmetered electrical usage fee to be billed with the lease as presented. All voted in favor and the motion carried unanimously.

--MOTION— Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to ratify the lease amendment between the Port of Skamania and Total Shield to issue a \$50 per month credit to be applied to their monthly lease invoice as presented. All voted in favor and the motion carried unanimously.

**Resolution 12-2020 Pre-Issued Warrant Limit**

Director Albaugh presented Resolution 12-2020 to the commission to increase the amount of the pre-issue balance to one million dollars.

--MOTION— Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to adopt resolution 12-2020 increasing the Pre-Issued Warrant Limit to one million dollars (\$1,000,000). All voted in favor and the motion carried unanimously.

**Green Assets Amendment**

Director Albaugh presented a request from Green Assets LLC to maintain their present lease rate of nine thousand dollars (\$9,000) per month plus Washington State Leasehold Excise Tax until the acquisition a cannabis license.

--MOTION— Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the request to maintain the reduced rent in the amount of nine thousand dollars per month plus Washington State Leasehold tax until one month following the acquisitions of a license providing the tenant is current by November 1, 2020 and throughout the remainder the year. All voted in favor and the motion carried unanimously.

**Stevenson Community Pool**

Commissioner Taylor attended a virtual Pool meeting. The group will reconvene after the election. There was discussion regarding the options for the pool.

**Meeting:**

Discussion was held regarding the option to conduct an in-person meeting with the option for virtual attendance.

Adjourn: Commissioner Kingston adjourned the meeting at 6:06 pm

**APPROVED BY:**

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Commissioner Ray Broughton, Vice President (District 1)

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Commissioner Jennifer Taylor, Secretary (District 2)

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Commissioner Todd Kingston, President (District 3)

ATTEST: \_\_\_\_\_

Wanda Scharfe, Minutes Taker