

**Port of Skamania County**  
**Minutes of the Board Commissioners**  
December 15, 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 Attorney Ken Woodrich, Facilities Manager Doug Bill, Finance Manager Cindy Bradley, Wanda Scharfe Minute Taker. **ABSENT:** Port Auditor Monica Masco,

**Guests:** None

**Public Comment:** None

**Consent Agenda:**

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the minutes of the November 17, 2020 Commission Meeting. All voted in favor and the motion carried unanimously.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the Pre-Issued Vouchers in the amount of \$43,252.68 and the General Fund Vouchers in the amount of \$18,936.05 All voted in favor and the motion carried unanimously.

**Commissioner Updates:** Commissioner Broughton reported on the recent Skamania Economic Development Council Annual meeting. The EDC is offering a matching grant to local businesses for new outdoor seating areas. Commissioner Taylor gave an update on the Stevenson Carson School District Pool situation. Commissioner Kingston reported that the yearly Chamber of Commerce meeting is scheduled for February 2021. He noted Angie Waiss' outstanding job performance.

**Director's Report:** Director Albaugh noted that the Port of Skamania recently won the Chambers annual Christmas Lighting contest. The ALEA grant is wrapping up. The planning grant in North Bonneville has been going well. The Ecology request to review the restricted covenant on our deed has been received and they do expect to have that report back to us before the end of the month. Director Albaugh reviewed the upcoming redistricting process and requirements with the Commission and noted that he will be initiating the steps toward securing a consultant. Director Albaugh also presented the idea of having businesses with a vested interest in the cruise lines participate in the January Commission Meeting. The Commission concurred and directed him to set it up for the January 19<sup>th</sup> Commission meeting.

**Facilities Report:** Facilities Manager Doug Bill informed the Commissioners that he has been replacing the screws on the south side of the Skye Building roof in North Bonneville to solve the leaking issue. The new Port office wall has been completed to enclose the Director Albaugh's office and the Conference Room. He also noted the light heads for the Cascades Business Park light poles have been received and the poles are scheduled to be in at the end of the month. The vent was recently repaired at the Discovery II building in North Bonneville. He noted the Waterfront has had some minor vandalism and increased interaction with the homeless.

**Attorney's Report:** Attorney Woodrich noted that he expects the Governor to extend the public in person meeting restriction.

**Finance Report:** Finance Manager Cindy Bradley noted the fund balances have increased which will allow funding for future projects. November revenues and expenditures were reviewed. She also reported that the tenants are current with their lease agreements with the exception of Green Assets LLC who has had communication with Director Albaugh regarding bringing their account current by the end of this week.

Director Albaugh petitioned the Commission for a directive regarding delinquency notice timeline should Green Assets, LLC not follow through with their stated plan for payment. The consensus of the Commission was to issue a letter of demand on Monday, December 20<sup>th</sup> should payment not be made.

### **New Business:**

#### **Strategic Planning**

Commissioner Taylor suggested discussion regarding reviewing the strategic plan. It was consensus of the Commission to conduct a meeting to discuss and update priorities and the direction of Port once we have in-person meetings. Director Albaugh noted the Strategic Plan is part of the Comprehensive Scheme of Harbor Improvement.

A copy of the current plan to be sent out.

#### **Consent Agenda Items**

Question was presented to expand the use of the consent agenda item process to streamline the meeting process. Attorney Woodrich suggested the Commission give Director Albaugh expanded authority to complete routine processes such as lease changes and the ratify items under consent agenda.

#### **SCDC Community Pool**

Director Albaugh noted that the Stevenson School District has requested \$2,000 in support of the community pool. Commissioner Taylor noted this would be to keep the pool in an operational closed status. Director Albaugh clarified this is a commitment request at this point; payment will depend on a decisions by the School Board to keep the pool in soft close. Keeping the pool closed in an operational status is better use of resources than the option to drain which is more expensive option. Discussion ensued.

MOTION – Commissioner Broughton made a motion, Commissioner Taylor seconded the motion to approve the donation of \$2,000 to the Stevenson Carson School District to be put toward the community pool operational as presented. All voted in favor and the motion carried unanimously.

#### **Resolution 15-2020 Authorizing Electronic Signatures**

Director Albaugh presented Resolution 15-2020 which would authorize electronic signatures for official Port business, with the caveat it could be rescinded should the need arise.

MOTION – Commissioner Broughton made a motion, Commissioner Taylor seconded the motion to adopt Resolution 15-2020 authorizing electronic signatures for Port of Skamania Agency business as presented effective December 15, 2020. All voted in favor and the motion carried unanimously.

**Port Office Reconfiguration Project Completion**

Director Albaugh presented the Notice of Completion for the Public Works Contract for the Port Office Reconfiguration.

--MOTION— Commissioner Broughton made a motion; Commissioner Taylor seconded to approve the Port Office Reconfiguration Project Completion Report as presented. All voted in favor and the motion carried unanimously.

**Lease Amendment Phloem Studio, LLC**

Director Albaugh presented a lease amendment for Phloem Studio, LLC which adjusts the renewal periods.

--MOTION— Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the lease amendment for Phloem Studio, LLC to replace the terms from a two consecutive five-year renewal to one two-year renewal with the option to renew for three consecutive one year terms. All voted in favor and the motion carried unanimously.

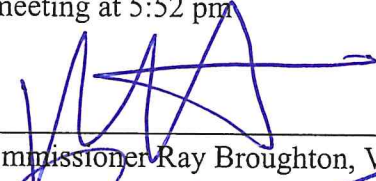
**Other Business:**

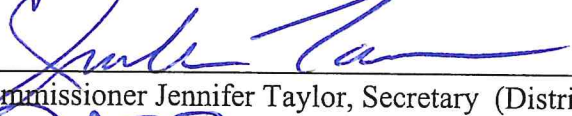
Commissioner Kingston informed the Commission that the 2020 pay compensation increase for Director Albaugh was budgeted last year but was not awarded. The Commission requested comparable compensation information for similar size Port's be sent out. Attorney Woodrich noted that compensation cannot be paid in arrears. Finance Manager Bradley indicated it would have been a \$3.62 per hourly increase.

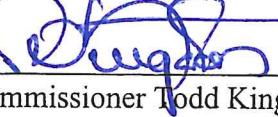
--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the hourly wage compensation rate of \$47.96 per hour effective January 1, 2021.

Commissioner Kingston adjourned the meeting at 5:52 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