

Port of Skamania County
Minutes of the Board Commissioners

January 19, 2021

Regular Meeting

Zoom Meeting

Call to Order: Commissioner Kingston called the meeting to order at 5:04 p.m.

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

Guests: Ben Johnson & Seth Otto of Maul Foster Alongi. Angie Waiss of the Skamania County Chamber of Commerce.

Maul Foster Alongi Presentation: Seth Otto informed the Commissioners that the CERB Planning & Feasibility Grant is 50% complete. A project timeline was reviewed. Ben Johnson presented the findings on the existing conditions and the process for the marketing study guideline. The marketing study will involve assessing the potential uses based on the market area. The team will incorporate working with stakeholders as well as information from existing industrial manufacturing, brewing and other hospitality venues. Discussion ensued regarding the noted restrictive covenants and conditions that were previously placed in two locations on the site. It was noted that the department of Ecology will review with new guidelines.

Cruise ship Discussion: Commission reviewed the previous request by ACL. Community Cruise ship stakeholders were invited to attend the meeting. Angie Waiss relayed comments the Chamber has received from area businesses regarding the dockings. Discussion ensued.

Public Comment: None

Annual Election of Officers and Committee Appointments:

Director Albaugh introduced the annual election and appointment.

--MOTION—Commissioner Broughton made the motion; Commissioner Taylor seconded the motion for officers to serve as Todd Kingston as President, Ray Broughton as Vice President and Jennifer Taylor as Secretary. All voted in favor and the motion carried unanimously.

--MOTION—Commissioner Broughton made the motion; Commissioner Taylor seconded the motion to designate Commissioner Todd Kingston to serve on the Chamber of Commerce Board, Commissioner Ray Broughton to serve on the Skamania EDC Board and Commissioner Jennifer Taylor to serve on the WPPA Board of Trustees.

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 Kingston reminded the Commission of the Virtual Chamber Dinner to be held in February; he included information on the food & beverage promotional options for the event. Commissioner Broughton gave a status update for the Skamania EDC recent matching grant designed to help local businesses with new outdoor seating areas. The EDC funding was a portion of the revenue for facilitating the original round of Commerce Grant. Three Skamania County businesses received funding from the grant.

Director's Report: Director Albaugh noted that the Port of Skamania has received 100% of the ALEA grant as well as the final closing report. Communication has been received from the WS DOT requesting closure of the TAP Grant, which remains open due to the 1 year plant survival requirement. Some plants died and will need to be replanted in spring. The light poles arrived for the Cascades Business Park. Green Assets LLC invited Commissioners to view the facility. Commissioner Kingston and Commissioner Broughton took tours of the facility to showcase the improvements being made in preparation of production. Director Albaugh noted Ecology's Integrated Planning Grant application for the Cascades Business Park's is due next week.

Facilities Report: None

Finance Report: Finance Manager Cindy Bradley reviewed the December revenues and expenditures as well as the year end balances. She also reported that all tenants are paid and current.

Attorney's Report: Attorney Woodrich noted he has been working with Director Albaugh and Maul Foster Alongi on the Cascades Business Park project.

New Business:

Stevenson Landing

Discussion ensued earlier in the meeting.

Performance Review/Acceptance of Skamania EDC Shared Services Contract.

Director Albaugh reiterated or reinforced the benefits of the partnership which not only serves as a cost savings measure but includes increased leverage, resources, and collaboration. He also is pleased to note the partnership serves as a model for other Ports. This review will be done Quarterly in 2021 which is in response to the State Auditor's exit recommendations to make sure we are getting the value and services with the contract.

--MOTION – Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to accept the Performance of the 2020 EDC shared services contract. All voted in favor and the motion carried unanimously.

Annual Port Resolutions:

Director Albaugh presented the annual resolutions. Each resolution was introduced, and the purpose was reviewed.

Resolution 1-2021 Providing for the signing of Warrants

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve Resolution 1-2021 to authorize Director Albaugh and Commissioner Kingston providing for the signing of warrants. All voted in favor and the motion carried unanimously.

Resolution 2-2021 Authorization for Pre-issued Vouchers

--MOTION— Commissioner Broughton made a motion; Commissioner Taylor seconded to approve Resolution 2-2021 providing for the issuance of warrants not to exceed \$750,000. All voted in favor and the motion carried unanimously.

Resolution 3-2021 Authorizing the Investments of Funds.

--MOTION— Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve Resolution 3-2021 and authorize Director Albaugh, Monica Masco, Cindy Bradley and Commissioner Broughton to order Investment of Funds. All voted in favor and the motion carried unanimously.

Resolution 4-2021 Appointment of agent to receive claims for damages per RCW 4.96.020

--MOTION— Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve Resolution 4-2021 and appoint Director Albaugh as agent to receive claims for damages. All voted in favor and the motion carried unanimously.

Resolution 5-2021 Setting Port Commissioner Compensation

--MOTION— Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve Resolution 5-2021 acknowledging the Port Commissioner Compensation rate as \$285 Per Diem. All voted in favor and the motion carried unanimously.

Resolution 6-2021 Selling surplus property less than \$10,000

--MOTION— Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve Resolution 6-2021 authorizing Director Albaugh to sell and convey surplus property with less than a \$10,000 value. All voted in favor and the motion carried unanimously.

Port Auditor 2021 Contract

Director Albaugh presented the contract for Monica Masco DBA Arrowhead Accounting. He reviewed several changes and noted the hourly rate to remain the same.

--MOTION— Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the 2021 Professional Services Agreement with Monica Masco DBA Arrowhead Accounting as presented. All voted in favor and the motion carried unanimously.

Other Business:

Green Assets LLC


Director Albaugh presented a rent relief reduction request from Green Assets LLC until which time the

lessee could obtain a cannabis license holder for the facility. It was noted substantial investments have been made to the facility by the lessee in preparation for a license. Discussion ensued.


--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to direct Director Albaugh to move forward with the following conditions as a base rate of \$4,790.96, Leasehold Tax at the rate of 12.84 % based on the full lease rate in the amount of \$1,571.62, Property Insurance in the amount of \$637.42 and any utilities for the facility. Until which time the lessee secures a cannabis license or June 20, 2021 whichever comes first. All voted in favor and the motion carried unanimously.

Commissioner Kingston adjourned the meeting at 6:25 pm


APPROVED BY:



Commissioner Ray Broughton, Vice President (District 1)



Commissioner Jennifer Taylor, Secretary (District 2)



Commissioner Todd Kingston, President (District 3)

ATTEST: 
Wanda Scharfe, Minutes Taker