

**Port of Skamania County**  
**Minutes of the Board Commissioners**

March 16, 2021  
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, Finance Manager Cindy Bradley, Facilities Manager Doug Bill, Wanda Scharfe Minute Taker

**Absent:** Port Auditor Monica Masco

**Guests:** Shelly Hatfield, AM. Queen Steamboat Company

**Presentation / Proposal:** American Queen Steamboat Company docking agreement proposal.

**Public Comment:** None

**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 activities of the Skamania EDC. Commissioner Kingston noted the Chamber has canceled the 2021 Blues & Brews festival and the Carson St Patrick's day parade is on Saturday.

**Director's Report:** Director Albaugh informed the Commissioners that the North Bonneville cell tower project is moving forward and expects them to execute the lease in the next 2 weeks. The MFA Market & Feasibility Committee will be meeting in April to review design concepts for the Cascades Business Park. He noted he has been working with the Washington Department of Transportation on the Waterfront Project Federal Highway Grant regarding the new trail system. Our grant has been marked with an inactive status as we work to meet the planting stipulations as per DOT requirements. He also noted that there is an RCO grant available for the boat launch dock. The grant would require a 25% match and is a complicated process however, he offered recommendations should the Commission wish to pursue the grant. He also reported that Biomass appears to be meeting the requirements of the purchase agreement. They have submitted an extensive list of permits applications at the county.

**Facilities Report:** Facility Manager Doug Bill noted that the dock will be repaired before installation. It is time to consider a replacement or a major repair in the future. Bathrooms on the waterfront are ready to be opened. He is in the process of replacing the panels of the Bob's Beach changing room. Several windows have been replaced in the Tichenor Building. Work on the west end of the Red Barn is scheduled for April, which includes a roll up door. The outdoor maintenance consists of the usual spring

tasks including working on the commercial lots' grass. A new lawn mower is on order. The walk bridge at Kanaka creek has been closed due to safety issues.

**Finance Report:** Finance Manager Cindy Bradley reviewed the February financial report. CERB funds are the notable income for February. All tenants are current to date.

**Attorney's Report:** No notables

**New Business:**

**Discovery I – Green Assets LLC**

Director Albaugh informed the Commissioners that the current tenant is still working toward obtaining licensing and has recently acquired the services of a permit specialist and realtor advisor to work on the process. Once the conditional use permit and license is obtained, the lease will be updated to reflect the license holder

**2020 Annual Financial Report**

Finance Manager Cindy Bradley presented the 2020 Annual Financial Report.

--MOTION Commissioner Broughton made a motion to approve the 2020 Annual Financial Report as presented noting that the Commission has reviewed it. All voted in favor and the motion carried unanimously.

**Backwoods Brewing Lease Amendment**

Director Albaugh presented the lease amendment for Backwoods Brewing adjusting the renewal terms.

--MOTION Commissioner Broughton made a motion to approve the lease amendment adjusting the renewal terms of the Backwoods Brewing lease for the Tichenor Suite 85 and Suite 110 allowing for a 6 month notice of termination. All voted in favor and the motion carried unanimously.

**Kellogg Group Lease Amendment**

Director Albaugh presented the lease amendment for Clark & Lewies

--MOTION Commissioner Broughton made a motion to approve the lease amendment as presented to include outdoor space in the Premise as shown in Exhibit B and to increase the monthly lease rate \$250.00 per month plus Washington State Leasehold tax for the life of the lease. All voted in favor and the motion carried unanimously.

**Other Business:**

**Executive Session:** Commissioner Kingston called for an Executive Session per RCW 42.30.110 (1)b to include himself, Commissioners Broughton, and Taylor as well as Port Director Pat Albaugh and Attorney Ken Woodrich. The session began at 5:40 p.m. and ended at 5:47 p.m.

Commissioner Kingston adjourned the meeting at 5:47 p.m.

**APPROVED BY:**

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Commissioner Ray Broughton, Vice President (District 1)

ATTEST: \_\_\_\_\_  
Wanda Scharfe, Minutes Taker

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Commissioner Jennifer Taylor, Secretary (District 2)

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Commissioner Todd Kingston, President (District 3)

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