

Port of Skamania County
Minutes of the Board Commissioners

June 15, 2021
Regular Meeting
Zoom Meeting

Call to Order: Commissioner Kingston called the meeting to order at 5:03 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:

Public Comment: None

Consent Agenda: The following items were presented for Commissioners' approval. (Consent agenda items are intended to be passed by a single motion to approval all listed actions. If discussion of an individual item is requested by a commissioner, that item should be removed from the consent agenda and considered separately after approval of the remaining consent agenda items.

Approval of the Minutes

1. May 18, 2021, Regular Meeting

Voucher Approvals

2. Approval of Pre-issued General Fund Vouchers
 - 20575-20583 \$13,772.19
 - 20584-20608 \$43,556.35
3. Approval of General Fund Vouchers
 - 20609-20617 for \$30,147.56 (06/16/2021)

-MOTION—Commissioner Taylor made a motion; Commissioner Broughton 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 noted in EDC news that construction is moving forward with the Tenzan Onsen Group. He also noted the EDC PubTalk was well attended with 64 attendees. Commissioner Kingston reported that the Chamber does not have events scheduled in July.

Director's Report: In Director Albaugh's report he noted Doug Bill's 10-year Port employment anniversary. The Port is waiting for a response to the inquiry that has been made to TowerCo regarding their request for a long-term easement or lease option of one upfront payment.

Skamania County Council on Domestic Violence will be moving into Suite 110 in the Tichenor Building upon Backwoods Brewing vacancy. The Leavens Point slope-slides funded thru the ALEA grant are 90% installed. Cost of the installation was \$6,350 plus tax.

A review process and discussion with the RTC has begun to ensure connectivity to the interstate system. Director Albaugh will be meeting with Pam Piper of Rep. Herrera Beutler's office.

The Department of Health has placed the WRBP water system to an inactive status. County has not responded to our MOU request to turn the system over for county management.

Director Albaugh has made contact with an engineering firm about adding the ability to dock two tour boats at the landing.

The waterfront was busy this past weekend as it was the first day of the Farmers' Market, there were numerous recreators, a tour boat and the slope slides were being installed.

A local individual has express concern over the osprey nest on the dolphin. We have had communication with Fish & Wildlife and the best course of action is to do our due diligence to mitigate disturbance to the nest. The tour boats have been advised to take care in docking as well as to take any precautionary measures they can.

The electric charger has is no longer functioning as a charge point unit. An alternative is to remove the electric charger and add an outlet. Discussion ensued and the commission requested looking into a Tesla unit.

The Port is looking into banking options in order to accommodate the increasing requests for electronic payments.

Director Albaugh reported he has been in communication with a large manufacturer from Oregon that is looking into Cascades Business Park as a destination for a 120,000 square foot building site. The company will be discussing that option at their upcoming company meeting. We also have several smaller entities interested in the new business park. Communication with EDA and the legislative arena have us working towards being project ready when funding opportunities arrive. Maul Foster and Alongi will wrap up our Market and Feasibility report with some refreshed marketing materials and a press release. Work will begin on the IPG Grant.

Facilities Report

Director Albaugh reported that facilities have been busy with seasonal work in addition to working on Waterfront enhancements such as more picnic tables, slope slide preparations etc. The HVAC system project at the Skye Building has been completed. Art Hernandez has been hired as the seasonal employee.

Finance Report: Finance Manager Cindy Bradley noted the cash balance and monthly expense. All rents are current. Notable income and expenses were reviewed.

Attorney's Report: Attorney Woodrich noted cyber security and ransomware have been a topic at a recent conference he attended. He advised the Port's insurance policy coverage be reviewed.

New Business:

Interagency Data Sharing

Director Albaugh presented the Interagency Data Sharing Agreement with the State Auditor which is a new process as per state law allowing us to share data electronically.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to ratify the Interagency Data Sharing Agreement with the Office of the State Auditor as presented. All voted in favor and the motion carried unanimously.

Integrated Planning Grant Consultant Selection

Director Albaugh noted we received two responses for the solicitation of interest for the Integrated Planning Grant. Based on qualification and familiarity of the properties Maul Foster & Alongi would be the selected consultant.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to select the consultant for the Integrated Planning Grant as Maul Foster & Alongi. All voted in favor and the motion carried unanimously.

Lease AWL OR NOTHING LLC

Director Albaugh presented a lease for Suite C9 in the Tietzel building in North Bonneville.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to ratify the lease between the Port of Skamania and AWL OR NOTHING LLC for the space known as Suite C9 in the Teitzel Building on a month-to-month basis. The monthly lease rate is \$250.00 plus Washington State Leasehold Tax. The Commission acknowledges the security deposit is less than the 1-year statutory deposit. All voted in favor and the motion carried unanimously.

Lease SCOPE LLC

Director Albaugh presented a lease for Suite 70-i in the Tichenor building in Stevenson.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to ratify the lease between the Port of Skamania and SCOPE LLC for the space known as Suite 70-I in the Tichenor Building on a month-to-month basis. The monthly lease rate is \$125.00 plus Washington State Leasehold Tax. The Commission acknowledges the security deposit is less than the 1-year statutory deposit. All voted in favor and the motion carried unanimously.

Lease Quality Care Counseling

Director Albaugh presented a lease for Suite 90c in the Tichenor building in Stevenson.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to ratify the lease between the Port of Skamania and Quality Care Counseling for the space known as Suite 90C in the Tichenor Building on a month-to-month basis. The monthly lease rate is \$168.00 plus Washington State Leasehold Tax. The Commission acknowledges the security deposit is less than the 1-year statutory deposit. All voted in favor and the motion carried unanimously.

Long Term Parking Agreements

Director Albaugh presented two parking agreements for consideration. Discussion ensued regarding the scope of use. Attorney Woodrich advised obtaining UBI information in the event it is being used in conjunction with a business. Commissioners asked that Director Albaugh contact Joe Mullen and Chris Peters. The decision was tabled pending further information.

Future Meeting Format:

Future meetings format was discussed. Attorney Woodrich noted he expects that the State Legislature will revise the Open Public Meeting guidelines to allow for a hybrid meeting format on a permanent basis. The consensus was to continue with the present format allowing for remote and in person participation until no longer feasible.

Other Business:

Executive Session: None

Commissioner Kingston adjourned the meeting at 6:03 p.m.

APPROVED BY:

Commissioner Ray Broughton, Vice President (District 1)

ATTEST: _____
Wanda Scharfe, Minutes Taker

Commissioner Jennifer Taylor, Secretary (District 2)

Commissioner Todd Kingston, President (District 3)