

**PORT OF SKAMANIA COUNTY**  
**RESOLUTION 1-2021**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF SKAMANIA COUNTY**  
**PROVIDING FOR THE SIGNING OF WARRANTS**

**WHEREAS**, Pat Albaugh, Executive Director is currently authorized to sign warrants for the Port of Skamania County; and

**WHEREAS**, Todd Kingston Commissioner, District 3 is currently authorized to sign warrants for the Port of Skamania County; and

**WHEREAS**, To ensure efficiency in Port District operations the Port of Skamania County desires to continue to have two authorized signatories for warrants, and

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Port of Skamania County:

1. That all prior resolutions providing for the signing of warrants are hereby repealed; and
2. That Pat Albaugh, Executive Director, and Todd Kingson, Commissioner, District 3, are hereby authorized to sign warrants for the Port of Skamania County effective January 19, 2021.

**PASSED IN SESSION THIS** 19th day of January 2021.

**PORT OF SKAMANIA COUNTY COMMISSIONERS**

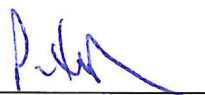
**APPROVED BY:**

  
\_\_\_\_\_  
Commissioner Ray Broughton, \_\_\_\_\_ (District 1)

  
\_\_\_\_\_  
Commissioner Jennifer Taylor, \_\_\_\_\_ (District 2)

  
\_\_\_\_\_  
Commissioner Todd Kingston, \_\_\_\_\_ (District 3)

**ATTEST:**

  
\_\_\_\_\_  
Pat Albaugh, Executive Director

**Port of Skamania County**  
**RESOLUTION 2-2021**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF SKAMANIA COUNTY  
PROVIDING FOR THE ISSUANCE OF WARRANTS BEFORE APPROVAL BY THE COMMISSIONERS**

**WHEREAS**, prior approval of the Port of Skamania County Board of Commissioners for the expenditure of funds for certain operating expenses and other purposes (claims) is frequently made necessary by Federal and State statutes, contractual agreements, and other requirements; and

**WHEREAS**, the prepayment of such claims is specifically authorized by RCW 42.24.180 subject to certain conditions; and

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Port of Skamania County that prepayment of claims in the amount of \$750,000 is approved for the calendar year 2021, subject to the following conditions:

1. The Executive Director and the Officer(s) designated to sign the warrants must have an official bond;
2. Contracting, hiring, purchasing, and disbursing policies that implement effective internal controls shall be maintained;
3. Documentation supporting claims paid and all checks issued in payment of claims shall be made available for review by the Port of Skamania County Board of Commissioners at its next regularly scheduled public meeting; and
4. If, upon review, the Port of Skamania County Board of Commissioners disapproves a paid claim, the Executive Director and/or other persons who signed the check shall jointly cause the disapproved claim to be recognized as a receivable of the Port and to pursue collection diligently until the amount disapproved is collected or until the Commission is satisfied and approves the claim.

**PASSED IN SESSION THIS** 19th day of January 2021.

**PORT OF SKAMANIA COUNTY COMMISSIONERS**


**APPROVED BY:**

  
\_\_\_\_\_  
**Commissioner Ray Broughton, (District 1)**

  
\_\_\_\_\_  
**Commissioner Jennifer Taylor, (District 2)**

  
\_\_\_\_\_  
**Commissioner Todd Kingston, (District 3)**

**ATTEST:**

  
\_\_\_\_\_  
**Pat Albaugh, Executive Director**

**Port of Skamania County**  
**RESOLUTION 3-2021**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF SKAMANIA COUNTY**  
**AUTHORIZING THE INVESTMENT OF FUNDS**

**WHEREAS**, the Port periodically has funds that are available for investment, and

**WHEREAS**, it is in the best interest of the Port to invest such funds and receive interest thereon, and

**WHEREAS**, under RCW Chapter 39.59 Port Districts are given investment authority for their funds and monies in their custody, and

**WHEREAS**, the Treasurer of Skamania County is the Treasurer of the Port of Skamania County, and

**WHEREAS**, the Treasurer is authorized, with limitations, under RCW Chapter 39.58, to make investment deposits of any public funds available for investment when directed in writing by the Port, and


**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Port of Skamania County:

1. That all prior resolutions authorizing the investment of funds are hereby repealed; and
2. That Cindy Bradley, Finance Manager, and Monica Masco, Auditor, and Ray Broughton Commissioner District 1, and Pat Albaugh Executive Director are hereby authorized to order the Treasurer to make deposits and withdrawals of Port funds and monies for the purpose of investment and to receive interest thereon, effective immediately.

**PASSED IN SESSION THIS** 19th day of January 2021.

**PORT OF SKAMANIA COUNTY COMMISSIONERS**

**APPROVED BY:**

  
\_\_\_\_\_  
**Commissioner Ray Broughton, (District 1)**

  
\_\_\_\_\_  
**Commissioner Jennifer Taylor, (District 2)**

  
\_\_\_\_\_  
**Commissioner Todd Kingston, (District 3)**

**ATTEST:**



\_\_\_\_\_  
**Pat Albaugh, Executive Director**

**PORT OF SKAMANIA COUNTY**  
**RESOLUTION 4-2021**

**APPOINTMENT OF AGENT TO RECEIVE CLAIMS FOR DAMAGES**  
**(RCW 4.96.020)**

**WHEREAS**, pursuant to the provisions of RCW 4.96.020 the governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under RCW 4.96; and

**WHEREAS**, the identity of the agent and the address where he or she may be reached during the normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located; and

**WHEREAS**, all claims for damages against a local governmental entity, or against any local governmental entity's officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced; and

**WHEREAS**, the failure of a local governmental entity to comply with the requirements of this section precludes that local governmental entity from raising a defense under RCW 4.96.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of the Port of Skamania County appoints the agent listed below to receive any claims for damages made under RCW 4.96.

Agent Appointed: Pat Albaugh  
Office Address: 212 SW Cascade Avenue  
Stevenson, WA 98648  
Business Hours: Monday – Friday; 8 am – 5 pm

**BE IT FURTHER RESOLVED**, by the Board of the Port of Skamania County, the Finance Manager of the Port of Skamania County shall record this document with the Skamania County Auditor.

**PASSED IN SESSION THIS** 19<sup>th</sup> day of January 2021.


**PORT OF SKAMANIA COUNTY COMMISSIONERS**


**APPROVED BY:**

  
\_\_\_\_\_  
Commissioner Ray Broughton, \_\_\_\_\_ (District 1)

  
\_\_\_\_\_  
Commissioner Jennifer Taylor, \_\_\_\_\_ (District 2)

**ATTEST:**

  
\_\_\_\_\_  
Commissioner Todd Kingston, \_\_\_\_\_ (District 3)

  
\_\_\_\_\_  
Pat Albaugh, Executive Director

**ATTEST: I, Pat Albaugh, EXECUTIVE DIRECTOR OF THE PORT OF SKAMANIA COUNTY, HEREBY DO CERTIFY THIS IS A DUPLICATE ORIGINAL OF RESOLUTION NO. 4-2021.**

**PORT OF SKAMANIA COUNTY**  
**RESOLUTION 4-2021**

**APPOINTMENT OF AGENT TO RECEIVE CLAIMS FOR DAMAGES**  
**(RCW 4.96.020)**

**WHEREAS**, pursuant to the provisions of RCW 4.96.020 the governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under RCW 4.96; and

**WHEREAS**, the identity of the agent and the address where he or she may be reached during the normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located; and

**WHEREAS**, all claims for damages against a local governmental entity, or against any local governmental entity's officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced; and

**WHEREAS**, the failure of a local governmental entity to comply with the requirements of this section precludes that local governmental entity from raising a defense under RCW 4.96.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of the Port of Skamania County appoints the agent listed below to receive any claims for damages made under RCW 4.96.

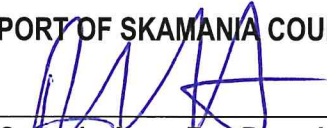
Agent Appointed:	Pat Albaugh
Office Address:	212 SW Cascade Avenue Stevenson, WA 98648
Business Hours:	Monday – Friday; 8 am – 5 pm

**BE IT FURTHER RESOLVED**, by the Board of the Port of Skamania County, the Finance Manager of the Port of Skamania County shall record this document with the Skamania County Auditor.

**PASSED IN SESSION THIS** 19<sup>th</sup> day of January 2021.

**PORT OF SKAMANIA COUNTY COMMISSIONERS**

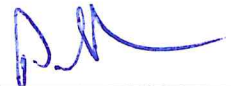
**APPROVED BY:**

  
\_\_\_\_\_  
**Commissioner Ray Broughton,** \_\_\_\_\_ (District 1)

  
\_\_\_\_\_  
**Commissioner Jennifer Taylor,** \_\_\_\_\_ (District 2)

  
\_\_\_\_\_  
**Commissioner Todd Kingston,** \_\_\_\_\_ (District 3)

**ATTEST:**

  
\_\_\_\_\_  
**Pat Albaugh, Executive Director**

**Port of Skamania County**  
**RESOLUTION 5-2021**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF SKAMANIA COUNTY\_SETTING PORT  
COMMISSIONER COMPENSATION**

**WHEREAS**, the Port of Skamania County Board of Commissioners is a municipal corporation of the State of Washington; and

**WHEREAS**, the Port of Skamania County is governed by the Revised Code of Washington (RCW) Title 53 for Port Districts; and

**WHEREAS**, the RCW 53.12.260(2) Port commissioners shall receive additional compensation as follows: (a) Each commissioner of a port district with gross operating revenues of twenty-five million dollars or more in the preceding calendar year shall receive a salary of five hundred dollars per month, as adjusted for inflation by the office of financial management in subsection (4) of this section; and (b) each commissioner of a port district with gross operating revenues of from one million dollars to less than twenty-five million dollars in the preceding calendar year shall receive a salary of two hundred dollars per month, as adjusted for inflation by the office of financial management in subsection (4) of this section. (“...[4] The dollar thresholds for salaries and per diem compensation established in this section must be adjusted for inflation by the office of financial management every five years, beginning July 1, 2008, based upon changes in the consumer price index during that time period. ‘Consumer price index’ means, for any calendar year, that year’s annual average consumer price index, for Washington state, for wage earners and clerical workers, all items, compiled by the bureau of labor and statistics, United States department of labor. If the bureau of labor and statistics develops more than one consumer price index for areas within the state, the index covering the greatest number of people, covering areas exclusively within the boundaries of the state, and including all items shall be used for the adjustments for inflation in this section. The office of financial management must calculate the new dollar threshold and transmit it to the office of the code reviser for publication in the Washington State Register at least one month before the new dollar threshold is to take effect.); and

**WHEREAS**, the Port of Skamania County’s gross operating revenue, as defined by RCW 53.12.005, for the year ended December 31, 2020 was over one million dollars; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Port of Skamania County that, in addition to any per diem compensation allowed, the Port of Skamania County pay the Port Commissioners the \$285 per month salary on the first Staff Pay Day of each month during 2021.

**PASSED IN SESSION THIS** 19th day of January 2021.

**PORT OF SKAMANIA COUNTY COMMISSIONERS**


**APPROVED BY:**

  
\_\_\_\_\_  
**Commissioner Ray Broughton, (District 1)**

  
\_\_\_\_\_  
**Commissioner Jennifer Taylor, (District 2)**

  
\_\_\_\_\_  
**Commissioner Todd Kingston, (District 3)**

**ATTEST:**

  
\_\_\_\_\_  
**Pat Albaugh, Executive Director**

**Port of Skamania County**  
**RESOLUTION 6-2021**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF SKAMANIA COUNTY  
AUTHORIZING THE PORT EXECUTIVE DIRECTOR  
TO SELL AND CONVEY SURPLUS PROPERTY WITH LESS THAN \$10,000 VALUE**

**WHEREAS**, from time to time it is necessary to surplus items no longer needed for Port District purposes, and;

**WHEREAS**; RCW 53.08.090 provides that the Port Commissioners may authorize the Port Executive Director to sell and convey property of less than \$10,000 in value;

**NOW, THEREFORE, BE IT RESOLVED BY** the Commissioners of the Port of Skamania County as follows:

Section 1 The Executive Director is authorized pursuant to RCW 53.08.090, to sell and convey surplus Port District property having a value of less than \$10,000.

Section 2 Prior to the sale or conveyance of property pursuant to this resolution, the Executive Director shall compile an itemized list of the property to be sold, together with the value placed on each item by the Executive Director. The list shall be submitted to the Port Commission, together with the Executive Director's written certification that the listed property is no longer needed for the Port District purposes.

Section 3 The Executive Director shall determine the methods, terms and conditions of sales made pursuant to this resolution. When less than the full purchase price is paid at the time of purchase, the sale shall comply with the limitations of RCW 53.08.091.

Section 4 Except as provided above, all sales made pursuant to this resolution shall be by public competitive sale, through open auction or sealed bids or in another commercially reasonable way (e.g. best offer after newspaper ad, Craigslist posting, eBay listing, etc.). The sale shall be advertised by the Executive Director at least fourteen (14) days prior to its occurrence.

Section 5 Property having a value in excess of \$10,000.00 shall not be divided into components of less than \$10,000 and sold pursuant to this resolution, unless the sale is authorized by the Commission and is by public competitive bid.

Section 6 This resolution shall be in force for the 2021 calendar year and shall expire on December 31, 2021.

**PASSED IN SESSION THIS** 19th day of January 2021.

**APPROVED BY:**


**PORT OF SKAMANIA COUNTY COMMISSIONERS**

  
\_\_\_\_\_  
Commissioner Ray Broughton, (District 1)

  
\_\_\_\_\_  
Commissioner Jennifer Taylor, (District 2)

  
\_\_\_\_\_  
Commissioner Todd Kingston, (District 3)

**ATTEST:**

  
\_\_\_\_\_  
**Pat Albaugh**, Executive Director

**Port of Skamania County  
RESOLUTION 7-2021**

**A RESOLUTION OF THE PORT OF SKAMANIA COUNTY, WASHINGTON, AUTHORIZING THE USE, CREATION, AND ACCEPTANCE OF ELECTRONIC RECORDS AND ELECTRONIC SIGNATURES FOR PORT OF SKAMANIA BUSINESS; RECOGNIZING THE VALIDITY OF CERTAIN ELECTRONIC SIGNATURES; AUTHORIZING AND DIRECTING THE PORT DIRECTOR OR DESIGNEE TO ESTABLISH ADMINISTRATIVE POLICIES OR PROCESSES AND CREATE REASONABLE RULES AND REGULATIONS REGARDING ELECTRONIC RECORDS AND ELECTRONIC SIGNATURES; AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, the Uniform Electronic Transactions Act (UETA) governs electronic records and electronic signatures created, generated, sent, communicated, received, or stored on or after June 16, 2021; and

WHEREAS, the UETA defines an electronic record as a record created, generated, sent, communicated, received, or stored by electronic means; and

WHEREAS, the UETA defines an electronic signature as an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record; and

WHEREAS, the UETA requires government agencies to determine whether, and the extent to which, agencies will send and accept electronic records and electronic signatures to and from other persons and otherwise create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures; and

WHEREAS, the UETA allows government agencies, giving due consideration to security, to specify: (1) the manner and format in which electronic records must be created, generated, sent, communicated, received, and stored and the systems established for those purposes; (2) if electronic records must be signed by electronic means, the type of electronic signature required, the manner and format in which an electronic signature must be affixed to an electronic record, and the identity of, or criteria that must be met by, any third party used by a person filing a document to facilitate the process; (3) control processes and procedures as appropriate to ensure adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records; and (4) any other required attributes for electronic records which are specified for corresponding nonelectronic records or reasonably necessary under the circumstances; and

**ORIGINAL**



WHEREAS, the PORT OF SKAMANIA COUNTY desires to promote time and cost-savings efficiencies by decreasing the Port's reliance on physical records and signatures.

**NOW, THEREFORE, THE COMMISSIONERS OF THE PORT OF SKAMANIA COUNTY OF STEVENSON, WASHINGTON DO HEREBY RESOLVE AS FOLLOWS:**

**Section 1. Authorization of Electronic Records and Electronic Signatures.**

The Port Commission hereby authorizes the use, creation, and acceptance of electronic records and electronic signatures to the fullest extent allowed by state and/or federal law, subject to policies, applicable rules, and regulations as authorized by this resolution.

**Section 2. Recognizing the Validity of Certain Electronic Signatures.** The Port Commission hereby recognizes that electronic signatures are valid, except as required otherwise by law, to the same extent a physical signature would be valid, if electronic signatures comply with all applicable state and/or federal laws as well as the policy, rules, and regulations authorized by this resolution.

**Section 3. Authorizing the Executive Director or Designee to Establish Policy and Create Reasonable Rules and Regulations Regarding Electronic Records and Electronic Signatures.** The Commission hereby authorizes the Executive Director, or his/her designee, to establish policy and create reasonable rules and regulations regarding electronic records and electronic signatures. Such rules and regulations, giving due consideration to security, shall govern:

- (1) the manner and format in which electronic records must be created, generated, sent, communicated, received, and stored and the systems established for those purposes;
- (2) if electronic records must be signed by electronic means, the type of electronic signature required, the manner and format in which an electronic signature must be affixed to an electronic record, and the identity of, or criteria that must be met by, any third party used by a person filing a document to facilitate the process;
- (3) control processes and procedures as appropriate to ensure adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records; and
- (4) any other required attributes for electronic records which are specified for corresponding non-electronic records or which are reasonably necessary under the circumstances.

These rules and regulations shall be posted on the Port's website and available for inspection the office upon request.

**Section 4. Effective Date.** This Resolution shall take effect and be in full force on June 15, 2021.

APPROVED AND PASSED by the Port of Skamania County Commission of the Port of Skamania County this 15th day of June, 2021 and signed in authorization of its passage this 15th day of June, 2021.

**PORT OF SKAMANIA COUNTY COMMISSIONERS**

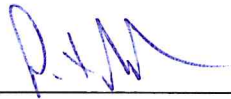
**APPROVED BY:**

  
\_\_\_\_\_  
Commissioner Ray Broughton, (District 1)

  
\_\_\_\_\_  
Commissioner Jennifer Taylor, (District 2)

  
\_\_\_\_\_  
Commissioner Todd Kingston, (District 3)

**ATTEST:**

  
\_\_\_\_\_

**Pat Albaugh**, Executive Director

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**PORT OF SKAMANIA COUNTY**  
**ELECTRONIC RECORDS AND ELECTRONIC SIGNATURES POLICY**  
**(Approved on June 15, 2021)**  
**RESOLUTION 7-2021**

SECTION 1	Authorization.
SECTION 2	Scope.
SECTION 3	Publication.
SECTION 4	Compliance with State and/or Federal Law.
SECTION 5	Definitions.
SECTION 6	General Practices/Policies.
SECTION 7	Electronic Agent Software.
SECTION 8	Records Allowed To Use Electronic Signatures.
SECTION 9	Users Allowed To Use Electronic Signatures.

**Section 1. Authorization**

The Uniform Electronic Transactions Act (UETA) RCW Ch 1.80 governs electronic records and electronic signatures created, generated, sent, communicated, received, or stored on or after June 16, 2021, to the extent permitted in RCW Ch 1.80.

The UETA requires government agencies to determine whether, and the extent to which, agencies will send and accept electronic records and electronic signatures to and from other persons and otherwise create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures.

Pursuant to the UETA, the Port of Skamania County Commission adopted Resolution No. 7-2021 on June 15, 2021, authorizing the use, creation, and acceptance of electronic records and electronic signatures to the fullest extent allowed by state and/or federal law and these rules and regulations.

Resolution No. 7-2021 also authorized the Executive Director or his/her designee to establish administrative policies and create reasonable rules and regulations regarding electronic records and electronic signatures. These policies, rules, and regulations, giving due consideration to security, govern:

- (1) the manner and format in which electronic records must be created, generated, sent, communicated, received, and stored and the systems established for those purposes;
- (2) if electronic records must be signed by electronic means, the type of electronic signature required, the manner and format in which an electronic signature must be affixed to an electronic record, and the identity of, or criteria that must be met by, any third party used by a person filing a document to facilitate the process;
- (3) control processes and procedures as appropriate to ensure adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records; and

(4) any other required attributes for electronic records which are specified for corresponding non-electronic records or which are reasonably necessary under the circumstances.

**Section 2. Scope.**

This policy applies to Port of Skamania County personnel when using any type of Electronic Signature or Electronic Record. Port of Skamania County staff, as well as elected and appointed officials, shall comply with all provisions of these rules and regulations as well as applicable state and/or federal law. If individuals are uncertain with how to comply with these rules and regulations, as well as applicable state and/or federal law, they shall consult with the Port Attorney and/or the Executive Director before creating, generating, communicating, storing, accepting, processing, using, and/or relying on electronic records and/or electronic signatures.

**Section 3. Publication.**

In accordance with Port of Skamania County, these rules and regulations shall be posted on the Port of Skamania County's website and available for inspection in the Port office upon request.

**Section 4. Compliance with State and/or Federal Law.**

These rules and regulations are subject to the governance and limitations expressed in state and/or federal law, including but not limited to the Uniform Electronic Transactions Act (UETA) RCW Ch 1.80. All electronic records and electronic signatures used, created, and/or accepted by the Port shall comply with applicable federal and/or state law.

**Section 5. Definitions.**

The definitions set forth in RCW 1.80.010 are hereby incorporated by reference.

**Section 6. General Practices/Policies.**

- A. Electronic Signatures.
  - 1. Authorized User(s) only may use, create, or accept records with Electronic Signatures.
  - 2. All Port of Skamania County personnel, staff as well as elected and appointed officials may use, create, or accept a Record with Electronic Signatures, if the individual would otherwise be authorized to use, create, or accept the Record with a Physical Signature.
- B. The Port of Skamania County recognizes that Electronic Signatures are valid, to the same extent a Physical Signature would be valid, if Electronic Signatures with all applicable state and/or federal laws as well as these rules and regulations.
- C. Electronic Signatures may be used on Port Records requiring execution by a third party.
- D. This policy may be modified, rescinded, or replaced at any time by the Executive Director or his/her designee.

- E. Electronic Signatures cannot be applied using another Authorized User's name and/or signature. Records signed on behalf of another individual by a designee shall use their own Electronic Signature.
- F. This policy in no way affects the Port's ability to conduct a transaction using a physical medium or using Physical Signatures. The Port of Skamania County may also require Records to be physically signed on a case-by-case basis.
- G. If an Electronic Signature is used for interstate transactions or for documents required by the US Federal government, the Electronic Signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce (ESIGN) Act.

**Section 7. Electronic Agent Software.**

All Electronic Signatures used, created, and/or accepted by the Port shall comply with RCW 1.80.010(10).

The Port may purchase software and/or contract with a software provider ("Electronic Agent") to provide software capable of affixing Electronic Signatures compliant with applicable state and federal law. The Electronic Agent must be capable of ensuring adequate preservation, disposition, integrity, security, confidentiality, and auditability of Electronic Records and Electronic Signatures.

The purchase of Electronic Agent Software shall be made pursuant to the Port's Purchasing Policies, with a selection process based on compliance with state and federal law; adequate preservation, disposition, integrity, security, confidentiality, and auditability of Electronic Records and Electronic Signatures; and interoperability and functionality with current Port software systems.

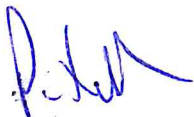
**Section 8. Records Allowed to Use Electronic Signatures.**

- A. Only records identified in these policies and procedures as an Approved Record Type may use, bear, be created, or be accepted with a Electronic Signature.
- B. Approved Record Type(s) include:
  - 1. Contracts, agreements, ordinances, resolutions, and other documents that state some contractual relationship or grant some right, with the Port Attorney's approval.
  - 2. Port Attorney's approval of documents as to form.
  - 3. Engineering and building plans, approvals, permits, and other construction records.
  - 4. Any other document specifically approved by the Executive Director to be acknowledged by Electronic Signature.

- C. While the Port of Skamania County may authorize additional records to be used, created, or accepted with Electronic Signatures upon request, staff members should first analyze whether the type of record they wish to electronically sign requires a verifiable Digital Signature or if another type of signature/approval could be used.
- D. The Port Attorney or designee in consultation with Information Technology, Finance Director, and Department Directors, or their designees will evaluate request(s) to use Electronic Signatures.

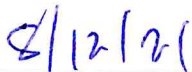
**Section 9. Records Allowed to Use Electronic Signatures.**

- A. Only Port personnel, elected officials, and/or appointed officials identified in these policies and procedures as an Authorized User may use, create, or accept records with Electronic Signatures.
- B. Authorized User(s) include:
  - 1. Executive Director.
  - 2. Port Attorney.
  - 3. Finance Director.
  - 4. Information Technology Manager.
  - 5. All Port Commissioners.



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Approved by Executive Director Pat Albaugh



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Date

**Port of Skamania County**  
**RESOLUTION 8-2021**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF SKAMANIA COUNTY AUTHORIZING THE PORT OF SKAMANIA EXECUTIVE DIRECTOR TO SIGN A PROFESSIONAL SERVICES AGREEMENT WITH UMPQUA BANK TO PROVIDE THE PORT OF SKAMANIA COUNTY BANKING SERVICES.

**WHEREAS**, the Port of Skamania County uses a wide variety of banking services for the deposit, disbursement, and safekeeping of public monies; and

**WHEREAS**, the Port Commissioners acknowledges that prudent procurement practices necessitate the reevaluation of banking services on a periodic basis and that changes in technology, cash management practices and banking industry structure offer opportunities to reevaluate banking services and costs; and

**WHEREAS**, the Port of Skamania issued an Request for Proposal (RFP) for banking services and received (1) one submittal which were evaluated by the Port Executive Director;

**WHEREAS**, it is the recommendation that Umpqua Bank be retained as the Port of Skamania's primary banking institution;

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Port of Skamania County, Washington, does hereby authorize the Port Executive Director to sign an Agreement with the Umpqua Bank.

**PASSED IN SESSION THIS 20<sup>th</sup> day of July, 2021**

**PORT OF SKAMANIA COUNTY COMMISSIONERS**


APPROVED BY:

  
\_\_\_\_\_  
Commissioner Ray Broughton (District 1)

  
\_\_\_\_\_  
Commissioner Jennifer Taylor (District 2)

  
\_\_\_\_\_  
Commissioner Todd Kingston (District 3)

ATTEST:

  
\_\_\_\_\_  
Pat Albaugh, Executive Director

**Port of Skamania County**

**RESOLUTION 9-2021**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF SKAMANIA COUNTY  
AMENDED AUTHORIZING THE INVESTMENT OF FUNDS**

**WHEREAS**, the Board of Commissioners of the Port of Skamania County recognizes the need to rescind Resolution No. 3-2021 relating to the Port of Skamania County Financial Management, and

**WHEREAS**, the Port periodically has funds that are available for investment, and

**WHEREAS**, it is in the best interest of the Port to invest such funds and receive interest thereon, and

**WHEREAS**, under RCW Chapter 39.59 Port Districts are given investment authority for their funds and monies in their custody, and

**WHEREAS**, the Port of Skamania County Executive Director is the Treasurer of the Port of Skamania County, and

**WHEREAS**, the Treasurer is authorized, with limitations, under RCW Chapter 39.58, to make investment deposits of any public funds available for investment when directed in writing by the Port, and

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Port of Skamania County:

1. That all prior resolutions authorizing the investment of funds are hereby repealed; and
2. That Pat Albaugh Executive Director and Monica Masco, Auditor, and Ray Broughton Commissioner District 1 are hereby authorized to order the Treasurer to make deposits and withdrawals of Port funds and monies for the purpose of investment and to receive interest thereon, effective immediately.

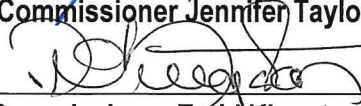
**PASSED IN SESSION THIS** 20th day of July 2021.

**PORT OF SKAMANIA COUNTY COMMISSIONERS**

**APPROVED BY:**

  
\_\_\_\_\_  
**Commissioner Ray Broughton** (District 1)

  
\_\_\_\_\_  
**Commissioner Jennifer Taylor** (District 2)

  
\_\_\_\_\_  
**Commissioner Todd Kingston** (District 3)

**ATTEST:**

  
\_\_\_\_\_  
**Pat Albaugh**, Executive Director



**Port of Skamania County**  
**RESOLUTION 10-2021**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF SKAMANIA COUNTY**  
**AMENDING THE PORT PERSONNEL MANUAL**

**WHEREAS**, The Port of Skamania County has maintained a Personnel Policy regarding its internal operation, and the Port Commissioners of the Port of Skamania County deem it in the best interest of the Port to update the Personnel Policy adopted October 16, 2018, and

**WHEREAS**, the Executive Director and the Finance Manager has amended the Port of Skamania County Policy Manual and revised the Pay Practices section as it pertains to Port Employee Paydays; and the Delivery of Paycheck sections;

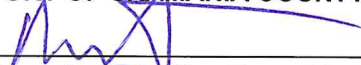
**WHEREAS**, Port staff and the Board of Commissioners have had the opportunity to review and revise the updated manual;

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Port of Skamania County hereby updates the Personnel Policy in its entirety as attached:

**PASSED IN SESSION THIS** 20th Day of July, 2021.

**PORT OF SKAMANIA COUNTY COMMISSIONERS**

**APPROVED BY:**

  
\_\_\_\_\_  
**Commissioner Ray Broughton** (District 1)

  
\_\_\_\_\_  
**Commissioner Jennifer Taylor** (District 2)

  
\_\_\_\_\_  
**Commissioner Todd Kingston** (District 3)

**ATTEST:**

  
\_\_\_\_\_  
**Pat Albaugh**, Executive Director

## **PAY ADMINISTRATION**

---

The Board of Commissioners may, at its sole discretion, review and adjust the salary of the Manager annually, or as deemed necessary.

The Manager may, upon approval by the Board of Commissioners, review and adjust the salary of Exempt and Non-exempt employees annually, or as deemed necessary.

Your pay as a new employee is established based on the pay level of current employees in the same or similar positions and your previous experience and skills.

Information about your rate of pay and increases in pay, if any, is individual and we ask that you exercise discretion and care regarding any discussion of these matters.

## **PAY PRACTICES**

---

### ***Paydays***

*Employees are paid bi-weekly every other Wednesday.*

*Replace with:* Employees are paid Semi-Monthly with the hours worked the 1<sup>st</sup> through the 15<sup>th</sup> to be paid by the 20<sup>th</sup> and the hours work the 16 through the end of the month to be paid by the 5<sup>th</sup> of the following month.

### ***Payroll Deductions***

Certain mandatory and elective deductions are made from employee pay, and are noted on the paycheck stub. The only deductions made are those mandated by law or authorized by you in writing.

### ***Delivery of Paychecks***

Your paycheck will be handed to you each payday. Paychecks will not be delivered to anyone else without your written request.

*Replace with:* Paychecks will be direct deposited to your designated account unless you opt to receive a manual check.

### ***Method of Payment***

A statement showing gross earnings, deductions, and net salary will accompany each paycheck

### ***Employee Withholding Allowance Certificates (Form W-4)***

You are required under federal law to furnish the organization with an Employee Withholding Exemption Certificate (W-4) at the date of hire. You must file a new W-4 form at any time the number of entitled exemptions decreases to fewer than the number being claimed. New W-4 forms may be filed when the number of entitled exemptions increases, if desired, but it is not required. You may increase withholding by claiming fewer exemptions than entitled or by requesting additional withholding be made if you find that insufficient tax has been withheld to meet your year-end tax liability.

### ***Time Records for All Employees***

The time card/time sheet is a record of time worked and must be filled out daily. It provides a permanent record of the time spent on the job, indicating the exact time worked. Each non-exempt

**Port of Skamania County**  
**RESOLUTION 11-2021**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF SKAMANIA COUNTY  
AUTHORIZING PORT OF SKAMANIA COUNTY TREASURER TO CLOSE CASH AND INVESTMENT  
ACCOUNTS WITH SKAMANIA COUNTY TREASURER OFFICE**

**WHEREAS**, The Port of Skamania County has maintained cash and investment accounts with the Skamania County, and

**WHEREAS**, the Port of Skamania County has through Resolution 8-2021 entered into a professional services agreement with Umpqua Bank, and

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Port of Skamania County hereby authorizes Pat Albaugh Executive Director acting as Port of Skamania County Treasurer to close all cash and investment accounts located at the Skamania County Treasurer and to deposit said funds in the Port of Skamania County account at Umpqua Bank.

**PASSED IN SESSION THIS** 21st Day of September, 2021.

**APPROVED BY:**

**PORT OF SKAMANIA COUNTY COMMISSIONERS**

  
\_\_\_\_\_  
**Commissioner Ray Broughton** (District 1)

  
\_\_\_\_\_  
**Commissioner Jennifer Taylor** (District 2)

  
\_\_\_\_\_  
**Commissioner Todd Kingston** (District 3)

**ATTEST:**

  
\_\_\_\_\_  
**Pat Albaugh**, Executive Director

**Port of Skamania County**  
**RESOLUTION 12-2021**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF SKAMANIA COUNTY**  
**EXEMPTION OF DAILY DEPOSIT**

**WHEREAS**, the Port of Skamania County has through Resolution 8-2021 entered into a professional services agreement with Umpqua Bank, and

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Port of Skamania County is hereby exempt from RCW 43.09.240 requiring deposits daily to the financial institution, due to staff limitations, it is agreed that deposits be made at Umpqua bank at least weekly if there are checks to deposit.

**WHEREAS**, Cash deposit for Port of Skamania funds will be deposited with Umpqua Bank in the Port account as outlined in the Cash Handling Policy adopted on 7-20-2021.

**PASSED IN SESSION THIS** 19th Day of October 2021.

**PORT OF SKAMANIA COUNTY COMMISSIONERS**

**APPROVED BY:**

  
\_\_\_\_\_  
**Commissioner Ray Broughton** (District 1)

  
\_\_\_\_\_  
**Commissioner Jennifer Taylor** (District 2)

  
\_\_\_\_\_  
**Commissioner Todd Kingston** (District 3)

**ATTEST:**

  
\_\_\_\_\_  
**Pat Albaugh**, Executive Director

**Port of Skamania County**  
**RESOLUTION 13-2021**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF SKAMANIA COUNTY**  
**AMENDING THE PORT PERSONNEL MANUAL**

**WHEREAS**, The Port of Skamania County has maintained a Personnel Policy regarding its internal operation, and the Port Commissioners of the Port of Skamania County deem it in the best interest of the Port to update the Personnel Policy adopted October 16, 2018, and revised on July 20, 2021, and

**WHEREAS**, the Executive Director and the Finance Manager has amended the Port of Skamania County Policy Manual and revised the Pay Practices section as it pertains to the observation of Juneteenth as a Federal Holiday beginning in 2022;

**WHEREAS**, Port staff and the Board of Commissioners have had the opportunity to review and revise the updated manual;

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Port of Skamania County hereby updates the Personnel Policy in its entirety as attached:

**PASSED IN SESSION THIS** 19th Day of October, 2021.

**PORT OF SKAMANIA COUNTY COMMISSIONERS**

**APPROVED BY:**

\_\_\_\_\_  
**Commissioner Ray Broughton** (District 1)

\_\_\_\_\_  
**Commissioner Jennifer Taylor** (District 2)

**ATTEST:**

\_\_\_\_\_  
**Commissioner Todd Kingston** (District 3)

\_\_\_\_\_  
**Pat Albaugh**, Executive Director

**Port of Skamania County**  
**RESOLUTION 14-2021**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF SKAMANIA COUNTY PROVIDING FOR THE ISSUANCE OF WARRANTS BEFORE APPROVAL BY THE COMMISSIONERS**

**WHEREAS**, this Resolution supersedes and repeals all previous resolutions to include 2-2021 regarding the Issuance of Warrants; and

**WHEREAS**, prior approval of the Port of Skamania County Board of Commissioners for the expenditure of funds for certain operating expenses and other purposes (claims) is frequently made necessary by Federal and State statutes, contractual agreements, and other requirements; and

**WHEREAS**, the prepayment of such claims is specifically authorized by RCW 42.24.180 subject to certain conditions; and

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Port of Skamania County that prepayment of claims in the amount of \$950,000 is approved for the calendar year 2021, subject to the following conditions:


1. The Executive Director and the Officer(s) designated to sign the warrants must have an official bond;
2. Contracting, hiring, purchasing, and disbursing policies that implement effective internal controls shall be maintained;
3. Documentation supporting claims paid and all checks issued in payment of claims shall be made available for review by the Port of Skamania County Board of Commissioners at its next regularly scheduled public meeting; and
4. If, upon review, the Port of Skamania County Board of Commissioners disapproves a paid claim, the Executive Director and/or other persons who signed the check shall jointly cause the disapproved claim to be recognized as a receivable of the Port and to pursue collection diligently until the amount disapproved is collected or until the Commission is satisfied and approves the claim.

**PASSED IN SESSION THIS 19<sup>th</sup>** day of October 2021.

**PORT OF SKAMANIA COUNTY COMMISSIONERS**

**APPROVED BY:**

  
\_\_\_\_\_  
**Commissioner Ray Broughton**, Vice-President (District 1)

  
\_\_\_\_\_  
**Commissioner Jennifer Taylor**, Secretary (District 2)

  
\_\_\_\_\_  
**Commissioner Todd Kingston**, President (District 3)

**ATTEST:**

  
\_\_\_\_\_  
**Pat Albaugh**, Executive Director

PORT OF SKAMANIA COUNTY, WASHINGTON

RESOLUTION No. 15-2021

**A Resolution of the Board of Commissioners of the Port of Skamania County  
Accepting and Approving the 2022 Property Tax Levy**

Recitals

WHEREAS, the Port of Skamania County Board of Commissioners has properly given notice of a public hearing held November 16, 2021 to consider the budget of the Port of Skamania County for the 2022 calendar year pursuant to RCW 84.55.120; and

WHEREAS, the Port of Skamania County Board of Commissioners after hearing and duly considering all relevant evidence and testimony presented, has determined that the Port District does not require an increase in revenues from the regular property tax levy from the previous year, and does not require the increase in property tax revenue resulting from the addition of new construction and improvements to property, or any increase in the value of state assessed property in order to discharge the expected expenses and obligations of the Port of Skamania County, and

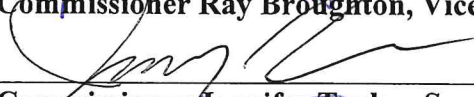
WHEREAS, the population of the Port District is less than 10,000;

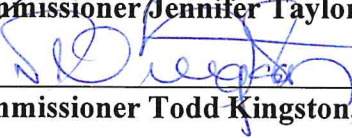
NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PORT OF SKAMANIA COUNTY that the Board authorizes a regular property tax levy for 2022 of \$333,694.43, which is an increase of \$3,303.91 and 1 percent over the \$330,390.52 collected in 2021, plus an increase amount, resulting from the addition of new construction and improvements to property, of \$6,978.49, and an increase amount in the value of state assessed property of \$1,328.61

PASSED IN REGULAR SESSION THIS 16th day of November 2021.

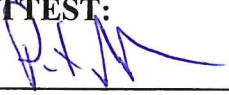
APPROVED BY:

  
\_\_\_\_\_  
**Commissioner Ray Broughton, Vice-President** (District 1)

  
\_\_\_\_\_  
**Commissioner Jennifer Taylor, Secretary** (District 2)

  
\_\_\_\_\_  
**Commissioner Todd Kingston, President** (District 3)

ATTEST:

  
\_\_\_\_\_  
**Pat Albaugh, Executive Director**

## 2022 Port of Skamania County

### 2021

Assessed Value	Rate / \$1,000 AV*	Levy Amount
\$ 901,058,442	\$ 0.357891	\$ 322,481
State Assessment		\$ 1,656
New Construction		\$ 6,253
<b>Total Tax Levy</b>		<b>\$ 330,391</b>

### 2022 Projection at 2021 Levy

Assessed Value	Rate / \$1,000 AV*	Levy Amount
\$ 910,069,026	\$ 0.363039	\$ 330,391
State Assessment		\$ 1,763
New Construction		\$ 5,196
<b>Total Tax Levy</b>		<b>\$ 337,350</b>

### 2022 Projection - 1% over 2021 Levy

Assessed Value <small>(1.0% Growth)</small>	Rate / \$1,000 AV*	Levy Amount
\$ 910,069,026	\$ 0.366669	\$ 333,694
State Assessment		1,329
New Construction		6,978
<b>Total Tax Levy</b>		<b>342,002</b>

Increase:  
\$ 3,300

### Impact to Average Homeowner (Per \$100,000 of Assessed Value)

	Amount	Impact
Current Rate = .363039 X 100,000	\$ 36.30	
New Rate = .366669 X 100,000	\$ 36.67	\$ 0.36





RESOLUTION No. 15-2021

**A Resolution of the Board of Commissioners of the Port of Skamania County  
Accepting and Approving the 2022 Property Tax Levy**

Recitals

**WHEREAS**, the Port of Skamania County Board of Commissioners has properly given notice of a public hearing held November 16, 2021 to consider the budget of the Port of Skamania County for the 2022 calendar year pursuant to RCW 84.55.120; and


**WHEREAS**, the Port of Skamania County Board of Commissioners after hearing and duly considering all relevant evidence and testimony presented, has determined that the Port District does not require an increase in revenues from the regular property tax levy from the previous year, and does not require the increase in property tax revenue resulting from the addition of new construction and improvements to property, or any increase in the value of state assessed property in order to discharge the expected expenses and obligations of the Port of Skamania County, and

**WHEREAS**, the population of the Port District is less than 10,000;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PORT OF SKAMANIA COUNTY** that the Board authorizes a regular property tax levy for 2022 of \$333,694.43, which is an increase of \$3,303.91 and 1 percent over the \$330,390.52 collected in 2021, plus an increase amount, resulting from the addition of new construction and improvements to property, of \$6,978.49, and an increase amount in the value of state assessed property of \$1,328.61.

**PASSED IN REGULAR SESSION THIS 16th day of November 2021.**

**APPROVED BY:**

  
\_\_\_\_\_  
**Commissioner Ray Broughton, Vice-President** (District 1)

  
\_\_\_\_\_  
**Commissioner Jennifer Taylor, Secretary** (District 2)

  
\_\_\_\_\_  
**Commissioner Todd Kingston, President** (District 3)

**ATTEST:**

  
\_\_\_\_\_  
**Pat Albaugh, Executive Director**

**ATTEST:**

I, Pat Albaugh, EXECUTIVE DIRECTOR OF THE PORT OF SKAMANIA COUNTY,  
HEREBY DO CERTIFY THIS IS A DUPLICATE ORIGINAL OF RESOLUTION NO. 15-2021.

Resolution 16-2021 Dup Attest

Resolution and Budget were delivered to the Auditors Office by Cindy Bradley on 11-29-2021

Photocopy not made before delivery

PORT OF SKAMANIA COUNTY, WASHINGTON

RESOLUTION No. 16-2021

**A Resolution of the Board of Commissioners of the Port of Skamania County  
Accepting and Approving the 2022 Budget**

Recitals

**WHEREAS**, the Port of Skamania County Board of Commissioners on November 16, 2021 approved a Budget for 2022, copy attached, and

**WHEREAS**, the Port of Skamania County Board of Commissioners has properly given notice of the budget review held on October 19, 2021 and the public hearing held on November 16, 2021 to consider the Preliminary General Fund Budget including property tax levy revenue, for the 2022 calendar year, and

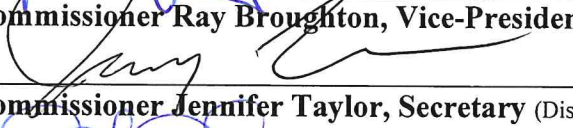
**WHEREAS**, the Port of Skamania County Board of Commissioners after hearing and after duly considering all relevant evidence and testimony presented, has passed Resolution 16-2021, Property Tax Levy for 2022, and

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PORT OF SKAMANIA COUNTY**, that the attached and incorporated herein Budget for 2022 is accepted and approved.

PASSED THIS SESSION THIS 16th day of November 2021.


APPROVED BY:

  
\_\_\_\_\_  
**Commissioner Ray Broughton, Vice-President** (District 1)

  
\_\_\_\_\_  
**Commissioner Jennifer Taylor, Secretary** (District 2)

  
\_\_\_\_\_  
**Commissioner Todd Kingston, President** (District 3)

ATTEST:

  
\_\_\_\_\_  
**Pat Albaugh, Executive Director**

**Port of Skamania County**  
**RESOLUTION 17-2021**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF SKAMANIA COUNTY ACCEPTING THE  
REDISTRICTING PORT COMMISSIONER DISTRICTS**

**WHEREAS**, the Port of Skamania County received updated information on population based on the 2020 decennial census;

**WHEREAS**, pursuant to RCW 29A.76.01 0(3), the Port District is required to prepare a plan for redistricting its commissioner districts within eight months of receiving the updated population information;

**WHEREAS**, the Port Commissioners requested assistance from the Flo Analytics in preparing a redistricting plan that is consistent with statutory requirements;

**WHEREAS**, on November 16, 2021, the Commission discussed the Flo Analytics proposed re-drawn map of each commission district and approved the same pending a public hearing;

**WHEREAS**, the redistricting plan proposed by the County Assessor meets the requirements of RCW 29A.76.010(c) in that:

1. Each Commissioner district is as nearly equal in population as possible to every other commissioner district;
2. Each district is as compact as possible;
3. Each district consists of geographically contiguous area;
4. Population data was not used to favor or disfavor any racial group or political party; and
5. To the extent feasible, the new district boundaries coincide with existing recognized natural boundaries and, to the extent possible, preserve existing communities of related and mutual interest.

**WHEREAS**, on November 22, 2021, the commissioners held an advertised public hearing on the proposed redistricting plan;

**WHEREAS**, Pursuant to RCW 53.16.020 and at the direction of the Commission, notice of the time and place of the meeting and notice of the purpose of the meeting was published in a newspaper of general circulation within the Port District and the notice was published not less than twice. The date of the first publication was not less than 15 nor more than 20 days prior to the date of the hearing. The notice was posted in the Port District's paper of record on November 10, and November 17.

**NOW, THEREFORE, BE IT RESOLVED BY** the Commissioners of the Port of Skamania County to hereby revise the boundaries of each of the three commissioner districts so that from this day forward, they shall comprise the areas as set forth in the legal descriptions attached as Exhibit A and Map attached as Exhibit B; and

**BE IT FURTHER RESOLVED** that the revision of such commissioner districts shall not affect the qualifications or term of office of any of the existing commissioners of the Port of Skamania County insofar as it might apply to their office and the terms for which they have been elected.

**PASSED IN SESSION THIS** 27<sup>th</sup> day of December 2021.

[Signatures Appear Next Page]

**PORT OF SKAMANIA COUNTY COMMISSIONERS**

\_\_\_\_\_  
**Commissioner Ray Broughton, Vice President (District 1)**

\_\_\_\_\_  
**Commissioner Jennifer Taylor, Vice-President (District 2)**

\_\_\_\_\_  
**Commissioner Todd Kingston Secretary (District 3)**

**ATTEST:**

\_\_\_\_\_  
**Pat Albaugh, Executive Director**

NOT USED

## RESOLUTION 18-2021

**Port of Skamania County Board of Commissioners  
Authorizing Submission of an Application for a Community Economic Revitalization Board (CERB) Loan in the Approximate Amount of \$2,000,000 and authorizing Pat Albaugh Executive Director to enter into an agreement for such funding for the Cascades Business Park Project Building 1.**

### Recitals

**WHEREAS**, Community Economic Development Board (CERB) funds are available to support economic development projects which are ready to implement and for which jobs are to be created or retained; and

**WHEREAS**, the Port of Skamania County (Port) desires to fund the construction of the Cascade Building Park Building 1, a project consistent with the purpose of the CERB (the CERB-funded Project); and

**WHEREAS**, the CERB-funded Project represents a commitment of private resources toward enhancing the vitality of the area and expansion of economic and employment opportunities of the Port, together with increased tax revenues; and

**WHEREAS**, in the event the application for CERB funding is approved and accepted by the Port, the Port will comply with all applicable federal and state requirements regarding the environmental impact of the project; and

**WHEREAS**, the Port's CERB project will not result in the transfer/relocation of jobs from one part of the state of Washington to another, and

**WHEREAS**, the Port of Skamania County finds and determines that an application should be submitted to appropriate agencies for consideration of funding the CERB project for the Port, and that such submission will promote economic development within the Port district.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Port of Skamania County:

1. Hereby authorize Executive Director Pat Albaugh to submit an application to the Community Economic Revitalization Board, for and on behalf of the Port, for CERB funding in the approximate amount of \$2,000,000 for the CERB loan and

2. Pat Albaugh Executive Director is hereby further authorized to provide such additional information as may be necessary to secure approval of such application; and

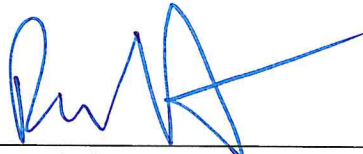
3. That, in the event, such application is approved, Pat Albaugh Executive Director is authorized to enter into an agreement for such funding; and

4. That this Resolution shall be effective up passage and signatures heron in accordance with the law.

**PASSED IN SESSION THIS** 14th day of December 2021.

[Signatures appear on the next page]

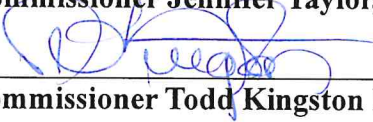
APPROVED BY:



\_\_\_\_\_  
**Commissioner Ray Broughton**, Vice-President (District 1)

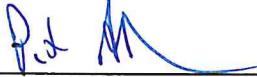
**Absent**

\_\_\_\_\_  
**Commissioner Jennifer Taylor**, Secretary (District 2)



\_\_\_\_\_  
**Commissioner Todd Kingston** President (District 3)

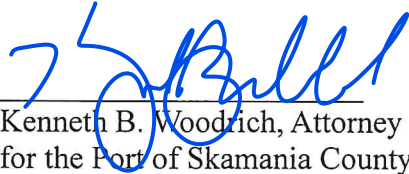
ATTEST:



\_\_\_\_\_  
**Pat Albaugh**, Executive Director

APPROVED AS TO FORM:

By:



\_\_\_\_\_  
Kenneth B. Woodrich, Attorney  
for the Port of Skamania County



**Port of Skamania County**  
**RESOLUTION 19-2021**

---

**A Resolution of the Board of Commissioners of the Port of Skamania County Authorizing the Executive Director to Seek EDA Funding and Act on the Board's Behalf in the Construction of Building 1 in the Cascades Business Park**

**WHEREAS**, the Port of Skamania County (Port) conducts economic development activities and provides opportunities for business growth and job creation, and

**WHEREAS**, it is in the best interest of the Port to construct an industrial building for such opportunities, and

**Now**, therefore, BE IT RESOLVED by the Board of Commissioners of the Port of Skamania County as follows:

Pat Albaugh, Executive Director, is authorized to seek all necessary funding, consisting of grants and loans,, including the Economic Development Administration (EDA) funding, to construct a multi-purpose industrial building, located at **the Cascades Business Park** and further authorizes him to act on the Board's behalf for this project.

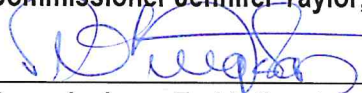
**PASSED IN SESSION THIS** 14<sup>th</sup> day of December 2021.



\_\_\_\_\_  
**Commissioner Ray Broughton**, Secretary (District 1)

**Absent**

\_\_\_\_\_  
**Commissioner Jennifer Taylor**, Vice-President (District 2)



\_\_\_\_\_  
**Commissioner Todd Kingston**, President (District 3)

ATTEST:



\_\_\_\_\_  
**Pat Albaugh**, Executive Director