

**Port of Skamania County  
Minutes of the Board Commissioners  
November 15, 2022**

**In attendance:** Commissioner Kingston, Commissioner Broughton, Commissioner Taylor (Zoom @ 5:11 p.m.), Director Pat Albaugh, Finance Manager Cindy Bradley, Attorney Ken Woodrich (Zoom), Auditor Monica Masco, Facilities Manager Doug Bill , Minute Taker Wanda Scharfe

**Absent:**

**Guests:** Hannah Joy, Jimmy Huang, Feng Lei, Kevin He

**Call to Order:** Commissioner Kingston called the meeting to order at 5:00 p.m.

**Consent Agenda:** The following items were presented for Commissioner's approval. (Consent agenda items are intended to be passed by a single motion to approve all listed actions. If discussion of individual items 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. )

**1. Approval of the Minutes**

October 18, 2022, Minutes

**2. Approval of Pre-Issued General Fund Vouchers \$37,725.33**

21486-21500 New Account (Checking)

Electronic Fund (EFTs) #11/05/2022-01 thru #11/05/2022-08

~~--MOTION--~~ Commissioner Broughton made a motion; Commissioner Kingston stepped down and seconded to approve consent agenda items 1 through 2. All voted in favor and the motion carried unanimously.

**Executive Director Report:** Pat Albaugh noted he has been working with the waterfront motel project's engineering firm regarding stormwater plans and adjusting the plans to resolve a setback issue for two of the rooms. He is getting ready to submit a Capital Budget Request of 2.5 million dollars. Bollard Marine will be sending three estimates for the boat launch dock; for a rebuild, a repair or replacement. Doug Bill indicated of the eleven sections there are six sections of the dock that are in rough shape. Pat Albaugh has been working with USDA on different programs that could provide funding for a dump truck for the Port & Tour Boats refuse. The strategic planning review from Maul Foster & Alongi will be on next month's agenda.

**Budget Hearing**

**Called to order:** Commissioner Kingston called the Budget Hearing to order at 5:05 p.m.

**Public Comment:** Commissioner Kingston called for Public Comment: None received

**Budget comments:** Commissioner Kingston closed the Budget Hearing at 5:05 p.m.

**Public Comment:** Hannah Joy presented a concern regarding ACL's pursuit of a contract with the Port of Cascade Locks. Commissioner Broughton recapped previous discussions with ACL and the Port's attempt to redesign the current landing to accommodate two ships.

Jimmy Huang of High One LLC addressed the Commission regarding the Demand letter he received from Attorney Woodrich regarding 3 months of delinquent payments. He requested the Commission consider the complications over the last 3 ½ years in which he has paid to lease the building without production while pursuing a license. They anticipate beginning production in December once they acquire wastewater disposal and the approval from the City of North Bonneville to use water. He asked the Commission to retroactively reduce the last 3-month delinquent rate back to the August rate as startup comes with additional expense. He noted they can begin to pay the full amount starting in December 2022. The Commission deliberated and agreed to defer the past due amount until April of 2023 on the condition that the agreed amount be paid by the end of November.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded, to modify the lease to defer a portion of the delinquent amount for the month of September, October and November in the amount of \$28,222.45 dollars to be paid in full by November 30<sup>th</sup>, 2022. The deferred amount repayment scheduled for 2023 will be negotiated with Director Albaugh and ratified at the December 2022 meeting. All voted in favor and the motion carried.

## **Commission & Staff Reports**

### **Commissioner Report:**

Commissioner Broughton gave an update on the Tenzen Springs in Home Valley.

**Facilities Update:** Doug Bill noted they recently set a few more pads & picnic tables. The waterfront bathrooms have been winterized and closed for the season. He consistent heavy winds have added in additional waterfront clean up. The contractors have completed repairs on the entry way for the Discovery Building in North Bonneville and he is currently working on some of the soffits.

**Attorney's Report:** No notables to report.

**Finance Report:** Cindy Bradley presented the October financial reports. The income and expense notables were reviewed. She pointed out that the cruise ships are current, and the aged account list was reviewed. The water meter for Stevenson Landing has arrived and is waiting for installation.

### **New Business:**

#### **Miller Design LLC Lease Amendment 1**

Director Albaugh presented the lease amendment to allow for a suite change for Miller Design Studio LLC.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded to approve the Lease Amendment #1 for Miller Design Studio LLC to change offices

from Suite C-5 to Suite C-11 of the Discover/Teitzel Building. The monthly lease rate will increase to \$270.00 plus Washington State Leasehold Tax. The board acknowledges there is no change to the security deposit, which the Board acknowledges is less than the 1-year statutory deposit. All voted in favor and the motion carried unanimously.

### **December 20, 2022, Commission Meeting**

The Commission directed the Director Albaugh to reschedule the December 20, 2022, meeting to December 13<sup>th</sup> at 5 p.m.

### **Resolution 13-2022 Surplus Red Truck**

Director Albaugh presented Resolution 13-2022 requesting to surplus the Red 1995 Chevy pickup.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded to adopt Resolution 13-2022 authorizing the surplus of Port property consisting of a 1995 Chevy GK2 Vehicle Identification Number 1GBGK24K9SE256521 and hereby authorizing Executive Director Pat Albaugh to sell or otherwise convey the surplus property in a commercially reasonable manner. All voted in favor and the motion carried unanimously.

### **Grayling Engineering Contract for Wind River Water System**

Director Albaugh presented a contract with Grayling Engineering for the design, engineering & the paperwork of the Wind River Nursery Water System. The County has agreed to reimburse the Port for the contract.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded to ratify the Professional Services agreement between the Port of Skamania and Grayling Engineers to reactivate the well/water system at the Wind River Business Park not to exceed the agreed amount of \$19,783.00 without prior authorization. All voted in favor and the motion carried unanimously.

### **Resolution 14-2022 Personnel Manual Update**

Director Albaugh presented Resolution 14-2022 to amend and adopt the Port Personnel Manual and reviewed the major changes.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded to approve Resolution 14-2022 amending & adopting the 2023 Personnel Manual as presented on November 15, 2022. All voted in favor and the motion carried unanimously.

### **SEDC 2023 Shared Services Corrected Agreement**

Director Albaugh presented the corrected Shared Services Agreement. There was a correction to the amount previously presented and approved for the amount of \$93,387.00.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded to ratify the corrected 2023 Shared Services Agreement in the amount of \$94,237.00. All voted in favor and the motion carried unanimously.

**Resolution 15-2022 Adopting the 2023 Tax Levy**

Director Albaugh presented the proposed 2023 Tax Levy for 1 percent.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded to adopt Resolution 15-2022 accepting and approving the 2023 Port ad valorem Tax Levy with a regular property tax levy for 2023 of \$345,421.52. This is an increase of \$3,420.02 and a 1 percent over the \$342,001.50 collected in 2022, plus an increase amount resulting from the addition of new construction and improvements to property, of \$7,842.37 and an increase amount in the value of state assessed property of \$2,037.93. The motion carried with Commissioners Broughton and Taylor approving and Commissioner Kingston opposing.

**Resolution 16-2022 Adopting 2023 Budget**

Director Albaugh presented the 2023 proposed budget. The budget includes the option for hiring a third facility staff member.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded to adopt Resolution 16-2022 accepting and approving the 2023 Budget in the amount of \$3,699,069.00. All voted in favor and the motion carried unanimously.

**Adjourned:** Meeting was adjourned at 6:21 p.m.

**APPROVED BY:**

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Commissioner Ray Broughton, Vice President (District 1)

ATTEST: \_\_\_\_\_ Commissioner Jennifer Taylor, Secretary (District 2)  
Wanda Scharfe, Minutes Taker

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Commissioner Todd Kingston, President (District 3)