

**Port of Skamania County
Minutes of the Board of Commissioners
October 17, 2023**

In attendance: Commissioner Taylor, Commissioner Broughton, Commissioner Kingston, Director Pat Albaugh, Finance Manager Cindy Bradley, Auditor Monica Masco, Attorney Seth Woolson (Zoom),

Absent: Facilities Manager Doug Bill, Minute Taker Wanda Scharfe

Guests: Skamania Pioneer

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

Public Comment: No public comment

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

09-19-2023, Minutes

2. Approval of Vouchers

Pre-Issued Voucher Approval 10/05/2023 \$60,409.31

21871-21892 (Checking)

Electronic Fund Transfers (EFT) 10/02/2023-01 thru 10/05/2023-09

General Fund Voucher Approval 10/20/2023 \$74,826.11

21893-21905(Checking)

Electronic Fund Transfers (EFT) 10/20/2023-01 thru 10/20/2023-06

Commissioner Broughton made a motion; Commissioner Kingston seconded the motion to approve consent agenda items 1 through 2 as presented. All voted in favor and the motion carried unanimously.

Commissioner's Reports: Commissioner Taylor indicated that she is interested in service on the City of Stevenson's Sewer Ordinance Advisory committee. The commission felt that it would be best for Commissioner Taylor to serve as a community member.

Commissioner Broughton reported that the EDC loan program has had a lot of loan request.

Executive Director Report: Pat Albaugh reported that Skamania Acupuncture will be terminating their lease at the end of October. The space is actively being shown and marketed. A yoga instructor is asking to use the space until a new tenant is located. We will need a License Agreement and charge for this usage. The Port has been advertising for a regular maintenance staff person. This person is the succession plan for staff retirement. Administration staff will be attending several conferences in the next couple weeks. We have not heard from US Army Corps of Engineers (USACE) lately. USACE has done a great job of cleaning up the property.

Facilities Update: Doug Bill is on vacation. Staff is doing turf maintenance and working on the parks.

Attorney's Report: No report

Finance Report: Cindy Bradley presented the financial report. High One has paid their payment plan agreement in full and Skamania County has reimbursed CBP rock crushing expenses from the .09 fund.

Business:

Preliminary Budget Review:

Staff reviewed the proposed budget for Salaries/Personnel, Leases, Capital Projects, and Property Tax Levy with the Commission. A discussion ensued. The Commission will be holding a Budget hearing at the November 14 meeting. The budget will be adopted after the budget hearing.

Staff Wage Ranges

Commissioner Kingston made a motion; Commissioner Broughton seconded the motion to approve the Facilities Specialist II wage range between \$18 and \$35 per hour and the Facilities Manager wage range between \$25 and \$50 per hour. All voted in favor and the motion carried unanimously.

Skamania EDC / Washington Investment Fund (WIF) – Payoff Request

Commissioner Kingston made a motion; Commissioner Broughton seconded the motion to approve authorize Executive Director Pat Albaugh to pay the Washington Investment Fund line of credit. All voted in favor and the motion carried unanimously.

Cascades Business Park – PBS Engineering Proposal for Streetlights

Commissioner Kingston made a motion; Commissioner Broughton seconded the motion to accept the proposal and authorize Executive Director Pat Albaugh to enter into the agreement with PBS Engineering for the scope of work as presented. All voted in favor and the motion carried unanimously.

Skamania Economic Development Shared Services 2023 Third (3rd) Quarter Performance

Commissioner Kingston made a motion; Commissioner Broughton seconded the motion to approve to approve the performance of the Skamania Economic Development Council Shared Services contract for the 3rd Quarter of 2023. All voted in favor and the motion carried unanimously.

Teitzel Lease – Skamania Lawyer, PLLC – Donald Collins

Commissioner Kingston made a motion; Commissioner Broughton seconded the motion to ratify the month-to-month Skamania Lawyer, PLLC lease as presented for the North Bonneville lease Suite C-1 located in the Teitzel building for a monthly lease rate of \$175.00 plus Washington State Leasehold tax in the amount of 12.84% effective October 5, 2023. The Commission acknowledges that the security deposit is less than the 1-year statutory requirement. All voted in favor and the motion carried unanimously.

DryBox Shipping Container Purchase

Commissioner Kingston made a motion; Commissioner Broughton seconded the motion to authorize the purchase of a 40 ft shipping container with a rollup door in the amount of \$5,869.65. All voted in favor and the motion carried unanimously.

Adjourned: Meeting adjourned at 5:43 p.m.

APPROVED BY:

Commissioner Ray Broughton, Secretary (District 1)

ATTEST: _____
Cindy Bradley, Minutes Taker

Commissioner Jennifer Taylor, President (District 2)

Commissioner Todd Kingston, Vice President (District 3)

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