

**Port of Skamania County**  
**Minutes of the Board of Commissioners**  
**November 14, 2023**

**In attendance:** Commissioner Taylor, Commissioner Broughton, Commissioner Kingston, Director Pat Albaugh, Finance Manager Cindy Bradley, Auditor Monica Masco, Attorney Seth Woolson (Zoom), Facilities Manager Doug Bill, Minute Taker Wanda Scharfe

**Absent:**

**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**

- October 17, 2023 Minutes

**2. Approval of Pre-Issued General Fund Vouchers \$17,476.00**

- 21906 - 21907 (Checking)
- Electronic Fund (EFTs) #11/03/2023-01 thru #11/03/2023-05

**Approval of General Fund Vouchers \$227,988.41**

- 21908 – 21937 (Checking)

**3. License Agreements:** Week-to-Week Agreements to use the Suite 40 yoga studio in the Tichenor Building, Stevenson WA.

- Peggy Thompson
- Jill Szubinski

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

**Executive Director Report:** Director Albaugh remarked that the Port should be proud of their current financial position while continuing to complete projects and improve Port properties. The position also allows the Port provided security to take advantage of opportunities as they arise. He met this past week with Sarah Kohout of Marie Perez's office, and it appears that the federal appropriation may not be in jeopardy but is still not guaranteed.

The Chamber of Commerce will be remodeling their office. They have contacted the Port regarding short-term options for January through March 2024. Since the Tichenor Suite 40 is unoccupied he asked to consider holding the space for their use. He recommended working with them as a community economic partner. The U.S. Army Corp of Engineers has indicated they will be issuing a lease upon completion of a pending land survey.

### **Budget Hearing**

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

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

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

**Commissioner's Reports:** No report

**Facilities Update:** Doug Bill informed the Commission the facilities staff are in the processes of winterizing outdoor restrooms and will soon begin on holiday lighting. The boat launch dock has been removed for repairs due to damage sustained from high east winds. The annual LNI consultation is scheduled for November 16<sup>th</sup>. On December 6<sup>th</sup> and 7<sup>th</sup> the annual testing of the fire alarm system and fire extinguisher inspections have been scheduled for the Tichenor, River Point and Teitzel Buildings. The Tichenor building has also been scheduled for a five-year inspection of the Sprinkler System. It was noted that the Beacon Rock Golf Course club house needs a roof.

**Finance Report:** Cindy Bradley presented the financial report.

**Attorney's Report:** No report

### **Business:**

#### **Skamania EDC Shared Services Agreement**

Commissioner Kingston made a motion; Commissioner Broughton seconded the motion to approve the Skamania EDC Shared Services Agreement as presented in the amount of \$100,374.00 All voted in favor and the motion carried unanimously.

#### **Discussion / Action – Resolution 9-2023 Adopting 2024 Tax Levy**

Commissioner Kingston made a motion; Commissioner Broughton seconded the motion to adopt Resolution 9-2023 accepting and approving the 2024 Port ad valorem Tax Levy with a regular property tax levy for 2024 of \$358,832.71 which is an increase of 1 percent over the

\$355,279.91 collected in 2023, plus an increase amount resulting from the addition of new construction and improvements to property of \$6,017.72.

**Resolution 10-2023 Adopting 2024 Budget**

Commissioner Kingston made a motion; Commissioner Broughton seconded the motion to adopt Resolution 10-2023 accepting and approving the 2024 Budget in the amount of \$2,710,674.00.

**Port of Skamania County Meeting Schedule** No Action taken

**Skamania Acupuncture Clinic / Thomas Meade**

Commissioner Kingston made a motion; Commissioner Broughton seconded the motion directing Director Albaugh to create a monthly payment plan for the existing past due balance. The Commission authorizes waiving the late fees if the payment plan is followed.


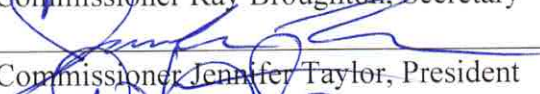

**2024 Docking Rates & Policy**

Commissioner Kingston made a motion; Commissioner Broughton seconded the motion to approve the 2024 Docking Rates and Policy as presented.

**Adjourned:** Meeting adjourned at 5:27 p.m.

**APPROVED BY:**

ATTEST:   
Wanda Scharfe, Minutes Taker

  
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Commissioner Ray Broughton, Secretary (District 1)  
  
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Commissioner Jennifer Taylor, President (District 2)  
  
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Commissioner Todd Kingston, Vice President (District 3)