

**Port of Skamania County**  
**Minutes of the Board Commissioners**  
April 13, 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, Executive Director Pat Albaugh, Port Attorney Ken Woodrich, Port Auditor Monica Masco, Finance Manager Cindy Bradley, Wanda Scharfe Minute Taker

**Absent:** Commissioner Jennifer Taylor, Facilities Manager Doug Bill

**Guests:** Levi Strayer, Philip Watness

**Public Comment:** None

**Consent Agenda:**

--MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down and 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 reported on the activities of the Skamania EDC.

**Director's Report:** Director Albaugh informed the Commissioners that due to their popularity the Port is working on adding more musical instruments to Teo Park. Funds to be sought through the SW Community Foundation. Conceptual plans are ready for the review of the Cascades Business Park Advisory Committee. An ad has been placed for part-time seasonal help. Tichenor and River Point Building Tenants were asked to tidy up the outside areas of their spaces.

**Facilities Report:** Director Albaugh updated the Commissioners on the current activities of the facilities department. The much-needed new mower works great. The unscheduled replacement of a hot water heater at BRGC and a heat unit in the Sky building have been the weeks focus. They are in process of replacing panels on the changing room at Bob's Beach and are also working on other seasonal readiness projects.

Finance Manager Cindy Bradley noted that the EDC will be hosting a PubTalk on June 8<sup>th</sup>. The plan includes a soft opening of the Waterfront Trail Project. The arrival of Covid-19 cancelled the scheduled Waterfront ribbon cutting celebration last year.

**Finance Report:** Finance Manager Cindy Bradley noted with the exception of one tenant all other tenants are current with Skunk Brothers being one month behind. Revenue is above budget and current expenses are below budget. Notable income this month was property tax.

**Attorney's Report:** No notables

**New Business:**

**Trout Creek Field Pre- Closing Documents**

Director Albaugh introduced Amendment 2 to the Purchase and Sales Agreement assigning Smokey Bear Holding LLC as purchaser and the preclosing documents from the Columbia Gorge Title Company for the April 20<sup>th</sup> Trout Creek Field closing.

Levi Strayer noted that the Microgreens greenhouse business has grown ten-fold despite Covid-19 and they are off to an exceptional start. They just received the permit for a 10,000 square foot building. Looking for contractors is the next step.

--MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down and seconded the motion to approve the Wind River Biomass Utility's assignment to Smokey Bear Holdings LLC as the purchaser as allowed in section 22 of the Purchase and Sales Agreement. All voted in favor and the motion carried unanimously.

**Skamania Economic Development Council Shared Services Quarterly Contract Review**

Director Albaugh reminded the Commission that this will be a quarterly process as per the recommendation of the State Auditors.

--MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down and seconded the motion to approve the performance of the Skamania Economic Development Council Shared Services Quarterly Contract. All voted in favor and the motion carried unanimously.

**Records Officer**

--MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down and seconded the motion to appoint Wanda Scharfe as the Port of Skamania County records officer. All voted in favor and the motion carried unanimously.

**eFileCabinet**

Director Albaugh presented data for eFileCabinet for an electronic document service. The service cost would be split with the EDC and each entity would be kept securely separate. The process will assist with records management, streamline records requests in addition to other benefits such as task management.

--MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down and

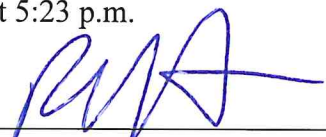
seconded the motion to direct Director Albaugh to enter into an agreement with an eFileCabinet Contract and Service Agreement. All voted in favor and the motion carried unanimously.

**Other Business:**

**Executive Session:** None

Commissioner Kingston adjourned the meeting at 5:23 p.m.

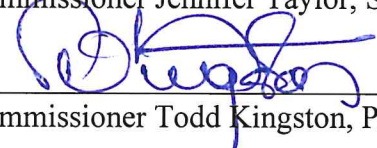
**APPROVED BY:**



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

ATTEST:   
Wanda Scharfe, Minutes Taker

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



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