

Port of Skamania County
Minutes of the Board Commissioners
October 19, 2021
Regular Meeting
Zoom Meeting

Call to Order: Commissioner Kingston called the meeting to order at 5:01 p.m.

In attendance: Commissioner Todd Kingston, Commissioner Ray Broughton, Commissioner Jennifer Taylor, Executive Director Pat Albaugh, Port Attorney Ken Woodrich, Finance Manager Cindy Bradley, Port Auditor Monica Masco, Wanda Scharfe Minute Taker

Guests: Philip Watness

Public Comment: No Public Comment Received

Consent Agenda: The following items were presented for Commissioners' approval. (Consent agenda items are intended to be passed by a single motion to approval all listed actions. If discussion of an individual item 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.

Approval of the Minutes

1. September 21, 2021, Regular Meeting

Voucher Approvals

2. Approval of Pre-issued General Fund Vouchers 20527-20542 for \$16,166.66 (4-28-2021)
3. Approval of Pre-issued General Fund Vouchers \$47,093.41 (10-05-2021)
 - 21001-21022 New Account (Checking)
 - Four (4) Electronic Fund (EFT)
4. Approval of General Fund Vouchers \$61,417.81 (10-20-2021)
 - 21023-21041
 - Nine(9) EFT Transactions

-MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down and seconded the motion to approve the consent agenda items 1 through 4 as presented.

All voted in favor and the motion carried unanimously.

Commissioner Updates: Commissioner Broughton gave updates on the Skamania EDC. Commissioner Kingston updated the commission on the Chamber of Commerce..

Director's Report: Director Albaugh discussed meetings with EDA, Ecology, Maul Foster & Alongi, MCEDD, and CFM advocates regarding environmental work grants, and other funding opportunities. for the Cascades Business Park. He has scheduled meetings with David Hodges and Gina Mosbrucker this week.

Facilities Report: Doug Bill informed the Commission that work will begin on repairing the floor in the Red Barn.

Attorney's Report: Attended the fall Municipal Attorney Conference.

Finance Report: Finance Manager Cindy Bradley reviewed the monthly and yearly budget totals to date. She noted the CERB grant has been paid for in full. The RTC TAP grant will be closed as soon as replanting is finished. Notable expenses were reviewed. Skunk Brothers is presently 60 days behind and arrangements are being made to get caught up.

New Business:

2022 Budget: Line -item budget items were reviewed. Conservative allowances were used in projected revenues. Proposed changes in Stevenson Landing charges were discussed.

SEDC 2022 Professional Services Contract and Shared Services: The contracts were presented and have been reviewed by Director Albaugh and Attorney Woodrich.

Cascade Business Park Building Concept: The conceptual building design was reviewed. This concept will be submitted with grant applications for the Cascades Business Park.

Columbia Riverside Lodge (CRL) Easement: CRL is for sale. Potential buyers are requesting a boundary line adjustment between Bob's Beach and Riverside Lodge property line. Attorney Woodrich suggested a boundary line adjustment would maintain current uses. More to come.

2019 & 2020 Accountability Audit: Director Albaugh informed the commission that Washington State Auditors completed their audit. Port Auditor Monica Masco reported the process went smoothly and complimented staff.

-MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down and seconded the motion to acknowledge the Washington State Accountability Audit for 2019 & 2020 as conducted by the Washington State Auditor to ensure Port operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources. All voted in favor and the motion carried unanimously.

Resolution 12-2021 Deposit Exemption

Director Albaugh presented the Resolution 12-2021

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve Resolution 12-2021 exempting daily deposit requirements as per RCW 43.09.240 allowing one deposit a week at a minimum. All voted in favor and the motion carried unanimously.

Resolution 14-2021 Authorize Pre-Issued Warrant Increase

Director Albaugh presented Resolution 14-2021

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to adopt Resolution 14-2021 increasing the Pre-Issued Warrant Limit to nine hundred fifty thousand dollars (\$950,000). All voted in favor and the motion carried .

Tichenor Suite 70E Use Agreement

Director Albaugh presented a Use Agreement for Phloem Studios, LLC

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve a month to month use agreement between the Port of Skamania and Phloem Studios, LLC for the space known as Suite 70E in the Tichenor Building beginning November 1, 2021 , with the lease rate of \$127.50 plus Washington State Leasehold tax. There will be no additional security deposit which the Commission acknowledges is less than the 1 – year statutory deposit. All voted in favor and the motion carried.

Tichenor Lease Suite 90B Xavier Gates

Director Albaugh presented a lease for Xavier Gates.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to ratify a month-to-month lease between the Port of Skamania and Xavier Gates for the space known as Suite 90B in the Tichenor Building beginning October 15, 2021 with the lease rate of \$153.00 plus Washington State Leasehold tax. The Commission acknowledges the security deposit of \$306.00 is less than the 1-year statutory deposit. The Commission acknowledges the security deposit is less than the 1-year statutory deposit. All voted in favor and the motion carried.

Other Business:

Executive Session: Commissioner Kingston called for an Executive Session per RCW 42.30.110 (i) to include himself, Commissioners Broughton, and Taylor as well as Port Director Pat Albaugh and Attorney Ken Woodrich. The session began at 6:35 and ended at 6:50 p.m.

Commissioner Kingston adjourned the meeting at 6:52 p.m.

[Signatures Next Page]

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)

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