

Port of Skamania County

Minutes of Board of Commissioners December 16th, 2025

In Attendance: Commissioner Taylor, Commissioner Kingston, Director - Pat Albaugh, Finance Manager – Cindy Bradley (zoom), Facilities Manager – Doug Bill, Auditor- Monica Masco, Minute Taker- Annette Sabourin and Attorney Seth Woolson (Zoom)

Absent: None

Call to Order: Commissioner Kingston called the meeting to order at 5pm

Public Comment: Cody Rosander- City of Steveson Public Works Director gave an update on the Cascade Ave utility project.

Changes to the Agenda: No changes.

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.)

1. Consideration of the Minutes
 - November 18th, 2025, Minutes

2. Consideration of Pre-Issued General Fund Vouchers **\$17,052.23**
 - 22811-22812
 - EFT 12/05/2025 – 01 thru 12/05/2025 - 05
 - Dated 12/05/2025

- Consideration of Pre-Issued General Fund Vouchers **\$53,387.33**
 - 22813-22826(Checking)
 - Dated 12/09/2025

- Consideration of General Fund Vouchers **\$21,192.09**
 - 22827-22837
 - EFT 12/19/2025 - 01 thru 12/19/2025 – 04
 - Dated 12/19/2025

Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve the consent agenda. All in favor, motion carried.

Commissioner & Staff Reports

Attorney's Report: Nothing to report.

Finance Manager's Report: Cindy Bradley presented the financial report. With the exception of a couple, tenants are up to date. Tenants such as Skunk Bros and Clark and Lewies continue to communicate and make efforts to get current. Knucklebusters is a topic for future meetings.

Facilities Manager's Report: Doug Bill reported water issues due to the main water project and the recent amount of rainfall. Doug reported that the dump truck has been sold to the city of North Bonneville. He told the Commission that the ballyard on the pathway has been hit and required minimal repair which has been completed.

Commission Update: No Commissioner updates

Executive Director Report: Director Albaugh updates the Commissioners that the Port has sent a copy of its employee manual to Port Attorney, Seth and his team for review and updating. This will be presented to the Commission at a future meeting. Pat gave a brief update on the community holiday luncheon that has recently been held. He mentioned that it was well attended and that its current location, the Hegewald Center is a good fit.

New Business & Administrative Approvals

3. Consideration- to approve Arrowhead Accounting 2026 Professional Services Agreement

Commissioner Broughton made a motion to approve the Arrowhead Accounting 2026 Professional Services Agreement as presented. Commissioner Taylor seconded the motion. All in favor. Motion carried.

4. Consideration - to approve Jacque Lemon's Lease

Commissioner Broughton made a motion to approve Jacque Lemon's lease. The Commission acknowledges the security deposit is less than the 1-year statutory deposit. Commissioner Taylor seconded the motion. All in favor. Motion carried.

5. Consideration of approval- Re-statement of Teitzel leases to reflect changes in utility charges and billing for the following: Spehros Environmental Sciences & Data (Four Peaks), Correna Smith, Skamania Lawyer, Pacific Crest Trail Association

Agenda item 5 was tabled.

6. Consideration of approval- Office of the Washington State Auditor final report for 2023-2024 Accountability Audit.

Commissioner Broughton made a motion to acknowledge the Washington State Accountability Audit for 2023 – 2024 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. Commissioner Taylor seconded. All in favor. Motion carried.

Adjourned: Meeting adjourned at 5:19 pm

APPROVED BY:

Commissioner Ray Broughton, (District 1)

Commissioner Andrew Taylor, (District 2)

Commissioner Todd Kingston, (District 3)

ATTEST:

Annette Sabourin, Minute Taker