

**Port of Skamania County
Minutes of the Board Commissioners
December 13, 2022**

In attendance: Commissioner Kingston, Commissioner Broughton, Commissioner Taylor (Zoom), Director Pat Albaugh, Finance Manager Cindy Bradley, Attorney Ken Woodrich (Zoom), Facilities Manager Doug Bill , Minute Taker Wanda Scharfe

Absent: Auditor Monica Masco

Guests:

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

Public Comment: No Public Comment has been received

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

November 15, 2022, Minutes

2. Approval of Pre-Issued General Fund Vouchers

21501-21516 New Account (Checking) **\$84,165.71**
Electronic Fund (EFTs) #11-18-2022-01 thru 11-18-2022-05

21501-21516 New Account (Checking) **\$40,748.86**
Electronic Fund (EFTs) #12-05-2022-01 thru 12-05-2022-05

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded to approve consent agenda items 1 through 2. All voted in favor and the motion carried unanimously.

Authorization to purchase a John Deere Gator not to exceed \$13,000.00.

Director Albaugh presented an estimate and proposal to purchase a John Deere Gator replace the 1995 Chevy GK2 (Red Truck) for local facilities use.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded to authorize the purchase of a John Deere Gator not to exceed \$13,000.00 All voted in favor and the motion carried unanimously.

High One LLC Deferred Payment Agreement

Director Albaugh presented a Deferred Payment Agreement for High One LLC's past due balance. The deferment was requested by High One LLC at the November Commission meeting.

--MOTION-- Commissioner Broughton made a motion; Commissioner Taylor seconded to approve the Deferred Payment Agreement for High One LLC as presented. The deferred amount of \$23,711.56 shall be paid in 4 equal payments of \$5,927.89, or more, in the following schedule: March 1, 2023, June 1, 2023, September 1, 2023, and December 1, 2023. The deferred balance shall be paid in full on or before December 1, 2023. All voted in favor and the motion carried.

Discovery II/Teitzel – Simon Lamb Lease

Director Albaugh presented a lease for Suite C-5 in the Discovery II-Teitzel Building.

--MOTION-- Commissioner Broughton made a motion; Commissioner Taylor seconded to approve the lease with Simon Lamb as a Sole Proprietor for a month-to-month lease of Suite C-5 in the Discovery II/Teitzel Building. The monthly lease rate shall be \$171.71 plus Washington State Leasehold tax in the amount of 12.84 % effective December 1, 2022. The Commission acknowledges the security deposit is less than the 1-year statutory requirements. All voted in favor and the motion carried.

Waterfront Development Project - Identify 7 Port Parking spaces

Director Albaugh presented a request to identify and designate 7 Port designated parking spaces within 1000 feet of the proposed Waterfront Motel to be included in the parking plan to fulfill the City of Stevenson permit requirements.

-- MOTION-- Commissioner Broughton made a motion; Commissioner Taylor seconded to authorize Director Albaugh to work with DGI Commercial Construction Company to identify and designate 7 Port Parking spaces within 1000 feet from the development sight to meet the permit requirements. All voted in favor and the motion carried.

Resolution 17-2022 Authorizing Pre-Issued Warrant Increase

Director Albaugh presented Resolution 17-2022. Finance Manager Bradley informed the Commission on the need for the increase.

---MOTION-- Commissioner Broughton made a motion; Commissioner Taylor seconded to adopt Resolution 17-2022 increasing the Pre-Issued Warrant Limit to eight hundred and fifty thousand dollars (\$850,000.00). All voted in favor and the motion carried.

2023 Draft Stevenson Landing Policy & Fees

Director Albaugh presented and reviewed the proposed changes for the 2023 Landing Facility Use Fees & Policy and the Summary.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded to approve the 2023 Stevenson Landing Policy and Rate Summary as presented. All voted in favor and the motion carried.

Commissioner Taylor left the meeting at 5:15 p.m.

Commissioner’s Reports: No Notables

Executive Director Report: Pat Albaugh updated the Commissioners on a recent meeting held with the potential waterfront developers. The city outlined permit & project requirements. The City’s engineering consultant expressed a concern with the City’s sewer ability to handle the capacity needed from the lift station to the sewer plant. They will evaluate. Director Albaugh followed up with Ecology regarding the Phase II environmental assessment and the Port request to remove the deed restrictions since there were no findings above the threshold. The Port’s analysis and request was submitted in July 2022; Ecology indicated it could take several more months to process.

Facilities Update: Doug Bill noted the annual fire testing was conducted on Dec. 12 & 13th. He also reported on the standard facility tasks and noted that the snowplow purchased last year has already needed repairs. The warrantee ended last month.

Attorney’s Report: No notables to report.

Finance Report: Cindy Bradley presented the November financial reports. The income and expense notables were reviewed. She noted there are no delinquent accounts.

Adjourned: Meeting was adjourned at 5:24 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)