

**Port of Skamania County**  
**Minutes of the Board Commissioners**  
September 21, 2021  
Regular Meeting  
*Zoom Meeting*

**Call to Order:** Commissioner Kingston called the meeting to order at 5:00 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:**

**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. August 18, 2021, Regular Meeting

**Voucher Approvals**

2. Approval of Pre-issued General Fund Vouchers
  - 20728-20754 for \$55,275.45 (9-3-2021)
  - 20755-20776 for \$31,126.56 (9-20-2021)

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

**Commissioner Updates:** Commission Broughton informed the Commissioners that the EDC received the last million dollars for the WIB funds from the 1986 National Scenic Area fund.

**Director's Report:** Director Albaugh noted the onboarding to the MCEDD board. It was noted office staff had an online meeting with MCEDD and Maul Foster and Alongi as a pre-grant 5 Million EDA application meeting. The focus will be development of infrastructure on half of the project and for one building to get the project moving. He noted the latest infrastructure bill has 2.5 billion dollars allocated to Ports. We will be monitoring this fund as a potential source for potential modifications to Stevenson Landing to accommodate two (2) boats. Work continues on the Budget for 2022. Preliminary budget has been available since Sept 15<sup>th</sup>. He indicated he would like to include in the 2022 budget \$55,000 for a mini excavator and \$45,000 for a shop storage facility to be located at the Red Barn.

### **Facilities Report**

Director Albaugh presented the facilities report. Doug Bill's expects to have information on a return-to-work date in October and information on potential work restrictions. It was noted there was a brief power outage that affected the Tichenor building today as PUD replaced some service equipment. The Port will have a tree service trim up some broken branches that require a tree climber on the Stevenson Properties. An arborist has been on site at the Beacon Ridge Golf Course and has indicated tree trimming and one tree removal.

**Finance Report:** Finance Manager Cindy Bradley noted that the expenses over revenue this month was due to the large annual insurance premium to Enduris. CERB billing has been completed, we are waiting for final payments. Noted the tour boats are listed on the delinquency report and historically have been slow to start paying each season. It was noted the LDB/Ryan note has been paid in full. The Port audit is underway with an online pre-audit meeting with the State Auditor today. The audits are being done on-line this year. She indicated she expects the need to increase the pre-issued voucher limit in October. The banking change from the County Treasurer Office to Umpqua bank is almost complete with deposits going into the Umpqua account. Check supplies arrived today and once the accounts are closed at the County the transition will be complete.

**Attorney's Report:** No notables to report.

### **New Business:**

#### **Resolution 11-2021**

Director Albaugh presented the Resolution 11-2021 to authorize closing the cash and investment accounts at Skamania County.

--MOTION--Commission Broughton made a motion; Commissioner Taylor seconded the motion to approve Resolution 11-2021 authorizing Pat Albaugh, Port of Skamania County Treasurer to close cash and investment accounts with the Skamania County Treasurer Office and deposit funds in the Port of Skamania account at Umpqua Bank. All voted in favor and the motion carried unanimously.

#### **Maul Foster Alongi Consulting contract**

Director Albaugh informed the Commission the contract is pending. It will be a \$300,000 contract with Maul Foster Alongi for professional services. The deliverable is to get us through the Department Ecology Grant.

--MOTION--Commission Broughton made a motion; Commissioner Taylor seconded the motion authorize and direct Pat Albaugh Executive Director to enter into a contract with Maul Foster Consulting not to exceed \$300,000 for the purpose of professional services to meet the Washington State Department of Ecology's Integrated Planning Grant requirement after review by the Director and Port Attorney. The contract will be subject to ratification by the Port Commission. All voted in favor and the motion carried unanimously.

#### **Total Shield Amendment – Skye Building North Bonneville**

Director Albaugh presented the lease amendment for Total Shield

--MOTION--Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to ratify Amendment 3 extending the lease through October 31, 2021 for the Skye Building in North Bonneville. All voted in favor and the motion carried.

**Rachele Rice Lease – Teitzel Building North Bonneville**

Director Albaugh presented a lease for Rachel Rice.

--MOTION--Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to ratify lease between the Port of Skamania and Rachele Rice for the space known as suite C-4 in the Teitzel Building in North Bonneville. The monthly lease rate will be \$150.00 per month plus Washington State Leasehold Tax. The Commission acknowledges the security deposit is less than the 1-year statutory deposit. All voted in favor and the motion carried.

**MCEDD Intergovernmental Agency Agreement for Stevenson Landing**

Director Albaugh presented the agreement for the funding to develop initial plans to redesign the Stevenson Landing to accommodate two ships.

--MOTION--Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to authorize the MCEDD Intergovernmental Agency Agreement as presented *in the amount of \$17,330.00*. All voted in favor and the motion carried.

**PBS Engineering Concept Contract**

Director Albaugh presented the contract with PBS Engineering for an initial redesign the Stevenson Landing to accommodate two ships.

--MOTION--Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the PBS Engineering Concept Design contract for \$17,330.00 as presented. All voted in favor and the motion carried.

**Other Business:**

**BRGC Caretaker Cottage**

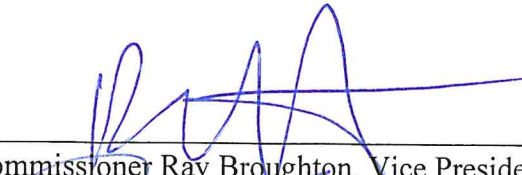
Commission gave direction for Director Albaugh to proceed with informing Mark Mayfield, Beacon Rock Golf Course Manager that they declined the request to repair or replace the caretaker cottage, considering the unit as personal property not necessary for course management. Last known status the cottage was as a rental unit for a previous ground's superintendent indicating it is not instrumental for course management. The intended use was not as a source of income. According to the lease all subleases require Port Commission approval. The manager of the Beacon Ridge Golf Course will be able to replace the trailer as personal property at his own expense according to the lease.

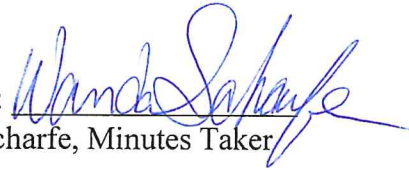
**Executive Session:** None

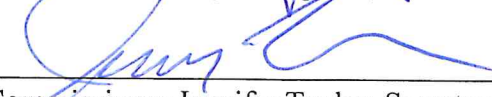
Commissioner Kingston adjourned the meeting at 5:46 p.m.


[Signatures appear on 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)