

# Port of Skamania County

## Minutes of Board of Commissioners September 16, 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:** Commissioner Broughton

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

**Public Comment:** No public comment

**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
  - August 19, 2025, Minutes
  
2. Consideration of Pre-Issued General Fund Vouchers **\$18,903.62**  
22708-22709(Checking)  
Electronic Fund Transfers (EFT) 09/05/2025-01 thru 09/05/2025-05
  
- Consideration of Pre-Issued General Fund Vouchers **\$37,156.37**  
22710-22732(Checking)  
Dated 09/11/2025
  
- Consideration of General Fund Vouchers **\$15,557.15**  
22733-22734(Checking)  
Electronic Fund Transfers (EFT) 09/19/2025 -01 thru 09/19/2025 -04  
Dated: 09/19/2025

Commissioner Taylor made a motion; Commissioner Kingston 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 and reported that the operating budget is on track. Tenants behind continue to make payments. Audit is in process and the pre-liminary budget is available for review.

**Facilities Manager's Report:** Doug Bill reported an update on ongoing maintenance activities, including AC repairs during the hot weather, fixing the irrigation systems, and that fall and winter preparation has begun. The Cascade Road Construction project has begun; the city will help manage parking along the construction area. The docks at the boat ramp will be pulled out soon. The crack on the pathway has been repaired.

**Commission Update:** No Commissioner updates

**Executive Director Report:** Pat Albaugh updated the Commissioners on MCCED's request for the Port to partner with them to inquire the use of some USDA grant money. A discussion ensued. Phloem Studio will be vacant soon. This is a 4,000sqft space.

### **New Business & Administrative Approvals**

Consideration to ratify new lease agreement with Bear and Crane Massage

Commissioner Taylor made the motion to ratify the new lease agreement with Bear and Crane Massage, a month-to-month lease at the rate of \$310.00 plus lease hold tax as presented. The Commission acknowledges that the security deposit is less than the statutory one-year minimum. Commissioner Kingston seconded the motion. All in favor. Motion passed.

Consideration to ratify new lease agreement with Nota Bene, LLC

Commissioner Taylor made a motion to ratify the lease agreement with Nota Bene, LLC a month-to-month lease at the rate of \$302.99 plus lease hold tax as presented. The Commission acknowledges that the security deposit is less than the statutory one-year minimum. Commissioner Kingston seconded the motion. All in favor. Motion passed.

Consideration to approve the Wind River Business Park Water System Transfer and Sale

Commissioner Taylor made a motion to authorize Executive Director and Port Attorney to complete the legal transfer of the Wind River Business Park Water Facility once it has been accepted by Skamania County, for amount \$1.00. Commissioner Kingston seconded. All in favor. Motion passed.

Executive Session per RCW 42.30.110(i)

Commissioner Kingston called for 5min for Executive Session. In 5:28pm, out at 5:33pm.  
Commissioner Kingston called for an additional 5min. In: 5:33pm out at 5:38pm.

A discussion ensued. No decisions made.

Adjourned: Meeting adjourned at 5:38 pm

**APPROVED BY:**

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Commissioner Ray Broughton, Secretary (District 1)

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Commissioner Jennifer Taylor, Vice President (District 2)

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Commissioner Todd Kingston, President (District 3)

**ATTEST:**

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Annette Sabourin, Minute Taker