

# Port of Skamania County

## Minutes of Board of Commissioners June 17, 2025

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

**Absent:** Doug Bill- Facilities Manager

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

**Public Comment:** None

**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

- May 20th, 2025

2. Consideration of Pre-Issued General Fund Vouchers **\$14,368.51**

22600-22601(Checking)  
Electronic Fund Transfers (EFT) 06/05/2025-01 thru 06/05/2025-05

Consideration of Pre-Issued General Fund Vouchers **\$495.64**

22602-22603 (Checking)  
Dated 05/16/2025

Consideration of Pre-Issued General Fund Vouchers **\$26,000.00**

22604 (Checking)  
Dated: 06/03/2025

Consideration of Pre-Issued General Fund Vouchers **\$41,979.35**

22605-22628(Checking)  
Dated: 06/10/2025

Consideration of General Fund Vouchers **\$21,561.46**

22629-22636 (checking)  
Electronic Fund Transfers (EFT) 06/20/2025-01 thru 06/20/2025-04

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 and updated the Commission on Cascades Business Park's large variance in budgeted revenue and expenses are due to delay in construction projects. A Port tenant behind in payments continues to communicate with accounting and continues to make payments to get caught up.

**Commission Update:** No Commissioners had updates.

**Executive Director Report:** Pat Albaugh updated the Commissioners on the activities happening on the waterfront remarking that visitation is in full swing. As years past, along with the visitors comes some parking issues. Port staff continue to work on solutions. The Stevenson Farmers Market had a successful opening day. The Port attended two ribbon cuttings, one at the library for the new EV charging stations and for Wellness Moon, who leases from the Port. Art is here for the summer season to help maintain waterfront facilities on the weekends.

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

1. Discussion of proposed contract with PBS Engineering and Environmental LLC, a division of Apex Companies, LLC, to conduct a Traffic Impact Study to further the Cascade Business Park development permitting process. The contract will include current as well as future project permits (except for building), in an amount not to exceed \$18,000.

*Commission Taylor made the motion to approve the proposed contract with PBS Engineering, LLC, to conduct a traffic Impact Study for an amount not to exceed \$18,000.00. Broughton seconded the motion. All in favor. Motion carried*

2. Consideration of Tower Co. Letter of Intent- A discussion ensued.

*Commissioner Taylor made a motion to authorize Executive Director Albaugh and Port Attorney, Seth Woolsen to continue with further negotiations. Commissioner Broughton seconded the motion. All in favor. Motion carried.*

3. Consideration of purchasing a shipping container from Knucklebusters for \$3,000.00.

*Commissioner Taylor made a motion to authorize the Executive Director Pat Albaugh to purchase a shipping container for Port use in an amount of \$3,000.00 plus sales tax if applicable. Commissioner Broughton seconded the motion. All in favor. Motion carried.*

4. Consideration of the City of Stevenson permit application for Use of Right-of- Way and the Stevenson Shoreline Applications

*Commissioner Taylor made a motion to ratify the city of Stevenson permit application for Use of Right-of-Way and the Stevenson Shoreline Applications. Commissioner Broughton seconded the motion. All in favor. Motion carried.*

5. Consideration of new lease agreement with Atlas Therapeutic

*Commissioner Taylor made a motion to approve the new lease agreement with Atlas Therapeutic, a month-to-month lease at the rate of \$185.00 plus lease hold tax as presented. The commission acknowledges that the security deposit is less than the statutory one-year minimum. Commissioner Broughton seconded the motion. All in favor. Motion carried.*

Adjourned: Meeting adjourned at 5:22 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