

**Port of Skamania County**  
**Minutes of the Board Commissioners**

November 16, 2021

Regular Meeting

*Zoom Meeting*

**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:** Mark Mayfield (via phone), Randy McCauley

**Budget Hearing Called to Order:** Commissioner Kingston opened the Budget Meeting at 5:01 p.m. and called for public comment and questions from there Commissioners and there was none. Budget Hearing was closed at 5:02

**Commission Meeting Called to Order:** Commissioner Kingston called the Commission Meeting to order at 5:02 p.m.

**Public Comment:** Mark Mayfield petitioned the Commissioners to reconsider repairs of the trailer at Beacon Rock Golf Course by stating concerns regarding the value and that the county has it listed as housing. He feels the Port is inconsistent with its enforcement of the lease and stated his opinion the Port needs to replace the structure as housing for a golf superintendent. . The Port expressed concern the trailer is a hazard with minimal value due to it condition. The Port has slated the unit for demolition.

**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.

1. Approval of the Minutes
  - October 19, 2021 Minutes
2. Approval of Pre-Issued General Fund Vouchers \$48,961.79 (11/05/2021)
  - 21042-21060 New Account (Checking)
  - Four (4) Electronic Fund (EFT)
3. Approval of General Fund Vouchers \$40,232.06 (11/19/2021)
  - 21061-21078
  - Four (4) EFT Transactions
4. Skamania EDC 2022 Professional Services Contract
5. Skamania EDC 2022 Shared Services Contract

-MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the consent agenda items 1 through 5 as presented. All voted in favor and the motion carried unanimously.

**Commissioner Updates:** Commissioner Broughton noted the EDC Board's December meeting would include board training with Alison Hart of A. Hart Associates.

**Director's Report:** Director Albaugh informed the Commission that he is submitting a loan grant application to CERB for \$2,000,000. The EDA \$5,000,000 grant application is close to submission, and he noted that we have received a number of Letters of Support for the Cascades Business Park Project. The letters from Senators Cantwell and Murray's office are still pending. We are presently deep into the Dept. of Ecology planning grant and expect to be sampling in December & January. The combined Port, Skamania EDC, Chamber of Commerce, Small Business Development Center (SBDC), and Stevenson Downtown Association (SDA) Holiday Party will be December 7<sup>th</sup> from 11-2 at Maple Leaf Events. H.R. Answers has been contacted regarding a review of the Port's Personnel Manual and have given an estimate of \$2,520 for the review. Attorney Woodrich advised proceeding with the review and the consensus was to proceed. Director Albaugh noted a group of volunteers worked on the Riverpoint building enclosing the HVAC system, the Port purchased the construction supplies for the project. The volunteers logged a total of 120 volunteer hours and requested that the Port pay their lunch which was agreed to, however the tab included \$32 for beer. The total bill was \$145.94. Director Albaugh asked the board to authorize the payment for the alcohol. The Commissioners noted the total of \$145.94 included alcohol. We are getting closer to getting draft plans to reconfigure the Landing to accommodate 2 vessels. Our rough depth soundings show we would most likely need extensive dredging. Director Albaugh is optimistic there could be funding in the infrastructure bill for Ports. Another consideration that pertains to the tour boats would be creating a tour bus turnaround / staging area off of Leaven's Point. The Red Barns floor replacement has been completed. The manlift will be used to complete some maintenance projects as well as hang some lights. Director Albaugh recently met an arborist at the Beacon Rock Golf Course and have found two hazard trees. Arrangements are being made to remove one and trim the another.

**Facilities Report:** Report was included in the Directors report.

**Finance Report:** Finance Manager Cindy Bradley reviewed the finance report, surmising the notables from the month. The bank account has been officially switched from Skamania County to Umpqua Bank. It was noted the October property tax will be reflected in the November financial report. One tenant is 60 days past due. The Executive Director will reach out to discuss a plan to get caught up.

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

**New Business:**

**Presentation:** Randy McCauley presented the idea of an event venue at the Cascades Business Park. Commission will entertain a proposal.

**December 21<sup>st</sup> Commission Meeting:** Director Albaugh noted that the December Commission meeting is scheduled for December 21<sup>st</sup>, 2021.

--MOTION—Commissioner Broughton made a motion, Commissioner Taylor seconded the motion to reschedule the December 21<sup>st</sup> 2021 5 p.m. commission meeting to December 14<sup>th</sup> 2021 at 5 p.m. All voted in favor and the motion carried.

**Paid Holiday Benefit and Employee Workweek:** Director Albaugh presented a suggestion to update the Personnel Manual defining the workweek. There was some confusion this summer for the seasonal and temporary staff in the calculation of weekly hours. He noted the new federally holiday Juneteenth should be addressed. A revision option for the Paid Holiday Policy was discussed which would allow staff to select the federal holidays they wish to observe, not to exceed the 11 existing paid days. Commissioners' consensus was to seek advisement on both topics with H.R. Answers when they are reviewing the Personnel Manual.

**Resolution 15-2021:** Director Albaugh presented the 2022 Tax Levy options.

--MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down and seconded the motion to adopt Resolution 15-2021 accepting and approving the 2022 Port ad Valorem Tax Levy with a regular property tax levy for 2022 of \$333,694.43, which is an increase of \$3,303.91 and a 1 percent over the \$330,390.52 collected in 2021, plus an increase amount resulting from the addition of new construction and improvements to property, of \$6,978.49, and an increase amount in the value of state assessed property of \$1,328.61. All voted in favor and the motion carried.

**Resolution 16-2021 2022 Budget:** The 2022 Budget was presented for review.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to adopt Resolution 16-2021 accepting and approving the 2022 Budget as presented. All voted in favor and the motion carried.

### **Indebtedness:**

Director Albaugh informed the commission that the EDA Grant requires a 1.25 million dollar grant match. He requested the Commission waive the restriction of the 2022 Port funds in order to meet the grant match, which would be temporary until the CERB grant or another source of financing can be acquired.

--MOTION—Commission Broughton made a motion; Commissioner Taylor seconded the motion to waive fund restrictions on 2022 Port funds to allocate funds for the EDA grant match. Commissioners Broughton and Taylor voted in favor; Commissioner Kingston opposed. The motion carried.

### **Kellogg Group Request**

Director Albaugh presented a requesting an outdoor wood fire pit for Clark and Lewies. The Commissioners denied the request over concerns about managing the fire pit during off hours.

**Teitzel Lease – Suite C2 & C3**

Director Albaugh presented a lease for Joseph Maier

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve a month to month lease between the Port of Skamania and Joseph Maier dba Choices Life Insurance for the office space in the Teitzel Building known as Suite C2 and C3 to Commence once the Washington State UBI has been acquired and reviewed by Director Albaugh, with a lease rate of \$300.00 per month plus the Washington State Leasehold Excise tax. The board acknowledges that the \$600 security deposit is less than the 1 – year statutory deposits. All voted in favor and the motion carried.

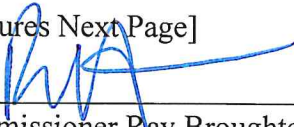
**Other Business:**

**Executive Session:** Commissioner Kingston called for an Executive Session per RCW 42.30.110 (c) to include himself, and Commissioners Broughton, as well as Port Director Pat Albaugh and Attorney Ken Woodrich. The session began at 6:06 and ended at 6:16 p.m. No decisions were made during the session.

Commissioner Kingston adjourned the meeting at 6:16 p.m.

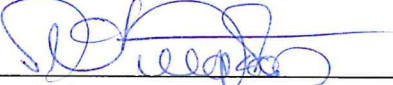
[Signatures Next Page]


**APPROVED BY:**

  
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Commissioner Ray Broughton, Vice President (District 1)

**Absent**

\_\_\_\_\_  
Commissioner Jennifer Taylor, Secretary (District 2)

  
\_\_\_\_\_  
Commissioner Todd Kingston, President (District 3)

ATTEST:   
Wanda Scharfe, Minutes Taker