

# Port of Skamania County

## Minutes of Board of Commissioners January 30, 2024

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

**Absentees:** None

**Guests:** None

**Call to Order:** Commissioner Taylor called the meeting to order at 1700.

**Public Comment:** No public comment(s).

**Changes to the Agenda:** No changes.

### **Annual Election of Officers:**

Commissioner Taylor introduced the annual election.

--MOTION—Commissioner Kingston made the motion; Commissioner Broughton seconded the motion to nominate Commissioner Kingston as President, Commissioner Taylor as Vice President, and Commissioner Broughton as Secretary starting February 2024. All voted in favor and the motion was carried unanimously.

### **Commissioners Appointed to Local Boards:**

Commissioner Taylor introduced the annual appointments.

--MOTION—Commissioner Kingston made the motion; Commissioner Broughton seconded the motion to nominate Commissioner Broughton to serve as Port of Skamania representative on the Skamania County EDC Board and Commissioner Taylor to serve as Port of Skamania representative on the WPPA Board of Trustees. All voted in favor and the motion was carried unanimously.

**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. Approval of the Minutes
  - December 12, 2023 Minutes
  
2. Approval of Pre-Issued General Fund Vouchers   **\$16,046.95**  
21992-21994 (Checking)  
Electronic Fund Transfers (EFT) 01/05/2024-01 thru 01/05/2024-05
  
- Approval of Pre-Issued General Fund Vouchers   **\$129,294.18**  
21995-22017 (Checking)

Approval of General Fund Vouchers **\$67,640.36**

22018-22024 (Checking)

Electronic Fund Transfers (EFT) 01/19/2024-01 thru 01/19/2024-10

3. Resolution 1-2024: Authorizing Pay Albaugh and Commissioner Kingston to sign checks.
4. Resolution 2-2024: Approval of Pre-Issued General Fund payment of claims not to exceed \$1,000,000.
5. Resolution 3-2024: Authorizing Pat Albaugh, Monica Masco, Cindy Bradley, and Commissioner Kingston to order Investment of Funds.
6. Resolution 4-2024: Appointment of Director Pat Albaugh as agent to receive claims for damages per RCW 4.96.020.
7. Resolution 5-2024: Acknowledging and Setting Port Commissioner Compensation rate for \$360 monthly salary and \$161 per diem per RCW 53.12.260 (2).
8. Resolution 6-2024: Authorizing Director Pat Albaugh to Sell and Convey surplus property less than \$10,000.
9. Approval of 2024 Arrowhead Accounting Contract for Auditing services.

--MOTION-- Commissioner Kingston made a motion; Commissioner Broughton seconded the motion to approve consent agent items 1 through 9 as presented. All voted in favor and the motion carried unanimously.

### **Commissioner & Staff Reports**

**Attorney's Report:** Nothing to report.

**Finance Manager's Report:** Cindy Bradley presented the December financial reports. The income and expense notables were reviewed. All leases are current. Gave a bit of background regarding the audit that completed. Auditors had one informal recommendation, but it was another clean audit.

**Facilities Update:** Doug Bill informed the Commissioners that there are working on a multitude of projects at the moment. Two dock sections have been in the process of being repaired. During the recent storm, they had three water breaks and multiple roof leaks. *Commissioner Taylor inquired about Knucklebusters as they had a Go Fund Me up due to repairs.* Beacon Rock Golf Course roof is in the process of receiving quotes to repair. Cascade Business Park (North Bonneville) – Street lights will be done in cooperation with City of North Bonneville staff. Gator recall fix per the company was to unplug that battery and they would get a resolution out. Doug put a kill switch in. Once basement of Port building is vacated, they will pour a concrete floor in the storage area.

**Commission Update:** Commissioner Broughton noted that the EDC is working on a good opportunity for the county and Weyerhaeuser. Nothing added by Commissioners Taylor or Kingston.

**Executive Director Report:** Pat Albaugh remarked that he'll be up in Olympia for the WPPA annual Port's Day at the Capital. The North Bonneville (CBP) streetlights project is moving forward as the PUD has received their \$300 and will now meet with us. Suite 40 – had 1 showing in January. Contemplating making individual office rentals which seems like the most likely scenario at this time. We are working to close out the two Ecology grants. One is with ecology where they will do one of three things: (1) accept the arsenic report as an anomaly, (2) require a clean-up, (3) issues a do-not-disturb order. Also working with Commerce to contract another grant (direct capital budget appropriation) for approximately \$1 million to be used in CBP. Pat reported going multiple rounds of paperwork required over the last 8 months.

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

1. Discussion / Action – EDC 4<sup>th</sup> Quarter 2023 Shared Services Agreement

--Motion-- Commissioner Kingston made a motion; Commissioner Broughton seconded the motion to approve the performance of the Skamania Economic Development Council Shared Services Contract. All voted in favor and the motion was carried unanimously.

2. Discussion / Action – Amendment No. 1 of the 2024 EDC Shared Services Agreement

--Motion-- Commissioner Kingston made a motion; Commissioner Broughton seconded the motion to approve amendment no. 1 of the 2024 EDC Shared Services Agreement. All voted in favor and the motion was carried unanimously.

3. Discussion / Action – Office of the Washington State Auditor final report for 2021-2022 Accountability Audit.

--Motion-- Commissioner Kingston made a motion; Commissioner Broughton seconded the motion to acknowledge the Washington State Accountability Audit for 2021 – 2022 as conducted by the Washington State Auditor to ensure Port operations complied, in all material aspects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources. All voted in favor and the motion was carried unanimously.

4. Discussion / Action – Skamania Courthouse Plaza [Park Plaza](#) | [Stevenson Washington](#)

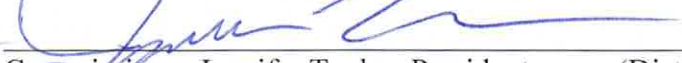
--Motion-- Commissioner Taylor made a motion; Commissioner Kingston seconded the motion to not take a stand on this topic. All voted in favor and the motion was carried unanimously.

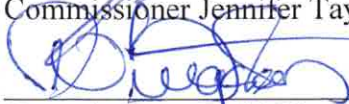
Adjourned: Meeting adjourned at 5:37 pm

**APPROVED BY:**

  
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Commissioner Ray Broughton, Secretary (District 1)

ATTEST:   
\_\_\_\_\_  
Stephanie Goetz, Minute Taker

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

  
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Commissioner Todd Kingston, Vice President (District 3)