

# Port of Skamania County

## Minutes of Board of Commissioners October 21, 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:** None

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

**Public Comment:** Cody Rosander, City of Stevenson, provided an update on the Cascade Ave Project. The project had a slow start but is now progressing. To minimize disruption on the Waterfront, the contractor has been working primarily at night. The sewer line is approximately halfway complete and is anticipated to be finished by the end of the week. Preparations are underway for pipe bursting, which will require a one-day service outage affecting both the east and west sides of Cascade Ave. A main waterline was broken during groundwork but was repaired promptly. The city shared feedback with the contractor regarding job-site cleanliness and the need to provide portable restrooms for crew use.

**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
  - September 16, 2025, Minutes

2. Consideration of Pre-Issued General Fund Vouchers **\*\*Corrected\*\*** **\$18,042.15**  
22600-22601(Checking)

Electronic Fund Transfers (EFT) 06/05/2025 -01 thru 06/05/2025 -05 Dated 06/05/2025

Beginning voucher No.	22600	
Ending voucher No.	22601	
Beginning EFT No.	06/05/2025 - 01	<b>should be 18,042.15</b>
Ending EFT No.	06/05/2025 - 05	
Total Voucher Amount	<b>\$18,042.15</b>	original minutes 6/17 approved 14,368.51
Dated:	6/5/2025	(formula didn't pick up 2833.64 & 840.00 Doug and VEBA)
		then corrected in minutes 7/15 approved 15,208.51
		(formula still doesn't pick up Doug 2833.64)
Beginning voucher No.	22602	
Ending voucher No.	22603	
Beginning EFT No.		
Ending EFT No.		
Total Voucher Amount	<b>\$495.64</b>	
Dated:	5/16/2025	
Beginning voucher No.	22604	
Ending voucher No.	22604	
Total Voucher Amount	<b>\$28,000.00</b>	
Dated:	6/3/2025	
Beginning voucher No.	22605	
Ending voucher No.	22628	
Total Voucher Amount	<b>\$41,979.35</b>	
Dated:	5/10/2025	

3. Consideration of Pre-Issued General Fund Vouchers 22735-22743(Checking) 09/24/2025	<b>\$4,877.16</b>
Consideration of Pre-Issued General Fund Vouchers 22744-22745(Checking) Electronic Fund Transfers (EFT) 10/03/2025 -01 thru 10/03/2025 -05 Dated 10/03/2025	<b>\$18,369.11</b>
Consideration of General Fund Vouchers 22746-22759(Checking) Dated 10/06/2025	<b>\$29,530.54</b>
Consideration of Pre-Issued General Fund Vouchers 22760-22761(Checking) Electronic Fund Transfers (EFT) 10/20/2025 -01 thru 10/20/2025 -04 Dated 10/20/2025	<b>\$15,850.69</b>
4. Consideration of General Fund Vouchers 22762-22775 (checking) Electronic Fund Transfers (EFT) 10/21/2025 -05 thru 10/21/2025 -05 Dated 10/21/2025	<b>\$44,640.88</b>

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. The operating budget is on track with a positive bottom line. Skamania Acupuncture and Sawtooth are current; Knucklebusters remains delinquent.

**Facilities Manager's Report:** Doug Bill reported seasonal winterization is underway. Irrigation repairs at Leavens are complete. Docks have been removed for the season. Facilities staff conducted a cleanup at the Sky Building following the departure of Knucklebusters, who left a significant amount of garbage and items.

**Commission Update:** No Commissioner updates

**Executive Director Report:** Director Albaugh reported the Port anticipates receiving a No Further Action letter from Ecology soon. Ecology has issued a no deed restrictions, allowing the Port to proceed with obtaining permits and beginning construction at Cascades Business Park; however,

some processes are slowed due to the federal government shutdown. The Stabler Water System Agreement has been approved by the county attorney and is expected to be placed on the County's agenda next month. Director Albaugh attended the PNWA conference and will attend the WPPA Small Ports Conference later this week.

**Budget Presentation**

Director Albaugh presented the 2026 Budget to the Commission. A discussion ensued.

**New Business & Administrative Approvals**

Consideration to approve- 2026 EDC Contract

Commissioner Taylor made the motion to approve the 2026 EDC Contract as presented. Commissioner Broughton seconded the motion. All in favor. Motion passes.

Consideration to ratify new lease agreement with United Path Ministries

Commissioner Taylor made the motion to ratify the new lease agreement with United Path Ministries, a month-to-month lease at the rate of \$3000.00 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 passed.

Adjourned: Meeting adjourned at 5:31 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