Port of Skamania County Board of Commissioners

Regular Meeting Minutes

Date: August 13th, 2026

Time: 1:00 p.m.

Location: 212 SW Cascade Ave, Stevenson WA 98648

Remote Attendance: Zoom participation available

Attendance

Commissioners Present

Commissioner Andrew Taylor
Commissioner Todd Kingston
Absent
Commissioner Ray Broughton

Staff Present

Pat Albaugh, Executive Director
Cindy Bradley, Finance Manager
Doug Bill, Facilities Manager
Annette Sabourin, Minute Taker
Seth Woolson, Attorney, attended by Zoom
Monica Masco, Auditor

Guests

No guests.

Call to Order

Commissioner Kingston called the meeting to order at 1:00 p.m.

Public Comment

No public comment.

Changes to the Agenda

No changes to the agenda.

Consent Agenda

The following items were presented for approval by a single motion:

1. Approval of June 11th, 2026 minutes

2. Approval of Pre-Issued Vouchers

- Vouchers 23022-23030, dated June 18,2026 in the amount of $24197.26, including EFT 06/18/2026-01 through 6/18/2026-04.
- Voucher 23031 dated July 3,2026 in the amount of $18,671.77 including EFT 07/03/2026-01through 07/03/2026-05.
- Vouchers 23032-23050 dated July 9,2026 in the amount of $67,604.73 including EFT 07/09/2026-02 through 07/09/2026-07
- Vouchers 23051-23061, including EFT 07/20/2026-01 through 07/20/2026-04 in the amount of $24,825.52.
- EFT 07/27/2026-01 through 07/27/2026-01 in the amount of $208.16 Dated 07/27/2026
- Vouchers 23062-23062 including EFT 08/05/2026-01 through 08/05/2026-05 in the amount of $18,601.85. Dated 08/05/2026.

3. Approval of General Fund Vouchers

- Vouchers 23063-23084, including EFT 08/13/2026-01 through 08/13/2026-01 in the amount of $143,941.08. Dated 08/13/2026

Consent Agenda Approval

Commissioner Taylor made the motion to approve consent agenda items 1 through 3. Commissioner Kingston seconded the motion.

Vote: Motion passed.

Commissioner and Staff Reports

Attorney's Report

No report provided.

Commission Report

- The Commission discussed ongoing Comprehensive Scheme work and strategic planning for the Port.

- The Commission discussed holding a work session focused on Port goals, future plans, and priorities. Port staff will arrange the work session.
- The Commission discussed whether a facilitator is needed for the strategic-planning process and agreed to begin the work session without a facilitator, with the option to revisit that need later.
- The Commission discussed potential solutions related to landslide impacts and the Port's long-term agreement with ACL, including coordination with the City and County.

Executive Director's Report

- Executive Director Pat Albaugh stated that the ACL matter is a Port priority and that the Port will continue collaborating on potential solutions.
- Staff are working to obtain an itemized explanation of a permit-review bill and how the amount was calculated.
- A tenant has been notified regarding use of space outside the boundaries of its lease.
- The Commission approved ordering iPads for Commissioner Taylor and Commissioner Broughton

Finance Manager's Report

- Finance Manager Cindy Bradley reported that the Port's financial position is doing well and tenants are paying their expenses.
- A high City of Stevenson water bill has been addressed. Staff identified tenant water use associated with a chiller, and the issue has been remedied.
- A water meter has been installed for the Backwoods leased space so water use can be tracked and billed separately.

Facilities Manager Report

- Facilities Manager Doug Bill reported that Port buildings are generally in good condition.
- Staff are troubleshooting an HVAC unit serving the LDB leased space. The unit has been troublesome and may be at the end of its useful life; staff are evaluating whether replacement is needed.

New Business and Administrative Approvals

Agenda Item 1 – Approving the EDC Professional Contract for 2027

Commissioner Taylor made a motion to approve the EDC Professional Contract for 2027. Commissioner Kingston seconded the motion.

Vote: Motion passed.

Agenda Item 2 – Ratifying the Outdoor Contract

Commissioner Taylor made a motion to ratify the Outdoor Fencing Contract. Commissioner Kingston seconded the motion.

Vote: Motion passed.

Agenda Item 3 – Ratifying the Guerrilla Tactical LLC Lease

Commissioner Taylor made a motion to ratify the Guerrilla Tactical LLC Lease. Commissioner Kingston seconded the motion.

Vote: Motion passed.

Resolution No. 14-2026 – Commission Rules

The Commission considered Resolution No. 14-2026 establishing Commission officers, adopting rules governing the transaction of Commission business, adopting an official seal, and supplementing the Port's bylaws and existing Commission meeting policies.

During discussion, the Commission directed that the officer-rotation language be removed and that the document formatting be aligned with Resolution No. 15-2026.

Commissioner Taylor made a motion to approve Resolution No. 14-2026, establishing Commission officers, adopting rules governing the transaction of Commission business, adopting an official seal, and supplementing the Port's bylaws and existing Commission meeting policies, as amended. Commissioner Kingston seconded the motion.

Vote: Motion passed.

Resolution No. 15-2026 – Purchase and Procurement Resolution

Commissioner Taylor made a motion to approve Resolution No. 15-2026, the Purchase and Procurement Resolution. Commissioner Kingston seconded the motion.

Vote: Motion passed.

Resolution No. 16-2026 – Appointing a Public Records Officer for the Port

Commissioner Taylor made a motion to approve Resolution No. 16-2026, appointing a Public Records Officer for the Port. Commissioner Kingston seconded the motion.

Vote: Motion passed.

Adjournment

Meeting was adjourned at 1:48 p.m.

Approved By:

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Commissioner District #1, Ray Broughton, Vice-President

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Commissioner District #2, Andrew Taylor

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Commissioner District #3, Todd Kingston, President

Attest:

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Minutes Taker, Annette Sabourin