

Port of Skamania County

Minutes of Board of Commissioners March 19, 2024

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

Absentees: None

Guests: None

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

Public Comment: No public comment(s).

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. Approval of the Minutes
 - February 20, 2024 Minutes

2. Approval of Pre-Issued General Fund Vouchers **\$29,069.14**
22057-22071 (Checking)
Electronic Fund Transfers (EFT) 03/05/2024-01 thru 03/05/2024-05

- Approval of Pre-Issued General Fund Vouchers **\$39,530.31**
22072-22085 (Checking)

- Approval of General Fund Vouchers **\$18,878.35**
22086-22093 (Checking)
Electronic Fund Transfers 03/20/2024-01 thru 03/20/2024-04

--MOTION-- Commissioner Tayloe made a motion; Commissioner Broughton seconded the motion to approve the consent agenda items 1 and 2 as presented. All voted in favor and the motion carried unanimously.

Commissioner & Staff Reports

Attorney's Report: Nothing to report. The WPPA Spring conference will be attended by Tim and Frank.

Finance Manager's Report: Everything is going well. Marine terminal is at a deficit due to AQV stoppage. The Port has filed a claim against the bankruptcy filing and we've already receipt of the claim. ACL and Lindblad boats will be starting in April Lindblad has added a

docking to this year's schedule and ACL is modifying their schedules but that hasn't increased the number of docking yet.

Facilities Update: Two dock sections are back in the water after rebuild. Beacon Rock Golf Course roof project has been awarded to C&C and will be concluded this summer. Improvements in Tichenor's Suite #40 are done. Maintenance has started to turn water on and they are chasing leaks due to the cold winter.

Commission Update: EDC Board meeting is in April. Nothing else to report.

Executive Director Report: WPPA spring event is coming up in May, May 15-16. They asked us to hold an informal reception on May 14th. We do not have a budget item for promotional hosting so we will have a budget amendment for consideration at the April meeting.

Approximately \$1 million for Cascade Business Park (CBP) wastewater infrastructure has been approved in the federal budget. We're working with Commerce to finalize a contract to access the state Capital Budget allocation for CBP. Commerce has asked us to contact the tribes again about construction work in the industrial park. Engineers are working on the Integrated Planning Grant project and are assessing stormwater needs for CBP. Having the USACE building surveyance included in the Water Resources Development Act (WRDA) bill is still looking positive.

To fill up Suite 40 the offices have been rented independently instead of one tenant for the entire suite.

The Port received a copy of a letter from the Eagles informing Beacon Rock Golf Course (BRCG) of their decision to move their tournament to another course. It referenced the condition of the course as a reason for the change of venue. Discussion ensued with the Commissioners expressing the need to keep this public asset in good physical condition. They directed Director Albaugh to hold the operator accountable to the course standards in the lease. Commissioners also agreed to allow the operator out of the lease without penalty as an alternative.

New Business & Administrative Approvals

1. Discussion / Action - Tichenor Suite 40-D Lease - Country Financial, LLC

--MOTION-- Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve the Country Financial annual lease effective March 1, 2024, for Suite 40-D in the Tichenor Building with a monthly lease rate of \$300 plus Washington State Leasehold Tax as presented. The Commission acknowledges the security deposit is less than the 1-year statutory deposit.

2. Discussion / Action - Tichenor Suite 40-F Lease - Great River, LLC

--MOTION-- Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve the Great River 2-year lease effective April 1, 2024, for Suite 40-F in the Tichenor Building with a monthly lease rate of \$1060 plus Washington State Leasehold Tax as

presented. The Commission acknowledges the security deposit is less than the 1-year statutory deposit.

3. Discussion / Action - Tichenor Suite 40-C Lease - Recovery Café of Clark County

--MOTION-- Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve the Recovery Café of Clark County annual lease effective April 1, 2024, for Suite 40-C in the Tichenor Building with a monthly lease rate of \$250 plus Washington State Leasehold Tax as presented. The Commission acknowledges the security deposit is less than the 1-year statutory deposit.

4. Discussion / Action - Tichenor Suite 40-E Lease - Recovery Café of Clark County

--MOTION-- Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve the Recovery Café of Clark County annual lease effective April 1, 2024, for Suite 40-E in the Tichenor Building with a monthly lease rate of \$200 plus Washington State Leasehold Tax as presented. The Commission acknowledges the security deposit is less than the 1-year statutory deposit.

5. Discussion / Action - Tichenor Suite 40-B Lease - Melinda Hartley, LMT

--MOTION-- Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve Melinda Hartley, LMT month-to-month lease effective April 1, 2024, for Suite 40-B in the Tichenor Building with a monthly lease rate of \$350 plus Washington State Leasehold Tax as presented. The Commission acknowledges the security deposit is less than the 1-year statutory deposit.

6. Discussion / Action - Tichenor Suite 40-A Lease - Skamania - EDC SBDC

--MOTION-- Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve Skamania - EDC month-to-month lease effective March 1, 2024 for Suite 40-A in the Tichenor Building with a monthly lease rate of \$225 plus Washington State Leasehold Tax as presented. The Commission acknowledges the security deposit is less than the 1-year statutory deposit.

Adjournment - Commissioner Kingston adjourned the meeting at 1727.

APPROVED BY:

Commissioner Ray Broughton, Secretary (District 1)

Commissioner Jennifer Taylor, Vice-President (District 2)

Commissioner Todd Kingston, President (District 3)

ATTEST: _____
Stephanie Goetz, Minute Taker