

Port of Skamania County
Minutes of the Board Commissioners

November 17, 2020

Regular Meeting

Zoom Meeting

Call to Order: Commissioner Kingston called the meeting to order at 5:01 p.m.

In attendance: Commissioner Todd Kingston, Commissioner Ray Broughton, Commissioner Jennifer Taylor, Executive Director Pat Albaugh, Port Auditor Monica Masco, Port Attorney Ken Woodrich, Facilities Manager Doug Bill, Finance Manager Cindy Bradley, Wanda Scharfe Minute Taker.

Guests: Michael Johnson of LDB, Philip Watness, Charlie Robertson of ACL

Public Comment: None

LDB: Michael Johnson informed the Commission of a recent addition of new equipment. There is also a plan to purchase a new canning line which will increase their production. They presently have 38 full time equivalent positions.

ACL: Charlie Robertson informed the Commission that plans to add additional cruise ships is still on track. He presented examples of the plans they recently signed with the Port of Kalama for a new docking facility. He expressed the continued interest to work with the Port of Skamania in a similar fashion.

Consent Agenda:

--MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down and seconded the motion to approve the consent agenda items 1 through 3 as presented. All voted in favor and the motion carried unanimously.

Budget Hearing: Commissioner Kingston opened the Budget Hearing at 5:20 p.m. Finance Manager Bradley and Director Albaugh presented the budget. It was noted the only change from the preliminary budget was the addition of the updated State Assessment. Commissioner Kingston called for public comment and there was none. Budget Hearing was closed at 5:26 p.m.

Commissioner Updates: Commissioner Taylor noted the School District indicated the levy will allow the Community Pool to remain in soft close status until the vote on a Park District. Commissioner Broughton reported on the recent FDM Development Rock Cove Project presentation that was given at the EDC virtual luncheon. The EDC has been working with loans/ grant programs designed to help the small businesses stressed from COVID. Commissioner Kingston reported Angie at the Chamber of Commerce is aggressively working on membership and the budget committee will be meeting soon. It was noted the Chamber will no longer be the hosting agency for many of the previous community events such as Blues & Brews.

Director's Report: Director Albaugh brought the Commissioners up to date on the status of the Port's tenants. There will be two small offices vacancies next month. The Cascades Business Park project is starting to gear up just as work wraps up on the Shoreline Projects. Maul Foster & Alongi is working on an

Integrated Planning Grant (IPG) application with the Department of Ecology. This would work well with the CERB planning grant.

Facilities Report: Facilities Manager Doug Bill reported that the Port Office reconfiguration is almost completed. Work has been done on a few reported roof leaks and winterized the grounds along with the regular maintenance. The Tichenor fire alarm panel issue has been resolved. Both the John Deere and the F350 have snowplows installed. The dump-truck has been repaired. The North Bonneville street-light poles and heads should be in the first part of December.

Attorney's Report: Attorney Woodrich reported that he has been working on the Environmental covenant for the Cascades Business Park with Director Albaugh.

Finance Report: Finance Manager Cindy Bradley noted October revenues and expenditures. Reported that Green Assets LLC has brought in a substantial payment which brings there status back to less than 3-month delinquency status. Other tenants are on track.

New Business:

Resolution 13-2020

Director Albaugh presented Resolution 13-2020 which is the Tax Levy portion of the budget process.

MOTION – Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to adopt Resolution 13-2020 accepting and approving the 2021 Port's ad valorem tax levy with a regular property tax levy for 2021 of \$330,390.52 which is an increase of \$3,192.88 and 1 percent over the \$319,288.22 collected in 2020, plus an increase amount resulting from the addition of new construction and improvements to property of \$6,253.18 and an increase amount in the value of state assessed property of \$1,656.24. All voted in favor and the motion carried unanimously.

Resolution 14-2020

Director Albaugh presented Resolution 14-2020 to accept the \$1,604,291.00 budget for 2021.

MOTION - Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to adopt Resolution 14-2020 accepting and approving the 2021 Budget as stated by the Executive Director. All voted in favor and the motion carried unanimously.

SEDC Professional Services

Director Albaugh presented the 2021 Skamania Economic Development Council (SEDC) Professional Services contract in the amount of \$6,680. The contract breakdown is \$5,500 for the ADO and Economic services provided by the SEDC and additional \$1,180 cost share portion for a Small Business Development Center (SBDC) which will be shared between Skamania and Klickitat

--MOTION— Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the 2021 SEDC Professional Services Contract in the amount of \$6,680 and authorize Director Albaugh to sign it as presented All voted in favor and the motion carried unanimously.

SEDC Shared Services Contract

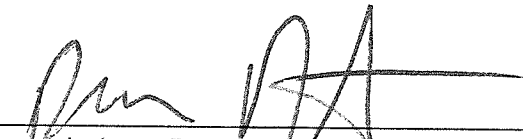
Director Albaugh presented the 2021 SEDC Shared Services Contract in the amount of \$83,652.00
This contract provides for staffing and other shared equipment and service / costs.

--MOTION— Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the 2021 SEDC Shared Services Contract for \$83,652.00 and authorize Director Albaugh to sign as presented. All voted in favor and the motion carried unanimously

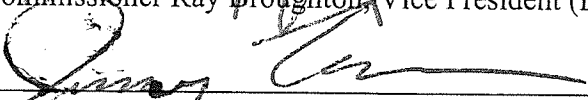
Director Albaugh noted that the elected officials fall under the category of essential services so it is permissible for onsite signatures; he will investigate the electronic signature policy option.

Commissioner Kingston adjourned the meeting at 5:56 pm


APPROVED BY:




Commissioner Ray Broughton, Vice President (District 1)



Commissioner Jennifer Taylor, Secretary (District 2)



Commissioner Todd Kingston, President (District 3)

ATTEST: 
Wanda Scharfe, Minutes Taker