

Port of Skamania County
Minutes of the Board Commissioners
February 18, 2020
Regular Meeting

Call to Order: Commissioner Kingston called the meeting to order at 5:02 p.m..

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

Guests:

Public Comment: No Public Comment

Commissioner Updates:

Commissioner Broughton reported that he recently attended the EDC Board Meeting and extended an invitation to the 2020 Annual EDC Luncheon to be held on March 25th from 11:30 – 1:30 at the Skamania Lodge. F. Dean Maldonado will be the featured speaker.

Commissioner Kingston reported that starting 2021 the Chamber of Commerce will be changing focus. They will stepping back as the lead agency in the community events such as a Blues & Brews. The prime focus will be on businesses rather than community events.

Director's Report: Director Albaugh informed the commission of the recent activities of the Shoreline Restoration Project. On February 11th Port staff joined with the County Road Crew to harvest willow cuttings from Rock Creek to be planted in the designated Wildlife Habitat area. April 1st & 2nd has been selected to plant the approximate 4,000 shoreline stabilizing willows. May 5th has been selected as a day to celebrate the Waterfront improvements. The WPPA Conference will be under way that same week at the Skamania Lodge. Several guest speakers have been contacted.

Facilities Report: Doug Bill noted a request from WAVE Communications for a roll up door. In order to do so the West end of the barn will need some structural work. He also gave a status update on the water-proofing work currently underway on the skylights in the Teitzel building as being 50% completed. On the waterfront area new benches have been put out in designated areas. Bike racks have been received and will be installed soon. One more timber table is ready to be placed. Facilities Worker Dave Kuhn has been working on annual landscaping projects. Work is underway on the dock at the Riverpoint building but the leveler hasn't been here to level the dock area so we are not ready to put the dock back in.

Finance Report: Cindy Bradley presented the finance report to the Commissioners. She outlined the total revenues and expenditure for the month of the January which netted an excess expense over revenue in the amount of \$5,651.95. Shoreline Restoration and Enhancement project balances were reviewed. ALEA – RCO Grant has approved \$187,905.08 for payment leaving a balance of \$166,094.92 of the grant funds remaining. The \$200,000 RTC- TAP grant has approved payment of \$82,493.68 which is the net of the total billed and the WSDOT 13.6 % administration fee. The Stevenson Waterfront Enhancement Amenities in the amount of \$155,000 has had a grant extension

until Dec 31, 2020. Stevenson Waterfront Amenities Grant for \$30,867 is now closed and payment was received in January of 2020. Notable Income and Expenses were discussed. The delinquent accounts aging report was reviewed.

Attorney's Report: Attorney Ken Woodrich issued a warning of an email scam trap for public records that several state municipalities have fallen into. Commission directed staff to have computer service conduct a search with parameters outlined.

New Business

Director Albaugh updated the Commissioners on the current progress with the N.B. Cingular cellular agreement. It was noted that the PUD will also be running underground power in that same area for the PUD's pending upgrades to North Bonneville.

- **---MOTION---** Commissioner Broughton made the motion, Commissioner Taylor seconded the motion to direct and authorize Director Albaugh to enter into the 5 year agreement with Cingular for a cell tower to be located in the Cascade Business Park in North Bonneville at a rate of \$2,000 per month. All voted in favor and the motion carried unanimously.

Director Albaugh reviewed the Port's current docking fees and docking information from neighboring Ports with the Commissioners. Items reviewed were docking fees, pass through fees, lack of administrative fees. Commissioners directed Attorney Woodrich and Director Albaugh to format new proposed policy rates for the 2021 Tour Boat Season.

Director Albaugh presented Supplemental Agreement No. 3 between the Port of Skamania and Wallis Engineering to allow for the Waterfront Project closeout.

- **---MOTION---** Commissioner Broughton made the motion, Commissioner Taylor seconded the motion to authorize Wallis Engineering Supplemental Agreement Number 3 between the Port of Skamania and Wallis Engineering to extend the existing agreement to Dec 31, 2020 to provide for the Waterfront Project closeout. All voted in favor and the motion carried unanimously.

Director Albaugh presented the request to purchase the Skamania County surplus vehicle a 2008 F350 Ford pickup as presented.

- **---MOTION---** Commissioner Broughton made the motion, Commissioner Taylor seconded the motion to complete the purchase of the 2008 F350 Super Duty pickup surplus vehicle identified by VIN # 1FTWX31Y08EA62928 at a purchase price of \$6,642. All voted in favor and the motion carried unanimously.

Director Albaugh presented a lease for Jessica Webb in Suite 90A of the Tichenor Building.

- **---MOTION---** Commissioner Broughton made the motion, Commissioner Taylor seconded the motion to approve the lease agreement between the Port of Skamania and Jessica A. Webb for office space at 40 Cascade Avenue in the Tichenor Building for space known as suite 90-A as presented with a lease rate of \$225 per month, beginning March 1, 2020 plus Washington State Leasehold tax and a security deposit of \$450 which the Board

acknowledges is less than the 1 year statutory deposit. All voted in favor and the motion carried unanimously.

Director Albaugh presented a lease for Jim Stevens in Suite 4 located in the Teitzel Building in North Bonneville.

---**MOTION**--- Commissioner Broughton made the motion, Commissioner Taylor seconded the motion to approve the lease agreement between the Port of Skamania and Jim Stevens for office space at 390 Evergreen in the Teitzel Building known as Suite 4 as presented with a lease rate of \$150 per month, beginning March 1, 2020 plus Washington State Leasehold tax and a security deposit of \$300 which the Board acknowledges is less than the 1 year statutory deposit. All voted in favor and the motion carried unanimously.

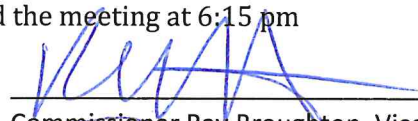
Director Albaugh presented a Lease for Todd & Kathy Lincoln of Mossy Rock Mushrooms for the USFS Shop Building #2227 located at the WRBP.

---**MOTION**--- Commissioner Broughton made the motion with the Port of Skamania County acting as property manager for Skamania County in the Wind River Business Park, to approve the lease agreement between Skamania County and Todd & Kathy Lincoln for the USFS Shop known as Building #2227 located at 82 Chapman Loop Road in Stabler Washington with a base rate of \$600 for the month of March plus Washington State Leasehold Tax on the full lease rate of \$1,000 and; increasing to \$800 per month for the month of April plus Washington State Leasehold Tax based on the full lease rate of \$1,000 and; increasing to \$1,000 per month for the month of May and remaining months of 2020 plus Washington State Leasehold tax and increasing on January 1, 2121 for the remaining months of 2021 to a base rent of \$1,200 per month plus Washington State Leasehold Tax. The board acknowledges the security deposit of \$4,800 is less than the 1-year statutory deposit required. Commissioner Taylor seconded the motion. All voted in favor and the motion carried unanimously.

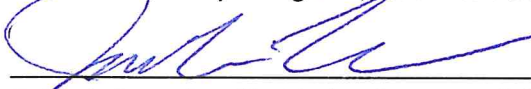
Director Albaugh introduced discussion regarding the purchase of a local commercial building. The discussion was tabled to

Adjourn: Commissioner Kingston adjourned the meeting at 6:15 pm


APPROVED BY:



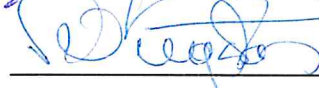
Commissioner Ray Broughton, Vice President (District 1)



Commissioner Jennifer Taylor, Secretary (District 2)

ATTEST: 

Wanda Scharfe, Minutes Taker



Commissioner Todd Kingston, President (District 3)