

**Port of Skamania County**  
**Minutes of the Board Commissioners**  
**June 21, 2022**  
**Regular Meeting**  
**Zoom Meeting**

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

**Guests:** None

**Call to Order:** Commissioner Kingston called the meeting to order at 5:00 p.m.

**Public Comment:** No Public Comment Received

**Consent Agenda:** The following items were presented for Commissioners' approval. (Consent agenda items are intended to be passed by a single motion to approval all listed actions. If discussion of an individual item is requested by a commissioner, that item should be removed from the consent agenda and considered separately after approval of the remaining consent agenda items.

1. Approval of the Minutes

- Regular Meeting Minutes of May 17, 2022

2. Pre-Issued Voucher Approvals

- \$15,359.42 (6/3/2022)  
Vouchers # 21296-21297  
4 EFT
- \$96,499.89 (6/6/2022)  
Vouchers #21298-21323

3. General Fund Vouchers

- \$4,943.23 (6/17/2022)  
1 EFT
  - \$12,500.40  
21324-21329 (6/20/2022)  
4 EFT
  - \$1,970.00 (6/21/2022)  
1 EFT
-

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

It was noted that printed copies of the agenda available to in-person attendees did not include all the details of item 3, general fund vouchers. To avoid any questions or concerns the item was voted on independently.

--MOTION—Commissioner Brought made a motion; Commissioner Taylor seconded the motion to approve the corrected Consent agenda Item 3 as it was omitted on the physical paper agenda printed for the meeting as listed below. All voted in favor and the motion carried unanimously.

- o \$4,943.23 (6/17/2022)  
EFT Transactions (1)

- o \$12,500.40(6/20/2022)  
Voucher # 21324-21329  
EFT Transactions (4)

- o \$1,970.00(6/21/2022)  
EFT Transactions (1)

**Commissioner Updates:**

Commissioner Broughton reported on the activities of the EDC Board. Noting that the Hoshino Hot Spring Resort prospect is no longer interested in the area. The EDC Board will transition to a quarterly meeting format.

**Director's Report:** Director Albaugh indicated he is in Spokane at the PNWA Summer Conference noting that several of our contacts from the Tour Boat Industry are present. This is a notable increase in visitors at the waterfront.

**Facilities Report:** Manager Doug Bill noted the annual backflow test has been completed. He reported on several maintenance items such as a sewer line repair at the Riverpoint Building and a hot water heater in the Tichenor Building. The Kubota excavator has been delivered and the surplus of the backhoe is complete. He noted several vandalism issues such as a witness reporting a picnic table was thrown in the river and damage to one of the drums at Leaven's Point.

**Finance Report:** Manager Cindy Bradley reviewed the May Financial Report the notables for receipts and expenses. She highlighted receipt of \$78,000.00 from Ecology Grant funds.

**Strategic Plan:** The Commission discussed the Strategic Planning Session and have decided to schedule the session in the fall.

Director Albaugh presented the next three leases which pertain to the Skye Building. The Cochinito Corporation has requested a June 15, 2022, lease release; Skamania County Knucklbusters Association's lease for the Skye Building will begin June 15<sup>th</sup>.; and Pharoah's Family Farm's lease amendment will remove the Skye building electricity usage from their lease.

#### **Skye Building, North Bonneville – Cochinito Corporation**

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to ratify the request from Cochinito Corporation to be released from their current lease effective June 15, 2022. All voted in favor and the motion carried unanimously.

#### **Skye Building, North Bonneville – Skamania County Knucklebuster Association**

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to ratify the Skamania County Knuckledusters Association month-to-month lease as presented for the Skye Building in North Bonneville with a monthly lease rate of one thousand three hundred sixty-eight dollars (\$1,368.00) plus Washington State Leasehold Excise Tax beginning June 15, 2022. The Commission acknowledges that the security deposit is less than the 1-year statutory requirements. All voted in favor and the motion carried unanimously.

#### **Skye Building, North Bonneville –Pharoah's Family Farm Lease Amendment**

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the second amendment as removing the November 1, 2020, Amendment to charge a flat fee of \$50 per month for electricity use effective June 15, 2022. All voted in favor and the motion carried unanimously.

#### **Stevenson Commercial Lot – Letter of Intention**

Director Albaugh presented a draft Letter of Intent and requested a directive from the Commission.

--MOTION—Commission Broughton made a motion; Commissioner Taylor seconded the motion to approve the terms in the Letter of Intent with the lease terms listed as 6% of yearly revenue with a minimum of \$65,000.00 plus Washington State leasehold excise tax plus an annual escalator according to the Consumer Price Index as outlined in the Lease (the "Lease Rate"). The term is for a 30-year lease with negotiable renewal periods and to authorize Director Albaugh and Port Attorney Woodrich to finalize the Letter of Intent. All voted in favor and the motion carried unanimously.

#### **Purchase / Lease Port Vehicle**

Director Albaugh presented options for the RAV4 Lease which were to buy it or turn it in.

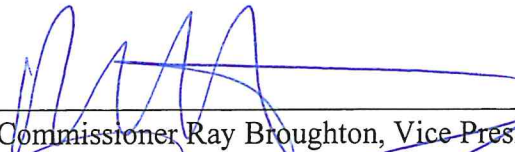
--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to direct Executive Director Albaugh to pay off the lease for the RAV4 at \$20,240.00 plus tax, license, and title fees . All voted in favor and the motion carried unanimously.

Other Business: None


Executive Session: None

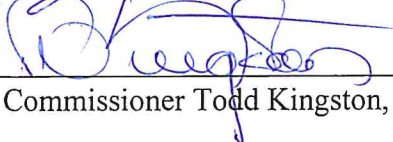
Commissioner Kingston adjourned the meeting at 5:33 p.m.

**APPROVED BY:**

  
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Commissioner Ray Broughton, Vice-President (District 1)

ATTEST:   
Wanda Scharfe, Minutes Taker

  
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Commissioner Jennifer Taylor, Secretary (District 2)

  
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Commissioner Todd Kingston, President (District 3)