

# Port of Skamania County

## Minutes of Board of Commissioners July 16, 2024 Regular Meeting

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

**Guests:** Kristin Meira - American Cruise Lines (ACL)

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

**Public Comment:** Kristin Meira of ACL addressed the Commission about their cruise ship operations. They are interested in partnering with the Port of Skamania County and modernizing the Landing infrastructure. ACL will submit a proposal regarding use and management of the Landing.

**Changes to the Agenda:** Addition of Item 1: EDC 1<sup>st</sup> and 2<sup>nd</sup> Quarter 2024 Professional and Shared Services Agreement under New Business and Administrative Approvals.

**Consent Agenda:** The following items were presented for Commissioners' approval. *(Consent agenda are intended to be passed by a single motion to approve all listed actions.)*

1. Approval of the Minutes
  - June 18, 2024 Minutes
  
2. Approval of Pre-Issued General Fund Vouchers **\$ 17,193.48**  
22207 – 22208 (Checking)  
Electronic Fund Transfers (EFT) 07/05/2024-01 thru 07/05/2024-05
  
- Approval of Pre-Issued General Fund Vouchers **\$55,991.88**  
22209 – 22233 (Checking)
  
- Approval of General Fund Vouchers **\$52,847.76**  
22234 – 22238 (Checking)  
Electronic Fund Transfers (EFT) 07/19/2024-01 thru 07/19/2024-10

--MOTION--Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve consent agenda items 1 through 2 as presented.

### **Commissioner & Staff Reports**

**Attorney's Report:** Nothing to report.

**Finance Manager's Report:** We are continuing on a positive path. We are in the process of closing out the Ecology Interagency Agreement (IAA) grant. Final billing for Ecology has not been received but should be coming by end of the month. Tax collections are on schedule and bills and income are normal.

**Facilities Update:** Cascade Business Park – North Bonneville, all streetlight bases are complete. The transformer and wires have been ordered and once installed, the meter panel will be installed. With the heat wave, maintenance had only 1 air conditioning call. The River Point building has a new entry door. Commissioner Taylor inquired about the lift station work being done and the visitors to the waterfront. We are having a lot of visitors, but we are experiencing less issues.

**Commission Update:** Nothing to report.

**Manager's Report:** Spent the last three days of last week in Kalama at the Director's Seminar (WPPA).

### **New Business & Administrative Approvals**

1. Discussion / Action – EDC 1<sup>st</sup> and 2<sup>nd</sup> Quarter 2024 Professional and Shared Services Agreement.

--Motion--Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve the performance of the Skamania Economic Development Council Shared Services Contract for the 1<sup>st</sup> and 2<sup>nd</sup> quarters of 2024.

2. Discussion – Pre-Issued General Fund Voucher approved on May 21, 2024

Finance Manager, Cindy Bradley, gave overview of the errors that were addressed.

--Motion--Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve the General Fund Voucher as presented and replace the previously approved voucher approved on May 21, 2024.

3. Discussion / Action – USACE lease

Executive Director, Pat Albaugh gave an overview of the process that we have gone through to date. We have the option to lease the building now, while continuing through the acquisition process.

--Motion--Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to authorize the Executive Director, Pat Albaugh, to continue to investigate leasing the USACE building at the initial rate of \$25,680 per year.

4. Discussion – Evergreen Building: The Executive Director gave a general update on the Evergreen building. We currently have someone interested in potentially buying the building. The buyer wants control of the building to further invest in it. They are keeping the jobs in Skamania. All Commissioners approve of moving forward.

We have a current tenant that would like to move into North Bonneville into a new building. We are no longer a distressed county, and there are no other economic benefits.

5. Discussion / Action – Engineering Contract – Cascade Business Park

We did a Request For Quote (RFQ) and selected PBS Engineering. Both the federal and state appropriations do not cover engineering costs, only construction. We do have some .09 funds available that we can apply towards engineering. The Executive Director is working with Port Attorney to complete a contract.

--Motion—Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to authorize Executive Director, Pat Albaugh, to proceed with an engineering contract with PBS Engineering for the Cascade Business Park project as presented, in an amount not to exceed \$202,064.

Adjournment: Commissioner Kingston adjourned the meeting at 1737.

**APPROVED BY:**

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Commissioner Ray Broughton, Secretary (District 1)

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Commissioner Jennifer Taylor, Vice-President (District 2)

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Commissioner Todd Kingston, President (District 3)

ATTEST: \_\_\_\_\_  
Stephanie Goetz, Minute Taker