

Port of Skamania County
Minutes of the Board Commissioners
December 14, 2021
Regular Meeting
Zoom Meeting

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

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

Guests:

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.

Approval of the Minutes

1. November 16, 2021, Regular Meeting

Voucher Approvals

2. Approval of Pre-issued General Fund Vouchers \$37,231.69 (12-03-2021)

- 21079-21092 New Account (Checking)
- Four(4) Electronic Fund Transactions (EFT)

3. Approval of Pre-issued General Fund Vouchers \$27,562.85 (12-08-2021)

- 21093-21007 New Account (Checking)

4. Approval of General Fund Vouchers \$13,417.61 (12-14-2021)

- 21108-21112 New Account (Checking)

-MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down and seconded the motion to approve the consent agenda items 1 through 4 as presented. All voted in favor and the motion carried unanimously.

Commissioner Updates: Commissioner Broughton gave updates on the Skamania EDC activities.

Director's Report: Director Albaugh noted the Port/EDC/Chamber/SBDC& SDA Holiday party was a success and the space at Maple Leaf Events allowed for plenty of spacing. He informed the Commission he would be meeting with Curtis King next week. CERB has received our application. Director Albaugh informed the Commission he would be submitting an ask for \$100,000 in 2022 and 2023 from the .09 Tourism Fund. Reviewed the estimate for the reconfiguration of Stevenson Landing with the Commission.

Facilities Report: Doug Bill informed the Commission that several small repair projects were underway. He has not received reports of building leaks to date. The Red Barn floor project has been completed. He has completed researching excavators, pricing has come in at the budgeted amount however he is requesting an \$4,300.00 to cover sales tax. Excavator cost projections are to increase at the first of the year. The backhoe will be set up for surplus.

--MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down and seconded the motion to authorize Director Albaugh to order and purchase an excavator not to exceed \$60,000.00. All voted in favor and the motion carried.

Finance Report: Finance Manager Cindy Bradley noted the Year-to-date balances. The final RTC TAP Grant bill has been billed out. Delinquent accounts were reviewed. It was noted a delinquent account payment was received today therefore it is not listed on the monthly reports. Pat has communicated with Green Assets regarding their past due balance.

Attorney's Report: No notables to report.

New Business:

2022 Stevenson Landing Rates & Policies : Director Albaugh presented the proposed Landing policy and rate changes.

--MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down and seconded the motion to approve the 2022 Stevenson Landing Policy and Rates as presented. All voted in favor and the motion carried unanimously.

Resolution 18-2021 Authorizing Submission of CERB Application: Director Albaugh presented the resolution authorizing the submission the CERB loan application to be used toward the construction of a 50,000 square foot building in the Cascades Business Park.

--MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down and seconded the motion to approve Resolution 18-2021 authorizing the submission of a Community Economic Revitalization Board (CERB) loan application in the approximate amount of \$2,000,000 and to authorize Director Albaugh to enter into an agreement. All voted in favor and the motion carried unanimously.

Resolution 19-2021 Authorizing EDA Application: Director Albaugh presented the resolution to authorize the submission of the EDA application to for the construction of a Building 1 in the Cascade

Business Park.

--MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down and seconded the motion to approve Resolution 19-2021 authorizing the Executive Director to seek EDA funding and act on the Commissioners behalf for the construction of Building 1 in the Cascades Business Park. All voted in favor and the motion carried unanimously.

Google Services Contract: Director Albaugh presented a Google Services Storage Contract

--MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down and seconded the motion to authorize Director Albaugh to enter a three (3) year Google Services Contract at \$9.00 per user per month. All voted in favor and the motion carried unanimously.

Riverside Lodge (CRL) Easement: Director Albaugh presented the request for a lot line adjustment for the boundary line between Bob's Beach and the Riverside Lodge.

--MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down and seconded the motion to authorize Director Albaugh to approve the Memorandum of Understanding (MOU) adjusting the boundary lot line between Bob's Beach and Riverside Lodge once details are worked out and meets attorney Woolrich's approval. All voted in favor and the motion carried unanimously.

Teitzel Lease Suite C8 Invictus Global Services Inc. Director Albaugh presented a lease with Invictus Global Services Inc for office space in the North Bonneville Teitzel Building for Suite C8.

--MOTION—Commissioner Broughton made a motion; Commissioner Kingston stepped down and seconded the motion to approve a month-to-month lease between the Port of Skamania County and Invictus Global Services Inc., in the Teitzel Building for Suite C-8 at a monthly lease rate of \$250 per month plus Washington State Leasehold Excise tax. The board acknowledges that the \$500.00 security deposit is less than the 1 – year statutory deposit. All voted in favor and the motion carried unanimously.

Other Business:

Executive Session:

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

[Signatures Next Page]

APPROVED BY:

Commissioner Ray Broughton, Vice President (District 1)

ATTEST: _____
Wanda Scharfe, Minutes Taker

Commissioner Jennifer Taylor, Secretary (District 2)

Commissioner Todd Kingston, President (District 3)

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