

**Port of Skamania County**  
**Minutes of the Board Commissioners**  
**March 24, 2020**  
**Special Meeting**  
**Zoom Meeting**

**Call to Order:** Commissioner Kingston called the meeting to order at 2:02 p.m.

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

**Guests:**

**Public Comment:**

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

**Commissioner Updates:**

Commissioner Broughton stressed that there is a lot of information being put out by Kevin at the EDC. Urged the Commissioner to share the financial assistance information to get the word out to local businesses.

**Director's Report:** Director Albaugh informed the Commissioners that the Port has been following the Stay Home Stay Healthy Proclamation with office staff working from home when possible. The majority of the tenants have already reduced hours and as a result, there has not been a lot of activity. Noted inquiries from Tenant about potential options for rent payment relief.

**Facilities Update:** Facilities Manager Doug Bill reported that Dave is presently using sick leave. Tichenor has been relatively inactive. He has been working to keep up disinfecting routines. The commercial lot next to Clark & Lewies has seen a lot of impromptu activities especially this past weekend. He has been working on planting willows in the wildlife area.

**Financial Report:** Finance Manager Cindy Bradley reviewed the February Financial Report with the Commissioners. Total revenues for February were \$316,205.77 and expenditures were \$57,380.31 netting revenues of expenses in the amount of \$258, 825.46. Shoreline Restoration and Enhancement bills, and budgeted grant balances were reviewed. Both notable incomes, expenditures and the delinquent account aging report.

**Attorney Report:** Ken Woodrich reported he is busy working on Emergency Resolution documents with various clients.

**NEW BUSINESS:**

**DECLARATION OF AUTHORITY 8-2020**

Director Albaugh presented Resolution 8-2020 Declaration of Authority. The resolution delegates

authority to the Executive Director for timely response to COVID-19 pandemic related circumstances effecting the Port's operations. Director Albaugh has received calls from Port tenants expressing their concerns regarding COVID-19 restrictions and shutdowns and how it could affect their ability to pay their lease. The volatility and uncertainty of how long the restrictions will be in place are factored into these concerns. He also polled local Ports to get a consensus of their present plans to work with their tenants. At this point the Commissioners would like to re-assess the situation in two weeks and have indicated the importance of working with tenants through potential options in order to keep people employed in Skamania County potentially through deferred rent with no penalties or other steps. In the interim we will waive late fees and finance charges.

--MOTION—Commissioner Broughton made the motion to adopt Resolution 8-2020 delegating and authorizing emergency powers to the Executive Director in response to the outbreak of COVID-19 as presented. Commissioner Taylor seconded the motion. All voted in favor and the motion carried unanimously.

**PARKING AGREEMENT (2)** Director Albaugh presented two individual parking agreements. The agreement would allow each individual to park a vehicle and trailer with a jet ski in designated parking area for a monthly fee from June 1 thru Sept 30<sup>th</sup>. Topic was tabled. The Commissioners would like to invite Joe Mullen and Chris Peters to attend the next meeting to discuss.

**PEOPLE FOR PEOPLE LEASE:** Director Albaugh presented the conditions of a potential lease for additional office space in 70 – J of the Tichenor Building. The lease would be effective April 1, 2020.

-- MOTION—Commissioner Broughton made the motion to approve the lease agreement with People for People at a rate of \$400 per month starting April 1, 2020 including Washington State Leasehold Tax. The board acknowledges the \$800 Security Deposit is less than the statutory 1-year deposit requirement. Commissioner Taylor seconded the motion. All voted in favor and the motion carried unanimously.

**AT & T Cell Tower:** Director Albaugh reported that negotiations continue on an agreement. He has received a request from AT & T to replace the Annual CPI adjustment to a 3% annual increase for the length of the term. Director Albaugh presented information he found on other local contracts for cell towers in the area. The consensus of the board was to continue negotiations with the 3% annual increase.


**SWIMMING POOL:** Commissioner Taylor introduced discussion exploring what avenues are available for the Port to assist or offer support to the pool. Attorney Woodrich indicated that since both entities are agencies it is a possibility. The pool is a local amenity which is a positive for business recruitment. Consensus was to invite Pool Director Meaghan Young to attend the next commission meeting.

**PLAYGROUND ART AMENITIES:** Director Albaugh updated the Commissioners as to a recent meeting with a playground company in which a waterfront walk around was conducted. The fall protection requirement eliminates many of the areas considered for adding the individual elements that would meet ALEA Grant requirements. The Aquatic Land Grant is meant to encourage people to come to the waterfront. One of the elements considered is a slope slide which would connect to the new access area at Leavens Point. Other potential items are musical instruments along the pathway. None of the grants will fund a playground structure. The Commissioners agreed that it was best to work within the parameters of the existing funding and to table a playground idea.


**SPECIAL MEETING:** Commission instructed staff to set up a special meeting in two weeks.

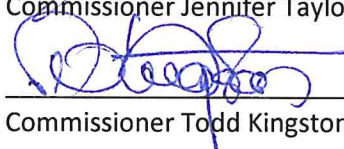
Adjourn: Commissioner Kingston adjourned the meeting at 2:57 pm

**APPROVED BY:**

  
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Commissioner Ray Broughton, Vice President (District 1)

  
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Commissioner Jennifer Taylor, Secretary (District 2)

ATTEST:   
Wanda Scharfe, Minutes Taker

  
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Commissioner Todd Kingston, President (District 3)