

Port of Skamania County

Minutes of Board of Commissioners January 21, 2025

In Attendance: Commissioner Taylor, Commissioner Broughton, Commissioner Kingston, Director - Pat Albaugh, Finance Manager – Cindy Bradley, Facilities Manager – Doug Bill, Auditor – Monica Masco, Attorney Seth Woolson (Zoom), Minute Taker – Annette Sabourin

Call to Order: Commissioner Kingston called the meeting to order at 5pm

Public Comment: Carolyn Sourek and Ben Shumaker from the City of Stevenson were present to update the Commission on the ongoing Cascade Ave project. This project will have final designs in April with bids for work going out in May for construction work in September after the busy tourist season. The Port and Carolyn will coordinate notifying Stevenson tenants that may potentially be impacted by the project. Ben updated the Commission on the First Street project. It is completed except for a few punch items to be completed in the spring. Ben spoke about the upcoming city ballot measure to be voted on next month.

Public comments ended at 5:05pm

Changes to the Agenda: No changes.

Annual Election of Officers:

Commissioner Taylor introduced the annual election.

--MOTION—Commissioner Kingston made the motion; Commissioner Broughton seconded the motion to nominate Commissioner Kingston as President, Commissioner Taylor as Vice President, and Commissioner Broughton as Secretary starting February 2025. All voted in favor and the motion was carried unanimously.

Commissioners Appointed to Local Boards:

Commissioner Taylor introduced the annual appointments.

--MOTION—Commissioner Taylor made the motion; Commissioner Broughton seconded the motion to nominate Commissioner Broughton to serve as Port of Skamania representative on the Skamania County EDC Board and Commissioner Taylor to serve as Port of Skamania representative on the WPPA Board of Trustees. All voted in favor and the motion was carried unanimously.

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

1. Approval of the Minutes

- December 16, 2024 Minutes

Approval of Pre-Issued General Fund Vouchers

22425-22430 (Checking)

\$33,127.53

Electronic Fund Transfers (EFT)

Approval of Pre-Issued General Fund Vouchers 22431-22432 (Checking) 01/05/2025 – 01 thru 01/05/2025 – 05 (EFT)	\$19,130.16
22433-22448 (Checking)	\$110,201.12
22449-22451 01/17/2025 – 01 thru 01/17/2025 -04 (EFT)	\$15,498.87
Approval of General Fund Vouchers 22452-22465 (Checking) 01/21/2025-05 thru 01/21/2025-10 Electronic Fund Transfers (EFT)	\$98,824.24

2. Resolution 1-2025: Authorizing Pat Albaugh and Commissioner Kingston to sign checks.
3. Resolution 2-2025: Approval of Pre-Issued General Fund payment of claims not to exceed \$1,000,000.
4. Resolution 3-2025: Authorizing Pat Albaugh, Monica Masco, Cindy Bradley, and Commissioner Kingston to order Investment of Funds.
5. Resolution 4-2025: Appointment of Director Pat Albaugh as agent to receive claims for damages per RCW 4.96.020.
6. Resolution 5-2025: Acknowledging and Setting Port Commissioner Compensation rate for \$360 monthly salary and \$161 per diem per RCW 53.12.260 (2).
7. Resolution 6-2025: Authorizing Director Pat Albaugh to Sell and Convey surplus property less than \$10,000.
8. Approval of 2025 Arrowhead Accounting Contract for Auditing services.

--MOTION-- Commissioner Kingston made a motion; Commissioner Broughton seconded the motion to approve consent agent items 1 through 8 as presented. All voted in favor and the motion carried unanimously.

Commissioner & Staff Reports

Attorney's Report: Nothing to report.

Finance Manager's Report: Cindy Bradley presented the December financial reports. The Port finished the year strong. There were no questions regarding current financials.

Facilities Update: Doug Bill updated the commission on the newly procured manlift, and the dealer is currently performing the required maintenance. He remarked that the Port's landscaping projects continue to progress.

Commission Update: Commissioner Broughton noted that the EDC is enjoying a slower pace for a short time while the EDC Executive Director is serving in Olympia. Nothing added by Commissioners Taylor or Kingston.

Executive Director Report: Pat Albaugh spoke to the Commission about recent business such as the Port staff attending the opening session in Olympia. He presented the Port's request for state capital appropriation funds to begin the first building built on Cascades Business Park. He updated on the USACE building in North Bonneville as ongoing. He spoke about the Coyote Ridge Road in North Bonneville being ready for dedication and that the Port will be coordinating for ribbon cutting and press release with the City of North Bonneville. He asked about an interest in a building for sale in North Bonneville. A discussion ensued on the topic. Pat also brought to the Commission that request from an outside board using the facility for a meeting. The Commission agreed that due to the presence of some sensitive material, if the board were to agree to holding their meeting during regular business hours, they could use the conference room otherwise the facility would not be available. Pat ended his portion with the update on the most recent letter from the state of WA Ecology.

New Business & Administrative Approvals

Discussion / Action – Ratify Silver Star Industries lease termination

MOTION- Commissioner Taylor made the motion to ratify the termination of Silver Star Industries lease as presented by Executive Director Albaugh. Commissioner Broughton seconded the motion. Motion passed unanimously.

1. Discussion / Action – Approve Executive Director Albaugh to sign BRGC liquor license applicatipon

MOTION- Commissioner Taylor made a motion to approve Executive Director Albaugh to sign the BRGC liquor license as presented. Commissioner Broughton seconded the motion. Motion passed unanimously.

2. Discussion / Action – Approve ACL Agreement Commencing February 1, 2025

MOTION- Commissioner Taylor made a motion to approve the ACL Agreement as present by Executive Director Albaugh. Commissioner Broughton seconded the motion. Two commissioners voted yes. Commissioner Taylor voted No. Motion passed by majority.

3. Discussion Clark and Lewies remodel.

A discussion ensued regarding the possibility of a fenced garbage area with an amendment to their lease with specific requirements.

Adjourned: Meeting adjourned at 5:33 pm

APPROVED BY:

Commissioner Ray Broughton, Secretary (District 1)

ATTEST: _____
Annette Sabourin

Commissioner Jennifer Taylor, Vice President (District 2)

Commissioner Todd Kingston, President (District 3)