

**Port of Skamania County**  
**Minutes of the Board Commissioners**  
February 15, 2022  
Regular Meeting  
*Zoom Meeting*

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

**Absent:**

**Guests:** Mark Mayfield (Phone @ 5:10 pm)

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

**Public Comment:**

**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 January 18.202

2. Approval of Pre-Issued General Fund Vouchers

- \$1,000 (01/20/2022)  
Voucher # 21160
- \$52,071.44 (02/02/2022)  
Voucher #21161-21180  
Four (4) Electronic Fund Transactions (EFT)

3. Approval of Pre-Issued General Fund Vouchers

- \$4,708.44 (02/15/2022)  
Voucher #21181-21187

-MOTION—Commissioner Broughton 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.

**Commissioner Updates:** No notables to report

**Director's Report:** Director Albaugh reported the meeting with the EDA representative went well and that the EDA Grant application has been submitted. Randy McCauley is still working on a proposal for the Cascades Business Park and indicated he has been in contact with the city of North Bonneville. Phase II environmental work is underway, samples have been taken at the Cascades Business Park. The Stevenson portion of the Integrated Planning Grant has started with the existing conditions discovery process. existing condition and use reports are in process. It was suggested that the Commissioners consider a Strategic Planning Session to recalibrate and redirect the future goals of the Port. The consensus of the Commissioners was favorable for a Strategic Planning Session, and they instructed Director Albaugh to acquire a list of potential facilitators.

**Facilities Report:** Doug Bill reported on routine maintenance. They recently replaced a damaged roll up door in the Riverpoint Building. They have also been working on the roof of the cart shed at the golf course. It was noted the Evergreen Building has submitted a maintenance request to the repair the covering on the outside wall insulation. Doug will inspect the site tomorrow to assess.

**Finance Report:** Finance Manager Cindy Bradley reviewed the expenses and revenues for the month. Notable income and expenses were reviewed making note that the MCEDD Landing Concept Grant has been billed out. The RTC TAP grant is finished and closed. Both Tour Boat companies have paid the first half of the 2022 docking season. Due to our recent change in banking process the private Timber taxes are now paid by paper check instead of direct deposit resulting in the taxes being reported in January rather than in December going forward. The new banking process has been working well and operating smoothly. It was noted the CERB loan for the Teitzel building is expected to be paid off in 2029. The Washington Investment Fund (WIF) Coyote Ridge Loan should be paid off this year. Two tenants were noted as behind in their rent.

**Attorney's Report:** Attorney Woodrich noted he has been working Beacon Rock Golf Course's attorney and was expecting a call from him to set up a meeting with himself and Pat. He has been working with the attorney from the Wilder and Pine Riverside Cabins as well for the boundary line adjustment and reviewed the progress.

The County is disputing the 10% monthly commission for the existing leases written by the Port and for the prospective tenants the Port Director was working with prior to the agreement ending. The dispute for the County is that the month-to-month leases don't qualify for commission payments. A brief discussion the ensued. The Port Commission took the position to no longer contest the County's stance and discharged the Executive Director from working with the unfinished leases or assisting with the current leases. It was requested that Attorney relay the conclusion to the County.

#### **New Business:**

#### **Farmers' Market 2022 Facility Use Waiver for Saturday Market June through October 8, 2022**

--MOTION--Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to waive the facility use fee to sponsor the Stevenson Farmers Market for the 2022 Farmers Market Season. All voted in favor and the motion carried unanimously.

### **Tichenor Suite 70 G Lease Invictus Global**

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to ratify the Invictus Global Services Inc month-to-month lease effective March 1, 2022, for Suite 70 G in the Tichenor Building with the monthly lease rate of \$700.00 plus Washington State Leasehold Tax as presented. The Commission acknowledges the security deposits is less that the 1-year statutory deposit. All voted in favor and the motion carried unanimously.

### **Teitzel Suite C8 Lease – Pacific Crest Trail Association (PCTA)**

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the Pacific Crest Trail Association month-to-month lease effective March 1, 2022, for Suite C-8 in the Teitzel Building with the monthly lease rate of \$264.25 plus Washington State Leasehold Tax as presented. The Commission acknowledges the security deposit is less than the 1-year statutory deposit. All voted in favor and the motion carried unanimously.

### **Teitzel Suite C11 Lease – John Green-Shumway**

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to ratify the John Green Shumway month-to-month lease effective February 1, 2022 for Suite C11 in the Teitzel Building with the monthly lease rate of \$264.25 plus Washington State Leasehold Tax as presented. The Commission acknowledge the security deposit is less than the 1-year statutory deposit. All voted in favor and the motion carried unanimously.

### **Discovery 1 - Evergreen Forest Inc.**

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the Evergreen Forest Inc. six-month lease for the Discover 1 Building. Lessee shall pay Lessor the rental sum of \$5,064.04 plus Washington State Leasehold Excise Tax for the months of March 1, 2022, thru August 31, 2022. The sum of \$9,000 plus Washington State Leasehold Excise Tax for September 1, 2022, through February 2023 and increasing to \$12,684 per month starting March 1, 2023, plus Washington State Leasehold Excise Tax. The monthly Leasehold Excise Tax will be based on the full lease rate of \$12,684 regardless of the reduced lease rate. The lease extension will depend on the acquisition of a Washington State Cannabis producer license.

The Commission acknowledges the security deposit is less than the 1-year statutory deposit. Commissioners discussed the lease extension. Commissioner Taylor asked that it be noted if the license is not obtained in six months there would be no lease extensions offered. All voted in favor and the motion carried unanimously.

### **Resolution 8-2022 – Surplus the Case 580 Super L Loader**

--MOTION—Commission Broughton made a motion; Commissioner Taylor seconded the motion to adopt Resolution 8-2022 authorizing the surplus of Port property consisting of a Case 580 Super L Loader Serial Number JJG01945393 and hereby authorizing Executive Director Pat Albaugh to sell or otherwise convey the surplus property in a commercially reasonable manner. All voted in favor and the motion carried unanimously.

### **Resolution 9-2022 CERB Repayment Agreement**

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to adopt Resolution 9-2022 authorizing and directing Pat Albaugh, Executive Director to execute on behalf of the Port of Skamania County an agreement between the Washington State Community Economic Revitalization Board and the port of Skamania for aid in financing the cost of public facilities consisting of a 50,000 square foot building located in the Cascades Business Park. All voted in favor and the motion carried unanimously.

### **Wilder & Pine Riverside Cabin Boundary Line Adjustment**

Attorney Woodrich noted that discussion continue with Wilder & Pine regarding the riverside path easement.

### **Public Comment: Reopened at 5:35 p.m.**

It was noted the Minute Taker did not notice Mr. Mayfield in the Zoom waiting room which delayed his entry into the meeting causing him to miss the public comment period.

Mr. Mayfield expressed concerns regarding a bid submitted for consideration to repair the trailer to a habitable condition. Attorney Woodrich has had communication with Mr. Mayfield's attorney and the consensus of the Commissioners was to continue that mode of communication. The bid was in last month's Commission packet, the Commission declined to discuss since they had previously decided not to repair or replace the trailer at an earlier Commission meeting.


### **Public Comment: Closed at 5:41 p.m.**

### **Other Business:**

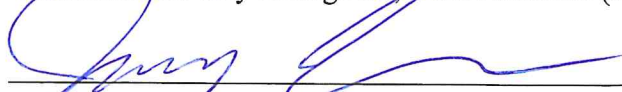
### **Executive Session:**


Commissioner Kingston adjourned the meeting at 5:42 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)