

Port of Skamania County
Minutes of the Board Commissioners
July 20, 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, Commissioner Jennifer Taylor, Executive Director Pat Albaugh, Port Attorney Ken Woodrich, Port Auditor Monica Masco, Finance Manager Cindy Bradley, Wanda Scharfe Minute Taker

Public Comment: A public concern was received about kids swimming in the boat launch loading area. It was noted there is no swimming notice posted in launch area.

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. June 15, 2021, Regular Meeting

Voucher Approvals

2. Approval of Pre-issued General Fund Vouchers
 - o 20575-20583 \$13,772.19
 - o 20584-20608 \$43,556.35
3. Approval of General Fund Vouchers
 - o 20609-20617 for \$30,147.56 (06/16/2021)

-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 updates

Director's Report: Director Albaugh informed the Commission that the hydraulics for the Stevenson Landing gangway are being repaired and hopefully reinstalled in time for tomorrow's 6 p.m. docking. It is suspected that the hydraulics failed due to age & heat. There is a member of the public concerned about public access at Leavens Point since she assumed it was supposed to be natural habitat. Director Albaugh sent her the original plans from 2007 outlining that public access was part of the plan. USACE confirmed that public access was part of the plan. Director Albaugh noted that the US Sailing Olympic Development Team will be training from Bob's Beach this week. Director Albaugh noted several recent meetings; one being with an engineer to discuss the ability to dock two vessels at the landing. He also met with a

maritime industry consultant, about analyzing past, present, and project future riverboat traffic. This idea will be revisited this winter. A consensus was that more information would be important. Director Albaugh informed the Commission he recently gave a Port Property tour to Senator Maria Cantwell's Assistant Sarah and she was given a copy of the market & feasibility study for the Cascades Business Park in North Bonneville. He introduced her to Executive Director Waters of the EDC, Mayor Brian Sabo of North Bonneville and Skamania County Commissioners Hamlin and Lannen. Director Albaugh noted he has a meeting pending with CERB. Director Albaugh also met with Pam Pieper from Representative Heurra Beutler's office recently as well.

Facilities Report

Director Albaugh gave the Commission an update on Doug Bill's condition. Chris Richard's is helping with projects during Doug's absence.

Finance Report: Finance Manager Cindy Bradley noted monthly revenue and expenses. She noted feasibility study expenses have been billed against the CERB grant. Green Assets is presently behind but not yet delinquent. The rest of the tenant accounts are paying on time. LDB has only two more payments left on their note.

Attorney's Report: Attorney Woodrich had no notables.

New Business:

TowerCo Update:

Director Albaugh presented the information received from TowerCo regarding the proposed per payment proposal. Presently the Port receives \$2,000 per month with a 3% annual increase for up to 20 years (5 year terms with renewal options). TowerCo has proposed a one-time payment of \$340,000. Consensus was not to pursue the option.

Resolution 8-2021 Banking Services

Director Albaugh noted we received one response for the RFP for Banking Services from Umpqua Bank.

--MOTION--Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to adopt Resolution 8-2021 directing Executive Director Albaugh to enter into a Professional Services Agreement with Umpqua Bank to provide primary banking services for the Port of Skamania County.

Resolution 9-2021 Investment of Funds

Director Albaugh noted Resolution 9-2021 amends the annual resolution designating the Port Treasurer and assigning investment authority.

--MOTION--Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to adopt Resolution 9-2021 authorizing the investment authority and designating Port Treasurer. All voted in favor and the motion carried.

Cash Handling Policy

Director Albaugh presented the Cash Handling Policy and noted that the Port's present general rule is to not handle cash at the Port and cash payments are made directly to the County. In conjunction with moving our banking services to a bank there is a need for a cash handling policy.

--MOTION--Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to accept the Port of Skamania County Cash Handling policy and Procedures as presented. All voted in favor and the motion carried.

Resolution 10-2021 Personnel Manual

Director Albaugh introduced Resolution 10-2021. The Department of Retirement Systems directed us to report PERS when wages are earned and not when they are paid. Revising the Port employee pay schedule will make the reporting requirement easier.

--MOTION--Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to adopt Resolution 10-2021 amending the Port Personnel Manual page 31 Pay Practices section by amending paydays and paycheck options. All voted in favor and the motion carried.

Teitzel Lease Suite C-10 Jacqueline Lemon Doing Business As A Touch Of Lemon

Director Albaugh presented a lease for Suite C-10 in the Teitzel Building in North Bonneville.

--MOTION--Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to ratify the lease between the Port of Skamania and Jacqueline Lemon doing business as A Touch of Lemon for the space known as Suite C-10 in the Teitzel Building on a month-to-month basis. The monthly lease rate is \$250.00 plus Washington State Leasehold Tax. The Commission acknowledges the security deposit in the amount of \$500.00 is less than the 1-year statutory deposit. All voted in favor and the motion carried.

Tichenor Lease Suite 110 Skamania County Council on Domestic Violence

Director Albaugh presented a lease for Suite 110 in the Tichenor Building in Stevenson

--MOTION--Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the lease between the Port of Skamania and the Skamania County Council on Domestic Violence for the space known as Suite 110 in the Tichenor Building for a five (5) year lease with the option to renew for an additional five year term. The monthly lease rate is \$1,850.00 plus Washington State Leasehold Tax. The Commission acknowledges the security deposit of \$3,700.00 is less than the 1-year statutory deposit. All voted in favor and the motion carried.

Skamania Economic Development Council Shared Service Quarterly Contract Review.

--MOTION--Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the performance of the 2021 Skamania Economic Development Council 2nd Quarter shared services.

Other Business: None

Executive Session: None

Commissioner Kingston adjourned the meeting at 5:47 p.m.

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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