

**Port of Skamania County**  
**Minutes of the Board Commissioners**  
**July 19, 2022**  
**Regular Meeting**

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

**Guests:** None

**Call to Order:** Commissioner Kingston postponed the call to order to 5:05 and then to 5:15 waiting for a quorum. Director Albaugh and Commissioner were enroute back from a meeting and joined the meeting at 5:25 pm

Meeting was called to order at 5:15 p.m.

**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. Regular Meeting -June 21, 2022 Minutes

**Voucher Approvals**

2. Pre-Issue General Fund Voucher 7-5 thru 7-6-2022
  - Vouchers 21330-21331 \$14,616.80
  - EFT Transactions # 07/05/2022-01 thru 07/05/2022-04
  - Vouchers 21332-21352 \$91,379.47
  - EFT Transactions # 07/06/2022-05 thru 07/06/2022-07
3. General Fund Voucher 7-20-2022
  - Vouchers 21353-21363 \$53,216.93
  - EFT Transactions #07/20/2022-01 thru 07/20/2022-07

--MOTION—Commissioner Taylor made a motion: Commissioner Kingston stepped down and seconded the motion to approve the Consent Agenda Items 1 through 3. All voted in favor and the motion carried unanimously.

## **Commissioner & Staff Reports**

**Facilities Update:** Doug Bill's main topic of the facility report was the increase in vandalism at the Port. He also reported on several projects that have been completed

**Finance Report:** Cindy Bradley recapped the June Financial report reviewing the notable revenues and expenses. She also noted she has been in communication with Richard Impson and Green Assets regarding their past due lease payments.

**Attorney's Report:** Ken Woodrich noted he has been working with Pat on the waterfront motel Letter of Intent to lease.

**Commission Update:** Ray Broughton announced the EDC Luncheon is tentatively scheduled for September 29<sup>th</sup> at the Skamania Lodge.

**Director's Report:** Pat Albaugh reported on the North Bonneville Planning Commission meeting. The Conditional Use Permit for High One LLC was approved by the Planning Commission at 3 to 1. There were 15 to 20 people in attendance. The next step is acquiring the State License. All permits and licenses need to be acquired by August 31, 2022 as per the Port Leases contingency for the lease renewal.

He has been working with the State regarding the funding for the Cascades Business Park. The Port was not awarded the five-million-dollar EDA funding. The original building concept was for a 50,000 sq ft flex building which would have been the most efficient use of the EDA funds. An extension has been granted on the existing 2-million CERB funding. The State feels we stand a good chance of an additional 3-million if we pursue the beverage campus concept with a "committed partner" for the project. The campus concept can be phased in by starting with a smaller building and adding additional buildings.

We also have potential for Federal Appropriation for site infrastructure. He has toured and explored the development of the Skagit Valley Food & Beverage Campus who has partnered with a flour company. The Port of Olympia & Tumwater created two districts: one with a school distillery and a restaurant. We will need to consider a marketing campaign to acquire a partner for the project.

He also discussed the vagrancies, vandalism incidents and a recent theft at Clark & Lewies's. The Chamber will be installing a webcam on the river point building; it will be linked to the Chamber's webpage like the East Point & Bob's Beach webcams.

The SDA has been very active and hosted a reception for the Washington Mainstreet directors this week.

## **New Business:**

### **The EDC 2<sup>nd</sup> quarter performance review for approval.**

--MOTION—Commissioner Broughton made a motion: Commissioner Taylor seconded the motion to approve the performance of the Skamania Economic Development Council Shared Services Contract for the 2<sup>nd</sup> Quarter of 2022. All voted in favor and the motion carried unanimously.

**Tenant requests for waiver of Facility Use Fees presented.**

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the waiver of the \$100 facility use fee (\$50 per day) for both the 2022 Waterfront Music Festival and 2022 Skunk Brothers Bootlegger Car Show on August 5<sup>th</sup> & 6<sup>th</sup>, 2022. All voted in favor and the motion carried unanimously.

**Letter of Intent – Waterfront Motel**

Pat Albaugh presented the Letter of Intent for the prospective Waterfront Motel. He has met with Wayne Heikkala of DGI Commercial Construction LL and Chris Kellogg of Clark & Lewie’s to review the draft. It has been added that during the construction phase of the motel they will pay the Clark and Lewie’s lease rate until the Motel is operational, and a requirement provide access to the Dept of Revenue reports. The Letter of Intent has a 10-day time limit to sign and return and the process has a 1-year period to begin work on the lease.

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion and all voted in favor to ratify the Letter of Intent as presented. All voted in favor and the motion carried unanimously.

**Request to pay for a surplus bid in monthly installments.**

Scott Donoho had the highest the bid for the Hyster60 Forklift in the amount of \$7,000.00. Scott had submitted a request to make payments. Commission instructed Director Albaugh to contact Scott and advise that a payment plan is not permitted as per the state constitution article 8 section 7.

**Adjourn**

Commissioner Kingston adjourned the meeting at 5:46 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)

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