

Port of Skamania County
Minutes of the Board Commissioners

May 19, 2020
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 Auditor Monica Masco, Finance Manager Cindy Bradley, Wanda Scharfe Minute Taker.

Absent: Facilities Manager Doug Bill

Guests:

No Public Comment

Consent Agenda:

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve the consent agenda items 1 through 2 as presented. All voted in favor and the motion carried unanimously.

Commissioner Updates: Commissioner Broughton reported on the alternatives the Skamania EDC Board discussed regarding rescheduling of the Annual Luncheon to this fall, due to the COVID-19 related cancellation.

Commissioner Kingston presented some of the Chambers concerns regarding moving the Farmers Market moving to the waterfront. Discussion ensued with Director Albaugh clarifying.

Director's Report: Director Albaugh provided an update regarding tenant relief. A timeframe to cease the benefit was discussed. He presented information on prospective waterfront amenities and musical instruments. Harassment refresher training is underway for all staff and commissioners. Staff have received several public records requests recently. Archival work continues on the Secretary of State Records Grant. Wind Valley Ventures Hemp processing plant is requesting termination of lease effective May 15, 2020. There is a new prospective tenant for this space who would also produce CBD oils. Conditions of a prospective lease were discussed. Attorney Woodrich suggested an option of factoring in a rebate on a large security down payment based on performance. WRBU has requested the small garage space recently vacated by Cascade Laundry.

The Port initiated discussion with the Skamania County Incident Command Team regarding a potential need for COVID-19 protocol for the return of the river cruises.

The facilities department has been busy with placement of new garbage cans and picnic tables. Bob's Beach bathrooms are nearing completion. The current need for a seasonal part-time facility worker position is currently on hold due to the lack of cruise boats.

Finance Report: Cindy Bradley presented the finance report for the month of April. Total revenues were \$173,939. The monthly expenditures were \$130,940 netting an excess revenue over expenses of \$42,999. Grant budgeted balances were reviewed. April notable revenues were

the Musical Instruments grant of \$19,900, April lease revenues were down due to the COVID-19 but not drastically. There are currently two delinquent accounts. Director Albaugh indicated there was a recent on-site meeting at the LDB facility. The facility was closed for 3 weeks. Bob's Beach bathroom project, an excavator rental, the materials for the picnic tables and property taxes were the notable expenses for the month.

Attorney's Report: Attorney Woodrich reported he has been working with the Director on new leases. He noted that the in- person meeting restriction extends through this month.

New Business:

Resolution 10-2020

Director Albaugh presented Resolution 10-2020. The resolution grants authorization to the Port to submit an application for a Community Economic Revitalization Board (CERB) grant in the amount of \$50,000 for a Market Feasibility Study with a Port match of \$16,667.

--MOTION-- Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to adopt Resolution 10-2020 granting authorization to submit a CERB application for a Market Feasibility Study as presented. All voted in favor and the motion carried unanimously.

Atlas Therapeutic Massage Lease

Director Albaugh presented a lease for Melissa Bernt of Atlas Therapeutic

--MOTION-- Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to ratify the lease agreement between the Port of Skamania and Melissa Bernt, Sole Proprietor of Atlas Therapeutic Massage for office space in the Tichenor Building known as Suite 70-K as presented with a monthly lease rate of \$120 per month plus the Washington State Leasehold Excise Tax. The Board acknowledges that the security deposit is less than the 1 -year statutory deposit. All voted in favor and the motion carried unanimously.

People for People Lease

Director Albaugh presented a lease for People for People

--MOTION-- Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to ratify the lease agreement between the Port of Skamania and People for People, a 501(c)(3) non-profit organization for office space in the Tichenor Building known as Suite 70-J as presented with a monthly lease rate of \$400 per month plus the Washington State Leasehold Excise Tax. The Board acknowledges that the security deposit is less than the 1-year statutory deposit. All voted in favor and the motion carried unanimously.

People for People Lease Amendment

Director Albaugh presented a lease amendment for the People for People 60 A & B

--MOTION-- Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to ratify the lease amendment between the Port of Skamania and People for People, a 501(c)(3) non-profit organization for the office space in the Tichenor Building known as Suite 60 A & B as presented. The Board acknowledges that the security deposit is less than the 1 -year statutory deposit. All voted in favor and the motion carried unanimously.

Pacific Crest Trail Association Lease

Director Albaugh presented a lease for PCTA

--MOTION-- Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve the lease between the Port of Skamania and the Pacific Crest Trail Association(PCTA) non-profit organization for the office space in the Tichenor Building known as Suite 70G as presented with a monthly lease rate of \$450 per month plus Washington State Leasehold Excise Tax. The Board acknowledges that the security deposit is less than the 1 -year statutory deposit. All voted in favor and the motion carried unanimously.

Anna Peterson Lease

Director Albaugh presented a lease for Anna Peterson

--MOTION-- Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to approve the lease between the Port of Skamania and the Anna Peterson a sole proprietor for the office space in the Tichenor Building known as Suite 70G as presented with a monthly lease rate of \$150 per month plus Washington State Leasehold Excise Tax. The Board acknowledges that the security deposit is less than the 1 -year statutory deposit. All voted in favor and the motion carried unanimously.

New Cingular Wireless Agreement

Director Albaugh presented a ground lease agreement

--MOTION-- Commissioner Taylor made a motion; Commissioner Broughton seconded the motion to ratify the ground lease between the Port of Skamania and the New Cingular Wireless LLC to place a cell tower as presented with a monthly lease rate of \$2000 per month. Commission discussed that the agreement includes the option to cancel should the New Cingular site visit deem the ground unsuitable. All voted in favor and the motion carried unanimously.


2019 Annual Finance Report

Finance Manager Cindy Bradley presented the 2019 Annual Finance Report

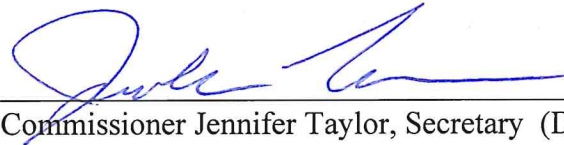
--MOTION-- Commissioner Broughton made a motion; Commissioner Taylor seconded the motion approve the 2019 Annual financial Report as presented noting that the Commissioners have reviewed it. All voted in favor and the motion carried unanimously.

Adjourn: Commissioner Kingston adjourned the meeting at 6:05 pm

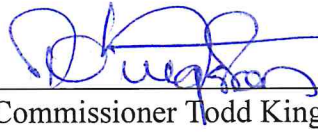
APPROVED BY:




Commissioner Ray Broughton, Vice President (District 1)



Commissioner Jennifer Taylor, Secretary (District 2)



Commissioner Todd Kingston, President (District 3)

ATTEST: 
Wanda Scharfe, Minutes Taker