

**Port of Skamania County  
Minutes of the Board of Commissioners  
July 18, 2023**

**In attendance:** Commissioner Kingston, Commissioner Broughton, Director Pat Albaugh, Finance Manager Cindy Bradley, Auditor Monica Masco, Attorney Seth Woolson (Zoom), Facilities Manager Doug Bill, Minute Taker Wanda Scharfe

**Absent:** Commissioner Taylor

**Guests:** None

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

**Public Comment:** No public comment

**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. If discussion of individual items 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**

06-20-2023, Minutes

**2. Approval of Vouchers**

Pre-Issued Vouchers General Fund Vouchers 07/05/2023 \$116,938.79  
21743 - 21785 (Checking)  
Electronic Fund Transfers (EFT) 07/05/2023-01 thru 07/05/2023-10

General Fund Voucher - 7/20/2023 \$23,786.93  
21786 - 21799 (Checking)

Electronic Fund Transfers (EFT) 7/20/2023-01 thru 7/20/2023-04

Commissioner Kingston made a motion; Commissioner Broughton stepped down and seconded the motion to approve consent agenda items 1 through 2 as presented. All voted in favor and the motion carried unanimously.

**Commissioner's Reports:** Commissioner Broughton recapped the EDC meeting.

**Facilities Update:** Doug Bill reported that 18 of 19 windows have been installed, 3 more water leaks were repaired. Work has begun on the Cascade Business Park entrance gate for the dam access road in North Bonneville.

**Executive Director Report:** Pat Albaugh reported the \$1 million Washington State Capital Appropriations request was awarded for the Cascades Business Park. We are working with Skamania County to modify the .09 Fund agreement for \$250,000 worth of Cascades Business Park infrastructure improvements . He met with the new North Bonneville City Planner and Mayor Sabo today. Wednesday he will be meeting with the CERB Director to keep her updated on our development plants.

**Finance Report:** Cindy Bradley presented the financial report. Notable expenses and receipts were reviewed. She noted there are three tenants running behind.

**Attorney's Report:** No report

**Business:**

**Resolution 7-2023 Credit Card Policy**

Commissioner Kingston made a motion; Commissioner Broughton stepped down to second the motion to adopt Resolution 7-2023 approving the Credit Card Policy as presented amending the Personnel Policy and replacing the Credit Card Policy as previously adopted in Resolution 7-2010. All voted in favor and the motion carried unanimously.

**2<sup>nd</sup> Quarter 2023 Skamania EDC Shared Service Performance**

Commissioner Kingston made a motion; Commissioner Broughton stepped down to second the motion to approve the performance of the Skamania Economic Development Council Shared Services Contract for the second (2<sup>nd</sup>) quarter of 2023. . All voted in favor and the motion carried unanimously.

**Waive Tenants Facility Use Fee**

Commissioner Kingston made a motion; Commissioner Broughton stepped down to second the motion to approve the waivers of the 2023 Waterfront Music Festival and 2023 Skunk Brothers Bootlegger Car Show both on August 4<sup>th</sup> and 5<sup>th</sup> 2023. All voted in favor and the motion carried unanimously.

**Adjourned:** Meeting adjourned at 5:13 p.m.

**APPROVED BY:**

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Commissioner Ray Broughton, Secretary (District 1)

ATTEST: \_\_\_\_\_  
Wanda Scharfe, Minutes Taker

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Commissioner Jennifer Taylor, President (District 2)

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Commissioner Todd Kingston, Vice President (District 3)