

**Port of Skamania County  
Minutes of the January 17, 2023**

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

**Absent:**

**Guests:**

**Call to Order:** Commissioner Kingston called the meeting to order at 5:08 p.m. Noting there were complications connecting to Zoom which caused the official start time of the meeting.

**Public Comment:** No Public Comment has been received.

**Annual Election of officers and Committee Appointments:**

Commissioner Kingston introduced the annual election and appointments.

--MOTION—Commissioner Broughton made the motion; Commissioner Taylor seconded the motion for officers to serve as Jenny Taylor as President, Todd Kingston as Vice President and Ray Broughton as Secretary. All voted in favor and the motion carried unanimously.

--MOTION—Commissioner Broughton made the motion; Commissioner Taylor seconded the motion to designate Commissioner Ray Broughton to serve on the Skamania Economic Development Council (EDC) board and Commissioner Kingston to serve on the Washington Public Ports Association (WPPA) board of Trustees. All voted in favor and the motion carried unanimously.

**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**

December 12, 2022, Minutes

**2. Approval of Pre-Issued General Fund Vouchers**

21532-21548 Checking **\$36,901.92**

Electronic Fund (EFTs) #12/20/2022-01 thru 12/20/2022-005

21549-21565 Checking **\$54,734.28**

Electronic Fund (EFTs) #1/05/2023-01 thru 1/05/2023-05

**3. Approval of General Fund Vouchers**

21566--21579 Checking **\$128,779.81**

Electronic Fund (EFTs) #1/20/2023-01 thru 1/20/2023-10

4. **Resolution 4-2023** Appointment of Director Pat Albaugh as agent to receive claims for damages per RCW 4.96.020
5. **Resolution 6-2023** Authorizing Director Pat Albaugh to Sell and Convey surplus property less than \$10,000.00
6. **Resolution 5-2023** Acknowledging and Setting Port Commissioner Compensation rate for \$285 monthly salary and \$128.00 Per Diem.
7. **Resolution 2-2023** Approval of Pre-Issued General Fund payment of claims not to exceed \$750,000.00
8. **Resolution 3-2023** Authorizing Pat Albaugh, Monica Masco, Cindy Bradley, and Commissioner Kingston to order Investment of Funds.
9. **Resolution 1 -2023** Authorizing Pat Albaugh and Commissioner Kingston to sign checks.
10. **2023 Arrowhead Accounting** Contract for Auditing Services

--MOTION—Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to approve consent agenda items 1 through 10 as presented. All voted in favor and the motion carried unanimously.

**Commissioner's Reports:** Commissioner Broughton noted that he is now the EDC Board Chair. The EDC Board Retreat was canceled in December due to weather and is rescheduled for May 18, 2023. Kim Salvesen's celebration of life was scheduled for January 21st.

**Executive Director Report:** Pat Albaugh noted that Dave Kuhn celebrated his work anniversary this past week. Mary Gluesenkamp Perez will be meeting with community agencies at the Port office prior to her community townhall meeting. Port and EDC staff attended the swearing in of Representative Kevin Waters at the state capitol on January 9th. The stated funding request for \$2.5 million for the Cascades Business Park has been submitted and we should receive a determination at the end of the session. Pat informed the Commissioners that he recently met with the entities proposing a Data Center in Cascade Business Park. Communication continues with the Department of Ecology and Maul Foster Alongi regarding the next steps to get through Ecology's new determination for additional testing. Pat recently met with Tim Elsea and David Waymire and went over the current projects we work together on. The County was sent an updated water system agreement. The PUD has expressed an interest in consolidating the waters systems together after the conveyance from the U.S. Forest Service goes through. One of our tenants is considering closing due to the affects covid and inflation has had on its business.

**Facilities Update:** Doug Bill informed the Commissioners they have been working on several leaks in the Evergreen Building and the River Point Building. Due to the recent cold snap the Sky Building had some plumbing issues. The snowplow worked well during the last snow event. The Annual LNI consultation has been completed. The facilities department were given kudos on the cleanliness of the shop, but several hazards were identified and have been corrected.

**Finance Report:** Cindy Bradley presented the December financial reports. The income and expense notables were reviewed. All leases are current.

**Attorney's Report:** Attorney Woodrich notified the Commission that he has set a tentative retirement date of April 2023 providing the Port finds a replacement.

**4<sup>th</sup> Quarter of 2022 EDC Shared Services Performance**

--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 fourth (4<sup>th</sup>) quarter of 2022. All voted in favor and the motion carried unanimously.

**Fern Prairie Modelers**

Director Albaugh introduced the Fern Prairie Modelers club proposed agreement to utilize the upper area (west end) to fly their model aircraft. To retain recreational immunity, we would not charge for use of the area. The group would be responsible for clean-up of the area and would provide porta-potties for events. The use of the Cascade Business Park by the club would be advantageous for the Port in creating more exposure from the regional membership for the area as well as site improvements for accessibility. The Commission authorized Director Albaugh to proceed with the agreement.

**Dock Repair Agreement**

Director Albaugh presented an agreement from Bollard Marine for dock repairs which would be conducted on site.

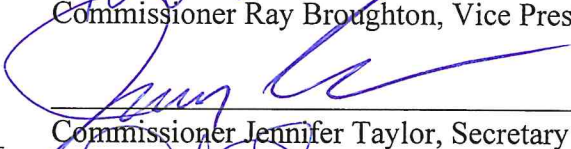
--MOTION -Commissioner Broughton made a motion; Commissioner Taylor seconded the motion to authorize Director Albaugh to enter into an agreement with Bollard Marine as per the pricing provided in the proposal for the completion of repairs to the Port of Skamania boat launch docks. All voted in favor and the motion carried unanimously.


**Adjourned:** Meeting was adjourned at 5:39 p.m.

**APPROVED BY:**

ATTEST:   
Wanda Scharfe, Minutes Taker

  
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Commissioner Ray Broughton, Vice President (District 1)

  
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Commissioner Jennifer Taylor, Secretary (District 2)

  
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Commissioner Todd Kingston, President (District 3)