

**Port of Skamania County**  
**Minutes of the Board of Commissioners**  
**August 15, 2023**

**In attendance:** Commissioner Taylor, 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:**

**Guests:** None

**Call to Order:** Commissioner Taylor 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**

7-18-2023, Minutes

**2. Approval of Vouchers**

Pre-Issued Vouchers General Fund Vouchers 08/04/2023 \$64,399.44

21800 - 21826 (Checking)

Electronic Fund Transfers (EFT) 08/04/2023-01 thru 08/04/2023-05

General Fund Voucher – 08/15/2023 \$111,529.00

21827 (Checking)

Commissioner Kingston made a motion; Commissioner Broughton 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:** No report

**Facilities Update:** Doug Bill reported the gate in the Cascade Business Park at the Coyote Ridge entry access has been installed as per USACE requirements. Staff remain busy with seasonal work.

**Executive Director Report:** Pat Albaugh informed the Commission that Ecology has notified us that a Cultural Resource Specialist will not be needed for Phase II of the Cascade Business park.

**Finance Report:** Cindy Bradley presented the financial report. She noted High One LLC is close to having completed payments for the past due amount.

**Attorney's Report:** No report

**Business:**

**Tenant Property Insurance** – In 2022 the Port Commissioners voted to defer the tenants annual CPI Adjustment insurance reimbursement to help tenants address multiplying effects of inflation.

Commissioner Kingston made a motion; Commissioner Broughton seconded the motion to increase tenant reimbursement rate according to the approximate 15 % 2022/2023 insurance rate increase to applicable tenants and defer the approximate 5.2% 2023/2024 insurance rate to September 2024. Subsequent future insurance rate will be invoiced the year following the insurance renewal. Motion carried with Commission Kingston and Commissioner Taylor voting in favor and Commission Broughton against.

**Resolution 8-2023 Pre-Issuance of Warrants**

Commissioner Kingston made a motion; Commissioner Broughton seconded the motion to adopt Resolution 8-2023 increasing the pre -issuance of checks limit to one million fifty thousand dollars (\$1,050,000.00) All voted in favor and the motion carried unanimously.

**Skunk Brothers Repayment Proposal**

Commissioner Kingston made a motion; Commissioner Broughton seconded to approve Skunk Brothers' repayment schedule of past due amount of \$7,681.31 in monthly installments over the next twelve months, \$641 which will be added to their monthly invoice on the condition the future lease payments and repayments are kept current. Should they fall into arrears the past due amount will be immediately due in full. All voted in favor and the motion carried unanimously.

**Adjourned:** Meeting adjourned at 5:27 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)