

**Port of Skamania County**  
**Minutes of the Board Commissioners**  
**October 18, 2022**

**In attendance:** Commissioner Kingston, Commissioner Broughton, Commissioner Taylor (5:05 p.m.), Director Pat Albaugh (Zoom), Finance Manager Cindy Bradley (Zoom), Attorney Ken Woodrich (Zoom), Auditor Monica Masco (Zoom), Facilities Manager Doug Bill , Minute Taker Wanda Scharfe

**Absent:**

**Guests:** None

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

**Budget Meeting Called to Order:** Commissioner Kingston called the Budget Meeting to order at 5:00 p.m. It was noted that no public was in attendance and no comments received regarding the budget process. Budget comments were closed at 5:01 p.m.

**Public Comment:** None received

**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. )

**Approval of the Minutes**

1. Regular Meeting – September 20, 2022

**Voucher Approvals**

2. Pre-Issued General Fund Vouchers \$13,620.65  
Vouchers 21339 (10/05/2022)  
EFT Transactions #10/05/2022-01 thru 10/05/2022-04  
  
Pre-Issued General Fund Vouchers \$39,020.53  
Vouchers #21440-21479 (10/12/2022)  
EFT Transactions #10/12/2022-05 THRU #10/12/2022-07
3. **General Fund Vouchers** \$52,350.72  
Vouchers 21480-21485 (10/20/2022)  
EFT Transactions 10/20/2022-01 THRU 10/20/2022-07

4. General Fund Voucher \$146.26  
Voucher 21438 (9/20/2022)

--**MOTION**—Commissioner Broughton made a motion; Commissioner Kingston stepped down and seconded to approve the Consent Agenda Items 1 through 4. All voted in favor and the motion carried unanimously.

## **Commission & Staff Reports**

### **Commissioner Report:**

Commissioner Broughton reported on the October 13<sup>th</sup> EDC meeting and noted that the EDC Board officially opposed the Blumenauer bill.

Commissioner Kingston shared that the Oregon Public Broadcast News reported an article stating that the Port of Cascade Locks is courting a larger cruise line.

**Executive Director Report:** Pat Albaugh asked the Commissioners for feedback on the Oct. 14<sup>th</sup> Strategic Planning session. The response was favorable however the Commission feels they weren't able to prioritize projects during the session. He also reported on the IACC Conference, Revitalize WA banquet and the WPPA conference he is attending with Finance Officer Cindy Bradley. He was able to meet with Laura Ives of the EDA and discussed some options for other funding opportunities to the Cascades Business Park.

**Facilities Update:** Doug Bill noted that he has not received any tenant complaints this month however there is a constant battle with incidents and vandalism at the Port. Much of the facilities time is used to for the parks and which includes janitorial and Port Authority related incidents. Incidents with the bathrooms warrant locking them overnight.

**Attorney's Report:** No notables to report.

**Finance Report:** Cindy Bradley presented the September financial reports. The income and expense notables were reviewed. She recently submitted a \$24,000 bill to Ecology and that should be received later this month. All tenants are current with the exception of one. Director Albaugh reported he is working with High One LLC and trying to resolve a water usage issue between the tenant, City of North Bonneville and the Ecology Department. This issue has called the lease payments to stagnate. He and Cindy are actively working toward resolution to get payment. Pat is also reviewing options with Attorney Woodrich. However he expects resolution by November.

### **New Business:**

#### **2023 Budget**

Cindy Bradley presented the staffing portion of the 2023 budget. Several scenarios were presented to the commission which pertained to facilities staff changes. Which consisted of keeping the same staff, adding a part time staff, or 3 full time staff. Health Insurance Increases were discussed. Current facility tasks were reviewed. Adding fees for park use was discussed. Attorney Woodrich discussed some negative impact from adding fees.

Cindy noted the CPI Adjustments have now been published and all tenants will see an 8.7% increase on their lease this year with the exception of one at 8.3%. The 15 % increase to Insurance this year was discussed.

--MOTION—Commissioner Broughton made a motion and Commissioner Taylor seconded the motion to apply the CPI adjustment rate in leu of the CPI adjustment rate and the Insurance Rate Increase to all tenants for this year September 1, 2022 through August 31<sup>st</sup>, 2023. All voted in favor and the motion carried unanimously.

Finance Manager Bradley reviewed the line items of the draft General Fund Budget Summary – Non Operating.

The Tax Projections were also reviewed.

### **SEDC 2023 Professional Services Agreement**

Director Albaugh presented the 2023 Professional Services Agreement.

--MOTION—Commissioner Broughton made a motion to and Commissioner Taylor seconded the motion to approve the 2023 Professional Services Agreement as presented. All voted in favor and the motion carried unanimously.

### **SEDC 2023 Shared Services Agreement**

Director Albaugh presented the Shared Services Agreement noting it is for shared expenses and shared Port/EDC employees. He does expect there to be a slight change to the agreement affecting the total of the agreement not to exceed \$93,387.00

--MOTION—Commissioner Broughton made a motiona and Commissioner Taylor seconded the motion to approve the 2023 Shared Services Agreement not to exceed \$93,387.00. All voted in favor and the motion carried unanimously.

### **Local Government Investment Pool (LGIP) Resolution for participation.**

Director Albaugh presented the Resolution which would allow the Port to participate in this government investment pool.

--MOTION—Commissioner Broughton made a motion to and Commissioner Taylor seconded the motion to adopt the LGIP Resolution 2018 / Port of Skamania Resolution #12-2022 authorizing the participation in the Local Government Investment Pool (LGIP) to begin immediately. All voted in favor and the motion carried unanimously.

### **Skamania Economic Development Shared Services 2022 Third Quarter Performance**

**Review.** Director Albaugh noted this quarterly review is per the State Auditor recommendation as a review of the services provided by the Skamania EDC Shared Services Agreement.


--MOTION—Commissioner Broughton made a motion to and Commissioner Taylor seconded the motion to approve the performance of the Skamania Economic Development Council Shared Services Contract for the Third (3<sup>rd</sup>) quarter of 2022. All voted in favor and the motion carried unanimously.

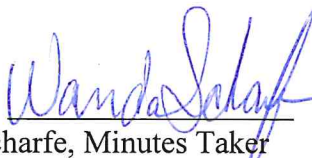
**Forest Highway Project Agreement for the Columbia River Gorge National Scenic Area Project #WA DOT 14(2)/CRCNSA** Director Albaugh presented a maintenance agreement for two signs being purchased and installed by the US Forest Department as part of the CRCNSA. The locations of the signs are at Beacon Rock Golf Course in North Bonneville and at the corner of Cascade & Russell Street in Stevenson.


--MOTION—Commissioner Broughton made a motion to and Commissioner Taylor seconded the motion to approve the agreement between the Port of Skamania and the U.S. Department of Agriculture Forest Unit Columbia River Gorge National Scenic Area pertaining to Port of Skamania County’s maintenance of thematic and interpretive signs installed under project WA DOT 14(2) CRGNSA . All voted in favor and the motion carried unanimously.

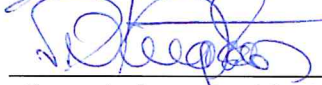
**Adjourned:** Meeting was adjourned at 6:14 p.m.

**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)