# Port of Skamania County
# Minutes of the
# Board of Commissioners Meeting
# September 27, 2005

**Call to Order:** President Teitzel called the meeting to order at 4:00 p.m.

**Attendance:** In attendance from the Port were Commissioner Judy Teitzel, Commissioner Dave Prosser, Commissioner Doug McKenzie, Port Attorney Ken Woodrich, Facilities & Operations Manager Keith Chamberlain, Business Development Manager John McSherry, Finance Manager Barbara Irving, and Accounting Tech. Tina Tarani.

**Public Comment:** Commissioner Teitzel opened the meeting to public comment at 4:00 p.m. to 4:30 p.m.

Past **Port tenants Phil and Judy Woodfall** were in attendance, but were waiting for current **Port tenants Bill and Jeanie Sherman of Sherman Technical Institute** to arrive; and therefore requested to be skipped over at the commencement of Public Comment session.

**Meetings and Seminars:** Commissioner Dave Prosser attended the **Department of the Interior NEPA Scoping Meeting in Cascade Locks, OR** regarding the proposed **Casino** with the following comments:

- The **Port of Skamania County** needs to get involved.
- The proposed **Casino** would definitely have an impact on **Skamania County**, and the **Port** should look into any funds that might become available from the **Casino** project for the qualified surrounding communities.

Commissioner Doug McKenzie suggested the Port sending out a letter of interest; with Port Attorney Ken Woodrich adding it might be best sending the letter(s) to our Washington government representatives.

Business Development Manager John McSherry met with **Brian Baird** and **Patty Murray** representatives regarding the possible surplus of the **Corp of Engineers** property that they are currently using for storage.

John also went to a **C.G.E.D.A. (Columbia Gorge Economic Development Administration)** meeting with the following highlights:

- Budget
- Update on what **C.G.E.D.A.** is currently doing
- Port annual dues

John stated all other Ports have renewed their annual dues. A copy of the **Skamania County Economic Development Council's** contract with the **Port of Skamania County** was distributed. The Commission reviewed that contract, as well as the **M.C.E.D.D. (Mid-Columbia Economic Development District's)**. The following was mentioned as to the amounts of the annual Port dues requested from the various groups:

1. **C.G.E.D.A.** $2,400.00
2. **Skamania County E.D.C.** $3,000.00
3. **M.C.E.D.D.** $1,100.00

Members of the public, and Port tenants of **Sherman Technical Institute**, **Bill and Jeanie Sherman** arrived at approximately 4:07 p.m.

Accounting Tech. Tina Tarani informed Commissioner Judy Teitzel that **W.P.P.A.** contacted the Port asking if Judy would be registering for the upcoming **Trade Seminar**. Judy replied she had not registered as yet, since she was not sure she would be attending, but would register if she were to attend.

Finance Manager Barbara Irving met with the **City of Stevenson Administrator** about a proposed city e-mail newsletter to be distributed to the local government groups based on submitted information from each entity giving updates on what each government entity is working on and/or has been doing. Barbara inquired if the Commission would like her to participate. The Commission responded yes, as long as it does not involve a great amount of staff time. Port Attorney Ken Woodrich responded that if e-mails were going to be sent out to the Commissioners asking for input for the newsletter, that a "DO NOT REPLY" be attached to the e-mail since a reply from the Commissioners could constitute a meeting; it was decided replies should only be staff to staff, and any replies could be printed off and included in the Commissioner's Port Meetings Information Packets.

**Minute Approval:** Commissioner Doug McKenzie made a motion to approve the minutes of the September 13, 2005 regular scheduled meeting. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

**Vouchers:** Commissioner Doug McKenzie made a motion to approve Pre-Issued General Fund Vouchers Numbered 16220 through 16229 in the amount of $7,533.32 dated September 21, 2005. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 16230 through 16253 in the amount of $81,239.94 dated September 27, 2005. Commissioner Dave Prosser seconded the motion. The motion passed.

**Administrative Approvals:** Doug McKenzie made a motion to approve Resolution 09-2005 Canceling Unredeemed Cash Warrant Numbered 16121 of the Port of Skamania County. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Judy Teitzel went back to Public Comment at 4:20 p.m. to end at 4:30 p.m.

**Bill and Jeanie Sherman** inquired about the results of the lease talk from the last Port meeting of September 13, 2005 of which they attended with questions and comments. They also stated that since Commissioner Dave Prosser missed the last meeting they wanted to address him as well with their questions and concerns. Jeanie stated that **S.T.I.** has been very busy and has hired two part-time employees since the last Port meeting. They reiterated from the last meeting, that it would be a hardship if they had to move their business to another location if their lease was terminated.

The other two public guests **Phil and Judy Woodfall**, attending in support for **Bill and Jeanie Sherman**, asked the Commission if the Port wanted **S.T.I.** leasing the space at the **Tichenor Building** or not.

Commissioner Doug McKenzie stated the Commission was waiting for additional information from the Port staff and since lease negotiations cannot be discussed in Public Session, they would need to go into Executive Session, and that **Bill and Jeanie Sherman** would be the first to know of the final results of the lease negotiations.

Port Attorney Ken Woodrich addressed **Bill and Jeanie Sherman** stating it is important to note what the Statutes state about leasing property. He then read a few, stating what the Port can or cannot do regarding tenants and leases.

Public Session was closed at 4:45 p.m.

The Commission thanked **Bill and Jeanie Sherman and Phil and Judy Woodfall** for attending the meeting and expressing their concerns.

**Bill and Jeanie Sherman** left the meeting at 4:50 p.m.

**Old Business:** Port Attorney Ken Woodrich reminded Facilities & Operations Manager Keith Chamberlain they need to compile regulations (referring to the **adoption of an ordinance** discussed at the August 9, 2005 regular Port meeting) for **Tichenor** (referring to **issues the Port is having on Port 'public areas'**). A notice will need to be published and a public hearing to be held.

Facilities & Operations Manager Keith Chamberlain stated the **Skamania County P.U.D.** is moving forward with **Carson Water System**. Keith stated that as of Wednesday September 21, 2005 the **Carson Water System** was now an 'A' System (moved up from a 'B' System). 'A' Systems need to be operated by the owner. The Port is now getting 'Out of Compliance' notices.

There is now no **Old State Water**; the two water systems (**Carson Water** and **Old State Water**) are now combined and are one system.

Commissioner Doug McKenzie inquired about the existing **Carson Water System** users (**Old State Water**) and connection fees for them when the **Skamania County P.U.D**. takes over. He stated those **Carson Water System** users need to be protected regarding connection fees and should not have to pay. Port Attorney Ken Woodrich stated they could be grand-fathered in, thereby protecting them against having to pay any connection fees. It was decided this should be done for the existing users, but not for the reserved connections. Existing rates would not be grand-fathered in; so any increase in rates in the future would be valid and apply.

**New Business:** Facilities & Operations Manager Keith Chamberlain informed the Commission that there was a **theft and vandalism** that occurred the prior week on **Port Property**; stating the Port Maintenance Building was broken into with items being stolen. The Port white pickup truck had the two front tires slashed. A vehicle and motorcycle belonging to crewmembers from the cruise ship **The Columbia Queen** were vandalized. Port tenant **Galaxy Manufacturing's** van was spray painted; and Port tenant **Molded Fiberglass Companies/NW** building was spray-painted. Keith stated he is working on compiling a list of all that was vandalized and stolen, and checking into whether insurance will be covering any of the losses.

Remaining public members **Phil and Judy Woodfall** left the meeting at 5:05 p.m.

Business Development Manager provided submitted drawings of the proposed new North Bonneville Building to be built and briefly stated some estimated costs on budget.

Finance Manager Barbara Irving informed the Commission that Port staff had met and all agreed it would be best for the Port to forego having an **Annual Open House** this year since the Port lacks the space from the **Kinetics Tichenor office space expansion** into Port office space; and also since the Tichenor Building will be under construction on the upper floor expansion soon to take place. Barbara also stated that staff thought it best to just have the **Employee Appreciation Dinner** this year. The Commission agreed to both staff decisions. A Friday night buffet at **Skamania Lodge** was decided upon.

**Other Business:**

- Financial Report: Finance Manager Barbara Irving provided the **August 2005 Financial Report** to the Commission with the following:

    1. The **'Statement of Cash Flows'** showing an -$18,683.52 net loss for August, but showing $207,864.19 higher total assets than through the same time last year-which is an increase over July's report of $14,413.06.
    2. The **'Net Worth by Month'** graph showing assets have been kept stable.
    3. The **'Profit and Loss Prev Year Comparison Jan-Aug'** report showing the Port has managed the finances $134,142.81 better than last year to date.

4. The **'Profit & Loss Budget Performance'** showing a Net income of $165,168.93 actual for Jan-Aug 2005 (with an amount of $19,848.00 budgeted).

Barbara informed the Commission that she is currently looking into the **Port** becoming it's own **Treasurer** (as they requested) and has received responses from a few other Ports who are their own Treasurer, and how they go about it (some responses being from small Port's such as ours and others from much larger Ports). One example being: the **Port of Shelton** has their Commissioners rotate at being the **Treasurer**.

Port Attorney Ken Woodrich stated it would be a good idea to inquire if the Port would incur higher costs with the **State Auditors** if the Port became it's own **Treasurer**.

**Executive Session:** Commissioner Judy Teitzel called for an Executive Session at 5:50 p.m. for approximately thirty (30) minutes ending at 6:20 p.m. under RCW 42.30.110 (c).

The Commission came out of Executive Session at 6:20 p.m. with no decision being made.

The Commission made the following recommendations to staff:

1. Business Development Manager John McSherry is to get in contact with the prospective Port tenant immediately and obtain a signed lease or letter of intent; with Facilities & Operations Manager Keith Chamberlain involved and in the process.

2. John is also to commence looking for immediate **Grant Funds** available for five thousand (5,000) square feet.

3. Facilities & Operations Manager Keith Chamberlain is to negotiate with current Port tenant **Molder Fiberglass Companies/NW** as to space regarding the **Tichenor Building** expansion.

The Commission would like the **Tichenor Building** expansion done in this current year as soon as possible.

Business Development Manager John McSherry stated he would look into funds the **Skamania County** has available for projects such as the **Tichenor** expansion.

Facilities & Operations Manager Keith Chamberlain stated he will meet with the **Engineer** and start with flooring; and he would open discussions with **Bob at Molded Fiberglass Companies/NW** since the expansion will affect their ceiling height. There will be some mitigation involved with this expansion with the tenants.

**Adjournment:** The Chairperson adjourned the meeting at 6:30 p.m.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners will be, Tuesday, October 11, 2005 at 4:00 p.m.

A scheduled Budget Workshop will be held Tuesday, October 4, 2005 at 1:00 p.m.

**APPROVED BY:**

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**Commissioner Doug McKenzie**

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**Commissioner Judy Teitzel**

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**Commissioner Dave Prosser**

**ATTEST:**

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**Tina Tarani, Accounting Tech**