Port of Skamania County
Minutes of the
Board of Commissioners Meeting
And Draft Preliminary 2005 Budget Hearing and Tax Levy
October 26, 2004

Call to Order: Commissioner Dave Prosser called the regular meeting and draft preliminary 2005 General Fund Budget Hearing & Tax Levy meeting to order at 4:11 p.m.

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

Public Comment: Brian Adams of Sawnet Technologies asked the commission for a reduction in their lease due to the construction of a wall being done for another tenant, which prohibited their moving completely in. Also, Sawnet's first contract for work has been delayed and a reduction to December's lease was asked for that reason. Discussion. The construction should be completed by mid-November. Commissioner Teitzel moved, and Commissioner McKenzie seconded to reduce Sawnet's lease amount for November to $500.00 with Lease Hold Tax to be paid on $500.00; and for the lease amount for December to be $750.00 with the Lease Hold Tax to be paid on the full $1,000.00 lease amount. Motion passed.

Minute Approval: Motion by Commissioner McKenzie, seconded by Commissioner Teitzel, to approve the minutes of the September 28, 2004 meeting as corrected. Motion passed.

Motion by Commissioner McKenzie, seconded by Commissioner Teitzel, to approve the minutes of the October 12, 2004 meeting. Motion passed.

Vouchers: Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 15447 through 15472 in the amount of $28,044.63. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve Pre-Issued General Fund Vouchers Numbered 15437 through 15446 in the amount of $7,152.33. Commissioner Judy Teitzel seconded the motion. The motion passed.

Administrative Approvals:

Copier Lease: Finance Manager Barbara Irving reported on the search for a new copier. The current lease will be expiring in November. The Commission reviewed the information provided for several different copiers. Motion by Commissioner McKenzie, seconded by Commissioner Teitzel to authorize Barbara to proceed with the lease of copier from Pacific Office Automation. Motion passed.

Meeting Schedule: Meeting schedule for November and December was discussed.

Decision:
November 9th Regular Meeting 4 pm
November 29th Regular Meeting and Budget Hearing/Tax Levy 5 pm
December 7th Regular Meeting 4 pm
December 14th Open House 12 – 4 pm
December 10th or 17th Employee/Commission dinner on Sternwheeler 6:30 pm
December 21st Regular Meeting and Supplemental Budget Hearing 4 pm

Marketing & Project Development Manager Report:

Boat Launch. Groundbreaking ceremony is scheduled for Tuesday, November 2nd at 3:00 pm. John will be sending out a postcard invitation to individuals and agencies who have worked to make the boat launch project possible. The County has agreed to give us riprap and fill rock for the Boat Launch project, but will require an interagency agreement. Motion by Commissioner McKenzie, seconded by Commissioner Teitzel to authorize John McSherry to sign an interagency agreement with the County for rock, subject to legal review by the Port's attorney. Motion passed.

Capital Projects Plan. John is working on a capital projects plan. It will not be ready for this budgeting process. Commission asked that workshops be scheduled after the first of the year.

Facilities & Operations Manager: None

The Preliminary Budget Hearing and Tax Levy was opened. Changes include adding $1,500 to the Office Equipment line item for a computer server and reduction in the Principle and Interest Expense line items to reflect actual payments that will be made in 2005.

Executive Session: The Commissioners announced an Executive Session pursuant to RCW 42.30.110 at 6:15 pm to discuss real estate. The Commission came out of Executive Session at 6:27 pm.

Return to Regular Session: A motion was made by Commissioner McKenzie, seconded by Commissioner Teitzel authorizing Keith Chamberlain to sign an earnest money agreement with the changes discussed with legal council on the Landsburg Property. Motion passed.

Adjournment: The meeting adjourned at 6:30 pm.

Next Meeting: The next scheduled regular meeting of the Board of Port Commissioners will be Tuesday, November 9th, at 4:00pm.

APPROVED BY:

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Commissioner Doug McKenzie

Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Barbara J Irving, Finance Manager