Port of Skamania County
Minutes of the
Board of Commissioners Meeting
November 8, 2005

Call to Order: President Teitzel called the meeting to order at 4:03 p.m.

Attendance: In attendance from the Port were Commissioner Judy Teitzel, Commissioner Doug McKenzie, Port Attorney Ken Woodrich, Facilities & Operations Manager Keith Chamberlain, Finance Manager Barbara Irving, and Accounting Tech. Tina Tarani. Commissioner Dave Prosser and Business Development Manager John McSherry were not in attendance due to excused absences.

Public Comment: Commissioner Teitzel opened the meeting to public comment at 4:03 p.m. to 4:30 p.m. No members from the public were in attendance.

Meetings and Seminars:

- **Washington Public Ports Association-Small Ports Seminar:** Facilities & Operations Manager Keith Chamberlain and Finance Manager Barbara Irving gave a brief review of this seminar with the following highlights:

    1. How to Get Things Built; Day Labor, Small Works Roster.
    2. Issuing Bonds.
    3. Managing Risk and Reducing Insurance Costs.
    4. Tuning up Your Personnel Procedures.

    Washington Government Entity Pool gave a talk on Property Insurance in reference to Tenant Leases.

    A brief discussion on Contract/Day Labor took place among Port staff and the Commission.

- **Skamania County Chamber:** Facilities & Operations Manager Keith Chamberlain attended the Chamber meeting with the following highlight:

    1. The Chamber discussed the possibility of the **Stevenson Business Association** becoming an entity of it's own.

- **IACC 2005 Conference:** Finance Manager Barbara Irving stated Business Development Manager John McSherry called in from this conference with a report that while at the conference it came to his attention there may be loan funds available for the construction of the proposed **Port Maintenance Building**, and he would be checking into that further.

- **Skamania County PUD:** Commissioner Judy Teitzel and Facilities & Operations Manager Keith Chamberlain met with the PUD, presenting them with the **water system transfer papers**. The PUD made a motion to accept the **water system** and the motion passed.

Minute Approval: Commissioner Doug McKenzie made a motion to approve the minutes of the October 26, 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 16320 through 16329 in the amount of $7,545.59 dated November 2, 2005. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 16330 through 16349 in the amount of $13,292.38 dated November 8, 2005. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 16350 through 16350 in the amount of $12,170.16 dated November 8, 2005; to be paid after November 13, 2005. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Administrative Approvals: Commissioner Doug McKenzie made a motion to approve **Resolution 10-2005 Setting a Maximum Debt Limit**. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to stop the **tape recording of the Port Meetings** effective with the next Port Meeting (November 22, 2005). Commissioner Judy Teitzel stepped down and seconded the motion. The Motion passed.

Staff Reports:

- <u>Financial & Administrative Report</u>: Finance Manager Barbara Irving stated Sprint had not got back to her with a quote on the new proposed phone system, and she requested of the Commission for the go ahead to proceed with the quotes she has obtained. The Commission agreed for her to proceed with the companies she has received quotes on.

  Barbara stated the CPA, hired for professional services, suggested the Port move ahead and purchase the new computer program (Business Works). Barbara stated the advantages of purchasing now and having the system ready for 2006. The Commission agreed on both suggestions, to purchase the system and purchase in this current year to make the system ready for 2006.

Barbara asked for direction as to what the Commission would like regarding the timeline on the Port becoming it's own Treasurer. Commissioner Judy Teitzel stated she would like the Port to wait on doing this.

- Facilities & Operations Report: Facilities & Operations Manager Keith Chamberlain and Business Development Manager John McSherry met with **Bob Kelso and Monica Masco** of **Molded Fiber Glass Companies/NW** (a Port tenant) to discuss the proposed **Tichenor Expansion**. A discussion took place between staff and the Commission regarding the **Tichenor Expansion** and the meeting with **Molded Fiber Glass Companies/NW**.

  Port tenant Battelle (currently leasing the Skye Building in North Bonneville) would like the Port to put in the two new offices previously requested; a brief discussion between Keith and the Commission took place.

- Business & Development Report: This report to be presented at the next Regular Scheduled Port Meeting due to Business Development Manager John McSherry currently attending the 2005 IACC Conference for the Port.

  Per Business Development Manager John McSherry's request, Keith Chamberlain informed the Commission on John's progress regarding the **City of Stevenson Waterfront Recreational Development Grant Application,** stating it is due November 21, 2005 and he is ready to submit it. The Commission agreed for John to proceed with the process.

- Attorney's Report: An Executive Session was called at 6:02 p.m. for approximately fifteen (15) minutes ending at 6:17 p.m. under RCW 42.30.110 (I).

  The Commission came out of Executive Session at 6:17 p.m. with no decision being made.

Other Business:

- 2006 Budget: Finance Manager Barbara Irving briefly went over the changes that the Commission requested at the last Port meeting.

Commissioner Doug McKenzie requested staff to locate a prior Resolution, he believed was passed, that limited the spending of Port funds of anything over $5,000.00 to be approved by the Commissioners; and to bring the information to the next Port meeting. Finance Manager Barbara Irving stated she would research the requested resolution.

A resolution will be needed for the Budget to pass and will be presented for adoption at the next Port meeting on November 22, 2005.

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

Next Meeting: There will be a Budget Hearing to fix and adopt the 2006 Budget, Tuesday, November 22, 2005 at 4:00 p.m. The regular Board meeting will immediately follow the hearing.

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.