Port of Skamania County
Minutes of the
Board of Commissioners Meeting
and 2005 Supplemental Budget Hearing
December 13, 2005

Open Regular Meeting: President Teitzel called the regular meeting to order at 4:02 p.m. with public comment open until 4:30 p.m.

Call Budget Hearing and Tax Levy to Order: President Teitzel called the meeting to order at 4:02 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.

Port Commissioner Dave Prosser joined the meeting at 4:20 p.m.

Public Comment: Public comment was extended due to late arrivals.

Victoria Pfeiffer of Crossroads Behavioral Health (a local Stevenson Business) arrived at 4:27 p.m. for public comment.

Port Business Development Manager John McSherry joined the meeting at 4:28 p.m.

Victoria presented to the Commission the need for lease-able space that is ADA approved and inquired if the Port currently had, or would have, any space available that Crossroads could lease.

The Commission informed Victoria the Port did not have any space available at present for lease; and the planned Tichenor Remodel was creating more lease-able space, but that space was already leased out to an incoming tenant.

The Commission thanked Victoria for bringing her request to their attention and suggested that Crossroads contact the Port every couple of months to inquire about lease-able space.

Victoria left the meeting at 4:40 p.m.

Close Public Comment: Public comment was closed at 4:40.

Close Budget Hearing and Tax Levy: The Supplemental Budget Hearing was closed at 4:40 p.m.

Budget Deliberations: ***Motion*** by Commissioner Doug McKenzie, seconded by Commissioner Dave Prosser to pass Resolution #12-2005 Accepting and Approving the 2005 Supplemental Budget. Motion carried.

Meetings and Seminars:

- **WPPA 2005 Annual Meeting:** Attended by Port Attorney Ken Woodrich and Port Commissioner Judy Teitzel with the following highlights:

    1. CTED fifty-million Job Development Fund.
    2. Port Report from Port of Walla-Walla.
    3. The Attorney Section and Legal Committee presentations being very informative and helpful to the Port Attorney.

- **Skamania County Chamber of Commerce:** Attended by Facilities & Operations Manager Keith Chamberlain with main discussion on:

    1. Hotel-Motel Tax

Minute Approval: Commissioner Doug McKenzie made a motion to approve the minutes of the November 22, 2005 regular scheduled meeting, as corrected. 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 16381 through 16388 in the amount of $11,198.22 dated November 22, 2005. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 16389 through 16398 in the amount of $7,557.80 dated December 13, 2005. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 16399 through 16426 in the amount of $29,974.74 dated December 13, 2005. Commissioner Dave Prosser seconded the motion. The motion passed.

Administrative Approvals: See Budget Deliberations.

Staff Reports:

- **Financial & Administrative Report:** Finance Manager Barbara Irving presented the **2005 Profit and Loss Budget Performance Report** showing an estimated December 31, 2005 year end profit increase of $666,908.00 to **2005 Annual Budget**:

With higher income due to:

1. Stevenson Landing (Cruise Ship Dockings).
2. Auditing and collecting of all reimbursable utilities from the cruise ships and from Port tenants.
3. Proceeds from the sale of two Port properties.
4. Timber Harvest Tax Income.

With less expense due to:

1. Lower Grant & Project Expenses.
2. Less spending expense on Facilities and General Administration.

Barbara presented the **November 2005 Financial Report** showing the Port still passed the million-dollar mark. The net reduction in cash balance was **-$16,664.64** due to the purchase of: a new computer accounting program, two new computers, a complete new phone system, and chain saws; in addition, the **Parcel II City of North Bonneville Loan** was paid off, and the retainage to **Crestline Construction** for the **Boat Launch** was paid.

Commissioner Teitzel requested an "expanded" ***Profit & Loss Budget Performance Report*** showing the detail categories, per quarter.

- **Facilities & Operations Report:** A brief discussion took place on **Beacon Rock Golf Course 2006 internal rate increases**; with the Commission requesting Facilities & Operations Manager Keith Chamberlain to look into the **BRGC** lease to determine if there are any stipulations to rate increases made by **BRGC**.

  In continuance with the **Maintenance Shop** break-ins, Keith received a call Sunday, November 27th at 3:00 a.m. from the **Sheriff's Office** stating a car was seen leaving Port Facilities and the **Maintenance Shop** was open. When staff came in, the **Maintenance Shop** was not open.

  Port tenants past due on rent was discussed.

Executive Session: Commissioner Judy Teitzel called for an Executive Session at 5:13 p.m. for approximately fifteen (15) minutes ending at 5:27 p.m. under RCW 42.30.110 (c).

The Commission came out of Executive Session at 5:27 p.m. with no decision being made.

A second executive Session was called at 5:27 p.m. for approximately seven (7) minutes ending at 5:35 p.m. under RCW 42.30.110 (c).

The Commission came out of Executive Session at 5:35 p.m. with no decision being made.

A third executive Session was called at 5:35 p.m. for approximately five (5) minutes ending at 5:40 p.m. under RCW 42.30.110 (c).

The Commission came out of Executive Session at 5:40 p.m. with no decision being made.

A brief discussion took place on the proposed **Tichenor Expansion**.

- **Business & Projects Report**: Business Development Manager John McSherry stated he is working with **Molded Fiberglass Companies/NW** on the **Job Development Fund**.

  The **Engineer (Andrew Jansky)** is working on the wave attenuation.

John McSherry left the meeting at 6:00 p.m.

- **Attorney's Report:** Port Attorney Ken Woodrich requested an Executive Session.

Executive Session: Commissioner Judy Teitzel called for an Executive Session at 6:05 p.m. for approximately fifteen (15) minutes ending at 6:20 p.m. under RCW 42.30.110 (i).

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

Commissioner Doug McKenzie requested an Executive session.

Commissioner Judy Teitzel called for an Executive Session at 6:20 p.m. for approximately two (2) minutes ending at 6:22 p.m. under RCW 42.30.110 (g).

The Commission came out of Executive Session at 6:22 p.m. with no decision being made.

Other Business:

- **<u>BBQ Vendor/Vacant Port Waterfront Commercial Lot</u>:** Commissioner Judy Teitzel inquired where the Port was at in regards to the **BBQ Vendor** interested in leasing the Port lot next **The Crab Shack**. Port Staff was still looking into this and no decisions have been made.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be, Wednesday December 28, 2005 at 12:00 p.m.

APPROVED BY: ______________________________
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.