

**Port of Skamania County
Minutes of the
Board of Commissioners' Special Meeting
December 17, 2002**

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

Attendance: Commissioner Judy Teitzel, Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Gahimer, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, Maintenance Technician Karl Wilkie, Port Auditor Jan Fancher, Port Attorney Ken Woodrich and Acting Administrative Assistant Lynee Sapere. Guest speakers invited to attend were Jim Italiano and Lauren Peterson-Reid, cofounders of Innovative Cooling Technologies, a potential new tenant of the Wind River Building. Members of the public attending the meeting included Brian Bair, Brian McNamara, Keith Liggett, Dennis Crow, Amy Weissfeld, and Christina Brittain.

Innovative Cooling Technologies Presentation: Jim Italiano gave a presentation on their business, ICT, what they do and what they will be doing when they lease the Wind River Building from the Port. ICT is a HVAC (heating ventilation and air conditioning research and manufacturing) company incorporated in February 2000. They are transitioning from R&D to production and marketing primarily to commercial/ industrial clients with small and medium-sized buildings. Their initial focus will be in the western region of the US and they market their HVAC systems through independent manufacturer's reps, tradeshow and trade publications as well as a website presence. ITC's business plan for the Carson site includes hiring five people the first year and building to over 20 employees in five years including welder/fabricators, refrigeration techs, and assistance with administration and CAD/ engineering. They hope to have their funding complete by mid-January and to start operations soon thereafter.

Public Comment: The commissioners opened the meeting to public comment at 4:50pm. Note: John McSherry (as a member of the public) chose to audio-tape the remainder of the meeting.

Brian Bair, local fisherman, boater, and windsurfer who works as Project Fisheries Biologist for the Forest Service including completing Hydraulic permitting offered his assistance as a citizen. He came to the meeting to discuss issues related to the Cascade Avenue Boat Launch Improvement Project and stated he supported launch ramp improvement but likes a compromise between the total proposed project and what there is now. Brian said the (wave

attenuation) island could cause a depositional problem as these structures have elsewhere and he warned there could be tough times ahead with Fisheries and State agencies and he is also concerned about its affects on windsurfing. Anita noted we are waiting for notification from the State regarding funding before re-forming the project advisory board to work with the Port and the regulatory agencies, and to review and consider recent public comments regarding the final improvement design, and that we are very interested in hearing from all members of the public on their ideas and concerns, and encourage their participation. Commissioner Dave Prosser commented Brian's experience is a great asset which we can utilize on this project. Anita agreed.

Brian McNamara also utilizes the launch area for multiple uses including through his work with Fisheries. He feels the Port needs to look at the overall usage of the area and try to best serve the community. Brian noted the kiteboarders and windsurfers probably make 2000 visits per year to that beach/ramp area as well as the many pleasure boats that launch in fair weather. He pointed out if the Port makes the proposed changes, it would severely limit these uses, in order to allow a few more boats to launch on windy days. As a Fisheries Biologist who must launch in all types of weather, he is one of the few who would be served by the new changes but he doesn't feel there is enough support for such an extensive plan since there is a good East-wind launch ramp one mile downstream which is underused and the large boats like his are such a minority. Further, Brian notes the project is expensive and not revenue-generating for the Port or community.

Amy Weissfeld was very pleased to hear that there will be a review process for the Cascade Avenue Boat Launch Improvement Project and the Port is willing to listen to new ideas. She would like to participate in this process.

Amy commented she attended the meeting to express concern about a position being eliminated at the Port (referring to a proposal to eliminate the Business Development and Marketing position made in earlier meetings). Amy feels economic development is very important for this community and it would be a real shame to eliminate this type of position especially at this time when the Port has worked hard to get to the point where they have assets to develop and market.

Keith Liggett commented the position is important for the longevity of the Port and viability of future projects and ICT is an example. He said Anita needs to be able to delegate more to provide the opportunity to continue to move the Port forward.

Lauren Peterson-Reid of ICT added she was very impressed with John's work and his presentation packet provided to them. She commented it was the by far the best package of material they received, very professional and complete.

Christina Brittain said she spent over a year working with the Port and Anita on the Port's Comprehensive Development Plan and the most critical recommendation that came out of that work was the creation of John's position, and she strongly supports retaining it as it is critical in order for us to move forward.

Brian Bair added a final comment that grant writers are invaluable and it is important to hang onto your best grant writer.

Attorney's Comment: Port Attorney Ken Woodrich clarified for the record that the audio tape John McSherry chose to make at a previous meeting and today was as a member of the public, not as an employee, and the tape is therefore not considered a "Public Record".

Executive Session: At 5:20pm the Commissioners announced an Executive Session for the purposes of reviewing the performance of a port employee. No one other than the Commissioners attended this portion of this session. Part way through the session Port Attorney Ken Woodrich was asked to join the commissioners in the executive session and Commissioner Teitzel announced they would be discussing legal issues. The session ended at 5:50pm with no decisions being made.

Review and Approval of the 2003 Preliminary Budgets and 2003 Tax Levy: Anita reviewed the Revenue section with the variables requested by the commissioners including a "conservative" scenario without any potential new tenant incomes. Other plans include assumptions regarding Springwater Acquisitions, Beacon Rock Golf Course, and ITC and various grant projects.

Anita then highlighted the Expense portion showing the variations in the bottom line with three options: (1) eliminating the fulltime Business and Project Development position or (2) making it half time or (3) retaining the position, and discussed the subsequent costs of out-sourcing some or all of the duties to professional services.

The commissioners briefly discussed other budget issues including advertising costs and the basis for the 3% raise recommendation.

At this time, the commissioners decided to address the Tax Levy. Commissioner Judy Teitzel stepped down to make a motion to pass Resolution No. 11-2002, a Resolution authorizing the continuation of the Port District property tax levy in an

amount equal to that levied in 2002 plus 1%. Commissioner Doug McKenzie seconded the motion. The Resolution passed.

Commissioner Teitzel then calculated the new tax levy into the proposed budget and noted that \$12,500 needs to be cut to balance the budget.

Commissioner Dave Prosser addressed the options regarding the Business and Project Development position from a resources/ costs/ man-hours perspective and suggested the commissioners be given a report every two weeks to know the progression of hours put towards projects by both John and Anita to evaluate "what we're getting done" at the Port. Commissioner McKenzie agreed with Dave that the position should continue, but stated he feels it should be non-exempt status and it should be reviewed at the end of the first quarter. Discussion followed about overtime and comp time, and who would attend evening meetings. Commissioner Teitzel wants to see the position non-exempt also and agrees with the review after the first quarter.

Anita said there would be a First Quarter Budget Review at the first Port meeting in April of 2003. Also, the commissioners agreed a report that showed a breakdown of hours spent per projects from both the Executive Director and the Business Development and Marketing Manager would be due at each Port meeting.

The Board and staff then considered how to balance the budget without cutting the Business Development and Marketing position, and agreed to make changes in the following areas: discretionary expense, travel expense, elections, legal costs, audit costs, and office furniture.

Commissioner Doug McKenzie moved to approve the 2003 General Fund Budget of at the level of \$687,000 with revisions to revenues and expenses as agreed to during discussions. Commissioner Prosser seconded. The motion passed.

Executive Director Project Updates: Anita distributed copies of several news paper articles regarding Senator Maria Cantwell and SawNet's recent connection to the NoaNet Point of Presence on the BPA Regional Fiber Network.

Commissioner McKenzie commented that Port Attorney Ken Woodrich did a very good job at the recent court hearing with J&L Borup.

Anita gave an update on her lease negotiations with Springwater, including the option regarding a security deposit vs. a performance bond. The commissioners agreed the Executive Director could go ahead with signing a lease with Springwater, with the term options discussed.

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Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be January 14, 2003 at 4:00pm.

Adjournment: The meeting was adjourned at 7:40pm.

Commissioner Judy Teitzel

Commissioner Doug McKenzie

Commissioner Dave Prosser

ATTEST:

Lynne Sapere, Acting Administrative Assistant