Port of Skamania County
Minutes of the
Board of Commissioners Meeting
May 24, 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 Doug McKenzie, Commissioner Dave Prosser, Port Attorney Kenneth 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 to 4:30 p.m. Laura Prosser with her son Zack, and Angus Ruck owner of Columbia Riverside Lodge were in attendance.

Zack Prosser made a presentation to the Commission regarding products he has made and presented samples for everyones review. He requested permission to sell these items to the passengers disembarking off the boats that dock at Stevenson Landing. (namely the Columbia Queen that docks on Mondays and Fridays).

The Port will provide a Hold Harmless Agreement for Zack, and both his parents, to sign; and also requested of Zack to provide proof of Liability Insurance.

The Commission thanked Zack and Laura Prosser for coming and for their presentation.

Laura and Zack Prosser left the meeting at 4:15 p.m.

Angus Ruck then made his presentation to the Commission regarding the noise from the cruise ships that dock with their stern to the West, when he believed they would be docking with their sterns to the East.

Angus stated it creates a great amount of constant noise due to the loudness and constant running of the engines, and greatly affects his business and customers when this happens.

Commissioner Doug McKenzie responded that the Commissioners are aware of this problem and Port Staff are in communication with the ships regarding the noise, and are trying to get this matter resolved.

Facilities & Operations Manager Keith Chamberlain presented a copy of a letter to Mr. Ruck, currently going out to the cruise ships regional offices, asking the cruise ships to state the certain conditions that might apply that would cause them to dock with their sterns to the West.

The Commission thanked Angus Ruck for attending and bringing his concerns to the Board; and the Port would keep him informed and updated on the cruise ships responses to our requests.

Mr. Ruck left the meeting at 4:27 pm.

Minute Approval: Commissioner Doug McKenzie made a motion to approve the minutes of the April 26, 2005 regular scheduled meeting as written. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

As only one Commissioner was in attendance for the Public Hearing and Regular Port Meeting of May 10, 2005 no approval was required. The Public Hearing minutes were signed by Commissioner Judy Teitzel and attested by Accounting Tech. Tina Tarani.

Vouchers: Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 15949 through 15970 in the amount of $37,693.90 dated May 24, 2005. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve Corrected-General Fund Vouchers Numbered 15892 through 15910 in the amount of $18,076.44 dated May 24, 2005. Commissioner Dave Prosser seconded the motion. The motion passed

Commissioner Dave Prosser made a motion to approve Pre-Issued General Fund Vouchers Numbered 15911 through 15920 in the amount of $7,612.74 dated May 4, 2005. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve Pre-Issued General Fund Vouchers Numbered 15921 through 15938 in the amount of $42,751.80 dated May 11, 2005. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve Pre-Issued General Fund Vouchers Numbered 15939 through 15948 in the amount of $7,550.60 dated May 18, 2005. Commissioner Doug McKenzie seconded the motion. The motion passed.

Administrative Approvals:

- Resolution No 06-2005: Commissioner Doug McKenzie made a motion to approve Resolution No 06-2005 Comprehensive Plan Amendments. Commissioner Dave Prosser seconded the motion. The motion passed.

Staff Reports:

- Financial & Administrative Report: Finance Manager Barbara Irving inquired about the Port needing to appoint a Records Officer according to new Legislation

(House Bill 1758) that passed in 2005 Regular Session. This persons contact information will need to be posted on the Ports website and on pamphlets that go out.

Barbara informed the Commission about the needed document cleanup and archiving that needs to be completed before the tenant building expansion starts (which will reduce the Port office size); and that shredding was scheduled for the first week of August on those documents that can be destroyed.

Port Attorney Ken Woodrich stated there are some documents the Port, as a Corporation, will want to retain indefinitely such as Bylaws, Minutes.

Attorney Ken Woodrich is the current Records Officer. It was recommended by the Commission that a Port Staff member be appointed in place of Ken due to the length of time involved and scope of work for this appointment.

Commissioner Doug McKenzie made a motion to appoint Finance Manager Barbara Irving as Records Officer. Commissioner Dave Prosser seconded the motion. The motion passed.
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Barbara informed the Commission about an upcoming free workshop on Electronic Records Management she would like to attend. This was supported by the Commission.

Barbara passed around a quarterly newsletter about, and created by, the Port of Kalama and inquired if our Port would be interested in doing a newsletter. It was decided it was not feasible at this time, and the Port would utilize local advertising avenues such as newspaper, etc.

Completed Finance Reports and Cashflow: Revenue-Expense Reports were distributed to the Commission and reviewed.

It was mentioned that Barbara would be attending the upcoming WPPA Finance Seminar in June.

- Facilities & Operations Report: Keith Chamberlain reported that there has been activity at The Rigging Loft and the tenants are currently doing Research and Development.

Executive Session: Commissioner Teitzel called for an executive session at 5:29 p.m. for approximately ten minutes ending at 5:39 p.m. to discuss RCW42.30.110 (c).

The Commission came out of Executive Session at 5:39 with no decision being made.

A second Executive Session was called under RCW42.30.110 (c) at 5:39 p.m. for approximately five minutes ending at 5:45 p.m. to continue discussion.

The Commission came out of executive Session at 5:45 p.m. with no decision being made.

- Business & Projects Report: Business Development Manager John McSherry reported progress on North Bonneville Parcel II dirt removal at 8,000 yards total to date.

  The re-zone on the North Bonneville Timber Property made it through the Planning Commission. The change to the City's Comprehensive Plan Zoning Map will be before the City Council on Thursday June 26th; and the Port's rezone will be considered on July 14, 2005. Public Hearings will be held at both meetings.

  John is still receiving a lot of inquiries and interest on the Timber Property.

  ECOWORKS, the business that makes furniture and who has written a letter of interest to rent 10,000 square feet of the proposed 20,000 square foot building in North Bonneville, immediately needs 1,000 square feet for manufacturing. John is working on asking the Corp. of Engineers if they would surplus their building that they are only using for storage, to the Port.

  Irrigation for the Boat Ramp will be put in as soon as it dries out. Ferguson Plastics is constructing the Docks and Crestline Construction will install the Docks when they are complete.

  John was requested to put together a Request for Proposal on the selling of the Timber Property in North Bonneville; and Facilities & Operations Manager Keith Chamberlain will work with John on this.

- Attorney's Report: Attorney Ken Woodrich stated the Court case with J&L Borup Inc. is completed.

Other Business:

- North Bonneville Parcel II: Commissioner Doug McKenzie addressed and thanked the entire staff regarding the progress with Parcel II. Everyone has done a great job on how it is coming along and being handled; especially to John and Keith for their contributions to this project.

- Assessors Maps: Commissioner Dave Prosser mentioned a letter he received from the Assessors Office regarding the Assessor needing copies of maps of Port owned properties. It was suggested from the Commission that the Port Staff check to see if the properties are on file at the Assessors office under North Bonneville Port and Wind River Port first, before doing anything else.

- Voucher Approvals: Finance Manager Barbara Irving asked the Commission if when line items are changed after approval of Vouchers (such as BARS code changes) does this need to be presented to the Commission for a second approval.

  It was concluded, since these appear to only be line-item changes, all that is required is that the change be called to the Commissions' attention as a variance.

Adjournment: The meeting adjourned at 6:23 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, June 14, 2005 at 4:00 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