# Port of Skamania County
# Minutes of the
# Board of Commissioners' Meeting
# November 26, 2002

**Call to Order:** Board President Commissioner Judy Teitzel called the meeting to order at 4:05 p.m.

**Attendance:** Commissioner Judy Teitzel, Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Port Auditor Jan Fancher and Administrative Assistant Deana Midland. John McSherry, Marketing and Business Development, was not in attendance due to a medical appointment. Kevin and Minda Coombs, and Keith Liggett, members of the public, attended a portion of the meeting.

Commissioner Judy Teitzel made a motion to stop taping our meetings until further notice. Commissioner Doug McKenzie seconded the motion. The motion Passed.

**Public Comment:** Keith Liggett had some questions regarding a proposal he submitted to operate a sailing school on the Port waterfront. Since our last meeting Keith learned from the City of Stevenson that the vacation of Leavens Street has not been completed so the site he originally wanted to use to teach sailing from was not available through the Port. Anita has talked to Mary Ann about completing the street vacation, but it will not be completed in time for Keith as he needs to know as soon as possible if he will have waterfront space available. Anita and Keith will get together on a Use Permit for him to teach kite boarding off of East Point. Keith will move his sailing school activities from here to the Port of Cascade Locks. Keith Liggett excused himself from the meeting.

**Public Hearing:** Commissioner Teitzel opened the Public Hearing on the Port of Skamania County's Preliminary 2003 General Fund Budget and 2003 Tax Levy at 4:15. Anita passed out the budget package. Receiving no public comments the hearing was closed at 4:30 pm.

**Approval of Minutes:** Commissioner Doug McKenzie made a motion to approve the minutes of November 12, 2002 with hand written corrections. Commissioner Dave Prosser seconded the motion. The motion passed.

**Treasurer's Report**: Port Auditor Jan Fancher distributed a Financial Status Report package. The reports detailed the income, expenses, and significant transactions for the month of October.

Jan handed out Anita's Capital Budget Cover Sheet and her cash flow projections for each individual budgeted capital project. Discussion followed regarding the projects and the cash flow projections.

**Vouchers:** Commissioner Dave Prosser made a motion to approve General Fund Vouchers dated November 26, 2002, Numbered 13911 through 13931 in the amount of $21,636.94. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve Pre-Issued Payroll Vouchers Numbered 13905 through 13910 in the amount of $3,524.54. Commissioner Dave Prosser seconded the motion. The motion passed.

There was a short discussion regarding the filing of a complaint and motion for preliminary injunction by J&L Borup, Inc., regarding the Beacon Rock Golf Course. A hearing has been for Friday, December 13th at 3:00 pm.

**Executive Session:** The Commissioners, Port Attorney and the Executive Director went into a short executive session to discuss litigation at 4:42 pm. They came out of executive session at 4:45 pm with no decisions being made.

Ken and the Commissioners discussed the up coming hearing with Kevin and Minda Coombs and invited them to attend. Ken explained to the Coombs what could be expected in regards to the hearing. Kevin and Minda Coombs excused themselves from the meeting following this discussion.

**Executive Director Update on Projects:** Anita presented a revised Preliminary 2003 Budget which included an alternative budget column prepared from a conservative perspective. Anita explained the conservative approach of each category and that in the Salaries and Wages Category she prepared a back up sheet showing the details of the budgeted number which removed her originally proposed salary increases and her requested new position created by splitting the job duties of the current Administrative Assistant. She went on to explain if the Commissioners decide to follow through on the discussions from the Commission Budget Workshop on November 19th regarding the elimination of our Marketing and Business Development position she felt it would be best to start with a "bare bones" budget that did not include her original requests, as well as the specific individual wage increases the commissioners during the workshop had indicated they wanted to give.

Commissioner McKenzie stated his belief that due to the fact that we do not have nursery a manager can do the marketing; we do not need a marketing staff person. We are the only Class D port with such a position in the state as per information provided by WPPA. He expressed displeasure in being presented a budget which did not show this position eliminated; instead seeing a budget with changes that were never discussed.

Anita explained that during the workshop on the 19th she committed to providing the Commissioners with information on the current tasks being performed (as well as those tasks identified for 2003) for this position at the next meeting scheduled for December 10th for their use in making a decision regarding this position. Commissioner Prosser said he would like to see this information before making a decision. Commissioner Teitzel suggested that perhaps we should consider a part time or hourly position instead.

The Commissioners agreed a decision could not be made today and that an additional meeting to discuss this subject and finalize the budget was necessary so Commissioner Teitzel could continue to be involved. Judy had notified the commission several weeks ago that she would not be able to attend our regular meeting on December 10th. Anita will announce a special meeting for the purpose of continuing a review of the 2003 Preliminary Budget to be held on Tuesday, December 3, 2002, at 4:00 pm. Anita will have prepared at that meeting information regarding the tasks of the Marketing and Business Development staff person.

A short discussion on the .08% of local retail sales and use tax dollars which the County may retain as a rural distressed county for the purposes of funding economic development activities and public facilities. Commissioner Teitzel expressed interest in learning how the County has budgeted to utilize these funds.

**Executive Session:** Commissioner Teitzel announced an executive session, to be held for approximately 20 minutes for the purposes of discussing possible litigation. The Commissioners, the Port Attorney, and the Executive Director went into session at 6:00 pm. They came out of Executive Session at 6:25 pm with no decisions being made.

**Next Meeting:** The next regular monthly meeting of the Board of Commissioners will be our first monthly meeting on Tuesday, December 10, 2002 at 4:00 pm.

**Adjournment**: The meeting was adjourned at 6:35 pm.

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**Commissioner Doug McKenzie**

**Commissioner Judy Teitzel**

**Commissioner Dave Prosser**

**ATTEST:**

**Deana Midland, Administrative Assistant**