Port of Skamania County
Minutes of the
Board of Commissioners Meeting
November 27, 2007

Call Hearing for Fixing and Adopting the Final Budget for 2008 to Order: President Dave Prosser opened the public hearing at 4:02 p.m.

Attendance: In attendance from the Port were Commissioner Dave Prosser, Commissioner Judy Teitzel, Commissioner Greyson Rudd, Port Attorney Ken Woodrich, Port Manager John McSherry, Port Auditor Monica Masco, Facilities Specialist Karl Wilkie, Accounting Tech. Tina Tarani, and Administrative Assistant Julie Mayfield.

In attendance from the public were Port Commissioner elect W.D. Truitt for District #2, and Port tenant Brian Adams, owner of Sawtooth Technologies.

Public Comment: None.

Commissioner Prosser welcomed W.D. Truitt to the Port, and congratulated him on his Port Commissioner election.

Close Hearing for Fixing and Adopting the Final Budget for 2008: The public hearing was closed at 4:32 p.m. No comments from the public were given.

Open Regular Meeting: President Dave Prosser called the meeting to order at 4:32 p.m.

Public Comment: Commissioner Prosser updated W.D. Truitt on what the Port has been working on. The Commission was interested in the vision W.D. Truitt might have for the Port. A brief discussion took place on Port properties and projects, especially the Port waterfront.

Brian Adams complimented the Port on the waterfront and what has been accomplished to date.

Budget Deliberations:

- **Review Final Budget:** Port Auditor Monica Masco presented the final budget, noting the increase in property tax revenue by $1,783.00 due to the increase in value of state assessed property.

- **Resolution #14-2007 (2008 Tax Levy):** Commissioner Teitzel moved to approve ***Resolution #14-2007 (2008 Tax Levy)***. Commissioner Rudd seconded. The motion carried.

- **Resolution #15-2007 (2008 Budget):** Commissioner Teitzel moved to approve ***Resolution #15-2007 (Accepting and Approving the 2008 Budget)***. Commissioner Rudd seconded. The motion carried.

Tax Levy Certification: *---Motion---* Commissioner Tetizel moved to authorize President Prosser to sign the Levy Certification for the 2008 Budget. Commissioner Rudd seconded. The motion carried. President Prosser signed the Levy Certification.

Meetings and Seminars:

- **WPPA Annual Meeting:** Commissioner Judy Teitzel attended the WPPA Annual Meeting in Bellevue, WA November 14-16, 2007.

- **WPPA New Commissioners Seminar:** John reported newly elected Commissioner for Port District #1 Tony Bolstad attended the WPPA New Commissioners Seminar on November 13, 2007 in Bellevue, WA.

- **Weed Board Conference:** Karl attended the annual Weed Board Conference November 7-9, 2007 in Toppenish, WA.

- **W.D. Truit:** John met with W.D. Truit to provide him with current budget and capital project information.

- **Rock Cove Assisted Living After Hours:** John attended this event on November 16, 2007.

- **Small Business After Hours:** John attended this event put on by the Chamber on November 8, 2007.

- **Prospective Port Tenant:** John met with a business interested in making custom furniture looking for manufacturing space.

Minutes Approval: *---Motion---* Commissioner Teitzel moved to approve the minutes of the November 7, 2007 regular scheduled meeting. Commissioner Rudd seconded. The motion carried.

Voucher Approvals: *---Motion---* Commissioner Rudd moved to approve General Fund Vouchers Numbered 10751 through 10783 in the amount of $26,291.62 dated November 27, 2007. Commissioner Teitzel seconded. The motion carried.

---Motion--- Commissioner Rudd moved to approve Pre-Issued General Fund Vouchers Numbered 10742 through 10749 in the amount of $4,548.29 dated November 14, 2007. Commissioner Teitzel seconded. The motion carried.

---Motion--- Commissioner Rudd moved to approve Pre-Issued General Fund Vouchers Numbered 10750 through 10750 in the amount of $5,826.59 dated November 16, 2007. Commissioner Teitzel seconded. The motion carried.

Administrative Approvals: John proposed returning half of Kinetics security deposit for Tichenor Suites #90/#100 due to Kinetics still leasing out one 14ft x 14ft office in Suite 100; the Commission agreed with this decision.

Battelle, renting the Port Skye Building in North Bonneville, WA, is requesting a lease amendment to add a "task order" clause to the lease. Pending Port Attorney's review, John requested approval from the Commission to accept this lease amendment. The Commission had no objections with John signing the amendment to the lease, pending Port Attorney's review.

John requested authority to sign the contract for the District Wide Impact Feasibility Study with FCS Group, pending Port Attorney review. ***---Motion---*** Commissioner Teitzel moved to give Port Manager John McSherry authority to sign the contract with FCS Group subject to legal review and not to exceed $75,000.00. Commissioner Rudd seconded. The motion carried.

Staff Reports:

- **Financial/Budget Report:** Presented by Port Auditor Monica Masco.

  October 2007 Financial Report Summary:

  October 31, 2007 Cash Balance is $1,423,827.03.
  Total revenue for October was $124,285.82 and expenditures were $85,233.55: Net excess of revenue over expenditures in the amount of $39,052.27; year to date net is $173,118.22.

  Non-Operating Revenues:

  The Port received $11,211.32 in CD interest and $554.94 money market interest; year-to-date CD and money market investment income is $52,056.11. The Auditor noted the vidulent work by Accounting Tech Tina Tarani in investing funds.

  Property Tax revenues of $65,769.02 were received, and year-to-date property tax collected is $203,046.09 (93% of levy).

  Property Lease Maintenance Expense:
  Janitorial expense account shows a -$298.16 due to a re-classification.

  The Tichenor Painting Project was paid to the contractor in the amount of $26,227.31 (10% retainage $2,914.14 was held).

  Other Property Expense:
  3rd Quarter Leasehold taxes were paid to the state in the amount of $14,696.65.

G&A Expenses:
The annual membership/dues were paid to the EDC in the amount of $3,000.00 (same amount as last year).

Brian Adams left the meeting at 5:20 p.m.

Old Business:

- **Boat Launch:** John reported the construction for the floating breakwater is in process.
- **Galaxy Manufacturing:** Lease negotiations are continuing.
- **Slingshot Sports:** Lease negotiations are continuing, and the Port and tenant are working toward Slingshot moving into Tichenor Suite #60 by the end of the year. Facilities moved Port storage out of the downstairs storage room for Slingshot to use for storage.

New Business: None.

Other Business: The Tuesday December 11, 2007 regular scheduled meeting of the Board of Port Commissioners held at 4:00 p.m. was re-scheduled for Thursday December 6, 2007 at 4:00 p.m.

It was stated that this was Commissioner Rudd's last meeting of the Port Board of Commissioners; Port Commissioners and staff thanked Commissioner Rudd for his excellent service to the Port. Commissioner Rudd thanked the Port for the opportunity to serve, and expressed his appreciation and enjoyment in working with such a competent Port Commission and Staff.

Executive Session: None.

Adjournment: The Chairperson adjourned the meeting at 5:42 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Thursday December 6, 2007 at 4:00 p.m. at the Port office conference room 70 SE Cascade Avenue, Stevenson, WA.

APPROVED BY:

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Commissioner Dave Prosser, President

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Commissioner Judy Teitzel, Vice-President

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Commissioner Tony Bolstad, Secretary

ATTEST:

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Tina Tarani, Accounting Tech.