

**Port of Skamania County
Minutes of the
Board of Commissioners Meeting
And 2006 Budget Hearing and Tax levy
November 22, 2005**

Call Budget Hearing and Tax Levy 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 Dave Prosser, Commissioner Doug McKenzie, Port Attorney Ken Woodrich, Facilities & Operations Manager Keith Chamberlain, Business Development Manager John McSherry, Finance Manager Barbara Irving, and Accounting Tech. Tina Tarani.

Public Comment: None

Close Budget Hearing and Tax Levy: The Budget Hearing and Tax Levy was closed at 4:32 p.m.

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

Budget Deliberations: *Motion* by Commissioner Doug McKenzie, seconded by Commissioner Dave Prosser to pass Resolution #11-2005 (2006 Tax Levy). Motion carried.

Motion by Commissioner Dave Prosser; seconded by Commissioner Doug McKenzie to pass Resolution #12-2005 (Accepting and Approving the 2006 Budget). Motion carried.

President Teitzel signed the Levy Certification.

Meetings and Seminars:

- **IACC Conference 2005:** Attended by Business Development Manager John McSherry with the following highlights:
 1. There is a new program for Infrastructure Development Grant Funds.
 2. John received software and tools to develop funds to replace infrastructure as it ages and deteriorates.
- **Economic Development Council:** Attended by Business Development Manager John McSherry and Finance Manager Barbara Irving regarding the applying to the
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Washington Investment Board for the loan for the Tichenor Expansion construction.

- **Columbia Gorge Economic Development Association:** Attended by Business Development Manager John McSherry, with the highlight that the **C.G.E.D.A.** has hired a firm to have articles published in different magazines with information being put together about all the different Ports.
- **WPPA 2005 Annual Meeting:** Port Attorney Ken Woodrich recommended he stay overnight and attend both the conference portion for attorneys on December 29th, as well as the legal committee portion on December 20th. The Commission agreed and approved the overnight stay.

Minute Approval: Commissioner Doug McKenzie made a motion to approve the minutes of the November 8, 2005 regular scheduled meeting. 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 16351 through 16360 in the amount of \$7,420.76 dated November 16, 2005. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 16361 through 16380 in the amount of \$25,982.53 dated November 22, 2005. Commissioner Dave Prosser seconded the motion. The motion passed.

Administrative Approvals: See Budget Deliberations.

Old Business:

- **Employee Appreciation Dinner:** Accounting Tech Tina Tarani reminded the Commission and Port staff that the Employee Appreciation Dinner was Friday December 9th at 5:30 p.m. at **Skamania Lodge** in the **Rainier Conference Room**.
- **2005 Annual Port Open House:** Tina informed the Commission that the Port Open House was now on; and would be a combined group effort of the **Chamber, E.D.C.**, and the **Port**; to be held at the **Skamania County Chamber** offices on Friday December 16th from 11:30 a.m. to 1:30/2:00 p.m. The **E.D.C.** had approached the Port with the idea of a combined **2005 Annual Open House**, and staff agreed it was a great idea. The Commission also agreed. Commissioner Judy Teitzel submitted two names to be added to the **Open House** invitation list.

- **Christmas Cards:** Tina passed out a sample of the Port Christmas Cards that will be going out.
- **Molder Fiber Glass N/W:** A brief discussion took place regarding clarity on what the lease actually states.
- **City of Stevenson Waterfront Recreational Development Grant Application:** Business Development Manager John McSherry stated this application has been submitted. A meeting will be held by the **City of Stevenson** on December 1, 2005 to go over all projects received. Projects will be put on a list and will be prioritized; this will be the list the **City of Stevenson** will work off of.
- **Boat Ramp Project:** John informed the Commission that he and the **Engineer** are looking into an optimum breakwater to put in. **Engineer Andy Jansky** reviewed one, and that one broke free of it's mooring.
- **Tichenor Expansion:** John stated the **.08% Tax Grant Fund** for the \$100,000.00 the Port applied for, was put in the **County's Budget** and the budget will be approved on December 19, 2005, 1:30 p.m.
- **New Phone System:** Finance Manager Barbara Irving stated the new phone system would be installed December 7, 2005.
- **Computer Program:** The payment for the new computer system was approved by the Commission to be included in the Pre-Issued Vouchers of November 30, 2005, since payment would be due before the next Port Meeting of December 13, 2005. The program is to arrive by December 1, 2005.
- **Tenant Certificates of Deposit:** It was requested of Port Attorney Ken Woodrich to look into if the law allows for the lumping together of all Port Tenant CD's into one CD. It is understood the Port retains all interest earned on Tenant CD's.

New Business:

- **Tichenor Water Front:** An environmental firm who works for Unocal contacted Facilities & Operations Manager Keith Chamberlain; they would like to drill monitoring wells on Port property.
- **Maintenance Shop:** Keith informed the Commission that the Maintenance Shop was broken into again.

- **Vacant Port Waterfront Commercial Lot:** Keith was approached by a **Traveling BBQ Vendor** who would like to lease the **Port lot** next to **The**

Crab Shack, from April 2006 to November 2006 for a BBQ booth that would cook and sell barbequed foods.

- **Personnel Policy/Holiday Compensation:** Facilities & Operations Manager Keith Chamberlain presented to the Commission that Facilities Maintenance employee, Karl Wilkie, was scheduled to come into work on upcoming Thanksgiving Holiday, Friday November 25th, to empty the cruise ships trash at the local dump. Keith felt that Karl should be paid, in addition to the Holiday straight-time pay, double-time compensation. The current policy did not account for this double-time compensation.

Motion by Commissioner Doug McKenzie; seconded by Commissioner Dave Prosser for employee, Karl Wilkie to be paid in addition to the standard Holiday straight-time pay, double-time compensation, for coming into work on November 25th, 2005. Motion carried.

- **Cruise Ship Docking Fees:** Keith asked the Commission if the Port could charge the Cruise Ships additional, or extra fees, on Holiday Dockings for emptying their trash. The Commission agreed to charge extra/additional fees for the Holiday Dockings of emptying trash, and to put it in the Cruise Ship agreements henceforth.

Keith also suggested raising the Cruise Ship Docking Fees for 2006 from \$75.00 per docking, to \$125.00 per docking; he also proposed a trash disposal "Per-Load" fee. The Commission agreed to both suggestions.

- **Port Christmas Holiday Closure:** It was stated the Port would be closed on Friday December 23rd and Monday December 26th, for the Christmas Holidays, rather than the Monday and Tuesday following Christmas; due to the scheduled Port Meeting and payroll on Tuesday December 27th. It was agreed by the Commission that Friday and Monday were the best days for the Port office to be closed due to scheduled work activities beginning Tuesday December 27th.
- **2005 Supplemental Budget Hearing:** Finance Manager Barbara Irving informed the Commission that a Supplemental Budget was required due to the two pieces of property sold that were not in the Budget. It was suggested the Supplemental Hearing be Tuesday December 13th, 4:00 p.m.

Motion by Commissioner Doug McKenzie; seconded by Commissioner Dave Prosser to set the Public Hearing for Supplemental Budget Tuesday December 13th, 4:00 p.m. Motion carried.

- **Molded Fiberglass N/W:** Business Development Manager John McSherry reported that MFG has contacted the Port about new work MFG may be doing, in conjunction with possibly expanding their business. MFG stated they are interested in re-locating out to Parcel II in North Bonneville, WA owned by the Port. Port staff will be meeting with MFG on Wednesday, November 23, 2005 to discuss this. It is not known at this time if they would like to buy or lease.

A brief discussion took place on **Parcel II** regarding *building types*, and the *intersection* out in **North Bonneville** the **Corps of Engineers** will be re-doing.

- **Loan Market Summary:** John passed out a Loan Market Summary with statistics for Skamania County, including the Columbia Gorge areas of local Washington and Oregon counties.
- **2006 WPPA Directory:** It was decided to list Commissioner Judy Teitzel as ‘**Trustee**’, and Commissioner Doug McKenzie as ‘**Alternate Trustee**’ for the **2006 WPPA Port Directory Information**.

Executive Session: Commissioner Judy Teitzel called for an Executive Session at 5:50 p.m. for approximately twenty (20) minutes ending at 6:10 p.m. under RCW 42.30.110 (i).

The Commission came out of Executive Session at 6:10 p.m. with no decision being made.

Other Business:

- **Financial Report:** Finance Manager Barbara Irving presented a **Statement of Cash Flows for period ending October 31, 2005** showing a Cash Balance of \$1,063,802.55, passing the million-dollar mark for cash.

The Financial Report to be put on the Agenda, for the beginning of the next Port meeting.

The Tuesday December 27th 4:00 p.m. Regular Scheduled Port Meeting was Re-scheduled for the following day Wednesday December 28 at 12:00 p.m.

Adjournment: The Chairperson adjourned the meeting at 6:13 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be, Tuesday December 13, 2005 at 4:00 p.m.

Port of Skamania County
Board of Commissioners
November 22, 2005

APPROVED BY:

Commissioner Doug McKenzie

Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Tina Tarani, Accounting Tech.