

**Port of Skamania County
Minutes of the
Board of Commissioners Meeting
October 11, 2005**

Call to Order: President Teitzel called the meeting to order at 4:02 p.m.

Attendance: In attendance from the Port were Commissioner Judy Teitzel, Commissioner Doug McKenzie, Port Attorney Ken Woodrich, Facilities & Operations Manager Keith Chamberlain, Business Development Manager John McSherry, Finance Manager Barbara Irving. Commissioner Dave Prosser and Accounting Tech. Tina Tarani were not in attendance due to excused absences.

Public Comment: Commissioner Teitzel opened the meeting to public comment at 4:02 p.m. to 4:30 p.m.

Port tenant **Kent Vaughters**, of the **Crab Shack**, was in attendance and requested of the Commission for a rent reduction through the winter months.

The Commission thanked Kent for attending the meeting and bringing his request to the Commission.

Kent Vaughters left the meeting at 4:08 p.m.

Meetings and Seminars:

- Commissioner Doug McKenzie stated he would like it to be known that the planned **Employee Appreciation** dinner for December includes one guest for each employee.
- **Health Care Authority Open Enrollment:** Finance Manager Barbara Irving stated Accounting Tech. Tina Tarani and herself attended a seminar for **Health Insurance Open Enrollment** where a brief outline of open enrollment was covered by H.C.A.
- **NEPA Scoping Meeting:** Commissioner Judy Teitzel attended the meeting for the **proposed Cascade Locks Casino** at Rock Creek in Stevenson with the meeting being well organized. NEPA took questions and statements from attendees.
- Port Attorney Ken Woodrich will be attending a **Washington State Municipal Attorney's seminar** for the **City of Stevenson**. A few items will be related to Port Districts.

- Finance Manager Barbara Irving and Project Manager John McSherry attended a meeting at the **EDC** with **CERB Project** representatives **Brent Bahrenburg** and **Lynn Longan**; and **Peggy Bryan**, Executive Director of the **EDC**. The purpose of the meeting was to coordinate with **CERB** on development within the Port District and the funding of these projects. After discussing the **Tichenor upper floor expansion** and the **North Bonneville new industrial building**, it was suggested to apply for a grant for feasibility and pre-design costs associated with the **North Bonneville building**. When that phase of the project was done, then to apply for an additional grant/loan for the construction of the building.
- Facilities & Operations Manager Keith Chamberlain attended the **Chamber** meeting.
- Project Manager John McSherry met with the **County** concerning the **.08 tax** and the possibility of the Port obtaining some of those funds for the **Tichenor top floor expansion**. The County needs a letter of proposal from the Port.

Minute Approval: Commissioner Judy Teitzel stepped down and made a motion to approve the minutes of the September 27, 2005 regular scheduled meeting. Commissioner Doug McKenzie seconded the motion. The motion passed.

Vouchers: Commissioner Doug McKenzie made a motion to approve Pre-Issued General Fund Vouchers Numbered 16254 through 16263 in the amount of \$7,320.37 dated October 5, 2005. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 16264 through 16287 in the amount of \$8,418.02 dated October 11, 2005. Commissioner Dave Prosser seconded the motion. The motion passed.

Administrative Approvals: None

Staff Reports:

- Financial & Administrative Report: See Budget Items
- Facilities & Operations Report: Keith Chamberlain and Attorney Woodrich drafted a letter to Port tenant **Sherman Technical Institute** for a month-to-month lease. Keith also met with **Bob Kelso** (tenant) of **Molded Fiber Glass Companies/NW** to discuss the Tichenor top floor expansion and how it will affect them.

Executive Session: Commissioner Judy Teitzel called for an Executive Session at 4:30 p.m. for fifteen (15) minutes ending at 4:45 p.m. under RCW 42.30.110 (c).

The Commission came out of Executive Session at 4:45 p.m. with no decision being made.

- Business & Development Report: John McSherry reported on the **Wave Attenuation** progress. The engineer found a different concept in wave attenuations that might work best for us. It is used and would need some repairs, but would cost less and may work better than the log boom.
- Attorney's Report: The Finance Manager asked for a **Petty Cash** to be established. Attorney Woodrich stated that government agencies do not have petty cashes. The Commission denied the request.

Other Business:

- Budget: Finance Manager Barbara Irving went over the changes that the Commission asked for at the last budget meeting.
 1. A Revenue amount for remodeled Suite 80 was added (\$27,200).
 2. Property Tax levy was received and added (\$211,478).
 3. Promotion Hosting was added (\$2,000).
 4. Travel Expenses- Commissioners was increased from \$600 to \$3,000.
 5. Promotion and Advertising was added (\$5,000).
 6. Marketing and Economic Develop was added (\$5,000).
 7. Prof Member Dues & Fees was added (\$8,160).
 8. New NB Industrial Bldg was added to Project Revenue (\$600,000).
 9. Tichenor Bldg. Remodel was changed in Project Revenue (\$250,000).
 10. Boat Launch Project Revenue was added (\$75,000).
 11. New NB Industrial Bldg expense was added (\$900,000).
 12. Parcel 2 expense was added (\$10,000).
 13. Tichenor Bldg Remodel was added (\$350,000).
 14. Professional Dev-Commission was in the budget at \$1,300; Commissioner Teitzel asked for this line item to be increased to \$2,000 at last meeting.

Barbara presented information on a flip chart explaining the debt capacity of the Port, the cash flow of the Projects in the budget, and a maximum amount for debt expenditure with an amount reserved for emergencies.

Adjournment: The Chairperson adjourned the meeting at 6:20 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be, Wednesday, October 26, 2005 at 4:00 p.m.

Port of Skamania County
Board of Commissioners
October 11, 2005

APPROVED BY:

Commissioner Doug McKenzie

Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Barbara Irving, Finance Manager