Port of Skamania County
Minutes of the
Board of Commissioners Meeting
October 26, 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 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. In attendance from the public was Kenneth Goe, of **Gorge Delights**.

Public Comment: Commissioner Teitzel opened the meeting to public comment at 4:00 p.m. to 4:30 p.m.

Port tenant **Gorge Delights**, represented by **Kenneth Goe**, was in attendance to inform the Commission of **Gorge Delights** need for the installation of a **cooling system**; stressing the importance of the need due to the food product **Gorge Delights** manufactures which requires cool temperatures.

It was discussed and decided that Facilities & Operations Manager Keith Chamberlain would obtain bids from contractors. Further discussion will then take place when Keith returns to the Commission with additional bids.

Public Session was closed at 4:30 p.m.

The Commission thanked Ken for attending the meeting and bringing his concerns to the Commission, and was welcomed to stay for the remainder of the meeting.

Ken thanked the Commission and left the meeting at 4:32 pm.

Meetings and Seminars: Finance Manager Barbara Irving and Accounting Tech. Tina Tarani attended a **Department of Retirement Systems** training that was very informative and which presented much useful information.

Minute Approval: Commissioner Doug McKenzie made a motion to approve the minutes of the October 11, 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 16288 through 16297 in the amount of $7,514.60 dated October 19, 2005. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 16298 through 16318 in the amount of $19,869.69 dated October 26, 2005. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 16319 through 16319 in the amount of $4,308.66 dated October 26, 2005. Commissioner Dave Prosser seconded the motion. The motion passed.

Administrative Approvals: None-See Old Business.

Old Business:

- Carson Water: Facilities & Operations Ma**nager Keith Chamberlain distributed the Interlocal Hold Harmless Agreement** and the **Quit Claim Deed** for the **Carson Water** transfer (From the Port to Skamania County PUD). There will be a PUD Commissioners meeting regarding this transfer on November 7, 2005 at 9:00 a.m.

  The Commissioners stated they would like a letter written expressing the desire of the Port insuring "no" PUD connection fees charged to the legal existing water users on **Old State Water** (current legal hookups); and this letter presented with the signed **Interlocal Hold Harmless Agreement** and **Quit Claim Deed**. The Commission also stated they would like their concern and desire to be put in the next **Skamania County PUD** minutes in their next meeting. Keith stated he would call and have it put on the **Skamania County PUD** Agenda.

- Tichenor Expansion: Facilities & Operations Manager Keith Chamberlain stated the Tichenor Expansion is to start on November 1, 2005:

  1. The designs will be completed by mid November 2005.
  2. It will go out to bid the week of November 22, 2005 for three weeks.
  3. The job will be awarded in mid December 2005.
  4. Construction will start January 1, 2006.

  Business Development Manager John McSherry stated the funds to finance the Tichenor Expansion would be allocated as the following:

  1. $150,000.00-Port Cash
  2. $150,000.00-WIB (Washington Investment Board) Loan
  3. $100,000.00-Grant Funds

- Wave Attenuation: Business Development Manager John McSherry stated the **Engineer (Andrew Jansky)** is still evaluating the performance of available wave attenuation structures. The Engineer is currently looking more favorably upon the catamaran design manufactured by **Familian** (currently known as **Ferguson**). A brief discussion on wave attenuation structures took place.

John stated the time frame to get the concrete anchors for the wave attenuation in, would be November 2005 through the end of February 2006.

- Employee Appreciation Dinner: Finance Manager Barbara Irving and Accounting Tech. Tina Tarani asked the Commission if they preferred renting a **Skamania Lodge** conference room for the dinner with a buffet close by, or to be in their dining room with all the other diners (the dinning room not being able to be blocked off for privacy as the Commissioners desired). It was decided the conference room with the buffet close by was suitable.

- New Phone System: Finance Manager Barbara Irving informed the Commission she had looked into various phone systems; and she looked more favorably on a system that came with a battery backup although it was slightly more expensive than the others. In addition, she would like to purchase the new phone system in this budget year. The Commission agreed the system with the battery backup was best to purchase and it was okay to purchase in current year. The Commission did request Barbara to get a quote on a phone system from **Sprint**.

New Business:

- Tichenor Expansion: Business Development Manager John McSherry provided copies of the letter he submitted to the Skamania County Commissioners requesting a $100,000.00 Grant from the County's .08% tax fund (RCW 82.14.370-the Sales and Use Tax for Public Facilities in Rural Counties).

- The schedule for **WIB (Washington Investment Board)** is: calling The Board together on the week on November 14, 2005 for the $150,000.00 request, with John currently working on the documents for this.

Commissioner Judy Teitzel stated that Mayor Dave McKenzie commented he would like the Tichenor Building to also be manufacturing and not just office space.

Executive Session: Commissioner Judy Teitzel called for an Executive Session at 5:17 p.m. for approximately twenty (20) minutes ending at 5:37 p.m. under RCW 42.30.110 (c).

The Commission came out of Executive Session at 5:37 p.m. with no decision being made.

A second Executive Session was called at 5:38 p.m. for approximately five (5) minutes ending at 5:43 p.m. under RCW 42.30.110 (c).

The Commission came out of Executive Session at 5:43 p.m. With no decision being made.

Other Business:

- Financial Report: Finance Manager Barbara Irving provided the September 2005 Financial Report to the Commission, and moved on to the Budget since everything in the Financial Report will be in the Budget 2006 presentation.

A brief discussion between Port Attorney Ken Woodrich and Finance Manger Barbara Irving regarding the S**hoemaker** account took place, with the final result for the **Shoemaker** account to be taken off the Port books. Barbara stated she would look into the procedures for removing it from the books.

- 2006 Budget: Finance Manager Barbara Irving went over the 2006 Budget Report with the change recommendations from the last Port Meeting.

  It was decided the Port should set a Debt Cap by motion not to exceed \$1,000,000.00. Barbara is to prepare a Resolution stating this **Debt Cap**, with the Board adopting the Resolution by motion, it being Policy by Resolution.

A brief discussion took place about the proposed **North Bonneville Building** being built in 2006 versus 2007.

Facilities & Operations Manager informed the Commission two Port staff employees believe the North Bonneville building should be built in 2007.

The Commission felt at this time the project appeared do-able in 2006, and wanted it left in the 2006 budget, as it could always be taken out if numbers changed and it become not do-able in 2006.

Commissioner Dave Prosser stated if the project were completed in 2006 it would free up Business Development Manager John McSherrys time in 2007 to Micro-Manage a project.

Adjournment: The Chairperson adjourned the meeting at 6:27 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be, Tuesday November 8, 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.