Port of Skamania County
Minutes of the
Board of Commissioners Meeting
September 13, 2005

Call to Order: President Teitzel called the meeting to order at 4:03 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, and Accounting Tech. Tina Tarani. Commissioner Dave Prosser was not in attendance due to an excused absence.

Public Comment: Commissioner Teitzel opened the meeting to public comment at 4:03 p.m. to 4:30 p.m. Port tenants **Bill and Jeannie Sherman**, of **Sherman Technical Institute**, arrived at 4:04 p.m. for public comment.

Bill and Jeannie gave a short presentation of their business: what they do, where they have been in growth, and where they plan, or hope, to go in future growth.

They are just coming out of the recession and building their business back up; but successfully they did not go under.

Lease negotiations are in progress, and Bill stated **Sherman Technical Institute** would prefer a five (5) year lease contract rather than a month-to-month lease contract. He stressed they need a secure situation and stability in their business location; as a sudden required move for them to vacate the Port leased space could put them out of business.

Bill and Jeannie concluded their presentation and the Commission thanked them for attending the Port Meeting and bringing their concerns and issues; and these will be addressed during the lease negotiations currently taking place.

Bill and Jeannie left the meeting at 4:34 p.m.

Meetings and Seminars: Facilities & Operations Manager Keith Chamberlain attended a **Skamania County Chamber of Commerce** meeting with the following highlights:

- Ratifying Contracts Procedures
- Formalizing Stevenson Business Association
- The appointment of 4 new positions to the Board

Business and Development Manager John McSherry stated he would like to attend a **Funding Seminar** that is coming up.

It was discussed the **Small Ports Seminar** is approaching and Port staff Barbara Irving and Keith Chamberlain would like to attend.

Minute Approval: Commissioner Doug McKenzie made a motion to approve the minutes of the August 23, 2005 regular scheduled meeting. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Vouchers: Commissioner Doug McKenzie questioned the $2.00 charge on the **Sawtooth Technologies** invoice asking Facilities & Operations Manager Keith Chamberlain the outcome of his inquiries with **Sawtooth Technologies** into this matter. Keith stated the charge was a definite charge that **Sawtooth Technolgies** intends to keep charging for the processing of payments made by check. Doug inquired of competitive companies information. Keith did not have any information for the Commission yet regarding this; Doug requested he still would like this, and Keith complied by stating he would follow-up on it to get the requested information.

Commissioner Doug McKenzie questioned the invoice payment to **Flowing Solutions,** the portion in connection with charges for review of the **Boat Launch Docks**, stating he believed we had already paid our contract agreement costs, and inquired what this new invoice payment was for. Business & Development Manager John McSherry replied that the invoice cost for review of the docks is part of the **Engineering Contract** and the project is not yet completed. The contract states the **Engineer** reviews the docks, in fact reviews everything. Since the project is not done, any costs apply to this and are part of the **Engineering Contract**.

Commissioner Doug McKenzie made a motion to approve Pre-Issued General Fund Vouchers Numbered 16183 through 16192 in the amount of $7,290.46 dated September 7, 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 16193 through 16219 in the amount of $17093.83 dated September 13, 2005. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Administrative Approvals: Doug McKenzie made a motion to approve Resolution 08-2005 Accepting the completion of Crestline Construction Company contract to construct North Boat Ramp Replacement – Phase I-B. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Staff Reports:

- Financial & Administrative Report: Finance Manager Barbara Irving presented to the Commission a **Long Term Debt Summary** which showed the Port had used approximately 50% of our debt capacity; a **Financial Comparison for 2005 compared to 2003** for the months of January through July for Revenue and

Expenses showing a positive Net Income of $180,551.00 as compared to a Net Loss of ($25,740.00) in 2003, a $206,291.00 difference. The **2006 Preliminary Budget** was distributed. Not all budget amounts have been entered. Projects, Promotions, Dues, Marketing and Economic Development have yet to be added, as well as Grant/Loan Revenues.

A Preliminary Budget Workshop was scheduled for Tuesday October 4, 2005 at 1:00 p.m. with a Public Hearing to follow at 3:00 p.m.; notices to be published September 21 and 28, 2005 in the local paper.

Barbara inquired of the Commission how far out did they want the funds from the **Sale of the Timber Property** invested. It was decided to invest $100,000.00 in a CD for three (3) months with the remaining $380,000.00 to be invested for six (6) months.

- <u>Facilities & Operations Report</u>: Facilities and Operations Manager Keith Chamberlain informed the Commission that Port tenant, **Battelle** of the **Skye Building in North Bonneville, WA**, would like two (2) offices added with the Port putting them in. It was discussed the Port could possibly accommodate **Battelle** and create a three (3) year lease with a three (3) year return on cost of the **office improvements**; **Battelle's** current lease being up for renewal at the end of September 2005. Keith will work on this with **Battelle** during lease negotiations.

  Port tenant **Molder Fiber Glass Companies/NW** is requesting the parking lot that transitions into their building to be paved. Keith submitted to the Commission the estimated costs in doing this repair work. Keith also is working with **MFG/NW** on this and will talk to them and inquire if they are willing to contribute or share cost for the expense of doing these repairs.

  It was discussed that Port tenant **Windwing** is not in default of their lease, and therefore the Port cannot break this lease for the Port use of the **Red Barn** building for **Port facilities**. Keith did propose to the Commission of the possibility of building a **Port facilities shop** on the vacant lot next to the **Red Barn**. The Commission was very much interested in this idea and requested Keith to look into this further.

  Keith has met with the **Health Department** and **Vance of the Skamania County PUD,** and they are moving forward with moving the Port's **Carson Water System** to a Class A System from a Class B System. The **Skamania County PUD** would like the Port to operate the system during the two years of this process.

  Keith informed the Commission that the retaining wall is in at **Beacon Rock Golf Course (BRGC).** Steps sill need to be put in. **Kevin Coombs of BRGC** is concerned with the steepness of the retaining wall.

The **Tichenor Building expansion** is moving forward and Keith has met with the **Engineer** for expansion costs and presented the Commission with updates and drawings (costs being approximately $50,000.00 every 2,000 square feet). One item of mention is the sprinkler system may be an issue.

<u>Business & Projects Report</u>: Business Development Manager John McSherry informed the Commission he has been contacted yet again from businesses looking for lease space; so there is a great amount of interest from businesses to move to the **Stevenson** area. One of the latest inquiries being a company called **Slingshot**.

John gave a brief update on the **Washington State Parks & Recreation** letter received by the Commissioners regarding the State Parks inquiry to the delay on the **Interlocal Agreement** for soil removal; John stating the delay was due to specifics on the exact location of the soil to be removed with John not receiving a response back from **Washington State Parks and Recreation** yet.

John gave a brief presentation on the **Discovery II** building to be built by the Port in **North Bonneville, WA** with costs and figures.

John is also working on the **breakwater** for the **Boat Launch Docks** and could potentially get this done this year; he presented the Commission with various breakwater options.

A letter from **Ferguson** (makers of the **Boat Launch Docks**) was distributed and briefly commented on, with the Commission stating it appeared Ferguson was responding and working on some requested **Boat Launch Dock** changes.

It was stated that the **Boat Launch Docks** would be taken out by Port staff the middle of next week.

- <u>Attorney's Report</u>: None.

Other Business: The regular scheduled Port Meeting for Tuesday October 25, 2005 at 4:00 p.m. was re-scheduled for Wednesday October 26, 2005 at 4:00 p.m.

Accounting Tech Tina Tarani informed the Commission that the Port is suddenly having quite a few warrants returned by the **Skamania County Treasure's** office to the payees of the warrants, due to missing endorsements; this in turn is making the Ports credit accounts past due or late, since the warrants are not being accepted by the **Skamania County Treasurer's** office after being accepted by the Payee and their bank. The Commission asked Port staff to look into the possibility of the Port becoming it's own Treasurer.

Port Attorney Ken Woodrich stated the Port will need a **Fiduciary Bond** and he would look into this further.

It was suggested to put the **Port Open House** on the next Port meeting's Agenda.

Executive Session: Commissioner Judy Teitzel called for an Executive Session at 7:00 p.m. for approximately fifteen (15) minutes ending at 7:15 p.m. under RCW 42.30.110 ©.

The Commission came out of Executive Session at 7:15 p.m. with no decision being made.

A Second Executive Session was called under RCW 42.30.110 © for ten (10) minutes until 7:26 p.m.

The Commission came out of Executive Session at 7:26 p.m. with no decision being made.

The Commission requested Port staff to provide more information for the next Port meeting to discuss this topic further.

Adjournment: The Chairperson adjourned the meeting at 7:32 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be, Tuesday, September 27, 2005 at 4:00 p.m.

APPROVED BY:

____
Commissioner Doug McKenzie

____
Commissioner Judy Teitzel

____
Commissioner Dave Prosser

ATTEST:

____
Tina Tarani, Accounting Tech