# Port of Skamania County
# Minutes
# of the
# Board of Commissioners' Meeting
# October 22, 2002

**Call to Order:** Board President Commissioner Judy Teitzel called the meeting to order at 4:05 p.m.

**Attendance:** Commissioner Judy Teitzel, Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, and Acting Administrative Assistant Lynee Sapere. Keith Liggett, a member of the public, attended a portion of the meeting.

**Public Comment:** Keith Liggett stated he wanted to be present to answer any questions the commissioners might have regarding a proposal he submitted to operate a sailing school. The commissioners had no questions. Anita commented per their request she will bring a recommendation to the commissioners, however since our last meeting she and Keith had not had the opportunity to meet and discuss his proposal. Keith and Anita decided to meet tomorrow at 4:00 pm.

**Approval of Minutes:** Commissioner Doug McKenzie made a motion to approve the minutes of September 24, 2002. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to amend the October 8, 2002 minutes, page 2, end of 4th paragraph, to add "Doug asked Anita to assure we would remain in compliance with our grant funding if we expand the office space of the Tichenor Building over the high bay area and continue to retain our current office space in the building." Commissioner Dave Prosser seconded the motion. The motion passed. Commissioner Doug McKenzie made a motion to approve the October 8, 2002 minutes as amended. Commissioner Dave Prosser seconded the motion. The motion passed.

**Treasurer's Report**: Port Auditor Jan Fancher distributed the Monthly Financial Status Reports for September, 2002. The reports detailed the income, expenses, and significant transactions of the month.

Jan also distributed the 3rd Quarter Review and Anita gave a detailed briefing on the status of our 2002 Budget, highlighting several areas: Anita noted there were more dockings this fall than had been anticipated. MFG income was lower due to a temporary rate reduction.  The Discovery Building vacancy left a $32,000 loss from projected income, and Wind River Mines lease income is less as they have stopped making their rent payments and are moving out.  Per Anita's conversations with Ron Delano, his dad has committed to catching the past due payments up as soon as the Port releases them from their lease obligations.  Actual income on 2002 Projects was lower due to a portion of our marketing project being postponed until 2003.  Anita noted Keith did a great job on purchasing our two new vehicles saving the Port money on this 2001 carryover goal.  Anita noted our tax levy funding will increase in October and November bringing us up to our budgeted year end total.

Anita proceeded to detail the expense section of the 3rd Quarter Review: Interpretive Signs are complete.  Most of our office furniture purchases will be a carryover item for action in 2003.  Keith has successfully completed the Discovery Building signs and they are ready for installation (the signs were on display at the meeting).  The Discovery Building landscaping costs were more than anticipated.  Property Insurance rates were higher than budgeted.  Jan commented insurance company rates have gone up all over following losses from 9/11.  There will be no transfer of funds to reserves this year.  Auditing services expense came in high due to our decision to retain Jan all year rather than for the first six months of the year that was budgeted.  Anita and John saved money on the BRGC marketing due to a decision to not widen the advertising effort beyond local.  A broader campaign would have exceeded our budget by a significant amount.  Some of our planned marketing efforts were done under our grant funded project this year so Anita anticipates more expense under the Marketing category next year.  Payroll was less than budgeted as we did not hire a finance/auditor employee at mid-year as planned.

**Vouchers:**  Commissioner Dave Prosser made a motion to approve General Fund Vouchers dated October 22, 2002, Numbered 13824 through 13856 in the amount of $31,861.62.  Commissioner Doug McKenzie seconded the motion. The motion passed.

**Executive Director Presentation of the First Draft 2003 Preliminary General Fund Budget:**  Anita reviewed the schedule for our 2003 Preliminary General Fund Budget and Tax Levy approval process:  Budget planning retreat November 1st; first public hearing at our monthly meeting on November 12th; second public hearing at our second monthly meeting on November 26th; then final adoption of our budget and tax levy is scheduled for our regular first monthly meeting in December, on the 10th following our Annual Holiday Open House.

Anita proceeded to detail the Revenue section of our 2003 Preliminary General Fund Budget First Draft with these highlights:  The Sternwheeler has no plans to dock here next year. Miscellaneous dockings are expected to continue to rise. The projections for lease income from the Tichenor Building assumes nine months income from our potential call center tenant; we hope to know more about this potential tenant by the next budget meeting. Anita noted MCEDD (Mid-Columbia Economic Development District) is playing an important role in bringing this tenant to us by working with them on financial assistance, Anita congratulated MCEDD and John McSherry for their efforts. This is the first time in several years that MCEDD has had a direct role in supporting one of our tenants. John noted if this lease is negotiated successfully, the relationship between the Port and the County would be strengthened as the County Commissioners played an important role as well. Some discussion followed regarding the need to relocate our offices and some of our tenants to make room for this potential tenant.

The 2003 budget aside for a moment, Anita suggested we change our name for our industrial facility in Carson from the Carson Tan Building to the "Wind River Building" as our potential tenant for this site prefers this new name as the building name will play a role in their marketing efforts. All agreed to this name change.

Back to the 2003 Budget, Anita noted our matching marketing grant to complete the funding for our Marketing Project, will be sought and included in next years budget.

Debt proceeds listed are anticipated funds from the Arnold lease.

Anita then detailed the Expense portion of our 2003 Budget: The Facilities category of the budget will change if we make all the anticipated modifications and office moves associated with the call center, Anita will have these numbers at our next review. This year we have budgeted for 12 months of Auditing with Jan Fancher. Doug commented we may need more funding under the Beacon Rock Golf Course category. Ken commented we may want to budget more for Legal Representation next year for the same reason and Anita agreed. Judy suggested the word promotional be removed from the category titled " Advertising & Promotion". Professional Services will increase, Anita commented there are several projects anticipated to happen in 2002 which did not happen which she hopes to complete in 2003. Anita will have more information on these projects at the next meeting. Judy commented the Election category should probably be doubled as there will be two elections next year. The types of items funded from the Discretionary Fund category were discussed. Anita said she plans to fund staff recognition awards out of this category. Estimated payroll costs will be presented at the next review, Jan will create a supporting chart with a breakdown of benefits and wages.

**Executive Director Update on Projects:** Though the Port has not used the Port comprehensive plan directly as part of the Draft Budget process in the past, Anita commented on how long-range planning and multiple projects over the next five to seven years will affect our cash resources. She noted the existing planning document is from 1993 and needs to be updated to move us forward to accomplish the Port's current goals and meet our obligations. Anita noted we only have about $50,000 per year to leverage, so priorities need to be reviewed in a long-term planning process. Our 2003 Budget Planning Retreat will help us look at the future, develop our budgets for 2003 and plan for the necessary financial resources needed for future projects. Anita distributed a packet of items for the commissioners to review prior to our retreat, including our chart of Port Activities and our chart of Port Goals over the next three years from our DRAFT Resource Development Plan.

Anita announced the EDC is moving forward with submission of a grant for the USDA RD Community Broadband Services Fund with a project designed to bring broadband services to the Wind River Valley, with the County as the applicant.

The "Art in the Park" Project is very close to raising the funds needed to complete the piece. Anita asked the commissioners if they would be interested in contributing a sum to the project in exchange for advertising through the Port's name included on the credit plaque. The commission declined further participation at this time, noting we are providing the site for the piece.

Anita reported on her final presentation to the IAC Board last week for our Cascade Avenue Boat Ramp Project. She commented the process was confusing and difficult. One board member stated he was against our project early on in her presentation so she was discouraged about the outcome. No word on funding has been received.

Wind River Mines has moved out of the Wind River Building, but still has some repair work and cleaning to do. They have asked the Port to release them from the obligations of their lease agreement. Anita will let the commissioners know when their move-out is completed.

**Next Meeting:** The next regular monthly meeting of the Board of Commissioners will be our first monthly meeting of November, Tuesday, November 12, at 4:00 pm.

**Adjournment**: The meeting was adjourned at 7:20 pm.

**Commissioner Doug McKenzie**

**Commissioner Judy Teitzel**

**Commissioner Dave Prosser**

**ATTEST:**

**Lynee Sapere, Acting Administrative Assistant**