Port of Skamania County
Minutes of the
Board of Commissioners Meeting
July 13, 2004

Call to Order: Commissioner Dave Prosser called the meeting to order at 4:04 p.m.

Attendance: In attendance from the Port were Commissioner Dave Prosser, Commissioner Doug McKenzie, Commissioner Judy Teitzel, Business and Project Development Manager John McSherry, Facilities & Operations Manager Keith Chamberlain, Port Attorney Ken Woodrich, and Financial & Administrative Manager Deana Midland. Member of the public in attendance was Anita Gahimer Crow.

Public Comment: Commissioner Dave Prosser opened public comment from 4:00 to 4:30 p.m.

Anita asked Ken if he could fill her in on what was happening with the Borup case, there was a brief discussion to follow.

Minute Approval: Commissioner Judy Teitzel made a motion to approve the minutes of the June 29, 2004 meeting as corrected. Commissioner Doug McKenzie seconded the motion. The motion passed.

Vouchers: Commissioner Doug McKenzie made a motion to approve Pre-Issued General Fund Vouchers Numbered 15184 through 15190 in the amount of $11,612.25. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 15191 through 15232 in the amount of $37,004.53. Commissioner Judy Teitzel seconded the motion. The motion passed.

Attorneys Report: Ken will be discussing his report in Executive Session.

Facilities & Operations Manager: Keith handed out a letter from Tanager they are interested in Suites 40,50,60. There was a brief discussion to follow.

Keith reported on the Restroom Project and the progress they have made in the past two weeks.

Keith has been working with the ships that will be docking in 2005; he has a couple of conflicts and hopes to have them worked out before the next season.

Keith has a potential tenant for some of the grounds out at the Wind River Building, for 3-4 months.

Keith handed out a proposal to the Commissioners for Karl a raise.

Commissioner Doug McKenzie made a motion to accept Keith’s proposal to give Karl a raise at the rate of $15.00 per hour. Commissioner Judy Teitzel seconded the motion. The motion passed.

Business and Project Development Report: John handed out a 20-year debt schedule to the Commissioners for their review. This is to help the Commissioners and staff to see what is coming in the future.

John reported he would be doing a presentation to WIB on Friday and doing some touring with CERB this week.

John reported he attended a meeting with the County, City's and other Ports in Kelso to learn how to easily work together as a team. The topic they decided to use as a team building assignment was Economic Development. He said it was successful.

John excused himself from the meeting at 4:45 pm.

Finance & Administrative Report: Deana asked the Commissioner how she would go about asking for a raise for herself and they told her to submit a proposal she told the Commissioner she would have one to them on Thursday at the continuation meeting for them to review.

Deana handed out to the Commissioners and staff the May financial report to include:
May 31, 2004 Balance Sheet
A/R Aging Summary as of July 12, 2004
May, 2004 P&L with Previous Year Comparison
January 1 - May 31, 2004 P&L
Income and Expense Graph by month January through May
Graph to include Income Summary by Customer & by Account
Graph to include Expense Summary by Account
Monthly P&L - 2004 - Condensed
Monthly P&L - 2004 - Expanded
And the Cash balanced as of July 13, 2004.

The Commissioners agreed for Deana to contact Columbia Collectors to collect on the Shoemaker's promissory note.

Deana asked the Commissioners if it would be ok to remove Springwater from the balance sheet and all of them agreed that would be fine.

Deana let the Commissioner know she had a finance meeting in Vancouver on Friday.

Executive Session: The Commissioners the Attorney and staff went into Executive Session at 5:08 for approximately 45 minutes to discuss real estate.

The Commissioners the Attorney and staff came out of session at 5:45 pm with no decisions made.

Back into Regular Session

Commissioner Judy Teitzel move to accept Resolution Numbered 15-2004, a Resolution authorizing the condemnation of the Landsburg Trust Property. Commissioner Doug McKenzie seconded the motion. The motion passed.

The Commissioners will be continuing this meeting to Thursday July 15, at 4:30 pm after the Special meeting.

Continuation of meeting July 15, 2004 at 4:35 pm.

John talked with the Commissioners about Columbia River Seafood's. There was a brief discussion to follow.

John had a discussion with the Commissioners about the events that are going on and let them know all the events that will be going on in 2005.John is working with Amy Nyberg at the Chamber and also the City.

John informed the Commissioners he would be giving a presentation to WIB on Friday.

John asked the Commissioners if they would like a recommendation about hiring a new person for Jan's position and whether it be in house or contracted. The Commissioner would like Staff to give them a recommendation at the next meeting.

Adjournment: The meeting adjourned at 5:00 pm.

Next Meeting: The next scheduled meeting of the Board of Port Commissioners will be Tuesday, July 22, at 4:00pm.

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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Deana Midland, Financial & Administrative Manager