Port of Skamania County
Minutes of the
Board of Commissioners Meeting
January 10, 2006

Call to Order: Vice-President McKenzie called the regular meeting to order at 3:55 p.m. with public comment open until 4:30 p.m.

Attendance: In attendance from the Port were Commissioner Judy Teitzel, Commissioner Doug McKenzie, Commissioner Dave Prosser, Port Attorney Ken Woodrich, Facilities & Operations Manager Keith Chamberlain, Business Development Manager John McSherry, Finance Manager Barbara Irving, and Accounting Tech. Tina Tarani.

Public Comment: Skamania County Auditor Mike Garvison was in attendance.

Swearing in of Elected Commissioners – Judy Teitzel: Mike Garvison completed the swearing in of Judy Teitzel for Port District Commissioner Position No. 3 (Six year term from January 1, 2006 through December 31, 2011) in and for Skamania County, Washington by administering the Oath of Office.

Electing of New Officers:

***Motion** – Commissioner McKenzie made a motion to elect Commissioner Dave Prosser for Vice President, Commissioner Teitzel seconded the motion. The motion passed.*

***Motion** – Commissioner Prosser made a motion to elect Commissioner Doug McKenzie for President, Commissioner Teitzel seconded the motion. The motion passed.*

***Motion** – Commissioner Prosser made a motion to elect Commissioner Judy Teitzel for Secretary, Commissioner McKenzie stepped down and seconded the motion. The motion passed.*

Meetings and Seminars:

- **Skamania County Chamber:** Facilities & Operations Manager Keith Chamberlain attended the latest Chamber Meeting; and also stated the Chamber Annual Dinner will be January 19, 2006; reservations need to be in by January 12, 2006.

- **Molded Fiberglass Companies/NW:** Business Development Manager John McSherry met with Port tenant Molded Fiberglass Companies/NW to discuss the application to the Job Development Fund; the application was submitted Friday January 6, 2006.

- **Economic Development Council:** Finance Manager Barbara Irving inquired about the EDC Annual Lunch Membership Meeting on Thursday January 12, 2006, as to who would be attending from the Port. Commissioner Judy Teitzel was already registered to attend as representing the EDC. It was decided Commissioner Doug McKenzie and Finance Manager Barbara Irving would attend to represent the Port.

Minute Approval: Commissioner Dave Prosser made a motion to approve the minutes of the December 28, 2005 regular scheduled meeting. Commissioner Judy Teitzel seconded the motion. The motion passed.

Vouchers: Commissioner Dave Prosser made a motion to approve General Fund Vouchers Numbered 16453 through 16490 in the amount of $57,460.05 dated January 10, 2006. Commissioner Judy Teitzel seconded the motion. The motion passed.

Administrative Approvals: None.

Staff Reports:

- **Financial & Administrative Report:** Finance Manager Barbara Irving reported the new accounting software program was installed and ready to go; the finance department was just waiting for the Year-End Report from **Skamania County Treasure** to input beginning 2006 totals. Sample reports were available to the Commission showing how the reports would look generated from the new accounting software.

  Barbara and Keith asked how the Commission felt about the Port office being temporarily moved down to Suite #105 during the **Port Office Re-model Expansion**. The Commission stated this was okay with them and stated that they would support whatever decision that Port staff made; whether it was to stay in the same office space and condensing, or temporarily moving down to Suite #105.

  It was also asked of the Commission if Keith and Barbara could hire a student temporarily during this transition to help pack and other facilities miscellaneous, as well as helping out with various office duties. This also was okay with the Commission.

  Facilities & Operations Report: Facilities & Operations Manager Keith Chamberlain notified the Commission he had received a letter from **Columbia Collectors** regarding the Shoemaker note, and a copy had been given to Port Attorney Ken Woodrich. A brief discussion took place.

Keith stated it was possible that Port tenant **BAE** could be moving out in March of 2006. They are down to one employee, but are hoping to land a couple of contracts. But if they do happen to leave, then the possibility exists of the Port moving its offices into **BAE** for good, and then the Port could look for a tenant for the old Port Office.

Keith inquired if the **Molded Fiberglass Companies/NW** letter he had drafted met the Commissions approval for mailing; yes it did and no changes were recommended. A brief discussion took place regarding Commissioner Dave Prosser's upcoming meeting with **MFG** and whether it was appropriate to discuss this letter in said meeting. Business Development Manager John McSherry did not think it appropriate. It was decided it would be just briefly mentioned by Commissioner Dave Prosser to alert them to the fact.

- **<u>Business & Projects Report</u>:** Business Development Manager John McSherry reminded the Commission that the meeting with **Molded Fiberglass Companies/NW** was this Thursday January 12, 2006 with **Dave Denny,** about moving **MFG** from the facility in **Stevenson** to **North Bonneville**. John will be working out an agreement with **MFG** between now and April (when the application is due).

  John updated the Commission on the contract documents for the **Tichenor Expansion**:
  1. Bids are to be in by 3:00 p.m. January 27, 2006.
  2. Will then award to lowest most responsive bidder.
  3. Send out notice of award. (Bidder has 5 days to complete contract and get bond to the Port).
  4. This will bring us into the 1st week of February where the Port will either need to: have an earlier Port Meeting than February 14, 2006 or authorize staff to sign the contract.
  5. The job will start the second week of February 2006.

It was stated by the Commission that if the job comes in over budget, then Port staff is to go to the Commission and see what the Commission wants to do.

- **<u>Attorney's Report</u>:** Port Attorney Ken Woodrich checked with Facilities & Operations Manager Keith Chamberlain regarding **Sherman Technical Institute's** departure from the **Tichenor Building**; Keith reported that **S.T.I.** did leave and all looked good down in Suite #105.

Other Business: Commissioner Judy Teitzel inquired if Port staff has notified the tenants of the **Tichenor Building** about the new law in reference to the **"no smoking within 25 feet of a public building"**. Facilities & Operations Manager Keith Chamberlain stated the Port had not, but the outdoor cigarette disposal containers had been removed from the outside of the Tichenor building and it appeared everyone was adhering to the new law; and also did not feel it was necessary since the leases state this is a 'no smoking' facility.

The Commission stated Business Development Manager John McSherry is to be compensated for the time he worked on December 23, 2005, attending the **Maria Cantwell** meeting.

In addition, the employees that came into work on December 19, 2005 will be compensated by the Port with straight compensation time for the hours they worked that day, it being declared an **inclement weather** day due to hazardous driving conditions, and other employees did not make it in at all and were being paid for the full day.

In reference to prior Commission instruction to employees about obtaining pre-authorization for working on holidays and compensation to be paid; a discussion took place regarding Commission pre-authorization versus non pre-authorization. Commissioner Dave Prosser stated he would like staff to make the decision about Port representation when attending functions on a holiday. It was decided pre-authorization cannot always be obtained before certain events; and therefore for staff to receive it where it could be obtained, and where it couldn't for staff to make the decision.

Executive Session: Commissioner Doug McKenzie called for an Executive Session at 5:05 p.m. for approximately twenty (20) minutes ending at 5:25 p.m. under RCW 42.30.110 (g).

The Commission came out of Executive Session at 5:25 p.m. with no decision being made.

A second Executive Session was called for approximately ten (10) minutes ending at 5:35 p.m. under RCW 42.30.110 (g).

The Commission came out of Executive Session at 5:35 p.m. with no decision being made.

Commissioner McKenzie requested an open frank discussion and asked staff if they had any comments.

- **Staff Comments:**

  Facilities & Operations Manager Keith Chamberlain talked about how difficult it is to work for this Commission when they change their policies and decisions on a regular basis. This in turn makes his current authority of decision making, very difficult for him.

  Keith also stated that two years ago when he and other Managers were given additional responsibilities and duties, the Commission stated if employees stepped up to the plate and performed and completed these duties, they would be justly compensated. Keith stated that the Commission has said they are happy with his performance in the past two years. He asked if this past statement of commitment (or promise) is going to be honored.

Keith also stated that attention from the Commission would be appreciated since it appeared another employee was working for outside sources during Port time.

Commissioner Prosser stated he did not promise to compensate the employees for taking on additional duties and would throw Keith a biscuit to keep him happy. Commissioner Teitzel stated the Port was not financially there yet to compensate these employees.

Finance Manager Barbara Irving reported possible timesheet fraud and requested an investigation from the Commission; and requested to meet with the Vice-President to discuss it.

Commissioner Doug McKenzie called for an Executive Session at 5:52 p.m. for approximately ten (10) minutes ending at 6:01 p.m. under RCW 42.30.110 (c).

The Commission came out of Executive Session at 6:01 p.m. with no decision being made.

Adjournment: The Chairperson adjourned the meeting at 6:02 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be, Tuesday January 24, 2006 at 4:00 p.m.

APPROVED BY: ______________________________
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.