Port of Skamania County
Minutes of the
Board of Commissioners Meeting
September 28, 2004

Call to Order: Commissioner Dave Prosser called the meeting to order at 4:01 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, Financial Manager Barbara Irving, and Administrative Assistant Deana Midland. Member of the public in attendance was Chris Heuker.

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

Chris Heuker is very interested in the North Bonneville property and would like to move forward and if it were not going to happen he would like to know. The Commissioners let Chris know they are interested in working with him, they do have some concerns but are willing to work with Chris to get things moving. There was more discussion to follow.

Minute Approval: The minutes of the September 14, 2004 meeting will be approved at the first meeting in October.

Vouchers: Commissioner Doug McKenzie made a motion to approve Pre-Issued General Fund Voucher Numbered 15366 through 15372 in the amount of $5,809.20. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 15373 through 15402 in the amount of $31,854.93. Commissioner Judy Teitzel seconded the motion. The motion passed.

Attorneys Report:

Facilities & Operations Manager: Keith reported to the Commissioners he is still waiting to hear back from Battelle on the new lease agreement.

Keith reported BAE would like to start the remodel in Tichenor Suite #40 before a lease is signed. The Commissioners are not comfortable doing that at this time.

Keith reported Galaxy is current on their rent and would like to renew their lease.

Keith reported H & H EcoSystems would like a lease rate reduction back to where they were 4 to 5 years ago. The Commissioners want them to start a new lease at the same rate they are paying now for the next year and then COLA's for the next 4 years based on CPI.

Business and Project Development Report: John reported to the Commissioners we hired Barbara Irving and she was able to start right away.

Commissioner Doug McKenzie made a motion to accept Resolution Numbered 18-2004 a resolution delegating the Finance Manager duties to Barbara Irving. Judy wanted it noted that Deana did not voluntarily resign as noted in the resolution. Doug asked Deana if she had a problem with using the word voluntarily in the resolution. Deana said it would not matter if she did. Doug said it would matter, and the commission would remove the word if she wished. Commissioner Dave Prosser stepped down and seconded the motion. The motion passed. Commissioner Judy Teitzel opposed.

Commissioner Doug McKenzie made a motion to accept Resolution Numbered 19-2004 a resolution delegating the Auditor duties to Barbara Irving. Commissioner Dave Prosser stepped down and seconded the motion. The motion passed. Commissioner Judy Teitzel abstained. John reported to the Commissioners Judy had been spending a lot of time here managing staff.

John asked the Commissioners if it would be ok for Barbara to work extra hours while Deana is off on medical leave. The Commissioners told them they did not have a problem with her filling in. The Commissioner wanted it noted in the minutes Barbara is still a part time permanent position with the ok to work over her 24 hours per week while Deana is gone.

John reported to the Commissioners the Boat Launch project is out to bid. They will be having a walk through of the project on October 1st at 10:00 am. J2 Blue print is distributing the plans and John put ads in the local paper and the DJC. The bid due date is October 12th by 11:00 am.

Finance Managers Report: Deana handed out cash balances to date and the excel spread for the Commissioners review.

Deana Midland was excused from the meeting at 5:30 p.m.

Barbara let the Commissioners know she has advertised the budget meeting schedule for 2005, the first meeting will be October 12, 2004 and the second meeting will be October 26th. The Commission discussed a wage increase and asked Barbara to include a 2.5% across the board increase in the 2005 preliminary budget for further discussion.

Executive Session: There was no executive session held.

Adjournment: The meeting adjourned at 5:50 pm.

Next Meeting: The next scheduled meeting of the Board of Port Commissioners will be Tuesday, October 12, at 4:00pm.

APPROVED BY:

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Commissioner Doug McKenzie

Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Deana Midland, Financial & Administrative Manager