Port of Skamania County
Minutes of the
Board of Commissioners Meeting
February 10, 2004

Call to Order: Commissioner Judy Teitzel called the meeting to order at 4:03 p.m.

Attendance: In attendance from the Port were 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.

Public Comment: Commissioner Doug McKenzie opened public comment from 4:00 to 4:30 pm. There were no members of the public in attendance.

Minute Approval: Commissioner Doug McKenzie made a motion to approve the minutes of the January 27, 2004 meeting. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to accept Resolution Numbered 08-2004 a Resolution canceling unredeemed Cash Warrants. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to accept Resolution Numbered 09-2004 a Resolution canceling unredeemed cash warrant Numbered 14754. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Vouchers: Commissioner Judy Teitzel stepped down and made a motion to approve General Fund Vouchers Numbered 14880 through 14917 in the amount of $17,693.94 with Attorney approval if we hold out Voucher Numbered 1488 travel as a result of potential cell phone bills being unpaid. Commissioner Doug McKenzie seconded the motion. The motion passed.

Attorneys Report: Keith asked Ken about Springwater and how things were going. Commissioner Doug McKenzie asked John to find out about Springwater's loan information.

Business and Project Development Report: John handed out to Commissioners information from Heuker Brothers Inc. Keith and John will be meeting with Chris Heuker on Friday. There was a discussion to follow. Commissioner Doug McKenzie would like to see staff determine what they can do down at Parcel 2 before hiring a consulting firm. John has consulted with a few firms that he will be meeting with.

John let the Commissioners know there was a new project manager at IAC.

John reported to the Commissioner he will be making a presentation to the City Council on the 19th regarding the Boat Launch and would like one of the Commissioners to attend.

John will be the Skamania County Chamber of Commerce President in 2005.

Facilities & Operations Manager: Keith talked to Wayne Martin and Dale Vance regarding their interest in the Wind River Building. They are very interested in leasing the building. He has also talked to a couple of others who are interested in the building.

Keith reported he has a meeting with the PUD on Wednesday with Bob Whittenberg and Tom Vance.

Keith told the Commissioners he would like to send a default letter to Galaxy and the Commissioners agreed.

Keith reported to the Commissioners Battelle would like to build a pole barn on the Skye Building property.

Finance & Administrative Report: Deana reported to the Commissioners she had been working on 2003 year-end clean.

Deana let the Commissioners know she would be working half day on February 18 due to her daughter having a doctor's appointment. She also let the Commissioners know her monthly finance meeting will be in Camas/Washougal on Friday the 20th. The Commissioners said it was ok for her to go.

Deana reported she worked with Jan on reconciling the January Treasurers Report and Quick Books and the training will continue.

Auditors Report: Jan handed out a memo to the Commissioners regarding closure of some of the Ports extra financial accounts.

Jan handed out Year End Cash Balances for 2002 and 2003 and to date February 10, 2004.

Commissioner Doug McKenzie made a motion to consolidate Funds Numbered 1-6. (Please refer to attached Memo). Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

The Commissioner had a discussion on Port Staff working overtime and has decided now and previously they would like to see no overtime.

The Commissioners would like staff to turn in their time sheets weekly on Friday by 4:00 pm.

Adjournment: The meeting adjourned at 6:55 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, February 25, at 4:00pm.

APPROVED BY:

____
Commissioner Doug McKenzie

____
Commissioner Judy Teitzel

____
Commissioner Dave Prosser

ATTEST:

____
Deana Midland, Finance & Administrative Manager