Port of Skamania County
Board of Commissioners
Regular First Monthly Meeting
March 12, 2002

Call to Order: Commissioner Brian Adams called the meeting to order at 2:00 p.m.

Attendance in the Facilities Tour: Commissioner Judy Teitzel, Commissioner Doug McKenzie, Executive Director Anita Gahimer, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry, Temporary Office Assistant Lynee Sapere, Lita Buttolph, who is working on an Economic Adjustment Initiative assessment project, and Jamie Tollfree, of Gorge Tours, who drove her van for the Port tour.

The facilities Tour was conducted from 2:00 p.m. to 4:00 p.m., with no decisions made. Facilities toured included the Wind River Nursery Site, the Carson Industrial Site and the Stevenson Waterfront properties. Due to time constraints a tour of the Port's North Bonneville properties will be rescheduled if needed.

Attendance at the Business Meeting: Commissioner Judy Teitzel, Commissioner Brian Adams, Commissioner Doug McKenzie, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry, and Administrative Assistant Deana Midland. Mike Garvison, Skamania County Auditor attended during the first portion of the business meeting.

The business meeting began at 4:00 pm.

Approval of Minutes: Commissioner Doug McKenzie made a motion to approve the minutes of the February 26, 2002 meeting with a hand written correction. Commissioner Brian Adams stepped down and seconded the motion. The motion passed.

Vouchers: Commissioner Judy Teitzel made a motion to approve General Fund Vouchers Numbered 13285 through 13324, in the amount of $17,861.98. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve Capital Development Fund Vouchers Numbered 20069 through 20070 in the amount of $10,335.90. Commissioner Brian Adams stepped down and seconded the motion. The motion passed. Commissioner Doug McKenzie abstained from the motion.

Commissioner Judy Teitzel made a motion to approve Wind River Nursery Site Fund Voucher Number 30046 through 30047 in the amount $55.79. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve Beacon Rock Golf Course Capital Improvement Voucher Numbered 503 in the amount of $122.47. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Brian Adams stepped down and made a motion to approve corrected Voucher Approval Cover Sheet for Vouchers Numbered 13212 through 13255 in the amount of $17,578.19, correcting typographical errors. Commissioner Judy Teitzel seconded the motion. The motion passed. Commissioner Doug McKenzie abstained from voting.

Staff Reports: John reported the final closeout for the Discovery Building is not yet complete. There are still a few items on the punch list that need to be finished. Keith made the comment the tyvek is falling from the ceiling. This will be taken care of before release of the final retainage amount. Commissioner Doug McKenzie asked about the gas bill the Port received for the building while construction was still underway. Deana and Anita responded that one invoice has been reimbursed to the Port by the contractor GHC, and the second bill (and last bill) was just recently sent out to GHC for reimbursement.

John has been working on a grant for our 2002 Marketing Project, which includes web page graphics, property cut sheets, supplies, a new color printer, and software. The grant has been submitted for consideration by the USDA Forest Service Rural Community Assistance Program Team.

The other grant John is working on is for our fiber project, Phase One, going from the Stevenson NoaNet Point of Presence down to the Tichenor Building. Commissioner Brian Adams recused himself from any discussion on the fiber project, taking a seat off of the Board of Commissioners front table. A discussion regarding the fiber optic project followed. At the end of the discussion Commissioner Adams returned to his seat with the Board.

Keith reported Spring is near and Karl has begun composting in the parks, trimming the trees and getting things cleaned up for the summer months. Karl has repaired the deck on the Old Saloon Building.

Keith is going to advertise for bids for the landscaping plantings for the Discovery Building. As soon as the weather breaks he and Karl will begin installing the irrigation system.

Keith reported there is a lot of tansy weed on the Parcel 2 property that they will be trying to control this spring and summer. He is going to purchase a new sprayer to assist in weed abatement. The new sprayer is adjustable in size so it can be used on all our properties and flowerbeds, and will help with efficiency.

Deana reported that they had been working on her computer installing a new hard drive and windows 2000. Lynee, Keith and Deana took a shopping trip to pick out new desk chairs for their stations in the office. Lynee and Deana spent a day last week re-organizing the office and getting things cleaned up.

Executive Directors Report: Anita asked if they have any question on the tour or the facilities they viewed, and said the Facilities Book used during the tour would be revised with additional information about all our lands and buildings, and provided to the Commissioners as a reference document.

There was a discussion about LifeTek Corporation, the tenant of the Discovery Building. Commissioner Doug McKenzie asked what happens if they don't meet all of their lease requirements of the first 12 months of the Agreement. Attorney Ken Woodrich responded and discussed the default clause in the lease. Commissioner Doug McKenzie wanted to know how and why the Port would postpone the security deposit. Anita explained the original tenant commitment of a $60,000 in capital investment in the Discovery Building in the first 12 months was increased to $385,000. Postponing the deposit is an incentive for the tenant to increase their capital investment. Anita responded the tenant is a long-term tenant with a 10-year lease obligation and a 10-year extension, as well as significant obligation for job creation. And although there are risks involved, the benefit to the Port's facility and the tenant's commitment, which will contribute to the economy of the area, are significant benefits. Anita also explained her negotiations included the Ports need to increase the tenants rental payments from the original $4,500 amount we stated in our signed contingency agreement with the tenant to an increasing scale of payments going up to $6,000 per month for the last five years of the first ten-year lease term. Commissioner McKenzie commented he felt it was a risk the Port should not have taken and asked to be involved in the future with any similar risks of this dollar magnitude.

Anita reported Greg Arnold, owner and CEO of LifeTek Corporation, asked her to bring a request from him to the Commissioners. Greg's request is to amend our Lease Agreement for the Discovery Building by moving the lease start date and lease payment start date from January 15, 2002 to February 1, 2002, sliding the lease payment amounts so the stated January rental would change and become the February rent due. It is Anita understands the request comes as a result of the change Greg had to make regarding their occupancy of the building, their move-in was planned to begin on January 15, 2002. Pattie Arnold, co-owner and Chief Operating Officer of LifeTek Corporation was in a critical auto accident the night of January 14, 2002. A discussion followed. Anita reported it was not her recommendation for the Commissioners to make this lease amendment. Following further discussion, the Commissioners agreed by consensus not to amend the lease agreement as requested by Greg Arnold.

Anita asked the Commissioners to work with her regarding her job description and delegated responsibilities and authorities. Anita commented she felt unsure of their feelings regarding her responsibility and authority, her implementation of the Ports Comprehensive Plan and general administration of Port business. The Commissioners recognized her comments and agreed they need to be addressed.

Anita asked the Commissioners if one of them would like to participate with her on the Wind River Nursery Lease Agreement negotiations she is involved in with Marilyn Breckel and Peggy Bryan. Commissioner Bob Talent has been assigned to work with Marilyn in the negotiations.

Commissioner McKenzie asked us to revise the Agenda format for the meetings so they would reflect more directly the subjects to be addressed. Anita and Deana will work on a new format.

Commissioner Doug McKenzie requested the meetings be taped to provide accuracy and completeness in the minutes. Anita reported she has reviewed a variety of recording and transcription devices available and will procure a system for us. The Commissioners agreed by consensus to begin tape recording of the meetings.

The Commissioners scheduled two workshops:

1. The first workshop to be held on March 21st, will be a working lunch from 11:00 am until 2:00 pm for the purpose of bringing our new Commissioners up-to-date on the Wind River Nursery Project and discuss our draft Lease Agreement with the County for the Site.
2. The second workshop will be held on April 30th, and will also be a working lunch from 11:00 am until approximately 3:00 pm. This workshop will focus on addressing items such as the responsibilities and authority of the Executive Director, the personnel manual, vacation schedule change request submitted by Anita in January, agenda format, lease agreements, the Comprehensive Plan, Conflict of interest laws, etc., as needs and time allow.

Commissioner Brian Adams reported he would be out-of-town on vacation for several days at the end of March and will not be available to attend the regular Port meeting on March 26th. Commissioner Doug McKenzie made a motion to excuse Commissioner Brian Adams' upcoming absence from the regular Port meeting of March 26, 2002. Commissioner Judy Teitzel seconded the motion. The motion passed.

Anita reported on her trip to Washington D.C. and passed out a copy of the handout she used during her congressional visits. Anita's trip was in part to attend the National Rural Development Council Conference. She stayed and extra two days to visit our northwest

Congressional members about supporting the National Science Foundation FY2003 Budget Request which includes funding to start-up their National Ecological Observatory Network (NEON) research laboratory project which if funded, will provide an opportunity for such a laboratory to be located here on the Wind River Nursery Site.

Anita reported the Port would be temporarily using a storage unit at Pak Rat Mini Storage (located across the street from the Discovery Building) for the purpose of storing equipment and supplies needed for the landscaping and irrigation work Keith and Karl will be doing at the Discovery Building.

Anita handed out a memo from our property insurance provider, WGEP, on the *State of the Insurance Market* for the Commissioners general information.

Next Meeting: The next meeting of the Board of Commissioners will be held on Tuesday, March 26, 2002, at 4:00 p.m.

Adjournment: The meeting was adjourned at 7:45 pm.

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Commissioner Doug McKenzie

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Commissioner Judy Teitzel

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Commissioner Brian Adams

ATTEST:

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Deana Midland, Administrative Assistant