Port of Skamania County
Minutes of the
Board of Commissioners Meeting
December 10, 2003

Call to Order: Commissioner Doug McKenzie called the meeting to order at 4:02 p.m.

Attendance: In attendance from the Port were Commissioner Doug McKenzie, Commissioner Dave Prosser, Commissioner Judy Teitzel, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, Port Attorney Ken Woodrich and Administrative Assistant 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: The Commissioner will be approving the minutes of the previous meetings at their first meeting in January.

Facilities Specialist Report: Keith reported they wrapped up theTichenor Suite #45 remodel, however they are finishing putting in the ballasts and the bulbs.

Attorneys Report: Ken reported to the Commissioners he filed the Springwater eviction paper and mailed it over night mail, it had to be served by Friday and the eviction date is December 19, 2003.

Administrative Report: Deana will be attending the SW Finance Meeting in Ridgefield on Friday. She also has been working on her daily things.

Executive Directors Report: Anita reported she showed Tichenor Space 40 to Washington State Fish and Wildlife Vancouver Office staff today. The space is larger than they need.

Anita handed out her December calendar to the Commissioners for them to review.

Anita gave an update to the Commissioners and staff on Mayor Kirk. The Mayor is hoping to come home before North Bonneville's Open House. Mayor Kirk fell and broke his pelvic bone. He has been in the hospital and was recently moved to a care facility.

Anita handed out the final draft lease for North American Manufacturing for the Commissioners review. The lease is month-to-month for six months, with the option to enter in to negotiations for a long-term lease. Ken has commented on the agreement. There was a discussion about the possible impacts of the operations of this business on the building. The Commissioners asked Anita to modify the terms of the lease to include a larger deposit and a personal guarantee since the lease rate is reduced, the lease term is short, and the cost of cleanup, should the company not clean up upon vacancy, could be quite high. Anita will transmit this to the potential tenant asap.

Anita met with Kevin Coombs of Beacon Rock Golf Course. They discussed Kevin's goals for 2004. She drafted the notes she took and transmitted them to the Commissioners so future actions could be considered. Anita has finished the amendment to Kevin's lease and Ken is reviewing it. Anita explained how the Beacon Rock Lease payments will work for the remainder of the lease term.

Commissioner Dave Prosser asked Anita if the staff is involved in any of the outside meetings. Anita said the only direction she has had regarding who will be taking over what is the Security arena and she has not yet had any meetings since her resignation related to that transition.

Anita reported she received notice this afternoon the Maritime Coalition has received grant funds for security efforts at our Port. Commissioner Doug McKenzie commented he feels it is very important for Keith to be involved in security.

Vouchers: Commissioner Judy Teitzel made a motion to approve General Fund Vouchers Numbered 14737 through 14765 in the amount of $12,109.76. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve Capital Development Fund Vouchers Numbered 20090 through 20091 in the amount of $1,950.50. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve Pre-Issued General Fund Vouchers Numbered 14730 through 14736 in the amount of 5,219.23. Commissioner Judy Teitzel seconded the motion. The motion passed.

Anita announced, in this public meeting setting, she is very proud of her staff and knows the three of us will work as a team and grow the Port together. Anita said she has a team of quality staff who has the expertise to take the Port forward after she leaves, taking advantage of this unique opportunity now before them.

Executive Session: The Commissioners and the Attorney went into Executive Session at 5:25 pm for approximately 10 minutes, to discuss personnel issues.

The Commissioners and the Attorney came out of Executive Session at 5:36 pm with no decisions having been made.

Back into Public Session: The Commissioners returned to regular session at 5:37 pm.

Adjournment: The meeting adjourned at 5:45 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, November 25, 2003, at 4:00pm.

APPROVED BY:

Doug McKenzie

Commissioner Doug McKenzie

Judy Teitzel

Commissioner Judy Teitzel

Dave Prosser

Commissioner Dave Prosser

ATTEST:

Deana Midland

Deana Midland, Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners
November 25, 2003

Call to Order: Commissioner Doug McKenzie called the meeting to order at 4:02 p.m.

Attendance: In attendance were Commissioner Doug McKenzie, Commissioner Dave Prosser, Commissioner Judy Teitzel, Facilities Specialist Keith Chamberlain, Attorney Ken Woodrich, Project and Business Development Manager John McSherry, Port Auditor Jan Fancher and Administrative Assistant Deana Midland. Member of the public in attendance was Mike Garvison, Skamania County Auditor.

Public Comment: Commissioner Doug McKenzie opened the meeting for public comment and kept public comment period open until 4:30 pm. There were no public comments.

Skamania County Auditor Mike Garvison came to the Port and swore in Commissioner Dave Prosser and Commissioner Doug McKenzie.

John reported he has been working on the Boat Launch Project and his current goal is getting the restrooms going.

Keith asked the Commissioners about #5 on the hand out Anita left for the Commissioners.

John also reported to the Commissioners Congressman Brian Baird would be visiting the Port on Tuesday December 2, 2003 at 1:00 pm.

Minutes: The minutes will be presented at the next regularly scheduled Port meeting.

Vouchers: Commissioner Judy Teitzel made a motion to approve General Fund Vouchers Numbered 14704 through 14729 in the amount of $49,873.19. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve Capital Development Fund Vouchers Numbered 20086 through 20089 in the amount of $19,637.54. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve Pre-Issued General Fund Vouchers Numbered 14698 through 14702 in the amount of $5,062.43. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve Pre-Issued General Fund Voucher Number 14703 in the amount of $15,340.10. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve Pre-Issued General Fund Vouchers Numbered 14659 through 14663 in the amount of $5,058.50. Commissioner Judy Teitzel seconded the motion. The motion passed.

The Commissioners opened the Final Public Hearing for the 2004 Budget and Tax Levy. There was a discussion to follow.

Executive Session: The Commissioners and the Port Attorney went into Executive Session at 4:50 pm, for approximately 20 minutes to discuss personnel issues.

The Commissioners and Port Attorney came out of Executive Session at 5:02 pm with no decisions having been made.

Back in General Open Meeting Session: Commissioner Judy Teitzel made a motion to accept Resolution Numbered 2003-06 on the Tax Levy amount of $193,511.00 with no increase and 0% of new construction. Commissioner Dave Prosser seconded the motion. The motion passed.

The Commissioners would like to have a discussion with staff on the upcoming changes with the Executive Director leaving, what our feelings and thoughts are and what their expectations will be during this transition. The Commissioners would also like staff to present them with a list of things we think we will need off of the Directors computer to do our jobs once she is gone. They would like that list presented to them at our next Port Meeting, which will be December 9, 2003.

The Commissioners continued to discuss the 2004 Budget.

Commissioner Judy Teitzel moved to accepted Resolution Numbered 07-2003, accepting the budget as prepared and presented by Port Auditor Jan Fancher. Commissioner Dave Prosser seconded the motion. The motion passed.

The Commissioner continued their discussion on how the Port will transition after the Executive Director is gone in February.

Second Executive Session: The Commissioners and the Port Attorney went into Executive Session at 6:15 pm for approximately 10 minutes to discuss personnel.

The Commissioner and Port Attorney came out of Executive Session at 6:25 pm with no decisions being made.

Adjournment: The meeting adjourned at 6:25 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, December 9, 2003 at 4:00.

Approved By:

Judy Teitzel

Commissioner Judy Teitzel

Doug

Commissioner Doug McKenzie

Commissioner Dave Prosser

ATTEST:

Deana Midland, Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners Meeting
November 10, 2003

Call to Order: Commissioner Doug McKenzie called the meeting to order at 4:01 p.m.

Attendance: In attendance from the Port were Commissioner Doug McKenzie, Commissioner Dave Prosser, Commissioner Judy Teitzel, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, and Port Attorney Ken Woodrich. Member of the public in attendance was Humaira Falkenberg of the EDC and Columbia Gorge Economic Development Association (CGEDA). and Executive Director Anita Gahimer.

Public Comment: Humaira Falkenberg of the Skamania County EDC and CGEDA as the Marketing Director gave a brief presentation of CGEDA to the Commissioners to help them understand the benefits of being a member and continuing their membership with CGEDA.

Minute Approval: Commissioner Judy Teitzel made a motion to approve the minutes of the October 14th meeting with the written changes and corrections. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve the minutes of the October 28th meeting as written. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Facilities Specialist Report: Keith reported the down stairs remodel project was moving along well.

Keith and Karl worked on the hydraulic system at the dock last week. They were successful in getting it up and working by Wednesday for the Queen to dock.

Karl has been working on the grounds getting every thing winterized.

Keith and Karl have been working on the Stevenson Industrial Building replacing and upgrading lights, there will be about 10 lights to replace.

Attorneys Report: Ken reported to the Commissioners the Borup depositions would be held on November 25, 2003.

Treasurers Report: Jan sent out the August and September Financials in the Commissioners packets for their review and comments. The Commissioners did not have any comments or concerns on the information given to them.

Administrative Report: Deana reported she has been working with Laurel on the Open House mailing list. She also has been working with Jan on the monthly financials.

Executive Directors Report: Anita has spoke with Peggy of the EDC regarding Scott Closner. Scott is still trying to bring a business to our community.

Anita had a discussion with Ken regarding Springwater and the furniture they have in the Tichenor Building Suite #40. Commissioner Doug McKenzie would like staff to contact them and ask them to remove the furniture as soon as possible.

The Commissioners are giving Ken and Anita direction to contact Scott Closner regarding their lease and default.

Anita showed the Wind River Building today to a local company. The owner will be contacting Anita tomorrow to meet again and would like to talk terms. Anita told the Commissioners we have been advertising the Wind River Building in the Portland Business Journal and the Gorge Business News.

Vouchers: Commissioner Judy Teitzel made a motion to approve General Fund Vouchers Numbered 14664 through 14695 in the amount of $31,811.66. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Doug McKenzie had a question regarding the CGEDA dues for the year and Commissioner Judy Teitzel preferred not to continue MCEDD and to continue CGEDA.

Executive Session: The Commissioners and Port Attorney went into Executive Session at 5:45 pm for approximately 20 minutes, to discuss personnel issues.

The Commissioners and the Port Attorney came out of Executive Session at 6:10pm with no decisions having been made.

Back into Public Session: Returned to regular session at 6:15 pm for budget review and discussion.

There was continued discussion on the 2004 budget and tax levy. Commissioner Judy Teitzel does not want to get more than 190,000 for the tax levy and feels very firm about that number. Anita continued to go through the budget with the Commissioners line by line.

The meeting was continued to Tuesday November 18th at 11:45 pm.

Meeting Continued: November 18th, 2003.

Commissioner Doug McKenzie reopened the meeting from November 10th at 12:00 pm.

Anita asked the Commissioners about the draft lease for North American Manufacturing she put in their packets, she would like direction on it so she can move forward. The Commission does not have a problem with renting to North American Manufacturing.

Commissioner Doug McKenzie asked Anita if she has heard from the PUD regarding the Water System. She had not.

Anita asked the Commissioner if they had any comments about the Daryl Peterson letter she received. Commissioner Doug McKenzie asked Anita if she contacted him or he her. She informed the Commissioners he contacted her.

Anita presented and read a letter of resignation to the Commissioners and asked it to become part of the minutes. See attached letter.

Anita excused herself and the Commission broke for a 10:~~00~~ minute recess at 12:10.

The Commissioners re-adjourned at 12:20 pm.

Executive Session: The Commissioners and Port Attorney went into Executive Session at 12:30 pm for approximately 20 minutes, to discuss personnel issues.

Out of Session: The Commissioners and the Port Attorney came out of Executive Session at 12:50 pm with not decisions being made.

Back into Public Session: Commissioner Dave Prosser made a motion to accept the letter of Resignation from Executive Director Anita Rose Gahimer Crow, resignation date February 6, 2004. Commission Chair Doug McKenzie stepped down and seconded the motion. The motion passed unanimously.

The Commissioner went into a budget discussion. They went through the budget line-by-line and asked for some changes. The Commissioners instructed Deana to get the spreadsheet from Anita and make their changes to the spreadsheet and have it ready for the next meeting. The Commission does not want us to renew our membership with MCEDD in 2004.

Commissioner Judy Teitzel would like Keith to start attending the Security meetings so he can be brought up to speed on what is going on with our security issues. The Commission asked Keith to contact the Port of Klickitat to see how they are doing on developing their security assessment and plan.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, November 25, 2003, at 4:00pm.

APPROVED BY:

Doug [signature]

Commissioner Doug McKenzie

Judy Teitzel

Commissioner Judy Teitzel

[signature]

Commissioner Dave Prosser

ATTEST:

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Deana Midland, Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners
October 28, 2003

Call to Order: Commissioner Doug McKenzie called the meeting to order at 4:00 p.m.

Attendance: In attendance were Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Gahimer, Facilities Specialist Keith Chamberlain, Attorney Ken Woodrich, Port Auditor Jan Fancher and Administrative Assistant Deana Midland. Commissioner Judy Teitzel is on an excused absence.

Public Comment: Commissioner Doug McKenzie opened the meeting for public comment and kept public comment period open until 4:30 pm. There were no public comments.

Minutes: The minutes will be presented at the next regularly scheduled Port meeting.

Vouchers: Commissioner Dave Prosser made a motion to approve General Fund Vouchers Numbered 14636 through 14658 in the amount of $40,776.60, excluding Voucher Number 14637 in the amount of $346.32 for further discussion at the next meeting. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Administrative Approval: Anita and John are working on a Scope of Work for KPFF under our existing contract for work in support of the Boat Launch Improvement Project. Anita asked the Commissioners for their approval to engage KPFF to complete this Scope of Work under our open service contract for this project. The Commissioners gave Anita the ok to move forward. Anita said the grant includes cost coverage for engineering work.

Mid Month Updates: Anita announced to the Commissioners the WPPA New Commissioner Seminar and WPPA Annual Meeting is in December; if anyone is interested in going let Deana know so she can send in the registration. The PNWA Seminar is up at the Skamania Lodge next week, November 5, 6, and 7th.

The Commissioners would like Anita to draft a letter to Bob Wittenberg of the Skamania County PUD #1 asking him to make a financial offer to the Port for our Carson Water System.

Anita asked the Commissioners if they would be interested in donating something to WPPA Scholarship Program. Commissioner McKenzie commented he did not support making a contribution.

Executive Session: The Commissioners announced an Executive Session at 4:26 pm, for approximately 10 minutes to discuss personnel issues, with only the Commissioners and

Attorney in attendance. Executive Director Anita Gahimer Crow stayed in the session for the first few minutes only.

The commissioners came out of Executive Session at 5:10 pm with no decisions having been made.

Open Session:

Back in General Open Meeting Session Commissioner Dave Prosser said he would like to see if there was some way the Port could work with Angus of the Cabins and the Captain on the Queen of the West regarding the motor noise on the boat running all night and it disturbing Angus' guests who are staying in the Cabins. Anita, the Commissioners, and staff discussed the situation further.

Anita reported her vacation last week where she participated in a Community Assessment of Oroville went well and the work she did was very beneficial.

Anita updated the Commissioner's on the Springwater situation. The letter she drafted and was presented at the last meeting was sent out. Anita also updated the Commissioners on the various marketing actions she and John have initiated. John completed a marketing cut-sheet earlier in the month, Anita visited with the Business Development folks at CTED, John has updated the web site and been in communication with CGEDA, the EDC, and MCEDD. An advertising piece will be out soon.

Commissioner Dave Prosser also asked Anita how the Boat Launch permitting process was coming and he would like to see it move as quickly as possible. Anita gave an update on the progress made by John while she was on vacation, discussing further her monthly report update recommendation of phasing the permitting so the wave attenuation island permitting process would not hold up the shoreline improvements at the launch site its self.

Commissioner Doug McKenzie opened the Public Hearing for the Port of Skamania County Preliminary 2004 Budget and Tax Levy. No public comments were given; there were no members of the public in attendance.

Anita reviewed this draft 2004 budget line item by line item with the Commissioners, and asked for comments from the commissioners as she went over the budget detail. Commissioner McKenzie stopped the budget review prior to completing the Administrative Section and the Wages and Benefits Section; the review will continue at the next Port Meeting.

The Commissioners asked Anita to get all of the ~~excess~~ surplus stuff ready to go in the next 30 days. They would like to see all of the ~~old~~ surplus stuff gone before the end of the year.

Anita passed out her calendar for the month of November, and reminded the

Commissioners the next meeting is scheduled for Wednesday the 12th due to the Tuesday Holiday. Commissioner McKenzie said he could not be here on the 12th, Deana will contact Judy, if she is available the meeting will be rescheduled for Monday November 10th.

Adjournment: The meeting adjourned at 7:00 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, November 12, 2003, at 4:00 pm unless rescheduling takes place, in which case such change will be advertised.

Approved By:

Commissioner Judy Teitzel

Commissioner Doug McKenzie

Commissioner Dave Prosser

ATTEST:

Deana Midland, Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners Meeting
October 14, 2003

Call to Order: Commissioner Doug McKenzie called the meeting to order at 4:03 p.m.

Attendance: In attendance from the Port were Commissioner Doug McKenzie, Commissioner Dave Prosser, Commissioner Judy Teitzel, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, and Port Attorney Ken Woodrich. Members of the public in attendance were Tina Anderson of Animal Control, Sheriff Dave Brown and JD Davies.

Public Comment: Tina works 6:00 am to 2:30 pm Monday through Friday; she does not have any back up. Tina would like to hear from the Commissioners on what they feel is the problem and what they would like to see done. Commissioner Dave Prosser feels the dog problem is huge. He has tried to control the issue by calling the Sheriffs office and they are too busy. Tina informed Dave she couldn't work 24 hours; she has tried to change her hours. She also works for Buildings and Grounds and that takes up 25% of her time. Sheriff Dave Brown feels the signs are good, because we are letting the people know what is expected of them. Port Attorney Ken Woodrich feels we should do a Resolution on the dog control. Commissioner Doug McKenzie hopes the people at East Point will just start controlling it on their own as they've been able to do at Bob's Beach. The Commissioners asked Keith to have the sign installed as soon as possible.

Minute Approval: Commissioner Judy Teitzel made a motion to approve the minutes of the August 23rd meeting as written. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve the minutes of the September 9th meeting as written. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve the minutes of the September 23rd meeting with a correction made to the third page as stated below:

Commissioner Doug McKenzie said he did not agree Anita should go to Oroville, since if she did go she would have to use vacation leave. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Commissioner Judy Teitzel feels we should address the issue on the charge slips: we should have the original documentation and not just the amount. We were not in compliance at our last audit and Commissioner Judy Teitzel feels this needs to be enforced.

The Commissioners decided to tail the Declaration of Resolution to the next meeting.

Facilities Specialist Report: Finished up landscaping underneath the kinetics sign.

We reworked bio-swale at East Point; it is a slightly deeper swale than we've had in the past.

Keith has had some gravel hauled in and placed around the Crab Shack. Regarding the busses, we have four busses coming in, one of which is a handicapped bus. Keith reported all tasks around the Crab Shack as finished.

Keith got to go on a small tour on the Empress of the North, and found they are dumping trash and taking on water once a week.

Business and Project Development Manager: John has been working with Normandeau, introducing them to the Chamber and the EDC. They are still working out of the basement and out of their homes.

John has been working with KPFF and the Boat Launch Project. The main focus is the Gorge Commission and the Island; we will need to go through a formal permitting process with the County. There will be two separate permits:

1.) one for the Boat Ramp and improvements to the beach, bathrooms and paving of the parking lot, and
2.) the other (through the County) for the substantial development of the island; then the larger issue is the JARPA and permit for the island and possible litigation.

John wants to store the docks and thinks they could be stacked in the parking lot. Commissioner Judy Teitzel feels it could be a hazard. Commissioner Dave Prosser has some concerns with the docks, such as the wind and the winter season. Storage of the docks is a problem. The Commissioners want to get the permitting process going soon. John said KPFF was told to start the process last Friday. The JARPA has been started.

Port of Skamania County
Board of Commissioners
October 14, 2003

John is working on finishing up the Marketing Grant.

John has been talking with Anita and Engineering Firms about Parcel 2 design and engineering. He has met with all of them and gone to all of their offices, and has narrowed it down to three firms.

John has called the Internet companies. He has called Gorge Net and their business rate is $99.00 a month, $25.00 web hosting, and $2.00 per month billing charge, which is a total of $126.00 month. Our average speed is 2 mega bits which is quite a bit, and better than if we were with Gorge Net.

Commissioner Doug McKenzie closed the regular session at 4:57 pm.

Executive Session: The Commissioners announced an Executive Session at 4:57 pm for approximately 20 minutes, to discuss litigation issues.

The Commissioners came out of Executive Session at 5:17pm with no decisions having been made.

The Commissioners announced a second Executive Session for approximately 10 minutes, to discuss Personnel.

The commissioners came out of the second Executive Session at 5:32 pm with no decisions having been made.

Open Session:

Kevin Coombs has asked to pay his entire 12 months of rent in 8 months. Port Attorney Ken Woodrich has some concerns with him wanting to do that. ~~He feels we need to amend the lease~~ and Commissioner Doug McKenzie feels he is just paying in advance. Ken feels he should come to the Commissioners meeting and discuss it with them in person. Ken Woodrich feels it should not start till March 04.

Commissioner Doug McKenzie speaks for the Commissioners: they do not have a problem with Kevin paying in advance starting in March of 2004.

Anita would like to have the Open House a different day than the Port meeting. She would like to have it on December 15th, 2004 and keep the regular meeting on December 9th. Commissioner Judy Teitzel would like to change the November 25th meeting. Commissioner Doug McKenzie they need to have some workshops to get the budget worked out.

Commissioner Doug McKenzie is all for getting rid or the Carson Water System, and Bob Whittenberg is ready to move forward. The Commissioners would like a letter drafted to Bob at the PUD, making an offer to the Port. Keith feels there may have to be a property line adjustment or an easement.

Commissioner Judy Teitzel said the Commissioners would like a complete budget with salaries and benefits included in the total.

Commissioner Judy Teitzel said Ken wanted pictures taken of Suite #40 and all of the furniture in there, and given to him.

Commissioner Judy Teitzel has a comment about Windwing extending their lease. Commissioner Teitzel feels we need to extend our workshop there, since the space for the maintenance department is so small.

Adjournment: The meeting was adjourned at approximately 5:56 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, October 28, 2003, at 4:00pm.

APPROVED BY:

Commissioner Doug McKenzie

Judy Teitzel

Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Deana Midland, Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners
September 23, 2003

Call to Order: Commissioner Doug McKenzie called the meeting to order at 4:00 p.m.

Attendance: In attendance were Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Gahimer, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, Attorney Ken Woodrich, Port Auditor Jan Fancher and Administrative Assistant Deana Midland. Commissioner Judy Teitzel is on an excused absence.

Public Comment: Commissioner Doug McKenzie opened the meeting for public comment and kept public comment period open until 4:30 pm. There were no public comments.

Minutes: The minutes will be presented at the next regularly scheduled Port meeting.

Vouchers: Commissioner Dave Prosser made a motion to approve General Fund Vouchers Numbered 14552 through 14582 in the amount of $20,994.34. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Anita and John did a presentation on the Boat Launch Improvement Project showing the port-owned property under the water, the City of Stevenson city limit line and the Columbia Gorge National Scenic Area Urban Growth Boundary. A small portion of the wave attenuation island is outside the Port's land ownership and will require a lease agreement be put in place with the State Department of Natural Resources. The southeast portion of the island is on Port property per our long-time understanding of our property boundaries, but John has not found a deed that includes this piece. John and Ken will research this further. In addition, the majority of the island lies outside the NSA Urban Growth Boundary which means a NSA Permit may be required. Skamania County Planning has provided Anita with a memo saying they believe we do not need an NSA permit. Anita reported on comments by Gorge Commission staff she has observed which indicate they feel a project like ours would not be allowed. Anita will meet with the Director of the Gorge Commission on this subject and explore the susceptibility of litigation if we were to go ahead with the project based on the opinion from County Planning. Meanwhile, a possible redesign of the island to minimize these issues will be explored with KPFF.

Commissioner Doug McKenzie had a couple of questions on extra port-a-potties in the park when large functions are going to be going on. Anita, Keith and Deana had a discussion earlier today about this issue. Anita has completed a new Use Permit that includes the requirement for extra portable toilets for uses of a certain size and/or location.

Mid Month Updates: Anita handed out the schedule for the Budget approval. The Commissioners seemed to think it all looked good.

Anita handed out a draft 2004 budget category sheet for the Commissioners comments. This next draft has incorporated the port's capital projects as well.

Commissioner Doug McKenzie would like to see the 2004 Budget sent out to them in advance so they have time to review it before Anita presents it to them at a meeting.

Invoicing Springwater for Suite 40 of the Tichenor Building was brought up. Anita explained rent begins upon occupancy or 30 days after the city has issued a certificate of occupancy, which ever happen first. The final inspection and certificate of occupancy was issued on September 4th triggering an October 4th date for Springwater's first payment of monthly rent. Their security deposit is due on this same date.

Anita reported Normandeau has signed a lease and is ready to move in as soon as their space is available to them. They currently have a small ~ten foot by ten foot area where they are storing equipment they will use in their new space.

Deana left the meeting at 5:00 pm to go watch her daughter's volleyball game.

The Commissioners supported proceeding with the award of a contract for the remodel of Tichenor Space #45 for Normandeau although the cost will be more than originally estimated last fall when the grant was applied for. It is expected other reductions in our budget will cover the increase. Anita provided information on the rental rate Normandeau will be paying, showing cost recovery of the amount.

Anita went over her calendar and travel for October, reporting on a Community Assessment in Oroville, Washington which she was asked to participate in. The costs (travel, lodging, meals, etc.) are paid by the community, State CTED provides funding (The assessment team leader is a CTED rural communities grant coordinator) as well as a federal program through the Rural Development Council which provided the training. Anita said she was trained about two years ago but had not been able to help whenever asked due to scheduling conflicts. She signed up for this October assessment as it was at a time she had available. Commissioner Doug McKenzie said he did not agree and felt Anita should not go, asking Anita what has Oroville done for us and that he does not think the tax payers would support the port participating by Anita going on Port time. Anita explained the benefits of participation in activities like this, to our port, to her knowledge and experience base; and how it is common and expected to share expertise and knowledge. John spoke about the grant funding our port has received from the State, what we have gained from the State's investment, and we have a responsibility to pass on what we have learned with State funding. Jan spoke about how this sharing of expertise is not only a learning and networking experience for our port, but it is common and expected in the port industry, it is part of being a port. Commissioner McKenzie said as Anita was behind in her work due to her recent absence that she should not go. Anita commented she is not behind in her work, she has quality staff that backs her up during an absence as they all back up each other, and that she is not behind in work due to the death of her sister. Commissioner Prosser commented he understood better the value of the activity and said he was for her going. Commissioner McKenzie said he was not in favor of her going. Anita reported to the Commissioners she would be taking vacation time to participate as she felt very strongly about her responsibility, to the State, to the idea of sharing expertise with other rural communities that ask for help, and to a commitment.

Executive Session: The Commissioners went into Executive Session at 5:37 pm for approximately 10 minutes to discuss litigation issues.

The commissioners came out of Executive Session at 5:43 pm with no decisions having been made.

Adjournment: The meeting adjourned at 5:44 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, October 7, 2003, at 4:00pm.

Approved By:

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Commissioner Judy Teitzel

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Commissioner Doug McKenzie

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Commissioner Dave Prosser

ATTEST:

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Deana Midland, Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners Meeting
September 9, 2003

Call to Order: Commissioner Doug McKenzie called the meeting to order at 4:02 p.m.

Attendance: In attendance from the Port were Commissioner Doug McKenzie, Commissioner Dave Prosser, Commissioner Judy Teitzel, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, and Port Attorney Ken Woodrich. Executive Director was absent due to a death in her family.

Public Comment: There were no members of the public in attendance.

Vouchers: Commissioner Judy Teitzel made a motion to approve General Fund Vouchers Numbered 14517 through 14550, dated September 9, 2003 in the amount of $28,804.90. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve Pre-Issued General Fund Vouchers Numbered 14516 dated September 4, 2003, in the amount of $467.32. Commissioner Judy Teitzel seconded the motion. The motion passed.

John sent Springwater an email letting them know the facility is ready for them to occupy. The Commissioners directed staff to contact Springwater tomorrow the lease is being implemented as of now.

There was a discussion on the dog problem on the waterfront. Commissioner Dave Prosser would like to make our waterfront dog free; the dog problem is not improving any since the signs have been put up. Commissioner Doug McKenzie thinks maybe there should be a usage fee for the animals if there is not any improvement.

Commissioner Doug McKenzie moved their be warning signs be put up and the owners of the dogs need to comply with the City dog Ordinance or the Port will implement a users fee or ban dogs from the Port waterfront completely or close the beach. Commissioner Judy Teitzel seconded the motion. The motion passed.

Executive Session: The Commissioners announced an Executive Session at 4:10 pm for approximately 10 minutes to discuss litigation issues.

The commissioners came out of Executive Session at 4:20 pm with no decisions having been made.

Adjournment: The meeting was adjourned at approximately 4:45 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, September 23, 2003, at 4:00pm.

APPROVED BY:

Commissioner Doug McKenzie

Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Keith Chamberlain, filling in for Deana Midland, Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners
August 26, 2003

Call to Order: Commissioner Doug McKenzie called the meeting to order at 4:00 p.m.

Attendance: In attendance were Commissioner Doug McKenzie, Commissioner Dave Prosser, Commissioner Judy Teitzel, Executive Director Anita Gahimer Crow, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, Attorney Katie Archer, sitting in for Ken Woodrich, and Administrative Assistant Deana Midland.

Public Comment: Commissioner Doug McKenzie opened the meeting for public comment and kept the public comment period open until 4:30 pm. There were no public comments.

Minutes: Commissioner Dave Prosser made a motion to accept the minutes of the August 12, 2003 Board of Commissioners regular meeting with no corrections. Commissioner Judy Teitzel seconded the motion. The motion passed.

Vouchers: Commissioner Dave Prosser made a motion to approve pre-issued General Fund Voucher Number 14491 through 14492 in the amount of $6,974.25. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve the General Fund Vouchers Numbered 14493 through 14514 in the amount of $36,798.75. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve Capital Development Fund Vouchers Numbered 20083 through 20084 in the amount of $1,253.50. Commissioner Judy Teitzel seconded the motion. The motion passed.

Mid Month Updates: Anita passed around the Downtown Street Light Commemorative Booklet and Thank you Card from the City of Stevenson for the Commissioners to look at. The booklet will be kept at our front counter for visitors to see.

Anita handed out a Draft revision of our Use Permit for the Commissioners to review and make comments on. This version of our permit will go in to effect immediately.

Anita asked the Commissioners if they would like to discuss the 2004 budget structure distributed at the last meeting or if they had any comments. Anita handed out her presentation of the budget she gave at the last meeting for them to review before her next presentation.

Anita gave the Commissioners an update on a meeting she had with Andrew Jansky of KPFF Consulting Engineers, John Granholm, Planner for the City of Stevenson, Mark Mazeski of Skamania County Planning, John McSherry and herself. A discussion followed in which Anita gave her update, presenting the NSA urban boundary and the city limit line, and how they overlay the project. She explained a possible phased development of the project that will allow us to build the island and mitigation as a second, permitting the entire project at once, doing work each year on the mitigation. This way we finish the boat ramp improvements in the 2004 in-water work window and on schedule with our grant funding. Assuming the project is permitted with the attenuation island and our mitigation proposal. Anita will meet with the Gorge Commission on the NSA issue. The commissioners agreed the island is still our best option for wave attenuation. Anita will report back on the comments of the Gorge Commission.

Anita reported she had heard back from John Ramig of Springwater, they will be moving the rest of their furnishings in tomorrow. John told Anita that Scott Closner is on vacation, apologizing for the late response to her. Commissioner Judy Teitzel asked Anita if Springwater had signed the lease yet. Anita commented that their Storage Lease was signed the night she, Judy and John Ramig met; and that the Office Suite Lease was signed by Scott on April 21, 2003 with the signature sent to us via fax. Scott has not re-signed the lease providing an original signature page for our files.

Anita announced the Art Piece Dedication will be Friday at 4:30 pm. Anita encouraged the Commissioners attend.

Commissioner Judy Teitzel asked about the listing of the proposed 2004 Projects as Anita has them identified in her Draft 2004 Budget Structure document, wanting to know if the projects were listed in order by priority. Anita responded the projects are not in priority order, she has continued with the 2004 budget planning with the direction given by the Commission for 2003, that equal and direct attention be given to all projects equally; commenting she recognizes as each project progresses one may be a primary focus at a given point in time and another at a different time as funding, permitting, etc., move each project forward.

Anita reported on the Federal Port Security CFR's she has been working on with the other Ports on the Columbia River. We are eligible for funding; the Columbia River Maritime Coalition is submitting a grant application for all the Columbia River Ports and Anita has included an estimate of our needs in this application process. The grant will not pay for planning, our required risk assessment and the writing of our security plan. Anita will be doing this herself unless funding can be identified to provide professional assistance.

There have been several complaints about dogs at East Point. Commissioner Dave Prosser would like to see better control and more signs enforcing dogs being on leashes in the parks.

Attorney Katie Archer passed out papers regarding the Borup case. Attorney Ken Woodrich will be in Spokane meeting with WGEP on September 9th, 2003.

The Commissioners would like Katie to pass on to Ken we would like a copy of the City and County Dog Ordinance.

Executive Session: There was no Executive Session held.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, September 9, 2003, at 4:00pm.

Adjournment: The meeting adjourned at 5:10 pm.

Commissioner Judy Teitzel

Commissioner Doug McKenzie

Commissioner Dave Prosser

ATTEST:

Deana Midland, Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners Meeting
August 12, 2003

Call to Order: Commissioner Doug McKenzie called the meeting to order at 4:00 p.m.

Attendance: In attendance from the Port were Commissioner Doug McKenzie, Commissioner Dave Prosser, Commissioner Judy Teitzel, Executive Director Anita Gahimer Crow, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, Port Attorney Ken Woodrich and Port Auditor Jan Fancher. Members of the public in attendance were Theresa Lusty of the Skamania County Economic Development Council, EDC, and Scott Keillor of Harper, Houf, Peterson & Righellis, HHP&R.

Public Comment: Scott Keillor gave a presentation on the Trade & Revenue Analysis being conducted by HHP&R for the EDC. Scott handed out a memo detailing the results to-date, which is attached.

No other members of the public gave comment.

Approval of Minutes: Commissioner Dave Prosser made a motion to accept the minutes of the July 22nd, 2003 Board of Commissioners regular meeting. Commissioner Judy Teitzel seconded the motion. The motion passed.

Business Development Manager: John reported the fiber optic cable is in place. He passed around a piece of fiber optic cable so everyone could see what it looked like. There are 108 strands of fiber in the cable. Our contractor Evergreen Utilities will be completing the splicing tomorrow and then the project will be done. John has been working with Ken to develop a contract for leasing dark fiber; it will be complete and ready to give to interested parties after Anita completes her review. Anita handed out a copy of the agreement and asked for any comments the commissioners may have in the next couple of days as both Saw Net and Gorge Net have asked for our dark fiber lease contract! Saw Net and Gorge Net are both talking to Springwater about business opportunities. Commissioner Doug McKenzie asked if the installation contractors were paying prevailing wages. John said yes and Anita explained all contractors provide a State Affidavit of Intent to Pay Prevailing Wages and also submit a Certification of Wages Paid stamped by the State prior to payment.

John reported Normandeau (their signing of a lease was reported at the last meeting) is moving in a few items to store until their space is ready for occupancy. There are a couple of people from Normandeau that are moving here, one is building a new home in North Bonneville and another has made an offer on a home in Skamania. Anita and John both mentioned they will also be hiring locally, seasonally at first and full time as they grow.

Springwater started moving their furniture up from down stairs today. Commissioner McKenzie asked if they have signed their lease. Anita responded we have a faxed copy of their signature on our lease agreement. The Lease Amendment Anita prepared following her meeting with Judy and John Ramig in July, and following comments from Ken Woodrich and the commissioners at our last meeting, was just recently sent to them so she did not expect to have it back before this meeting. Anita commented, if she remembers correctly, their rent begins upon occupancy, their security deposit is due upon occupancy, and occupancy must take place within so many days after receipt of a Certificate of Occupancy by the Port, which she said we will have soon.

Their was some question on issuing keys, Anita replied she had not issued keys to Springwater, or to Normandeau yet, but she would be doing so in the next week or two.

John reported on the Chamber of Commerce Stevenson Business Association WiFi Project which will include an antenna on the roof of the Tichenor Building. The WiFi system will provide free wireless internet access to visitors in downtown Stevenson, and via this antenna throughout all the Port park and shoreline properties in Stevenson.

John mentioned Gorge Delights was in the last phase of the approval process for a float loan through a State program which is funded by US HUD. The City of North Bonneville is expected to approve the loan at their next meeting.

John is working on the Fort Cascades Business Park Project. He expects to have an update at the next meeting.

Executive Director: Anita said she laid photos of the various activities which have taken place on the waterfront over the last couple of weeks out on a table at the side of the room as a display for them to view. The photos include the Kite Board Festival, Sail Boat Race, and the Out Rigger Canoe races. Commissioner McKenzie asked if the event sponsors provided portable toilets for their events. Anita said they did. Discussion ensued regarding the lack of portable toilets at the Kit Board Festival. The Festival sponsor Floyd Wilkes provided portable toilets for the event last year, but not this year for reasons unknown at this time. This is a serious issue per the commissioners discussion of public comments and behavior. Anita commented the Port normally has three portable toilets at East Point during the summer but we only had two out this year; our two or even our normal three, would not have handled the demand during the well attended two-day Festival this year. Anita will be sure our Use Permit is modified to included a requirement for providing portable toilets for such events.

Anita handed out to each of the commissioners an invitation to the dedication ceremony for the new "Art Piece" soon to be located in Teo Park.

Anita asked if the Commissioners had any comments on her report which was included in their packets for the meeting. None were given.

The furniture for Deana's office has been ordered. The new furniture layout will create two distinct offices in the front area. This is part of preparing for the time when we will hire a new administrative/finance person part-time. Anita reported on a request she received from Work Source to allow a TANIFF (similar to Work First) Program Worker work at the Port for 20 hours maximum per week for a short while. The Program funds the wages and benefits of the worker. Anita reported a lady was due to start Monday. This person will answer phones, greet visitors, and do other beginning reception and clerical duties. This will free up Deana to concentrate on the financial skills she is working with Jan to develop. Anita commented she has no plans to continue this position beyond the time requested by Work Source. Anita said she would like to move forward with the new part-time position before the end of the year. Commissioner Teitzel mentioned she thinks we should wait awhile yet.

Regarding the Boat Ramp Improvement Project; on Thursday Anita will be going into Portland to meet with Fishman Environmental, KPFF, and NOAA Fisheries. Anita and the Commissioners had a brief discussion on the Whisprwave Product NOAA Fisheries asked us to consider as a wave attenuation alternative to our creating a new island in the river which we have proposed. The commissioners discussed their concerns about the Whisprwave Product and directed Anita to work with the regulatory agencies to permit the island alternative. Anita reviewed with the commissioners the costs associated with staying with the island, the mitigation we anticipate we will need to do, the risks as we proceed through the permit process, and our funding options since we are already committed to a significant cash match for the project before adding in the costs for mitigation. The commissioners confirmed their desire to stay with the island. Anita also commented on the determination she received from Skamania County which states the project will not require approval from the NSA Gorge Commission as long as we stay within the City Limits.

Anita will be attending a meeting with the Coast Guard tomorrow morning in Rufus on the new rules issued by the Coast Guard in response to the Maritime Security Act from the Department of Homeland Security. We are mandated to address the rules in relationship to our vessel docking facility. The rules allow of wavier and alternatives to be proposed, and grant funds may be available. She hopes to have more information after the meeting tomorrow. Anita reported she has met with the Sheriff on this subject. The County has contracted with Carl Tesch to work on their Security Plan. Anita hopes to work with Carl and the Sheriff as this plan is developed. She also hopes to partner with the Sheriff in addressing some of the rule requirements we will have.

Anita gave a power point presentation as an introduction to our 2004 Preliminary Budget development process. She also included a calendar for the process for the commissioners to comment on at the next meeting when the dates must be decided so it can be advertised in the Pioneer. Anita went over our current vision, mission and goals for the Port. As Anita presented the Team Priorities for Finance & Administration, Facility Operations & Maintenance, Business & Project Development, and for the Executive Director the Commissioners discussed the priorities she presented. The consensus among the commissioners and Anita is that all projects/tasks are equally important. Anita will refer to them as task areas, and as we move into 2004 will work with staff to assure each is given priority as is appropriate so we meet the goals of each.

Commissioner Teitzel said she would like Anita to send Molded Fiber Glass a letter to remind them of their lease renewal date rather than wait to see if they notify us within the time frame in their lease agreements. Anita said their leases expire in March of 2004 and she will send them a letter.

Port Attorney's Report: Ken has been working on the Delta Steamboat Company bankruptcy.

Treasurer's Report: Port Auditor Jan Fancher presented the July Financial Report.

Vouchers: Commissioner Dave Prosser made a motion to approve General Fund Vouchers Numbered 14448 through 14489, dated August 12, 2003 in the amount of $55,103.41. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve Pre-Issued Capital Development Fund Voucher Numbered 20082, dated August 12, 2003, in the amount of $2,024.40. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve Pre-Issued General Fund Vouchers Numbered 14436 through 14445 dated July 29, 2003, in the amount of $30,300.08. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve Pre-Issued General Fund Vouchers Numbered 14446 through 14447, dated July 31, 2003, in the amount of $1,534.75. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve Capital Development Voucher Numbered 20082, dated August 12, 2003, in the amount of $2,024.40. Commissioner Judy Teitzel seconded the motion. The motion passed.

Executive Session: The Commissioners announced an Executive Session at 6:54 pm for approximately 10 minutes to discuss litigation issues.

The commissioners came out of Executive Session at 7:08 pm with no decisions having been made.

Adjournment: The meeting was adjourned at approximately 7:08 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, August 12, 2003, at 4:00pm.

APPROVED BY:

Commissioner Doug McKenzie

Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Deana Midland
Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners Meeting
of
July 22, 2003

Call to Order: Commissioner Doug McKenzie called the meeting to order at approximately 4:00 p.m.

Attendance: In attendance were Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Rose Gahimer Crow, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, Port Attorney Ken Woodrich, Port Auditor Jan Fancher, and Administrative Assistant Deana Midland. Commissioner Judy Teitzel arrived a few minutes due to personal reasons, she called in advance to notify the Board she would be late.

Public Comment: Commissioner Doug McKenzie opened the meeting to public comment and kept the public comment period open until 4:30 pm. There were no members of the public in attendance.

Minutes: Commissioner Dave Prosser made a motion to accept the minutes of the July 8, 2003 Board of Commissioners regular meeting with no corrections. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Vouchers: Commissioner Dave Prosser made a motion to approve Pre-Issued General Fund Voucher Numbers 14408 through 14418 in the amount of $30,310.08. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve the General Fund Vouchers Numbered 14419 through 14435 in the amount of $23,493.56. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Administrative Approvals: Anita asked the Commissioners if they would like to discuss the Draft revision of the Travel Section of our Personnel Management Guide which was provided for consideration in the packet mailing for the July 8th meeting. Commissioner Doug McKenzie said he would like to table this subject until Commissioner Judy Teitzel arrived.

Anita asked for comments on the DRAFT Amendment to the Springwater Lease which she had included in their packets for this meeting. Commissioner Doug McKenzie commented he would like to see an original signature rather than a faxed signature on our Lease Agreement prior to signing an Amendment. Port Attorney Ken Woodrich commented a signed Amendment could strengthen the relationship between the Port and Springwater. Commissioner Doug McKenzie asked who wrote the DRAFT Amendment. Anita said she wrote it in response to proposed terms from John Ramig of Springwater in the meeting she and Commissioner Teitzel attended with John the evening of July 8th. It was agreed Anita will send her proposed Amendment terms to Springwater for their consideration.

Mid Month Updates: Anita showed a video on the WhisprWave product which has been suggested by the regulatory agencies as preferred alternative for wave attenuation at the Cascade Avenue Boat Ramp. Anita explained our engineer has been researching the product and is recommending we consider it. She discussed what she knew of the product and what our engineer has learned about the product. Commissioner Dave Prosser asked about the costs involved and how they compare to the island originally designed to meet this need. Commissioner McKenzie expressed his belief maintenance would be a huge cost with this particular product. Questions around visibility and safety were also discussed. Anita discussed the permitting status of the boat launch improvement project and reported the Biological Assessment revisions are done except for the parts that address the wave attenuation. Anita said our project schedule had a final project completion deadline of December 2004, and we cannot miss the in-water-work window of 2004. Commissioners Prosser and McKenzie expressed their desire to stay with constructing an island to address wave attenuation needs at the boat launch rather than use an alternative product such as the WhisprWave modules. Anita addressed costs, commenting we do not have the funding to pay for mitigation, the time to find grant dollars if any could be found, and we do not have port cash to fund the mitigation as we have already committed what cash we have to matching our State grant for the boat ramp improvements themselves. Our State grant funds awarded for the boat ramp improvements cannot be used for mitigation. John McSherry suggested we should speak to the City of Stevenson and try to get some of the Hotel Motel Tax Dollars to help fund the rest of the Boat Launch Project. The Commissioner felt that was a good idea and we should go for it. Meanwhile Anita will set up a meeting as soon as possible to learn more about what it will mean mitigation wise if we go ahead with building a wave attenuation island, the mitigation costs, etc.

Anita handed out some information produced so far as part of the Trade and Revenue Study/Analysis being conducted by the EDC. She reported we will have a presentation of the study results to-date at our next meeting.

Anita asked the Commissioners if they had any questions on her update report provided in their packets.

Commissioner Doug McKenzie asked Anita whose language it was in the section regarding the release of personnel information. Anita responded the specific phrase/sentence Doug referred to was directly from the State RCW. Commissioner McKenzie asked Anita for her definition of part of the phrase. Anita commented Ken could probably address that better than she. Attorney Ken Woodrich gave some clarification on the release of personnel information to the public and about the intent of the law Anita had included in her report.

Commissioner McKenzie also questioned Anita on her language in her report regarding a conversation she had with County Commissioner Al McKee. Anita said she did her best to describe the conversation as she remembered it. The conversation subject was the County-owned industrial property in North Bonneville, the expressed interest of a private business to purchase a portion of the property, and could/would the port help make this happen. Attorney Ken Woodrich commented the port and the county could not enter into an agreement to make such a sale happen.

Regarding the draft revision of the Travel Section of the Personnel Management Guide, the Commissioners commented they were not sure they wanted to make the change and asked Anita if she could find out how other ports addressed employee travel.

Anita reported we will be retaining WGEP as our insurance carrier for the 2003-2004 year. But, we will begin an evaluation of our other insurance carrier options. If we decide to make a change for 2004-2005 we must notify WGEP in writing prior to May 1, 2004. The commissioners would like to know what insurance carriers other ports are using. Jan commented all the ports she works with have WGEP as their insurance carrier. Anita will gather more information as part of the evaluation of our options process.

Anita passed out a copy of the 2003 General Fund Budget Mid-Year Review/Status Report which she then presented and pointed out year-to-date costs and assumptions for the remainder of the year. The commissioners will continue to review the report on their own and bring any questions they may have to the next meeting.

Anita reported the next meeting will include the introduction of the 2004 Budget development.

Executive Session: There was not an Executive Session.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, August 12, 2003, at 4:00pm.

Adjournment: The meeting adjourned at 5:55 pm.

Judy Teitzel

Commissioner Judy Teitzel

Commissioner Doug McKenzie

Commissioner Dave Prosser

ATTEST:

Deana Midland, Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners Meeting
July 8, 2003

Call to Order: Commissioner Doug McKenzie called the meeting to order at 4:03 p.m.

Attendance: In attendance were Commissioner Doug McKenzie, Commissioner Dave Prosser, Commissioner Judy Teitzel, Executive Director Anita Gahimer Crow, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, Port Attorney Ken Woodrich and Administrative Assistant Deana Midland.

Approval of Minutes: Commissioner Judy Teitzel made a motion to accept the minutes of the June 24th, 2003 Board of Commissioners regular meeting. Commissioner Dave Prosser seconded the motion. The motion passed.

Anita reported John Ramig of Springwater was expected to attend the meeting at 4:00 pm to discuss an amendment to their lease agreement, but he called to say he had an unexpected family commitment and he hoped to arrive by 5:00 pm. He asked Anita if she would be willing to stay later until he could arrive, no later than 6:00 pm. He said if one of the Commissioners could stay for the meeting he would really appreciate it. He apologized for the unexpected family commitment.

Facilities Specialist Report: Keith reported tenant Kent Vaughters is moving along with his remodel of the Old Saloon Building. He will be installing the new windows later this week.

The contract for installation of an existing drain system for the old Saloon Building will be signed tomorrow.

The Tichenor Suites remodel for #40, 50 & 60 is moving along. The contractor is doing the railing & painting, and next week will be installing the carpet. Keith will begin the reinstallation of the ceiling following the carpet installation.

Karl has been working on the parks getting ready for Brew Fest. The number of attendees is expected to be large this year.

Keith also reported on a water leak at the Stevenson Industrial Building, which ended up being a piece of the tenant's equipment.

Keith met with a gentleman from the State Health Department regarding our Carson Water System. He recommends an overflow pipe be plumbed into the system.

Administrative Assistant: Deana reported she was on vacation for the past week. Laurel Miller filled in for her answering phones and picking up the mail. She also did some projects for Anita.

Business Development Manager: John and Anita attended a State Prevailing Wage and Bid Law class in Yakima today, and it was very informative.

John will be holding a pre-construction meeting on Wednesday July 16th for the Fiber Optic Cable installation.

John reported on his contact with a company possibly interested in leasing the Wind River Building north of Carson.

Executive Director: Anita reported the Normandeau lease is on the right track. The negotiation has been on going since February. Ken has met by telecon with their attorney and agreed on various issues on our "boiler plate" clauses. Anita will incorporate their agreements and get the lease back to her counterpart for consideration and signature.

Anita has received the Department of Homeland Security Regulations issued July 1st as part of the implementation of the Maritime Transportation Security Act of 2002. Our Port must comply to the sections of these regulations regarding passenger vessels. The regulations are interim rules, which will be issued as final in October this year. Comments on the rules will be accepted until the end of July. Senator Patty Murray has asked Anita to provide a copy of our comment to her as soon as possible. Anita has begun an effort to partner with the other Ports on the Columbia River to seek grant funds to help everyone do the planning documents necessary to meet the regulations.

Anita announced there would be an informational presentation held at North Bonneville City Hall July 16th at 6:00 pm regarding the West Nile Virus.

Anita provided each Commissioner with a copy of the 2002 Year-End Absence Hours Earned and Used Reports, as well as the Mid-Year 2003 Reports.

Anita handed out reports for the Beacon Rock Golf Course, which Kevin Coombs prepared for the Port.

Anita passed out MCEDD's 2003-2004 Comprehensive Economic Development Strategy to each of the Commissioners.

Anita had included in the Commissioner's packets a revision of our Travel Management Guide for them to review and consider for approval. The Commissioners decided they would like more time to read and think about her proposal and will discuss it at the next Port meeting.

Anita filled in the Commissioners on how busy our parks are this year with events such as the Outrigger Race, Family Boat Building Day, the Blow Out Wind Surfing Event, the Kite Board Festival and several other events coming up this summer.

Anita talked with Floyd Wilkes about the Kite Board event that is coming and how they will be launching this year.

Commissioner Doug McKenzie complimented Keith and Karl on how nice the parks looked during the Brew Fest this year.

Anita asked the Commissioners if they had any comments on the Wave Attenuation System information she provided them. There were no comments.

Port Attorney's Report: Port Attorney Ken Woodrich confirmed Anita's earlier comments regarding his support on the Normandeau lease, and that he met with Anita to review his comments.

Treasurer's Report: Jan will give the Treasurers report for the month of June at the second Port meeting in July.

Vouchers: Commissioner Dave Prosser made a motion to approve General Fund Vouchers Numbered 14377 through 14407, dated July 8, 2003 in the amount of $14,963.07. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve Pre-Issued General Fund Vouchers Numbered 14367 through 14376, dated July 1, 2003, in the amount of $9,807.99. Commissioner Judy Teitzel seconded the motion. The motion passed.

Executive Session: The Commissioners went into an executive session at 5:10 pm, for approximately 10 minutes, to discuss litigation issues. The commissioners came out of Executive Session at 5:20 pm with no decisions having been made.

Back in General Session it was noted no further word from John Ramig had been received. Anita will wait for his arrival and Commissioner Judy Teitzel will wait for a little while.

Adjournment: The meeting was adjourned at approximately 5:25 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, July 22, 2003, at 4:00pm.

Commissioner Doug McKenzie

Port of Skamania County
Board of Commissioners
July 8, 2003

Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Deana Midland, Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners
June 24, 2003

Call to Order: Commissioner Doug McKenzie called the meeting to order at 4:02 p.m.

Attendance: In attendance were Commissioner Doug McKenzie, Commissioner Dave Prosser, Commissioner Judy Teitzel, Executive Director Anita Gahimer, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, Port Attorney Ken Woodrich, and Administrative Assistant Deana Midland. Members of the public were Carl Dugger, WA State Dept. of Fish and Wildlife, Floyd Wilkes, Bridge of the Gods Kite Board Festival, and Kevin Coombs, Beacon Rock Golf Course.

Public Comment: Carl Dugger gave a short presentation on the Kids for the Columbia Jubilee Weekend. He was explaining to the Commissioners about the weekend and wanting to see if they would be interested in purchasing some advertising for the event.

Floyd Wilkes came in to brief the Commissioner on the Bridge of the Gods Kite Board Festival August 2nd and 3rd. Floyd said this is a fundraiser for the Stevenson Fire Department the festival has donated t-shirts for the Fire Department to sell at their booth.

Kevin Coombs came to give the Commissioner an update on the Golf Course and all of the upcoming events and the status of the memberships he currently has.

Minutes: Commissioner Judy Teitzel made a motion to accept the minutes of the June 10, 2003 Board of Commissioners regular meeting with the written corrections. Commissioner Dave Prosser seconded the motion. The motion passed.

Vouchers: Commissioner Dave Prosser made a motion to approve pre-issued General Fund Voucher Number 14340 through 14345 in the amount of $5,074.86. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve the General Fund Vouchers Numbered 14346 through 14366 in the amount of $24,707.64. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve Capital Development Fund Voucher Numbered 20081 in the amount of $5,891.37. Commissioner Judy Teitzel seconded the motion. The motion passed.

Mid Month Updates: Anita handed out a copy of the signed Springwater Lease. The Commissioners would like to see them re-sign the existing lease before they continue with any amendment. Commissioner Judy Teitzel would like some further information on the funding Springwater has received.

There was a brief discussion on the Old Saloon Building modifications Kent Vaughters is undertaking to create his business.

Executive Session: The Commissioners went into an executive session at 5:45 pm for approximately 20 minutes, to discuss litigation issues. The commissioners came out of Executive Session at 5:35 pm with no decisions being made.

Returning to the **general open meeting**, the commissioners announced that the meeting is extended until 4:00 pm tomorrow, Wednesday June 25th, for a workshop session on the next steps for development of The Fort Cascades Business Park, to be held at this same location, 70 SE Cascade Avenue.

Workshop Session: The workshop began at 4:00 pm with Commissioners McKenzie, Prosser, and Teitzel, along with Business and Project Development Manager John McSherry and Executive Director Anita Gahimer Crow in attendance. John McSherry provided handouts and led a discussion on the next steps in the infrastructure developmental phase of the Fort Cascades Business Park in North Bonneville.

The workshop ended at 5:30 pm with a Port provided dinner.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, July 8, 2003, at 4:00pm.

Judy K Teitzel

Commissioner Judy Teitzel

Commissioner Doug McKenzie

Commissioner Dave Prosser

ATTEST:

Deana Midland

Deana Midland, Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners Meeting
June 10, 2003

Call to Order: Commissioner Doug McKenzie called the meeting to order at 4:01 p.m.

Attendance: In attendance were Commissioner Doug McKenzie, Commissioner Dave Prosser, Commissioner Judy Teitzel, Executive Director Anita Gahimer, Business and Project Development Manager John McSherry, Port Attorney Ken Woodrich, Port Auditor Jan Fancher, and Acting Administrative Assistant Lynee Sapere. Members of the public included Ron Delano of Wind River Mines and guest speaker Todd Chase of Otak for portions of the meeting

Public Comment: Ron Delano of Wind River Mines (WRM) stated he appreciates the good working relationship they have had with the Port and Anita over the years. He said heavy regulations made their business plan difficult to execute and so they closed down the business and vacated the premises 6 months ago. They would like to negotiate a lease settlement and move on. They ask that the security deposit be credited towards rents owed and that they be released from the remainder of the lease when they had vacated. Ron said he is here to work out a mechanism to pay what they owe, minus the deposit.

Commissioner Doug McKenzie responded by saying the security deposit was normally refunded only after a lease is brought current, not negotiated. Commissioner Doug McKenzie asked for input from Port Attorney Ken Woodrich who said the Port could move ahead with this if all parties agree and no outstanding damage of the premises is a factor.

Anita stated Delano Wind River Mines has met all or their obligations for move-out with no remaining damage issues.

Commissioner Doug McKenzie requested that Anita and Port Auditor Jan Fancher prepare the figures showing the amount owed, less the deposit using the January 23, 2003 date as agreed by the Commissioners based on WRM's completion of required environmental cleanup of the site.

The Commissioners directed staff to work with the tenant to resolve a settlement if the tenant can agree to the January 23rd date and further Commissioner Doug McKenzie advises WRM must pay the amount owed by the ~~next~~ Port meeting, 4:00pm July 8, 2003 or the offer for settlement will be revoked.

Approval of Minutes: Commissioner Judy Teitzel made a motion to accept the minutes of the May 27th, 2003 Board of Commissioners regular meeting. Commissioner Dave Prosser seconded the motion. The motion passed.

Administrative Approvals: Commissioner Judy Teitzel made a motion to accept Resolution No. 03-2003 dated June 10th, 2003 confirming a name change for the Executive Director. Commissioner Dave Prosser seconded the motion. The motion passed.

Business Development Manager: John gave a status report on his work with potential tenants including the Fulfillment Center, Normandeau, the skateboard park gentleman, and Delta Steamboat Company.

John reported his 2-day meeting near Seattle on an economic development initiative using "clusters" of businesses in a region was very successful. John will be meeting with Anita and EDC's Peggy Bryan to brief them on the details.

John has continued work on the fiber optic project and call center and has put together contracts for Evergreen and leasing services.

John also reported on progress on the Fort Cascades Business Park. He has interviewed companies and narrowed it to 3 for further review by staff and commissioners to proceed with a grading contract while maintaining a strategy for development of the site.

Guest Speaker: Todd Chase of Otak reported on an action plan project initiated by the EDC, which included a marketing segment, Otak was involved in. Discussion followed about soil removal options for the Fort Cascades project. Commissioner McKenzie suggested there be a workshop to discuss further prior to a Scope of Work going out for the project. Commissioner Dave Prosser suggests the project proceed in phases, creating flat areas for development as it progresses. The Commissioners agreed the firms they consider should provide several options and flexibility for dealing with the soil removal issues.

Port Attorney's Report: Port Attorney Ken Woodrich reported he has reviewed the changes requested by Normandeau and sent his comments to Anita.

Ken recommends the Port obtain and use another licensed copy of Adobe Acrobat Writer so that lease documents may be emailed in PDF (portable document format) to protect all original documents from any changes. The commissioners so direct staff.

Ken noted he has sent a letter to the Borups but has had no further communication or response from them.

Ken has called the WGEP (Washington Government Entity Pool) attorney and has not had a response. Anita said we will look for other coverage when the current term expires in September.

Treasurer's Report: Port Auditor Jan Fancher presented a combined standard financial statement with annual report and noted there is a comparative section. Jan suggested a financial statement workshop and the commissioners agreed it would be a good idea to define the needs for financial reporting. As she progressed through the report, Jan noted she is impressed with the cash-on-hand but the operating revenues are low due to low lease rates; a common struggle for smaller rural ports. She identified key goals for the Port to be self-sufficient through lease and tax revenues and to diversify the tenant base.

Vouchers: Commissioner Dave Prosser made a motion to approve General Fund Voucher Number 14315 through 14339 dated June 10, 2003 in the amount of $16,953.64. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve Pre-Issued Capital Fund Voucher Number 20080 dated June 10, 2003 in the amount of $302.50. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve Pre-Issued General Fund Vouchers Numbered 14295 through 14308 dated May 28, 2003 in the amount of $14,442.00. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve Pre-Issued Petty Cash Vouchers Numbered 1008 through 1012 dated June 10, 2003 in the amount of $135.00. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve Pre-Issued General Fund Vouchers Numbered 14309 through 14314 dated June 4, 2003 in the amount of $4,281.82. Commissioner Judy Teitzel seconded the motion. The motion passed.

Executive Director's Report: Anita announced there would be an Open House at the North Bonneville City Hall for the Lewis & Clark Water Trail at 6:00pm on June 11th.

Anita asked for direction regarding a letter from Senator Patty Murray's office and the commissioners do not want to be represented by the letter or have a new one written.

Anita announced she will be on vacation next week to be with family in Alabama and that Friday will be Lynee's last day as Temporary Administrative Assistant.

Anita noted that Carl Dugger of the Lower Columbia Estuary Program requests to be on the agenda for the next meeting.

Anita gave a status report on the remodel of Suites 40,50, and 60. She said It is going well and Keith is doing an excellent job. Also Keith is keeping up with Kent Vaughters on the restaurant project and it should open approximately mid-July. And Keith has finished the Scope-of-Work for drainage at the Saloon Building.

Anita reported MFG has not heard about their new contract yet but they said Freightliner work is picking up over the next 3 months. She is still working to get the commissioners to a similar plant to monitor the smell while operations are underway.

Anita commended John for his work with the Delta Queen presentation on PowerPoint. The Commissioners said they would like to see it also.

Anita asked if the Commissioners would like to have a workshop on Parcel 2. They agreed to a 4:00pm workshop on Wednesday June 25th. Commissioner Doug McKenzie asked for copies of the drawings that can be marked up during the meeting and they also agreed to bring in sandwiches from Dough Folk.

Anita reported she and Jan have been adjusting the budget process to match the format of QuickBooks and said the next budget cycle will begin in July.

Anita said she received an amendment request to the Springwater lease. Commissioner Doug McKenzie requests a copy of the lease for the Commissioners to review.

Commissioner Judy Teitzel asked Anita what boards and committees she is now serving on and expressed concerns that Anita may be spread too thin. Anita stated that she has cut back, and her absence is often noted by members and leaders of the community. Also she stated that the Port does not have double coverage at meetings as she and John and Keith attend different meetings as representatives of the Port. Judy also asked to be informed when any of the staff applies to be on boards or committees.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, June 24, 2003, at 4:00pm.

Adjournment: The meeting was adjourned at approximately 6:05 pm.

Commissioner Doug McKenzie

Judy Teitzel
Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Lynee Sapere, Acting Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners
May 27, 2003

Call to Order: Commissioner Doug McKenzie called the meeting to order at 4:02 p.m.

Attendance: In attendance were Commissioner Doug McKenzie, Commissioner Dave Prosser, Commissioner Judy Teitzel, Executive Director Anita Gahimer, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, Port Attorney Ken Woodrich, and Administrative Assistant Deana Midland.

Public Comment: There were no members of the public in attendance.

Minutes: May 13th Commissioner Dave Prosser made a motion to accept the minutes of the, 2003 Board of Commissioners regular meeting. Commissioner Judy Teitzel seconded the motion. The motion passed.

Vouchers: Commissioner Dave Prosser made a motion to approve pre-issued General Fund Voucher Number 14289 through 14294 in the amount of $5,129.65. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve Revised General Fund Vouchers Cover Sheet Numbered 14258 through 14288 in the amount of $24,504.04. Commissioner Dave Prosser seconded the motion. The motion passed.

Mid Month Updates: Anita reported she awarded the contract for the Tichenor Remodel to BMD Construction they have five days to respond to our notice of award.

Anita attended the WPPA Spring meeting last week and she came back with some updates on security requirements for Stevenson Landing as we accommodate passenger vessels.

Anita had a meeting with Humaria at the EDC regarding additional grant opportunities for the boat launch project. The project is not qualifying for all of the dollars so they are going to look for dollars to cover different pieces of the project. The EDC has not identified any funding sources the project qualifies for.

Anita has suggested we look for funding for specific parts of the project such as the interpretive sign and the safety posters ect.

Executive Session: The Commissioners went into an executive session at 4:20 pm for approximately 20 minutes, to discuss performance of public employee. The commissioners came out of Executive Session at 4:45 pm with no decisions being made.

The Commissioners continued with the General Meeting discussing the Wind River Mines lease and the request from Ron DeLano for early termination settlement. The Commissioners agreed they are open to further discussion but would like to see at least the past due sums paid up and through the date of their letter (January 23, 2003) which reported all work related to their vacancy as complete.

Ken Woodrich announced he would proceed with the next steps in the J & L Borup Inc. litigation.

Second Executive Session: The Commissioners announced a second Executive Session of approximately 20 minutes for the purpose of discussing pending litigation. The Commissioners went into Executive Session at 4:47 pm and came out of this session at 5:12 pm with no decisions have been made.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, June 9, 2003, at 4:00pm.

Adjournment: The meeting was adjourned at 6:13 pm.

Judy Teitzel
Commissioner Judy Teitzel

Commissioner Doug McKenzie

Commissioner Dave Prosser

ATTEST:

Deana Midland
Deana Midland, Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners
May 13, 2003

Call to Order: Commissioner Doug McKenzie called the meeting to order at 4:02 p.m.

Attendance: In attendance were Commissioner Doug McKenzie, Commissioner Dave Prosser, Commissioner Judy Teitzel, Executive Director Anita Gahimer, Business and Project Development Manager John McSherry, Port Attorney Ken Woodrich, and Acting Administrative Assistant Lynee Sapere. Facilities Specialist Keith Chamberlain excused himself from the meeting following his monthly report. There were no members of the public in attendance.

Public Comment: Commissioner McKenzie announced that the meeting will remain open for public comment until 4:30pm to allow for any late arriving members of the public.

Minutes: Commissioner Judy Teitzel made a motion to accept the minutes of the April 21st, 2003 Board of Commissioners regular meeting, with the noted minor corrections. Commissioner Dave Prosser seconded the motion. The motion passed.

Administrative Approvals: none

Port Attorney's Report: Port Attorney Ken Woodrich stated he has nothing for the regular session, but has one executive session item.

Facilities Specialist Report: Keith reported he and Karl are finishing demolition and cleanup of the adjoining Tichenor suites 40, 50 and 60 today. Also he has been working on estimates for the remodel downstairs in space 45.

Keith reports the new mower is working well and the exhaust fans at the Evergreen Building are now up and running.

Business Development Manager: John gave a status report on the Fiber Project indicating the design and engineering is complete and the Rural Opportunities Grant can be closed out. He and Anita are currently analyzing the 5 bids received from contractors off the small works roster. The low bid exceeded the engineer's estimate by about $2000.

John reported he has been meeting with different consulting firms that may qualify to conduct the final grading plan of the Fort Cascades Business Park.

John said the tenant's business, which Springwater will establish in their Tichenor Building space, is "Acacia Springwater", combining the company it purchased with their own name. They are interested in space to store their office furniture and equipment until we have the remodel complete, so they can move in as planned. John reported we are moving forward on the project and he's completed the first quarter report for grant reimbursement.

John reported on a prospective tenant for the Wind River Building in Carson who would like to build an indoor skateboard park. The gentleman proposes to live in the upper floor which current zoning does not allow. Anita indicated we need more info from him before we would begin negotiating a lease and a zoning change. Commissioner Prosser agreed and said we would need a real business plan and much information, but the project could be a good thing. The commissioners agreed not to pursue living quarters in the building at this time.

Anita and John have both been in communication with Normandeau and are working to put them in converted space downstairs; 2000 square feet of office space and 2000 square feet of storage and "wet lab" space. Anita, John, and Keith are to meet to discuss the costs as our bids are back for the upstairs portion of our grant remodel project.

Vouchers: Commissioner Dave Prosser made a motion to approve General Fund Voucher Number 14258 through 14288 dated 5/13/03 in the amount of $24,522.91. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve pre-issued General Fund Vouchers Numbered 14251 through 14257 in the amount of $6,125.62. Commissioner Dave Prosser seconded the motion. The motion passed.

Administrative Assistant: Lynee reported we now have a new procedure for ordering office supplies: on-line through Office Depot. The first few orders had some problems but we think it will be a very positive change as they will give next day delivery service on most items with no shipping costs.

Auditor's Report: The Treasurer's report is postponed until the next meeting as our report from the county was not received in time for the Port Auditor to complete her report and present it.

Executive Director's Report: Anita reported Deana and John attended a Grant Management class in Vancouver. Jan was also at the class representing her business.

Anita said we are working with Fishman Environmental and KPFF on the Cascade Avenue Boat Launch project permitting. Discussion followed about how the wave attenuation floats and boarding docks would be stored in winter. Commissioner McKenzie noted it would be a major maintenance headache to pull the docks out each year.

Anita gave a status report on the remodel of Suites 40,50, and 60. She said there were five requests for bid packages and two bids were received. One was from Obie & Sons for $57,871.38 and one was from BMD Construction for $63,220.22. Anita indicated a Notice of Award letter is ready for the low bidder to pick up. Anita said we have made a commitment to provide exterior windows in the conference room. Commissioner McKenzie noted the need to review the overall plan for the Tichenor exterior so we make the best decisions now regarding window type and don't have to tear them out in a few years.

Anita reported the cost work is nearly complete for the downstairs remodel and we will be ready to put out an RFP for the project soon.

Anita asked for direction regarding a request from Ron Delano of Wind River Mines at the last meeting to be released from their lease. Commissioner McKenzie stated the tenant needs to bring their lease current and then the Commissioners would decide whether to release them from the remainder of their obligation.

Commissioner McKenzie reported on his meeting with the County Commissioners regarding the North Bonneville property. He distributed copies of a map/surveyors certificate and discussion followed about the best way for the Port to be involved in the development of the property to the benefit of the citizens.

Executive Session: The Commissioners announce an executive session at 5:30 pm for approximately 15 minutes, to discuss potential litigation.

The commissioners came out of Executive Session at 5:45 pm with no decisions being made during the session.

As Anita had earlier requested an Executive Session for the purpose of discussing the performance of an employee, the Commissioners announced a second Executive Session of approximately 15 minutes for this purpose.

The Commissioners went into Executive Session at 5:47 pm. The Commissioners came out of this Executive Session at 6:12 pm with no decisions being made in the session.

The Regular Meeting Continued with discussions regarding the Delano Wind River Mines lease. The commissioners agreed they are willing to discuss options with Delano Wind River Mines regarding their early vacancy of the Premises, but also agreed they want to see Delano Wind River Mines bring their past due rental payments current first, at least current as of the date of their January letter in which they notified the Port of the completion of all reclamation on the leased Premises. This letter was dated January 23, 2003. Anita will send a letter to this effect.

Port Attorney Ken Woodrich commented to the commissioners he would take the next appropriate actions, as he discussed during the executive session, regarding the J&L Borup, Inc. litigation.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, May 27, 2003, at 4:00pm.

Adjournment: The meeting was adjourned at approximately 6:25 pm.

Commissioner Doug McKenzie

Judy K Teitzel
Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Lynee Sapere
Lynee Sapere, Acting Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners
April 22, 2003 Events
(Continued from the April 21, 2003 Meeting)

The April 21st regular second monthly meeting of the Board of Port Commissioners was continued to include a Breakfast Presentation by Port Executive Director Anita Gahimer and Scott Hege, Executive Director of the Port of The Dalles, to a crowd of Gorge Economic Development professionals and Columbia Gorge Economic Development Association guests Bert Meers, Don Fleming, and Ben Bennett of the Maritime Trust Company.

The Breakfast Presentation began at 7:00 am at Skamania Lodge. The subject of the Presentation was The Gorge, its assets, and opportunities for investment in economic development projects both locally and regionally.

Attending from the Port of Skamania County were Commissioner Doug McKenzie, Commissioner Dave Prosser, Commissioner Judy Teitzel, Executive Director Anita Gahimer, and Business and Project Development Manager John McSherry. Others in attendance included folks from the Columbia Gorge Economic Development Association, the Mid Columbia Economic Development District, the Stevenson Business Association, the Port of The Dalles, The Port of Hood River, Hood River County, Skamania County, Sprint, the Port of Klickitat, Klickitat County Skamania County Economic Development Council, the Port of Cascade Locks, the City of Goldendale, and Pearl Communications. The Breakfast Presentation continued until 10:00 am.

The meeting was continued a second time to include a Dinner Event for the Maritime Trust Company guests identified above. The Dinner Event began at 7:00 pm at Skamania Lodge. Attending from the Port of Skamania County were Commissioner Doug McKenzie, Commissioner Dave Prosser, Commissioner Judy Teitzel, Port Attorney Ken Woodrich, and Executive Director Anita Gahimer; and guests. The Dinner Event included folks from the Skamania County Economic Development Council, City of Stevenson, City of North Bonneville, local Skamania County citizens, the Port of Cascade Locks, the Port of Klickitat, and Klickitat County; and their guests. This dinner event ended at approximately 9:15 pm.

The meeting adjourned at 9:15 pm with no decisions being made.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, May 13, 2003, at 4:00pm.

Commissioner Judy Teitzel

Commissioner Doug McKenzie

Commissioner Dave Prosser

ATTEST:

Anita Gahimer, Executive Director

Port of Skamania County
Minutes of the
Board of Commissioners
April 21, 2003

Call to Order: Commissioner Doug McKenzie called the meeting to order at 4:00 p.m.

Attendance: In attendance were Commissioner Doug McKenzie, Commissioner Dave Prosser, Commissioner Judy Teitzel, Executive Director Anita Gahimer, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, Port Attorney Ken Woodrich, and Administrative Assistant Deana Midland. Members of the public attending portions of the meeting included Ken Cohen, Ron DeLano and Matt Califf.

Public Comment: Ken Cohen of Skamania County Parks and Recreation handed out written information on the County's new boat launch fees. There was a short discussion.

Ron DeLano of the former DeLano Wind River Mines asked the Commissioners if it would be possible for them to terminate the lease, as they have come in to compliance with the Dept. of Ecology requirements by filling in the pond, and they have removed all of their equipment which took them a year to disassemble. He would like to settle up past due rents through December 31, 2002. The Commissioners will have a decision by mid next week on what they have decided.

Matt Califf of Silver Star Cabinets expressed his interested in some County property in North Bonneville. He currently has 25 employees and has had up to 50 depending on business needs. He is interested in purchasing land not leasing.

Minutes: Commissioner Dave Prosser made a motion to accept the minutes of the April 8th, 2003 Board of Commissioners regular meeting. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Judy Teitzel comments she feels Port Attorney Ken Woodrich should attend one dinner during the Maritime Trust visit.

Administrative Approvals: The Commissioners gave Anita the authority to sign a lease with Kent Vaughters for the Old Saloon Building.

Vouchers: Commissioner Judy Teitzel made a motion to approve pre-issued General Fund Voucher Number 14224 in the amount of $2,675.00. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve General Fund Vouchers Numbered 14225 through 14250 in the amount of $33,981.35. Commissioner Dave Prosser seconded the motion. The motion passed.

There will be a joint workshop on the future of the Stevenson Waterfront on April 29, 2003 with the Port Commissioners and City of Stevenson Planning Commissioner and Council at 5:00 pm in the Port Conference Room.

The Commissioners discussed their visions for the Waterfront including business development, public access, the boat launch improvements and shoreline enhancements.

Executive Session: The Commissioners went into an executive session at 4:50 pm for approximately 15 minutes, to discuss potential litigation.

The commissioners came out of Executive Session at 5:00 pm with no decisions being made.

Continued ~~Return to~~ Regular Session:
The Commissioner discussed the J & L Borup Inc. Deposit and decided they would refund the lease deposit.

The Commissioners extended tonight's meeting to April 22 at 7:00 ~~pm~~ am until 10:00 am and at 7:00 pm to 9:00 pm.

Commissioner Judy Teitzel discussed some issues that need to be resolved as part of Anita's lease negotiations with Nomandeau for space in the Tichenor Building. Anita acknowledged the issues explaining the draft lease she supplied the Commissioner was a proposal from Normandeau, which she had not been able to read or discuss with Normandeau yet

Commissioner Doug McKenzie commented he has concerns about MFG and their proposed business operation changes; specifically his concerns are possible odors. The Commissioners agreed they need more time to discuss this issue.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, May 13, 2003, at 4:00pm.

Adjournment: The meeting was ~~postponed~~ continued at 5:30 pm to April 22 at 7:00 am.

Commissioner Judy Teitzel

Commissioner Doug McKenzie

Commissioner Dave Prosser

ATTEST:

Deana Midland, Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners Meeting
April 8, 2003

Call to Order: Board President Commissioner Doug McKenzie called the meeting to order at 4:02 p.m.

Attendance: Commissioner Doug McKenzie, Commissioner Judy Teitzel, Commissioner Dave Prosser, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Port Auditor Jan Fancher, and Administrative Assistant Deana Midland. Members of the public in attendance were Jim and Linda Borup who arrived later during the meeting.

Commissioner Doug McKenzie asked Port Attorney Ken Woodrich a question regarding the requirement for public comments. Commissioner McKenzie stated, as chairman, he would like to see public comment period that opened at 4:00 pm and then closed for the remainder of the meeting after all comments were received.

Approval of Minutes: Commissioner Dave Prosser made a motion to approve the minutes of March 25th, 2003. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Vouchers: Commissioner Judy Teitzel made a motion to approve Pre-Issued General Fund Vouchers Dated March 31, 2003 Numbered 14188 in the amount of $4278.18. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve General Fund Vouchers Dated April 8, 2003 Numbered 14189 through 14223 in the amount of $17,678.29. Commissioner Dave Prosser seconded the motion. The motion passed.

Administrative Assistant Report: Deana reported she attended a finance meeting at the Port of Longview and the finance meetings are always very beneficial. And she is still doing a lot of organizing and such in the office.

Treasurer's Report: Port Auditor Jan Fancher gave the Treasurers Report for the month of March 2003. Jan handed out 3 ring binders for the Commissioners to take home for their financials. Jan also reported on the Leasehold Tax Audit and has a few questions for the Port Attorney.

Facilities Report: Keith reported the new Port lawn mower is in, they ordered from the Outdoor Toy Store. It is not together yet, but will be picking it up soon.

Karl and Keith got the new deck on the double wide at the Beacon Rock Golf Course done and it looks very nice.

The engineering on the deck of the Old Saloon Building is complete.

Keith has applied for the building permit for the remodel in suites 40,50,60 in the Tichenor Building.

Keith reported Dave Nail from the City of Stevenson and the Fire Marshall had done a walk through inspection of the Tichenor Building, two of our tenants have receive letters from the Fire Marshall about some things that need some attention.

Business Development and Marketing Managers Report: John reported the fiber project is in the final engineering and design stages. There are 4 companies on the professional service roster that he has been in contact with for construction. John met with the City of Stevenson and the road project manager; the conduit has been installed to the PUD pole. They are moving forward on the right-of-way Anita has the contract and there were a couple of little things she needed to take care of.

The Tichenor Building modification final Scope of Work is complete. The bid is out and he is getting the grant files in order. Springwater brought their manager for the company here to tour the facility he is from Arizona and he seems to be thrilled with our area and very excited about being here.

The marketing grant project Scope of Work and contract are ready for signature. The contract for training of the web site and graphic design are complete.

John and Anita have been working together to prepare for the Maritime Trust visit in 2 weeks.

John toured a perspective tenant that is interested in 2000 sq ft of the space down stairs.

Normandeau is agreeable on the lease terms that Anita has prepared.

Ted Sulka is interested in the Wind River Building or at least the back portion of the building.

Executive Director Report: Anita is meeting with Kent Vaughters who is interested in the Old Saloon building.

Anita and John Ramig are working on yet another version of the Springwater Lease.

Anita received a phone call from the President of the Beacon Rock Golf Course Men's Club letting her know that over the years there has been no written record of things given to the Golf Course.

Anita will meet with representatives of Molded Fiber Glass on Thursday at 10:00 am regarding the change in their business operations. MFG would like to keep 4000 sq ft space of the Tichenor Building Manufacturing Space 45. Anita will be in contact with the Commissioners regarding the change.

Anita has been preparing for the Maritime Trust visit and would like some advise and input from our Commissioners starting with breakfast on April 22. Anita would like Doug to invite Brad and Bill Wilkins to the breakfast on the 23rd, and Dave Prosser volunteered to invite Mr. and Mrs. Wayne Case to dinner that evening.

Anita did a short presentation on our 1st quarter status of the 2003 General Expense budget, and the difference, between cash flow tracking and budget tracking.

Public Comment: Commission Chair Doug McKenzie opened the meeting for public comments, as the Borup's were not here when the decision was made that comments were going to be taken at 4:00 pm.

Commissioner Doug McKenzie updated the other Commissioners on his meeting with the County Commissioners, regarding their North Bonneville land.

Commissioner Judy Teitzel said she would like to see funds made available for Deana to attend the Finance Meeting in Walla Walla in June.

Executive Session: The Board announced they would adjourn into an Executive Session at 6:07 pm for approximately 10 minutes to discuss the Delano Wind River Mines Lease. The Commissioners came out of Executive Session at approximately 6:15 pm with no decisions being made.

The Commissioners discussed the Delano Wind River Mines lease and decided not to terminate the lease as Delano Wind River Mine has requested.

Next Meeting: The next regular monthly meeting of the Board of Commissioners will be our second monthly meeting of April, to be held on Monday; April 21st, at 4:00 pm rather than at our regular date and time of Tuesday April 22 to allow the Commissioners to join staff for the Maritime Trust visit.

Adjournment: The meeting was adjourned at 6:15 pm.

Commissioner Doug McKenzie

Judy K Teitzel
Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Deana Midland
Deana Midland, Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners
March 25, 2003

Call to Order: Commissioner Doug McKenzie called the meeting to order at 4:00 p.m.

Attendance: Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Gahimer, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, Port Auditor Jan Fancher, Katy Archer, in for Port Attorney Ken Woodrich, and Acting Administrative Assistant Lynee Sapere. Members of the public attending portions of the meeting included Kevin Coombs, Mike Garvison, Kent Vaughters and Humaira Falkenberg. Commissioner Judy Teitzel was on an excused absence.

Public Comment: Kent Vaughters introduced himself and said he is working with Anita Port towards opening a seafood restaurant on the Stevenson waterfront. He is looking at using the Old Saloon Building and making some modifications to the building such as adding more windows, live crab tanks, a cooker out front, etc. Anita commented she invited Kent to the meeting so he could meet our commissioners and discuss his plans, and noting we would like to maintain the historic look and feel of the building as Kent moves forward with his remodeling and new window plans. Kent says he is currently in the building permitting process. The commissioners had favorable comments regarding Kent's endeavors and thanked him for joining us.

County Auditor Mike Garvison announced when the County instituted launch fees at their facilities at Wind River and Drano Lake, fishermen said they would then launch their boats at the Port ramp in Stevenson. Mike wanted the Port staff to be aware of the potential increase in usage. Discussion followed regarding whether the Port will be charging any use fees when the improvements are completed to re-adjust the traffic level and/or recoup some of the costs of the project. The commissioners agreed to give the matter more consideration when the project is further along. Mike also wanted to let the commissioners know he is looking for relatively flat, bare land site with power only for a paintball field. He expressed an interest in North Bonneville and Anita said John would be the person to give him a tour and information.

Kevin Coombs of Beacon Rock Golf Course verified with the commissioners whether the reports supplied in their packets are meeting their needs. Kevin also indicated he obtained two more pieces of equipment allowing him better mowing of the roughs. He and his staff have begun aeration on the fairways to improve course condition and they are fixing potholes in the cart paths. Kevin noted the dining room should seat about 20 plus they are adding an indoor practice putting green. The kitchen equipment delivery is expected within the week and they hope to start serving food the first weekend in April. In the golf shop, they have installed a new counter and new merchandise is on order. Kevin noted the new Men's Club President is now Jim Baxter. Kevin reported that members of the Club and other players had made inquiries about items which had been donated by citizens which were then removed when the Borup's left. The Commissioners suggested these items be noted in a letter to the Port and they would follow up on these inquiries. Kevin also noted there will be a Chamber of Commerce Business-After-Hours at BRGC in late spring or early summer.

As several members of the public attending expressed an interest in the Cascade Avenue Boat Ramp project, the Executive Director gave an update at this time. Anita held a meeting last Friday, March 21st with Port staff members John and Keith, and regulatory agencies including NOA Fisheries, the Corps of Engineers, John Granholm, City Planner, and Andy Jansky of KPFF to discuss the project. Commissioner Dave Prosser also attended the meeting. The regulatory agencies had significant comments and new recommendations regarding the project design and engineering features, and discussed their "scoring" procedure for evaluating projects. Commissioner Prosser feels we need to "fast track" the shoreline mitigation project to allow the two projects combined to give us more positive "points" to balance the negative impacts of the boat ramp project with the positive impacts of the shoreline enhancement project and make both projects acceptable.

Minutes: Commissioner Prosser made a motion to accept the minutes of the February 26th, 2003 Board of Commissioners regular meeting. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Administrative Approvals: Anita noted we will be issuing a Scope of Work to KPFF on the Cascade Avenue Boat Launch Project as a result of her recent meeting with the regulatory agencies.

Staff Reports:

Administrative Assistant Report: Deana reported she and Jan will be attending the SW WA Finance Group meeting on Friday in Longview. Also she has been talking to Pitney Bowes regarding replacement of our old postage meter.

Facilities Specialist Report: Keith reported he has made calls for bids on a new commercial mower to replace the 22-year-old one which is no longer repairable. This budgeted item will likely be purchased at the Outdoor Toy Store who is low bid. Keith and Karl installed a For ~~Sale~~ Lease sign at the Wind River building. Also he is working with Anita on the bid documents for the Tichenor Bldg remodel projects and Karl has begun tearing out walls in suites 40, 50 & 60.

Business Development and Marketing Report: John reported both the fiber cable project preliminary engineering and final design are complete. This portion of the project is funded by a state Rural Opportunities grant which needs to be closed out by month end. He has been coordinating the project with the City, the construction firm, and Millennium Cable, and he and Anita are working with the PUD, City, and BNSF on conduit and poles.

John reported the Corps is taking over re-design of the dam access road and its SR14 intersection as part of their planned access road changes to the Visitor's Center.

John noted there is one outstanding issue with TranSystems regarding our contract for engineering services for the Fort Cascades Business Park Project, and he and Anita have met about the scope of work remaining to be done on the Project.

John reported he has been working with the Washington State Investment Board on the Tichenor Building Modifications and Fiber Cable Installation Project Grant which was approved and awarded last month. We should have a contract for signature sent to Anita any day now. He has also been working with Keith and Anita on the bid details.

John attended a Washington Economic Development Association training in Olympia which included a breakfast with state legislators.

MCEDD has initiated the exploration of a regional economic development project, and held a meeting last week which John attended to talk about potential projects. Ideas such as a project related to business development in the value-added agriculture products industry such as Gorge Delights was one of the many suggestions.

We received our award letter for Phase II of our marketing development grant. John has purchased a wide-format color laser printer and has been working on the development of new property cut sheets for potential tenants with the funds.

Attorney's Report: Acting Port Attorney Katy Archer reported there has been no action on the Borup litigation issue. Commissioner McKenzie made a point to thank Ken and his staff for all the information they provided at his request.

Treasurer's Report: Port Auditor Jan Fancher announced our regular every four years Washington State Leasehold Tax Audit will start tomorrow. She and Deana are working to finish the reports for the auditor. Jan noted the Port may have some exposure due to the recent ruling from the Supreme Court regarding leasehold taxes on uncollected rents.

Anita recommended to the commissioners the Port agree to the request from Wind River Mines to terminate there lease as of the date they completed the building repairs and vacated the Premises, if they catch up their past due rents as of this vacancy date. The commissioners decided to wait until Ken returns so they can discuss the possibility of collecting lost rent.

Commissioner McKenzie asked Jan whether our deficit spending in January and February of 2003 is comparable to prior years. Jan has not compared this year to previous years, but she will do so. Anita explained it is not unusual to have expenditures be more than revenues for several different months throughout the year as one of our main revenue sources is from our property tax levy which is collected in April and October rather than at a regular rate each month.

Vouchers: Commissioner McKenzie questioned one voucher for a promotional hosting expense, asking Anita if the dinner bill for the community meeting with Maritime Trust included alcohol. Anita said that it did, though this was not her intent. She said there was wine with dinner which she did not order. Commissioner Dave Prosser agreed, stating the wine was already on the table when they arrived for the dinner. Anita said she normally pays for any alcohol purchased during a Port official promotional hosting event personally at her option even though the Port can pay for alcohol in these situations. She stated she did not realize the wine was on the check for the dinner expense until later. Commissioner McKenzie emphasized his viewpoint that alcohol not be purchased by the Port. Anita offered to pay for the wine personally. Commissioner McKenzie said it was not necessary, but emphasized again his position on alcohol purchases.

Commissioner Dave Prosser made a motion to approve General Fund Vouchers Numbered 14133 through 14167 in the amount of $27,108.99. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve pre-issued Capital Development Voucher Number 20079 in the amount of $2,900.00. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve General Fund Vouchers Numbered 14168 through 14187 in the amount of $14,088.40. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Executive Directors Report: Anita said she asked Port Attorney Ken Woodrich to contact John Ramig of Springwater Acquisitions directly to assist her with finalizing the lease terms as his recent changes involve "boiler plate" language and she feels these changes could just keep going and going. The commissioners told Anita to discuss it further with Ken when he returns.

Anita asked the commissioners if they would like to plan on a longer regular meeting on April 8th to include along with the 1st Quarter 2003 General Expense Budget Review staff assignments and project priorities. Anita said she would like to discuss the management of the Boat Launch project prior to it going into construction phase. Commissioner McKenzie noted he would like to go through all the budget line items individually and would like to have a copy of it ahead of time for study prior to the meeting. Commissioner Prosser questioned whether we want KPFF to take the lead on the Boat Launch Project as they may not have the time. Anita said we had planned to have KPFF manage the project, but with the requirements coming up through the permitting process it was not only too much for her to manage alone, but we will need additional help beyond engineering which KPFF provides. Assistance with the environmental side is also going to be needed. Dave would like to see the costs increases if any.

Anita reported she has a meeting scheduled with MFG Corporate on April 10th at 10:00 am and invited one the commissioners to attend as she hopes to be discussing MFG's change in plant operations and their pursuit of a new SW WA Clean Air permit for VOC emissions. Commissioner Prosser will attend the meeting. The commissioners would like to visit another facility who is engaged in similar plant operations. Anita will check into the plant at Ridgefield.

Anita noted the tentative dates for the visit from the owner of Maritime Trust is expected to be April 21-22. Anita reminded the commissioners she will be out-of-town on vacation May 1st through 10th for her wedding and honeymoon.

Anita discussed the Port's Waterfront Master Plan which she included in the commissioner's packets so they could review the Plan prior to a Port workshop meeting and a joint meeting with the City of Stevenson Planning Commission and Council. Anita would like to schedule our workshop in April. The commissioners agreed with April 28th at 4:00pm.

Executive Session: An executive session for the Commissioners only was announced by Commissioner McKenzie at 5:20 pm for approximately 15 minutes, for the purposes of reviewing the performance of a public employee.

The commissioners came out of Executive Session at 5:31 pm with no decisions being made.

Anita asked the commissioners if they had any directions for her regarding the potential purchase of the County-owned industrial property in North Bonneville. The commissioners said not at this time, and selected Commissioner McKenzie to go talk to the County Commissioners on the subject.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, April 8, 2003, at 4:00pm.

Adjournment: The meeting was adjourned at 5:33pm.

Commissioner Judy Teitzel

Commissioner Doug McKenzie

Commissioner Dave Prosser

ATTEST:

Lynee Sapere, Acting Administrative Assistant

FILE

Port of Skamania County
Board of Commissioners Meeting
March 8, 2003

Attendance: Commissioner Judy Teitzel

Absent: Commissioner Dave Prosser and Commissioner Doug McKenzie

The March 8th meeting of the Board of Port District Commissioners was cancelled due to the lack of a quorum.

Advance approval of the potential absence at this meeting by Commissioner McKenzie and Commissioner Prosser was given at the last meeting.

Port of Skamania County
Minutes of the
Board of Commissioners Meeting
February 26, 2003

Call to Order: Board President Commissioner Doug McKenzie called the meeting to order at 4:00 p.m.

Attendance: Commissioner Doug McKenzie, Commissioner Judy Teitzel, Commissioner Dave Prosser, Executive Director Anita Gahimer, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, Port Attorney Ken Woodrich and Administrative Assistant Deana Midland. Public in attendance was Dan Shelly of David Evans & Associates.

Public Comment: Dan Shelly of David Evans & Associates made a presentation on the design of our fiber cable run from the Tichenor Building to the Stevenson conduit.

Minutes: Commissioner Dave Prosser made a motion to accept the minutes of the February 4, 2003 Board of Port Commissioner's Special Meeting. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to accept the minutes of the February 12, 2003 Board of Port Commissioners Regular Meeting. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Mid-Month Updates by Executive Director: Anita reported Ben Bennett of Maritime Trust was her guest at the CGEDA meeting. Ben is very excited about the Ports in the Gorge and will be given a tour of all the Gorge Ports in March. The Port Commissioners would like to attend the tour and asked that it be held the last week in March.

Anita received a signed lease from Springwater for the storage space down stairs. Anita has emailed the lease for signature and has not heard back from them as of today. The Commissioner would like staff to move forward with the remodel.

The Commissioner's approved moving forward with the next phase of the fiber project.

The Commissioners informed Anita that they needed more information on the Port's hillside property.

Anita handed out a copy of the letter she mailed to the Borups following their direction at the last meeting.

Vouchers: Commissioner Dave Prosser made a motion to approve Pre Issued Payroll Vouchers Numbered 14105 through 14109 in the amount of $5,205.97. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve General Fund Vouchers Numbered 14110 through 14132 in the amount of $14,652.46. Commissioner Judy Teitzel seconded the motion. The motion passed.

Executive Session: There was no executive session held.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is March 11, 2003 at 4:00pm. Due to possible pre-approved personal commitments this meeting may be canceled due to lack of a quorum.

Adjournment: The meeting was adjourned at 5:15pm.

Commissioner Judy Teitzel

Commissioner Doug McKenzie

Commissioner Dave Prosser

ATTEST: Deana Midland

Deana Midland, Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners Meeting
February 12, 2003

Call to Order: Board President Commissioner Doug McKenzie called the meeting to order at 4:00 p.m.

Attendance: Commissioner Doug McKenzie, Commissioner Judy Teitzel, Commissioner Dave Prosser, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Port Auditor Jan Fancher, and Acting Administrative Assistant Lynee Sapere. Architect Patrick Young attended as a guest speaker. Members of the public in attendance for portions of the meeting were: Chuck Bryan, Gail Collins, Rich Rush, Dave Nail, Cody Nail, Jay Johnson, Scott MacKinnon, and Mayor Dave McKenzie.

Public Comment: Gail Collins said several of the people present were here to lend their support for the planned improvements to the Cascade Avenue boat launch. Rich noted he had been on the advisory committee. They wanted to know the status of funding for the project. Commissioner Prosser said the grant of $565,000 from the state plus the $60,000 from the City of Stevenson leaves us $210,000 short, so far, but Port staff is still working on other grant sources and the Port will participate. The Commissioners reiterated their commitment to seeing the project go ahead. Chuck Bryan asked what priority this project is for the Port, and Anita indicated the commissioners have made it a top priority.

Anita again stated she would like to see continued public participation as we go through the permitting process, which started last July, so that if the regulatory agencies require any changes, members of the public would be involved. Anita noted there are more than half dozen regulatory agencies involved and she has been trying to reach the Corps of Engineers as their portion of the process can take 12-18 months. The Port expects to start in-water work November 2003.

Dave Nail said he and his friends are willing to volunteer to help with the project.

A letter to the commissioners from Steve Hansen regarding the boat launch was put into record with these minutes.

Commissioner Doug McKenzie complimented the Port staff on sending the packets so early, giving them ample time to review materials prior to the meeting.

Approval of Minutes: Commissioner Dave Prosser made a motion to approve the minutes of January 28th, 2003. Commissioner Judy Teitzel seconded the motion. The motion passed.

Vouchers: Commissioner Dave Prosser made a motion to approve Pre-Issued General Fund Vouchers Dated February 12, 2003 Numbered 14068 through 14072 in the amount of $5181.13. Commissioner Teitzel seconded. The motion passed.

Commissioner Teitzel made a motion to approve General Fund Vouchers Dated February 12, 2003 Numbered 14073 through 14104 in the amount of $13,106.99. Commissioner McKenzie seconded the motion. The motion passed.

Treasurer's Report: Port Auditor Jan Fancher distributed Year End 2002 Summaries as well as the January 2003 Month End Report. The summaries detailed the yearlong income and expenses in pie charts and bar graphs, and specifically illustrated how the fiscal activities left a net loss at year-end. Commissioner McKenzie commended Jan's efforts, commenting this breakdown was exactly what he had requested.

Commissioner Teitzel noted the large portion of the total tenant income from MFG: 42.27% for 2002 as compared to the total income figures which shows Stevenson Industrial Building at 9.2%. Jan noted this is largely due to grant and loan income.

Jan also presented a summary of Year End Cash Balances for 1999, 2000, 2001, and 2002 plus month-end January 2003, and interim February 12, 2003.

Commissioner McKenzie addressed with Jan the board's intent to shift more responsibilities from the auditor to the Financial Specialist for the preparation of reports, visuals, and presentation of reports at meetings. Jan feels this transition could take as much as 12 months. She said she and Deana both attend the monthly WPPA Finance Group meetings.

Attorney's Report: Ken reported he has received the Trustee's Deed for the Welch Property.

Anita distributed copies of staff reports for John McSherry and Deana Midland, as they were unable to attend the meeting.

Facilities Report: Keith reported he and Karl have been working at Beacon Rock Golf Course to get things ready for the new tenants. He detailed the condition of the interior and exterior of the rental mobile home on the property noting some repairs and additions still to be made. Commissioner McKenzie agreed fire/life safety issues have a top priority. Keith asked the commission to consider the Port's intention for the building; to consider repairs vs. replacement or removal.

On parks and grounds, Keith and Karl have been doing lots of grading, trimming of landscape, and they felled a tree in North Bonneville which the City cleaned up.

Keith also reported on meeting with the architect and building officials on renovations to the Tichenor building, applying for the building permit, and reviewing demolition. He is ready to start on-site work on the project next week.

Executive Director Report: A letter from our insurance company, WGEP, on our tort claim was distributed by Anita and discussed.

Anita distributed a copy of the Arnold Promissory Note.

Anita and John are working to provide additional information to Maritime Trust and follow up on their interest.

Anita suggested the Port VISA credit cards have individual staff member's names on them to make tracking easier and to make the cards more secure. The commissioners gave her the approval to work with Jan on making these changes on the cards and VISA accounts.

Anita has had a security meeting with members of the staff due to the current national Orange Alert.

Anita asked for comments from commissioners on the pole agreement between the PUD and the Port. Commissioner McKenzie asked Anita to research whether public entities should get a break on the rental rates.

Anita gave an overview of her meeting with local leaders and Forest Service RCAP Grant Program representatives. She said Skamania County is the "poster child" for the program and they are hoping to see similar success in other areas. Commissioner Prosser asked whether the RCAP representatives are aware of our unique situation and Anita said she has, including only 1.7% of our county land base is taxed at the full value.

The Regional Transportation Council is currently preparing a funding request to Congress on State Route 14 safety improvements. Anita asked the commissioners if they support this project. After a brief discussion, they gave Anita the go ahead to write a letter of support.

Anita reported on a Letter of Intent for the Beach Mitigation Project design and engineering that she is working on for the IAC. The application deadline is March 3, 2003, but the Letter of Intent is due February 14th. Anita is hoping to seek Corps of Engineers funding for the construction phase. The commissioners voiced their support.

Brief discussion followed regarding the Port's association with MCEDD and CGEDA, and Anita gave the board their Comprehensive Economic Development Newsletter. Anita noted they are our conduit to EDA funding.

The Port has received a letter from the Delano Wind River Mines requesting the Port release them from the remainder of their lease. Anita reported they currently owe about $9000 in back payments and the Port holds about $6000 as a deposit; their lease ends January 9, 2004. The pond clean up is complete. Ken commented there is currently a case which will likely determine the extent to which Ports are liable to the state for uncollected leasehold taxes. He said the year left on the WRM lease is both and asset and liability. Commissioner McKenzie tasks Anita and Ken to research the options further and make a recommendation to the board. Anita also asked whether to do an environmental evaluation to establish the background levels of the soil at the site. The commissioners advised her to wait until we have a new tenant for the building.

Anita gave an update on the status of various prospective tenants John has been working with. She indicated she received an inquiry about whether the Port would consider selling the Old Saloon building, but the commissioners clearly stated they are not interested in selling at this time.

Discussion followed about the space the Port is creating to lease to the call center tenant and which parts will be the responsibility of the tenant. The commissioners directed Anita to make the Port's share of the expense clear and finite in the lease negotiations.

Guest Speaker Patrick Young: Pat presented exterior elevations and floor plans he had drawn of proposed renovations to the Tichenor Building showing the project in phases. Commissioners expressed they were pleased with the designs and the look, but were concerned about costs. Rough estimates of the upstairs portion are $50,000 and the Port is limited to $53,000 plus contingency. The downstairs renovation is a separate $20,000as a rough estimate. Both spaces have grant funding available, but there is no room for cost overruns. Other issues discussed briefly were heat and sound issues in the new Port offices. Anita is meeting tomorrow with Springwater and she will press for signing of the lease so the plan can move ahead. Commissioner Teitzel advised if Springwater does not sign tomorrow, they would need to change their own move-in date as we cannot start the project until the lease is signed. Delayed completion means loss of income for the Port too. Anita expressed her commitment to the Commissioners message the project will be done within budget.

Public Comment: The board agreed to open public comment again briefly to allow Mayor Dave McKenzie to add his comments. He apologized for missing the start of the meeting. Dave said he has been approached by constituents concerned that the Port had an approved plan for the Cascade Avenue Boat Launch improvement project but things may be getting changed. The commissioners re-stated their commitment to the plan and the Port will continue ahead only making any changes required in the official permitting process. Members of the public with concerns are urged to contact Anita and they may also access the approved minutes of Port meetings to follow the progress of the project through our website at www.portofskamania.org, and are always welcome to attend our public meetings.

Executive Session: The Board announced they would adjourn into an Executive Session for approximately 15 minutes to discuss a legal matter. The Commissioners came out of Executive Session at approximately 6:45 pm with no decisions being made.

Next Meeting: The next regular monthly meeting of the Board of Commissioners will be our second monthly meeting of February, changed to be held on Wednesday again; February 26th, at 4:00 pm.

Adjournment: The meeting was adjourned at 6:45 pm.

Commissioner Doug McKenzie

Judy K Teitzel
Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Lynee Sapere, Acting Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners'
Special Meeting of
February 4, 2003

Call to Order: Board President Commissioner Doug McKenzie called the meeting to order at 4:00 p.m.

Attendance: Commissioner Doug McKenzie, Commissioner Judy Teitzel, Commissioner Dave Prosser, Executive Director Anita Gahimer, Business and Project Development Manager John McSherry, and Facilities Specialist Keith Chamberlain.

Public Comment: No members of the public were in attendance.

This special meeting was called for the purpose of discussing a possible real property purchase. This meeting was advertised by postings at all post offices and stores within the port district.

Anita passed out a packet of information materials on the County-owned industrial land located on Evergreen Drive in North Bonneville. The information included maps, a pre-design report and a preliminary site development plan.

Discussion ensued on the parcel and included issues such as drainage and Hamilton Creek, property boundaries, fill needs, easements, etc. *(Just prior to this meeting the Commissioners had walked the property to observe the Hamilton Creek seepage and property boundaries. This walk was inadvertently not advertised so each commissioner ensured discussion concerning this parcel and/or port business did not occur during this walk.)*

At a break in the discussions Commissioner Dave Prosser gave a report on the visit last Wednesday with representatives from the Maritime Trust. Discussion on the opportunities a third party private investment firm may pose for putting the County-owned parcel to work as an economic asset ensued.

Discussions extended regarding the county-owned parcel to include possible terms of a purchase as well as opportunities that may be possible if a third party i.e., a private investor, was involved.

The Commissioners asked Anita to contact County Commissioner Al McKee and discuss possible options for purchase including the opportunities for a third party partner such as a private investment firm.

Discussions included how a private investment partner could assist in putting the property to use for the purpose for which the County originally purchased the property, and in a timelier manner than the Port could do alone.

Discussions concluded.

The commission commented to Anita and John that although the Maritime Trust presents a great opportunity for the Port and we have several projects currently on going such as the Springwater Tichenor Building lease and remodel, the Cascade Avenue Boat Launch Project is a high priority and needs to stay on schedule.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be February 11, 2003 at 4:00pm.

Adjournment: The meeting adjourned at approximately 5:40 pm.

Judy K Teitzel

Commissioner Judy Teitzel

Commissioner Doug McKenzie

Commissioner Dave Prosser

ATTEST:

Anita Gahimer
Executive Director

Port of Skamania County
Minutes of the
Board of Commissioners Meeting
January 28, 2003

Call to Order: Board President Commissioner Doug McKenzie called the meeting to order at 4:00 p.m.

Attendance: Commissioner Doug McKenzie, Commissioner Judy Teitzel, Commissioner Dave Prosser, Executive Director Anita Gahimer, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, Port Attorney Ken Woodrich and Acting Administrative Assistant Lynee Sapere.

Public Comment: No members of the public were in attendance.

Minutes: Commissioner Judy Teitzel made a motion to accept the minutes of the December 17, 2002 Board of Commissioner's Special Meeting with two corrections: (1) page 2, paragraph 2 should read "As a Fisheries Biologist who must launch in all types of weather, he is one of the few who would be served by the new changes but he doesn't feel there is enough support for such an extensive plan since there is a good East-wind launch ramp at Cascade Locks which is underused and the large boats like his are such a minority." and (2) page 3, beginning of paragraph 5 should read "At 5:20pm the Commissioners announced an Executive Session for the purposes of reviewing the performance of a public employee." Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed and the minutes were signed.

Commissioner Judy Teitzel made a motion to accept the minutes of the January 14, 2003 Board of Commissioners Regular Meeting. Commissioner Dave Prosser stepped down and seconded the motion. The motion passed.

Mid-Month Updates by Executive Director: Anita reported she and John met yesterday with Springwater representatives and the consulting architect for the Tichenor remodel project to do a "walk-through" so the Springwater group could feel sure they have a "clear understanding" of the modifications that are to be made. Anita noted Pat Young has done much work without a contract. Anita said she needs to get a contract and scope of work to Pat Young and Keith is ready to get started with the project as soon as we get a building permit.

Anita reported she received a letter from Transystems officially terminating their contract with the Port for the preliminary D & E of the Fort Cascades Business Park. They had several personnel changes and other issues. They had previously indicated by phone with John McSherry that an outstanding amount they had invoiced is no longer due. Anita commented we need another firm on board to complete the grading permit and finish the project.

Anita inquired as to whether any of the commissioners would like to join the Gifford Pinchot Task Force; a group of entity representatives interested in economic development opportunities in the GP Forest and employment of local citizens. The next meeting of the Task Force will be February 7, 2003 near Packwood, WA. Commissioner Judy Teitzel will see if she can attend.

Anita and John discussed the Skamania County Community Action Team plan update process. Anita noted at two recent local meetings, very few members of the public chose to attend. On a Countywide basis, the EDC is reviewing the goals and objectives to aid the CAT's process and Anita asked the commissioners to give any comments to her to pass along to the EDC. Anita posed the question: "What would we like to see in our community in five years time? In ten?" John indicated the CAT process, which has been working since 1987, has been very successful in achieving its project goals.

Anita announced she has set up a meeting with Maritime Trust for tomorrow to explore the opportunities with this private investment company. She noted this organization wants a community-supported project. Anita, John, and Commissioner Dave Prosser will attend the meeting. Anita feels the Port needs to schedule its own visioning meeting on the Stevenson Waterfront just as the City of Stevenson has planned so that the Port will have clearly defined objectives for the joint meeting slated for early April.

Anita would like to attend the February 7, 2003 IAC workshop in Kelso to seek funding for the Beach Mitigation and Waterfront Protection Project. Currently we are seeking planning dollars only. Rough estimates of costs to the Port are $17,000 to $20,000. Anita anticipates some permitting challenges. Commissioner Prosser commented we should utilize Brian Bair and Brian McNamara's offered volunteer help on this project.

Discussion followed regarding the Cascade Avenue Boat Launch project and Anita stated it is important to continue to include members of the public and the Advisory Committee, in the process. Commissioner Judy Teitzel made a motion that Port staff is directed to proceed with the plan, as presented to the IAC, and the only changes that will be considered are those dictated by regulatory agencies as we move through the permitting process. Commissioner Doug McKenzie seconded the motion; the motion passed.

Commissioner Teitzel and Anita briefly discussed the impact of the State Shoreland Management Act on the Stevenson waterfront.

Anita reported she's received the evaluation results from L&I and will include it in the packets next week as there is a timeframe for response.

Anita met with County representatives in North Bonneville to look at the county-owned industrial property. Commissioner McKenzie would like to set up a lunch meeting with this group to discuss the current possibilities. Anita will set a walk-through for 3:00pm, February 4, 2003 at the North Bonneville site which will also include Parcel 2.

Anita noted the Free Toy Store has found a new home at the Carson Grange and that Domestic Violence will be moving out no later than March 1, 2003.

Commissioner Prosser made a comment that he would like to see legislation that ties the availability of job-creating economic development funds to the amount of land that are federalized, such as the lands in Skamania County under the NSA.

Commissioner McKenzie requests a pie chart to simplify some of the information presented in the financial reports, specifically where there are negative numbers.

Judy inquired when we are planning to advertise to hire the new administrative assistant. Anita said she needs Deana to supply her with some information and she will get together with Deana soon.

Anita reported John has four or five new business contacts interested in Port properties, including a restaurant inquiry for the Saloon Building.

The latest indication from Innovative Cooling Technologies is that they still want to locate here but they are having funding problems, and they understand we cannot hold the Wind River Building for them.

Keith noted Gorge Delights will be gearing up for fruit slice production again soon. They also have been making some equipment changes on their pear bar line.

Anita said we are close to signing the contract with Burlington Northern, pending receipt of Port Attorney Ken Woodrich's comments. Ken briefed the commissioners on his comments and gave Anita the document to sign.

Other items briefly discussed were Anita's trip to Washington DC in 2002, and her lobbying efforts, and the value of our membership in the CGEDA. Commissioner Teitzel questioned the $3,500 membership dues. Commissioner McKenzie would like us to look at the CGEDA's performance before committing to renewal in July 2003.

Vouchers: Commissioner Dave Prosser made a motion to approve Pre Issued Vouchers Numbered 14042 and 14043 in the amount of $1,452.50. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve General Fund Vouchers Numbered 14044 through 14067 in the amount of $35,089.56. Commissioner Judy Teitzel seconded the motion. The motion passed.

Executive Session: The Commissioners, Executive Director, and the Port Attorney went into Executive Session at 5:40pm for approximately 15 minutes to discuss legal issues.

They came out of Executive Session at 5:55pm with no decisions being made.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be February 11, 2003 at 4:00pm.

Adjournment: The meeting was adjourned at 5:55pm.

Judy K Teitzel
Commissioner Judy Teitzel

Commissioner Doug McKenzie

Commissioner Dave Prosser

ATTEST:

Lynee Sapere
Lynee Sapere, Acting Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners
January 14, 2003

Call to Order: Commissioner Judy Teitzel called the meeting to order at 4:00 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Gahimer, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, Port Auditor Jan Fancher, Port Attorney Ken Woodrich and Administrative Assistant Deana Midland. Members of the public attending the meeting include Kevin Coombs.

Public Comment: Kevin Coombs of Beacon Rock Golf Course reported to the Commissioner that 50% of annual member dues are due on January 1st and half of the members had already paid. Kevin is meeting with the Golf Course Manager at the Skamania Lodge to see how they can work together. Kevin also expressed enthusiasm on being able to run the course for the Port. People have been giving him comments how they are looking forward to him running the course.

Commissioner Doug McKenzie voiced his appreciation for Kevin's excellent performance. The other Commissioners expressed their appreciation also and said they have received a lot of good public comments.

Kevin also reported he would be willing to report to the Commissioners monthly or every other month if they would like.

Commissioner Judy Teitzel commented if the meetings are going to be taped that it be announced first.

Minutes: Commissioner Judy Teitzel made a motion to accept the minutes of the November 1, 2002 Retreat at the North Bonneville Hot Springs Resort. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to accept the minutes of the November 19, 2002 Board of Commissioners Workshop. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Commissioner Judy Teitzel nominated Commissioner Doug McKenzie for President of the Board and Commissioner Dave Prosser for Secretary. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Judy Teitzel move to approve the minutes of the November 26, 2002 meeting with additions on page 2 and 3. Commissioner Dave Prosser seconded the motion. The motion passed.

The Commissioners discussed the December 3, 2002 minutes, the discussion centered on John McSherry's taping of the meeting. Commissioner Judy Teitzel made a motion to approve the minutes of this meeting. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve the minutes of the December 10, 2002 meeting. Commissioner Doug McKenzie stepped down and seconded. The motion passed.

Vouchers: Commissioner Dave Prosser made a motion to approve Capital Development Voucher Numbered 20078, in the amount of $37,561.64. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve Capital Development Voucher Numbered 20077 in the amount of $15,682.00. Commissioner Dave Prosser seconded the motion. The motion passed.

Treasurers Report: Port Auditor Jan Fancher gave a draft December Treasurer's report with handouts including Cash Balances and Profit & Loss YTD.

Attorneys Report: Port Attorney Ken Woodrich handed out a copy of a motion that was filed before Christmas regarding J & L Borup former lessees of the Beacon Rock Golf Course. Ken asked the judge to dismiss for the Attorneys fees and for J & L Borup to dismiss their complaint at the hearing. Thursday was in the Ports favor.

Business Development and Marketing Managers Report: John handed out a list of projects that he and Anita have been working on currently.

John reported the Washington Investment Board (**WIB**) approved our grant request for the Tichenor Building Remodel and the Fiber Cable installation, a total of $105,000.00.

Our Marketing Grant request to the WIB was also approved for $12,500.00.

John has been working with a couple of possible new tenants that are interested in space in the Tichenor Building and the Old Saloon Building.

John reported he had been working on cut-sheets with Anita.

Facilities Specialist: Keith reported there was a gas smell in the Discovery Building heating system. They came out and fixed it. Also the vapor barrier is beginning to pull away. Keith has a meeting with the contractor tomorrow.

Keith and Karl have been working with Kevin Coombs at the Golf Course on the first round of Port tenantable repairs.

Keith reported the dock needed some attention; the Ramp cylinder needs to be fixed.

Keith reported the lawn mower the Port owns is very old and they are struggling to find parts for it. It is possible that we will have to purchase a new one.

Keith and Karl finished up the deck on the Old Saloon Building, the Engineer will be coming back to inspect it.

Administrative Approvals:

Commissioner Judy Teitzel made a motion to authorize the Executive Director to sign IAC with the State, which establishes the forms and conditions of our acceptance of a $565,445.00 grant for the Cascade Avenue Boat Launch Improvement Project. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to accept Resolution #01-2003 to clarify Resolution #11-2002. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Judy Teitzel moved to approve Resolution # 02-2003 authorizing the Executive Director to invest Port funds. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Vouchers: Commissioner Dave Prosser made a motion to approve General Fund Vouchers Numbered 13962 through 13985 in the amount of $15,557.68. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve General Fund Vouchers Numbered 14011 through 14041 in the amount of $18,609.92. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve General Fund Vouchers Numbered 13986 through 14010 in the amount of $19,117.67. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to accept the new Surplus Property section of the Management guide as presented. Commissioner Judy Teitzel seconded the motion. The motion passed.

Executive Directors Report: Anita discussed her draft to Jim Borup regarding her lease walk through of the Beacon Rock Golf Course. Commissioner Doug McKenzie would like Kevin Coombs to meet with Anita to go over what he feels should go with the course.

Anita and John reported on their meeting with the planning commission regarding parking at the Tichenor Building.

Anita met with Ted Sulka; he is interested in the North End of the Wind River Building. She has not heard back for him as of this time.

Anita and John met with Brad Anderson again regarding space. He toured the Old Saloon Building and the Tichenor Building with John and discussed lease terms with Anita.

Anita invited L & I out to evaluate our ES & H Plan. They were very helpful in giving their comments on how we can improve our plan. They also inspected our Shop Building identifying two items for recommended correction.

Anita handed out to the Commissioners a copy of her December and January calendar, and full details on what she has done on a daily basis since the last Port meeting in December.

Anita gave the Commissioners a copy of John's calendar, time sheets and time-spent details for their review.

Commissioner Judy Teitzel made a motion retroactive January 1, 2003, the Business & Development Manager position be a non-exempt position. Commissioner Doug McKenzie stepped down and seconded the motion. Commissioners McKenzie and Teitzel voted to approve the motion and Commissioner Prosser voted to oppose. The motion passed two to one. The Commissioners will re-evaluate this in 6 months.

Anita reported on her recent conversation with Don Fleming and Ben Bennett of Maritime Trust; she will be exploring options with them. Maritime Trust is a development firm focusing on Ports and Municipal projects.

Anita reported she has no travel plans until January 22 & 23 when she will attend the RDC meeting and a Legislative Reception in Olympia.

Commissioner Dave Prosser announced he might not be at the January 28 meeting.

Executive Session: The Commissioners, Executive Director and the Port Attorney went into Executive Session at 6:25 pm for approximately 20 minutes to discuss the Beacon Rock Golf Course.

They came out of Executive Session at 6:47 pm with no decisions being made.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be January 28, 2003 at 4:00pm.

Adjournment: The meeting was adjourned at 6:50pm.

Judy Teitzel
Commissioner Judy Teitzel

Commissioner Doug McKenzie

Commissioner Dave Prosser

ATTEST:

Deana Midland
Deana Midland, Administrative Assistant