Port of Skamania County
Minutes of the
Board of Commissioners Meeting
January 28, 2005

Call to Order: President Teitzel called the meeting to order at 2:00 p.m.

Attendance: In attendance from the Port were Commissioner Doug McKenzie, Commissioner Judy Teitzel, Finance Manager Barbara Irving, Facilities Specialist Keith Chamberlain, Port Attorney Ken Woodrich, Accounting Tech Tina Tarani. There were three members from the public in attendance, Guest Pat Lemaster, and Port Tenants Bill and Jeannie Sherman of Sherman Technical Industries. Commissioner Dave Prosser was not in attendance due to an excused absence.

Public Comment: Commissioner Teitzel opened public comment from 2:35 to 2:50 pm.

Guests Bill and Jeanie Sherman came in at 2:20 p.m.

Bill and Jeannie Sherman made a brief comment on the issue of dogs on Port property; and continued onto concerns they have with their lease agreement, stating any kind of rent increase could put a financial hardship on their business with the possibility of not being able to continue the business. Final comment made was about tenant walls not being sound proof and may be a confidentiality issue with concerns to overhearing other tenants conversations; Port Attorney Kenneth Woodrich agreed that this is a concern and needs to be addressed. The Commission thanked the Shermans for their input.

Guests Bill and Jeanie Sherman left the meeting at 2:50pm.

Minute Approval: Commissioner Doug McKenzie made a motion to approve the Minutes of the December 21, 2004 regular meeting. Commissioner Judy Teitzel stepped down to second the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve the Minutes of the January 6, 2005 re-scheduled regular meeting. Commissioner Judy Teitzel stepped down to second the motion. The motion passed.

Vouchers: Commissioner Doug McKenzie made a motion to approve General Fund Pre-Issued Vouchers Numbered 15659 through 15669 in the amount of $7,695.73 dated 1/26/2005. Commissioner Judy Teitzel stepped down to second the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve General Fund Pre-Issued Vouchers Numbered 15649 through15658 in the amount of $7,404.80 dated 1/12/2005. Commissioner Judy Teitzel stepped down to second the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 15670 through 15707 in the amount of $62,500.51 dated 1/28/2005. Commissioner Judy Teitzel stepped down to second the motion. The motion passed.

Administrative Approvals: Commissioner Doug McKenzie made a motion to approve Resolution 2-2005, approving the Safety Policy. Commissioner Judy Teitzel stepped down to second the motion. The motion passed.

Commissioner Judy Teitzel stepped down and made a motion to change resolution 3-2005 from Financial Manager Barbara Irving (also auditor) from transferring funds, to Accounting Tech Tina Tarani. Commissioner Doug McKenzie stepped down to second the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve Updated Resolution 3-2005, authorizing investment of funds (new Secretary). Commissioner Judy Teitzel stepped down to second the motion. The motion passed.

Business and Project Development Report: John McSherry was not in attendance; Business and Project Development will be discussed at next Port meeting while he is in attendance.

Facilities Specialist Report: Keith reported tenant Brian Adams of Sawtooth Technologies is interested in installing a generator (at no cost to the Port) to the Tichenor Building that will benefit all tenants in the event of power outages.

Judy inserted a comment on the SawNet van being parked in front of the Tichenor building on the street, whereas this parking maybe should be reserved for guests.

Keith addressed the storm damage with an update that the cleanup of broken limbs and trees is about half completed.

Keith announced it has come to his attention that there may be an issue with tenants bringing their dogs to work (appx 7 dogs in all), with the possibility of the need for a "Hold Harmless Clause" being added to the lease agreements. Commissioner Doug McKenzie followed up with possibly having a "No Pets" clause in the future lease agreements. Port Attorney Ken Woodrich suggested that a letter be sent to the tenants addressing the dog issue.

Keith mentioned the litter being generated by MFG from their facility on a continuous basis, with the fact that the Port has approached them numerous times before on this serious litter/pollution issue. Attorney Ken Woodrich suggested sending a Nuisance letter to MFG addressing the litter, which is contrary to City ordinance, and attaching prior letters written.

Keith gave an update on his approach to Kent Vaughters of The Crab Shack informing him the Port is here if he would like to discuss any issues he may have regarding his lease agreement, we are open to hear any kind of arrangement he may want to discuss, and would try to work with him for his benefit, as well as the Ports.

Keith mentioned that Attorney Ken Woodrich is asking for a window to be installed in the west side of the building in his office of the Tichenor Building. A short discussion was made on the fact that the Port would rather not install old windows on hand, but rather upgrade to the new styles that have begun being installed in other suites of the Tichenor Building.

Finance Manager's Report: New Personnel Policies were handed out and Barbara addressed the fact that a workshop needs to be scheduled to update the Personal Policy. Barbara inquired whether a form should be used and given to employees to sign, that they have received, read, understand, and agree to Personnel Policy. It was agreed there should be.

Barbara mentioned the prior years W-2's cannot be located and inquired if any present could direct her to where they might be. She also addressed the fact that these W-2 forms are needed to research the Employee PERS payroll withholding error, or problem, that was discovered recently.

Also mentioned, Finance Manager Barbara Irving and Accounting Tech Tina Tarani will be attending a Finance Meeting February 18, 2005.

Attorneys Report: Ken mentioned the fact that the check on the Landsbury Property was stated as being approximately $1,000.00 less than it should have been. Ken directed them to the Title Company.

Commissioner Judy Teitzel requested two consecutive Executive meetings.

Executive Session: Executive Session was called at 3:52 p.m. for approximately 15 minutes under RCW 42.30.110 (c) to discuss real estate matters.

The Commissioners came out of Executive Session at 4:10 pm. with no decision being made.

A second Executive Session was called under RCW 42.30.110 (i) at 4:10p.m to discuss with legal counsel representing the agency matters relating to agency enforcement actions.

The Commissioners came out of Executive Session 4:25p.m. with no decision being made.

Commissioner Judy Teitzel mentioned she would like to see a start of the lease for the Heuker's interest in Parcel #2 by the end of February. A workshop on this would be needed and very helpful. One will be set-up to discuss Parcel #2 on what issues and items need to be addressed before a lease can even be written up, as well as short and long range needs/goals for all properties.

Upcoming regular Port meeting of February 22, 2005 was re-scheduled to February 23, 2005, and regular Port meeting of March 8, 2005 was re-scheduled to March 9, 2005.

Adjournment: The meeting adjourned at 5:00pm.

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

APPROVED BY:

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Commissioner Doug McKenzie

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Commissioner Judy Teitzel

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Commissioner Dave Prosser

ATTEST:

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Tina Tarani, Accounting Tech