Port of Skamania County
Minutes of the
Board of Commissioners Meeting
March 28, 2006

Call to Order: President McKenzie called the meeting to order at 4:00 p.m. with public comment open until 4:30 p.m.

Attendance: In attendance from the Port were Commissioner Doug McKenzie, Commissioner Dave Prosser, Business Development Manager John McSherry, Finance Manager Barbara Irving, and Facilities & Operations Manager Keith Chamberlain. Commissioner Judy Teitzel and Accounting Tech. Tina Tarani were not in attendance due to excused absences.

Meetings and Seminars: None.

Minute Approval: The minutes of March 14th meeting will be approved at the April 11th Board meeting, when Commissioner Teitzel will be in attendance.

Vouchers: Commissioner Dave Prosser made a motion to approve General Fund Vouchers Numbered 16642 through 16655 in the amount of $6,147.18 dated March 28, 2006. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve Pre-Issued General Fund Vouchers Numbered 16632 through 16641 in the amount of $7,903.38 dated March 22, 2006. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Administrative Approvals: Finance Manager Barbara Irving presented a Resolution for Investment of Funds to be approved. This resolution is updated every year due to rotation of Commission positions. The secretary of the Board is authorized to signed investment and transfer of funds letters to the Treasurer. Judy Teitzel is Secretary for 2006.

Motion: Commissioner Dave Prosser made a motion to pass Resolution #1-2006 Investment of Funds. Commissioner Doug McKenzie stepped down and seconded the motion. Motion passed.

Staff Reports:

<u>Financial & Administrative Report</u>: Finance Manager Barbara Irving presented the February 2006 Financial reports. Year to date budget figures have not been met, both in Revenues and Expenses due to the Tichenor Upper Floor Expansion project (which was budgeted to begin January 2006) has not yet started. Grant and loan money was expected to be received in January and February, and construction dollars were expected to be spent.

A brief time was spent on how to read the reports.

<u>Facilities & Operations Report</u>: Facilities & Operations Manager Keith Chamberlain brought the Commission up to date on the progress of several maintenance projects:

Skye Building framing for two (2) new offices is done. Sheet rock installation will begin tomorrow.

Beacon Rock Golf Course's new deck is being worked on.

Spring maintenance to get the parks into shape is taking place. As a general note, the replaced **Burlington Northern railroad crossing** on **Russell Street** is extremely rough. Everyone show be careful until the railroad paves.

<u>Business & Projects Report</u>: Business Development Manager John McSherry reported there was an **IAC representative** here today to inspect the **Boat Launch** project. A number of ADA requirements have not been met with the project. A letter outlining those requirements is expected to be received in a few days.

John spoke to **Beacon Rock State Park** regarding the removal of soil from Parcel 2. The estimated time of removal is the last part of June 2006.

Several tenants have either vacated or are moving to another Port facility. **Windwing** moved out of the **Rigging Loft** and a walk through was done on Friday, March 17th. **BAE**, Inc. was in Tichenor Suite #40 will be moved out by March 31st. **Normandeau**, Inc. in Tichenor Suite #45 will be moving to #40 and lease half the **Rigging Loft**. **MFG's** lease in Tichenor #65 will move to vacant #105 when the insulation/sound proofing on that suite is complete (in the next few weeks).

Slingshot, a new tenant will be moving into Tichenor Suite #45 and #65 in the next few months. The office floor plan was discussed. Commissioner

Prosser will meet with **Slingshot** and discuss the floor plan. Both Commissioners (McKenzie and Prosser) agreed that the Port would demo the existing offices if they rebuild to suit their needs –or–**Slingshot** would need to accept the office as is and the Port will raise the current office walls to a height sufficient to install ceilings; carpet the back room (currently used as a garage) and open the wall between the front and back to create one space.

Discussion on office furniture available from tenant, **BAE**. ***Motion*** by Commissioner Prosser to purchase office furniture from **BAE** within budget restraints. Commissioner McKenzie stepped down and seconded it. Motion passed.

John reported interest from potential tenants in leasing the remaining ½ of the **Rigging Loft**. Commissioner McKenzie stated that at the last meeting he expressed that he was not interested in leasing the second half of the Loft to a tenant until a new maintenance shop was built. The maintenance crew needed that area for their use. He said he had not changed his mind and Commissioner Prosser agreed with the need for maintenance to use the **Rigging Loft**.

Tichenor Suite #105 insulation was discussed. John stated that fire separation insulation is not necessary; we will be able to sound insulate without fire proofing the floor between #105 and the upper suite #100. We have received bids from contractors to do this work. The Commission authorized John to award the contract to the lowest bidder who could do the work on April 10th.

North Bonneville new building was discussed. **MFG**, currently in **Stevenson Industrial Building** and suite #65 of the Tichenor Building, has requested a new 20,000-25,000 sq. foot building for a new project they will be starting. John has been investigating the North Bonneville area between the **Skye Building** and the **Discovery Building**. **Burlington Northern** railroad owns a triangular piece of land next to the **Skye Building** and if we can lease that land, there would be enough room for **MFG's** expansion. **MFG** has stated they would commit to a long term lease. Finance Manager Barbara Irving stated that the numbers needed to be worked out as far as how the Port would pay for a new building and the ability to survive if **MFG** vacated. The Commissioners asked staff to do the following:

1. Secure the triangle piece of land that is owned by BNSF.
2. Ask for engineers presentations on what kind of building would be best suited for that property. Once the kind of building is decided, then award the engineer with the contract and have them come up with cost estimates.

3. Develop a plan for financing the project
4. Define the risks

Motion by Commissioner Prosser to pursue **Burlington Northern Railroad** to lease the Port the triangular shaped piece of property south of the **Skye Building** and if we can get a yes on the property, John McSherry is to proceed with seeking bids on engineering. Commissioner McKenzie stepped down and seconded the motion. Motion passed.

Attorney's Report: Port Attorney Ken Woodrich was not in attendance.

Other Business:

Chamber Representative: Commissioner Prosser agreed to be the Port's representative to the Chamber of Commerce.

Schedule Workshop: The workshop to redefine staff responsibilities was put on hold until Commissioner Teitzel could be reached to set the time and date.

Commissioner Prosser asked that another workshop be set up to discuss the general direction and long range plans for the Port. No date set.

Executive Session: None.

Adjournment: Chairperson McKenzie adjourned the meeting at 6:01 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be, Tuesday April 11, 2006 at 4:00 p.m.

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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Barbara Irving, Finance Manager