

**Port of Skamania County
Board of Commissioners
First Monthly Meeting
January 8, 2002**

Attendance: Commissioner Judy Teitzel, Commissioner Brian Adams, Commissioner Matt Masco, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry, Port Auditor Jan Fancher and Administrative Assistant Deana Midland. Public in attendance were Greg and Pattie Arnold.

Call to Order: Commissioner Judy Teitzel called the meeting to order at 4:10 pm.

Approval of Minutes: Commissioner Brian Adams made a motion to approve the minutes of the December 4, 2001 with a hand written correction. Commissioner Judy Teitzel seconded the motion. The motion passed.

Treasurers Report: Port Auditor Jan Fancher gave the Treasurers Report for the months of November and December 2001, including a, Cash Balance Spread Sheet, Daily Cash Journal, Profit and Loss Report, and an Income and Expense Graph. Jan announced the IRS travel mileage reimbursement rate per mile for 2002 is \$.365.

Commissioner Brian Adams made a motion to accept Resolution #01-2002. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Vouchers: Commissioner Matt Masco made a motion to approve General Fund Vouchers Numbered 13148 through 13172, in the amount of \$13,391.90. Commissioner Brian Adams seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Capital Development Fund Vouchers Numbered 20061 through 20062 in the amount of \$11,125.70. Commissioner Brian Adams seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Wind River Nursery Site Fund Vouchers Numbered 30041 through 30042 in the amount \$110.00. Commissioner Brian Adams seconded the motion. The motion passed.

Pre Issued Voucher Approval: Commissioner Brian Adams made a motion to approve Pre-Issued Payroll Vouchers Numbered 13143 through 13147 in the amount of \$5,511.78. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Pre-Issued General Fund Vouchers Numbered 13123 through 13142 in the amount of \$14,038.96. Commissioner Matt Masco seconded the motion. The motion passed.

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Commissioner Brian Adams made a motion to approve Pre-Issued General Fund Vouchers Numbered 13099 through 13122 in the amount of \$3,992.01. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Pre-Issued General Fund Payroll Vouchers Numbered 13092 through 13098 in the amount of \$9,697.55. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brain Adams made a motion to approve Pre-Issued Beacon Rock Capital Improvement Fund Voucher Numbered 502 in the amount of \$2,822.00. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brain Adams made a motion to approve Pre-Issued Wind River Nursery Voucher Numbered 30040 in the amount of \$126.26. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Pre-Issued Capital Development Fund Vouchers Numbered 20058 through 20060 in the amount of \$15,551.72. Commissioner Matt Masco seconded the motion. The motion passed.

Public Comment: Pattie Arnold provided comments on the Port's Comprehensive Resource Development Plan regarding the High Speed Internet Access Project. Pattie commented the Port should pursue this project making it even a higher priority than currently identified. She commented it is very important for Skamania County in the near future and in the Port's efforts to attract new businesses.

John gave a brief update on the Discovery Building. A date was set for Tuesday January 15, 2002, at 2:00 pm. The Arnold's announced they will be holding an Open House on February 1, 2002, from 4:00 pm to 6:00 pm.

Executive Directors Report: Anita handed out a copy of her January calendar printed from Microsoft Outlook. All staff will be using Outlook as their calendaring system using the linking capabilities.

Commissioner Matt Masco announced his formal resignation date would be February 12, 2002.

Anita discussed with the Commissioners the schedule for appointment of a replacement for Matt's board position and makes an appointment at our first meeting in February. The Commissioners agreed to conduct interviews at our next Port meeting.

Anita handed out the 2002 First Quarter Work Plan/ WACERT list for the Commissioners information.

Anita handed out a First of the year "Clean-up" Resolution for the Commissioners consideration. This resolution was recommended to Anita's as a great first of every year resolution to clarify authority to meet

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the needs of the Port and the County Treasurer. This resolution will be presented for approval at the next meeting.

Anita handed out a draft 2002 Capital Development Budget for Commissioners consideration and approval at the next meeting.

Anita also handed out a 2002 Wind River Nursery Budget for the Commissioners consideration and approval at the next Commission meeting, on January 22, 2002.

Anita reported she and Ken had signed a new Retainer Agreement between them according to the directions previously received from the Commissioners.

Anita passed out the First Draft 2001 Year End General Fund Budget Report. Jan and Deana still have to reconcile the report as they are about \$1,300.00 off. A final 2001 Year End report on all Port Fund Accounts will be available by the first meeting in February.

Anita gave the Commissioners a brief update on the Wind River Nursery Site and the Conveyance.

Approval of the Ports 2001-2003 Comprehensive Resource Development Plan was postponed until the next meeting. Anita asked for all comments so she could present a final document for approval.

Next Meeting: The next meeting of the Board of Commissioners will be held on Tuesday, January 22, 2002 at 4:00 p.m.

Adjournment: The meeting was adjourned at 5:50 p.m.

Commissioner Matt Masco

Commissioner Judy Teitzel

Commissioner Brian Adams

ATTEST:

Administrative Assistant, Deana Midland