Port of Skamania County
Minutes of the
Board of Commissioners
Meeting of October 8, 2002

Call to Order: In the absence of Board President Commissioner Teitzel, Commission Secretary Doug McKenzie called the meeting to order at 4:02 p.m.

Attendance: Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Business and Project Development Manager John McSherry, and Acting Administrative Assistant Lynee Sapere. Commissioner Judy Teitzel was on an excused absence due to her vacation. Members of the public in attendance for portions of the meeting were Keith Liggett and Brian Adams.

Public Comment: None at this time.

Agenda Note: Commissioners decided at this time to hear portions of staff reports first so that members of the public could have input regarding up-coming projects.

Project Report: Anita reported John continues to work on the Fiber project and things have been changing as it progresses. Private enterprise is moving ahead with the installation of a fiber optic cable route from the NoaNet Point-of-Presence off Loop Road to Stevenson. Fiber to School Street (at Hot Springs/ Alameda) will be installed right away. Brian Adams commented permitting and funds are currently in place, and the cable is on order. Fiber from School Street to Vancouver and down to Main Street (Second Street) will be installed early spring of 2003, to coincide with the Downtown Main Street Project while the streets are under reconstruction.

Due to the success of private enterprise, Anita is proposing the Port amend our Scope of Work, which now includes installing fiber from the NoaNet PoP to the Tichenor Building, to now designing and installing fiber only between the Tichenor Building and a point behind the Sprint Building on First Street where it can be easily accessed by several private Internet Service Providers to benefit current and potential tenants of the Tichenor Building. (The design and permitting portion of our fiber project is funded with $7,000 from the State.) Doug asked whether the costs would be substantially less in light of the proposed change. John estimates we will see only about a $1,600 savings since much of the engineering, planning, permitting costs remain the same (the largest is the cost to cross the BNSF railroad). John gave the commissioners ballpark estimates on the costs at 200 feet underground @ $35/foot and 600 feet overhead @ $6/foot including engineering. John indicated once this project is complete, users would have a choice of providers such as SawNet, Gorge.Net, and Sprint whom could lease fiber form the Port to provide services which would benefit our tenants and help us attract business from the high tech industry. Discussion followed.

John also proposed to use the cost savings to initiate the possibilities as of bringing broadband capabilities to the Port properties in North Bonneville. Discussion followed. It was suggested we use the extra $1,600 to take the cable on from the Tichenor Building down Cascade Avenue for optional access from the Rigging Loft and Stevenson Industrial Building. Another suggestion was to put “splice boxes” at each Port building /property along Cascade for future potential use. These ideas were well received and seemed to be a good use of the extra funding. The Commissioners agreed to the change in Scope of Work to route from the Tichenor Building to a location to where various private ISP business could connect on Second Street, rather than duplicate the work of private enterprise by going all the way to the NoaNet PoP.

Attorney’s Report: Ken has nothing to bring up in the general meeting.

Marketing and Business Development Report: John reported he continues to work with the call center that is interested in locating here. The EDC brought them to us. They are looking for 5000 square feet with partitions and computer workstations in addition to broadband capabilities. They plan to employ 40 people initially including 10 technical/managerial and 30 wage or part-time positions. Their “product” is a shared customer service and marketing out-source for many types of businesses. All expressed an interest in the job-creation potential. Some concerns were: parking for employees, wage/hour/benefits for workers, level of “tenant improvements” that have been requested and whether these are too business-specific, and protecting Port investment with contingency agreements.

Anita discussed several options for accommodating this type of client in the Tichenor building including using current space and/or building out over the top of the highbay space to create more office space. Dave suggested we investigate a grant to build out the office space to the waterfront views for great future tenant potential. Anita indicated this is definitely something we want to do and thinks we should move ahead on. She also discussed relocation of our offices to make room for the call center and still accommodate our existing tenants. She is exploring the options for space. The Old Saloon Building is our fall-back option!

John reported the Corps of Engineers is moving the main entrance to the Washington side of the Bonneville Dam down to the Dam Access Road and Fisherman’s Access Road intersection area. This news ties in with our Fort Cascades Nation Historic Site Improvement Project. A call for projects for the Forest Highway Access Enhancement Program is out We made a presentation to the board for funds under this program over a year ago when it was thought they may have some extra funding. We were not funded at that time. This year we will try again and after a meeting with the Corps of Engineers and the Forest Service it appears the project is very well liked by the Corps and may have a good chance for funding, and the Corps may be the lead applicant. We originally started the project to enhance the site for the Corps in exchange for an easement along the Fisherman’s Access Road so we could widen the road to accommodate the traffic from SR14 to Parcel 2, our Fort Cascade Business and Industrial Park. John will continue to work this project.

John also said the website is nearly finished and he is working on next year's budget.

Approval of Minutes: This action is postponed until the next meeting.

Vouchers: Commissioner Doug McKenzie stepped down and made a motion to approve Corrected General Fund Vouchers Dated September 24, 2002 Numbered 13746 through 13790 in the amount of $32,088.13. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Doug McKenzie stepped down and made a motion to approve General Fund Vouchers Numbered 13791 through 13823 dated October 8, 2002 in the amount of $21,090.14. Commissioner Dave Prosser seconded the motion. The motion passed.

Executive Directors Report: Anita distributed the Management Letter received from the State Auditor's Office. The letter is written to assist us in improving our internal controls. The issue referred to in the letter is the receipt of federal funds and subsequent payment of authorized expenditures in a timely manner. We had one instance where we did not make our payment of a prior authorized expense in a timely manner. Controls have been initiated to assure this situation does not reoccur.

Anita asked if the commissioners if they had a chance to consider a letter, which they received at home from WPPA, which was, also included in their packet, on Referendum #51, the Gas Tax for Transportation Projects. Discussion followed. Anita will send a response indicating the commission is not prepared to make a decision at this time.

Anita reminded the commissioner of the budget schedule.

Anita reported on a meeting she had with Bob Wittenberg of the PUD. She and Bob discussed the possible purchase of the Carson Water System by the PUD. They also discussed the potential of putting the power currently on poles underground when our fiber optic cable project is under construction. The Kiosk will be relocated this winter or spring to make way for the Art-in-the-Park piece. It would be nice to have the poles in that vicinity gone by then too.

Executive Session: Ken distributed a list of items that can be discussed in an Executive Session. The list is designed so a specific item, which is the purpose for holding an executive session, can be easily checked on this list and the list attached to our minutes as standard procedure. The Commissioners announced they would adjourn into an Executive Session with the Attorney and Executive Director for approximately 20 minutes under Item (i) on the Executive Session Checklist, for the purpose of discussions with legal council.

The Commissioners came out of Executive Session at 5:50 pm with no decisions being made.

Next Meeting: The next regular monthly meeting of the Board of Commissioners will be our second regular monthly meeting of October, to be held on Tuesday, October 22, at 4:00 pm.

Adjournment: The meeting was adjourned at 5:54 pm.

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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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Lynee Sapere, Acting Administrative Assistant