

**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.

Commissioner Judy Teitzel

Commissioner Doug McKenzie

Commissioner Dave Prosser

ATTEST:

Deana Midland, Administrative Assistant