

---DRAFT FOR APPROVAL---

**Port of Skamania County
Minutes of the
Board of Commissioners Regular Meeting
December 6, 2007**

Call to Order: President Prosser called the meeting to order at 4:02 p.m. with public comment open until 4:32 p.m.

Swearing in of Elected Commissioner – Tony Bolstad: County Auditor Mike Garvison completed the swearing in of Tony Bolstad for Port District Commissioner Position No. 1 (Remaining two year term of a six year term from November 27, 2007 through December 31, 2009) in and for Skamania County, Washington by administering the Oath of Office.

Attendance: In attendance from the Port were Commissioner Dave Prosser, Commissioner Tony Bolstad, Commissioner Judy Teitzel, Port Attorney Ken Woodrich, Port Manager John McSherry, Accounting Tech. Tina Tarani, Administrative Assistant Julie Mayfield, and Facilities Specialist Karl Wilkie. Commissioner Elect W.D. Truitt was in attendance to observe the meeting.

Public Comment: None

Meetings and Seminars:

- **Washington Public Ports Association New Commissioner Seminar:** Commissioner Bolstad attended the WPPA New Commissioners Seminar on November 13, 2007.
- **Washington State Auditor's Entrance Conference:** Port Manager John McSherry, Commissioner Judy Teitzel, Port Auditor Monica Masco, and Accounting Tech. Tina Tarani met with Kirk Gresham and Jasen McEathron from the Washington State Auditor's Office for the State Audit Entrance Conference on December 3, 2007 at the Port office.
- **Skamania County Chamber of Commerce:** John attended the Chamber Board Meeting on December 6, 2007 wherein the 2008 Budget was passed; dues which have not been increased in twenty (20) years were increased by 10%.

Minutes Approval: ---Motion--- Commissioner Teitzel moved to approve the minutes of the November 27, 2007 regular scheduled meeting. Commissioner Prosser stepped down and seconded. The motion carried.

Voucher Approvals: ---Motion--- Commissioner Bolstad moved to approve the Pre-Issued General Fund Vouchers numbered 10784 through 10785 in the amount of \$2,000.00, dated December 3, 2007. Commissioner Teitzel seconded. The motion carried.

---Motion--- Commissioner Bolstad moved to approve the General Fund Vouchers numbered 10786 through 10806 in the amount of \$17,025.98 dated December 6, 2007. Commissioner Teitzel seconded. The motion carried.

Administrative Approvals: ---Motion--- Commissioner Tetizel moved for the ratification of the signature by President Dave Prosser of the Final CERB Contract for the Port's District Wide Economic Impact Feasibility Study Grant. Commissioner Bolstad seconded. The motion carried.

A discussion took place on two outstanding accounts receivables. The Board instructed staff to draft a resolution for the Burlington Northern debt of \$843.85 for the next Port meeting of January 8, 2008 stating the Port received adequate consideration to satisfy the account receivable by improvements made by Burlington Northern to the Russell Street railroad crossing and the adjacent right-of-way area. Staff is to continue work on the Great American River Journeys debt of \$9,479.49 by obtaining proof of bankruptcy filed by the owners of Great American River Journeys.

Staff Reports:

- **Manager's Report:** Presented by Port Manager John McSherry:
 1. Karl is constructing two new offices for Port tenant Battelle in the Skye Building.
 2. Port tenant Molded Fiber Glass Companies/NW (MFG) is finishing retooling their plant and they anticipate being up to full production by the end of January 2008. MFG expects the number of their employees to increase with the making of the hoods and fenders for a new military vehicle.
 3. A kiosk is planned to be installed at East Point to improve communications with the kite boarding community.
 4. A call for firms interested in being the Port's Professional Services List for architecture and engineering projects in 2008 has been published in the DJC and Skamania County Pioneer.
 5. John will be putting out a bid for the installation of the Floating Wave Break for the North Cascade Avenue Boat Launch Improvement Project.
 6. The Port/Chamber/EDC Annual Open House is Friday December, 14, 2007 from 11:30 am to 2:30 pm at the Chamber offices.
 7. Lease negotiations with Port tenant Galaxy Manufacturing are continuing.
 8. The Skamania County Public Health Department, being on alert to evacuate during the last storm, was prepared to move into the Port's

Tichenor Building Suite #90, when the storm ended and the water in Rock Creek subsided. It was decided they would not evacuate.

9. Port tenant Slingshot Sports, upon finalization of lease negotiations and signing of lease, stated they would like to move into Tichenor Suite #60 December 17, 2007. [Executive Session called at end of meeting under RCW 42.30.110(c)]

Julie Mayfield left the meeting at 4:43 p.m.

- **Facilities Report:** Presented by Facilities Specialist Karl Wilkie:
 1. Karl has been doing maintenance on leaking roofs, gutters, and ditches due to the last rain storm.
 2. Tichenor Suite #90 was cleaned in anticipation of the Skamania County Health Department moving in.
 3. The construction of two new offices at the Port's Skye Building for Port tenant Battelle is moving forward, and Bonney Electric is scheduled to begin work.
 4. A flagstone patio has been put in at Teo Park next to the sculpture; and other general landscaping maintenance has been performed in the parks.
 5. HVAC maintenance work has been performed for all the Port buildings per existing maintenance contract with Three Rivers Heating.
 6. Various grounds maintenance was completed, including draining of irrigation systems, and the repairing of the Kubota tractor's motor.
 7. The Port park public restrooms are still open and maintenance continues to be performed due to the large amount of public use they receive.
- **Attorney's Report: Presented by Port Attorney Ken Woodrich:**
 1. Two earnest money agreements have been prepared and have been mailed along with the respective letters.
 2. Ken worked with John on other lease issues.

Other Business:

- Port Attorney Ken Woodrich announced he was appointed City Attorney for the City of White Salmon.
- A brief discussion of Port projects took place. Commissioner Bolstad requested a summary list of capital projects for review each meeting.

Executive Session: Commissioner Prosser called for an Executive Session at 5:12 p.m. for approximately fifteen (15) minutes ending at 5:27 p.m. under RCW 42.30.110 (c) to discuss the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreases price.

The Commission came out of Executive Session at 5:27 p.m. with no decision being made.

---Motion--- Commissioner Teitzel moved to approve allowing Port Manager John McSherry to continue negotiations with Slingshot Sports so they can move into Tichenor Suite #60 in a timely manner within the lease parameters discussed; and further to give Port Manager John McSherry authority to lease. Commissioner Bolstad seconded. The motion carried.

Adjournment: The Chairman adjourned the meeting at 5:48 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Thursday December 20, 2007 at 4:00 p.m.

APPROVED BY:

Commissioner Dave Prosser, President

Commissioner Judy Teitzel, Vice-President

Commissioner Tony Bolstad, Secretary

ATTEST:

Tina Tarani, Accounting Tech.