

**Port of Skamania County
Board of Commissioners
Special Workshop Meeting
June 13, 2002**

Call to Order: Commissioner Brian Adams called the meeting to order at 4:07 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Brian Adams, Commissioner Doug McKenzie and Executive Director Anita Gahimer Betty Lease, citizen from North Bonneville, attended also.

Other: Purpose of this meeting is to discuss the role and responsibilities of the Executive Director.

Commissioner Doug McKenzie wanted to know if the Resolution provided to them for the meeting is a new one. Anita said it is a copy of the one she presented in January which was modified. Anita said that there are some authorities that have to be re-established every year by statute. She said this is the resolution provided to her by George Fox. It is the resolution he uses every year for his Ports and that several other Ports have signed this type of resolution. Commissioner Teitzel wanted to know which Ports have done this. A discussion followed regarding which resolutions are done every year and which are needed only once. A question was asked by Betty regarding how many signatures are required on the Port warrants. Anita responded that only one signature is required. Commissioner Doug McKenzie indicated that the people named in the Resolution to sign warrants should remain the same.

Commissioner Doug McKenzie directs Anita to document any changes that she makes so that the Commissioners may see the alterations. Commissioner Brian Adams commented that there are features in MS-Word that can be used to track the changes.

Commissioner Brian Adams asked Anita if she had any issues or changes. Anita specified that what is important to her is that the Job Description Authorities are more clear to cover her and the Port. Anita feels she is in a very difficult position not knowing the full extent of her authorities.

Commissioner Judy Teitzel would like to be notified of any modifications or new information prior to the meetings so that there are no surprises for the Commissioners during a meeting. Anita would like to know if she could have the Commissioners' email addresses so that she could keep them informed in a more timely manner. The commissioners were concerned whether they need to retain correspondence and documents from the Director for 6 years. Anita reassured them that the Port already must keep the record copies on file for 6 years, as the documents are public record.

The Commissioners are not making any changes to the Duties and Responsibilities of the Executive Director.

**Port Meeting
June 13, 2002
Page 2**

Anita had handed out at the previous meeting two documents regarding delegation of authorities including the resolution and a samples of authorities from other Executive Directors. The Commissioners would like to go through each line item.

The Delegation of Authority to sign checks in the Directors absence is to remain the same.

Commissioner Doug McKenzie asked Anita about the disposition of the Wind River Nursery Fund and Anita responded that the fund account needed to be closed. The commissioners would like to have the fund money put into a reserve fund account. This issue will be discussed at the regular meeting on June 25, 2002.

Anita explained that once the Budget is established and adopted it never gets changed.

Commissioner Doug McKenzie questioned #4 and specified that the Executive Director is to seek Commissioner approval regarding terminating and hiring staff. This item will be reworded for clarification to accurately reflect the personnel manual.

Commissioner Doug McKenzie commented on #5 that he would like Anita to record a dollar amount on the contracts so the Commissioners can track the figures.

Commissioner Doug McKenzie commented on #8 that it is unnecessary as we have the personnel policy. Commissioners also questioned whether #9 needs prior approval. Anita wanted to know if Commissioner Doug McKenzie had any problem with her delegating her authority to whom ever she feels is responsible. The Commissioners asked her to eliminate #10, which will be discussed at another time. Commissioner Brian Adams feels there should be a signature line at the bottom of #11.

Anita will prepare a new resolution incorporating all of the above changes using the "show changes" WORD feature for the commissioner's review and consideration for approval at the next meeting.

The commissioners discussed a schedule for approval of the Comprehensive Resource Development Plan. The commissioners need more time to read the plan in detail. Commissioner McKenzie said he would like to see Anita's suggested changes.

Anita gave a brief status report on the LifeTek lease. Commissioner Adams left the meeting as Anita said she had one quick item on the fiber project. Following Brian's exit from the room Anita passed out her letter of response to SawNet resulting from their letter to her which was discussed at our regular Port meeting last Tuesday.

**Port Meeting
June 13, 2002
Page 3**

Adjournment: The meeting was adjourned at approximately 5:25 p.m.

Commissioner Doug McKenzie

Commissioner Judy Teitzel

Commissioner Brian Adams

ATTEST

Anita Gahimer