

**Port of Skamania County
Board of Commissioners
Second Monthly Meeting
March 26, 2002**

Attendance: Commissioner Doug McKenzie, Commissioner Judy Teitzel, Executive Director Anita Gahimer, Attorney Katie Archer filling in for Ken Woodrich, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry, Port Auditor Jan Fancher, and Administrative Assistant Deana Midland. Commissioner Brian Adams is on an excused absence.

Call to Order: Acting In Commissioner Brian Adams' absence Commissioner Doug McKenzie called the meeting to order at 4:04 pm.

Approval of Minutes: Commissioner Judy Teitzel made a motion to approve the minutes of the February 12, 2002 meeting with a hand written correction. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Vouchers: Commissioner Judy Teitzel made a motion to approve General Fund Vouchers Numbered 13325 through 13350, in the amount of \$19,959.56. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Commissioner Doug McKenzie stepped down and made a motion to approve Corrected Voucher Cover Sheet for Vouchers Numbered 13285 through 13324 in the amount of \$17,861.98. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Doug McKenzie asked how the search for the tape recorder for the meetings was coming along. Anita reported they were still looking for a recorder/transcriber that will accommodate at least two microphones.

Treasurers Report: Port Auditor Jan Fancher gave the Treasurers Report for the month of February 2002, including a Cash Balance Spread Sheet, Daily Cash Journal, Profit and Loss Report, and an Income and Expense Graph.

Other: Anita reported she has been working with a potential tenant for the Old Saloon Building. Anita handed out a draft lease agreement for this tenant, asking the Commissioners to let her know as soon as possible if they had any comments.

Commissioner Doug McKenzie said he would like a credit and reference check done on all potential new tenants. Anita explained her approach to the broad and varied prospective tenants she works with.

Anita report we received grant funding from the USDA Forest Service Rural Community Assistance for a portion of our Marketing Project. John wrote and submitted the grant earlier this year. A request for the remaining funds needed will be submitted to the Bi-State Advisory Board for

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National Scenic Area Economic Development Fund. This Port cash to match these grants is included in the Port budget this year. John and Anita briefly described the project.

Anita announced the Pathway Interpretive Signs would be here on Friday.

Anita reported the Waterfront Improvement Project Design and Engineering Grant is closed out. Anita attended the Washington State Interagency Coordination Council grant program workshop she attended in anticipation of seeking funding for implementing the Waterfront Improvement Project for which design and engineering was recently completed.

Anita announced the vacant Chamber Director position would be discussed by the Board this Thursday. She anticipates they will discuss making an offer to the most successful candidate from their recent interview process.

Anita gave a Wind River Nursery Project update to the Commissioners, describing her presentation yesterday to the Board of County Commissioners. Anita handed out copies of the documents she provided during her presentation.

Anita is preparing the final Beacon Rock Golf Course RFP package, getting it ready to be advertised.

Anita announced Brain Baird would be here on April 1, 2002, at 12:45 pm for a town hall meeting, and then meeting with her later, at 2:15 pm regarding the National Science Foundation FY2003 Budget.

Anita is preparing a confirmation letter to the State Auditor reporting our receipt of over \$300,000 in federal funds during CY2001.

Executive Session: The Commissioners went into session at 5:55 pm for approximately 15 minutes for real estate purposes. The Commissioners came out of Executive Session at 6:03 pm with no decisions being made.

Next Meeting: The next meeting of the Board of Commissioners will be held on Tuesday, April 9, 2002, at 4:00 p.m.

Adjournment: The meeting was adjourned at 6:05 p.m.

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Commissioner Doug McKenzie

Commissioner Judy Teitzel

Commissioner Brian Adams

ATTEST:

Administrative Assistant, Deana Midland