Port of Skamania County
Minutes of the
Board of Commissioners
July 22, 2004

Call to Order: Commissioner Dave Prosser called the meeting to order at 4:02 p.m.

Attendance: In attendance were Commissioner Doug McKenzie, Commissioner Judy Teitzel, Commissioner Dave Prosser, Attorney Ken Woodrich, Keith Chamberlain Facilities and Operations Manager and Business and Project Development Manager John McSherry. Members of the Public in attendance were Joanna Grammon Skamania County Pioneer, Scott Midland, Teddi Midland and Amy Weissfield. Deana was not in attendance due to sick kids.

Public Comment: Amy Weissfield handed out a flyer and informed the Commissioners and staff her reasons for running for County Commissioner. Her focus is Economic Development and she would like to work with the Port, Cities and other Governmental Agencies. There was a brief discussion to follow and then she thanked them for their time.

Minutes: Commissioner Judy Teitzel made a motion to approve the Minutes of the July 13, 2004 regular meeting. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve the Minutes of the July 15, 2004 special meeting. Commissioner Doug McKenzie seconded the motion. The motion passed.

Vouchers: Commissioner Judy Teitzel made a motion to approve General Fund Vouchers dated July 13, 2004, Numbered 15233 through 15252 in the amount of $18,016.87. Commissioner Doug McKenzie seconded the motion. The motion passed.

Facilities & Operations Manager: Keith reported to the Commissioners he has emailed Brian Adams regarding suite #40,50,60 he has not heard back from him. Keith also received a phone call from another potential tenant that is interested in part of that space.

A & B Rock is renting some space at the Wind River Building site for the next four months to store decorative rock.

Keith reported to the Commissioners the audit would begin the week of August 9th.

Keith reported on the restroom project, the plumber would be here on Monday and they would be pouring the floor next week.

Business & Project Development Manager: John gave a presentation to the Washington Investment Board.

Financial & Administrative Manager: Judy handed out cash balances for Deana. She was gone with sick kids.

The Commissioners and staff had a discussion about the upcoming audit and the time that was spent preparing by Jan and the cost. John pointed out the dollars left in the budget for the audit. Commissioner Doug McKenzie wants to know Johns recommendation about the audit. Commissioner Judy Teitzel feels Jan should be able to at least answer questions. There was a brief discussion about past audit costs.

John and Keith handed out a recommendation to the Commissioners about hiring an auditor. Commissioner Judy Teitzel was very surprised by their recommendation and feels blind sided about it. Commissioner Judy Teitzel feels it is time for someone to take care of the Port. Commissioner Judy Teitzel also said she has done some checking with other Ports our size and they contract out their Annual Report. Commissioner Judy Teitzel wanted to know how much Dennis Gale was making when he was the Port's Auditor. John responded $25.00 per hour. John and Keith also recommended Deana needs to report to the person they hire.

Teddi Midland asked why not put an accountant on retainer and during certain times when help is needed, pay for the time used and not have them on payroll.

Scott Midland in Deana's absence asked what happed to the 6-month training period. Commissioner Dave Prosser let him know this is not set in concrete and we need to know who can and cannot work together.

Commissioner Doug McKenzie supported that at the end of the month the current CPA's contract would be up. He wanted to know if we knew of anyone interested in the position and can we advertise? Commissioner Judy Teitzel feels we should contract the position. Commissioner Judy Teitzel said we gave Deana an opportunity and now we are taking it away.

John read an email from Tina Watkins State Auditor to the Commissioners about the upcoming audit. Commissioner Judy Teitzel wanted to know if there was a list to help prepare for the audit.

John said Deana wanted Jan here during the preparation of the audit and Keith said that was his understanding also. Commissioner Judy Teitzel feels we should have Jan available by phone.

Commissioner Judy Teitzel feels Deana should prepare and if she needs help to let her know. The Commissioners ok'd Jan for 10 hours of time paid.

Keith would like to know what role he and John are to take in the audit. The Commissioners told them just do your jobs unless you are questioned. Keith wanted to know who would be attending the entrance conference and Commissioner Judy Teitzel informed him she would be.

Commissioner Dave Prosser would like to meet with staff regarding some of the problems and get them laid out on the table. They will continue this meeting to July 27th at 5:00 pm. John asked the Commissioners if they would like him to bring in a facilitator to join the meeting. Commissioner Dave Prosser feels it is time the Commissioners do their job.

Commissioner Judy Teitzel handed out cash balances for Deana and Commissioner Doug McKenzie had a question on the profit and loss income for May 2003 and May 2004 regarding the Skye Building. Commissioner Judy Teitzel will leave Deana a message.

Executive Session: The Commissioners and the Attorney went into Executive Session at 5:42 pm for approximately 10 minutes to discuss I on Executive Session sheet. The form is attached to the minutes.

The Commissioners and the Attorney came out of Executive Session at 5:52 pm with no decisions being made.

Returned to Regular Session:

Commissioner Doug McKenzie told John he has done an excellent job and he is a role model and Commissioner Dave Prosser seconded that.

Commissioner Judy Teitzel wanted to know about the mediation report and would like a copy of it, Keith also would like a copy of it.

Commissioner Judy Teitzel had a couple of questions about a letter for Peggy Bryan that was in their packet and John explained the reasoning behind it.

Executive Session: The Commissioners and the Attorney went into Executive Session at 6:10 pm for approximately 10 minutes to discuss B on Executive Session sheet. The form is attached to the minutes.

The Commissioners and the Attorney came out of Executive Session at 6:15 pm with no decisions being made.

This meeting is continued to Tuesday July 27th at 5:00 pm.

July 27th Continued Meeting.

Attendance: In attendance were Commissioner Doug McKenzie, Commissioner Dave Prosser, Attorney Ken Woodrich, Keith Chamberlain Facilities and Operations Manager, Business & Project Development Manager John McSherry and Financial and Administrative Manager Deana Midland. Members of the Public in attendance were Scott Midland, Teddi Midland and Jan Fancher. Commissioner Judy Teitzel was on vacation.

Call to Order: Commissioner Dave Prosser called the meeting to order at 5:05 p.m.

Before the meeting the Commissioners let the public know public comment would be from 5:00 pm to 5:30 pm only.

Public Comment: Jan is here to support Deana Midland and what she has achieved in the past months. Jan would like the Port to consider letting her be here through the Audit.

Teddi Midland is here to see how the Port runs and is back because of the continuation of the last meeting.

John would like to clear up what was said in the last meeting what was said about the 20 year spread, John did use 30 minutes of Jan's time and maybe even a little bit more. Jan only billed for 30 minutes. There was a brief discussion to follow. John said he was amazed when Jan looked at his 20-year spread she could see what was not right and she helped him and he would like to make sure she was paid for the 30 minutes of time.

Jan was explaining to the Commissioners the importance of her being able to be apart of the audit since Deana was not involved in every thing that had gone on over the course of the past two years when Anita was still a part of the Port. Jan feels we all have the Ports best interest at heart.

The Commissioners would like to know where the Human Resources should go and who should be doing what. John and Keith are recommending hiring a controller to take the Auditors position.

Commissioner Doug McKenzie is not interested in a contract person for the Controller position. Commissioner Doug McKenzie would like to make a motion to advertise for a controller 3 days a week and direct staff to advertise for this position. Commissioner Dave Prosser stepped down and seconded the motion. The motion passed.

Commissioner Dave Prosser assured Deana this was not to eliminate her position but to add staff to help out in the office to relieve some of the tension that is going on. Ken did mention that all employees are at will employees.

John would like to bring in a mediator so we can debrief on what has just happened so everyone could work together better. The Commissioners feel it is a good thing. Keith does not feel the same. Keith will go through the mediation again if that is what they want.

Commissioner Dave Prosser wants all of us to get along, and if not things will have to change. He wants a team.

Commissioner Doug McKenzie made a motion to approve Resolution Numbered 16-2004 canceling unredeemed Warrant Numbered 14287 in the amount of $2,733.81. Commissioner Dave Prosser stepped down and seconded the motion. The motion passed.

Keith will be meeting with Brian Adams on Friday and he is sending out a draft lease to another potential tenant.

A person interested in running a Kite Boarding school here on the waterfront contacted Keith. The Commissioners are not interested in doing that at this time.

Vouchers: Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 15253 through 15261 in the amount of $11,979.84. Commissioner Dave Prosser stepped down and seconded the motion. The motion passed.

John would like to let the Commissioners know he is moving forward with the Washington Investment Board. John has some concerns about moving forward and the Commissioners have told him go ahead. He assures the Commissioners he is working close with the EDC.

Executive Session: The Commissioners and the Attorney went into Executive Session at 6:10 pm for approximately 10 minutes to discuss B on Executive Session sheet. The form is attached to the minutes.

The Commissioners and the Attorney came out of Executive Session at 6:20 pm with no decisions being made.

Adjournment: The meeting adjourned at 6:21 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, August 10, 2004, at 4:00pm.

Approved By:

Commissioner Judy Teitzel

Commissioner Doug McKenzie

Commissioner Dave Prosser

ATTEST:

Deana Midland, Financial & Admin. Manager