Port of Skamania County
Minutes of the
Board of Commissioners Meeting
January 13, 2004

Call to Order: Commissioner Doug McKenzie called the meeting to order at 4:06 p.m.

Attendance: In attendance from the Port were Commissioner Doug McKenzie, Commissioner Dave Prosser, Commissioner Judy Teitzel, Port Director Anita Crow, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, Port Attorney Ken Woodrich and Administrative Assistant Deana Midland.

Public Comment: Commissioner Doug McKenzie opened public comment from 4:00 to 4:30 pm. There were no members of the public in attendance.

Minute Approval: Commissioner Dave Prosser made a motion to approve the minutes of the November 10, 2003 meeting. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve the minutes of the November 25, 2003 meeting. Commissioner Judy Teitzel seconded the motion. The motion passed.

The Commission will approve the meeting minutes of December 10, 2003 at the second meeting in January 2004.

Vouchers: Commissioner Dave Prosser made a motion to approve General Fund Vouchers Numbered 14812 through 14846 in the amount of $22,137.84. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve Capital Development Fund Vouchers Numbered 20093 through 20093 in the amount of $36,804.06. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve Pre-Issued Capital Development Fund Voucher Numbered 20092 in the amount of $952.85. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve Pre-Issued General Fund Vouchers Numbered 14766 through 14772 in the amount of 5,193.05. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Doug McKenzie opened the floor for nominations for officers of the Board. The Board agreed to continue with the historic rotation of officer positions. Commissioner Prosser of District 2 will assume the position of President and Commissioner McKenzie of District 1 will assume the position of Secretary. A vote was taken on this agreement and passed unanimously.

Attorneys Report: Ken went over our Port District By-Laws with the Commissioners. Changes to the existing By-Laws are needed to bring the document current, and to meet the needs of the new management structure being developed as a result of the resignation of our Executive Director. One change agreed to was the addition of the position of Vice President of the Board of Commissioners. Ken will prepare a draft document for discussion at the next meeting.

The Commissioners decided to hold a workshop on January 21, at 2:00 pm to discuss changes in delegation of authorities to staff members and changes in staff job position descriptions/responsibilities.

Business and Project Development Report: John gave the Commissioners an update on the Boat Launch Project. He handed out a revised site plan and revised drawings of the restroom building for the Commissioners information. He also handed out a copy of the Public Notice for the City of Stevenson Shoreline Development Permit. The public meeting on the permit will be held on March 8th at City Hall. John reported wants to get the Request for Bid Proposals out for the restrooms and the sprinkler system construction as soon as possible.

John reported on his meetings with a person who manufacturers a cereal product and who has talked to Gorge Delights about subleasing a portion of the Discovery Building.

Facilities Specialist Report: Keith reported he and Karl spent most of Thursday and Friday down at Beacon Rock Golf Course fixing frozen and broken pipes from our very cold weather last week. Keith also reported MFG had a broken sprinkler line, and they spent some time at the Skye Building addressing leaky pipes.

Keith reported the Art Piece in Teo Park is broken. The City has contacted the artist who will be doing the repairs.

Keith reported the Discovery Building also had a couple of roof leaks but nothing to worry about.

Keith reported Sherman Technical Industries would be moving in some new equipment.

Karl has been moving snow around so we all have a place to walk and park.

Keith reported Molded Fiber Glass is up and running after their holiday shut-down.

Administrative Report: Deana Reported she had been working on the 2003 Financial Statements and State Auditors Report with Jan. Also working on closing 2003 and getting ready for 2004.

Executive Directors Report: Anita let the Commissioners know there will be a meeting to receive public comments on the proposed new bridge across the Columbia River between Hood River and Bingen, to be held on January 22, 2004, at the Hood River Inn.

Anita passed out to the Commissioners the Washington Government Entity Pool annual report for 2003.

Anita presented a Levy Certification Form for the Commissioners consideration and approval, and signature by the Board President. The Form modifies the Tax Levy amount within our budget, to allow for an additional $333.00 we are anticipated to receive as a result of a higher evaluation of our utility district, per the Assessor's Office. This will bring our total Tax Levy for 2004 up to $193,844.00. The bottom line of our budget is not changing however, our total revenues and expenditures will remain the same. Commissioner Doug McKenzie made a motion to approve the Levy Certification Form, and to authorize the President of the Board to sign such. Commissioner Judy Teitzel seconded the motion. The motion passed.

Anita passed out copies of recent legal papers received to the Commissioners for their information.

Anita reported to the Commissioners Molded Fiber Glass (MFG) has exercised their option to extend their lease agreements with the Port for another two years. In addition, they have asked to modify their remaining option to renew clauses. This modification will allow MFG, if they exercised their options to renew for the longest term possible, another eight years in their existing spaces. The Commissioners agreed they would like Anita to move forward with the amendment as requested by MFG.

Anita reported to the Commissioners there have been four inquiries about leasing the north half of the Wind River Building. We still have a lease offer out to North American Manufacturing which includes the terms discussed at our last meeting. Anita reported she heard from North American this afternoon and they are still interested in leasing the entire building. The commissioners told Anita to let North American Manufacturing know we have other tenants looking at the space and that we retain our right to lease to another tenant. Anita will send a letter to North American.

Executive Session: The Commissioners, the Attorney and the Executive Director went into Executive Session at 6:23 pm for approximately 10 minutes, to discuss legal issues. Please see attached Executive Session Checklist Form.

The Executive Session ended at 6:33 pm with no decisions having been made.

Back into Public Session: Regular session resumed at 6:33 pm.

Adjournment: The meeting adjourned at 6:35 pm.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, January 27, at 4:00pm.

APPROVED BY:

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Commissioner Doug McKenzie

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Commissioner Judy Teitzel

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Commissioner Dave Prosser

ATTEST:

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Deana Midland, Administrative Assistant