Port of Skamania County
Minutes of the
Board of Commissioners Regular Meeting
October 15, 2007

Call to Order: President Prosser called the meeting to order at 4:00 p.m. with public comment open until 4:30 p.m.

Attendance: In attendance from the Port were Commissioner Dave Prosser, Commissioner Greyson Rudd, Commissioner Judy Teitzel, Port Attorney Ken Woodrich, Port Manager John McSherry, Accounting Tech. Tina Tarani, Administrative Assistant Julie Mayfield, and Facilities Specialist Karl Wilkie.

Public Comment: In attendance from the public was Mr. Waters who arrived to the meeting at 4:10 p.m. Mr. Waters had no comments.

Meetings and Seminars:

- **Prevailing Wage Workshop:** Facilities Specialist Karl Wilkie attended a Prevailing Wage Workshop on October 9, 2007 in Vancouver, WA.

- **North Bonneville City Council Meeting:** Port Attorney Ken Woodrich attended the last North Bonneville City Council meeting and noted that the City of North Bonneville may need dirt and may be inquiring with the Port for dirt from Parcel II.

- **Senator Cantwell:** Port Manager John McSherry attended a meeting at the Port office conference room on September 27, 2007 with a representative from Maria Cantwell's office and other officials from the community.

- **Senator Murray:** John attended a meeting with Senator Murray on October 8, 2007 at Rock Creek Center in Stevenson, WA with the Senator and other officials from the community.

- **Port Facility Security Plan:** John met with Sheriff Dave Brown on October 8, 2007 about updating the Port Facility Security Plan for Stevenson Landing.

- **Galaxy Manufacturing:** John met with Port tenant Glenn Strutz of Galaxy Manufacturing today to discuss his lease with the Port that will be expiring soon. (see Port Manager's report for more information).

- **<u>Skamania County EDC</u>:** John met with Peggy from the EDC on October 1, 2007; she will be reviewing the proposals received for the Port's District Wide Economic Impact Feasibility Study. (see Port Manager's report for further information).

- **<u>Consultants</u>:** John has met with several consultants for the Port's District Wide Economic Feasibility study over the past two weeks.

- **<u>Beacon Rock Golf Course</u>:** John met with Port tenant Kevin Combs of Beacon Rock Golf Course on October 2, 2007 to discuss capital development projects for the 40^{th} Anniversary of B.R.G.C. that will take place in 2011. (See Port Manager's Report for further information).

- **<u>Community Action Team</u>:** John attended the C.A.T meeting on October 3, 2007 to update the community projects. The Port's Tichenor Interior Expansion Project is priority three on the list of community projects; the PUD project for developing a new water source in Carson, WA is number one on the list; the upgrade to the North Bonneville sewer system is number two on the list.

- **<u>IAC</u>:** John met with the IAC in Vancouver, WA to help prioritize the State's boating need for the next biennium.

Minutes Approval: ***---Motion---*** Commissioner Teitzel moved to approve the minutes of the September 25, 2007 regular scheduled meeting. Commissioner Rudd seconded. The motion carried.

Voucher Approvals: ***---Motion---*** Commissioner Rudd moved to approve the Pre-Issued General Fund Vouchers numbered 10649 through 10656 in the amount of $4,765.42, dated October 3, 2007. Commissioner Teitzel seconded. The motion carried.

---Motion--- Commissioner Rudd moved to approve the General Fund Vouchers numbered 10657 through 10683 in the amount of $41,719.32, dated October 15, 2007. Commissioner Teitzel seconded. The motion carried.

---Motion--- Commissioner Rudd moved to approve the General Fund Vouchers numbered 10684 through 10691 in the amount of $4,503.86, dated October 15, 2007. Commissioner Teitzel seconded. The motion carried.

Administrative Approvals:

- **<u>CERB</u>:** A brief discussion took place about **Resolution No 13-2007**. John McSherry stated CERB requires the President of the Commission Board to sign the contract, which is not ready to be signed during the meeting. ***---Motion---*** Commissioner Teitzel moved to approve **Resolution No. 13-2007**, A Resolution of the Port of Skamania County to accept the terms and conditions set forth by the Washington State Economic Revitalization Board (CERB), in its offer of financial aid for an Economic Impact Feasibility Study. Commissioner Rudd seconded. The motion carried.

- **<u>Assignment of Loan Agreement</u>:** John informed the Commission that the State is transferring a Port loan to the EDC to administer; it was noted by John McSherry that all terms will stay the same on the loan. ***---Motion---*** Commissioner Teitzel moved to approve authorization for the Port Manager to sign the Assignment of Loan Agreement to reassign the Port's Loan contract #F05-75100-728 (for purchase of the Landsburg's property) from the State of Washington Department of Community Trade and Economic Development to the Skamania County Economic Development Council. Commissioner Rudd seconded. The motion carried.

Staff Reports:

- **<u>Manager's Report</u>:** Presented by Port Manager John McSherry:

1. John stated Port tenant Molded Fiber Glass Companies/NW needs to do modifications to the building that would allow them to retain the current existing workers/jobs and hire new people and is requesting a one time reduction in rent to help defray the cost of the modifications. John stated he is in favor to allow this occurrence of the one-time reduction in rent. A brief discussion took place with the Commission agreeing to the one-time reduction in rent not to exceed $5,500.00. It was also stated it would be only for one month (meaning a one-time reduction for one month), the one-time amount could be spread out over a few months, with the Commission stating MFG could decide the method they would prefer for the reduction to take place. ***---Motion---*** Commissioner Teitzel moved to approve a reduction in rent to MFG for one month, not to exceed $5,500.00; as a result they will be able to keep the jobs they currently have, add new jobs, and do improvements to the building. Commissioner Rudd seconded. The motion carried.

Administrative Assistant Julie Mayfield left the meeting at 4:36 p.m.

2. Port tenant Battelle who leases the Skye Building in North Bonneville is requesting the Port to install two offices in the Skye building. The two proposed offices would be right next to the two offices the Port built in 2005. Karl and John have looked at the site and the plans/drawings. John stated the Port will give Battelle a cost estimate and the Port could bill Battelle directly for the work, or amortize the costs over a monthly rental fee. Commissioner Prosser suggested to let the tenant decide on how they would like to pay the costs.
3. Port tenant Kevin Combs of Beacon Rock Golf Course would like to replace the clubhouse, pave the parking lot and cart paths, and replace the sprinkler system. John is investigating all these requests and will go over

them at the next Port meeting when Budget items are discussed and reviewed.

4. John requested that one of the Commissioners participate on the review committee for selecting a consultant for the Port's District Wide Economic Impact Feasibility Study. Due to a potential conflict of interest, Commissioner Rudd is excluded from being on the committee. It was decided Commissioner Prosser will be on the committee, along with John, Julie, and Peggy of the EDC. Six applications have been received by the Port. All the Commissioners took a moment to review all the proposals.
5. John met with Port tenant Glenn Strutz of Galaxy Manufacturing to discuss Galaxy's lease that is expiring. Glenn informed John he would like more space, and the option of the Port building a building in North Bonneville was not acceptable. Glenn stated he might be interested in expanding up into the recently vacated Tichenor Suite #90/100. .

- **Facilities Report:** Presented by Facilities Specialist Karl Wilkie:

1. The Tichenor Building painting is just about finished.
2. The letters Port of Skamania will be going back up on the Tichenor Building soon as weather permits (two days of consecutive dryness are needed).
3. Port tenant Kinetics has been moving out of Suite #90/100.
4. The irrigation discharge head at Beacon Rock Golf Course is being replaced at an estimated cost of $3,000.00.
5. The toilet flushers at the Stevenson Landing restrooms have been rebuilt.
6. Karl applied for a grant from Coca-Cola for recycling bins.

- **Attorney's Report:** Presented by Port Attorney Ken Woodrich:

1. Ken is continuing work on a real estate deal that started two months ago.

Port Attorney Ken Woodrich Left the meeting at 5:23 p.m.

Other Business: None.

Executive Session: None.

Adjournment: The Chairman adjourned the meeting at 5:40 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners for Tuesday November 13, 2007 at 4:00 p.m. has been re-scheduled for Thursday November 8, 2007 at 4:00 p.m. at the Port office conference room 70 SE Cascade Avenue, Stevenson, WA.

APPROVED BY:

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Commissioner Dave Prosser, President

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Commissioner Judy Teitzel, Vice-President

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Commissioner Greyson Rudd, Secretary

ATTEST:

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Tina Tarani, Accounting Tech.