Port of Skamania County
Minutes of the
Board of Commissioners Meeting
February 7, 2006

Call to Order: President McKenzie 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 Doug McKenzie, Commissioner Dave Prosser, Commissioner Judy Teitzel, Port Attorney Ken Woodrich, Business Development Manager John McSherry, Facilities & Operations Manager Keith Chamberlain, Business Finance Manager Barbara Irving, and Accounting Tech. Tina Tarani.

Public Comment: No members from the public were in attendance.

Meetings and Seminars:

- **Community Growth Update:** Business Development Manager John McSherry attended, and gave a presentation on **Community Growth,** at a meeting presented by the **Skamania County Chamber of Commerce** and the **Stevenson Business Association**.

Minute Approval: None.

Vouchers: Commissioner Teitzel questioned two vouchers:

1. The late fee on the hearing test invoice. Accounting Tech Tina Tarani stated this was the first bill the Port had seen, but that is not to say a first one was not sent out by the billing company and got lost and therefore the Port had not called the company requesting the $10.00 late fee be reversed.

2. The fee from **OMWEB (Office of Minority & Women's Business Enterprises)**. It was stated that it was required due to the Port being a **Political Subdivision**. The Commission instructed Finance staff to hold the check while inquiring if this fee applied to the Port in reference to the Port's Revenue possibly not being over 1 million.

--Motion-- Commissioner Dave Prosser made a motion to approve General Fund Vouchers Numbered 16527 through 16560 in the amount of $19,366.42 dated February 7, 2006. Commissioner Judy Teitzel seconded the motion. The motion passed.

Administrative Approvals: The different bid options for the **Tichenor Remodel** were discussed at length; as well as a discussion on whether having to reject all bids and go out to bid again would be required.

Commissioner Doug McKenzie expressed concerns on the extended delays that could be involved in having to go out to bid again. Commissioner Dave Prosser and Business Development Manager John McSherry stated there was a three week window and it could get done in rebidding without creating a delay, and the costs to the Port would be $100,000.00 less.

Regarding Commissioners concerns from the February 3, 2006 Port meeting:

1. Commissioner Dave Prosser and Business Development Manager John McSherry met with **Molded Fiberglass Companies/NW** and was told **MFG** had no problem with relocating from Port Suite #65 to Port Suite #105.

Commissioner Doug McKenzie asked John to follow up with an addendum in reference to Suite 65.

2. Dave and John also met with Slingshot (new incoming Port tenant), and Slingshot has agreed to switch Port Suites.

Port Attorney Ken Woodrich stated the Port needs (or needed) to provide a Detail Estimate on the Bid per the RCW.

--Motion—Commissioner Dave Prosser made a motion to reject all bids and get the **Tichenor Remodel** on the **Small Works Roster**. Commissioner Judy Tetizel seconded the motion. Commissioner Doug McKenzie opposed the motion. The motion passed.

It was briefly discussed regarding Business Development Manager John McSherry's request to have Commissioner Dave Prosser as **Project Manager** for the **Tichenor Remodel**.

Port Attorney Ken Woodrich went over the Commissioners allowed fees: being allowed $200.00 per month in addition to the per dieum; and if the Commissioners waive this fee, they have to put it in writing.

Ken also stated that while sitting on the Commission there cannot be a conflict of interest.

Staff Reports:

Financial & Administrative Report: None. This report will be presented at the next Regular Port Meeting; due to not receiving the financial month-end report from the Treasurer's Office.

Facilities & Operations Report: Facilities & Operations Manager Keith Chamberlain inquired of the Commission if the Port should bill **Sherman Technical Institute** for the remaining utilities due for December 2005, stating it would take some staff time to calculate and pull January 2006 out, since the utility company's bills are mid month to mid month. The **STI** bill would probably end up to be $100.00 or less. The Commission did not think it worth the staff time to calculate, since it may cost the Port more to calculate the fees due, and so stated not to bill **STI** the remaining December 2005 utilities.

Keith stated he had received a **Supplemental Three Year Lease** from Port tenant **Battelle** (Lessees of the **Skye Building in North Bonneville, WA**). Keith read the **Supplemental Lease** and asked if it was the Commissions inclination to accept the **Supplemental Lease**. The Commission stated they accepted it.

Business & Projects Report: Business Development Manager John McSherry met with **Monica** from **MFG** and she gave the proposal to **Bob Kelso**, and the proposal was okay with him. **Bob** would like to know when swapping Port Suite spaces would happen.

John stated in reference to the **Job Grant Fund**, that a contingency agreement was needed, and that he would draft one up, send it to the State to make sure it meets the States needs, and then John would give it to **MFG**.

John stated he had all the information in to the Corps of Engineers for the Wave Attenuation, stating he needed more time on this project. As he has been very busy with the Tichenor Remodel, he stated he was grateful for all of Commission Prosser's help with the Tichenor Remodel.

Commissioner Prosser stated he would like to keep coming in and helping on the **Tichenor Remodel Project**.

Commissioner McKenzie reiterated the importance of John following up with a lease addendum with Molded Fiberglass Companies/NW on Suite #65 in writing.

Port Attorney Ken Woodrich informed the Commission that in reference to Dave coming in and working on the project, he would either have to resign or charge only up to the per dieum.

Attorney's Report: As regards to the bill from OMWEB charging us a bi-annual fee because the Port budgeted over $1 million, Port Attorney Ken Woodrich asked Finance Manager Barbara Irving to check with someone at the Auditor's Office to define "Gross Operating Revenues".

Commissioner Doug McKenzie repeatedly expressed his concerns throughout the meeting on the delay that could be caused by going out to bid again, rather than accepting the current bid and one of the four options.

Other Business: None

Executive Session: Commissioner Doug McKenzie called for an Executive Session at 5:35 p.m. for approximately twenty-five (25) minutes ending at 6:00 p.m. under RCW 42.30.110 (g).

The Commission came out of Executive Session at 6:00 p.m. with no decision being made.

Adjournment: The Chairperson adjourned the meeting at 6:01 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be, Tuesday February 21, 2006 at 4:00 p.m.

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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Tina Tarani, Accounting Tech.