Port of Skamania County
Minutes of the
Board of Commissioners Meeting
February 21, 2006

Call to Order: President McKenzie called the meeting to order at 4:00 p.m.

Attendance: In attendance from the Port were Commissioner Doug McKenzie, Commissioner Dave Prosser, Commissioner Judy Teitzel, Port Attorney Ken Woodrich, Facilities & Operations Manager Keith Chamberlain, Business Development Manager John McSherry, Finance Manager Barbara Irving, and Accounting Tech. Tina Tarani.

Public Comment: Commissioner McKenzie opened the meeting to public comment at 4:00 p.m. to 4:30 p.m. There were no public present.

Meetings and Seminars:

- Finance Manager Barbara Irving and Accounting Tech. Tina Tarani attended a **Port Finance Meeting** at the **Port of Kalama**.

- Commissioner Judy Tietzel attended the February 9, 2006 **EDC Board Meeting** with the following highlights:
    1. The hiring of a new staff person.
    2. **Carson Hot Springs** update.
    3. Community growth.

Minute Approval: Commissioner Dave Prosser made a motion to approve the minutes of the January 24, 2006 regular scheduled meeting. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve the minutes of the January 24, 2006 recessed to February 3, 2006 meeting. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve the minutes of the February 7, 2006 regular scheduled meeting. Commissioner Dave Prosser seconded the motion. The motion passed.

Vouchers: It was noted, and a brief discussion took place, regarding five vouchers that were not paid (including an employee paycheck) due to needed information requested from employee (including timesheet) not received from said employee (three reminders being sent out to staff). The Finance Department stated late fees may apply, and definitely will apply on the credit card voucher.

President McKenzie requested Vice-President of Personnel, Commissioner Prosser, to take care of this personnel issue.

--MOTION—by Commissioner Dave Prosser to approve General Fund Vouchers Numbered 16561 through 16590 in the amount of $16,230.19 dated February 21, 2006. Commissioner Judy Teitzel seconded the motion. The motion passed.

Administrative Approvals: Business Development Manager John McSherry informed the Commission that a representative from the **Lewis and Clark Expedition** contacted the Port requesting permission to camp out at **Bob's Beach**. John believed the requested date was April 7, 2006.

The Commission requested John to contact **Columbia Gorge Riverside Lodge** and the **City of Stevenson**, and if it was okay with those to entities, then it would be okay with the Port for the expedition to camp at **Bob's Beach**, under the condition that no fire pit is built.

--MOTION-- by Commissioner Prosser to allow the Lewis & Clark Expedition to camp at Bob's Beach around April 7th 2006. Commissioner Teitzel seconded the motion. The motion passed.

Staff Reports:

Financial & Administrative:

- Finance Manager Barbara Irving passed out a Preliminary Financial for January 2006.
- Barbara presented her findings on the **OMWBE (Office of Minority & Women's Business Enterprises)** that was requested of her at the last Port meeting, stating that the Port does owe the $100.00 fee due to the Port fitting the description on Operating Revenue. The Finance Department will be sending the warrant out in the mail.
- Barbara informed the Commission she has been in contact with **Marilyn Butler of Skamania County Commissioners Office**, regarding the **.08 Tax** for the **Tichenor Remodel Project**. Marilyn will be e-mailing Barbara a sample contract and Barbara will then forward it onto Port Attorney Ken Woodrich.

Facilities & Operations Report:

- Facilities & Operations Manager Keith Chamberlain gave an update on **Slaughter House Point** stating the progress on the removal of noxious and invasive weeds and plants.
- Tree trimming and landscape is progressing at the **Tichenor Building**.
- A burn pile has been started.

- Insulation is being scheduled for **Tichenor Suite #105**.
- The **Overhead Door** people will be in March 1, 2006 to switch the **Tichenor** bay doors.
- Facilities Dept. will be constructing two new offices at the **Skye Building** in **North Bonneville** for **Port tenant Battelle**.
- After the two new offices, Facilities will complete the decks at **BRGC (Beacon Rock Golf Course).**
- A lawn mower was purchased two weeks ago.
- Facilities received a $15,000.00 quote to replace the water pump at **BRGC**. The project will also involve tearing down the existing shed and rebuilding another one to cover the pump.

Business & Projects:

- Business Development Manager John McSherry stated the **Tichenor Upper Floor Expansion** request for bids is out on the **Small Works Roster**.

- **Windwing, Port tenant of the Rigging Loft (Red Barn),** was sent a default of lease letter from Port Attorney Ken Woodrich's office (Assignment of Lease without permission from the Port). The Port was told **Windwing** will not protest the letter, and they will be out of the **Red Barn** before the end of March 2006.

  Port Attorney Ken Woodrich is to prepare a letter to **Windwing** regarding lease payment check received from **Grapho Inc. DBA WindMall**. Port Finance Department is to hold the check until further word from Port Attorney.

  It was summarized that the Port requested **Windwing** to evacuate the **Red Barn** by the end of February 2006; **Windwing** is asking for a couple more weeks. Port Attorney Ken Woodrich suggested giving **Windwing** until the end of March 2006 or sooner, with a pro-rated rent if out before March 31, 2006.

  It was stated by the Port Finance Dept, that a $500.00 lease deposit did not exist for Port tenant Windwing, as it was waived by the Executive Director of the Port at commencement of the lease.

A lengthy discussion took place on the Tichenor Remodel.

Commissioners Prosser and Teitzel suggested that future building out over Tichenor Suite #85 is something the Port should do for lease-able space.

It was also stated that the **Red Barn** is leaning and it is only good for storage and/or maintenance shed for the Port.

- **Job Development Grant Fund:** John stated he is working on this project and is to get together with **Molded Fiber Glass Companies/NW** to continue with the process.

Attorney's Report: See Executive Session.

Old Business:

- **Tichenor Remodel:** See Staff Reports under Business & Projects.

New Business:

- **Re-schedule March Port Meetings:** The March Port meetings were not re-scheduled. It will be discussed and decided at the March 14, 2006 Regular Port Meeting if the March 28, 2006 meeting will need to be re-scheduled.

Finance Manager Barbara Irving stated she received a replacement Port Visa card with her name on the card, replacing the Port of Skamania Generic Visa card she previously was assigned.

The Commission stated they preferred that staff have assigned Port credit cards with the employees name on the card, rather than the generic cards that were currently being used.

The Commission informed staff to order and obtain new Visa credit cards for Port staff, each card having the assigned persons name on the card along with the Port's business name. The generic cards will then no longer be used.

Other Business:

- **Reassignment of Staff Duties and Responsibilities:** Facilities & Operations Manager Keith Chamberlain had requested of Vice-President Prosser to have the management duties assigned to him over two years ago to be omitted from his job description and reassigned to other staff; requesting to go back to his duties and position he held before the assignment of duties two years ago. Commissioner McKenzie stated he had no problems or issues with the request; Commissioner Teitzel made no comment.

  Keith also requested of Vice-President Prosser if it would be acceptable for him to have the opportunity to leave immediately after he gives his Staff Report at the Port meetings. This request was accepted and okay with the Commissioners. Commissioner Prosser offered the "leaving early" to Finance Manager Barbara Irving; Barbara inquired if she was being demoted in title and position, Commissioner Prosser stated that was not his intention in offering the request; Commissioner McKenzie stated he would rather Barbara (being the Port Auditor), be present for the full length of the Port meetings.

It was decided the duties Keith is requesting release from, need to be re-distributed.

Commissioner McKenzie asked Commissioner Prosser if he is going to get together with staff and get duties re-assigned, whereas Commissioner Prosser affirmed he would.

Commissioner Prosser stressed that everyone needs to work as a team during this move and all need to help each other to get this job done.

Executive Session: Commissioner McKenzie called for an Executive Session at 5:25 p.m. for approximately ten (10) minutes ending at 5:35 p.m. under RCW 42.30.110 (i).

The Commission came out of Executive Session at 5:35 p.m. with no decision being made.

--MOTION-- by Commissioner Prosser for Port Attorney Ken Woodrich to proceed with Windwing response. Commissioner McKenzie stepped down and seconded the motion. The motion passed.

A second executive session was called at 5:35 p.m. for approximately ten (10) minutes ending at 5:45 p.m. under RCW 42.30.110 (g).

The Commission came out of Executive Session at 5:45 p.m. with no decision being made.

Adjournment: The Chairperson adjourned the meeting at 5:50 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday, March 14, 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