Port of Skamania County
Board of Commissioners
First Monthly Meeting
January 8, 2002

Attendance: Commissioner Judy Teitzel, Commissioner Brian Adams, Commissioner Matt Masco, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry, Port Auditor Jan Fancher and Administrative Assistant Deana Midland. Public in attendance were Greg and Pattie Arnold.

Call to Order: Commissioner Judy Teitzel called the meeting to order at 4:10 pm.

Approval of Minutes: Commissioner Brian Adams made a motion to approve the minutes of the December 4, 2001 with a hand written correction. Commissioner Judy Teitzel seconded the motion. The motion passed.

Treasurers Report: Port Auditor Jan Fancher gave the Treasurers Report for the months of November and December 2001, including a, Cash Balance Spread Sheet, Daily Cash Journal, Profit and Loss Report, and an Income and Expense Graph. Jan announced the IRS travel mileage reimbursement rate per mile for 2002 is $.365.

Commissioner Brian Adams made a motion to accept Resolution #01-2002. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Vouchers: Commissioner Matt Masco made a motion to approve General Fund Vouchers Numbered 13148 through 13172, in the amount of $13,391.90. Commissioner Brian Adams seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Capital Development Fund Vouchers Numbered 20061 through 20062 in the amount of $11,125.70. Commissioner Brian Adams seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Wind River Nursery Site Fund Vouchers Numbered 30041 through 30042 in the amount $110.00. Commissioner Brian Adams seconded the motion. The motion passed.

Pre Issued Voucher Approval: Commissioner Brian Adams made a motion to approve Pre-Issued Payroll Vouchers Numbered 13143 through 13147 in the amount of $5,511.78. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Pre-Issued General Fund Vouchers Numbered 13123 through 13142 in the amount of $14,038.96. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Pre-Issued General Fund Vouchers Numbered 13099 through 13122 in the amount of $3,992.01. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Pre-Issued General Fund Payroll Vouchers Numbered 13092 through 13098 in the amount of $9,697.55. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brain Adams made a motion to approve Pre-Issued Beacon Rock Capital Improvement Fund Voucher Numbered 502 in the amount of $2,822.00. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brain Adams made a motion to approve Pre-Issued Wind River Nursery Voucher Numbered 30040 in the amount of $126.26. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Pre-Issued Capital Development Fund Vouchers Numbered 20058 through 20060 in the amount of $15,551.72. Commissioner Matt Masco seconded the motion. The motion passed.

Public Comment: Pattie Arnold provided comments on the Port's Comprehensive Resource Development Plan regarding the High Speed Internet Access Project. Pattie commented the Port should pursue this project making it even a higher priority than currently identified. She commented it is very important for Skamania County in the near future and in the Port's efforts to attract new businesses.

John gave a brief update on the Discovery Building. A date was set for Tuesday January 15, 2002, at 2:00 pm. The Arnold's announced they will be holding an Open House on February 1, 2002, from 4:00 pm to 6:00 pm.

Executive Directors Report: Anita handed out a copy of her January calendar printed from Microsoft Outlook. All staff will be using Outlook as their calendaring system using the linking capabilities.

Commissioner Matt Masco announced his formal resignation date would be February 12, 2002.

Anita discussed with the Commissioners the schedule for appointment of a replacement for Matt's board position and makes an appointment at our first meeting in February. The Commissioners agreed to conduct interviews at our next Port meeting.

Anita handed out the 2002 First Quarter Work Plan/ WACERT list for the Commissioners information.

Anita handed out a First of the year "Clean-up" Resolution for the Commissioners consideration. This resolution was recommended to Anita's as a great first of every year resolution to clarify authority to meet the needs of the Port and the County Treasurer. This resolution will be presented for approval at the next meeting.

Anita handed out a draft 2002 Capital Development Budget for Commissioners consideration and approval at the next meeting.

Anita also handed out a 2002 Wind River Nursery Budget for the Commissioners consideration and approval at the next Commission meeting, on January 22, 2002.

Anita reported she and Ken had signed a new Retainer Agreement between them according to the directions previously received from the Commissioners.

Anita passed out the First Draft 2001 Year End General Fund Budget Report. Jan and Deana still have to reconcile the report as they are about $1,300.00 off. A final 2001 Year End report on all Port Fund Accounts will by available by the first meeting in February.

Anita gave the Commissioners a brief update on the Wind River Nursery Site and the Conveyance.

Approval of the Ports 2001-2003 Comprehensive Resource Development Plan was postponed until the next meeting. Anita asked for all comments so she could present a final document for approval.

Next Meeting: The next meeting of the Board of Commissioners will be held on Tuesday, January 22, 2002 at 4:00 p.m.

Adjournment: The meeting was adjourned at 5:50 p.m.

Commissioner Matt Masco

Judy Teitzel
Commissioner Judy Teitzel

Commissioner Brian Adams

ATTEST:

Deana Midland
Administrative Assistant, Deana Midland

Port of Skamania County
Board of Commissioners
Second Monthly Meeting
January 22, 2002

Attendance: Commissioner Judy Teitzel, Commissioner Brian Adams, Commissioner Matt Masco, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry, and Administrative Assistant Deana Midland. Public in attendance was Doug McKenzie.

Call to Order: Commissioner Judy Teitzel called the meeting to order at 4:01 pm.

An interview scheduled with Doug McKenzie, who has submitted his name for consideration by the Board to fill the District 1 Commissioner seat being vacated by Matt Masco, was conducted.

Anita announced that Christina Brittain with drew her name from consideration due to her mother's illness, and that Pattie Arnold was still interested, but unable to attend her scheduled interview due to injuries from a recent vehicle accident.

Commissioner Brian Adams made a motion that having reviewed all resumes; the board appoint Doug McKenzie as Port Commissioner for District 1, to become effective upon Matt's resignation date of February 12, 2002. Commissioner Judy Teitzel stepped down and seconded the motion. Commissioner Matt Masco reqused himself from voting. Commissioner Teitzel called for the vote and the motion passed.

Anita will arrange a tour of all port properties for the Commissioners for March 12 at 2:00 pm, prior to our regularly scheduled 4:00 p.m. commission board meeting.

Approval of Minutes: Commissioner Matt Masco made a motion to approve the minutes of the January 8, 2002 meeting as read. Commissioner Brian Adams seconded the motion. The motion passed.

Vouchers: Commissioner Brian Adams made a motion to approve General Fund Vouchers Numbered 13180 through 13203, in the amount of $23,473.98. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Capital Development Fund Vouchers Numbered 20063 through 20064 in the amount of $347,129.25. Commissioner Brian Adams seconded the motion. The motion passed.

Pre-Issued Voucher Approval: Commissioner Brian Adams made a motion to approve Pre-Issued Vouchers Numbered 13173 through 13179 in the amount of $3,285.96. Commissioner Matt Masco seconded the motion. The motion passed.

Other: The board initiated election for officers of the board. Commissioner Matt Masco nominated Commissioner Brian Adams for President, Commissioner Judy Teitzel for Secretary, and Commissioner Matt Masco as Treasurer. Commissioner Judy Teitzel seconded the nominations. Commissioner Judy Teitzel called for a vote. The nominations were approved with a unanimous vote.

Commissioner Brian Adams assumed the position of President of the Board.

The Commissioners discussed the Redistricting Plan Options as previously presented. Commissioner Matt Masco moved to approve Option #3. Commissioner Judy Teitzel seconded the motion. The motion passed.

Anita asked for any and all comments on the Port's Comprehensive Resource Development Plan by the first meeting in March so she can prepare a final document for approval.

Staff Reports: Keith reported Cyclone Computers installed a new print server and router for our computer network system. So far the system is working well.

Karl has been working on the rainwater problems in the Tichenor Building; during the rainy season the manufacturing areas have had some problems with leakage.

Keith and Karl have been working on the Carson Water System; they have repaired the bladders to increase the pressure in the pump cycle.

John reported for those who were unable to attend, the Ribbon Cutting at the Discovery Building went well. He also mentioned final work is being done on the building Acceptance Walkthrough Punch List items. A few things remain to be attended to, like puddles in the parking lot. The Port has made their final determination regarding the carpet work; the entire job is unacceptable. A response from the contractor is expected to follow.

John has submitted a grant request to the Forest Service Rural Community Assistance Program for funding of our 2002 Marketing Project. John has been working to get the grading contract for the Fort Cascades Business Park in North Bonneville finalized and ready for to be advertised.

Anita received a letter from the Skamania County Commissioners requesting the Port to partner with City of North Bonneville and the County on addressing Hamilton Creek and Storm Water concerns. Anita is going to send a letter of partnership, but without a financial commitment at this time; She will also suggest the EDC be included in the project.

Executive Session: The Commission and staff went into Executive Session at 5:35 pm for Real Estate issues. The Commissioners came out of Executive Session at 5:57 pm, with no decisions being made.

Anita presented Resolution Number 02-2002. This resolution was presented for the Commissioners consideration at the last meeting, but discussion and approval was postponed. Commissioner Judy Teitzel commented she could not vote for the resolution as written and suggested it be rewritten as a similar resolution was written in January 2001, covering investments only.

A new resolution was prepared as suggested and presented. Commissioner Judy Teitzel made a motion to accept Resolution Number 02-2002 in its new rewritten form, authorizing the Executive Director to make investments of Port funds. Commissioner Matt Masco seconded the motion. The motion passed.

Anita commented to the Commissioners that the original format of Resolution 02-2002 is similar to what has been used as an excellent "house keeping" resolution by many other Ports and covers many authorities she now exercises as Executive Director and are included in her job description. Auditor Jan Fancher mentioned this resolution has been presented at the Port Finance Meetings~~ and is an excellent method of providing for authorities that are delegated to the Executive Director~~. Anita asked to be notified immediately if the Commissioners have an objection to her authorities she now exercises. Anita commented this resolution is for the protection of the Port as well as for herself as Executive Director. Attorney Ken Woodrich agreed with Anita's comment regarding protection.

Anita handed out the Final 2001 Year-End General Fund Budget Report for the Commissioners. Anita report there should be similar final year-end reports for our other funds available at our next meeting.

Anita handed out an Earned Vacation Hours Schedule with two options for non-exempt employees. She asked the Commissioners for their review and approval of the presented schedule using Option B for non-exempt employees. The commissioners agreed they would discuss approval at the next meeting.

Anita reported last week she attended the Washington State Rural Development Council (RDC) quarterly meeting in Olympia and a legislature dinner/reception where she was able to network with various state legislative members. The Washington State Rural Development Council has asked Anita to represent them along with their Director and President at the National Rural Development Partnership Annual Conference in Washington DC the 4th, 5th and 6th of March. Anita asked for the Commissioners approval to stay the 7th and 8th to make congressional contacts on Port issues. The Commissioners agreed. Anita confirmed the RDC would be providing her transportation, lodging and meals for the three-day conference.

Next Meeting: The next meeting of the Board of Commissioners will be held on Tuesday, February 12, 2002, at 4:00 p.m.

Adjournment: The meeting was adjourned at 6:50 p.m.

Commissioner Matt Masco

Commissioner Judy Teitzel

Commissioner Brian Adams

ATTEST:

Deana Midland

Administrative Assistant, Deana Midland

Port of Skamania County
Board of Commissioners
First Monthly Meeting
February 12, 2002

Attendance: Commissioner Judy Teitzel, Commissioner Brian Adams, Commissioner Matt Masco, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry, and Administrative Assistant Deana Midland., Guest Doug McKenzie

BA
MM

Call to Order: Commissioner Judy Teitzel called the meeting to order at 4:00 pm.

Approval of Minutes: Commissioner Matt Masco made a motion to approve the minutes of the January 22, 2002, as amended. Commissioner Judy Teitzel seconded the motion. The motion passed.

Vouchers: Commissioner Judy Teitzel made a motion to approve General Fund Vouchers Numbered 13212 through 13255, in the amount of $17,517.19. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Capital Development Fund Vouchers Numbered 20066 through 20068 in the amount of $252,380.41. Commissioner Brian Adams seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Wind River Nursery Site Fund Voucher Number 30043 in the amount $116.51. Commissioner Judy Teitzel seconded the motion. The motion passed.

Pre-Issued Voucher Approval: Commissioner Matt Masco made a motion to approve Pre-Issued Payroll Vouchers Numbered 13204 through 13211 in the amount of $7,704.93. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Pre-Issued Capital Development Fund Voucher Number 20065 in the amount of $6,474.00. Commissioner Brian Adams seconded the motion. The motion passed.

MM
BA

Port Auditor Jan Fancher was absent due to an illness. Deana passed out Jan's financial reports for January, 2002, which Jan completed yesterday.
Judy Teitzel asked about Voucher to County regarding, Wind River Nursery

Staff Reports: Deana reported the Washington State Department of Retirement System Audit went well.

Keith reported he and Karl have been working on landscaping at the Discovery Building. They have also been working to prepare Stevenson Landing for the 2002 tour boats season. The Queen of the West will be back on the river next week.

Keith reported the Carson Water system is working great following the repair work they recently completed.

John reported he and Anita each gave a presentation to the Washington Investment Board (WIB), and both presentations went very well.

John reported he is still working to finalize a few of the remaining Punchlist Items for the Discovery Building. The carpet is still under discussion since the Port has refused to accept it as is.

John also discussed the Fiber Optic Project and his efforts to secure grant funding.

John mentioned now that the work on the Discovery Building is near completion he will begin to work on the Parcel 2 grading project.

Executive Director's Report: Anita answered the commissioners' questions about Jan's schedule of work for 2002, and the auditing costs for January. The auditing costs will be tracked and reviewed at our General Fund 2002 Budget First Quarter Review.

Anita also discussed with the Commissioners the status of the lease with LifeTek for the Discovery Building which has been agreed to by both parties, but not signed yet due to Pattie Arnolds' critical auto accident. Anita will assure the lease is signed as soon as possible.

Next Meeting: The next meeting of the Board of Commissioners will be held on Tuesday, February 26, 2002, at 4:00 p.m.

Adjournment: The meeting was adjourned shortly after 5:00 p.m. for a public reception honoring District One Commissioner Matt Masco, who is retiring as Commissioner effective today, and new incoming District One Commissioner Doug McKenzie.

Commissioner ~~Matt Masco~~ Doug McKenzie

Commissioner Judy Teitzel

Commissioner Brian Adams

ATTEST:

Administrative Assistant, Deana Midland

Port of Skamania County
Board of Commissioners
Second Monthly Meeting
February 26, 2002

Attendance: Commissioner Brian Adams, Commissioner Doug McKenzie, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry, and Administrative Assistant Deana Midland. Public in attendance was Mike Garvison, Skamania County Auditor. Commissioner Judy Teitzel is on an excused absence.

Call to Order: Commission Chairman Brian Adams called the meeting to order at 4:08 pm.

Approval of Minutes: Commissioner Doug McKenzie made a motion to approve the minutes of the February 26, 2002 meeting with a hand written correction. Commissioner Brian Adams stepped down and seconded the motion. The motion passed.

Vouchers: Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 13256 through 13284, in the amount of $22,303.69. Commissioner Brian Adams stepped down and seconded the motion. The motion passed.

Other: Anita received a letter from Wind River Mines letting her know that they would be vacating the Carson Tan Building in the next few months. Anita handed out a copy of the letter to the Commissioners. Anita will be sending them a letter in response. Keith will be doing a walk through with Ron Delano to evaluate the condition of the building.

Anita presented a sample of the message, ~~crated~~ created by John, that will be printed on a bronze plaque and mounted on the City streetlight we purchased.

Anita handed out the final draft Wind River Nursery Lease for Commissioner Brian Adams and Commissioner Doug McKenzie's review. Anita reviewed with the Commissioners the key clauses she will be negotiating with the County.
Commissioner McKenzie stated he would like to see the meetings taped
Anita wanted to know if anyone had any comments on the draft Beacon Rock Golf Course RFP.

John showed a potential tenant office spaces in the Tichenor Building and the Old Saloon Building.

Executive Session: The Commissioners went into session at 6:10 pm for approximately 15 minutes for real estate purposed. The Commissioners came out of Executive Session at 6:30 pm with no decisions being made.

Next Meeting: The next meeting of the Board of Commissioners will be held on Tuesday, March 12, 2002, at 4:00 p.m.

Adjournment: The meeting was adjourned at 6:30 p.m.

Commissioner Doug McKenzie

Commissioner Judy Teitzel

Commissioner Brian Adams

ATTEST:

Deana Midland

Administrative Assistant, Deana Midland

Port of Skamania County
Board of Commissioners
Regular First Monthly Meeting
March 12, 2002

Call to Order: Commissioner Brian Adams called the meeting to order at 2:00 p.m.

Attendance in the Facilities Tour: Commissioner Judy Teitzel, Commissioner Doug McKenzie, Executive Director Anita Gahimer, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry, Temporary Office Assistant Lynee Sapere, Lita Buttolph, who is working on an Economic Adjustment Initiative assessment project, and Jamie Tollfree, of Gorge Tours, who drove her van for the Port tour.

The facilities Tour was conducted from 2:00 p.m. to 4:00 p.m., with no decisions made. Facilities toured included the Wind River Nursery Site, the Carson Industrial Site and the Stevenson Waterfront properties. Due to time constraints a tour of the Port's North Bonneville properties will be rescheduled if needed.

Attendance at the Business Meeting: Commissioner Judy Teitzel, Commissioner Brian Adams, Commissioner Doug McKenzie, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry, and Administrative Assistant Deana Midland. Mike Garvison, Skamania County Auditor attended during the first portion of the business meeting.

The business meeting began at 4:00 pm.

Approval of Minutes: Commissioner Doug McKenzie made a motion to approve the minutes of the February 26, 2002 meeting with a hand written correction. Commissioner Brian Adams stepped down and seconded the motion. The motion passed.

Vouchers: Commissioner Judy Teitzel made a motion to approve General Fund Vouchers Numbered 13285 through 13324, in the amount of $17,861.98. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve Capital Development Fund Vouchers Numbered 20069 through 20070 in the amount of $10,335.90. Commissioner Brian Adams stepped down and seconded the motion. The motion passed. Commissioner Doug McKenzie abstained from the motion.

Commissioner Judy Teitzel made a motion to approve Wind River Nursery Site Fund Voucher Number 30046 through 30047 in the amount $55.79. Commissioner ~~Judy Teitzel~~ Doug McKenzie seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve Beacon Rock Golf Course Capital Improvement Voucher Numbered 503 in the amount of $122.47. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Brian Adams stepped down and made a motion to approve corrected Voucher Approval Cover Sheet for Vouchers Numbered 13212 through 13255 in the amount of $17,578.19, correcting typographical errors. Commissioner Judy Teitzel seconded the motion. The motion passed. Commissioner Doug McKenzie abstained from voting.

Staff Reports: John reported the final closeout for the Discovery Building is not yet complete. There are still a few items on the punch list that need to be finished. Keith made the comment the tyvek is falling from the ceiling. This will be taken care of before release of the final retainage amount. Commissioner Doug McKenzie asked about the gas bill the Port received for the building while construction was still underway. Deana and Anita responded that one invoice has been reimbursed to the Port by the contractor GHC, and the second bill (and last bill) was just recently sent out to GHC for reimbursement.

John has been working on a grant for our 2002 Marketing Project, which includes web page graphics, property cut sheets, supplies, a new color printer, and software. The grant has been submitted for consideration by the USDA Forest Service Rural Community Assistance Program Team.

The other grant John is working on is for our fiber project, Phase One, going from the Stevenson NoaNet Point of Presence down to the Tichenor Building. Commissioner Brian Adams recused himself from any discussion on the fiber project, taking a seat off of the Board of Commissioners front table. A discussion regarding the fiber optic project followed. At the end of the discussion Commissioner Adams returned to his seat with the Board.

Keith reported Spring is near and Karl has begun composting in the parks, trimming the trees and getting things cleaned up for the summer months. Karl has repaired the deck on the Old Saloon Building.

Keith is going to advertise for bids for the landscaping plantings for the Discovery Building. As soon as the weather breaks he and Karl will begin installing the irrigation system.

Keith reported there is a lot of tansy weed on the Parcel 2 property that they will be trying to control this spring and summer. He is going to purchase a new sprayer to assist in weed abatement. The new sprayer is adjustable in size so it can be used on all our properties and flowerbeds, and will help with efficiency.

Deana reported that they had been working on her computer installing a new hard drive and windows 2000. Lynee, Keith and Deana took a shopping trip to pick out new desk chairs for their stations in the office. Lynee and Deana spent a day last week re-organizing the office and getting things cleaned up.

Executive Directors Report: Anita asked if they have any question on the tour or the facilities they viewed, and said the Facilities Book used during the tour would be revised with additional information about all our lands and buildings, and provided to the Commissioners as a reference document.

There was a discussion about LifeTek Corporation, the tenant of the Discovery Building. Commissioner Doug McKenzie asked what happens if they don't meet all of their lease requirements of the first 12 months of the Agreement. Attorney Ken Woodrich responded and discussed the default clause in the lease. Commissioner Doug McKenzie wanted to know how and why the Port would postpone the security deposit. Anita explained the original tenant commitment of a $60,000 in capital investment in the Discovery Building in the first 12 months was increased to $385,000. Postponing the deposit is an incentive for the tenant to increase their capital investment. Anita responded the tenant is a long-term tenant with a 10-year lease obligation and a 10-year extension, as well as significant obligation for job creation. And although there are risks involved, the benefit to the Port's facility and the tenant's commitment, which will contribute to the economy of the area, are significant benefits. Anita also explained her negotiations included the Ports need to increase the tenants rental payments from the original $4,500 amount we stated in our signed contingency agreement with the tenant to an increasing scale of payments going up to $6,000 per month for the last five years of the first ten-year lease term. Commissioner McKenzie commented he felt it was a risk the Port should not have taken and asked to be involved in the future with any similar risks of this dollar magnitude.

Anita reported Greg Arnold, owner and CEO of LifeTek Corporation, asked her to bring a request from him to the Commissioners. Greg's request is to amend our Lease Agreement for the Discovery Building by moving the lease start date and lease payment start date from January 15, 2002 to February 1, 2002, sliding the lease payment amounts so the stated January rental would change and become the February rent due. ~~It is~~ Anita understands the request comes as a result of the change Greg had to make regarding their occupancy of the building, their move-in was planned to begin on January 15, 2002. Pattie Arnold, co-owner and Chief Operating Officer of LifeTek Corporation was in a critical auto accident the night of January 14, 2002. A discussion followed. Anita reported it was not her recommendation for the Commissioners to make this lease amendment. Following further discussion, the Commissioners agreed by consensus not to amend the lease agreement as requested by Greg Arnold.

Anita asked the Commissioners to work with her regarding her job description and delegated responsibilities and authorities. Anita commented she felt unsure of their feelings regarding her responsibility and authority, her implementation of the Ports Comprehensive Plan and general administration of Port business. The Commissioners recognized her comments and agreed they need to be addressed.

Anita asked the Commissioners if one of them would like to participate with her on the Wind River Nursery Lease Agreement negotiations she is involved in with Marilyn Breckel and Peggy Bryan. Commissioner Bob Talent has been assigned to work with Marilyn in the negotiations.

Commissioner McKenzie asked us to revise the Agenda format for the meetings so they would reflect more directly the subjects to be addressed. Anita and Deana will work on a new format.

Commissioner Doug McKenzie requested the meetings be taped to provide accuracy and completeness in the minutes. Anita reported she has reviewed a variety of recording and transcription devices available and will procure a system for us. The Commissioners agreed by consensus to begin tape recording of the meetings.

The Commissioners scheduled two workshops:

1. The first workshop to be held on March 21st, will be a working lunch from 11:00 am until 2:00 pm for the purpose of bringing our new Commissioners up-to-date on the Wind River Nursery Project and discuss our draft Lease Agreement with the County for the Site.
2. The second workshop will be held on April 30th, and will also be a working lunch from 11:00 am until approximately 3:00 pm. This workshop will focus on addressing items such as the responsibilities and authority of the Executive Director, the personnel manual, vacation schedule change request submitted by Anita in January, agenda format, lease agreements, the Comprehensive Plan, Conflict of interest laws, etc., as needs and time allow.

Commissioner Brian Adams reported he would be out-of-town on vacation for several days at the end of March and will not be available to attend the regular Port meeting on March 26th. Commissioner Doug McKenzie made a motion to excuse Commissioner Brian Adams' upcoming absence from the regular Port meeting of March 26, 2002. Commissioner Judy Teitzel seconded the motion. The motion passed.

Anita reported on her trip to Washington D.C. and passed out a copy of the handout she used during her congressional visits. Anita's trip was in part to attend the National Rural Development Council Conference. She stayed and extra two days to visit our northwest

Congressional members about supporting the National Science Foundation FY2003 Budget Request which includes funding to start-up their National Ecological Observatory Network (NEON) research laboratory project which if funded, will provide an opportunity for such a laboratory to be located here on the Wind River Nursery Site.

Anita reported the Port would be temporarily using a storage unit at Pak Rat Mini Storage (located across the street from the Discovery Building) for the purpose of storing equipment and supplies needed for the landscaping and irrigation work Keith and Karl will be doing at the Discovery Building.

Anita handed out a memo from our property insurance provider, WGEP, on the *State of the Insurance Market* for the Commissioners general information.

Next Meeting: The next meeting of the Board of Commissioners will be held on Tuesday, March 26, 2002, at 4:00 p.m.

Adjournment: The meeting was adjourned at 7:45 pm ~~by consensus~~.by Commission Chair Brian Adams. DM JT

Approved:

Commissioner Doug McKenzie

Judy Teitzel
Commissioner Judy Teitzel

Commissioner Brian Adams

ATTEST:

Deana Midland
Deana Midland, Administrative Assistant

Port of Skamania County
Board of Commissioners
Second Monthly Meeting
March 26, 2002

Attendance: Commissioner Doug McKenzie, Commissioner Judy Teitzel, Executive Director Anita Gahimer, Attorney Katie Archer filling in for Ken Woodrich, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry, Port Auditor Jan Fancher, and Administrative Assistant Deana Midland. Commissioner Brian Adams is on an excused absence.

Call to Order: Acting In Commissioner Brian Adams□ absence Commissioner Doug McKenzie called the meeting to order at 4:04 pm.

Approval of Minutes: Commissioner Judy Teitzel made a motion to approve the minutes of the February 12, 2002 meeting with a hand written correction. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Vouchers: Commissioner Judy Teitzel made a motion to approve General Fund Vouchers Numbered 13325 through 13350, in the amount of $19,959.56. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Commissioner Doug McKenzie stepped down and made a motion to approve Corrected Voucher Cover Sheet for Vouchers Numbered 13285 through 13324 in the amount of $17,861.98. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Doug McKenzie asked how the search for the tape recorder for the meetings was coming along. Anita reported they were still looking for a recorder/transcriber that will accommodate at least two microphones.

Treasurers Report: Port Auditor Jan Fancher gave the Treasurers Report for the month of February 2002, including a Cash Balance Spread Sheet, Daily Cash Journal, Profit and Loss Report, and an Income and Expense Graph.

Other: Anita reported she has been working with a potential tenant for the Old Saloon Building. Anita handed out a draft lease agreement for this tenant, asking the Commissioners to let her know as soon as possible if they had any comments.

Commissioner Doug McKenzie said he would like a credit and reference check done on all potential new tenants. Anita explained her approach to the broad and varied prospective tenants she works with.

Anita report we received grant funding from the USDA Forest Service Rural Community Assistance for a portion of our Marketing Project. John wrote and submitted the grant earlier this year. A request for the remaining funds needed will be submitted to the Bi-State Advisory Board for

National Scenic Area Economic Development Fund. This Port cash to match these grants is included in the Port budget this year. John and Anita briefly described the project.

Anita announced the Pathway Interpretive Signs would be here on Friday.

Anita reported the Waterfront Improvement Project Design and Engineering Grant is closed out. Anita attended the Washington State Interagency Coordination Council grant program workshop she attended in anticipation of seeking funding for implementing the Waterfront Improvement Project for which design and engineering was recently completed.

Anita announced the vacant Chamber Director position would be discussed by the Board this Thursday. She anticipates they will discuss making an offer to the most successful candidate from their recent interview process.

Anita gave a Wind River Nursery Project update to the Commissioners, describing her presentation yesterday to the Board of County Commissioners. Anita handed out copies of the documents she provided during her presentation.

Anita is preparing the final Beacon Rock Golf Course RFP package, getting it ready to be advertised.

Anita announced Brain Baird would be here on April 1, 2002, at 12:45 pm for a town hall meeting, and then meeting with her later, at 2:15 pm regarding the National Science Foundation FY2003 Budget.

Anita is preparing a confirmation letter to the State Auditor reporting our receipt of over $300,000 in federal funds during CY2001.

Executive Session: The Commissioners went into session at 5:55 pm for approximately 15 minutes for real estate purposes. The Commissioners came out of Executive Session at 6:03 pm with no decisions being made.

Next Meeting: The next meeting of the Board of Commissioners will be held on Tuesday, April 9, 2002, at 4:00 p.m.

Adjournment: The meeting was adjourned at 6:05 p.m.

Commissioner Doug McKenzie

Judy Teitzel

Commissioner Judy Teitzel

Commissioner Brian Adams

ATTEST:

Deana Midland

Administrative Assistant, Deana Midland

Port of Skamania County
Board of Commissioners
Regular First Monthly Meeting
April 9, 2002

Call to Order: Commissioner Brian Adams called the meeting to order at 4:00 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Brian Adams, Commissioner Doug McKenzie, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry, Port Auditor Jan Fancher and Administrative Assistant Deana Midland. Mike Garvison, Skamania County Auditor attended during the first portion of the business meeting.

Approval of Minutes: Commissioner Judy Teitzel made a motion to approve the minutes of the February 26, 2002 meeting with a hand written correction. Commissioner Doug McKenzie seconded the motion. The motion passed.

Public Comment: Ron Delano from Wind River Mines handed out a letter from the Department of Ecology for the Commissioners review regarding the late out at the Carson Tan Building. They did an analysis of the pond out there showing that there was not any hazardous waste. The test that was performed on the pond is called a TCLP test.

The Commissioners talked about the review and protocol for tape recording the meeting minutes. They discussed how long to keep the tapes. The Commissioners would like to have a draft policy by the first meeting in May.

Treasurers Report: Port Auditor Jan Fancher reported that she would be mailing the March report for the Commissioners review, due to the report from the Treasurer not being done. Jan handed out a cash balance sheet with the balanced to date on each account. Commissioner Brian Adams wanted to know why we were unable to get the report to them on time.

Attorney's Report: Ken reported he had looked at the Draft Lease for the Red Door. There were a few comments on the lease and some concerns about the deck on the Old Saloon Building that needed to be addressed before the lease was finalized. Keith will be addressing the concerns and reporting back to the Anita and the Commissioners.

Staff Reports: Deana reported that she had been working frantically on the budget spread for 2002 and preparing for the first quarter review to be given at the first meeting in May.

Keith reported he had three kids from job service during Spring break and they had been working down at the Discovery Building removing rocks.

Karl and Keith have been working out at the Wind River Nursery Site today.

Keith told the Commissioner that we received the Interpretive Signs, one has been installed and the others he was waiting for the weather to improve a bit.

Keith reported H & H EcoSystems has upgraded the fire alarm system in the Evergreen Building and the Port will be splitting the cost. The Tichenor Building fire alarm system needs to be upgraded also.

John gave an update on the Discovery Building punch list items that have been finished and what still needs to be completed before finalizing the project.

John met with Contractors regarding the Parcel 2 project there are still a few issues that need to work out.

Commissioner Brian Adams stepped down and left the room while a discussion on Fiber Optics was taking place.

John reported that the application has been turned into the Rural Business Development Grant Program. They still need to find other money matches. They have had two letters of intent and a letter of interest. Anita wrote a letter to Bob Wittenberg to gain access from here to the point of presence. There were a few violations on the poles. Bob needed a letter from the Port saying what we do and who we are. Anita handed out a letter for the Commissioners review and comments.

Commissioner Brian Adams returned to the meeting when the Fiber Optic discussion was over.

Executive Directors Report: Anita announced Amy Nyberg was the one selected for the Chamber Director position. Commissioner Brian Adams asked about the Rigging Loft and what would be happening since Amy is leaving Windwing. John understands Bill Hanson is merging the business with another company.

Anita has met with Marilyn regarding the Wind River Nursery on several different occasions. Jan is coming in to work with Anita on the financials. The original goal is to have the lease done and up to the County. The Commissioners told Anita that they have some reservations regarding this project and would like her to postpone the lease until they could have another workshop with her.

Anita has a draft workshop agenda for the Commissioners. There are a few items on the agenda that maybe postponed and rearranged for the workshop on April 30th.

Anita sent LifeTek a default letter hoping to bring them current on their rents by the end of the month. Anita stated that Greg and Patty Arnold told her that they would have lease payments current by the end of April.

Anita met with Bob Kelso of mtg about what they needed to bring them back to full capacity. They are up from where they were. Commissioner Doug McKenzie wanted to know why Anita did not consult with them before making a rent reduction. Commissioner Doug McKenzie agreed with Anita's decision but felt the Commissioners should have been involved in this decision. Ken described the previous relationship with Commissioners and the Director over the past six years.

Anita gave a brief update on the Beacon Rock Golf Course. Skamania County Auditor Mike Garvison made a few comments on the golf course comparing it to other courses.

Vouchers: Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 13351 through 13381, in the amount of $14,186.94. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve Pre-Issued Capital Development Fund Voucher Numbered 20071 in the amount of $83,979.00. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve Wind River Nursery Site Fund Voucher Number 30048 through 30053 in the amount $1,468.49. Commissioner Doug McKenzie seconded the motion. The motion passed.

Executive Session: The Commissioners went into session at 6:50 pm for approximately 15 minutes for personnel reasons. The Commissioners came out of Executive Session at 7:10 pm with no decisions being made.

Next Meeting: The next meeting of the Board of Commissioners will be held on Tuesday, April 23, 2002, at 4:00 p.m.

Adjournment: The meeting was adjourned at 7:10 pm.

Commissioner Doug McKenzie

Judy Teitzel

Commissioner Judy Teitzel

Commissioner Brian Adams

ATTEST:

Deana Midland

Deana Midland, Administrative Assistant

Port of Skamania County
Board of Commissioners
Regular Second Monthly Meeting
April 23, 2002

Call to Order: Commissioner Brian Adams called the meeting to order at 4:03 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Brian Adams, Commissioner Doug McKenzie, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry, and Administrative Assistant Deana Midland. Mike Garvison, Skamania County Auditor attended the meeting. Executive Director Anita Gahimer is on a vacation.

Approval of Minutes: Commissioner Judy Teitzel made a motion to approve the minutes of the April 23, 2002 meeting with a hand written correction. Commissioner Doug McKenzie seconded the motion. The motion passed.

Treasurers Report: There was no Treasurers report given at this meeting.

Vouchers: Commissioner Brian Adams made a motion to approve General Fund Vouchers Numbered 13383 through 13415, in the amount of $30,953.31. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Doug McKenzie questioned John McSherry signature on the Voucher Cover Sheets. Attorney Ken Woodrich presented a draft Resolution for the Commissioners to approve that would give John the authority to sign vouchers and warrants. After a lengthy discussion, Commissioner Doug McKenzie made a motion instructing Facilities specialist Keith Chamberlain to sign Vouchers and Warrants in Anita's absence this week. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve Wind River Nursery Site Fund Voucher Number 30054 through 30056 in the amount $134.65. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to accept corrected voucher cover dated April 9, 2002, Numbered 13351 through 13382 in the amount of $14,186.94. Commissioner Judy Teitzel seconded the motion. The motion passed.

Other: The Commissioners discussed the agenda for the Workshop on April 30, 2002. They would like agenda order changed to

1. The Personnel Manual,
2. Comprehensive Plan,
3. The Wind River Nursery,
4. The Directors Position Description.

Commissioner Judy Teitzel inquired about the status of the Beacon Rock Golf Course RFP. Deana reported Anita completed the RFP Response Packets prior to her leave for vacation. After discussion Commissioner Judy Teitzel made a motion to have the Beacon Rock Golf Course RFP out on the street by May 6th. Commissioner Doug McKenzie seconded the motion. The motion passed. Commissioner Brian Adams abstained from the vote.

Commission Judy Teitzel made a motion that the employees of the Port of Skamania County expend no money or time on the Wind River Nursery or anything to do with the Wind River Nursery Site until the Port Commission and Staff decide which direction the Port is going to take effective April 26, 2002. Commissioner Doug McKenzie seconded the motion. Commissioner Chair ~~Brain~~ Brian Adams called for the vote declaring the motion passed 2-1. BA

Commissioner Doug McKenzie made a motion to start tape recording Port meetings effective April 30, 2002. Commissioner Judy Teitzel seconded the motion. The motion passed unanimously.

Commissioner Brian Adams made a motion for the policy for tape-recording the Port of Skamania County meetings to be. The tapes to be kept for a minimum of three months, and Deana Midland will be Responsible for the taping of all Port Commissioners meetings, and the storing and erasing of the tapes. A Port employee will operate the tape recording machine when the public requests to listen to a tape, at the Ports office. If the public makes a request for a duplicate tape, the cost will be $10.00 per tape to cover the Port's expenses. Commissioner Doug McKenzie seconded the motion. The motion passed unanimously.

Next Meeting: The next meeting of the Board of Port Commissioners will be a special meeting held on Tuesday, April 30, 2002, at 11:00 a.m. The next regular scheduled Port meeting will be May 14, 2002 at 4:00 p.m.

Adjournment: The meeting was adjourned at 5:30 pm.

Commissioner Doug McKenzie

Judy K Teitzel

Commissioner Judy Teitzel

Commissioner Brian Adams

ATTEST:

Deana Midland

Deana Midland, Administrative Assistant

Port of Skamania County
Board of Commissioners
Regular First Monthly Meeting
May 14, 2002

Call to Order: Commissioner Brian Adams called the meeting to order at 4:00 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Brian Adams, Commissioner Doug McKenzie, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry, Port Auditor Jan Fancher and Administrative Assistant Deana Midland. Mike Garvison, Skamania County Auditor, Maryanne Duncan-Cole, City of Stevenson and Kaye Masco attended during the first portion of the meeting. Greg and Pattie Arnold attended for a short time during the middle of the meeting.

Commissioner Brian Adams reviewed the policy of tape-recording our Board of Commissioner meetings that was approved at the meeting of April 23rd, 2002. Anita told the Commissioners about a new decision by the Local Records Committee she was just informed about which says we need to keep the tapes of our meetings for six years. Commissioner Doug McKenzie asked to have a copy of the document Anita was reading from. Anita will get a copy to all the Commissioners and Ken.

Approval of Minutes: Commissioner Judy Teitzel made a motion to approve the minutes of the April 23, 2002 meeting with a hand written correction. Commissioner Doug McKenzie seconded the motion. The motion passed.

Public Comment: Kaye Masco and Maryanne Duncan-Cole gave a presentation to the Commissioners regarding a piece of art work the Art Committee would like to place on Port park land at the top of the walkway to Stevenson Landing on the east side where the kiosk is currently located. The City will pay for the costs to relocate the kiosk, install the art piece and maintain the art piece. If the Port approves of locating this art work in the park a proto type of the art work it will be set up in City Hall by Labor Day weekend for the public to view. The original piece should be complete by March of 2003. An Inter-local Agreement will be entered into to establish the City and Port relationship. The City will be taking full responsibility for the art piece including maintenance of it. Commissioner Doug McKenzie had a few questions and concerns regarding the art piece and they assured him that all concern or problems with the art piece will be addressed by the City.

Commissioner Brian Adams made a motion to accept the placement of the art piece on Port property. Commissioner Judy Teitzel asked what if any damage was done beyond repair. Mary Ann said the City would take the risk of installation and relocation of the piece if that was needed in the future. Commissioner Brian Adams' motion died for the lack of a second~~ed~~. JT BA

The Commissioners decided they would discuss this request further later in the meeting and Anita would contact Kaye and Mary Ann tomorrow with their decision. Kaye and Mary Ann thanked the commissioners for their consideration and left the meeting.

Mike Garvison, Skamania County Auditor, handed Commissioner Chairman Brian Adams a letter from the Skamania County Commissioners regarding the Port's option to lease the Wind River Nursery Site. The letter was accepted and incorporated as part of the meeting minutes, see copy attached.

Staff Reports:

Treasurer's Report: Port Auditor Jan Fancher gave the monthly Treasures report for the month of April. Hand outs included Cash Balance to-date, Balance Sheet by month, and Profit and Loss by Class for each fund.

Attorney's Report: Ken said he had nothing new to report.

Administrative Assistant's Report: Deana reported that she had been working on the first quarter review for 2002. She reported she had attended a Federal Grant Management class presented by the Washington Finance Officers Association and the Washington State Auditors Office on April 26th.

Facilities Specialist Report: Keith reported he had been working down at the Discovery Building for the past couple of weeks doing the landscaping. The plants for that building will be delivered next week. Karl and Keith have been working to keep the waterfront maintained since the sun is out.

Marketing & Business Development Managers Report: John reported Carolyn Miller of Beacon Rock Works would like to set up a Saturday Market on the Waterfront. This project would be part of the Work First efforts, and the market would build on what was done last year by the County to include artisan's works as well as produce. The location requested is the Port's vacant lot on Cascade Avenue adjacent to the Russell Street walkway to Stevenson Landing. Judy expressed some concerns about using park lands on a weekend day when there is a lot of activity from the windsurfers and regular park users. John talked about the Saturday Market as an economic asset, and as a job retention and creation opportunity. Ken mentioned the parking lot on the west side of the Tichenor Building might potentially be an alternate location. Anita mentioned she had discussed both locations with Carolyn also. The Commissioners agreed after further discussion that we would give the Saturday Market idea a try at the requested location with the clear understanding made to Carolyn they would have to move the event to the Tichenor Building west parking lot during large community events that traditionally take place in our parks and have included or need that space too. (Such as Brew Fest, Gorge Games, Kite Boarding Race, and the Outrigger Canoe Race.)

John went on a walking tour of the proposed Olympic Sailing Center on the Government Cove shore in Cascade Locks. The plans are impressive and expansive, but are just plans at this point. The races currently start from Cascade Locks in Oregon, but the best views of the races are from Stevenson. John has been asked by some competitors about the opportunity to store their racing sail boats here for a couple of weeks prior to races to enable them to practice prior to a race. There has been and still is a big interested in an Olympic Center here on the Stevenson side. Our problem is we have no land available. John has looked at several options for the storage of a few racing sail boats. He will continue to explore the possibilities and if we can find appropriate space we will work with the racers so they can store their boats here.

John met with the U. S. Army Corps of Engineers regarding our Fort Cascade Business Park/Parcel 2 project regarding the Dam Access Road portion.

Vouchers: Commissioner Judy Teitzel made a motion to approve Pre-Issued General Fund Vouchers for Payroll Numbered 13416 through 13421, in the amount of $3,490.24. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve Wind River Nursery Site Fund Vouchers Numbered 30057 through 30058 in the amount $189.15. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Judy Teitzel commented she would not vote to approve the vouchers if it included the current voucher for a billing from Christina of Beyond the Bounds for work on our Comprehensive Planning Document. Judy and Brian both mentioned they understood Christina to say, when she presented the final draft, that she would not have any further bills for the Port. The voucher was removed from those being presented for approval. Anita will contact Christina regarding her billing. Commissioner Judy Teitzel made a motion to approve General Fund Vouchers Numbered 13422 through 13456 in the amount of $17,026.55. Commissioner Doug McKenzie seconded the motion. The motion passed.

Greg and Pattie Arnold arrived at 5:00 p.m. Ken Woodrich acknowledged he through his firm had a client-attorney relationship with Greg and Pattie which was totally unrelated to the situation which has brought Greg and Pattie here and he is referring the Port to Attorney Tad Connors for legal services regarding this matter. Anita will contact Tad. Greg and Pattie presented their financial situation regarding their past due rental sums owed the Port, and their business closure. They said they will comply with Anita's default letter of May 1st, and they will be moved out of the building by May 15th. They commented they have transferred LifeTek to another company located in Colorado who is assuming a portion of their total debt. They said they did not move here to fail; they apologized to the Port and recognized the Port's support of their business. They talked about the impacts to their family and the personal devastated feeling they have. They discussed how they were a vibrant company making big dollars until the events of "911" severely impacted them and their sales have gone down each month until at this point they cannot carry any more debt. They commented if they could hold on a little longer they feel their merger they were working on would come through and bring in enough money to pull them out of debt, but they cannot hold on and wait any longer while the debts build up. They said they will pay the Port all the money they owe them. They made it clear they would like to settle their debt with the Port for a fixed sum.[redacted] The Arnolds were thanked for coming in personally to let the Port know about their situation.

Executive Session: The Commissioners went into session at 5:40 pm for approximately 15 minutes to discuss the LifeTek Lease potential litigation situation. The Commissioners came out of Executive Session at 5:15 pm with no decisions being made.

The past due rental sums owed by LifeTek was discussed, as well as their request for a fixed sum settlement. Anita was asked to visit with the Arnolds as soon as possible and discuss the possibility of some portion of cash payment up front.

Executive Directors Report: Anita handed out a letter from the Skamania County Auditors Office detailing each Commissioner's term expiration date. She asked them to let her know about any necessary changes. She commented, as did Ken, that it has

always been our understanding when a Commissioner is appointed to fill a vacant Board position, they are appointed to fill the seat only until the next general election when they must be elected by the people to fill out the remainder of the term. The letter from the County Auditor states Doug will fill the seat he was appoint to in February of this year, until the end of 2003 when the original term for the position expires.

Anita reported the Beacon Rock Golf Course ad was out on the street. Deana has been binding the response packets, she has a few left to do, but all requests for packets have been filled.

Anita announced Mary Gale-Wood has resigned her position as part-time Marketing Director with CGEDA. A temporary director will be hired and will focus on developing a viable long-term financial strategy for the organization.

Anita reminded everyone of the Washington Public Ports Association Spring meeting up at the Skamania Lodge, encouraging everyone to attend as it is an unusual opportunity to have the meeting here in our home area. Anita asked Judy if she was going to be there on Friday and if she would please vote for our Port at the Trustee's Meeting. Anita will spend part of Friday at the 2002 Washington State Search and Rescue Conference being held at the Wind River Nursery Site. Anita announced the WPPA Commissioners Only Seminar was coming up, to watch the mail for the information and get it on their calendar as it will be a longer than usual seminar this year.

Anita reported a final decision had been made not to split the Washington State Department of Community, Trade and Economic Development, CTED. There will be two separate departments within CTED; one will be the Office of Trade and Economic Development, OTED.

Anita and John reported on the Fiber Project. Commissioner Brian Adams stepped down and left the room, remaining out of the room until discussions on the Port's fiber project was completed. Anita and John will be getting with Ken to discuss the options before us for the fiber installation, operation and maintenance, and service provision. A short discussion followed.

Commissioner Brian Adams returned to the meeting room.

The Commissioner discussed when they will hold a special workshop meeting in place of the last weeks scheduled workshop. It was decided it will be held on May 21st, from 10:00 am to 2:00 pm.

Anita asked for some direction on if and how the Commissioners would like to respond to the letter received from the County earlier in the meeting. It was decided a written response was not necessary. Anita could simply mention another workshop has been planned.

Anita reported on the marketing efforts for the Discovery Building which she and John are working on.

Anita reported she and John attended a meeting with the Columbia River Economic Development Council in Vancouver, introducing them to an architectural firm that is interested in moving to the area. This meeting will be a good introduction from which she and John can build on to obtain their help in marketing the Discovery Building.

Anita asked for some specific direction regarding the piece of art work proposed by Kaye and Mary Ann since she was committed to contacting them tomorrow with an answer. Discussion regarding the piece ensued. Commissioner McKenzie asked Anita what her opinion was. Anita responded with a recommendation the commissioners make their decision based not on the art piece itself, but on the mission and vision of the park land the Port has had; which she described is in general to create an asset which will provide indirect job creation by enhancing the City and attracting people to stop and enjoy the park lands, thereby spending more time in town and giving more business to our local merchants, while at the same time being a catalysis to the future opportunity of new business development on the waterfront. This goal also includes providing park land for local citizens and as much access to the water itself as possible. So the decision is will art work in the park further enhance the park land in a way to support these Port goals.

Commissioner Brian Adams made a motion to accept the location of the art piece in our vacant lot east of the walkway to the dock where the kiosk currently is located, as long as the Port and the City have a rock solid inter-local agreement where the City is completely responsible all costs related to the piece including maintenance. Commissioner Judy Teitzel seconded the motion. The motion passed.

Next Meeting: The next meeting of the Board of Commissioners will be a special workshop meeting to be held on Tuesday, May 21, 2002, from 10 am until 2 pm. The next regular monthly meeting of the Board of Commissioners will be our second monthly meeting on Tuesday, May 28, 2002, at 4:00 p.m.

Adjournment: The meeting was adjourned at 6:45 pm.

Commissioner Doug McKenzie

Judy K Teitzel
Commissioner Judy Teitzel

Brian Adams
Commissioner Brian Adams

ATTEST:

Deana Midland
Deana Midland, Administrative Assistant

Port of Skamania County
Board of Commissioners
Special Workshop Meeting
May 21, 2002

Call to Order: Commissioner Brian Adams called the meeting to order at 10:18 a.m.

Attendance: Commissioner Judy Teitzel, Commissioner Brian Adams, Commissioner Doug McKenzie, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry, and Administrative Assistant Deana Midland.

Other: Commissioner Brian Adams asked what the agenda of the meeting would be. Anita passed out the agenda prepared for the scheduled workshop previous to this one which was cancelled and rescheduled for today. The Commissioners agreed the Wind River Nursery Site Project would be the first Agenda item.

Commissioner Doug McKenzie said he would start by expressing his opinion regarding the Wind River Nursery Site Project. He commented: He feels the Port has enough projects on its plate with out the Nursery being involved. He feels we need to spend time on getting all of our leases brought current. He feels the Waterfront Project should be our main focus. He sees some other small projects being completed and thinks we should keep going in that direction. He commented he feels that the Parcel 2 Project and the Discovery Building need our full attention.

Commissioner Judy Teitzel followed with the following comments: She feels that Anita over the past few years has spent a lot of time and effort on the Wind River Nursery Project and what she hears from the County is, she feels they (the County) need to go ahead and negotiate or explore their other options they mentioned in their letter to us. John asked what the County meant about their "other options" as stated in their letter. John commented he feels the Wind River Nursery Site is a huge opportunity. He and others at the Port have been working on getting a National Science Foundation Research Facility (NEON) out at the Nursery Site. John feels very confident that NEON will work out. John feels the Wind River Nursery Site Project is a dream project for any Port.

Commissioner Judy Teitzel commented she feels that is a good project, but feels we can not come to an agreement with the County. She does not know what they are proposing, but feels we are still miles apart and would not be able to resolve anything before the 27th or even in the next 30 days. Commissioner Judy Teitzel feels we should just let the County go ahead without us.

Commissioner Brian Adams agrees, he commented that he feels we should not get into an open-ended contract with the County with out a specific use in mind especially with the current vacancies we have. He feels there is an opportunity with NEON and if NEON wants to come here we would like to have an option help to get them here. Commissioner McKenzie commented he feels we should back off.

Commissioner Brian Adams commented he does not want to see the Port loose anything, he feels we should tell the County the lease is unacceptable, and if we have a client that is interested in the Site we should approach the County at that time.

Anita commented she would like a chance to explain before they make their final decision on the Wind River Nursery. She feels all the Commissioners concerns are valid. She commented the Port is designed to, is the only agency in the State of Washington, designed specifically to put property to use, to develop property. The County is designed to provide services. The lease does not mean we have to put the property to use right away. Anita wanted to follow the agenda and discuss the proposed lease terms from the County, to go over a sample budget and discuss development options with the Commissioners. She stated the County would like to simplify the lease. Anita had never heard of other opportunities the County may have ready to go other than the Sheriff's Department desire to develop a training center on the site that would be a state wide training center for multiple agencies including law enforcement, fire, and search & rescue which holds a lot of opportunity for the Site. Anita feels the Port can play a roll and provide a benefit to the public because of our ability to lease land. Anita feels the Site has a lot of opportunity. Anita feels it would be a big mistake for the public to lose the opportunity to put the Ports resources and statutory authority to work and to gain the Site as an asset for the future.

Ken explained the statutory limitations the County have, commenting he felt it is important the Commissioners be award of these.

Commissioner Judy Teitzel said she realizes what the County is capable of. Her personal opinion is the Wind River Nursery Site will cost the Port money they don't have. She just feels the Port should focus on their own things.

Ken suggest the Commissioners take a look at the materials Anita has prepared such as the budget she has for their review and Commissioner Doug McKenzie stated he feels discussing the budget options would not change his mind. Commissioner Doug McKenzie commented he feels we need to focus on our leases and getting everything all caught up. Ken's lease is the only expired lease and it is continued on a month-to-month basis. Ken stated it has a built in cola. Commissioner Doug McKenzie wanted to know how much our payment was this year for the Discovery Building. Anita told him we have an interest payment this year, that our first payment on our private loan is in 2003 and our CERB loan has a five year deferral period before payments start. Anita commented Wind River Mines is not out of our Carson Industrial Building yet and has not been released from their lease obligation. MFG's lease for their Tichenor Building space only, is in a temporary six month reduction phase at this time. So far the Port's budget looks fine.

Commissioner Doug McKenzie wanted to know how many requests we have had for the Beacon Rock Golf Course proposal packets. Deans replied she was not sure but about ten or twelve.

Commissioner Doug McKenzie moved we write a letter to the County letting them know we decline to exercise our option to lease the Wind River Nursery Site and express our willingness to consider other proposals from the County, and at some point in the future the Port could assist in helping develop the site and the Port is open to proposals. Commissioner Judy Teitzel seconded the motion. Commissioner Brian Adams supports the idea that they may come back to us with other options. Commissioner Adams called for the vote. The motion passed.

There was a 15-minute break, starting again at 11:43 am to review the personnel section of the Management Guide document

Discussions on the personnel section began at 11:45 am:

Commissioner Judy Teitzel asked Anita if all Port employees were at-will employees including her. She said no, that the at-will policy was passed by the Board and went into effect after she was hired, sometime before Keith came on board. Ken let the Commissioners know that all new hires were subject to the at-will policy. If they wanted to change Anita's status they would have to give her notice of their intent to do so. Anita said that they could do a contract with her instead of changing her status. Ken explained to the Commissioners if they wanted to change her status they needed to give her a 60-day written notice.

Commissioner Doug McKenzie made a motion to change Anita's status to an at-will employee from a just-cause employee, effective in 60 days from this date and that there is no special reason for this change other than to make all employees work status the same. Commissioner Judy Teitzel seconded the motion. The motion passed.

The Commissioners and Anita continued to go through the personnel manual page by page with some further discussion, comments and requested changes which Anita will implement.

Commissioner Doug McKenzie made a motion to accept the Management Guide Personnel Section with all the changes specifically made and noted today. Commissioner Brian Adams seconded the motion. The motion passed. Anita will prepare a clean copy with the changes made for the Commissioners to review at the next regular scheduled meeting of May 29, 2002.

The Commissioners agreed to postpone discussion on the third agenda item, the Executive Directors roles, responsibilities and authorities. Another workshop will be scheduled at the next scheduled meeting, May 28, 2002.

Adjournment: The meeting was adjourned at 1:08 p.m.

Commissioner Doug McKenzie

Judy K Teitzel
Commissioner Judy Teitzel

Commissioner Brian Adams

ATTEST:

Deana Midland, Administrative Assistant

approved as of 5-28-02 (with hand correction)

Port of Skamania County
Board of Commissioners
Regular First Monthly Meeting
May 14, 2002

Missing signed one

Call to Order: Commissioner Brian Adams called the meeting to order at 4:00 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Brian Adams, Commissioner Doug McKenzie, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry, Port Auditor Jan Fancher and Administrative Assistant Deana Midland. Mike Garvison, Skamania County Auditor, Maryanne Duncan-Cole, City of Stevenson and Kaye Masco attended during the first portion of the meeting. Greg and Pattie Arnold attended for a short time during the middle of the meeting.

Commissioner Brian Adams reviewed the policy of tape-recording our Board of Commissioner meetings that was approved at the meeting of April 23rd, 2002. Anita told the Commissioners about a new decision by the Local Records Committee she was just informed about which says we need to keep the tapes of our meetings for six years. Commissioner Doug McKenzie asked to have a copy of the document Anita was reading from. Anita will get a copy to all the Commissioners and Ken.

Approval of Minutes: Commissioner Judy Teitzel made a motion to approve the minutes of the April 23, 2002 meeting with a hand written correction. Commissioner Doug McKenzie seconded the motion. The motion passed.

Public Comment: Kaye Masco and Maryanne Duncan-Cole gave a presentation to the Commissioners regarding a piece of art work the Art Committee would like to place on Port park land at the top of the walkway to Stevenson Landing on the east side where the kiosk is currently located. The City will pay for the costs to relocate the kiosk, install the art piece and maintain the art piece. If the Port approves of locating this art work in the park a proto type of the art work it will be set up in City Hall by Labor Day weekend for the public to view. The original piece should be complete by March of 2003. An Inter-local Agreement will be entered into to establish the City and Port relationship. The City will be taking full responsibility for the art piece including maintenance of it. Commissioner Doug McKenzie had a few questions and concerns regarding the art piece and they assured him that all concern or problems with the art piece will be addressed by the City.

Commissioner Brian Adams made a motion to accept the placement of the art piece on Port property. Commissioner Judy Teitzel asked what if any damage was done beyond repair. Mary Ann said the City would take the risk of installation and relocation of the piece if that was needed in the future. Commissioner Brian Adams' motion died for the lack of a second~~ed~~.

The Commissioners decided they would discuss this request further later in the meeting and Anita would contact Kaye and Mary Ann tomorrow with their decision. Kaye and Mary Ann thanked the commissioners for their consideration and left the meeting.

Mike Garvison, Skamania County Auditor, handed Commissioner Chairman Brian Adams a letter from the Skamania County Commissioners regarding the Port's option to lease the Wind River Nursery Site. The letter was accepted and incorporated as part of the meeting minutes, see copy attached.

Staff Reports:

Treasurer's Report: Port Auditor Jan Fancher gave the monthly Treasures report for the month of April. Hand outs included Cash Balance to-date, Balance Sheet by month, and Profit and Loss by Class for each fund.

Attorney's Report: Ken said he had nothing new to report.

Administrative Assistant's Report: Deana reported that she had been working on the first quarter review for 2002. She reported she had attended a Federal Grant Management class presented by the Washington Finance Officers Association and the Washington State Auditors Office on April 26th.

Facilities Specialist Report: Keith reported he had been working down at the Discovery Building for the past couple of weeks doing the landscaping. The plants for that building will be delivered next week. Karl and Keith have been working to keep the waterfront maintained since the sun is out.

Marketing & Business Development Managers Report: John reported Carolyn Miller of Beacon Rock Works would like to set up a Saturday Market on the Waterfront. This project would be part of the Work First efforts, and the market would build on what was done last year by the County to include artisan's works as well as produce. The location requested is the Port's vacant lot on Cascade Avenue adjacent to the Russell Street walkway to Stevenson Landing. Judy expressed some concerns about using park lands on a weekend day when there is a lot of activity from the windsurfers and regular park users. John talked about the Saturday Market as an economic asset, and as a job retention and creation opportunity. Ken mentioned the parking lot on the west side of the Tichenor Building might potentially be an alternate location. Anita mentioned she had discussed both locations with Carolyn also. The Commissioners agreed after further discussion that we would give the Saturday Market idea a try at the requested location with the clear understanding made to Carolyn they would have to move the event to the Tichenor Building west parking lot during large community events that traditionally take place in our parks and have included or need that space too. (Such as Brew Fest, Gorge Games, Kite Boarding Race, and the Outrigger Canoe Race.)

John went on a walking tour of the proposed Olympic Sailing Center on the Government Cove shore in Cascade Locks. The plans are impressive and expansive, but are just plans at this point. The races currently start from Cascade Locks in Oregon, but the best views of the races are from Stevenson. John has been asked by some competitors about the opportunity to store their racing sail boats here for a couple of weeks prior to races to enable them to practice prior to a race. There has been and still is a big interested in an Olympic Center here on the Stevenson side. Our problem is we have no land available. John has looked at several options for the storage of a few racing sail boats. He will continue to explore the possibilities and if we can find appropriate space we will work with the racers so they can store their boats here.

John met with the U. S. Army Corps of Engineers regarding our Fort Cascade Business Park/Parcel 2 project regarding the Dam Access Road portion.

Vouchers: Commissioner Judy Teitzel made a motion to approve Pre-Issued General Fund Vouchers for Payroll Numbered 13416 through 13421, in the amount of $3,490.24. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve Wind River Nursery Site Fund Vouchers Numbered 30057 through 30058 in the amount $189.15. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Judy Teitzel commented she would not vote to approve the vouchers if it included the current voucher for a billing from Christina of Beyond the Bounds for work on our Comprehensive Planning Document. Judy and Brian both mentioned they understood Christina to say, when she presented the final draft, that she would not have any further bills for the Port. The voucher was removed from those being presented for approval. Anita will contact Christina regarding her billing. Commissioner Judy Teitzel made a motion to approve General Fund Vouchers Numbered 13422 through 13456 in the amount of $17,026.55. Commissioner Doug McKenzie seconded the motion. The motion passed.

Greg and Pattie Arnold arrived at 5:00 p.m. Ken Woodrich acknowledged he through his firm had a client-attorney relationship with Greg and Pattie which was totally unrelated to the situation which has brought Greg and Pattie here and he is referring the Port to Attorney Tad Connors for legal services regarding this matter. Anita will contact Tad. Greg and Pattie presented their financial situation regarding their past due rental sums owed the Port, and their business closure. They said they will comply with Anita's default letter of May 1st, and they will be moved out of the building by May 15th. They commented they have transferred LifeTek to another company located in Colorado who is assuming a portion of their total debt. They said they did not move here to fail; they apologized to the Port and recognized the Port's support of their business. They talked about the impacts to their family and the personal devastated feeling they have. They discussed how they were a vibrant company making big dollars until the events of "911" severely impacted them and their sales have gone down each month until at this point they cannot carry any more debt. They commented if they could hold on a little longer they feel their merger they were working on would come through and bring in enough money to pull them out of debt, but they cannot hold on and wait any longer while the debts build up. They said they will pay the Port all the money they owe them. They made it clear they would like to settle their debt with the Port for a fixed sum ~~of $50,000.~~ The Arnolds were thanked for coming in personally to let the Port know about their situation.

Executive Session: The Commissioners went into session at 5:40 pm for approximately 15 minutes to discuss the LifeTek Lease potential litigation situation. The Commissioners came out of Executive Session at 5:15 pm with no decisions being made.

The past due rental sums owed by LifeTek was discussed, as well as their request for a fixed sum settlement. Anita was asked to visit with the Arnolds as soon as possible and discuss the possibility of some portion of cash payment up front.

Executive Directors Report: Anita handed out a letter from the Skamania County Auditors Office detailing each Commissioner's term expiration date. She asked them to let her know about any necessary changes. She commented, as did Ken, that it has

always been our understanding when a Commissioner is appointed to fill a vacant Board position, they are appointed to fill the seat only until the next general election when they must be elected by the people to fill out the remainder of the term. The letter from the County Auditor states Doug will fill the seat he was appoint to in February of this year, until the end of 2003 when the original term for the position expires.

Anita reported the Beacon Rock Golf Course ad was out on the street. Deana has been binding the response packets, she has a few left to do, but all requests for packets have been filled.

Anita announced Mary Gale-Wood has resigned her position as part-time Marketing Director with CGEDA. A temporary director will be hired and will focus on developing a viable long-term financial strategy for the organization.

Anita reminded everyone of the Washington Public Ports Association Spring meeting up at the Skamania Lodge, encouraging everyone to attend as it is an unusual opportunity to have the meeting here in our home area. Anita asked Judy if she was going to be there on Friday and if she would please vote for our Port at the Trustee's Meeting. Anita will spend part of Friday at the 2002 Washington State Search and Rescue Conference being held at the Wind River Nursery Site. Anita announced the WPPA Commissioners Only Seminar was coming up, to watch the mail for the information and get it on their calendar as it will be a longer than usual seminar this year.

Anita reported a final decision had been made not to split the Washington State Department of Community, Trade and Economic Development, CTED. There will be two separate departments within CTED; one will be the Office of Trade and Economic Development, OTED.

Anita and John reported on the Fiber Project. Commissioner Brian Adams stepped down and left the room, remaining out of the room until discussions on the Port's fiber project was completed. Anita and John will be getting with Ken to discuss the options before us for the fiber installation, operation and maintenance, and service provision. A short discussion followed.

Commissioner Brian Adams returned to the meeting room.

The Commissioner discussed when they will hold a special workshop meeting in place of the last weeks scheduled workshop. It was decided it will be held on May 21st, from 10:00 am to 2:00 pm.

Anita asked for some direction on if and how the Commissioners would like to respond to the letter received from the County earlier in the meeting. It was decided a written response was not necessary. Anita could simply mention another workshop has been planned.

Anita reported on the marketing efforts for the Discovery Building which she and John are working on.

Anita reported she and John attended a meeting with the Columbia River Economic Development Council in Vancouver, introducing them to an architectural firm that is interested in moving to the area. This meeting will be a good introduction from which she and John can build on to obtain their help in marketing the Discovery Building.

Anita asked for some specific direction regarding the piece of art work proposed by Kaye and Mary Ann since she was committed to contacting them tomorrow with an answer. Discussion regarding the piece ensued. Commissioner McKenzie asked Anita what her opinion was. Anita responded with a recommendation the commissioners make their decision based not on the art piece itself, but on the mission and vision of the park land the Port has had; which she described is in general to create an asset which will provide indirect job creation by enhancing the City and attracting people to stop and enjoy the park lands, thereby spending more time in town and giving more business to our local merchants, while at the same time being a catalysis to the future opportunity of new business development on the waterfront. This goal also includes providing park land for local citizens and as much access to the water itself as possible. So the decision is will art work in the park further enhance the park land in a way to support these Port goals.

Commissioner Brian Adams made a motion to accept the location of the art piece in our vacant lot east of the walkway to the dock where the kiosk currently is located, as long as the Port and the City have a rock solid inter-local agreement where the City is completely responsible all costs related to the piece including maintenance. Commissioner Judy Teitzel seconded the motion. The motion passed.

Next Meeting: The next meeting of the Board of Commissioners will be a special workshop meeting to be held on Tuesday, May 21, 2002, from 10 am until 2 pm. The next regular monthly meeting of the Board of Commissioners will be our second monthly meeting on Tuesday, May 28, 2002, at 4:00 p.m.

Adjournment: The meeting was adjourned at 6:45 pm.

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Commissioner Doug McKenzie

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Commissioner Judy Teitzel

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Commissioner Brian Adams

ATTEST:

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Deana Midland, Administrative Assistant

Port of Skamania County
Board of Commissioners
Regular Seconded Monthly Meeting
May 28, 2002

Call to Order: Commissioner Brian Adams called the meeting to order at 4:00 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Brian Adams, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry, and Administrative Assistant Deana Midland. Mike Garvison, Skamania County Auditor, attended during a portion of the meeting.

Commissioner McKenzie was absent due to vacation. His absence was excused.

Approval of Minutes: Commissioner Judy Teitzel made a motion to approve the minutes of the May 14, 2002 meeting. Commissioner Brian Adams stepped down and seconded the motion. The motion passed.

Public Comment: There was no public comment.

Vouchers: Commissioner Judy Teitzel made a motion to approve Pre-Issued General Fund Vouchers Numbered 13458 through 13462, in the amount of $3,226.70. Commissioner Brian Adams stepped down and seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve General Fund Vouchers Numbered 13463 through 13489 in the amount of $24,347.75. Commissioner Brian Adams stepped down and seconded the motion. The motion passed.

Other: Anita presented a clean copy of the Personnel Section of the Management Guide and went over with the Commissioners each of the corrections she had incorporated as a result of their direction during the workshop on the 21st of May. Anita reported on a staff meeting she held with all staff at which she presented the new Personnel Section, reviewing briefly each page, and the procedure for acceptance and implementation. Judy Teitzel made a motion to accept the change Anita made to Section 303, Vacation, to an effective date of April 1, 2002, (so no employees would loose any benefits), and also to accept the clean copy as presented by Anita which incorporated the hand made changes on May 21, and was approved on May 21, 2002. Commissioner Brian Adams stepped down and seconded the motion. The motion passed.

Anita gave an update on LifeTek. She reported she met with Greg and Pattie Arnold as requested. The Arnolds commented to Anita they are not in a financial position to pay any up front cash to the Port and they would like to settle with the Port for a fixed sum which they are committed to paying in full under whatever terms are agreed to.

Commissioner Judy Teitzel made a motion to make a correction on page 1, which was a typographical error, and on page 4, to remove the dollar amount off, to the minutes of the May 14th meeting approved earlier in the meeting. Commissioner Adams stepped down and seconded the motion. The motion passed.

Anita reported to the Commissioners that Joanna from the Pioneer had asked her for permission to listen to the tape of our special workshop meeting held on the 21st of May, and Joanna came in later that same day and listened to the tape.

The Commissioners set at date of June 13th at 4 pm to discuss the Executive Directors roles, responsibilities and authorities with Anita.

Anita asked the Commissioners for direction on approval of the Comprehensive plan which has been in the final draft state for some time. The Commissioners commented they need more time to review the document and would like to discuss the Plan at a later date. Anita wanted to know how they would like to approach holding discussion. It was agreed by the Commissioners it will be added to the Agenda of the workshop on June 13th.

Next Meeting: The next meeting of the Board of Commissioners will be a special workshop meeting to be held on Thursday, June 13, 2002, beginning at 4:00 pm.

The next regular monthly meeting of the Board of Commissioners will be our first monthly meeting of June, to be held on Tuesday, June 11, 2002, at 4:00 p.m.

Adjournment: The meeting was adjourned at 4:45 pm.

Commissioner Doug McKenzie

Judy K Teitzel
Commissioner Judy Teitzel

Commissioner Brian Adams

ATTEST:

Deana Midland
Deana Midland, Administrative Assistant

Port of Skamania County
Board of Commissioners
Regular First Monthly Meeting
June 11, 2002

Call to Order: Commissioner Brian Adams called the meeting to order at 4:05 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Brian Adams, Commissioner Doug McKenzie, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry, Port Auditor Jan Fancher and Administrative Assistant Deana Midland. Mike Garvison, Skamania County Auditor, Angus Ruck, Keith Liggett and Gary Daubenspeck attended during the first portion of the business meeting.

Approval of Minutes: Commissioner Judy Teitzel made a motion to approve the minutes of the May 28, 2002 meeting. Commissioner Brian Adams stepped down and seconded the motion. The motion passed. Commissioner McKenzie abstained, as he was absent from the May 28th meeting.

Public Comment: Angus Ruck, owner and operator of the Columbia Gorge Riverside Lodge is here to request the Port look into providing shore power to the ships that dock at Stevenson Landing. He had talked to Anita about two and a half months ago and would like to follow up on what has happened since then. He feels the ships are so loud during the night that it affects the public as a whole, and the environment. He feels the Waterfront is very loud just in its every day use and maintenance. Angus would like some sort of time line for responding to his request. The Commissioners asked Anita to have something for them by the first meeting in July. Angus has made the payment for his easement across Port property for the period of time he has owned the lodge.

Anita reported Keith has gathered information for an estimate and he has spoken with the Chief Engineer on the ship to see if shore power is something they would use. Our contact so far tells us the ships do not turn off their engines until they're down on their one-month-off per year for maintenance.

Keith Liggett, local citizen and Columbia Gorge Racing Association Board member, handed out a packet to the Commissioners on sail boat racing. Anita passed out a letter from Joe Schlick supportive of sailing events here at Stevenson. Keith reported on the sailing regatta and how Cascade Locks was maxed out with 45-50 boats. There will be 100 to 150 boats at Sail Fest last August. The Fin people would like to work with John and Anita on a locked storage space on the Stevenson waterfront. A facility here would definitely benefit the local businesses. Events in Cascade Locks already bring some benefit, as Joe points out in his letter. Keith continued to explain to the Commissioners what the packet consisted of for their review and consideration.

Vouchers: Commissioner Judy Teitzel made a motion to approve Pre-Issued General Fund Vouchers Numbered 13490 through 13495, in the amount of $7,804.22. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 13496 through 13539 in the amount of $ 23,618.32. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Brian Adams requested Jan provide an update on the financial matters project list so we would have an idea of the costs for her services for the reminder of the year.

Anita presented Resolution 03-2002 for the commissioner's approval, along with a memo of certification of certain property excess to Port District needs for the Commissioners approval. Commissioner Doug McKenzie wanted an update on the status of Port surplus property to verify whether any items of importance/worth were retained. Anita assured him the Resolution was only good for one year. Commissioner Doug McKenzie asked Attorney Ken Woodrich to review the RCW. Commissioner Judy Teitzel made a motion to pass Resolution 03-2002 authorizing the Executive Director to Sell and Convey Port District Property. Commissioner Doug McKenzie seconded the motion. The motion passed.

Anita handed out a Resolution that has been presented throughout the Columbia River Gorge for entities to sign in support of the Gorge Teleconsortium group. Anita toned down the wording of the original Resolution to represent a little more like what our Port would want to support. Commissioner Judy Teitzel asked if they had a list of people on the committee. Commissioner Brian Adams spent a bit of time explaining what it was all about. Skamania County Auditor Mike Garvison asked if there was a financial obligation to support this group. Anita let him know that there were no dues to pay with this group.

A member of the public, Gary Daubenspeck, attended the meeting late as a member of the public and an employee of SawNet.

Commissioner Brian Adams wanted to step down prior to any discussions on fiber and Commissioner Judy Teitzel asked him to stay as there would be not action taking place regarding Fiber. Commissioner Judy Teitzel asked Ken if there would be a conflict of interest for the Port if they were to enter into any kind of partnership with SawNet. Commissioner Judy Teitzel feels she was not dealt with honestly when it pertains to Fiber and the dealings with SawNet, and she feels that if we are going to go into a Private Public Partnership, we need to find out how the City dealt with the Lodge in that partnership.

Commissioner Brian Adams stepped down delegating Commissioner Judy Teitzel as acting Chair during his absence from any further fiber discussion. Commissioner Adams left the room.

Commissioner Doug McKenzie made a comment about alterations to the Agenda; he would like to be informed of changes several days in advance of the Commissioners meetings for appropriate preparation. Anita said members of the EDC told her in a meeting yesterday they would be here at 5:00 pm as they could not attend at 4 pm. Anita is not sure how the Commissioners feel about the Port's Fiber Project and wanted the opportunity to talk about the project. Commissioner Judy Teitzel was not able to read the proposal letter from SawNet far enough in advance and she feels the Commissioners were not dealt with honestly. Anita told Commissioner Teitzel there were no discussions with Brian prior to the receipt of the letter which she sent in their packet for discussion today. Anita said she contacted Ken after reading Brian's letter to see if Ken agreed with her interpretation of the statutes regarding a conflict of interest in this situation so she could provide adequate information at the meeting today. Anita said Brian came in to her office last week and she suggested he, as a Port Commissioner, talk to Ken Regarding conflicts of interest. Commissioner Judy Teitzel would like a full cost spreadsheet of what it will cost the Port to be involved in fiber, to include installation and maintenance, and any other expenses. She would also like to know about the City's partnership with the Lodge. Ken would like a chance to tell the Commissioners about the conflict of interest. Anita went on to explain what it is Brian is offering in his letter. Commissioner Judy Teitzel feels that with Brian on the board and involved in the Fiber project, it has put the whole project in jeopardy. Commissioner Doug McKenzie voiced his agreement. John has felt that it would not be a conflict of interest. Commissioner McKenzie wanted John to draw a map on the board so they could visualize the proposed Stevenson fiber route. John said that it would be more beneficial to the Port to string their own fiber. John informed Commissioner Teitzel of the Port's cost of this portion and who is going to take care of the lines when it breaks. Ken feels under this Section 22 23 030 of the law that SawNet could lease port-owned fiber from the Port as we are obligated to provide nondiscriminatory access to any fiber lines we own. This is a different situation from a potential public private partnership. Commissioner Doug McKenzie feels just because Brian is a Commissioner he should not loose his right as a citizen to access fiber, he should be treated just like anyone else.

Commissioner Doug McKenzie asked about Brian's antenna on the roof of the Tichenor Building and Ken responded that the permit for this antenna was entered into long before Brian was on the Port Commission. Ken just wants to make sure that the fiber is neutral to everyone.

Treasurers Report: Port Auditor Jan Fancher gave the monthly Treasurer's report for the month of April, part of May, and an overview of the first quarter review. Anita went on to explain the first quarter review, now close to a mid-quarter review, saying it is still a draft as we still have adjustments to make to both the expected revenues and expenses for the remainder of the year, especially in the salary and wages section. Jan's handouts included Cash Balance to date, Balance Sheet by month, and Profit and Loss by Class for each fund. Jan explained to the Commissioners how excited we are and the progress that we have made on the new version of QuickBooks.

Marketing & Business Development Managers Report: John reported that the Fiber project is done. He continues to work on marketing cut sheets, a presentation folder, and a separate project updating and redesigning the Port Website. The Discovery Building will have a "For Lease" sign for Hwy 14. John will be going to conferences to market the Discovery Building. They did a final change order for the Discovery Building.

Executive Directors Report: Commissioner Doug McKenzie would like to work with the Executive Director on the Life Tek situation.

Anita sent a letter to Kate Engle Rothchild letting her know about our lost tenant (LifeTek) for the Discovery Building. She passed out copies of the letter to the Commissioners.

Anita ask the Commissioners if they have any problem with her continuing discussions Keith Liggett about sail boat parking and in-water moorage. The commissioners told Anita to go ahead with the sail boat parking, but not on the Unical property, and to hold off on the in-water moorage until Commissioner McKenzie had the opportunity to research it further.

Next Meeting: The Commissioners have scheduled a special workshop meeting for June 13, 2002,beginning at 4:00 pm. The next regular meeting of the Board of Commissioners will be held on Tuesday, June 25, 2002, at 4:00 p.m.

Adjournment: The meeting was adjourned at 7:45 pm.

Commissioner Doug McKenzie

Judy Teitzel

Commissioner Judy Teitzel

Commissioner Brian Adams

ATTEST:

Deana Midland, Administrative Assistant

Port of Skamania County
Board of Commissioners
Special Workshop Meeting
June 13, 2002

Call to Order: Commissioner Brian Adams called the meeting to order at 4:07 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Brian Adams, Commissioner Doug McKenzie and Executive Director Anita Gahimer Betty Lease, citizen from North Bonneville, attended also.

Other: Purpose of this meeting is to discuss the role and responsibilities of the Executive Director.

Commissioner Doug McKenzie wanted to know if the Resolution provided to them for the meeting is a new one. Anita said it is a copy of the one she presented in January which was modified. Anita said that there are some authorities that have to be re-established every year by statute. She said this is the resolution provided to her by George Fox. It is the resolution he uses every year for his Ports and that several other Ports have signed this type of resolution. Commissioner Teitzel wanted to know which Ports have done this. A discussion followed regarding which resolutions are done every year and which are needed only once. A question was asked by Betty regarding how many signatures are required on the Port warrants. Anita responded that only one signature is required. Commissioner Doug McKenzie indicated that the people named in the Resolution to sign warrants should remain the same.

Commissioner Doug McKenzie directs Anita to document any changes that she makes so that the Commissioners may see the alterations. Commissioner Brian Adams commented that there are features in MS-Word that can be used to track the changes.

Commissioner Brian Adams asked Anita if she had any issues or changes. Anita specified that what is important to her is that the Job Description Authorities are more clear to cover her and the Port. Anita feels she is in a very difficult position not knowing the full extent of her authorities.

Commissioner Judy Teitzel would like to be notified of any modifications or new information prior to the meetings so that there are no surprises for the Commissioners during a meeting. Anita would like to know if she could have the Commissioners' email addresses so that she could keep them informed in a more timely manner. The commissioners were concerned whether they need to retain correspondence and documents from the Director for 6 years. Anita reassured them that the Port already must keep the record copies on file for 6 years, as the documents are public record.

The Commissioners are not making any changes to the Duties and Responsibilities of the Executive Director.

Anita had handed out at the previous meeting two documents regarding delegation of authorities including the resolution and a samples of authorities from other Executive Directors. The Commissioners would like to go through each line item.

The Delegation of Authority to sign checks in the Directors absence is to remain the same.

Commissioner Doug McKenzie asked Anita about the disposition of the Wind River Nursery Fund and Anita responded that the fund account needed to be closed. The commissioners would like to have the fund money put into a reserve fund account. This issue will be discussed at the regular meeting on June 25, 2002.

Anita explained that once the Budget is established and adopted it never gets changed.

Commissioner Doug McKenzie questioned #4 and specified that the Executive Director is to seek Commissioner approval regarding terminating and hiring staff. This item will be reworded for clarification to accurately reflect the personnel manual.

Commissioner Doug McKenzie commented on #5 that he would like Anita to record a dollar amount on the contracts so the Commissioners can track the figures.

Commissioner Doug McKenzie commented on #8 that it is unnecessary as we have the personnel policy. Commissioners also questioned whether #9 needs prior approval. Anita wanted to know if Commissioner Doug McKenzie had any problem with her delegating her authority to whom ever she feels is responsible. The Commissioners asked her to eliminate #10, which will be discussed at another time. Commissioner Brian Adams feels there should be a signature line at the bottom of #11.

Anita will prepare a new resolution incorporating all of the above changes using the "show changes" WORD feature for the commissioner's review and consideration for approval at the next meeting.

The commissioners discussed a schedule for approval of the Comprehensive Resource Development Plan. The commissioners need more time to read the plan in detail. Commissioner McKenzie said he would like to see Anita's suggested changes.

Anita gave a brief status report on the LifeTek lease. Commissioner Adams left the meeting as Anita said she had one quick item on the fiber project. Following Brian's exit from the room Anita passed out her letter of response to SawNet resulting from their letter to her which was discussed at our regular Port meeting last Tuesday.

Adjournment: The meeting was adjourned at approximately 5:25 p.m.

Commissioner Doug McKenzie

Judy Teitzel

Commissioner Judy Teitzel

Commissioner Brian Adams

ATTEST

Anita Gahimer

Port of Skamania County
Board of Commissioners
Regular Second Monthly Meeting
June 25, 2002

Call to Order: Commissioner Judy Teitzel called the meeting to order at 4:05 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Doug McKenzie, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, and Business and Project Development Manager John McSherry. Kevin Coombs, Brian Adams and Mike Garvison, Skamania County Auditor, attended during portions of the meeting.

Approval of Minutes: Commissioner Judy Teitzel would like to hold off on approval of the minutes from previous meetings until the July 9, 2002 meeting.

Public Comment: There was no public comment.

Vouchers: Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 13545 through 13562 in the amount of $21,759.86. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Other: John asked the Commissioners about the Teleconsortium Resolution and if they would be signing it. Commissioner Judy Teitzel said nothing could be done due to Commissioner McKenzie not receiving his packet in time for him to review the information.

Per her announcement, prior to the Call to Order, of her receipt of a letter of resignation from Commissioner Brian Adams and her subsequent electronic message to the commissioners yesterday, Anita gave the Commissioners a copy of Brian's letter. Commissioner Doug McKenzie made a motion to accept Commissioner Brian Adams, District #2, letter of resignation effective June 24, 2002. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Anita also received a copy of a letter Brian sent to the Stevenson Carson School District, EDC and to the Port informing us of his intent to construct a Fiber line between the Stevenson NoaNet point of presence and his office on School Street.

Anita has received an award letter from the State for $7,000.00 for design and engineering of the Port's planned fiber optic line. There was a brief discussion of the fiber project that followed. Commissioner McKenzie asked John if he received any quotes on maintenance of the fiber cables. John went on to explain that a computer program would detect if there were problems. The Port would lease the line to private enterprise to operate and maintain the line; it will be the responsibility of the company that is leasing it to repair it.

John has an example of an agreement used by the Port of Whitman County for the Commissioners to look at. Anita would like the Commissioners view point on moving forward on what they need to do for design and engineering. Anita and John would like to hire an engineering firm so that they could move forward on the process. Anita would like permission to move forward to get them hired. Anita recommended a workshop for more information.

The Commissioners would like to set up a workshop for the purpose of discussion of the Fiber project. The meeting will be held July 2nd, at 12:00 pm.

Brian Adams thanked the Commissioners for accepting his resignation.
Judy Teitzel thanked Brian Adams for his time & expertise on commission JT
Anita gave the Commissioners an update on the LifeTek Lease. The Arnolds have agreed to a surety hearing and Anita is going to try and schedule that for the week of July 8th.

Anita reported that Keith finished his estimate for putting power at the end of the dock. He finished last Friday the 20th of June, and the total for cost estimate of PUD electrical service and the meter and for the Port to do the ditch and the conduit and breaker box and hire an electrician for just those items is $8,650.00. Anita will get in contact with the Captain of The Queen of The West, to see if they would use and pay for the use of this service.

Anita handed out a new brochure from CGEDA. Amy Weissfeld was hired on a temporary basis for marketing and grants.

Anita talked to the gentleman that the EDC brought to us that wants to put in a call center in the Tichenor Building, which is tied directly to having fiber service to this building, regarding the different options for their occupancy, which include finishing off more of the existing high bay space with offices overhead. He is interested in moving forward. He's moving forward on getting his paper work together, business plan and hopes to have that done by the end of July. Anita will be meeting with him.

Anita talked with Keith Liggett about space to store sailboats, mooring sailboats and a launch facility for sailboats. Keith would like to meet with the Commissioners to discuss these issues. Commissioner Doug McKenzie would like to have a walk around with Keith Chamberlain and Commissioner Judy Teitzel at our July 2nd workshop.

Anita would like to go ahead and submit our JARPA permit as soon as possible. There was a brief discussion on the Waterfront Improvement Project.

Executive Session: The Commissioners went into session at 5:30 pm for approximately 15 minutes to discuss personnel issues. The Commissioners came out of Executive Session at 5:40 pm with no decisions being made.

Next Meeting: The Board of Commissioners will hold workshop on Tuesday, July 2, 2002, beginning at 12:00 pm. The workshop will include a tour of the waterfront improvement project at 2:00 pm.

The next regular monthly meeting of the Board of Commissioners will be our first monthly meeting of July, to be held on Tuesday, July 9, 2002, at 4:00 p.m.

Adjournment: The meeting was adjourned at 5:45 pm.

Commissioner Doug McKenzie

Judy Teitzel
Commissioner Judy Teitzel

ATTEST:

Deana Midland, Administrative Assistant

Port of Skamania County
Board of Commissioners
Regular First Monthly Meeting
July 9, 2002

Call to Order: Commissioner Judy Teitzel called the meeting to order at 4:05 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Doug McKenzie, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry, Port Auditor Jan Fancher and Administrative Assistant Deana Midland. Angus Ruck, Kevin Coombs and Floyd Wilkes attended during the first portion of the business meeting.

Approval of Minutes: Commissioner Doug McKenzie made a motion to approve the minutes of the June 25, 2002 meeting with a hand written correction. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve the Minutes of the June 13, 2002 meeting. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve the Minutes of the June 11, 2002 meeting with the hand written changes that Commissioner Judy Teitzel stated. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Vouchers: Commissioner Doug McKenzie made a motion to approve Pre-Issued General Fund Payroll Vouchers Numbered 13563 through 13567, in the amount of $3,313.84. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve Pre-Issued General Fund Payroll Vouchers Numbered 13540 through 13544, in the amount of $3,239.95. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Judy Teitzel stepped down and made a motion to approve General Fund Vouchers Numbered 13568 through 13602 in the amount of $ 14,741.35. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to accept Resolution Number 04-2002 to support the Gorge Teleconsortium for Advanced Telecommunications Ad Hoc Committee. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to accept Resolution Number 05-2002, a Resolution to the Port of Skamania County, Delegating Authority to the Executive Director. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to accept Resolution Number 06-2002, a Resolution authorizing the closure of the Wind River Nursery Site Fund Accounts. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Staff Reports

Treasurers Report: Port Auditor Jan Fancher gave the monthly Treasurer's report for the month of May, and an overview of the first quarter review. Jan's handouts included Cash Balance to date, Balance Sheet by month, and Profit and Loss by Class for each fund. Jan explained to the Commissioners how excited we are about the progress we have made on the new version of QuickBooks.

Attorneys Report: Ken let the Commissioners know he does not see a problem doing business with Brian Adams of Saw Net since his resignation. There was a brief discussion to follow.

Administrative Assistant: Deana reported she attended the 2002 Finance Seminar in Ocean Shores the 3rd week in June. She also was on vacation the first week in July.

Facilities Specialist: Keith reported the Brew Fest went well and was very busy.

Keith and Karl have put up doggy poop bags, and signs of whom to call if a dog is out of control or not on a leash.

Keith and Karl have been working down at the Discovery Building on the irrigation system.

Karl and Keith have the first interpretive sign up on the waterfront and will be getting the rest in as time allows.

Marketing & Business Development Managers Report: John reported he has been doing a lot of advertising in the Business Journals. The properties he has been advertising are the Discovery Building, Carson Tan Building and the office space in the Tichenor Building. Some of the other advertising we have been doing is on the High School Graduation page of the Pioneer, Skamania County Fair Booklet, and at the Gorge Games.

John reported he has been working on the Web page today with Lynee and Karen. John is having a presentation folder made up.

John reported there is a company interested in relocating here. He and Anita will show them the Carson Industrial Building and the Discovery Building next week.

John will be setting up some marketing booths one with the Port of Portland at the Sea Fair there is no charge for this booth.

Executive Directors Report: Anita reported she had a conversation with Captain Wengel of the Queen of the West regarding shore power. The Captain said they do not have what it takes to plug in and they do not have room on boat to carry what it takes. Captain Wengel said they have purchased the Columbia Queen, and are also building a new boat that will be on the River in late 2003 or 2004.

Anita reported she has again talked to the gentleman interested in putting in a call center in the Tichenor Building. She anticipates reviewing their business plan in late July.

Anita stated for the record the workshop that was held on July 2nd at 3:00 pm was a workshop, not a special meeting at which no decisions were made.

George DeGroote donated two tickets to the Interpretive Center 4th of July event to the Port in recognition of the landscaping work we are doing at the Discovery Building unfortunately no one was able to attend the event on behalf of the Port.

Anita let the Commissioners know that a surety hearing with the Arnolds had been set for July 23, 2002. She also reported that the Arnolds have requested an executive session with the Commissioners prior to such hearing. The Commissioners agreed to hold and executive session at the next meeting with the Arnolds. The session is for the purpose of discussing a lease settlement agreement in lieu of potential litigation.

Anita reported she closed our 1st Independent Bank account opened to hold retainage for the Discovery Building construction.

Commissioner Doug McKenzie made a motion to approve cashiers check # 1 in the amount of $4,915.22 dated 7/9/02 made out to Grady, Harper & Carlson Inc. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Port Meeting
July 09, 2002
Page 4

Commissioner Doug McKenzie made a motion to approve cashiers check # 2 in the amount of $140.10 dated 7/9/02 made out to The Port of Skamania County. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed

Commissioner Judy Teitzel made a motion to submit our JARPA permit for the Waterfront Development project. Commissioner Doug McKenzie seconded the motion. The motion passed.

Executive Session: The Commissioners went into Executive Session at 6:15 pm for the purpose of discussing a personnel issue.

The Commissioners came out of Executive Session at 6:38 pm with no decisions being made

Next Meeting: The next regular meeting of the Board of Commissioners will be held on Tuesday, July 23, 2002, at 4:00 p.m.

Adjournment: The meeting adjourned at 6:40 pm.

Commissioner Doug McKenzie

Judy K Teitzel
Commissioner Judy Teitzel

Vacant

ATTEST:

Deana Midland, Administrative Assistant

Port of Skamania County
Board of Commissioners
Regular Second Monthly Meeting
July 23, 2002

Call to Order: Commissioner Judy Teitzel called the meeting to order at 4:05 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Doug McKenzie, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, and Business and Project Development Manager John McSherry. Please see attached sign in sheet for members of the public in attendance.

Approval of Minutes: Approval of the minutes for the July 9, 2002 meeting minutes were postponed until the next meeting.

Public Comment: Rich Curran, John Broughten and several others came and spoke on behalf of Jim and Linda Borup, Lessee of the Port's Beacon Rock Golf Course. John Broughten asked the Commissioners when they might be making a decision on the golf course.

Anita reported to the Public and to the Commissioners the Port received four proposals in response to our Request for Proposals for Lease, Management or Purchase of our Beacon Rock Golf Course, and a list would be posted by Deana's desk in the Port's main office. Anita handed out a copy of this list of the respondents to everyone present. She asked if the Commissioners wanted to hold a workshop to discuss the responses, or if one of them would like to work with her as she proceeds with the evaluation process. The Commissioners decided they wanted a workshop to review the proposals. A date of August 6, 2002 at 10:00 am to 1:00 pm. was established. Anita will put together a structured presentation and agenda. Ken will determine if an Executive Session would be appropriate.

Jim Borup asked when they (the responders) are allowed to speak to the Commissioners regarding the respondent packets. Ken let Jim know that none of the respondents have any information any different from anyone else. Anita reported she has appointments with each of the respondents and will be meeting with all of them before the workshop on August 6th.

George Ward from Camas spoke on behalf of Jim and Linda Borup. Frank Cox of Stevenson spoke on behalf of Jim and Linda Borup. Mark Bass, BRGC member for two years, commented if he had to golf somewhere else he would not golf.

Anita presented a revised resolution for the closure of the Wind River Nursery Site Fund for the commissioner's approval. Commissioner Doug McKenzie made a motion to approve Revised Resolution #06-2002 authorizing the closure of the Wind River Nursery Site Fund. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Anita presented a resolution to adopt the 2001 Skamania County Parks and Recreation Master Plan which includes all the port recreational lands and identified projects. Commissioner Doug McKenzie made a motion to accept Resolution #07-2002 adopting the Skamania County 2001 Parks and Recreation Master Plan. Commissioner Judy Teitzel stepped down and seconded. The motion passed.

Vouchers: Commissioner Doug McKenzie made a motion to approve Pre Issued General Fund Vouchers Numbered 13603 through13607in the amount of $3,347.77. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Judy Teitzel stepped down and made a motion to approve General Fund Vouchers Numbered 13608 through 13633 in the amount of $33,557.22. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Doug McKenzie expressed some concerns regarding the Grady, Harper & Carlson Voucher. He wanted to know why there was such a significant difference from the last bill to this current one. Commissioner Doug McKenzie asked Anita what it would take to have our Auditor review the bills so we can figure out why the difference. Anita responded she would have Jan review the billings and only issue the warrant if Jan's review confirmed the final payment amount to that of the voucher. Commissioner Doug McKenzie will approve the vouchers as long as Jan goes through the billing.

Commissioner Doug McKenzie made a motion to approve the Capital Development Fund Vouchers Numbered 20072 through 20074 in the amount of $100,086.95 subject to our Auditors review of invoice #20074 in the amount of $63,159.82 with that action to be done by Friday this week. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Other: Anita reported on a couple of standard contracts she wanted to inform the Commissioners about prior to her signing them. One is with the Washington State Health Care Authority who provides our employee health benefits package. Commissioner McKenzie asked if the employees were happy with it. Anita and the staff present responded yes. The other is with the Washington Government Entity Pool through whom the Port has their insurance coverage. Anita wanted to make sure the commissioners had no objections about her signing and sending them in. The commissioners commented they had no problem with Anita signing these contracts.

Anita reported on her presentation to the Washington State DNR IAC Boating Facilities Grant Fund Board as part of our application for grant funds to complete our Cascade

Avenue Boat Launch Site Improvements. She will be giving her final grant application presentation the first or second week in October. Anita asked for approval to have our engineer on the project, Andrew Jansky, to help out with simplified sketches of the

construction which will show the needed information in a simplified manner for her Power Point presentation. The Commissioners did not have a problem with her getting these sketches or anything else she needs to do a presentation that will have the best change of getting the grant funds.

Anita reported the Port camera is not working well and let the Commissioners know she would be purchasing a new camera.

Executive Session: The Commissioners announced they will adjourn into an Executive Session with Pattie and Greg Arnold for approximately 20 minutes for the purpose of discussion of possible lease litigation.

The Commissioners came out of Executive Session at 5:40 pm with no decisions being made.

Other, continued:

John reported on a company that manufactures small homes and cabins. He has sent them a packet on the Discovery Building and followed up with a telephone call.

Anita and John have been working with a research and manufacturing firm from California. Anita has received an offer from them to lease one third of the Discovery Building (one high bay space and 1/3 of the office area). They have committed to paying a deposit equal to three months rent, the advertised lease rate with yearly increases, and to grow from 6 full time permanent jobs in year one to 19 in year five. . Commissioner Doug McKenzie expressed concerned about splitting the Discovery Building up. He would like to see them go to the Carson Building instead. Anita reported she was not sure we could have the Carson Building ready in time for them as Wind River Mines has an enormous amount of equipment to move out yet

Anita went on to report Wind River Mines is in default of their lease as they are behind in their lease payments. Anita said she will be sending them a letter the 1st of August, which is the date they become three months behind. She spoke to Ron Delano who told her he is very disappointed in the way things are being handled by Delano Wind River Mines main office in California. Ron told Anita the settling pond sludge is going to be moved out to the disposal site at Roosevelt and they are working very hard to get all of their stuff out of the building.

Following further discussion the commissioners directed Anita not to send a default letter to Delano Wind River Mines at this time, but to continue to work with them to get moved out.

Anita is waiting on a business plan from Gorge Delights whom has also expressed an interest in leasing the Discovery Building, the entire facility. She reported on last Wednesday she sent them recommendations on a business plan structure, and the basic terms of a potential lease with the port for the building. She will continue to work with them after she receives and reviews their business plan.

Anita said she is still on hold per the Commissioners direction regarding Keith Leggett's request to provide sailboat parking on one or more vacant land sites near the waterfront to support the sanctioned sail boat racing events scheduled here this summer, and his desire to lease in-water moorage sites. Anita was given direction not to pursue this request at this time.

Anita wanted to know if the Commissioners had any comments or revisions to the new Personnel Section #106 Problem Resolution document she prepared to address concerns they expressed several meetings ago and provided to them for review at the last meeting. They see no problem with the Resolution. Commissioner Judy Teitzel stepped down and made a motion to approve Personnel Section #106 Problem Resolution to be added to our current Management Guide. Commissioner Doug McKenzie seconded the motion. The motion passed.

Anita asked if the Commissioners if they had any comments on her revisions to our current Personnel Section 401 Timekeeping document which she revised and provided for their review at the last port meeting in response to their discussions during the Executive Director's authority workshop. Personnel Section #401 Timekeeping; revision of 7-23-02 presented by Anita was modified with hand written changes and approved by the commissioners.

Anita asked if the Commissioners had seen the new marketing folder which was designed under our US FS Marketing Grant. She passed out a folder to each of the commissioners.

Anita handed out a copy of a second draft public-private partnership contract with Saw Net for a fiber optic cable run from the NoaNet POP to the Port-owned Tichenor Building. This is the second version of such an agreement, restructured so the port would do the construction work and SawNet would be a financial partner only. Anita reported we did not receive our grant so the Port is limited to doing only a portion of this current phase of the fiber project. Anita has been working with a call center that may be interested in coming here if we have this fiber cable in place. We have received our State grant funds for design and engineering of this phase. Anita asked for approval to continue with negotiations with SawNet. Commissioner McKenzie commented he is not interested in pursuing a public-private partnership on the fiber project at this time. He said his current feelings have nothing to do with Brian Adams or SawNet, but feels this is not the right time to move forward. He would like to see a commitment from a potential Tichenor Building tenant first.

Next Meeting: The Board of Commissioners will hold a workshop to review the responses from our BRGC RFP on Tuesday, August 6, 2002, beginning at 10:00 am.

The next regular monthly meeting of the Board of Commissioners will be our first regular monthly meeting, Tuesday, August 13, 2002, at 4:00 pm.

Adjournment: The meeting was adjourned at 6:30 pm.

Commissioner Doug McKenzie

Judy Teitzel

Commissioner Judy Teitzel

Commissioner Vacant

ATTEST:

Deana Midland

Deana Midland, Administrative Assistant

amended

Port of Skamania County
Board of Commissioners
Regular First Monthly Meeting
August 13, 2002

Call to Order: Commissioner Judy Teitzel called the meeting to order at 4:10 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Doug McKenzie, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, and Business and Project Development Manager John McSherry, Port Auditor Jan Fancher and Administrative Assistant Deana Midland. Please see attached sign in sheet for members of the public in attendance.

Commissioner Judy Teitzel turned the meeting over to the Executive Director to introduce Gorge Delights, Ron Weary of HR Mtn. Sun, Gary and Mike Willis of the Willis Family, Mike and Kenny Goe of Goe and Sons. Anita had met with them several times over the past few weeks negotiating a lease for the Discovery Building. Anita reviewed some recent changes to the lease. Everyone agreed to the changes and the document was signed. Port Commissioner Judy Teitzel and President Gary Willis exchanged the keys to the Discovery Building and the lease deposit check.

Public Comment: Rich Rush, Jim Price and Steve Hanson came to the meeting on behalf of the Stevenson boat ramp project. They said it is getting harder and harder to launch a normal boat due to the volume of people and their wave runners. Kids playing on the ramp and people parking their toys on the ramp inhibit launching. He feels normal boat ramps have a loading and unloading place for boats. The Sheriffs office put in no wake signs and he also wondered who would enforce the law cause no one goes slowly. Commissioner Doug McKenzie said that the Port would take some action to help address these issues. The public is concerned that someday some ones temper is going to get the best of them. Rich Rush wanted to know where we stood on the changes to the boat launch area. We are in the process of obtaining permits and funding for the project.

Rich Curran spoke on behalf of Jim & Linda Borup lessees of the Beacon Rock Golf Course. John Broughton passed out a hand out on behalf of Jim and Linda. Stan Barber has been involved with the golf course since the people in the County built it and he does not want to see it change. Tim Cole from Carson Golf Course spoke on behalf of Jim and Linda. Lynn Lunde has been a resident for the past two years and said he also supports the Borups. Ken Woodrich reported Attorney Bob Schaefer had called and wanted to pass on his recognition for the Borups.

Approval of Minutes: Approval of the minutes for the July 9, 2002 and the May 21, 2002 meeting minutes were postponed until the next meeting.

Vouchers: Commissioner Doug McKenzie made a motion to approve Pre Issued General Fund Vouchers Numbered 13634 through13638 in the amount of $7.989.71. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 13639 through 13682 in the amount of $33,835.59. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve the Capital Development Fund Voucher Numbered 20075 in the amount of $2,192.06. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve Pre Issued Capital Development Fund Voucher Numbered 20074 in the amount of $4,535.18. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve Resolution Numbered 08-2002 and 09-2002 for the authority for the Executive Director to go for IAC funding. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Ron Weary asked if the building was not finished and things were not ready for their move in if there could be a break in the rent next month. Commissioner Doug McKenzie has no problems with the Executive Director negotiating a reduction in the rent for next month.

Financial Report: Jan reported that the State Auditors are on site and they brought in a grant expert who anticipates on being done on Thursday. The Federal part of the Audit has to be completed by September. Commissioner Judy Teitzel would like to sit in on the audit exit interview.

Administrative Assistants Report: Deana reported that she has been working just getting ready for the audit and reported that Rochelle Forester, a summer youth employee has been working very hard with us.

Marketing Director Report: John reported that the Discovery Building construction contract requirements will be completed soon which will allow us to release retainage funds. He had been working with Anita with Gorge Delights.

John has been working with the engineers on Parcel 2 trying to bring them up to speed since the assigned project manager he had been working with no longer works with the company.

John has been also working on the grant files for the audit and being a big help to Jan and Deana preparing.

John has also been working on the Web page with our marketing consultant. He has been talking to the gentleman that has the call center and they would like to move in, in October. John has been talking with MFG regarding their space and seeing if we could use the space there in.

Executive Directors Report: Anita reported that the deadline for the Commissioner position was today at noon and we received one application. The application received was from Dave Prosser. Commissioner Doug McKenzie made a motion to appoint Dave Prosser as long as he meets the requirement as a resident of District 2. Commissioner Judy Teitzel seconded the motion. The motion passed.

Maryann from the City of Stevenson has approached Anita about an easement that the City is trying to get an easement from BNSF. The City is willing to put in all the landscaping and then the Port will maintain it. The City received a letter from BNSF saying there would be a cost and they would like the Port to partner. There will be a meeting in September and Anita would like to be able to let them know what we will do. Commissioner Doug McKenzie said he would like some time to think about it.

Anita wanted to know if the Commissioner had any other questions regarding the Call Center. Commissioner Doug McKenzie said he supports the center he would just like to have a firm commitment. Anita will try to have maps for all the different alternatives.

Anita met with the two respondents as the Commissioner requested. She does have a response from both respondents. Responded A responded on 2 and Respondent B responded on all three.

Anita has not heard from Innovative Cooling and she is very concerned that we have lost them. Anita wanted to know if the Commissioners have any problems with the draft list of improvements for the old Wind River Mines Building. Anita feels these improvements need to be made no matter what in order for us to market it. Wind River Mines has been in the building for 8 years and the carpet needs replacing and the walls painted ect.

Anita has started a first draft 2003 budget and had hoped to have it finished before today. She has started on staff reviews.

Executive Session: The Commissioners announced they would adjourn into an Executive Session for approximately 20 minutes to discuss financial issues that involve Beacon Rock Golf Course.

The Commissioners came out of Executive Session at approximately 6:50 pm with no decisions being made.

The Commissioners have directed Anita to develop a lease agreement over the next 30 days that meet the needs of the Port. The agreement when approved by the Commissioners will be offered to J & L Borup. If they do not except within 60 days then the same agreement will be offered to Kevin Coombs.

Second Executive Session: The Commissioners went into Executive Session at 7:10 for the LifeTek default and a Personnel issue.

The Commissioners came out of Executive Session at 7:35 pm with no decisions being made.

Next Meeting: The next regular monthly meeting of the Board of Commissioners will be our second regular monthly meeting, Tuesday, August 27, 2002, at 4:00 pm.

Adjournment: The meeting was adjourned at 7:35 pm.

Commissioner Doug McKenzie

Judy K Teitzel

Commissioner Judy Teitzel

Commissioner Vacant

ATTEST:

Deana Midland, Administrative Assistant

Port of Skamania County
Board of Commissioners
Regular First Monthly Meeting
August 13, 2002

Call to Order: Commissioner Judy Teitzel called the meeting to order at 4:10 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Doug McKenzie, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, and Business and Project Development Manager John McSherry, Port Auditor Jan Fancher and Administrative Assistant Deana Midland. Please see attached sign in sheet for members of the public in attendance.

Commissioner Judy Teitzel turned the meeting over to the Executive Director to introduce Gorge Delights, Ron Weary of HR Mtn. Sun, Gary and Mike Willis of the Willis Family, Mike and Kenny Goe of Goe and Sons. Anita had met with them several times over the past few weeks negotiating a lease for the Discovery Building. Anita reviewed some recent changes to the lease. Everyone agreed to the changes and the document was signed. Port Commissioner Judy Teitzel and President Gary Willis exchanged the keys to the Discovery Building and the lease deposit check.

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Adjournment: The meeting was adjourned at 7:35 pm.

Commissioner Doug McKenzie

Judy K Teitzel

Commissioner Judy Teitzel

Commissioner Vacant

ATTEST:

Deana Midland, Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners
Regular Second Monthly Meeting
August 27, 2002

Call to Order: Commissioner Judy Teitzel called the meeting to order at 4:10 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, and Business and Project Development Manager John McSherry. Public in attendance were Humaira Falkenberg, Peggy Bryan, Theresa Lusty, Mary Ann Duncan-Cole, and Matt Masco.

County Auditor Mike Garvison was unavailable to attend today's meeting to swear in new Port Commissioner Dave Prosser. As a result Dave did not participate in any decisions or motions during this meeting. Dave will get together with Mike prior to our next meeting to be sworn in.

Approval of Minutes: Commissioner Doug McKenzie made a motion to approve the minutes of the July 9, 2002 meeting. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve the minutes of the August 13, 2002 meeting with a hand written correction on page 2. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Public Comment: Humaira Falkenberg from the EDC gave a presentation on the Fiber Optic Project. Humaira would like to get the Port Commissioners viewpoint and concerns on the community-wide project. Humaira emphasized how very important fiber is for growth in our community and how fiber has helped other communities like the Port of Hood River. There is one particular business she has used as an example in the past, demonstrating how fiber has made it a huge success. Ninety-five percent of their business is done via the Internet and if they did not have fiber their business would not be as successful as it is today.

The EDC and the City of Stevenson would like the Port to partner with them on this project. It is going to be very important for the Community in the near future for fiber to be in place. The application needs to be done and in place by November 5, 2002.

The Commissioner expressed interest in moving forward with this project, especially if they have a bird in hand tenant. The Commissioners directed Anita to move forward with the fiber project, beginning with obtaining the necessary approvals from BNSF to cross the railroad on Russell Street with a fiber cable.

The Commissioners wanted to know if the City of North Bonneville is involved. They are involved verbally responded Mary Ann.

Commissioner Doug McKenzie made a motion to move forward in a partnership with the other public entities to seek possible funds for the Fiber Project. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Vouchers: Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 13683 through 13707 in the amount of $24,275.22. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Other: Anita gave a mid-month update on current port activities:

- Wind River Mines move-out
- Contingency Agreement with Innovative Cooling for the WR Mines Building
- GHC Contract close-out
- Discovery Building construction Sales Tax Audit
- Gorge Delights move-in
- IAC grant application for the Cascade Avenue Boat Launch Site

Anita gave a current cash-on-hand report. Jan will present a full financial report for the month of August at our first meeting in September.

Anita presented Resolution Number 10-2002, confirming the acceptance of the completion and correction of all punch-list items and the construction of the Discovery Building. A motion was made and seconded to approve Resolution Number 10-2002 as presented. The motion passed.

Following on discussion in our meeting of August 13th, Anita passed out the design sketches for our long-time project with the City of Stevenson to upgrade and improve the Cascade Avenue and Russell Street intersection area along the railroad tracks. After two years or more of work, BNSF has agreed to sign a Letter of Agreement with the City for an easement to allow for this work to be done. However, BNSF is charging a $2,000 administrative and transaction fee. The City and the Port have partnered on the project with the City providing doing the project and the Port providing the follow-on maintenance. Anita asked the Commissioners to approve sharing the cost of the easement with the City 50-50. The Commissioners agreed. A motion was made and seconded to share in the cost 50-50 with the City by funding $1,000. The motion passed.

Anita passed out two recent newspaper articles on the Gorge Delights lease, and her press release regarding the BRCG RFP action taken during the August 13th meeting.

Anita presented a design for a new security gate on Stevenson Landing which Keith has had developed. The new gate will provide improved security for access to the ship gang way, docking ships, and the gang way control box. The design is intended to be visually friendly while also prohibiting access.

Executive Session: The commissioners announced a short Executive Session of five minutes or less for the purposes of discussing the LifeTek Lease Default.

The commissioners went into Executive Session at 6:06 pm, and came out of Executive Session at 6:09 p.m., with no decisions being made.

Next Meeting: The next regular monthly meeting of the Board of Commissioners will be held on Tuesday, September 10, 2002, at 4:00 pm.

Adjournment: The meeting was adjourned at 6:10 pm.

Commissioner Doug McKenzie

Judy K Teitzel

Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Deana Midland, Administrative Assistant

Port of Skamania County
Board of Commissioners
Regular First Monthly Meeting
September 10, 2002

Call to Order: Commissioner Judy Teitzel called the meeting to order at 4:10 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Business and Project Development Manager John McSherry, Port Auditor Jan Fancher, and Administrative Assistant Deana Midland. Please see attached sign in sheet for members of the public in attendance.

Public Comment: Kaye Masco presented an update on the "Art in the Park" project. A smaller version of the art piece will be on display at Stevenson City Hall. Kaye gave the Commissioners and staffs an invitation to meet the artist Andrew Carson at City Hall September 13th at 4:00 pm. The art piece, when completed, will be permanently mounted on Port property near Stevenson Landing. The project is in partnership with the City of Stevenson who will cover the costs related to the installation of the art piece.

Skamania County Commissioner Bud Quinn discussed with the Commissioners the County-owned industrial land parcel on Evergreen Drive in North Bonneville. He asked the Commissioners if the Port was interested in purchasing the land. The Commissioners responded with interest in the prospect and directed Anita to explore this opportunity.

Jim Borup asked about the status of a lease offer from the Port for the Beacon Rock Golf Course lease. Anita responded that the Commissioners will provide her their final direction regarding the lease later in the meeting and she will know more about the time frame for completing the document tomorrow. She invited Jim to call or come by her office in the morning as she would then have a better idea of how soon she could have the final document ready.

Approval of Minutes: Commissioner Judy Teitzel stepped down and made a motion to approve the minutes of the May 21, 2002 workshop meeting. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to accept the amended minutes of the August 13th meeting. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve the minutes of the August 27, 2002 regular meeting. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed

Vouchers: Commissioner Doug McKenzie made a motion to approve General Fund Vouchers Numbered 13709 through 13745 in the amount of $43,483.17. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Judy Teitzel stepped down and made a motion to approve corrected Voucher Cover Sheet, for Vouchers Numbered 13683 through 17308, dated August 27, 2002. Commissioner Doug McKenzie seconded the motion. The motion passed.

Financial Report: Jan reported the State Audit went well and everyone worked very hard. Jan gave the financial report for the month of July with handouts including monthly cash flow and breakdown.

Administrative Assistants Report: Deana reported she has been working on normal everyday office things. She reported on the Defensive Driving Training in Wenatchee which she attended with the rest of the staff. Deana reported Friday would be Rochelle's last day.

Facilities Specialist Report: Keith reported they have finished up cutting concrete so the tenant can install floor drains in the high bays at the Discovery Building. Keith reported on his discussions with Bob Wittenberg regarding our Carson Water System.

Attorney's Report: Ken reported he has been in contact with the ~~Price~~ Welch Estate attorney and has prepared the necessary paperwork to close out what we commonly referred to as the Welch property purchase since the Port has made final payment in full.

Marketing Director Report: John reported he has been working on the activities and work under our marketing grant. The web page is nearly complete.

John's computer got a virus in that attached his Outlook database and erased all of his information. This has a huge impact as this is where all the names, addresses, phone numbers, and email addresses are stored. He has had to spend time rebuilding his whole database.

John has been working on our booth at the Port of Portland's River City Celebration and Illuminata Parade of Light on September 21, 2002. There is no cost to the Port for our booth. Our display will include a display board, handouts, our marketing materials and an interactive wind surfing demonstration.

John made a follow up phone call to our potential tenant who is interested in locating a call center business in the Tichenor Building. John also met with two representatives from WSU who have been instrumental in high tech business startups, giving them a tour of the Tichenor Building.

On our fiber project, John reported he has completed a review of qualified firms from our professional services roster and has selected the best firm for the technical assistance portion of our project. He also talked to BNSF regarding a permit to string fiber optic cable across the tracks at Russell and Cascade on the existing PUD poles. They indicated a permit could be received in two months.

John has been working with Anita and the consultants on the Fort Cascades Business Park to complete our contract scope of work.

Executive Directors Report: Anita reported she and John attended a meeting at the EDC on the USDA Community Connectivity Grant project. She discussed the difficulties of the grant as it is constructed and has concerns regarding our eligibility to be the applicant and if we want to be the applicant. Ken commented he has talked to Humaira regarding the grant requirements and discussed if the City would not be a better applicant. The Port will still be a partner in the project.

Anita gave the Commissioners a copy of our revised IAC grant application for the Cascade Avenue Boat Launch Project. The application was reviewed by our engineering firm and the cost estimates brought up to anticipated 2003-4 dollars. The final application revisions were due on Friday; Anita submitted our updates on Wednesday. Anita will give our final oral presentation to the IAC Board the first week in October. Commissioner Dave Prosser gave some comments on the project regarding options for the design of the wave attenuation island and asked to have the opportunity to join Anita in any meetings with the regulatory agencies and our engineer. Discussion on the project, the regulatory process, and the options for mitigation of the loss of shoreline for non-motorized watercraft recreation. Commissioners McKenzie voiced his desire the project permit process not be delayed. Commissioner Teitzel also expressed the desire the project not be delayed. Anita will go forward with the project with her best effort to assure the project is not delayed due to any potential changes related to mitigating shoreline for non-motorized watercraft recreational activities.

Anita reported the final Contingency Agreement with Innovative Cooling Systems was sent last week. It has been sent on to their parent company in Missouri.

Anita reported she has been contacted by the US Army Corps of Engineers regarding the US Fish and Wildlife's plan for a new well and several spawning ponds to be created on the Pearce Wildlife Refuge. As adjoining landowners we have been asked for comments.

Anita discussed with the Commissioners the funding approved in our 2002 Budget for office furniture, showing photos of conference room tables and chairs she is considering purchasing, asking for comments. The Commissioners had no objection to her moving forward with the purchase of conference room furniture and suggested she check on where the City of Stevenson got their meeting room furniture.

Anita will be attending the Governor's 2002 Economic Development Conference in Spokane at the end of this week.

Anita reported the Defensive Driving Class was good and the all-staff road trip was great. She felt everyone learned something and the trip was fun too.

Executive Session: The Commissioners announced they would adjourn into an Executive Session for approximately 15 minutes to discuss financial issues related to the Beacon Rock Golf Course RFP.

The Commissioners came out of Executive Session with no decisions being made and Commissioner Teitzel announced they would reconvene into Executive Session for another 30 minutes.

The Commissioners came out of Executive Session at approximately 6:45 pm with no decisions being made.

Anita presented the lease agreement for the Beacon Rock Golf Course she and Ken had prepared at their direction during the August 13th meeting. Anita and Ken reviewed several specific clauses of the agreement with the Commissioners receiving and noting their direction regarding the language. Anita and Ken will prepare a final document and Anita will present it to J&L Borup for their consideration.

Next Meeting: The next regular monthly meeting of the Board of Commissioners will be our second regular monthly meeting on Tuesday, September 24th at 4:00 pm.

Adjournment: The meeting was adjourned at 7:15 pm.

Commissioner Doug McKenzie

Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Deana Midland

Deana Midland, Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners
Regular Second Monthly Meeting
September 24, 2002

Call to Order: In the absence of Board President Commissioner Teitzel, Board Secretary Commissioner Doug McKenzie called the meeting to order at 4:04 p.m.

Attendance: Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, and Business and Project Development Manager John McSherry. Public in attendance was Keith Leggett. Commissioner Teitzel was on an excused absence.

Approval of Minutes: Commissioner Doug McKenzie stepped down and made a motion to approve the meeting minutes of September 10, 2002, Commissioner Dave Prosser seconded the motion. The motion passed.

Public Comment: Keith Leggett presented a proposal to work with the Port through lease agreements and permits to operate a Sailing School and related activities on the Columbia River. Keith handed out letters of recommendation which he had received after he submitted proposal packages to the Port. Discussion on the prospect ensued. Anita will review the proposal and make a recommendation to the Board.

Vouchers: Commissioner Doug McKenzie stepped down and made a motion to approve General Fund Vouchers Numbered 13746 through 13788 in the amount of $32,085.13. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Doug McKenzie stepped down and made a motion to approve Pre-Issued Capital Development Fund Voucher Numbered 20076 in the amount of $58,624.64. Commissioner Dave Prosser seconded the motion. The motion passed.

Ken reported on a recent case in court on telecommunications.

Other: Anita gave a mid-month update on current port activities:

- ICT Contingency Agreement has been sent to their Headquarters office for signature.
- Wind River Mines is continuing to make progress in their move-out.
- Presentation Booth at River Fest was successful. John did a very good job in preparing and managing our booth.
- Governors Conference Spokane, which she attended, was very valuable. There were over 450 economic development professionals in attendance.

Anita reported John completed the selection of the best-qualified firm to do our technical assistance engineering and design of our Tichenor Building fiber optic cable project. Anita explained the contract will include specific tasks. The route determination task will be complete and accepted prior to initiating the next tasks. She will arrange for a presentation to the Board on route options.

Anita reported she would like to have a Port Budget retreat and dinner on November 1st beginning at 3:00 pm, with a dinner at 7:00 pm.

Anita reported she completed the BRGC lease per the Commissioners direction. The agreement was personally picked up by Jim Borup. Anita has had no further communication with Mr. Borup or the public.

Anita reported the EDC Community Connectivity Grant Project which the EDC asked the Port to partner on.

Anita reported she is ready to move ahead with an architectural firm to look at options for accommodating the call center business she and John have been talking to the last couple of months.

Anita reported State F & W would be here on the 25th to walk through the boat launch and waterfront. Commissioner Dave Prosser said he would like to attend this walk through. The tour is a regulatory review of our permit application for the Boat Launch Improvement Project.

Anita handed out a copy of the Community Actions Team's recent updated of the WACERT Project Priority List. Anita and the Commissioner discussed both the old and new Port projects on the list.

Anita did a presentation to the City of Stevenson on the Port-City partnership to landscape, provide drainage, and improve parking at the intersection of Russell and Cascade Avenues along the BNSF tracks. Her goal was to gain City Council's support of the project and pay their half of the BNSF Easement cost. Anita reported the meeting went very well. Anita passed on City Council's desire to have a joint meeting so council members can become more knowledgeable about the Ports future plans for the waterfront, and future partnerships can be explored. Anita will plan such a joint meeting after our budget and planning efforts this year are complete.

Anita verified the Commissioners had received information on the Public Information Act and the Open Public Meeting Act sent out by WPPA.

Anita reported it is time to renew the Port's Contract with CGEDA. She commented it is a benefit to the Port to stay involved and remain a member of this organization. The Commissioner approved Anita to sign the contract.

Executive Session: The Commissioners did not call an Executive Session.

Next Meeting: The next regular monthly meeting of the Board of Commissioners will be held on Tuesday, October 8, 2002, at 4:00 pm.

Adjournment: The meeting was adjourned at 5:50 pm.

Following adjournment, after the Commissioners went outside, a photo was taken of each for the Ports website.

Commissioner Doug McKenzie

Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Deana Midland, Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners
Meeting of October 8, 2002

Call to Order: In the absence of Board President Commissioner Teitzel, Commission Secretary Doug McKenzie called the meeting to order at 4:02 p.m.

Attendance: Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Business and Project Development Manager John McSherry, and Acting Administrative Assistant Lynee Sapere. Commissioner Judy Teitzel was on an excused absence due to her vacation. Members of the public in attendance for portions of the meeting were Keith Liggett and Brian Adams.

Public Comment: None at this time.

Agenda Note: Commissioners decided at this time to hear portions of staff reports first so that members of the public could have input regarding up-coming projects.

Project Report: Anita reported John continues to work on the Fiber project and things have been changing as it progresses. Private enterprise is moving ahead with the installation of a fiber optic cable route from the NoaNet Point-of-Presence off Loop Road to Stevenson. Fiber to School Street (at Hot Springs/ Alameda) will be installed right away. Brian Adams commented permitting and funds are currently in place, and the cable is on order. Fiber from School Street to Vancouver and down to Main Street (Second Street) will be installed early spring of 2003, to coincide with the Downtown Main Street Project while the streets are under reconstruction.

Due to the success of private enterprise, Anita is proposing the Port amend our Scope of Work, which now includes installing fiber from the NoaNet PoP to the Tichenor Building, to now designing and installing fiber only between the Tichenor Building and a point behind the Sprint Building on First Street where it can be easily accessed by several private Internet Service Providers to benefit current and potential tenants of the Tichenor Building. (The design and permitting portion of our fiber project is funded with $7,000 from the State.) Doug asked whether the costs would be substantially less in light of the proposed change. John estimates we will see only about a $1,600 savings since much of the engineering, planning, permitting costs remain the same (the largest is the cost to cross the BNSF railroad). John gave the commissioners ballpark estimates on the costs at 200 feet underground @ $35/foot and 600 feet overhead @ $6/foot including engineering. John indicated once this project is complete, users would have a choice of providers such as SawNet, Gorge.Net, and Sprint whom could lease fiber form the Port to provide services which would benefit our tenants and help us attract business from the high tech industry. Discussion followed.

John also proposed to use the cost savings to initiate the possibilities as of bringing broadband capabilities to the Port properties in North Bonneville. Discussion followed. It was suggested we use the extra $1,600 to take the cable on from the Tichenor Building down Cascade Avenue for optional access from the Rigging Loft and Stevenson Industrial Building. Another suggestion was to put "splice boxes" at each Port building /property along Cascade for future potential use. These ideas were well received and seemed to be a good use of the extra funding. The Commissioners agreed to the change in Scope of Work to route from the Tichenor Building to a location to where various private ISP business could connect on Second Street, rather than duplicate the work of private enterprise by going all the way to the NoaNet PoP.

Attorney's Report: Ken has nothing to bring up in the general meeting.

Marketing and Business Development Report: John reported he continues to work with the call center that is interested in locating here. The EDC brought them to us. They are looking for 5000 square feet with partitions and computer workstations in addition to broadband capabilities. They plan to employ 40 people initially including 10 technical/managerial and 30 wage or part-time positions. Their "product" is a shared customer service and marketing out-source for many types of businesses. All expressed an interest in the job-creation potential. Some concerns were: parking for employees, wage/hour/benefits for workers, level of "tenant improvements" that have been requested and whether these are too business-specific, and protecting Port investment with contingency agreements.

Anita discussed several options for accommodating this type of client in the Tichenor building including using current space and/or building out over the top of the highbay space to create more office space. Dave suggested we investigate a grant to build out the office space to the waterfront views for great future tenant potential. Anita indicated this is definitely something we want to do and thinks we should move ahead on. She also discussed relocation of our offices to make room for the call center and still accommodate our existing tenants. She is exploring the options for space. The Old Saloon Building is our fall-back option! Doug asked Anita to ensure that we would remain in compliance with our grant funding in the expansion of our office space over the high bay area and retain our own offices in the building.

John reported the Corps of Engineers is moving the main entrance to the Washington side of the Bonneville Dam down to the Dam Access Road and Fisherman's Access Road intersection area. This news ties in with our Fort Cascades Nation Historic Site Improvement Project. A call for projects for the Forest Highway Access Enhancement Program is out We made a presentation to the board for funds under this program over a year ago when it was thought they may have some extra funding. We were not funded at that time. This year we will try again and after a meeting with the Corps of Engineers and the Forest Service it appears the project is very well liked by the Corps and may have a good chance for funding, and the Corps may be the lead applicant. We originally started the project to enhance the site for the Corps in exchange for an easement along the Fisherman's Access Road so we could widen the road to accommodate the traffic from SR14 to Parcel 2, our Fort Cascade Business and Industrial Park. John will continue to work this project.

John also said the website is nearly finished and he is working on next year's budget.

Approval of Minutes: This action is postponed until the next meeting.

Vouchers: Commissioner Doug McKenzie stepped down and made a motion to approve Corrected General Fund Vouchers Dated September 24, 2002 Numbered 13746 through 13790 in the amount of $32,088.13. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Doug McKenzie stepped down and made a motion to approve General Fund Vouchers Numbered 13791 through 13823 dated October 8, 2002 in the amount of $21,090.14. Commissioner Dave Prosser seconded the motion. The motion passed.

Executive Directors Report: Anita distributed the Management Letter received from the State Auditor's Office. The letter is written to assist us in improving our internal controls. The issue referred to in the letter is the receipt of federal funds and subsequent payment of authorized expenditures in a timely manner. We had one instance where we did not make our payment of a prior authorized expense in a timely manner. Controls have been initiated to assure this situation does not reoccur.

Anita asked if the commissioners if they had a chance to consider a letter, which they received at home from WPPA, which was, also included in their packet, on Referendum #51, the Gas Tax for Transportation Projects. Discussion followed. Anita will send a response indicating the commission is not prepared to make a decision at this time.

Anita reminded the commissioner of the budget schedule.

Anita reported on a meeting she had with Bob Wittenberg of the PUD. She and Bob discussed the possible purchase of the Carson Water System by the PUD. They also discussed the potential of putting the power currently on poles underground when our fiber optic cable project is under construction. The Kiosk will be relocated this winter or spring to make way for the Art-in-the-Park piece. It would be nice to have the poles in that vicinity gone by then too.

Executive Session: Ken distributed a list of items that can be discussed in an Executive Session. The list is designed so a specific item, which is the purpose for holding an executive session, can be easily checked on this list and the list attached to our minutes as standard procedure. The Commissioners announced they would adjourn into an Executive Session with the Attorney and Executive Director for approximately 20 minutes under Item (i) on the Executive Session Checklist, for the purpose of discussions with legal council.

The Commissioners came out of Executive Session at 5:50 pm with no decisions being made.

Next Meeting: The next regular monthly meeting of the Board of Commissioners will be our second regular monthly meeting of October, to be held on Tuesday, October 22, at 4:00 pm.

Adjournment: The meeting was adjourned at 5:54 pm.

Commissioner Doug McKenzie

Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Lynee Sapere

Lynee Sapere, Acting Administrative Assistant

EXECUTIVE SESSION CHECKLIST

On October 8, 2002, the Port of Skamania County Commissioners announced an executive session pursuant to RCW 42.30.110, and specifically the following section (Check one):

___________ (a) To consider matters affecting national security;

___________ (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

___________ (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;

___________ (d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;

(e) [not applicable]

___________ (f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;

___________ (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4)[1], discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

___________ (h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;

____X_____ (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency

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[1] 4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Port of Skamania County
Minutes
of the
Board of Commissioners' Meeting
October 22, 2002

Call to Order: Board President Commissioner Judy Teitzel called the meeting to order at 4:05 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, and Acting Administrative Assistant Lynee Sapere. Keith Liggett, a member of the public, attended a portion of the meeting.

Public Comment: Keith Liggett stated he wanted to be present to answer any questions the commissioners might have regarding a proposal he submitted to operate a sailing school. The commissioners had no questions. Anita commented per their request she will bring a recommendation to the commissioners, however since our last meeting she and Keith had not had the opportunity to meet and discuss his proposal. Keith and Anita decided to meet tomorrow at 4:00 pm.

Approval of Minutes: Commissioner Doug McKenzie made a motion to approve the minutes of September 24, 2002. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to amend the October 8, 2002 minutes, page 2, end of 4th paragraph, to add "Doug asked Anita to assure we would remain in compliance with our grant funding if we expand the office space of the Tichenor Building over the high bay area and continue to retain our current office space in the building." Commissioner Dave Prosser seconded the motion. The motion passed. Commissioner Doug McKenzie made a motion to approve the October 8, 2002 minutes as amended. Commissioner Dave Prosser seconded the motion. The motion passed.

Treasurer's Report: Port Auditor Jan Fancher distributed the Monthly Financial Status Reports for September, 2002. The reports detailed the income, expenses, and significant transactions of the month.

Jan also distributed the 3rd Quarter Review and Anita gave a detailed briefing on the status of our 2002 Budget, highlighting several areas: Anita noted there were more dockings this fall than had been anticipated. MFG income was lower due to a temporary rate reduction. The Discovery Building vacancy left a $32,000 loss from projected income, and Wind River Mines lease income is less as they have stopped making their rent payments and are moving out. Per Anita's conversations with Ron Delano, his dad has committed to catching the past due payments up as soon as the Port releases them from their lease obligations. Actual income on 2002 Projects was lower due to a portion of our marketing project being postponed until 2003. Anita noted Keith did a great job on purchasing our two new vehicles saving the Port money on this 2001 carryover goal. Anita noted our tax levy funding will increase in October and November bringing us up to our budgeted year end total.

Anita proceeded to detail the expense section of the 3rd Quarter Review: Interpretive Signs are complete. Most of our office furniture purchases will be a carryover item for action in 2003. Keith has successfully completed the Discovery Building signs and they are ready for installation (the signs were on display at the meeting). The Discovery Building landscaping costs were more than anticipated. Property Insurance rates were higher than budgeted. Jan commented insurance company rates have gone up all over following losses from 9/11. There will be no transfer of funds to reserves this year. Auditing services expense came in high due to our decision to retain Jan all year rather than for the first six months of the year that was budgeted. Anita and John saved money on the BRGC marketing due to a decision to not widen the advertising effort beyond local. A broader campaign would have exceeded our budget by a significant amount. Some of our planned marketing efforts were done under our grant funded project this year so Anita anticipates more expense under the Marketing category next year. Payroll was less than budgeted as we did not hire a finance/auditor employee at mid-year as planned.

Vouchers: Commissioner Dave Prosser made a motion to approve General Fund Vouchers dated October 22, 2002, Numbered 13824 through 13856 in the amount of $31,861.62. Commissioner Doug McKenzie seconded the motion. The motion passed.

Executive Director Presentation of the First Draft 2003 Preliminary General Fund Budget: Anita reviewed the schedule for our 2003 Preliminary General Fund Budget and Tax Levy approval process: Budget planning retreat November 1st; first public hearing at our monthly meeting on November 12th; second public hearing at our second monthly meeting on November 26th; then final adoption of our budget and tax levy is scheduled for our regular first monthly meeting in December, on the 10th following our Annual Holiday Open House.

Anita proceeded to detail the Revenue section of our 2003 Preliminary General Fund Budget First Draft with these highlights: The Sternwheeler has no plans to dock here next year. Miscellaneous dockings are expected to continue to rise. The projections for lease income from the Tichenor Building assumes nine months income from our potential call center tenant; we hope to know more about this potential tenant by the next budget meeting. Anita noted MCEDD (Mid-Columbia Economic Development District) is playing an important role in bringing this tenant to us by working with them on financial assistance, Anita congratulated MCEDD and John McSherry for their efforts. This is the first time in several years that MCEDD has had a direct role in supporting one of our tenants. John noted if this lease is negotiated successfully, the relationship between the Port and the County would be strengthened as the County Commissioners played an important role as well. Some discussion followed regarding the need to relocate our offices and some of our tenants to make room for this potential tenant.

The 2003 budget aside for a moment, Anita suggested we change our name for our industrial facility in Carson from the Carson Tan Building to the "Wind River Building" as our potential tenant for this site prefers this new name as the building name will play a role in their marketing efforts. All agreed to this name change.

Back to the 2003 Budget, Anita noted our matching marketing grant to complete the funding for our Marketing Project, will be sought and included in next years budget.

Debt proceeds listed are anticipated funds from the Arnold lease.

Anita then detailed the Expense portion of our 2003 Budget: The Facilities category of the budget will change if we make all the anticipated modifications and office moves associated with the call center, Anita will have these numbers at our next review. This year we have budgeted for 12 months of Auditing with Jan Fancher. Doug commented we may need more funding under the Beacon Rock Golf Course category. Ken commented we may want to budget more for Legal Representation next year for the same reason and Anita agreed. Judy suggested the word promotional be removed from the category titled " Advertising & Promotion". Professional Services will increase, Anita commented there are several projects anticipated to happen in 2002 which did not happen which she hopes to complete in 2003. Anita will have more information on these projects at the next meeting. Judy commented the Election category should probably be doubled as there will be two elections next year. The types of items funded from the Discretionary Fund category were discussed. Anita said she plans to fund staff recognition awards out of this category. Estimated payroll costs will be presented at the next review, Jan will create a supporting chart with a breakdown of benefits and wages.

Executive Director Update on Projects: Though the Port has not used the Port comprehensive plan directly as part of the Draft Budget process in the past, Anita commented on how long-range planning and multiple projects over the next five to seven years will affect our cash resources. She noted the existing planning document is from 1993 and needs to be updated to move us forward to accomplish the Port's current goals and meet our obligations. Anita noted we only have about $50,000 per year to leverage, so priorities need to be reviewed in a long-term planning process. Our 2003 Budget Planning Retreat will help us look at the future, develop our budgets for 2003 and plan for the necessary financial resources needed for future projects. Anita distributed a packet of items for the commissioners to review prior to our retreat, including our chart of Port Activities and our chart of Port Goals over the next three years from our DRAFT Resource Development Plan.

Anita announced the EDC is moving forward with submission of a grant for the USDA RD Community Broadband Services Fund with a project designed to bring broadband services to the Wind River Valley, with the County as the applicant.

The "Art in the Park" Project is very close to raising the funds needed to complete the piece. Anita asked the commissioners if they would be interested in contributing a sum to the project in exchange for advertising through the Port's name included on the credit plaque. The commission declined further participation at this time, noting we are providing the site for the piece.

Anita reported on her final presentation to the IAC Board last week for our Cascade Avenue Boat Ramp Project. She commented the process was confusing and difficult. One board member stated he was against our project early on in her presentation so she was discouraged about the outcome. No word on funding has been received.

Wind River Mines has moved out of the Wind River Building, but still has some repair work and cleaning to do. They have asked the Port to release them from the obligations of their lease agreement. Anita will let the commissioners know when their move-out is completed.

Next Meeting: The next regular monthly meeting of the Board of Commissioners will be our first monthly meeting of November, Tuesday, November 12, at 4:00 pm.

Adjournment: The meeting was adjourned at 7:20 pm.

Commissioner Doug McKenzie

Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Lynee Sapere

Lynee Sapere, Acting Administrative Assistant

Port of Skamania County
Board of Commissioners Retreat
November 1, 2002

Attendance: Commissioner Judy Teitzel, Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, Maintenance Technician Karl Wilkie, Port Auditor Jan Fancher Administrative Assistant Deana Midland, and Part-Time Temporary Administrative Assistant Lynee Sapere. There were no members of the public in attendance

This retreat was a workshop for the purposes of discussing the planned policies and priorities of the Port for 2003 and the development of the 2003 Preliminary General Fund Budget.

There were no decisions made at this retreat workshop.

Following the retreat all attendees participated in a staff recognition dinner.

Next Meeting: The next regular monthly meeting of the Board of Commissioners will be held on November 12th at 4:00 pm.

Adjournment: The retreat workshop adjourned at 5:30pm.

Commissioner Doug McKenzie

Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Deana Midland, Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners
Meeting of November 12, 2002

Call to Order: Commission President Judy Teitzel called the meeting to order at 4:02 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, and Port Auditor Jan Fancher. Members of the public in attendance for portions of the meeting were Jim and Linda Borup, John Broughton, Frank Cox, and Keith Liggett.

DM

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Public Comment: Jim Borup came to the Board with questions and comments on the new Lease that was given to him. He feels the Port is not being fair and was not following their RFP with the lease amount. Port Attorney Ken Woodrich tried to explain to Mr. Borup what the Port's rights are and what they are trying to accomplish for the future of Beacon Rock Golf Course. Commissioner Doug McKenzie quoted from BRGC ~~went back to 1995 letting Mr. Borup know what his lease rates were from then until now letting him know that he is paying less now than he was 7 years ago~~ Lease Income Info Sheet as per J+L Borup Inc payments, dated 30 Aug 02. Anita let him know that the new lease would be shared responsibilities and that is what the Port was asking. There was a short discussion to follow on this subject. John Broughton made a comment about the rates at the golf course he feels if they are raised it will hurt the older players.

Keith Liggett asked whether any of the Commissioners had looked at proposal to do a Sailing School on the Stevenson Waterfront. Anita thanked Keith for his patience as he has been waiting a while for a response on this project, partly due to Commissioner Teitzel's travel out of town. Anita presented a summary of Keith's proposal. She noted that there are already "unofficial" classes offered on the waterfront in kite boarding and windsurfing and Keith is proposing more of a formal Sailing School, "Kanaka Creek Boat works", with erection of a temporary facility at Leaven's Point about 50' from the water's edge, per the city permit. He is asking the Port to provide power to that facility. Anita noted that the Port would like to be involved to see that all is done safely. Keith is asking for a single moorage point on the west side and he would explore whether a floating dock could be permitted to be put in at that point. Keith would be responsible for completing that land application; the Port would be involved as a signor as landowner. Keith's proposal also requests fenced storage on the east side of the rigging loft, which the current tenant has agreed to. He also requests a moorage point on the east side of Pebble Beach. Keith stated that the moorage points are in an area no one uses due to lack of wind. Anita noted that the moorage points would require permitting and any agreement should limit the number of moorage points. Keith has offered to allow the floating dock to be accessible to the public but Anita said that it's not something we would want to do at this point; we may explore for the future. Still need public access to Leaven's Point. Anita discussed public parking issues related to upcoming changes.

Keith noted the insurance for the project looks like it would be through US Sailing to cover the instructors and liability. Commissioner McKenzie questioned why the proposal requests that the Port provide the power, as he is concerned with the costs. Commissioner Prosser stated he has concerns about the liability insurance. Commissioner Teitzel's concern is the five-year length of the proposed agreement and the limitations to further permanent development of the site. Keith responded by saying the agreement proposed that the Port could relocate him onto other comparable Port property but Judy was concerned that there may not be another comparable site. Keith is concerned about his substantial capital investment if the term were any shorter. Anita noted the moorage point would not change, only the building and the dock. Keith wants assurance that the Port will work with him on maintaining a location for his business. Anita feels the pilings are a hazard and should be removed as part of the waterfront project. Attorney Ken Woodrich indicated that there are some land use issues that need to be addressed and he noted that docks are a fairly high-risk category for insurance liability. Permitting for the building must be consistent with current land use zoning. Keith will pursue this further.

Public Hearing on 2003 First Draft Preliminary General Fund Budget and Tax Levy: Commissioner Teitzel opened the hearing for public comment and since all members of the public had left the meeting, she closed the hearing.

Approval of Minutes: Commissioner Prosser made a motion to approve the Minutes of the October 22nd, 2002 Board Meeting. Commissioner McKenzie seconded the motion. The motion passed.

Vouchers: Commissioner Judy Teitzel stepped down and made a motion to approve Pre-issued General Fund Vouchers Dated November 6, 2002 Numbered 13857 through 13862 in the amount of $3522.18. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Doug McKenzie stepped down and made a motion to approve General Fund Vouchers Numbered 13791 through 13823 dated October 8, 2002 in the amount of $21,090.14. Commissioner Dave Prosser seconded the motion. The motion passed.

Discussion followed about some of the expenditures including software and the facilitator Anita had hired to assist staff in preparation for the staff Retreat on November 1st. Commissioner Doug McKenzie then stepped down and made a motion to approve General Fund Vouchers Numbered 13863 through 13904 in the amount of $35,204.20. Commissioner Dave Prosser seconded the motion. The motion passed.

Attorney's Report: Attorney Ken Woodrich ~~no additional response~~ discussed a public disclosure request from Mr. Borup's attorney. He responded he needed clarification from Mr. Borup what information he was requesting from the Port since he had said he wanted to see "the other bids" and it was not a bidding process. Ken faxed information to Mr. Borup last week with no response to date. Discussion followed about steps to be taken if the Borups do not accept the lease. Anita indicated the alternate proposer is still interested and the 60 days is soon expiring. The very same lease will be offered to the alternate, Mr. Coombs, if the Borups do not accept the lease, as written, by the agreed-upon date. Discussion of the issues followed including the short timeframe, due diligence, details of the lease, tenant improvements, inventory, political controversy and the Port image. The Commissioners will plan to meet at 4:00pm Tuesday November 19th. Public Notice will go out.

Marketing and Business Development Report: John reported that he submitted a grant to Rural Business Enterprise Grant for $350,000 with the Port to match at $16,333 to extend the second floor of the Tichenor building. The budget reflects this grant in 2003-2004. The process is a scoring and ranking system, determined by the state, and we should hear something in January. Jan asked if people of influence can talk it up with the decision-makers to further our chances and John responded that we have done that in the past, when more time allowed. Judy suggested we ask our other representatives to help us.

John distributed the proposal for the call center, a.k.a. customer relationship management services, and reviewed the status with their financing; they are working with MCEDD, WA State, and Evergreen Development. Also working with Anita on a lease for them.

John has a couple of change orders on Parcel 2 on his desk. Also he's been working with the Corps of Engineers and the Forest Service on the Fort Cascades Highway improvement project so the infrastructure is in place.

The State requested a Scope-of-Work on the Fiber project and the application is in.

John said he went to a conference on Financial Analysis put on by the WA Economic Development Association that was very good. Also he reported on working on the Holiday Open House invitations and the budget.

Kudos from Anita on the very short timeframe that John got the grant completed. John also thanked Ken for writing a letter, which was included in the grant package.

Executive Directors Report: Anita reported that she received a letter from the IAC Board stating they will meet on December 5th and they will make a decision on funding the projects submitted. Our Boat ramp Project is number 7 out of 11. They feel they will have enough money to fund our project from last year's funds. The Commissioners gave Anita authority to complete the necessary forms and return to move the process ahead.

Anita distributed a copy of a letter from Debt Acquisition Company of America regarding the Columbia Queen and their debt to us of $6,273.60 and whether we would accept $752 to assign our claim.

Anita reported on the contract received from the State of WA on the $7000 grant we received that we are not matching that she will sign and return.

Anita presented some articles on kite boarding and windsurfing that were of interest.

Anita does not yet have a signed agreement with the call center. They are financing about $750,000 to get their business going. Anita gave a little more background on the company and their initial lease negotiations. Judy questioned relocation expenses

Anita reported the Arnold's requested a brief Press Release. Commissioner McKenzie said that the Port should not be expected to do this until they've paid their note. Anita will draft an appropriate statement that the Port and the Arnolds have a Promissory Agreement and present it to the Commissioners next week.

Anita distributed cash-on-hand information and income since 1991 that was prepared for the Retreat for the commissioner's information. Jan reviewed the fund balances.

Anita outlined the second draft budget. Adjusted numbers will be completed when we receive the Treasurer's Report from the County. The assumptions in the budget include the various changes in income and expenses based on the call center moving in April 1st and income from Innovative Cooling in 2/3 of the Wind River building plus another tenant in the remaining 1/3 of the building for half the year. We are still waiting for signed documents from Innovative Cooling. Commissioner Teitzel recommends that we hold off on the purchase of new meeting room furniture until we know how much room we will have for our offices, making it a carry-over item.

Jan noted that she has a new spreadsheet that can change assumptions on projects helping to view the big picture.

Due to time constraints, further discussion on this budget and the Capital Budget will continue at the Workshop next week.

At this time, County Commissioners Al McKee, Budd Quinn and Bob Talent joined the meeting to discuss their industrial land on Evergreen Drive.

Skamania County Commissioners Presentation: The Commissioners are asking if the Port is interested in their proposal for their property in North Bonneville that they are re-submitting now. Port Commissioner McKenzie said that while the property is very attractive, the proposed cost is prohibitive. Port Commissioner Dave Prosser added that of the 26-28 acres, only 10 acres are usable and to get the property prepared for use is a $1.2 million project. Dave voiced the idea of the Port partnering with the county to get the property developed. It was noted that neither the County nor the Port have the cash to move ahead without significant grant funding. Dave pointed out that the two public entities could work together to create jobs that neither is likely to do independently. One and a half acres border the road in front and may be divided and developed without the large capital outlay to help offset further costs.

Port Attorney Ken Woodrich filled in a little history of discussions in the beginning of a Port – County partnership and the problem of limitation of authorities of two organizations working together to the narrower of the two. That's when the Port looked into buying the property so its broader authorities for development and use would apply. Dave and Judy suggested that we "buy" the property with fill and a promise that the Port will develop the land and create jobs on behalf of the County. Anita pointed out the Port has limited cash and we are already committed to other projects, so we need to be creative with the possibilities. The County Commissioners would like to see a length of time ending date to the process. Timeframes and financing options and ROI were discussed.

The Port did express an interest in the project. Anita said a long-term lease idea has promise. A successful contract would need to be negotiated based on the Port being able to leverage the project with our fill, rather than cash. It was agreed that more discussions are in order.

Executive Session: not needed

Next Meeting: The next regular monthly meeting of the Board of Commissioners will be our second regular monthly meeting of November 26, 2002, at 4:00 pm.

Adjournment: The meeting was adjourned at 7:25pm.

Commissioner Doug McKenzie

Judy Teitzel
Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Acting Admin. Assist. Lynee Sapere

Port of Skamania County
Board of Commissioners Workshop
November 19, 2002

Attendance: Commissioner Judy Teitzel, Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, and Port Auditor Jan Fancher. Several members of the public attended a portion of the meeting.

This workshop was to discuss the 2003 Preliminary General Fund Budget. There were no decisions made at this workshop session.

Next Meeting: The next regular monthly meeting of the Board of Commissioners will be November 26, 2002, at 4:00 pm.

Adjournment: The meeting was adjourned at 7:25pm.

Commissioner Doug McKenzie

Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Port of Skamania County
Minutes of the
Board of Commissioners' Meeting
November 26, 2002

Call to Order: Board President Commissioner Judy Teitzel called the meeting to order at 4:05 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Port Auditor Jan Fancher and Administrative Assistant Deana Midland. John McSherry, Marketing and Business Development, was not in attendance due to a medical appointment. Kevin and Minda Coombs, and Keith Liggett, members of the public, attended a portion of the meeting.

Commissioner Judy Teitzel made a motion to stop taping our meetings until further notice. Commissioner Doug McKenzie seconded the motion. The motion Passed.

Public Comment: Keith Liggett had some questions regarding a proposal he submitted to operate a sailing school on the Port waterfront. Since our last meeting Keith learned from the City of Stevenson that the vacation of Leavens Street has not been completed so the site he originally wanted to use to teach sailing from was not available through the Port. Anita has talked to Mary Ann about completing the street vacation, but it will not be completed in time for Keith as he needs to know as soon as possible if he will have waterfront space available. Anita and Keith will get together on a Use Permit for him to teach kite boarding off of East Point. Keith will move his sailing school activities from here to the Port of Cascade Locks. Keith Liggett excused himself from the meeting.

Public Hearing: Commissioner Teitzel opened the Public Hearing on the Port of Skamania County's Preliminary 2003 General Fund Budget and 2003 Tax Levy at 4:15. Anita passed out the budget package. Receiving no public comments the hearing was closed at 4:30 pm.

Approval of Minutes: Commissioner Doug McKenzie made a motion to approve the minutes of November 12, 2002 with hand written corrections. Commissioner Dave Prosser seconded the motion. The motion passed.

Treasurer's Report: Port Auditor Jan Fancher distributed a Financial Status Report package. The reports detailed the income, expenses, and significant transactions for the month of October.

Jan handed out Anita's Capital Budget Cover Sheet and her cash flow projections for each individual budgeted capital project. Discussion followed regarding the projects and the cash flow projections.

Vouchers: Commissioner Dave Prosser made a motion to approve General Fund Vouchers dated November 26, 2002, Numbered 13911 through 13931 in the amount of $21,636.94. Commissioner Doug McKenzie seconded the motion. The motion passed.

Commissioner Doug McKenzie made a motion to approve Pre-Issued Payroll Vouchers Numbered 13905 through 13910 in the amount of $3,524.54. Commissioner Dave Prosser seconded the motion. The motion passed.

There was a short discussion regarding the filing of a complaint and motion for preliminary injunction by J&L Borup, Inc., regarding the Beacon Rock Golf Course. A hearing has been for Friday, December 13th at 3:00 pm.

Executive Session: The Commissioners, Port Attorney and the Executive Director went into a short executive session to discuss litigation at 4:42 pm. They came out of executive session at 4:45 pm with no decisions being made.

Ken and the Commissioners discussed the up coming hearing with Kevin and Minda Coombs and invited them to attend. Ken explained to the Coombs what could be expected in regards to the hearing. Kevin and Minda Coombs excused themselves from the meeting following this discussion.

Executive Director Update on Projects: Anita presented a revised Preliminary 2003 Budget which included an alternative budget column prepared from a conservative perspective. Anita explained the conservative approach of each category and that in the Salaries and Wages Category she prepared a back up sheet showing the details of the budgeted number which removed her originally proposed salary increases and her requested new position created by splitting the job duties of the current Administrative Assistant. She went on to explain if the Commissioners decide to follow through on the discussions from the Commission Budget Workshop on November 19th regarding the elimination of our Marketing and Business Development position she felt it would be best to start with a "bare bones" budget that did not include her original requests, as well as the specific individual wage increases the commissioners during the workshop had indicated they wanted to give.

Commissioner McKenzie stated his belief that due to the fact that we do not have nursery a manager can do the marketing; we do not need a marketing staff person. We are the only Class D port with such a position in the state as per information provided by WPPA. He expressed displeasure in being presented a budget which did not show this position eliminated; instead seeing a budget with changes that were never discussed.

Anita explained that during the workshop on the 19th she committed to providing the Commissioners with information on the current tasks being performed (as well as those tasks identified for 2003) for this position at the next meeting scheduled for December 10th for their use in making a decision regarding this position. Commissioner Prosser said he would like to see this information before making a decision. Commissioner Teitzel suggested that perhaps we should consider a part time or hourly position instead.

The Commissioners agreed a decision could not be made today and that an additional meeting to discuss this subject and finalize the budget was necessary so Commissioner Teitzel could continue to be involved. Judy had notified the commission several weeks ago that she would not be able to attend our regular meeting on December 10th. Anita will announce a special meeting for the purpose of continuing a review of the 2003 Preliminary Budget to be held on Tuesday, December 3, 2002, at 4:00 pm. Anita will have prepared at that meeting information regarding the tasks of the Marketing and Business Development staff person.

A short discussion on the .08% of local retail sales and use tax dollars which the County may retain as a rural distressed county for the purposes of funding economic development activities and public facilities. Commissioner Teitzel expressed interest in learning how the County has budgeted to utilize these funds.

Executive Session: Commissioner Teitzel announced an executive session, to be held for approximately 20 minutes for the purposes of discussing possible litigation. The Commissioners, the Port Attorney, and the Executive Director went into session at 6:00 pm. They came out of Executive Session at 6:25 pm with no decisions being made.

Next Meeting: The next regular monthly meeting of the Board of Commissioners will be our first monthly meeting on Tuesday, December 10, 2002 at 4:00 pm.

Adjournment: The meeting was adjourned at 6:35 pm.

Doug Mc

Commissioner Doug McKenzie

Judy Teitzel
Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Deana Midland
Deana Midland, Administrative Assistant

Truss in 4:42
out 4:45

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EXECUTIVE SESSION CHECKLIST

On Nov 26, 2002, the Port of Skamania County Commissioners announced an executive session pursuant to RCW 42.30.110, and specifically the following section (Check one):

___________ (a) To consider matters affecting national security;

___________ (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

___________ (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;

___________ (d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;

(e) [not applicable]

___________ (f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;

___________ (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4)[1], discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

___________ (h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;

✓ (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency

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[1] 4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

In 6pm
Out 6:25pm
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EXECUTIVE SESSION CHECKLIST

On Nov 26, 2002, the Port of Skamania County Commissioners announced an executive session pursuant to RCW 42.30.110, and specifically the following section (Check one):

___________ (a) To consider matters affecting national security;

___________ (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

___________ (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;

___________ (d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;

(e) [not applicable]

___________ (f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;

___________ (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4)[1], discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

___________ (h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;

__✓__ (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency

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[1] 4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Port of Skamania County
Minutes of the
Board of Commissioners' Workshop
December 3, 2002

Call to Order: Board President Commissioner Judy Teitzel called the meeting to order at 4:02 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Gahimer, Business and Project Development Manager John McSherry, and Acting Administrative Assistant Lynee Sapere. Members of the public attending the meeting included Keith Liggett, Valerie Kelly, Dennis Crow and Brian Adams. Port Attorney Ken Woodrich was absent due to an out-of-town seminar.

Note: This meeting was recorded on tape by John McSherry and a member of the public.

Public Statement by the Executive Director: Anita made a formal apology to John McSherry on behalf of the Board of Directors, the Executive Director, and all Port staff commenting that John McSherry learned through public sources following the November 26th Regular Board Meeting rather than through her about the proposed change in the 2003 Budget to eliminate his position. John had not been in attendance at the November meetings. Anita called his residence following the meeting to schedule a time later in the evening to discuss the proposed change, but members of the public had already reached John with the news.

Proposed 2003 Budget: Anita noted there were no changes for the Preliminary 2003 Capital Fund Budget, but the Commissioners had asked for a revised detail sheet for the Wages and Benefits section of the Preliminary 2003 General Fund Budget. Anita presented this revised wages and benefits detail report noting it included a 3% increase for the Facilities Specialist and Director, a wage of $13.50 for the Financial Specialist and $11.45 for the Administrative Assistant, (two proposed new positions created by splitting the current Administrative Assistant position job duties), a wage increase to $12.50 for the Maintenance Technician as recommended by his supervisor, and elimination of the Marketing and Business Development position. Anita also clarified there is an increase in this section for Commissioners' compensation to cover the increased number of meetings the commissioners are attending this year over last. Anita made a request to the Commissioners that should any decisions be made on the budget today, that those decisions be discussed and formally made at the next scheduled regular Board meeting of December 10th as that is the date previously published for approval of the budget.

Anita proceeded to provide a report that she and John had prepared at the request of the Commissioners outlining the major projects the Business and Project Development Manager is working on, including specific assignments and man-hours. The report also compared the cost differences between providing these services with an in-house employee versus contracting with outside professional services to do the work.

Commissioner Teitzel referenced a November 2000 document written when John's position was first proposed: "Position Description Summaries for Proposed 2001 Organizational Structure" which described the "Business/ Project Development Specialist" position as being developed to "meet the Port's needs as we move into the phase of developing and marketing our waterfront for business development, Parcel 2, and the 200 acre Wind River Nursery Site. We now have land on which to build and something to market." She then questioned whether the decision that took the Port out of the Wind River Nursery Site project then leaves enough need to support a full-time position. Judy indicated some tasks should be in the hands of the Executive Director and others should be managed by someone with a construction background.

Commissioner McKenzie stated he is concerned with other dollar commitments on projects such as the boat launch and also feels that the loss of the Wind River Nursery project changes the Port's marketing needs.

Anita reviewed the properties that are now being marketed and future plans for waterfront development. She also responded the position includes a great deal of time spent on Project Management and capital improvement development. John stepped and offered to act as Project Manager for the Cascade Avenue Boat Launch Project and the beachfront mitigation project.

Public Comment: Valerie Kelly pointed out the mission of the Port to develop resources and create jobs is filled with other projects beyond the major one discussed and new ones have been developed without the Wind River Nursery.

Anita commented that "assignments have evolved as the Port has grown". The Port as an organization creates new opportunities for job creation and builds on these opportunities. John mentioned the Discovery Building and our potential "call center" tenant as examples including and other lease-income-generating projects such as the Tichenor Building expansion project and the vacant land parcel adjacent to the Discovery Building which is ready-to-build.

Dennis Crow offered his comments about the already taxing workload of the Executive Director. He said her 55-hour work weeks, and these meetings and the stress level has made him very concerned for Anita's health. He feels this is a poor time to consider staff reduction with so much going on here at the Port.

Commissioner McKenzie said no one has ever questioned Anita's dedication and workload and Anita decides the amount of hours she works. Anita pointed out the Port would have to decrease the number of projects if we decrease staff, many things would not get done and she cannot take on additional work. She feels she cannot work more hours, but feels strongly about meeting commitments.

Keith Liggett commented universally "marketing is underrated and under-respected" and very stressful. It requires someone that understands the projects, is successful at public relations, and is adept as a member of the community. Some of the activities of a marketing person go towards building a foundation and are not seen on a day-to-day basis as accomplishments. Commissioner McKenzie has never questioned the importance of marketing, but the cash.

Dennis Crow added the Port mission has included actions towards "incubation" of businesses to create and promote opportunities, and the Port would lose that without this position.

Commissioner Teitzel stepped in to say we should give 95% of the credit (for these types of activities) to Anita for existing tenants. Discussion followed regarding the source of leads for Gorge Delights, from a meeting Anita attended in Hood River, and the call center potential tenant was a referral through the EDC. John commented that networking generates leads. Anita noted that once a lead is generated, John runs with it developing it until Anita gets involved again when it is time to discuss a lease or contract terms. John used Gorge Delights as an example, noting he showed the Discovery building to them six times and contacted the USDA to expedite the process of putting together a workable deal.

Commissioner Dave Prosser said he's had conversations with former Commissioner Matt Masco who had many good things to say about Anita and her work except she tries to "do everything" and is too nice. He stated he wants to see Anita establish priorities and bring these priorities to the board. He said we need priorities and Anita needs to establish these. Dave also expressed his opinion that the top five responsibilities of the Job Summary and Purpose of the Business and Project Development Manager position "have Executive Director written all over them". Dave said John does a great job and always has. Dave also commented the "more manpower we have out there, the better we are as a Port".

At the request of the Commissioners, Anita listed the areas of expertise where John's experiences exceed her own. She commented she has been very impressed with John's graphic arts skills and visual creativity, and his work using Photoshop and Illustrator to produce the Marketing cut sheets. Anita said John's engineering education his job experience background is more broad-based than her own and he therefore does a good job managing projects and working with our contracted engineering. She said when she recommended creating the position John holds, which started as a part time position; it was a hard decision of which pieces out of her job to delegate to the new position. She said she wanted to keep the marketing pieces, but knew if she did she would not be able to do many of the basics a Directory needs to do to keep the Port as a whole moving forward. She said the position duties have been a lot of "duties as assigned" as new opportunities have arisen, especially in the area of managing projects. Dave commented it appears that Project Management is a big part of John's position. Anita agreed.

Anita pointed out that the County-owned land development project would also be on John's plate too if the Port purchases the parcel. Anita said she does the contractual documents and then delegates project management to John or whoever is best suited to be Project Manager.

Commissioner Teitzel addressed the need to prioritize the projects for 2003. Judy listed the Fiber project, Cascade Avenue Boat Launch Project, and the Fort Cascades Industrial Park as in the top three.

Commissioner Prosser added "if we have a full list and there's work for everyone, that's what we need." He said we need to know what direction we are headed.

Anita and John then outlined the recent progress on the potential call center business. John indicated they are very likely going to receive their funding and they have already purchased the business they will be moving here which already has the 30 jobs. Anita said she has a lease agreement on the negotiation table with them, and she will provide the latest draft lease and their business plan in the Commissioner packets that will go our later this week.

Anita then reviewed the evolution of Port projects over the past few years and how the Port has moved from gaining land assets to now beginning the development of those assets toward providing jobs. She included examples of Fort Cascades Business Park land purchase, the Lewis and Clark Business Park land purchase and Discovery Building construction, the Stevenson waterfront land purchase, and the obtaining of the Wind River Nursery Site and its opportunities.

Commissioner McKenzie questioned some specific numbers in John's report. He said of the six major projects listed, two are fixed and "the other four are possibilities". John touched on the progress of these projects, noting the existing marketing grant project has not been completed yet.

Commissioner Teitzel asked about the costs of relocating any existing tenants and/or ourselves if displaced due to the call center business coming in. Anita said she does not have these costs yet as she is still juggling the options. As budget discussions continued Anita commented to the commissioners that the reserve fund dollar amount does not appear in the General Fund Budget. This number is seen in the monthly financial reports and in our regular cash-on-hand report.

The commissioners redefined the priorities of our current projects, listing the Fiber Project, the Cascade Avenue Boat Launch Project, The Expansion of the Tichenor Building Project, the Shoreline Improvement Project, and the Fort Cascades Business and Industrial Park Project.

John commented he has recent project experience on the Drano Lake project while working for the EDC including obtaining all the permits, giving him recent experience with projects of this sort.

Dave then asked John to comment on a portion of his job performance evaluation prepared by Anita where it noted he "needs improvement". John indicated he feels he needs to work on his personal contacts, especially with the commissioners and with Deana in our office. Dave asked if John was willing to work on this and John answered "absolutely". John also stated he feels we've made much progress here at the Port and that the workload is here, and it would be a shame to let personal differences affect that.

Members of the public made a few final comments. Keith Liggett feels that someone at the Port needs to be forward-thinking and plan for the future. He supports the call center business effort and the number of jobs it would bring to the county, and pointed out this type of business provides better "vertical flexibility" jobs without the glass ceiling often found in many industries. Brian Adams commented he feels that the commissioner's actions should represent their constituents.

Proposed 2003 Tax Levy: Commissioner McKenzie stated he summarily opposes any increase in the Port's tax levy. Commissioner Teitzel commented she feels a compromise in the amount of increase proposed, making an increase that would allow the Port to do our projects, such as 50% of what we can levy. Commissioner Prosser noted the central portion of the district is more directly affected by the Port projects than the West or East end, so he would support 30% of the potential increase.

Anita referred to a Tax Levy Chart which shows past ten years of levy actions, and noted that we only have the estimate from the Assessor's office to go on as to the specific cents per thousand our 2003 levy would be.

Commissioner McKenzie commented he has heard a lot here tonight and he would like some time to think about it. He suggested as Commissioner Teitzel is unable to attend our regularly scheduled meeting on next Tuesday, December 10th, that we hold another meeting to consider the budget and tax levy on December 17th.

A meeting was scheduled for December 17th at 4 pm to finalize both the Budget and Tax Resolution issues. Anita will publish a revised budget and tax levy approval schedule and publish the December 17th meeting as a regular meeting.

Adjournment: The meeting was adjourned at 6:10pm.

Judy Teitzel
Commissioner Judy Teitzel

Commissioner Doug McKenzie

Commissioner Dave Prosser

ATTEST:

Lynee Sapere
Lynee Sapere, Acting Administrative Assistant

Port of Skamania County
Minutes of the
Board of Commissioners'
Regular First Monthly Meeting
December 10, 2002

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

Attendance: Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, and Port Auditor Jan Fancher, Administrative Assistant Deana Midland. Members of the public in attendance for portions of the meeting were Rich Curran, Dave L'Hommedieu, Kevin Coombs, Brian Adams, Kathy Durban and Keith Liggett. Commissioner Judy Teitzel is on an excused absence for personal reasons.

Anita ask the commissioners to join her in a well deserved "thank you" to staff for a successful and excellent Open House event, commenting the event was planned and organized by staff.

Public Comment: Rich Curran spoke in support of the Borups on the Beacon Rock Golf Course and to let the Commissioners know how disappointed he felt public was on what was going on.

Dave L'Hommedieu asked what is up with East Point and the Boat Launch, and wanted to let the Commissioners know what his concerns are on regarding parking. Dave said he supports the project and he just came for an update. The commissioners and Anita filled Dave in on the status of the projects.

Keith Leggett wanted to pass on some information regarding SawNet's Fiber Optic Cable Project. There will be a reception held here in the Port's conference room at 4:30 pm on Saturday with Maria Cantwell who will "light the fiber" for SawNet at the NoaNet Point of Presence on the BPA Regional Fiber Network just before the reception. Keith invited the commissioners to attend, commenting Anita would be attending.

Kevin Coombs announced he is ready to sign the lease offered to him by the Port for the Beacon Rock Golf Course if things go well for the Port on Friday. He would like to be able to occupy the course no later than March 1, 2003.

Approval of Minutes: The minutes on the agenda for approval will take place at the first meeting in January 2003.

Vouchers: Commissioner Dave Prosser made a motion to approve General Fund Vouchers dated December 10, 2002 and Numbered 13937 through 13961 in the amount of $14,002.02. Commissioner Doug McKenzie stepped down and seconded the motion. The motion passed.

Commissioner Doug McKenzie stepped down and made a motion to approve Pre-Issued Payroll Vouchers Numbered 13932 through 13936 dated December 4, 2002 in the amount of $3,275.19. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Doug McKenzie stepped down and made a motion to approve corrected Voucher Cover Sheet for Vouchers Numbered 13911 through 13931 dated November 26, 2002 in the amount of $21,636.94. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Doug McKenzie stepped down and made a motion to approve corrected Voucher Cover Sheet for Vouchers Numbered 13863 through 13904 in the amount of $35,186.68 dated November 12, 2002. Commissioner Dave Prosser seconded the motion. The motion passed.

Commissioner Doug McKenzie stepped down and made a motion for the Executive Director to sign an Agreement with BNSF allowing the Port to string fiber optic cable on existing poles across their rail way. Commissioner Dave Prosser seconded the motion. The motion passed.

The Commissioners discussed with Anita finalizing a lease with Springwater. They would like Anita to get additional information from them and explore the option of a bond in lieu of a personal guarantee.

Commissioner Doug McKenzie stepped down and made motion authorizing the Executive Director to negotiate a lease with Springwater. Commissioner Dave Prosser seconded the motion. The motion passed.

Attorney's Report: Port Attorney Ken Woodrich had no new information to report. He commented an executive session will be needed regarding litigation.

Treasurers Report: Port Auditor Jan Fancher distributed the Monthly Financial Status Reports for October 2002. The reports detailed the income, expenses, and significant transactions of the month.

Business Development and Marketing Report: John has received a contract from David Evans and Associates, and BNSF, and has taken it to Anita for review and approval.

John reported on the Fort Cascade Business Park, he has given information to the engineers and is waiting for a response.

John reported we submitted our Marketing Grant application to the Washington Investment Board. This application is for funding for Phase II of our project. Phase I, which is underway, was funded by the Forest Service Rural Community Assistance Program. The two grants are matching grants.

We have a new tenant opportunity he has been following up on from contact made with Anita early in the year, an Environmental Engineering Firm. They would like to be here and set up by April and are looking at space in the Tichenor Building and Old Saloon Building. They have also looked at private space in North Bonneville.

Facilities Specialist Report: Keith reported Karl has finished up the Wind River Building, he also reported some of the siding on the building still needs to be replaced by Wind River Mines.

Karl has the Parks cleaned up and ready to go for the winter months.

Karl has been doing some pruning on the Port properties.

Keith has been working on our computer back-up system for the Port offices, trying to get it up and running and reliable.

Administrative Assistant: Deana reported she and Lynee have been getting things ready for the Annual Open House. She also has been just working on her everyday office duties.

Executive Directors Report: Anita reported the Business Development and Marketing position was shown in the salaries and wages detail sheet of the 2003 proposed General Fund Budget the way Commissioner Doug McKenzie wanted to see it, with three options; 1) the position full time, 2) the position half time, and 3) the position eliminated.

Anita gave an update on the Tichenor Building Space Expansion Project Grant application John completed and we submitted to the USDA. We received a notice that they would be doing an on-site application review in January or February.

Anita reported on a meeting with Bob Kelso, Plant Manager for MFG, and a telephone conversation with Richard Morrison, President and owner of MFG yesterday. MFG would like to be relieved of their lease obligation for the storage space they occupy in the Tichenor Building. Anita said she would like to turn this into an opportunity and explained how it may be the answer to the questions around where and how to relocate tenants in order to accommodate Springwater, and referring to several recent issues with offensive odors coming from MFG's storage area. Some tenants have had physical reactions to the smell. She commented the Port could relocate their office to the down stairs, or she could suggest Domestic Violence move down there.

Anita commented on her latest letter to the Washington State Department of Ecology regarding the disposition of Wind River Mines' settling pond at the Wind River Building. She is still waiting to hear back from them.

Anita passed out her January calendar and gave the Commissioners an update on her planned January 2003 travel. The commissioners approved her travel plans for January which include a trip to the State IAC office in Olympia to attend a grant acceptance workshop for the Cascade Avenue Boat Launch Improvement Project and a trip to the Washington Rural Development Council Board meeting and Legislative Reception (the travel expenses for the RDC meeting will be paid by the RDC).

Executive Session: The Port Attorney, Executive Director, and the Board of Commissioners announced an Executive Session at 6:03 for approximately 12 minutes, for the purposes of discussing current litigation.

The Commissioners came out of Executive Session at 6:17 pm with no decisions being made.

Next Meeting: The next regular monthly meeting of the Board of Commissioners will be held on January 14, 2003, at 4:00 pm.

Adjournment: The meeting was adjourned.

Commissioner Doug McKenzie

N/A

Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Deana Midland

Deana Midland, Administrative Assistant

arg: 6:03 pm
for 12 minutes
Out at
6:17 pm

no. decisions
being made.
ay

EXECUTIVE SESSION CHECKLIST

On 12-10-02, 2002, the Port of Skamania County Commissioners announced an executive session pursuant to RCW 42.30.110, and specifically the following section (Check one):

___________ (a) To consider matters affecting national security;

___________ (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

___________ (c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;

___________ (d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;

(e) [not applicable]

___________ (f) To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing or a meeting open to the public shall be conducted upon such complaint or charge;

___________ (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4)[1], discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;

___________ (h) To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public;

___✓___ (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency

[1] 4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Port of Skamania County
Minutes of the
Board of Commissioners' Special Meeting
December 17, 2002

Call to Order: Board President Commissioner Judy Teitzel called the meeting to order at 4:00 p.m.

Attendance: Commissioner Judy Teitzel, Commissioner Doug McKenzie, Commissioner Dave Prosser, Executive Director Anita Gahimer, Business and Project Development Manager John McSherry, Facilities Specialist Keith Chamberlain, Maintenance Technician Karl Wilkie, Port Auditor Jan Fancher, Port Attorney Ken Woodrich and Acting Administrative Assistant Lynee Sapere. Guest speakers invited to attend were Jim Italiano and Lauren Peterson-Reid, cofounders of Innovative Cooling Technologies, a potential new tenant of the Wind River Building. Members of the public attending the meeting included Brian Bair, Brian McNamara, Keith Liggett, Dennis Crow, Amy Weissfeld, and Christina Brittain.

Innovative Cooling Technologies Presentation: Jim Italiano gave a presentation on their business, ICT, what they do and what they will be doing when they lease the Wind River Building from the Port. ICT is a HVAC (heating ventilation and air conditioning research and manufacturing) company incorporated in February 2000. They are transitioning from R&D to production and marketing primarily to commercial/ industrial clients with small and medium-sized buildings. Their initial focus will be in the western region of the US and they market their HVAC systems through independent manufacturer's reps, tradeshows and trade publications as well as a website presence. ITC's business plan for the Carson site includes hiring five people the first year and building to over 20 employees in five years including welder/fabricators, refrigeration techs, and assistance with administration and CAD/ engineering. They hope to have their funding complete by mid-January and to start operations soon thereafter.

Public Comment: The commissioners opened the meeting to public comment at 4:50pm. Note: John McSherry (as a member of the public) chose to audio-tape the remainder of the meeting.

Brian Bair, local fisherman, boater, and windsurfer who works as Project Fisheries Biologist for the Forest Service including completing Hydraulic permitting offered his assistance as a citizen. He came to the meeting to discuss issues related to the Cascade Avenue Boat Launch Improvement Project and stated he supported launch ramp improvement but likes a compromise between the total proposed project and what there is now. Brian said the (wave attenuation) island could cause a depositional problem as these structures have elsewhere and he warned there could be tough times ahead with Fisheries and State agencies and he is also concerned about its affects on windsurfing. Anita noted we are waiting for notification from the State regarding funding before re-forming the project advisory board to work with the Port and the regulatory agencies, and to review and consider recent public comments regarding the final improvement design, and that we are very interested in hearing from all members of the public on their ideas and concerns, and encourage their participation. Commissioner Dave Prosser commented Brian's experience is a great asset which we can utilize on this project. Anita agreed.

Brian McNamara also utilizes the launch area for multiple uses including through his work with Fisheries. He feels the Port needs to look at the overall usage of the area and try to best serve the community. Brian noted the kiteboarders and windsurfers probably make 2000 visits per year to that beach/ramp area as well as the many pleasure boats that launch in fair weather. He pointed out if the Port makes the proposed changes, it would severely limit these uses, in order to allow a few more boats to launch on windy days. As a Fisheries Biologist who must launch in all types of weather, he is one of the few who would be served by the new changes but he doesn't feel there is enough support for such an extensive plan since there is a good East-wind launch ramp ~~one mile downstream~~ at Cascade Locks which is underused and the large boats like his are such a minority. Further, Brian notes the project is expensive and not revenue-generating for the Port or community.

Amy Weissfeld was very pleased to hear that there will be a review process for the Cascade Avenue Boat Launch Improvement Project and the Port is willing to listen to new ideas. She would like to participate in this process.

Amy commented she attended the meeting to express concern about a position being eliminated at the Port (referring to a proposal to eliminate the Business Development and Marketing position made in earlier meetings). Amy feels economic development is very important for this community and it would be a real shame to eliminate this type of position especially at this time when the Port has worked hard to get to the point where they have assets to develop and market.

Keith Liggett commented the position is important for the longevity of the Port and viability of future projects and ICT is an example. He said Anita needs to be able to delegate more to provide the opportunity to continue to move the Port forward.

Lauren Peterson-Reid of ICT added she was very impressed with John's work and his presentation packet provided to them. She commented it was the by far the best package of material they received, very professional and complete.

Christina Brittain said she spent over a year working with the Port and Anita on the Port's Comprehensive Development Plan and the most critical recommendation that came out of that work was the creation of John's position, and she strongly supports retaining it as it is critical in order for us to move forward.

Brian Bair added a final comment that grant writers are invaluable and it is important to hang onto your best grant writer.

Attorney's Comment: Port Attorney Ken Woodrich clarified for the record that the audio tape John McSherry chose to make at a previous meeting and today was as a member of the public, not as an employee, and the tape is therefore not considered a "Public Record".

Executive Session: At 5:20pm the Commissioners announced an public Executive Session for the purposes of reviewing the performance of a ~~port~~ employee. No one other than the Commissioners attended this portion of this session. Part way through the session Port Attorney Ken Woodrich was asked to join the commissioners in the executive session and Commissioner Teitzel announced they would be discussing ~~legal issues~~ port ok. The session ended at 5:50pm with no decisions being made.

Review and Approval of the 2003 Preliminary Budgets and 2003 Tax Levy: Anita reviewed the Revenue section with the variables requested by the commissioners including a "conservative" scenario without any potential new tenant incomes. Other plans include assumptions regarding Springwater Acquisitions, Beacon Rock Golf Course, and ITC and various grant projects.

Anita then highlighted the Expense portion showing the variations in the bottom line with three options: (1) eliminating the fulltime Business and Project Development position or (2) making it half time or (3) retaining the position, and discussed the subsequent costs of out-sourcing some or all of the duties to professional services.

The commissioners briefly discussed other budget issues including advertising costs and the basis for the 3% raise recommendation.

At this time, the commissioners decided to address the Tax Levy. Commissioner Judy Teitzel stepped down to make a motion to pass Resolution No. 11-2002, a Resolution authorizing the continuation of the Port District property tax levy in an amount equal to that levied in 2002 plus 1%. Commissioner Doug McKenzie seconded the motion. The Resolution passed.

Commissioner Teitzel then calculated the new tax levy into the proposed budget and noted that $12,500 needs to be cut to balance the budget.

Commissioner Dave Prosser addressed the options regarding the Business and Project Development position from a resources/ costs/ man-hours perspective and suggested the commissioners be given a report every two weeks to know the progression of hours put towards projects by both John and Anita to evaluate "what we're getting done" at the Port. Commissioner McKenzie agreed with Dave that the position should continue, but stated he feels it should be non-exempt status and it should be reviewed at the end of the first quarter. Discussion followed about overtime and comp time, and who would attend evening meetings. Commissioner Teitzel wants to see the position non-exempt also and agrees with the review after the first quarter.

Anita said there would be a First Quarter Budget Review at the first Port meeting in April of 2003. Also, the commissioners agreed a report that showed a breakdown of hours spent per projects from both the Executive Director and the Business Development and Marketing Manager would be due at each Port meeting.

The Board and staff then considered how to balance the budget without cutting the Business Development and Marketing position, and agreed to make changes in the following areas: discretionary expense, travel expense, elections, legal costs, audit costs, and office furniture.

Commissioner Doug McKenzie moved to approve the 2003 General Fund Budget of at the level of $687,000 with revisions to revenues and expenses as agreed to during discussions. Commissioner Prosser seconded. The motion passed.

Executive Director Project Updates: Anita distributed copies of several news paper articles regarding Senator Maria Cantwell and SawNet's recent connection to the NoaNet Point of Presence on the BPA Regional Fiber Network.

Commissioner McKenzie commented that Port Attorney Ken Woodrich did a very good job at the recent court hearing with J&L Borup.

Anita gave an update on her lease negotiations with Springwater, including the option regarding a security deposit vs. a performance bond. The commissioners agreed the Executive Director could go ahead with signing a lease with Springwater, with the term options discussed.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be January 14, 2003 at 4:00pm.

Adjournment: The meeting was adjourned at 7:40pm.

Judy Teitzel

Commissioner Judy Teitzel

Doug Mc

Commissioner Doug McKenzie

D. P

Commissioner Dave Prosser

ATTEST:

Lynee Sapere

Lynee Sapere, Acting Administrative Assistant

EXECUTIVE SESSION CHECKLIST

On 17 Dec, 2022, the Port of Skamania County Commissioners announced an executive session pursuant to RCW 42.30.110, and specifically the following section (Check one):

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(e) [not applicable]

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EXECUTIVE SESSION CHECKLIST

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