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 4^{th}, 5^{th} and 6^{th} of March. Anita asked for the Commissioners approval to stay the 7^{th} 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.

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Commissioner Matt Masco

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Commissioner Judy Teitzel

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Commissioner Brian Adams

ATTEST:

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Administrative Assistant, Deana Midland