Port of Skamania County
Minutes of the
Board of Commissioners Meeting
April 25, 2006

Call to Order: President McKenzie called the meeting to order at 4:05 p.m.

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

Public Comment: Commissioner McKenzie opened the meeting to public comment at 4:05 p.m. to 4:35 p.m. There were no public present.

Meetings and Seminars:

- **Skamania County Chamber:** Commissioner Dave Prosser attended the Chamber meeting of April 13, 2006; the new campground coming into **Home Valley** and **Executive Director, Amy Colecello's**, retirement replacement being discussed.

- **Innotech Trade Fair:** Business Development Manager John McSherry attended the Innotech Trade Fair in Portland on April 19, 2006, assisting the **Columbia Gorge Economic Development Council** with set-up of their booth.

- **Economic Development Council:** Commissioner Judy Teitzel attended the meeting of April 13, 2006; the EDC going over what they have been doing and introducing the new members.

Minute Approval: Commissioner Judy Teitzel made a motion to approve the minutes of the April 11, 2006 regular scheduled meeting. Commissioner Dave Prosser seconded the motion. The motion passed.

Vouchers: Commissioner Dave Prosser made a motion to approve Pre-Issued General Fund Vouchers Numbered 16690 through 16699 in the amount of $7,775.30 dated April 19, 2006. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner Dave Prosser made a motion to approve General Fund Vouchers Numbered 16700 through 16725 in the amount of $23,720.38 dated April 25, 2006. Commissioner Judy Teitzel seconded the motion. The motion passed.

A discussion took place on one voucher paying movers to move a Port tenant from one suite to another. Commissioner Prosser stated he authorized it due to the need to have the tenants moved quickly for the Tichenor Expansion to proceed, and also felt with the shuffling of tenants it was justified (referring to the numerous plan modifications). Commissioner McKenzie agreed.

Administrative Approvals: Finance Manager Barbara Irving presented the contract for the **County .08 Tax Grant** for the **Tichenor Upper Floor Project**; it was signed by President Doug McKenzie, Port Attorney Ken Woodrich, and Port Auditor Barbara Irving. Funds for this project cannot be spent prior to May 1, 2006.

Business Development Manager John McSherry requested administrative approval to enter into an agreement with the **City of Stevenson** for the Port to have use of the **parking** across from the **Tichenor Building**. The city would require the Port to designate parking spaces in the lot, and to maintain the parking lot.

---Motion--- Commissioner Dave Prosser made a motion granting approval for John McSherry to enter into an agreement with the **City of Stevenson** for parking. Commissioner Judy Teitzel seconded the motion. The motion passed.

John McSherry stated he would have the contract for the **Tichenor Upper Floor Expansion** on Wednesday April 26, 2006. It was decided that Commissioner Doug McKenzie would come in and sign the contract. (See Old Business/Tichenor Remodel for awarding of contract).

Staff Reports:

Financial & Administrative Report: Finance Manager Barbara Irving informed the Commission that the **WPPA Finance Seminar** is scheduled for June 14-16. It is a mandatory seminar and she will be scheduling for that.

The **Skamania County Auditors** office will be presenting a BARS training in July that she would also like to attend. The cost is $40.00 per attendee. The Commission approved this training.

Barbara presented the **March Financial Report**.

The **Annual Report** is in progress and close to completion.

Barbara thanked all staff for their help with the re-arranging of the Port office equipment and furniture to allow for a conference room to meet in. The Port is now looking for a good used conference table with chairs.

Old Business:

Tichenor Remodel: Business Development Manager John McSherry gave the outcome of the **Re-Bid with Modifications on the Tichenor Upper Floor Expansion** for Suite #70 with **Rehnfeldt Construction** being the low bidder; and our local bidder **Bill Midland**, being the high bidder. **Rehnfeldt Construction** being awarded the contract.

Port tenant **Normandeau** has moved out of Tichenor Suite #45 and are now in Tichenor Suite #40.

Port tenant **Molded Fiber Glass Companies/NW** (**MFG**) is in process of moving out of Tichenor Suite #65 and into Tichenor Suite #105.

Port tenant **Glenn Strutz** of **Galaxy Manufacturing** (Tichenor Suite #85) is concerned about not having enough room. **MFG** stated they would not be interested in sub-leasing to **Galaxy Manufacturing** when Business Development Manager John McSherry inquired about this option with **MFG**. Both **Galaxy Manufacturing** and **MFG** have asked of the Port if they could rent out the remaining half of the **Red Barn** (portion intended for the **Port Maintenance Shop**). John informed them it was not available.

Finance Manager Barbara Irving stated that once the **Tichenor Upper Floor Expansion** starts, our reception area needs to be moved to allow access to the new construction area. A discussion on alternatives and possibilities were discussed, involving the use of the **Sawtooth Technologies** portion **Sawtooth** is using for storage and giving them an alternative either in the **Red Barn**, the old **Maintenance Shop**, or a **temporary storage shed**; with a possible rate reduction to **Sawtooth** for giving up this space to the Port.

A discussion on the **Maintenance Shop** took place and the **Sawtooth Technologies** storage area space needed for the **Tichenor Upper Floor Expansion**. The Commission supports Port staff to negotiate with **Brian Adams** of **Sawtooth Technologies** to obtain this space and offer Brian an alternate space. The Commission also supports offering a rent reduction to **Sawtooth Technologies** for the arrangement.

Facilities & Operations Manager Keith Chamberlain stated the importance of the Facilities Department's need for enough room for his department, as well as a secure place (referring to the ongoing vandalism and break-ins over the past year on the maintenance shop and the vehicles parked outside overnight). He stressed originally 100% of the **Red Barn** was to be the new **Port Maintenance Shop**; then that was reduced to 50% when half of the **Red Bard** was allocated for a Port tenant. Keith pointed out it appeared even more area was being taken away from maintenance, reducing the maintenance area even more to a size inoperable for his department.

Unfinished Business: Commissioner Judy Teitzel requested to comment on the **Port Personnel Workshop** that was recently held, stating it be made known that Port staff's jobs may change, along with compensation, if a **Port Manager** is brought in.

New Business:

Schedule 2006 Budget Workshop: A workshop was scheduled for June 13, 2006 at 2:30 p.m.; immediately preceding the Regular Scheduled Port Meeting of June 13, 2006 at 4: p.m. at the Port office. Reminder calls were requested for the Port Commissioners by President McKenzie.

Capital Development Plan: Business Development Manager John McSherry clarified that the **Capital Development Plan** and a **Comprehensive Plan** are two different items. The Port does not have a **Comprehensive Plan** at this time, and it is required by law to have one. The Commission requested John to compile information for a **Comprehensive Plan** to bring to the Commission for discussion.

Discussion on the **Capital Development Plan** will be included in the upcoming Budget Workshop.

Business Development Manager John McSherry stated the **annual kite boarding event** would like to take place again on the Port's waterfront. The Commission supported this event.

John also stated the **Blues, Brews, and BBQ's** event would like to use not only **Teo Park** for its event on the weekend of June 24, 2006, but would like use of the other lot adjacent to the **Crab Shack** as well. The Commission did not see any problem with the use of both, as long as no alcohol was served on the lot adjacent to the **Crab Shack**.

John informed the Commission he has had requests for the boulders on **Parcel II** in **North Bonneville, WA** and asked if the Commission would like to surplus or sell them. It was a unanimous nay from all three Commissioners not to sell or surplus those boulders, the Port may want the use of them later (these being an expensive item to purchase and hard to come by). They instructed John that when the grading is being done, to just have the boulders moved out of the way with the machines.

A brief discussion took place on **Parcel II** and the soil removal.

Facilities Tech. Karl Wilkie left the meeting at 5:29 p.m.

Other Business:

Staff/Safety Meeting:

---Motion--- Commissioner Dave Prosser made a motion for Port staff to have **Mandatory Safety Meetings** the first Thursday of each month and to present what was discussed to the Commission on the first Regular Port Meeting of the month. Commissioner Judy Teitzel seconded the motion. The motion passed.

Port of Vancouver IT (Port of Skamania computer issues): This item currently in progress, with nothing to report at this time by Finance Manager Barbara Irving.

Executive Session: None.

Adjournment: Chairperson McKenzie adjourned the meeting at 5:41 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be, Tuesday May 9, 2006 at 4:00 p.m.

APPROVED BY:

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Commissioner Doug McKenzie

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Commissioner Judy Teitzel

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Commissioner Dave Prosser

ATTEST:

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Tina Tarani, Accounting Tech.