# Port of Skamania County
## Board of Commissioners
## First Monthly Meeting
## December 4, 2001

**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, Port Auditor Jan Fancher and Administrative Assistant Deana Midland. Public in attendance were Chris from Saw Net and Greg and Pattie Arnold. Commissioner Matt Masco's absence was excused as he is on vacation.

**Call to Order:** Commissioner Judy Teitzel called the meeting to order at 4:20 pm.

**Approval of Minutes:** Commissioner Brian Adams made a motion to approve the minutes of the November 27, 2001 meeting. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

**Staff Reports:** Deana reported she has been working on putting the Open House together and decorating for the holidays. She also has been getting ready for yearend business.

Keith reported Karl has been keeping up with the leaves in the park and has hopefully gotten rid of the last bunch. They have been working on the bio-swale at the Discovery Building. Keith said even with all of the rain we've had there have been no calls regarding leaks in our buildings.

John report the dry wall was being hung at the Discovery Building and the heat is on to try and get everything dry. He has been working on the Parcel 2 project trying to get everything closed out for the year 2001.

Anita handed out a spreadsheet on the Ports redistricting plan with five different redistricting options for the Commissioners consideration. The options were discussed; a decision will be made in January.

**Vouchers:** Commissioner Brian Adams made a motion to approve General Fund Vouchers Numbered 13055 through 13092, in the amount of $14,979.38. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Capital Development Fund Vouchers Numbered 20055 through 20057 in the amount of $2,543.30. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Wind River Nursery Site Fund Voucher Numbered 30036 through 30039 in the amount $69.87. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Pre-Issued Payroll Vouchers Numbered 13052 through 13054 in the amount of $10,207.66. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

**Executive Directors Report:** Anita handed out a copy of a memo she sent to staff regarding winter weather and work attendance.

A ten-minute recess as announced at 5:50 pm.

The meeting was called back to order at 6: pm.

Greg Arnold gave a short presentation on LifeTek and how September 11th impacted their business. Greg announced they are looking forward to moving into the Discovery building and the upcoming year for their business. They will become a Company with international sales beginning in March 2002.

Anita presented the final Preliminary General Fund Budget and tax levy for 2002, for the Commissioners approval by resolution. Presented were; Resolution Number 2001-10 for an I747compliant 1% property tax increase plus any increase resulting from the addition of new construction and improvements to property and any in crease in the value of assessed property, and 2) Resolution Number 2001-11 approving the presented final Preliminary 2002 General Fund Budget with total Revenues of $660,000 and Expenses of $600,000, which included $305,000 for Wages & Benefits and $23,000 to Capital Development & Revenues.

Port Auditor Jan Fancher presented several spreadsheets detailing the long-term impacts to the Port of not levying the allowed 1% increase and any increase resulting from new construction and increased property values.

Anita discussed the Port's use of the tax dollars received over the last six years, and specifically in 2001 how we used Port cash to leverage $1.2 Million in non-Port cash.

Commissioner Brian Adams made a motion to accept Tax Levy Resolution Numbered 2001-10~~, as presented.~~ JA A second was not heard and Brian's motion died.

The Commissioners discussed the Tax Levy issue. Commissioner Judy Teitzel commented she could support the presented resolution if the 1% increase was reduced to (0%) zero.

Commissioner Brian Adams made a motion to accept Resolution Number 2001-10 with the written change to a tax levy amount of $178,693, a 0% increase. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve Resolution Number 2001-11, the Preliminary 2002 General Fund Budget, including the 4% merit raise, eliminating the 3% cost of living increase but leaving the total wages and benefit budget at $305,000 to allow for any benefit increase we may encounter in 2002. Commissioner Brian Adams seconded the motion. The motion passed.

**Next Meeting:** The next meeting of the Board of Commissioners will be held on Tuesday, January 8, 2002 at 4:00 p.m.

**Adjournment:** The meeting was adjourned at 7:00 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
# November 27, 2001

**Attendance:** Commissioner Judy Teitzel, Commissioner Brian Adams, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain and Administrative Assistant Deana Midland. Commissioner Matt Masco's absence was excused as he is on vacation. Public in attendance was MaryAnn Duncan-Cole from the City of Stevenson.

**Call to Order:** Commissioner Judy Teitzel called the meeting to order at 4:02 pm.

**Public Comment:** MaryAnn presented a letter from the City of Stevenson to the U.S. Army Corps of Engineers regarding Native American Fishing Access sites on the Bonneville Pool. She discussed the City's position on the potential of such a site on the Columbia River here within the city of Stevenson.

**Approval of Minutes:** Commissioner Brian Adams made a motion to approve the minutes of the November 13, 2001 meeting, with hand written changes. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

**Vouchers:** Commissioner Brian Adams made a motion to approve General Fund Vouchers Numbered 13031 through 13051, in the amount of $6,192.65. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Capital Development Fund Vouchers Numbered 20051 through 20054 in the amount of $314,656.33. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Wind River Nursery Site Fund Voucher Numbered 30035 in the amount $79.35, with the Voucher Cover Sheet corrected to show this amount. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Pre-Issued Payroll Vouchers Numbered 13026 through 13030 in the amount of $2,922.20. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to accept revised Capital Development Fund Voucher Cover Sheet for Vouchers Numbered 20033 through 20039 in the amount of $21,833.62, dated October 9, 2001. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

**Other:** Commissioner Judy Teitzel opened the Public Hearing on the Ports Redistricting Plan. Redistricting is required by law to occur by January 2002, as a result of the 2000 Census. Anita presented the Port's Redistricting Options. These options were then discussed. Anita will gather more information and discussion will continue at the December 4th meeting. A final decision is expected at the January 8th meeting. There was no public in attendance, and no public comments were received. The public hearing was closed.

Anita handed out Resolution #09-2001 authorizing the Executive Director to execute an agreement with First Independent Bank for financial aid for the construction of a multi-use industrial building in the Lewis & Clark Business Park. This funding will fill the financial gap in the construction costs for the Discovery Building.

Commissioner Judy Teitzel opened the Public Hearing on the Ports Preliminary 2002 General Fund Budget and Tax Levy for 2002. Anita presented the budget going over the revenue and expense categories. The only category changed from the November 13th draft is Salaries and Wages where Anita asked for a $10,000 increase (5%) for raises on January 1, 2002. Commissioner Judy Teitzel commented she would like to see salary raises issued in a specific dollar amount of equal size to all employees regardless of performance, in lieu of a percentage increase as a level-of-performance raise. Anita presented some of her ideas for rewarding staff beyond a cost of living wage increase, and an increase based on performance and goals, such as improving our vacation earned schedule. There was no public in attendance and no public comments were received. The public hearing was closed.

Keith reported the Waterfront Improvement Project is scheduled for permitting in 2002, funding acquisition in 2003, with construction hoped for in 2004.

Anita also handed out the 2002 preliminary budget for the Wind River Nursery. A short discussion followed. A final draft Capital Budget will be presented on December 4th.

The Commissioners directed Anita to establish a new contract with Attorney Ken Woodrich, at an hourly wage of $110.00, including a retainage increase.

**Next Meeting:** The next meeting of the Board of Commissioners will be held on Tuesday, December 4, at 4:00 p.m., following our Annual Open House which begins at noon.

**Adjournment:** The meeting was adjourned at 6:03 p.m.

Commissioner Matt Masco

Judy Teitzel
Commissioner Judy Teitzel

Commissioner Brian Adams

ATTEST:

Administrative Assistant, Deana Midland

# Port of Skamania County
## Board of Commissioners
## First Monthly Meeting
## November 13, 2001

Attendance: Commissioner Judy Teitzel, Commissioner Brian Adams, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry, Port Auditor Jan Fancher, and Administrative Assistant Deana Midland. Commissioner Matt Masco's absence was excused, he is on vacation.

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

Approval of Minutes: Commissioner Brian Adams made a motion to approve the minutes of the September 25, 2001, with corrections. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Guest Christina Brittain of Beyond the Bounds presented the ~~final~~ draft of our Comprehensive Resource Development Plan for 2001-2003. The document will be made available to the public for review at our open house, an article will be published in the local newspaper, and copies delivered to other entities for their comments. Approval of the document is scheduled for January 2002.

Public Hearing: Commission President Judy Teitzel opened the Public Hearing on the Port Of Skamania County First Draft Redistricting Plan. Executive Director Anita Gahimer presented the Port Plan, updated with current 2002 census numbers from our previous meeting with the exception of four precincts in the west end of District 1. Anita will work with the County Auditor's Office to acquire these numbers and present a Second Draft Redistricting Plan on November 27th. Another Public Hearing on the Plan will be advertised in the local paper. Adoption of a Port Redistricting Plan is scheduled for our January 11, 2002. There were no members of the public in attendance at this public hearing; no comments were received in writing or by staff prior to this meeting.

Staff Reports: Deana reported she has been working on the 2002 Budget, on Quick Books, our Annual Open House invitation, regular office duties, and keeping up on the Grant reimbursements.

Keith reported Karl has been cleaning and staining the deck at the Old Saloon Building. He noted there are no signs of water leaks in the basement, so far. Keith has closed down one half of the restroom facility at Stevenson Landing for the winter and will be closing the other half in the near future. Karl has been working to keep our leaves under control in the parks and grounds of our buildings. Karl and Keith have been working on the Rigging Loft it has developed minor leaks. The Waterfront Improvement Grant Project being conducted by KPFF will be finished by the end of the year. Keith has also been working on Anita's old computer trying to get it working correctly, and he also worked on the installation of a new network system. Keith has been working on his 2002 Preliminary Facilities O&M budget. Keith is also working on getting the materials for the installation of our new Interpretive Signs due to arrive before the end of December.

Keith and Karl have been working on the landscaping for the Discovery Building in the Lewis and Clark Business Park on Evergreen Drive in the City of North Bonneville.

Attorney Ken Woodrich reported he reviewed and made suggestions on the reamortization schedule for our Port – City of North Bonneville Parcel 2 acquisition note. Anita received Ken's comments and has sent a letter of acceptance of the schedule to the City of North Bonneville.

John has been busy managing the construction of on the Discovery Building. He reports construction is on schedule and everything is going well. As is normal, many issues come up, but all are resolved through the established process. The site is now paved. John has been working on marketing projects, updating our web site, producing some trade show materials, as well as brochures and document covers. He has advertised for technical assistance yet this year to get these projects developed, and will seeking grant funding to assist in meeting next year's goals. He received quite a few responses to our ad in the paper.

Vouchers: Commissioner Brian Adams made a motion to approve General Fund Vouchers Numbered 12995 through 13022 in the amount of $15,333.21. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Capital Development Fund Vouchers Numbered 20042 through 20050 in the amount of $37,448.97. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Wind River Nursery Fund Voucher Numbered 30033 through 30034 in the amount of $41.84. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Pre-Issued Capital Development Fund Vouchers Numbered 20040 through 20041 in the amount of $258,432.00. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Pre-Issued General Fund Vouchers Numbered 12990 through 12994 in the amount of $2,934.96. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Pre-Issued General Fund Vouchers Numbered 12967 through 12989 in the amount of $26,543.79. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Treasurers Report: Acting Auditor Jan Fancher presented a financial report for the months of September and October. Handouts included: Cash Balance Spread Sheet, Daily Cash Journal, Profit and Loss Report, and an Income and Expense graph.

Executive Directors Report: Anita presented and went through the First Draft Preliminary 2002 Budgets for the Commissioners review and comment. A Public Hearing on the 2002 Preliminary General Fund Budget and Tax Levy has been advertised for and will be held at our meeting on November 27, 2001.

Next Meeting: The next meeting of the Board of Commissioners will be held on Tuesday, November 27, 2001 at 4:00 p.m.

Adjournment: The meeting was adjourned at 6:08 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
# First Monthly Meeting
# October 9, 2001

Attendance: Commissioner Judy Teitzel, Commissioner Matt Masco, Commissioner Brian Adams, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Business and Project Development Manager John McSherry and Administrative Assistant Deana Midland. Public in attendance were Clark Prestia and Dave O'Brien from the County Auditors Office. Executive Director Anita Gahimer was absent due to an illness.

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

Approval of Minutes: Commissioner Matt Masco made a motion to approve the minutes of the September 25, 2001 with corrections. Commissioner Brian Adams seconded the motion. The motion passed.

Public Comment: Dave O'Brian from the Auditors Office came to talk to the Commissioners regarding the redistricting of the Port Commissioner Districts. Dave handed out a Census 2000 data sheet showing the number of registered voters and population in district by precinct.

Staff Reports: Deana reported she has been working on the 2002 Budget, regular office duties and keeping up on the Grant reimbursements with John.

Keith reported he is winterizing the parks & grounds, restrooms and buildings. He has been spending time at the new building in North Bonneville. Karl has been working on the bio-swale for the Tichenor Building at East Point.

John reported he was going to be giving a short presentation on the Ports Fort Cascade Business Park (Parcel 2) Master Plan this evening as part of the City of North Bonneville City Councils Public hearing on this same subject.

John has been working on some marketing projects for the Port including the Web Page, a marketing piece for the Carson Tan Building, Old Saloon Building and the Wind River Nursery Site. John has also been working on a plan for the North Bonneville Fort Cascade Business Park (Parcel 2) Dam Access Road.

Vouchers: Commissioner Brian Adams made a motion to approve General Fund Vouchers Numbered 12925 through 12966 in the amount of $13,786.11 with number 12962 as a void. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Capital Development Fund Vouchers Numbered 20033 through 20039 in the amount of $45,843.62. Commissioner Brian Adams seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Wind River Nursery Fund Voucher Numbered 30031 through 30032 in the amount of $39.35. Commissioner Brian Adams seconded the motion. The motion passed.

Ken reported we received the notarized Lease Agreement for the Beacon Rock Golf Course from Jim and Linda Borup. Ken Woodrich received a fax from the City of North Bonneville regarding the current amortization schedule for the remaining balance on the Parcel 2 purchase following our recent $200,000 payment. Current balance is $50,000 not including interest to be amortized over five years.

Anita spoke with Commissioner Matt Masco regarding the Wind River Nursery Site and would like the Commissioners to discuss the Option to Lease. A brief discussion followed.

Next Meeting: The next meeting of the Board of Commissioners will be held on Tuesday, November 13, 2001 at 4:00 p.m.

Adjournment: The meeting was adjourned at 5:45 p.m.

Commissioner Matt Masco

Judy K Teitzel
Commissioner Judy Teitzel

Brian Adams
Commissioner Brian Adams

ATTEST: Deana Midland
Administrative Assistant, Deana Midland

# Port of Skamania County
# Board of Commissioners
# Second Monthly Meeting
# September 25, 2001

**Attendance:** Commissioner Judy Teitzel, Commissioner Matt Masco, Commissioner Brian Adams, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Special Project Manager John McSherry, Facilities Specialist Keith Chamberlain and Administrative Assistant Deana Midland. Public in attendance were Clark Prestia, Floyd Wilkes, Renee Hanks, Diane Moore, Rich Curran, and John Broughton.

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

Anita introduced Lee Curtis of Mid Columbia Economic Development (CGEDD) and Mary Gale-Wood of Columbia Gorge Economic Development Association (CGEDA); they gave a short presentation to the Commissioners about their organizations. Mary Gale-Wood as the CGEDA marketing director does business development marketing for the entire Columbia Gorge.

**Approval of Minutes:** Commissioner Matt Masco made a motion to approve the minutes of the August 14, 2001 meeting as read. Commissioner Brian Adams seconded the motion. The motion passed.

**Public Comment:** John Broughton and Rich Curran attended and gave their support of Jim & Linda Borup as lessees of the Beacon Rock Golf Course.

Floyd Wilkes who organized the 2001 Stevenson Kite Boarding Competition was here regarding the Boat Ramp and East Point areas, wondering where the Port was with the improvements of these areas. Floyd discussed the possibility of future events being held elsewhere because our shoreline is limited in its ability to accommodate the expected size of next years event.

**Vouchers:** Commissioner Brian Adams made a motion to approve General Fund Vouchers Numbered 12900 through 12924, in the amount of $20,990.65. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Capital Development Fund Voucher Numbered 20032 in the amount of $4,449.32. Commissioner Matt Masco seconded the motion. The motion passed.

**Executive Session:** At 5:15 p.m. the Board of Commissioners announced an approximate 30-minute Executive Session for the purposes of discussions pertaining to potential litigation.

The Board of Commissioners came out of Executive Session at 5:55 p.m. and notified the public the session would continue for an additional approximate 15 minutes. Executive Session resumed at 5:56 p.m.

The Board of Commissioners came out of Executive Session at 6:14 p.m. with no decisions being made.

The Board briefly discussed a Lease Amendment with J&L Borup, Inc., and directed Port Attorney Ken Woodrich to prepare the document with language changes as discussed in Executive Session. Commissioner Matt Masco moved to present the Lease Amendment, with the language changes made as discussed, to Jim and Linda Borup for their signature. Commissioner Brian Adams seconded the motion. The motion passed unanimously.

Other: Executive Director Anita Gahimer gave a brief update on the construction progress of the Discovery Building at the Lewis & Clark Business Park in North Bonneville, noting the tilt-up walls will be poured on October 15th.

Anita discussed with the Board the RCW requirement to complete a redistricting plan as a result of the recent Census. Anita proposed a schedule to include a public hearing on the plan at our meeting on October 9, with Plan adoption for November 13th.

Anita presented a draft resolution for authorization the Executive Director to be an agent of the Port specifically identified to accept claims or disputes. The draft was revised regarding the times such claims and disputes will be received. The resolution will be rewritten and presented to the Board for approval at the October 9th meeting.

Anita also discussed with the Commissioners the possible use of the City of Stevenson's existing water line along Ryan Allen Road as a conduit for a future run of fiber optic conduit and/or cable. The City will vacate this water line when they complete their new water line in early 2002, being installed in part due to the construction expansion activity at Skamania Lodge. The new water line will be installed on the opposite side of the road as the existing line.

Anita presented a timeline for the 2002 Budget Review, Public Hearing and Approval process to begin October 9th and end with a final budget and tax levy decision by the first meeting in December, scheduled for the 4th. A Public Hearing will be held on November 27th.

The meeting of the Board of Port Commissioners regularly scheduled for October 23rd is cancelled due to approved Commissioner vacations. Both meetings scheduled for December are changed to one single meeting, to be held on December 4th, at 4:00 p.m. following our Annual Open House. November meetings will be as scheduled, the 2nd and 4th Tuesdays at 4:00 p.m.

Commissioner Judy Teitzel confirmed she would represent the Port at the Washington Department of Transportation Footprint and Bike Path Award function in Olympia on October 11th. The Port, City, and County won the award for excellence in partnership on the citywide footpath. Arlene Johnson, Chamber Director, submitted the partners and their project for consideration. Ken Woodrich may also be attending as the Chamber President.

Business Development and Project Manager John McSherry joined the meeting and briefly updated the Commissioners on his current projects.

Anita announced the signing of the Wind River Nursery Conveyance documents by the Skamania County Commissioners is scheduled for October 1st. It has been a long time in coming, but Anita is confident it will really happen.

The City of North Bonneville Planning Commission Public Hearing on the Master Site Plan for the Fort Cascades Industrial and Business Park (Parcel 2) will be held at 7:00 p.m. tonight, postponed from September 11th. Anita and John will attend.

Port Attorney Ken Woodrich returned with the J&L Borup, Inc. Lease Amendment, with all language changes made. The document was presented to Jim and Linda Borup for signature. All parties signed the document.

Next Meeting: The next meeting of the Board of Commissioners will be held on Tuesday, September 11, at 4:00 p.m.

Adjournment: The meeting was adjourned at 6:40 p.m.

Commissioner Matt Masco

Judy Teitzel
Commissioner Judy Teitzel

Commissioner Brian Adams

ATTEST:

Administrative Assistant, Deana Midland

# Port of Skamania County
# Board of Commissioners
# First Monthly Meeting
# September 11, 2001

Attendance: Commissioner Judy Teitzel, Commissioner Matt Masco, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Port Auditor Jan Fancher and Administrative Assistant Deana Midland. Public in attendance was Clark Prestia. Commissioner Brian Adams was on an excused absence as he is on his honeymoon.

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

Approval of Minutes: Commissioner Matt Masco made a motion to approve the minutes of the August 28, 2001 with hand written corrections. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Treasurers Report: Acting Auditor Jan Fancher presented a financial report for the month of August. Handouts included: Cash Balance Spread Sheet, Daily Cash Journal, Profit and Loss Report, and an Income and Expense graph.

Staff Reports: Deana reported that Lynee has finished the filing system and is now inputting some data into Microsoft Access. Deana is working with Jan on Quick Books and Grants along with all other office duties including working on the 2002 budget.

Keith is working on his 2002 Facilities Budget for an upcoming staff meeting.

Keith has been working with Andrew Jansky on the Waterfront Improvement Project Biological Assessment. The project will be complete by the end of this year.

Keith reported that the grass mowing in the parks is slowing down as we head into the fall months.

Ken brought the City of Stevenson dog Ordinance for the Commissioners information. The Port will be posting signs in our park areas referencing the ordinance.

Executive Directors Report: Anita sent the Commissioners a Tenant Chart for their review and comments. Commissioner Matt Masco commented he would like to see the chart include all our properties, including those that are vacant and undeveloped.

Anita announced she has offered Tichenor Building manufacturing space #85 to Galaxy Manufacturing, beginning in mid-October. Galaxy is a clean industry manufacturing custom-sewn and upholstered products for the medical industry.

Anita is working with SSIndustries, offering them the Carson Tan Building when they are ready to move into larger space.

Anita sent a Lease Amendment to Wind River Mines. The lease rate will be reduced in January 2002 and a 60-day termination clause is implemented upon signature.

The Port is working with the City of Stevenson and BNSF to improve the land along the railroad track just east of the Russell-Cascade intersection. The City will make the improvements as safety and aesthetic enhancements and to improve parking. The Port will provide maintenance of the improvements under an easement from the City.

Anita shared a copy of the brochure the Chamber and Stevenson Business Association is putting together for the Columbia Queen passengers and an insert the Port is producing to invite Sternwheeler passengers to visit Stevenson.

Anita had asked the Commissioners to think of a name for the Phase I Building being built in the Lewis & Clark Business Park. They all agreed the building would be named "The Discovery Building".

Anita announced the Chamber, City, County and the Port are being given an award on October 11th at the WDOT Bike & Pathways Conference in Olympia. The award is for partnership in the Stevenson Pathway Project.

Anita told the Commissioners the Lewis & Clark Discovery Building Construction Project is one day behind. The concrete will be poured on Friday instead of Thursday. Keith and John attend a construction meeting every Wednesday morning at 9:00 am.

Vouchers: Commissioner Matt Masco made a motion to approve General Fund Vouchers Numbered 12872 through 12899 in the amount of $12,839.26. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Pre-issued Capital Development Fund Voucher Numbered 20026 in the amount of $200,000.00. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Capital Development Fund Vouchers Numbered 20026 through 20031 in the amount of $19,889.56. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Wind River Nursery Fund Voucher Numbered 30030 in the amount of $30.00. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Executive Session: The Board of Commissioners announced an Executive Session of approximately twenty minutes to discuss a potential lease litigation issue. The Commissioners adjourned into an Executive Session at 5:27 p.m. and returned at 5:50 p.m. with no decisions being made.

Discussion ensued with the Commissioners directing the Port Attorney to respond to the recent letter dated 9/6/01 as discussed during executive session.

Next Meeting: The next meeting of the Board of Commissioners will be held on Tuesday, September 25, at 4:00 p.m.

Adjournment: The meeting was adjourned at 5:53 p.m.

Commissioner Matt Masco

Judy Teitzel
Commissioner Judy Teitzel

Commissioner Brian Adams

ATTEST:

Deana Midland

Administrative Assistant, Deana Midland

Commissioner Matt Masco made a motion to accept Resolution Numbered 07-2001 giving the Executive Director the authority to seek additional funds for the Lewis and Clark Phase I Building Construction project. Commissioner Brian Adams seconded. The motion passed.

A groundbreaking ceremony was set for Wednesday, September 5, at 9:00 am.

The EDC coordinated a meeting with Brian Baird held here in the Port Conference room. The meeting focus was small business issues & concerns. John represented the Port at this meeting. Anita met with Brian at a dinner with the County Commissioners later this same day.

Maria Cantwell also held a meeting here last week and it went very well. Maria's focus was high-speed internet connectivity efforts and small business. Anita and John gave a presentation.

Anita attended a meeting, along with Bob Talent and Marilyn Breckle, with Clare Lavendahl, Gifford Pinchot Forest Supervisor, regarding the Wind River Nursery Conveyance. Anita reported nearly all remaining issues were satisfactorily addressed. If members complete their action items from the meeting as agreed, the conveyance signing could happen as early as October 1st, 2001.

**Next Meeting:** The next meeting of the Board of Commissioners will be held on Tuesday, September 11, at 4:00 p.m.

**Adjournment:** The meeting was adjourned at 6:20 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**
**Second Monthly Meeting**
**August 28, 2001**

**Attendance:** Commissioner Judy Teitzel, Commissioner Matt Masco, Commissioner Brian Adams, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Auditor Jan Fancher and Administrative Assistant Deana Midland. Public in attendance was Clark Prestia.

**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 August 14, 2001 meeting as read. Commissioner Brian Adams seconded the motion. The motion passed.

**Vouchers:** Commissioner Matt Masco made a motion to approve General Fund Vouchers Numbered 12849 through 12871, excluding Voucher Number 12865 in the amount of $35,960.58, which shall be voided. Commissioner Brian Adams seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Capital Development Fund Vouchers Numbered 20020 through 20024 in the amount of $24,797.79. Commissioner Matt Masco seconded the motion. The motion passed.

**Treasurers Report:** Jan gave the Treasurers report for the month of July. Handouts included, Cash Balance Spread sheet, Daily Cash Journal, Profit and Loss Report and an Income and Expense Graph.

**Other:** Anita handed out a letter from the City of Stevenson for the Commissioners information, regarding the dog in the parks. Ken will bring a copy of the related City ordinance to the next meeting.

Anita had a negotiation meeting set with the contractors for Thursday August 24, 2001. Anita prepared the contract had it signed and the work started the next day. Anita reported she issued the Notice of Award for the construction contract for the Phase I Building in the Lewis & Clark Business Park. The contractor signed the Agreement on August 24th, and Anita issued the Notice to Proceed this same day. The Contractor began work at the site on the 27th.

**Port of Skamania County**
**Board of Commissioners**
**First Monthly Meeting**
**August 14, 2001**

**Attendance**: Commissioner Judy Teitzel, Commissioner Matt Masco, Commissioner Brian Adams, Port Attorney Ken Woodrich, Project Manager John McSherry, Administrative Assistant Deana Midland. Public in attendance were Loren Long from Marvin Cole, Cheri Calhoon from 2KG Construction, and representatives of Grady, Harper, and Carlson Inc., Betz Construction, and Team Construction.

**Call to Order:** Commissioner Judy Teitzel called the meeting to order at 4:05 pm.

Re-Bid Proposals received for the Lewis & Clark Business Park Phase I Building construction were opened by Commissioner Masco and read aloud by Commissioner Teitzel. The results were recorded, a copy is attached.

Representatives of the Re-Bid Proposers in attendance were thanked for their responses and attendance as they excused themselves from the meeting.

The representative of Grady, Harper and Carlson returned to the meeting and asked if the Port was going to accept the Re-Bid Proposal from Team Construction. He commented it was received after the advertised August 14, 2001, 4:00 p.m. submission deadline. Anita checked the time recorded on each Re-Bid Proposal received and found the Team Construction proposal was dated received August 14, 2001, at 4:02. All other proposals were noted as received prior to the 4:00 p.m. deadline. Wavier of this informality was discussed. The Grady, Harper and Carlson representative excused himself from the meeting and asked to be notified of the Ports decision in this matter.

**Approval of Minutes:** Commissioner Matt Masco made a motion to approve the minutes of the July 24, 2001 as read. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

**Staff Reports:** Deana reported she has been working with John and Jan on preparing grant reimbursements and they attended a Federal Grant Management class last month.

John handed out to the Commissioners for their information an information sheet he prepared on the Carson Industrial building for Anita to send to a prospective tenant. John discussed how similar products could be prepared for all our facilities, and used in a variety of ways including for advertising and on our web site.

John has been working to update our web site, including adding links such as to the Skamania County Chamber web site.

John also attended the Federal Grant Management course in Vancouver last month.

John gave an update on the Parcel 2 project. The Master Site Plan completed by TranSystems has been submitted to the City of North Bonneville for their approval.

The Board of Commissioners further discussed the late Re-Bid Proposal response. Commissioner Judy Teitzel stepped down and made a motion any bids turned in after 4:00 pm would not be accepted. Commissioner Matt Masco seconded the motion. The motion passed with Commissioner Adams abstaining from the vote. Anita will notify both Team Construction, and Grady, Harper and Carlson, of this decision.

Anita and John gave an update on the Fiber Optic project for the Commissioners. The State of Washington Department of Information Services has issued an RFP to provide fiber cabling to various school districts around the state. The Port has been approached by one of the potential respondents about the possibility of working together to provide a fiber line from the NoaNet Point of Presence (POP) in Stevenson, at the PUD Substation, to the Stevenson-Carson High School. John and Anita will continue to explore this opportunity.

John has attended several fiber optic meetings, and John and Anita have met with potential partners in the next step of the Fiber Project, which is bringing a fiber line from the Stevenson POP to the Tichenor Building.

The Port was approached by the City of Stevenson regarding the opportunity to put an empty conduit (to accommodate future fiber optic cabling) in with their water line when the ditch is open next spring. This water line is an extension from their tank above Loop Road to Skamania Lodge. The City water tank is near the Stevenson NoaNet POP and a conduit in this ditch would provide the opportunity in the future for services via fiber optic cable to reach current and new businesses on the west side of Stevenson. Skamania Lodge has provided the Port with a Letter of Interest as a potential customer of such services when they become available.

**Vouchers:** Commissioner Brian Adams made a motion to approve General Fund Vouchers Numbered 12815 through 12848 in the amount of $17,571.63. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Pre Approved General Fund Vouchers Numbered 12810 through 12814 in the amount of $3,033.21. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Capital Development Fund Vouchers Numbered 20017 through 20019 in the amount of $41,897.39. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Wind River Nursery Fund Vouchers Numbered 30027 through 30029 in the amount of $1,396.82. Commissioner Matt Masco seconded the motion. The motion passed.

**Treasurers Report:** Acting Auditor Jan Fancher will present a financial report for the month of July at the next Port meeting as the July monthly financial report from the County Treasurers Office is not available yet. Jan reported substantial progress has been made towards bringing current the Port grant reimbursement requests. Jan and Anita discussed a Cash Flow Projection Chart which Jan has prepared to help herself and everyone visualize the flow of cash over the next two months, and assure the best use of our invested funds as we begin construction of the Lewis & Clark Business Park Phase I Building and bring to a closure all of our other 2001 projects. Jan reported she has also completed a first draft of a report format for the Capital Development Fund activities. She and Anita will continue to work to develop a format that reports the data in the most beneficial manner.

**Executive Directors Report:** Anita reported the final contract signature page for the CERB Grant and Loan for the construction of the Lewis & Clark Business Park Phase I Building was signed and returned to CERB.

Anita reported that because all of the bid responses received and opened on July 24th for the construction of the Lewis & Clark Phase I Building exceeded our available funds by more than five percent they could not be considered. She met with project architect Doug Nichols to discuss any options for reducing the construction cost and issued a Call for Re-Bid Proposals. All respondents were notified by a faxed and by mail that all

bids were rejected as they exceeded available funds. The Call for Re-Bid was advertised and all respondents were faxed a copy of the advertisement. A total of eighteen possible reductions to the Scope of Work were prepared by Doug Nichols of Otak and issued by Otak as an Addendum 3 to the Scope of Work.

Anita reported she explored the options for funding the expected financial gap in construction cost.

Anita also discussed this situation with tenant Greg Arnold of LIfeTek, including the impact on the rental rate as a result of the higher cost of construction. Anita and Greg also discussed the issues and options related to the delayed construction completion date included in the bid responses and that will occur as a result of the need to re-bid.

As a result of the Re-Bid opening today, the responses will be evaluated taking into consideration the eighteen potential deletions to the Scope of Work. Following evaluation, the issues related to a decision on each possible deletion item, the financial gap, and the completion date, etc., will be researched with the goal of issuing a Notice of Award by Friday of this week.

Anita reported SSIndustries has leased the vacant manufacturing space in the Tichenor Building for two weeks to demonstrate a new piece of machinery they are marketing. SSIndustries, currently operating in Skamania, is looking for a larger space and has expressed interest in the Tichenor Building beginning in January. Another business has also expressed interest in the Tichenor Building space.

Names for the Phase I Building in the Lewis & Clark Business Park were suggested by Judy and others. Discovery, Columbia, Exploration, were among those suggested.

Anita reported she had a second meeting with Ron Delano of Wind River Mines regarding their desire to reduce their rental rate in exchange for a 90 day termination clause. Wind River Mines is no longer crushing ore and their need for the facility has changed. Anita will continue to work with Ron.

The Sternwheeler Columbia Gorge will change their docking schedule at Stevenson Landing to Saturdays only according to new Manager Chuck Daughtry. Changes in the Sternwheeler operations are necessary to keep the ship operating. New opportunities and partnerships were discussed by Chuck and Anita. Anita facilitated a meeting with Chuck and Ken Daugherty, Manager of Skamania Lodge on this same subject.

**Executive Session:** The Board of Commissioners announced an Executive Session of approximately ten minutes to discuss a potential lease litigation issue. The Commissioners adjourned into an Executive Session at 6:15 p.m. and returned at 6:20 p.m. with no decisions being made.

**Next Meeting:** The next meeting of the Board of Commissioners will be held on Tuesday, August 28, at 4:00 p.m.

**Adjournment**: The meeting was adjourned at 6:20 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
# Second Monthly Meeting
# July 24, 2001

**Attendance**: Commissioner Judy Teitzel, Commissioner Matt Masco, Commissioner Brian Adams, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Project Manager John McSherry, Administrative Assistant Deana Midland. Public in attendance were Clark Prestia, Betz Construction, Union Corner Construction, 2KG Construction, LCG Construction, Grady, Harper, Carlson, Team Construction, Marvin Cole, McGee Plumbing, and Darrit Construction. Executive Director Anita Gahimer was on vacation.

**Call to Order:** Commissioner Judy Teitzel called the meeting to order at 4:04 pm.

Commissioner Judy Teitzel opened the meeting with the bids for the Lewis & Clark Business Park Phase I Building. All bids were opened and read aloud, the results were recorded. See attached.

**Approval of Minutes:** Commissioner Judy Teitzel stepped down and made a motion to approve the minutes of the July 10, 2001 as read. Commissioner Matt seconded the motion. The motion passed.

In Anita's absence Commissioner Judy Teitzel signed a letter to Kate Rothchild regarding permits for the CERB Grant.

**Vouchers:** Commissioner Matt Masco made a motion to approve the amended list of General Fund Vouchers Numbered 12507 through 12534 with the amount of $11,770.59. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to amend the General Fund Voucher List approved on July 10th, 2001 to include only Vouchers Numbered 12738 through 12771 in the amount of $9,920.10. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Pre Approved Vouchers Numbered 12772 through 12778 in the amount of $3,249.43. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Vouchers Numbered 12779 through 12809 in the amount of $28,571.21. Commissioner Matt Masco seconded the motion. The motion passed.

**Other:** Commissioner Matt Masco made a motion to accept Resolution Number 05-2001, to replace Resolution 04-2001. Commissioner Brian Adams seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to accept Resolution Numbered 06-2001, Port Policy Regarding Rent Security. Commissioner Matt Masco seconded the motion. The motion passed.

**Treasurers Report:** Deana handed out a memo from Jan for the June Treasurers report for the Commissioners and the Executive Director's review.

**Next Meeting:** The next meeting of the Board of Commissioners will be held on Tuesday, August 14, at 4:00 p.m.

**Adjournment**: The meeting was adjourned at 4:55 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**
**First Monthly Meeting**
**July 10, 2001**

**Attendance:** Commissioner Judy Teitzel, Commissioner Brian Adams, Commissioner Matt Masco, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Acting Port Auditor Jan Fancher, Project/Business Development Manager John McSherry and Administrative Assistant Deana Midland. Members of the public in attendance were Keith Liggett and Jim Snell.

**Call to Order:** Commissioner Judy Teitzel called the meeting to order at 4:13 pm.

**Approval of Minutes:** Commissioner Matt Masco made a motion to approve the minutes of the June 26, 2001 meeting. Commissioner Brian Adams seconded the motion. The motion passed.

**Public Comment:** Keith Liggett commented that he had given Anita and Keith some information he received from Dave Cox on some excess marina docks in Spokane. Keith L. and Jim Snell are considering circulating a petition for the public to sign supporting the Port's waterfront improvements.

**Treasurer's Report:** Acting Port Auditor Jan Fancher will present the monthly Treasurer's report for June at the second meeting in July. She handed out the 2001 mid-year review spread sheet and a copy of the 2001 budget approved .

Jan also reported the meeting between the State Auditors office, her, and Anita went very well.

**Vouchers:** Commissioner Matt Masco made a motion to approve the General Fund Vouchers Numbered 12738 through 12773 in the amount of $10,388.32. Commissioner Brian Adams seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve pre-issued General Fund Vouchers Numbered 12732 through 12737 in the amount of $3,535.64. Commissioner Brian Adams seconded the motion. The motion passed.

Commissioner Judy Teitzel stepped down and made a motion to approve pre-issued General Fund Vouchers Numbered 12730 thru 12731 in the amount of $6,425.46. Commissioner Brian Adams seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Wind River Nursery Fund Vouchers Numbered 30023 thru 30026 in the amount of $381.12. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Capital Development Fund Vouchers Numbered 20014 thru 20016 in the amount of $74,733.93. Commissioner Brian Adams seconded the motion. The motion passed.

**Staff Reports:** Deana attended a Quick Books seminar in June and reported it was very beneficial to her.

Deana reported she attended the Washington Public Ports Finance Seminar in Leavenworth Washington.

Deana was on vacation over the week of July 4th. While she was on vacation Lynee came in and covered for her a couple of days.

John reported he started full time on July first and he has been working with Anita on the Lewis and Clark Business Park Building. John reported the bid is out on the street today. John reported the bid opening would be on July 24th 2001, the next Port meeting day, at 4:00 pm.

John has also been working on Parcel 2 and the NEPA/SEPA, and JARPA permit process.

John is working on marketing materials and will be updating the Ports web page.

**Executive Directors Report:** Anita handed out Resolution Numbered 04-2001 for the Commissioners approval.

Commissioner Matt Masco made a motion to pass Resolution Numbered 04-2001, a Resolution authorizing the Executive Director to execute an agreement with the Washington State Community Economic Revitalization Board, CERB, for financial aid for the design and construction of a multi-use industrial building. Commissioner Brian Adams seconded the motion. The motion passed.

Anita is sending information to a manufacturing firm interested in the vacant Tichenor Building space.

A Resolution regarding Lease security deposits was discussed and will be prepared for the next meeting.

**Next Meeting:** The next meeting of the Board of Commissioners will be held on Tuesday, July 24, 2001 at 4:00 pm.

**Adjournment:** The meeting was adjourned at 6:18 pm by consensus.

**Commissioner Matt Masco**

Judy K Teitzel
**Commissioner Judy Teitzel**

**Commissioner Brian Adams**

**ATTEST:**
Deana Midland
**Administrative Assistant, Deana Midland**

**Port of Skamania County**
**Board of Commissioners**
**Second Monthly Meeting**
**June 26, 2001**

**Attendance**: Commissioner Judy Teitzel, Commissioner Matt Masco, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Administrative Assistant Deana Midland. Public in attendance was Keith Liggett. Executive Director Anita Gahimer and Commissioner Brian Adams were absent due to other work commitments.

**Call to Order:** Commissioner Judy Teitzel called the meeting to order at 4:15 pm.

**Approval of Minutes:** Commissioner Matt Masco made a motion to amend the minutes of the June 10, 2001 meeting to include a correction: on page one, paragraph six. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

**Vouchers:** Commissioner Matt Masco made a motion to approve the General Fund Vouchers Numbered 12713 through 12729 in the amount of $11,568.11. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Pre-Issued General Fund Vouchers Numbered 12704 through 12712 in the amount of $4,386.40. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

**Other:** Keith Liggett brought a letter for public record supporting bringing the sail boating events to the Stevenson Waterfront.

Keith also handed out a community survey.

**Next Meeting:** The next meeting of the Board of Commissioners will be held on Tuesday, July 10, at 4:00 p.m.

**Adjournment**: The meeting was adjourned at 4:45 p.m.

Matt S Masco

**Commissioner Matt Masco**

Judy K Teitzel

**Commissioner Judy Teitzel**

**Commissioner Brian Adams**

**ATTEST:**

Deana Midland

**Administrative Assistant, Deana Midland**

**Port of Skamania County**
**Board of Commissioners**
**First Monthly Meeting**
**June 12, 2001**

**Attendance:** Commissioner Judy Teitzel, Commissioner Brian Adams, Commissioner Matt Masco, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Acting Port Auditor Jan Fancher and Administrative Assistant Deana Midland. Member of the public in attendance was Keith Liggett.

**Call to Order:** Commissioner Judy Teitzel called the meeting to order at 4:07 pm.

**Approval of Minutes:** Commissioner Matt Masco made a motion to approve the minutes of the May 22, 2001 meeting. Commissioner Brian Adams seconded the motion. The motion passed.

**Public Comment:** Keith Liggett and Ken Woodrich, representing the Chamber and the Stevenson Business Association, presented to the Commissioners sailing events that will be coming to the Columbia River near Stevenson this summer. The events will be launched from the Oregon side of the river, but the best view is from Stevenson Shore Line. Discussion ensued regarding options for accommodating spectators.

**Treasurer's Report:** Acting Port Auditor Jan Fancher presented the monthly Treasurer's Report for May and reviewed the May cash balances for all funds as compared to prior months. Handouts included spreadsheets for May Revenue and Expenses and "Quarter-to-Date" compressed and expanded versions from QuickBooks. Jan also handed out to the Commissioners a copy of the 2000 Annual Report.

**Vouchers:** Commissioner Brian Adams made a motion to approve the General Fund Vouchers Numbered 12668 through 12703 in the amount of $17,299.81. Commissioner Matt Masco ~~stepped down~~ and seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve pre-issued prepaid General Fund Vouchers Numbered 12663 through 12267 in the amount of $3,208.06. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Capital Development Fund Voucher Numbered 20013 in the amount of $11,627.42. Commissioner Brian Adams seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Wind River Nursery Site Fund Voucher Numbered 30021 through 30022 in the amount of $2,781.22. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

**Other:** Anita reported temporary part-time employee Special Projects Manager John McSherry was the successful candidate for the Business/Project Development Manager position. John will begin his permanent position near the 1st of July

**Executive Session:** At 5:43 pm the board and staff went into executive session to discuss real estate and lease issues.

At 6:31 pm the board came out of executive session for with no decisions being made.

**Next Meeting:** The next meeting of the Board of Commissioners will be held on Tuesday, June 26, 2001 at 4:00 pm.

**Adjournment**: The meeting was adjourned at 6:35 pm by consensus.

**Commissioner Matt Masco**

Judy K Teitzel

**Commissioner Judy Teitzel**

**Commissioner Brian Adams**

**ATTEST:**

Deana Midland

**Administrative Assistant, Deana Midland**

**Port of Skamania County**
**Board of Commissioners**
**Second Monthly Meeting**
**May 22, 2001**

**Attendance:** Commissioner Brian Adams, Commissioner Matt Masco, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Acting Port Auditor Jan Fancher, Administrative Assistant Deana Midland, and Ron Delano of Wind River Mines. Commissioner Judy Teitzel was absent due to family commitments.

**Call to Order:** Commissioner Brian Adams called the meeting to order at 4:12 pm.

**Approval of Minutes:** Commissioner Matt Masco made a motion to approve the minutes of the May 8, 2001 meeting. Commissioner Brian Adams stepped down and seconded the motion. The motion passed.

**Public Comment:** Ron Delano of Wind River Mines discussed their business operations, recent struggles and future plans. Ron asked the Port to consider amending their lease to reduce the rent and a change to allow the ~~Port~~ tenant to terminate the lease at any time with 60 or 90 days advance notice. Anita will work with Ron on this issue. MJM BA

**Treasurer's Report:** Acting Port Auditor Jan Fancher presented the monthly Treasurer's Report for April and reviewed the April cash balances for all funds as compared to prior months. Handouts included spreadsheets for April Revenue and Expenses and "Quarter-to-Date" compressed and expanded versions from QuickBooks.

**Vouchers:** Commissioner Matt Masco made a motion to approve the General Fund Vouchers Numbered 12647 through 12662 in the amount of $13,524.68. Commissioner Brian Adams stepped down and seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Wind River Nursery Site Fund Voucher Numbered 20019 in the amount of $30.00. Commissioner Brian Adams stepped down and seconded the motion. The motion passed.

**Other:** Anita reported Skamania Lodge is going forward with their expansion project, working with the City of Stevenson for new water line extension. Anita will work with John McSherry exploring the option of installing a fiber conduit in this utility ditch while it is open. This would take fiber cabling all along the west side of the City of Stevenson as well as to the Lodge. With fiber internet access the Lodge would be able to accommodate customers like Microsoft.

The PUD Commission has voted to drop their membership with NOA Net. The PUD's priority is adequate power at a reasonable cost. The PUD must reduce their power consumption by 10% in order to avoid a 250%+ price increase from BPA.

Anita reported on a visit she had from a gentleman who has a business making straw hats. His business is 22 years old and currently located in California. He expressed interest in moving to the Gorge and is looking for a 15,000-20,000 square foot building.

There will be a City of North Bonneville Planning Commission meeting on June 5th at which Anita hopes our Site Plan for the Lewis and Clark Business Park will be considered and approved.

Anita reported we have a new boat docking at Stevenson Landing. The Columbia Queen will be docking on Mondays and Fridays. They will be taking on water, removing trash and loading supplies. Passengers have some free time before and after their bus tours. Crew members also have free time while the ship is docked. The ship accommodates approximately 165 passengers and has 61 crew members.

The Port reception for Greg and Patty Arnold is still on schedule for June 7th at the North Bonneville Hot Springs Resort at 5 p.m.

The next commissioner workshop session on the Resource Development Plan is set for June 14th from 1-5 p.m., at the Waters Inn.

**Next Meeting:** The next meeting of the Board of Commissioners will be held on Tuesday, June 12, 2001 at 4:00 pm.

**Adjournment:** The meeting was adjourned at 5:15 pm by consensus.

**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**
**May 8, 2001**

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

**Call to Order:** Commissioner Judy Teitzel called the meeting to order at 4:08 pm.

**Approval of Minutes:** Commissioner Matt Masco made a motion to approve the minutes of the April 24, 2001 meeting. Commissioner Brian Adams seconded the motion. The motion passed.

**Public Comment:** There was no public in attendance.

**Treasurer's Report:** There was no Treasurers report, as the County reports are not yet available. The Treasurers report for the month of April will be given at the next meeting May 22, 2001.

**Staff Reports:** Keith reported Karl Wilkie has been hired and as a part time temporary maintenance worker he will be starting on the 9th of May.

Keith reported the meeting with Andrew Jansky of KPFF, Stephen Wille of US Fish & Wildlife, Steve Manlow and Eric Holmam of WA Dept. of Fish & Wildlife and Stephanie Ehinger of National Marine Fisheries Service, regarding the Waterfront Improvement Project went well.

Deana reported she has been working with Jan, and keeping up all of the every day things that are going on in the office.

John gave the Commissioners and update on Parcel 2. A grant for $5000.00 was received from WaDOT for the design and engineering for the Dam Access Road Improvements at SR14.

Anita discussed the LifeTek building. Anita, John, and Keith are working with our A & E firm Otak, to design a facility that will meet the needs of the Port and the tenant.

**Executive Directors Report:** Anita and the Commissioners discussed another workshop with Christina to complete the review of our Resource Development Plan. A mutual ly agreeable date could not be found. They will try to set a date at the next meeting.

Anita discussed a Port reception for Greg Arnold and his wife of LifeTek on June 7th, 2001 while they are here from Delaware.

Anita reported there was nothing new on the Wind River Nursery. All information has been sent back to Jim Greenfield.

**Vouchers:** Commissioner Matt Masco made a motion to approve the Capital Development Fund Vouchers Numbered 20011 through 20012 in the amount of $325.00. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Matt made a motion to approve Wind River Nursery Voucher Numbered 30019 in the amount of $30.00. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Judy Teitzel stepped down to approve Pre-Issued Capital Development Fund Voucher Numbered 20010 in the amount of $4,000.00. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve General Fund Vouchers Numbered 12611 through 12646 in the amount of $16,951.20. Commissioner Brian Adams seconded the motion. The motion passed.

**Executive Session:** At 5:30 pm the board and staff went into executive session to discuss a potential litigation issue.

At 6:10 pm the board came out of executive session for with no decisions being made.

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

**Adjournment**: The meeting was adjourned at 6:15 p.m. by consensus.

Commissioner Matt Masco

Commissioner Judy Teitzel

Commissioner Brian Adams

ATTEST:

Deana Midland

Administrative Assistant, Deana Midland

# Port of Skamania County
# Board of Commissioners
# Second Monthly Meeting
# April 24, 2001

**Attendance:** Commissioner Judy Teitzel, Commissioner Brian Adams, Commissioner Matt Masco, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Special Projects Manager John McSherry, Acting Port Auditor Jan Fancher, and Acting Administrative Assistant Lynee Sapere.

**Call to Order:** Commissioner Judy Teitzel called the meeting to order at 4:05 pm.

**Approval of Minutes:** Commissioner Matt Masco made a motion to approve the minutes of the April 10, 2001 meeting. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

**Treasurer's Report:** Acting Port Auditor Jan Fancher presented the monthly Treasurer's Report for March and reviewed the March cash balances for all funds as compared to prior months. Handouts included spreadsheets for March Revenue and Expenses and "Quarter-to-Date" compressed and expanded versions from QuickBooks as well as the standard long spreadsheet "1st Quarter Review" with all 12 months. Commissioner Brian Adams suggested that Jan's pie chart would show even more detail with a separate item for "Interest Income" from Miscellaneous.

**Vouchers:** Commissioner Brian Adams made a motion to approve the General Fund Vouchers Numbered 12590 through 12610 in the amount of $24,388.57. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Capital Development Fund Vouchers Numbered 20005 through 20009 in the amount of $38,408.80. Commissioner Brian Adams seconded the motion. The motion passed.

**Other:** Attorney Ken Woodrich distributed copies of a letter from Ken Hoffman regarding the Beacon Rock Golf Course Lease Amendment. Discussion followed.

Anita offered congratulations to John McSherry for his outstanding work on the CERB grant application, and oral presentation to the CERB Board of Directors, which resulted in approval the Port's funding request, a $500,000 grant and a $342,000 loan for construction of a multi-purpose building to be leased to Life Tek, creating 50 jobs in the first three years of operation. Anita, John, and Keith met with Doug Nichols of Otak this afternoon. Otak is the A & E firm for the project.

Regarding Parcel 2, John reported a Joint Aquatics Resource Permit Application (JARPA) for a temporary barge loading facility will be received from our D & E firm TranSystem this week for our review and comment. The NEPA process required by the USDA RD is still waiting for input from the tribes. The SEPA process for site grading has been started with the City of North Bonneville. John has a meeting with them tonight.

Anita will contact Christina Brittain to verify the Commissioners workshop on the Port's Resource Development Plan will go ahead as scheduled on Tuesday May 1, 2001, at 3:00 pm, at Skamania Lodge.

**Executive Session:** At 5:45 pm the board and staff went into executive session for a discussion on land acquisition.

At 6:10 pm the board came out of executive session for approximately 15 minutes with no decisions being made.

Anita discussed with the Commissioners implementing the full-time position budgeted for in 2001 to provide business & project development & management assistance. Anita will write a position description and prepare an advertisement.

**Next Meeting:** The next meeting of the Board of Commissioners will be held on Tuesday, May 8, at 4:00 pm.

**Adjournment:** The meeting was adjourned at 6:10 pm by consensus.

Commissioner Matt Masco

Judy K Teitzel
Commissioner Judy Teitzel

Commissioner Brian Adams

**ATTEST:**

Lynee Sap
Administrative Assistant, Lynee Sapere

# Port of Skamania County
# Board of Commissioners
# First Monthly Meeting
# April 10, 2001

**Attendance:** Commissioner Judy Teitzel, Commissioner Brian Adams, Commissioner Matt Masco, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, and Administrative Assistant Deana Midland. Members of the public in attendance were Colleen Garwood and Buck Ober.

**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 March 27, 2001 meeting. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed. Commissioner Brian Adams abstained he was not in attendance at the March 27th meeting.

**Public Comment:** Buck Ober and Colleen Garwood attended the Port meeting on behalf of the Old State Water Works. Keith had previously sent out letters to Old State Water Works and North American Manufacturing regarding a proposed increase in the cost of water. Keith did a presentation at the meeting explaining the Ports cost to run the water system.

Buck Ober discussed the impacts of an increase and asked that the increase not be implemented, or at least not at the rate proposed, however he noted he understood why the increase was necessary

Commissioner Matt Masco made a motion to implement the rate increase for Old State Water Works as proposed, noting this increase is the same as that proposed and accepted, but never implemented in 1995. Commissioner Brian Adams seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to increase North American Manufacturing Commercial Connection as proposed, from $30.00 per month to the rate of $100.00 dollars per month. Commissioner Brian Adams seconded the motion. The motion passed.

**Treasurer's Report:** There was no Treasurers report given at this meeting, as the County Reports are not yet available. The Treasurers report for the month of March and a 2001 first quarter review will be given at the next meeting April 24, 2001.

**Staff Reports:** John passed out the Master Plan for Parcel 2 development, explaining the phase they are in at this time. The next goal is to get the Grading permit in place.

April 19, 2001 is the CERB meeting on our funding request for the construction of a multi purpose industrial building to be leased to LifeTek. Commissioner Judy Teitzel, Greg Arnold of LifeTek, John Kirk, Peggy Brian and John McSherry will be attending.

Attorney Ken Woodrich reported the Sweeney property purchase has been closed.

**Executive Directors Report:** Anita handed out Resolution Number 03-2001 for the Commissioners approval.

Commissioner Judy Teitzel stepped down to approve Resolution number 03-2001 to authorize the Director of the Port to move Port monies between funds. Commissioner Matt Masco seconded the motion. The motion passed.

Anita set up a workshop with the Commissioners and Christina Brittain to work on the Port's Resource Development Plan. The workshop will be held on Tuesday May 1, 2001 at 3:00pm.

Anita handed out a copy of a letter she had sent to Brian Baird regarding the National Science Foundation Budget and the NEON project.

Anita toured our vacant spaces and lands with SS Industries.

**Vouchers:** Commissioner Brian Adams made a motion to approve the Capital Development Fund Voucher Numbered 20004 in the amount of $6,715.31. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Wind River Nursery Voucher Numbered 30017 through 30018 in the amount of $43.21. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Pre-Issued Pre-Paid Capital Development Fund Voucher numbered 20003 in the amount of $2000.00. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve General Fund Vouchers numbered 12557 through 12589 in the amount of $10,472.80. Commissioner Matt Masco seconded the motion. The motion passed.

**Next Meeting:** The next meeting of the Board of Commissioners will be held on Tuesday, April 24, at 4:00 p.m.

**Adjournment:** The meeting was adjourned at 6:40 p.m. by consensus.

**Commissioner Matt Masco**

Judy Teitzel
**Commissioner Judy Teitzel**

**Commissioner Brian Adams**

**ATTEST:**

**Administrative Assistant, Deana Midland**

# Port of Skamania County
# Board of Commissioners
# Second Monthly Meeting
# March 27, 2001

**Attendance**: Commissioner Judy Teitzel, Commissioner Matt Masco, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, and Acting Administrative Assistant Lynee Sapere.

**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 amend the minutes of the March 13, 2001 meeting to include two notations: on page two, paragraph three, identify the Evergreen Building as the building showing cracks and also note that Commissioner Brian Adams would be unable to attend the March 27th meeting. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

**Vouchers:** Commissioner Matt Masco made a motion to approve Wind River Nursery Voucher Numbered 30016 in the amount of $2,934.60. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to approve the General Fund Vouchers Numbered 12535 through 12556 in the amount of $16,078.80. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

**Other:** Anita indicated that Christina Brittain would like to meet with the commissioners for a work session on Monday, April 23rd. The commissioners will check their schedules.

Anita distributed samples of LifeTek product and brochures noting the product labels show the North Bonneville address. Anita indicated the intended building completion date is still October 1st and the first meeting with the architect was held yesterday. Also a conference call was held today including the architect and Greg Arnold. We are currently seeking approval to do a survey of the property and soil analysis. Keith will get an electrical locate to go with the survey.

Ken Woodrich re-drafted the agreement for the Sweeney property purchase as an Earnest Money Agreement with very few contingencies, due to the short time frame. The scheduled closing is to be April 5th. The terms are 10% down, balance note deed of trust, which gives title to the Port and allows for grant applications.

Anita indicated the NSA loan application will go before the Columbia River Gorge Commission for certification on April 10th. The CERB meeting will be April 19th . Judy will be attending as Anita will be on vacation. Peggy, John Kirk and John McSherry will be attending, and Greg Arnold will fly in from Delaware to attend also. She remarked that Otak is handling the bid process as well as the construction overview which should help us with the timeline on the project. Anita ordered a title report for the Port property. Per Ken, when the Earnest Money Agreement is signed, he will order the title report on the Sweeney property.

Discussion followed about site development plans for the entire site.

Anita reported that Jan has finished the 2000 Year End report. Anita pointed out that some of the planned/ budgeted 2000 Expenditures did not come through until 2001 including work done on the Rigging Loft and insulation in the Evergreen building. Also under General Administration, 2000-budgeted Marketing projects and professional services projects were postponed until this year.

Anita indicated that Deana will attend a QuickBooks Pro class in June.

Anita presented a letter from Skamania County Commissioners regarding their North Bonneville industrial property. The commissioners agreed that Anita should prepare a response for the Commissioners signature.

Anita distributed copies of the amended lease for the Beacon Rock Golf Course. She will include a cover letter with a brief explanation when the amended lease is sent tomorrow.

Anita announced that she and Ken will be meeting with Brad Andersen and Marilyn Breckel to discuss the Wind River site lease terms.

Anita will meet with Congressman Brian Baird on the NEON project here April 9th at 2:00pm.

Anita gave an overview of the last Technical Task Force meeting on Gorge Air Quality issues she attended. The task force was assembled to make recommendations to the Gorge Commission by August on a Work Plan from a technical standpoint. There is a big push to implement a monitoring program and interim guidelines.

Keith led a discussion on the Carson Water System rates. He would like to go ahead with letters to Old State Water and North American Manufacturing regarding the need for a rate increase and inviting the members to the next Port meeting. The commissioners feel that the sale of excess water should "pay for itself" and the rates should reflect this. Keith indicated that rate increases are way behind. The commissioners approved Keith's proposal.

**Next Meeting:** The next meeting of the Board of Commissioners will be held on Tuesday, April 10, at 4:00 p.m.

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

**Commissioner Matt Masco**

Judy K Teitzel

**Commissioner Judy Teitzel**

**Commissioner Brian Adams**

**ATTEST:**

**Administrative Assistant, Lynee Sapere**

# Port of Skamania County
# Board of Commissioners
# First Monthly Meeting
# March 13, 2001

**Attendance:** Commissioner Judy Teitzel, Commissioner Brian Adams, Commissioner Matt Masco, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Acting Port Auditor Jan Fancher and Administrative Assistant Deana Midland.

**Call to Order:** Commissioner Judy Teitzel called the meeting to order at 4:07 pm.

**Approval of Minutes:** Commissioner Matt Masco made a motion to amend the minutes of the January 23, 2001 meeting to correct the reference to "Vice Chair" to "Chairperson" and to note that Commissioner Matt Masco would be unable to attend the following two meetings. Commissioner Brian Adams seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve as read the minutes of the meeting held on February 27, 2001. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

**Public Comment:** Christina Brittain gave an update on the Strategic plan. Christina asked the Commissioners for their comments on the draft she distributed at the second meeting in February.

**Treasurer's Report:** Acting Port Auditor Jan Fancher presented the monthly Treasurer's Report and Daily Cash Journal for February in standard and graph format. She will be presenting another format for commissioner review at the next meeting.

Jan has identified four critical areas that need attention:
1. Current software not working properly.
2. State Auditors report due May 30, 2001
3. Expand current software to meet the needs for Beacon Rock Golf Course and Wind River Nursery.
4. Verify that Beacon Rock Golf Course is in compliance with the State Audit.

Anita and Jan recommend that the commissioners approve the plan to hire an in-house Financial Manager when Jan's current projects are complete.

**Staff Reports:** Keith will be placing an ad in the Pioneer paper next week for a seasonal maintenance worker. He would like for the summer person to start by mid April.

Keith reported that the QLC Hearing and Sound Equipment reading would be some time next week.

Keith has done visual checks on the Port-owned buildings after the earthquake. To date, only one building shows any sign of cracks.
the Evergreen Building

Anita also asked Keith to have the dock inspected for possible earthquake damage.

Keith gave the commissioners a written report with his recommendations regarding rate changes for the Carson Water System.

Deana has been working with Jan to reconcile the year 2000 financial reports and they will use Quick Books Pro to reconcile the previous three years.

Deana reported that Lynee is working on revamping the filing system and bringing it up to date.

**Executive Directors Report:** Anita distributed a draft Debt Retirement Schedule/ Capital Investment plan for the next five years. Anita also announced that the Washington Investment Board approved our grant request for $205,000 for land acquisition and design/ engineering for the LifeTek Building. This grant matches our USDA FS RCA grant and our CERB request.

Anita requested that the Commissioners extend the contracts for Christina Brittain and Jan Fancher to allow time for current projects to be completed. Anita also seeks approval to bring Special Project Manager, John McSherry on full-time.

Christina made a recommendation to the Commissioners to wait 30 days to hire a Project Manager and Financial Manager.

Commissioner Matt Masco made a motion to approve continuing Jan's hours through the April 10, 2001 Port meeting. Commissioner Brian Adams seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to revise Christina's contract on page two of two. Commissioner Brian Adams seconded the motion. The motion passed.

**Vouchers:** Commissioner Brian Adams made a motion to approve the General Fund Vouchers Numbered 12507 through 12534 in the amount of $11,770.59. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve Wind River Nursery Voucher Numbered 30015 in the amount of $30.00. Commissioner Matt Masco seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to modify the Voucher Approval List numbered 12484 through 12507 to 12483 through 12506 with no other changes. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

**Next Meeting:** The next meeting of the Board of Commissioners will be held on Tuesday, March 27, at 4:00 p.m. Commissioner Brian Adams will be unable to attend the next meeting. JKT MTB

**Adjournment**: The meeting was adjourned at 6:43 p.m. by consensus.

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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**

**Port of Skamania County**
**Board of Port Commissioners**
**Second Monthly Meeting**
**February 27, 2001**

**Attendance**: Commissioner Brian Adams, Commissioner Judy Teitzel, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Administrative Assistant Deana Midland. Public in attendance were Christina Brittain, of Beyond the Bounds.

**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 accept the minutes as read of the February 13th meeting. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

**Vouchers:** Commissioner Judy Teitzel stepped down and made a motion to approve the General Fund Vouchers Numbered 12429 through 12437 in the amount of $6,361.79. Commissioner Brian Adams seconded the motion. The motion passed.

Commissioner Brian Adams made a motion to approve General Fund Vouchers Numbered 12484 thru 12507 in the amount of $15,154.30. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

**Public Comment:** Anita introduced Christina Brittain of Beyond Bounds. Christina presented an outline of the Scope-of-Work that she and Anita have been working on for the past four weeks. Christina handed out a DRAFT strategic plan for the Commissioners comments and approval to move forward with the project.

**Other:** Anita handed out an article from the Hood River News regarding a proposed Casino in North Bonneville.

Anita reported that the CERB Application has been submitted and that they have responded with a request for more information. The board meeting will be held April 19th, 2001. Anita and Greg Arnold of Life Tek will be attending that meeting.

The WACERT Board meeting will be held here on March 8th, 2001. Representatives from both the City of North Bonneville and the City of Stevenson will be attending.

Anita has been asked to do a press release on the NEON project at the Wind River Nursery Site.

**Executive Session:** At 5:22pm the board and staff adjourned into Executive Session for the discussion on a proposed lease rate for Beacon Rock Golf Course and the purpose of Land Acquisition.

At 5:48 the board came out of executive session with no decisions being made.

**Next Meeting:** The next meeting of the Board of Commissioners will be held on Tuesday, March 13, at 4:00 p.m.

**Adjournment**: The meeting was adjourned at 5:49 p.m. by consensus.

**Commissioner Matt Masco**

Judy K Teitzel

**Commissioner Judy Teitzel**

**Commissioner Brian Adams**

**ATTEST:**

**Administrative Assistant, Deana Midland**

**Port of Skamania County**
**Board of Commissioners**
**First Monthly Meeting**
**February 13, 2001**

**Attendance:** Commissioner Judy Teitzel, Commissioner Brian Adams, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Acting Port Auditor Jan Fancher and Acting Administrative Assistant Lynee Sapere.

**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 as read the minutes of the meeting held on January 23, 2001. Commissioner Judy Teitzel stepped down and seconded the motion. The motion carried.

**Treasurer's Report:** Acting Port Auditor Jan Fancher presented the monthly Treasurer's Report and Daily Cash Journal for January, both in standard format. Jan also presented four additional optional report formats for the commissioners' perusal including Income and Expenses Summaries, a Cash Balances Summary showing all the funds on one page, graphs of Income and Expenses by Month with percentage breakdowns of income and expenses, and also a Profit and Loss Previous Year Comparison for January.

Jan also offered comments regarding the financial status of the port relative to other ports. She commends the Port for the total cash balance, especially for a port of this size. Jan also referenced the Expense Summary chart and remarked that, per standard operations, Facilities is appropriately our largest expenditure and that our Salaries & Benefits percentage may be a little low.

**Vouchers:** Commissioner Brian Adams made a motion to approve the General Fund Vouchers Numbered 12438 through 12483 in the amount of $21,314.74. Commissioner Judy Teitzel stepped down to second the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve the Wind River Nursery Fund Voucher Numbered 30014 in the amount of $30.00. Commissioner Brian Adams seconded the motion. The motion passed.

Commissioner Brian Adams moved to approve the corrected voucher transmittal for Vouchers Numbered 12403 through 12428 to $22,229.92. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

**Executive Directors Report:** Anita reported that we received a signed Contingency Agreement from LifeTek yesterday. Also we received word from the Forest Service Rural Community Assistance Program they will fund $50,000.00 for preliminary engineering. Anita and John are writing a CERB funding request for construction, matched with a CRGNSA Economic Development funding request, and Port cash for the land purchase. The CERB application is due next week. Anita will make a presentation to the Washington Advisory Board on February 22, 2001.

Commissioner Brian Adams said he has a checklist for due diligence evaluation of a company. Jan said she also has such a checklist. Brian will send his list to Jan.

Jan Fancher commented there is a 3 to 5 year window of opportunity with CERB and now is an ideal time to utilize CERB monies to develop properties. Anita indicated next year we plan to apply for a CERB loan to develop water, sewer, and roads on Parcel 2.

Anita reported Oregon State University and University of Washington would be meeting on February 23rd and 24$^{th}$ to select a site for a National Science Foundation NEON proposal. Anita will make a presentation at the meeting on Saturday about the Wind River Nursery as a potential site.

Anita gave a brief update on the status of our Fiber Optics project. A grant request was submitted to QWEST yesterday for $180,000.

Anita reported she is still working on lease changes for the Beacon Rock Golf Course. Anita had an unexpected visit today by an auditor from the Washington State Auditors Office. The auditor asked about the status of the Beacon Rock Golf Course and discussed future unannounced visits.

Anita announced Battelle is interested in leasing the Skye Building.

Anita reported a default letter was sent to The Sinclair Group.

Anita reported work with business consultant Christina Brittain is going well. Christina's work will be complete for her presentation at the first March Meeting.

Commissioner Brian Adams made a motion to approve Resolution 01-2001 to authorize the investment of funds. Commissioner Judy Teitzel stepped down and seconded the motion. The motion passed.

Commissioner Judy Teitzel stepped down and made a motion to approve Resolution 02-2001 to authorize the Executive Director to seek funding and act on the board's behalf in the construction of a multi-purpose industrial facility. Commissioner Brian Adams seconded the motion. The motion passed.

**Next Meeting:** The next meeting of the Board of Commissioners will be held on Tuesday, February 27, at 4:00 p.m. Commissioner Brian Adams announced that he would be unable to attend the March 27th, 2001 board meeting.

**Adjournment**: The meeting was adjourned at 5:52 p.m. by consensus.

**Commissioner Matt Masco**

Judy K Teitzel
**Commissioner Judy Teitzel**

Brian Adams
**Commissioner Brian Adams**

**ATTEST:**

**Acting Administrative Assistant, Lynee Sapere**

# Port of Skamania County
# Board of Port Commissioners
# Monthly Meeting
# January 23, 2001

**Attendance**: Commissioner Matt Masco, Commissioner Brian Adams, Commissioner Judy Teitzel, Executive Director Anita Gahimer, Port Attorney Ken Woodrich, Facilities Specialist Keith Chamberlain, Manager Special Projects John McSherry, Port Auditor Dennis Gale and Acting Administrative Assistant Lynee Sapere. Public in attendance were Christina Brittain, of Beyond the Bounds, Marcus Bass, Leonard Ferguson, Carlean Ward, George Ward, Tony Loy, John Broughton, Jim Borup, Linda Borup, B. Singiten, Larry Mills, and Marc Medlin.

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

**Approval of Minutes:** Commissioner Matt Masco made a motion to approve the minutes with correction of the date on pages 2 and 3 to "December 12 Continuation". Commissioner Brian Adams seconded the motion. The motion passed.

Commissioner Matt Masco made a motion to elect Commissioner Judy Teitzel ~~Vice~~ Chair person. Commissioner Brian Adams seconded the motion. The motion passed. It was noted that the bylaws state that the commissioner who serves as Chair is also the President.

**Public Comment:** Anita introduced Christina Brittain of Beyond Bounds. Christina will be assisting Anita with strategic planning, marketing, and resource evaluation. Christina presented a brief Scope-of-Work which outlines the plan to be completed within one month. The plan will be used as a basis for decisions on projects as well as evaluating impact after implementation. The plan will be presented at the March 13, 2001 meeting.

Anita introduced Lynee Sapere as the Acting Administrative Assistant.

Anita presented copies of five letters from the public to the commissioners presenting concerns over potential changes at the Beacon Rock Golf Course. The commissioners reviewed these letters from: James W. Herman, George E. Ward, Roger Smith, Jim Borup, and Mike Cleaver.

Marc Medlin, President of the Beacon Rock Men's Club, spoke to show support for Jim & Linda Borup and the volunteers that built and enhanced the course he has played for over 20 years. He remarked that over the past eleven years these improvements included: drainage, tee box improvement, ponds, changing the snack bar into a restaurant, charitable contributions, and various tournaments (e.g. high school, Holly House, Parks & Recreation). Marc commented the Borups provide an excellent product at reasonable rates and he is disturbed that the contract may be put out to bid at this time.

George Ward commented that if prices were raised very much he would have to consider going elsewhere since he is already driving so far to play at Beacon Rock.

Carlean Ward, President of the Beacon Rock Women's Club, indicated the golf fees are the same as Colwood, Broadmoor and similar courses, and that higher prices would drive them to Portland.

Leonard Ferguson of Washougal quit his (private)member golf course and chose Beacon Rock and also feels the needs of the volunteers should be considered.

Tony Loy has been a member at Beacon Rock for 25 years and he feels that due to the weather in this area we have a 6-month season, and Beacon Rock cannot be compared to Portland area courses.

Marcus Bass of Vancouver says he loves Beacon Rock and makes a 73-mile round trip to play golf there.

John Broughton wants a resolution soon. He feels the course is well cared for and the current lease should continue as breaking the lease would incur more legal bills and require machinery purchases.

Jim Borup commented that Beacon Rock cannot be compared to resort and high-end courses. He noted that seven new 18-hole courses have been opened in the area within the past eleven years. He said improvements have helped to keep the course going and that they put in many work hours. He feels the (Creative Golf Solutions) survey was "worthless".

Leonard Ferguson asked whether the non-compliance from the state auditor had been resolved. Port Attorney Ken Woodrich commented non-compliance necessitates a change in the Port lease relationship with J & L Borup Inc.

**Treasurer's Report:** Port Auditor Dennis Gale gave the treasurer's report for the month of December 2000.

Anita announced that as of January31st, 2001 Dennis Gale will be leaving to take a new position as Interim Manager of Skamania County PUD.

**Vouchers:** Commissioner Matt Masco made a motion to approve the Wind River Nursery Fund Vouchers Numbered 30011 through 30012 in the amount of $41,973.24. Commissioner Judy Teitzel stepped down to second the motion. The motion passed.

Commissioner Matt Masco made a motion to approve the pre-issued General Fund Vouchers Numbered 12359 through 12378 in the amount of $16,484.86. Commissioner Judy Teitzel stepped down to second the motion. The motion passed.

Commissioner Matt Masco made a motion to approve the pre-issued General Fund Vouchers Numbered 12379 through 12399 in the amount of $18,974.14. Commissioner Judy Teitzel stepped down to second the motion. The motion passed.

Commissioner Matt Masco made a motion to approve the pre-issued General Fund Vouchers Numbered 12379 through 12399 in the amount of $18,974.14. Commissioner Judy Teitzel stepped down to second the motion. The motion passed.

Commissioner Matt Masco made a motion to approve Wind River Nursery Fund Voucher Number 30013 in the amount of $30.00. Commissioner Judy Teitzel stepped down to second the motion. The motion passed.

Commissioner Brian Adams made a motion to approve the General Fund Vouchers Numbered 12403 through 12428 in the amount of $22,253.55. Commissioner Matt Masco seconded the motion. The motion passed.

**Staff Reports:** John McSherry reported that the preliminary master plan for Parcel 2 is being finalized and a package is being put together for the North Bonneville Planning Commission. North Bonneville City Council will have review and approval. Several soil samples were taken for sieve analysis. John is also working on: a Joint Aquatics Resource application for a temporary barge loading facility on the Columbia River, NEPA paperwork, and a grant from the Forest Highway Program which will have a call for projects in the spring. The schedule of development of Parcel 2 is contingent on the grading contract for the site.

John also reported on the status of the Evergreen Drive/ LifeTek development including funding proposals for USDA FS RCAP for design and engineering, and CERB and NSA grant/ loan for construction. The goal for completion of construction is October 1, 2001.

Anita added the expected base rental income will be $54,000 per year, and the expected total project cost is $1,000,000.

Keith Chamberlain reported that Windwing is now moving in to the rigging loft. He plans to do additional landscaping and improve parking lot access in the spring.

Keith reported that contractors have completed the ceiling insulation in the Evergreen building.

Keith is also getting the dock up and ready for next season in anticipation of arrival of "the Queen" February 18.

Ken Woodrich presented the original deed of trust for Parcel 2.

**Executive Directors Report:** Anita led a brief discussion on the Personnel Manual. The board agreed to two minor changes: Item 103 shall include a reference to "see Section 114" and Item 108 shall include "except as permitted by law".

Anita reported that we need to do a resolution to the Budget Amendment.

Anita presented the final draft sketches of the Interpretive Sign to the board.

Anita announced that she has made an offer to Stevenson High School student Marty Nielsen to work as an intern on designated computer projects including updating the Port web site.

Anita presented a letter from Terry Horn, H & H Ecosystems requesting to maintain the lease rate as is, rather than the percentage increase based on the CPI due. The board did not approve this request.

Anita announced that she is considering Jan T. Fancher as temporary Auditor when Dennis leaves. She gave draft copies of a Professional Services Agreement to the commissioners. After a brief discussion, the board agreed to Anita's request for Jan to work 20 hours per month for a two-month period.

Anita distributed copies of the approved General Fund Budget for Year 2001.

**Executive Session:** At 6:55pm the board and staff adjourned into Executive Session.

At 7:15 the board came out of executive session with no decisions being made.

The commissioners discussed and directed Anita and attorney Ken Woodrich to work on amending our existing lease with J & L Borup, Inc., addressing the terms discussed in executive session.

The board directed Anita to proceed with property acquisition efforts as discussed in executive session.

**Next Meeting:** The next meeting of the Board of Commissioners will be held on Tuesday, February 13, at 4:00 p.m. Commissioner Matt Masco announced that he would be unable to attend the next ^Two board meeting.

**Adjournment:** The meeting was adjourned at 7:22 p.m. by consensus.

**Commissioner Matt Masco**

**Commissioner Judy Teitzel**

**Commissioner Brian Adams**

**ATTEST:**

Lynee Sapere

Acting Administrative Assistant, Lynee Sapere

# PORT OF SKAMANIA COUNTY
# FIRST MONTHLY MEETING
# Tuesday, January 9, 2001
# 4:00 P.M.

## MINUTES

The first monthly meeting of the Board of Port Commissioners of the Port of Skamania County was cancelled on January 9, 2001 for lack of a quorum, due to the absence for personal reasons of Commissioners Teitzel and Masco.

ATTEST:

Anita Gahimer

Anita Gahimer, Executive Director
January 23, 2001