

**Port of Skamania County
Minutes of the
Board of Commissioners Meeting
May 9, 2006**

Call to Order: President McKenzie called the meeting to order at 4:00 p.m. with public comment open from 4:00 p.m. until 4:30 p.m.

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

Public Comment: No public were present.

Meetings and Seminars:

1. Port Attorney Ken Woodrich attended the **Washington State Association of Municipal Attorneys** conference at no cost to the Port; obtaining relevant information in regards to Public Disclosure and Public Meetings.
2. Commissioner Dave Prosser attended a **Skamania County Chamber of Commerce** meeting; with discussion on the new ownership of the **Columbia Gorge Sternwheeler** with their new tours through the **Locks at Bonneville Dam**.

Minute Approval: Commissioner Judy Teitzel made a motion to approve the minutes of the April 25, 2006 regular scheduled meeting. Commissioner Dave Prosser seconded the motion. The motion passed.

Vouchers: Commissioner Dave Prosser made a motion to approve Pre-Issued General Fund Vouchers Numbered 16726 through 16736 in the amount of \$7,856.01 dated May 3, 2006. Commissioner Judy Teitzel seconded the motion. The motion passed.

Commissioner McKenzie questioned the voucher for the expense (\$409.28) in moving Port tenant **Normandeau's** phone lines from Tichenor Suite #45 up to Tichenor Suite #40. Business Development Manager John McSherry stated that in order to get into Suite # 45 (suite the new incoming tenant will be moving into), we needed to get **Normandeau** moved out; so the Port hired movers and also a company to swap **Normandeau's** phone lines.

Commissioner Dave Prosser made a motion to approve General Fund Vouchers Numbered 16737 through 16759 in the amount of \$43,636.31 dated May 9, 2006. Commissioner Judy Teitzel seconded the motion. The motion passed.

Administrative Approvals: Business Development Manager John McSherry asked Port Attorney Ken Woodrich if Ken can represent both the Port and the **City of Stevenson** regarding the parking agreement that is currently being compiled between the Port and the **City of Stevenson**. Ken stated he could represent both parties if there is written approval from all parties involved.

A discussion on leases took place.

--Motion--Commissioner Prosser made a motion to ratify lease amendment Business Development Manager John McSherry signed with **Molded Fiber Glass Companies/NW** (Port tenant Tichenor Suite #105). Commissioner Teitzel seconded the motion. The motion passed. Commissioner McKenzie nayed the motion.

--Motion--Commissioner Teitzel made a motion to pass a **Resolution** to authorize the Business Development Manager to act in the District's behalf for all matter relating to leases of the District's office, including the following:

- Authority to negotiate terms of leases in the District's behalf with prospective tenants and to make leasing recommendations to the Commissioners, and, following Commission approval, sign lease agreements in the District's behalf.
- Authority to grant consents to subleases subject to the provisions of the lease, subject to Commission review.
- Authority to renew leases with renewal options, if they are in good standing.
- Authority to enforce all terms and conditions of Port leases relating to Port operations.
- Authority to enforce all terms and conditions of Port leases, including issuing all appropriate notices of default and/or termination, and to take all steps necessary to retake possession of leasehold and recover all sums due. All such actions shall take place in a timely manner and within lease time constraints.

Commissioner Prosser seconded the motion. The motion passed. Commissioner McKenzie nayed the motion.

--Motion--Commissioner Prosser made a motion if **Normandeau** (Port tenant Tichenor Suite #40) needs a number of years in the lease amendment, as far as renewing the lease for a certain number of years, that John (Business Development Manager) has the authority to negotiate something less than ten (10) years upon Port Attorney Ken Woodrich's review. Commissioner McKenzie seconded the motion. The motion passed.

--Motion--Commissioner Prosser made a motion for the approval of the **SawNet (Sawtooth Technologies LLC)** negotiations under the pretense that instead of SawNet committing to seven (7) full time employees for the first two (2) years of lease and twelve (12) full-time and part-time for the second three (3) years of term; that the lease state a

commitment of seven (7) full-time employees for the first two (2) years and ten (10) full-time and part-time employees for the second three (3) year term; and the Port is to build a three foot wall and a twenty-five foot wall (for a wall in lunchroom and for a storage space). Commissioner Tietzel seconded the motion. The motion passed. Commissioner McKenzie nayed the motion.

--**Motion**--Commissioner Prosser made a motion for John (Business Development Manager) to pursue with lease amendment with **Kent Vaughters (The Crab Shack)** for the escalation clause on the condition he is current on lease payments. Commissioner Teitzel seconded the motion. The motion passed.

--**Motion**--Commissioner Teitzel made a motion for John (Business Development Manager) to have approval to sign the **NSA Loan/Grant for Tichenor Floor Expansion**. Commissioner Prosser seconded the motion. The motion passed.

Staff Reports:

Financial & Administrative Report:

1. Finance Manager Barbara Irving passed out a letter from **Margery A. Price CMC/PRP for Parliamentary Procedure for Boards & Councils** seminars, where the instructor comes to Stevenson to give the seminar. None of the Commissioners were interested at this time for such a seminar.
2. Barbara passed out the **April 2006 Financial Report**.
3. Barbara briefly explained the **2006 Budget & Cash Flow Report** that went out in the Commissioner's packets for today's meeting.
4. An employee came to Barbara and asked that confidential information that was stated at a Port public meeting, be deleted. Port Attorney Ken Woodrich stated that it be redacted (lined out) with a black marker in the minutes; and to be erased on the tape recording, with a reason given and written out to be accompanied with the tape, as well as for the counter # to be recorded at beginning of deletion and at the end. Ken suggested, to educate and inform staff to be cautious and to be sensitive to confidential topics.

Facilities & Operations Report:

1. **The Crab Shack:** Facilities & Operations Manager Keith Chamberlain obtained a bid on a three ton air conditioning unit for \$4,386.00.
2. **Discovery Building:** One bid was received for the air conditioning unit and Keith will pursue obtaining more.

3. **Red Barn Survey:** Keith met with a surveyor for a survey to determine where property lines are located at the **Red Barn** (for feasibility of building a new **Maintenance Shop**) and an estimate was received at \$2,000.00. The surveyor will be sending a letter to Keith regarding this.

Business & Projects Report:

1. **Tichenor Suite #65 Update:** Business Development Manager John McSherry stated the heaters were lowered, electricity was disconnected, and the mezzanine was disassembled and taken down. Next week, building will begin with the measuring of steel beams and the floor; then from there the ceiling and the bottom of the floor will be the next step, this will include the drywall, lights, and sprinklers.
2. **Sprint:** Sprint is replacing their infra-structure down through this area and will be installing a fiber optic line, and they contacted John because Sprint would like to build a trench along the edge of Port property on **Parcel II** in **North Bonneville, WA** (apprx. 120 sq ft) and install their telecommunications box. It was unanimous that the Commission was not interested at this time.
3. **Tichenor Suite #60/70 Update:** John passed out plan drawings for the twenty-five hundred (2500) square feet that will become available with the Tichenor Expansion. **Peggy Bryan** from the **Skamania County Economic Development** Council distributed fifty of these at the recent economic trade show she attended.

Attorney's Report: None.

Other Business:

Staff Safety Meeting May 4, 2006: The Commission was given copies of the Port Staff Safety Meeting agenda and minutes of May 4, 2006. Commissioner McKenzie informed staff he would like staff to work in a safe atmosphere (and environment) and if any problem comes to anyone's attention they are to report it to their immediate supervisor. Port Attorney Ken Woodrich suggested as a topic: ergonomics videos.

Unfinished Business: A brief discussion on the **boat docks** took place as to when they might go in. The east winds still currently existing, no time was decided upon as yet.

John McSherry found another company who will bid on the wave attenuation (the structure itself). Although only six weeks existing until

the **wave attenuation** needs to be completed so as not to lose grant funds, John stated he can obtain an extension on the grant for this project.

--Motion-- Commissioner Prosser made a motion to continue this meeting to Thursday (May 11) at 4:00 p.m. Commissioner Teitzel seconded the motion. The motion passed.

Commissioner Teitzel left the meeting at 6:20 pm.

Executive Session: Commissioner Doug McKenzie called for an Executive Session at 6:32 p.m. for approximately fifteen (15) minutes ending at 6:45 p.m. under RCW 42.30.110 (f).

The Commission came out of Executive Session at 6:45 p.m. to extend the session for approximately fifteen (15) minutes ending at 7:00 p.m. under RCW 42.30.110 (f).

The Commission came out of Executive Session at 7:00 p.m. with no decision being made.

Adjournment: The Chairperson recessed the meeting at 7:01 p.m. to continue on Thursday, May 11, 2006 at 4:00 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be, Tuesday May 23, 2006 at 4:00 p.m.

APPROVED BY:

Commissioner Doug McKenzie

Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Tina Tarani, Accounting Tech.