

**Port of Skamania County
Minutes of the
Board of Commissioners Meeting
October 10, 2006**

Call to Order: President Roger Whitaker called the meeting to order at 4:07 p.m. with public comment opened until 4:37 p.m.

Attendance: In attendance from the Port were Commissioner Roger Whitaker, Commissioner Dave Prosser, Commissioner Judy Teitzel, Port Attorney Ken Woodrich, Port Manager John McSherry, Facilities Specialist Karl Wilkie, Finance Manager Barbara Irving, and Accounting Tech. Tina Tarani.

Public Comment: No public were in attendance.

Meetings and Seminars Reports:

- **Vacant Lot:** Commissioner Prosser met with the owner of the vacant lot on the corner of Russell and First Street, to inquire if this individual would be interested in talking with the Port and looking at Port properties and possibly helping the Port to develop them.
- **Nash Kiteboarding:** Commissioner Prosser stated he has spoken with Nash Kiteboarding located in Bingen, WA about moving. Nash Kiteboarding stated they do not want to move their business from their present location.
- **Cities/Municipalities:** Port Attorney Ken Woodrich attended a three day seminar on cities that covered municipality issues that apply to Port Districts:

1st Day: Personnel Issues (hiring, firing, non-discrimination)
2nd Day: Hotel/Motel Tax; State Auditors
- **Broughton Development:** Port Manager John McSherry attended a presentation on the Broughton property development; they are asking for a letter of support from the Port for their project and John would like to send a letter. The Commission agreed to sending a letter of support.

--Motion-- Commissioner Prosser made a motion for Port Manager John McSherry to submit a letter of support to **Broughton Mill** to support their project. Commissioner Teitzel seconded the motion. The motion passed.

- **Health Care Authority Open Enrollment Training:** Accounting Tech. Tina Tarani attended the annual HCA Open Enrollment for Health Insurance Benefits.

Minute Approval: Commissioner Prosser made a motion to approve the minutes of the August 22, 2006 regular scheduled meeting. Commissioner Teitzel seconded the motion. Commissioner Whitaker abstained. The motion passed.

Commissioner Teitzel made a motion to approve the minutes of the September 12, 2006 regular scheduled meeting. Commissioner Whitaker stepped down and seconded the motion. Commissioner Prosser abstained. The motion passed.

Commissioner Prosser made a motion to approve the minutes of the September 26, 2006 regular scheduled meeting. Commissioner Whitaker stepped down and seconded the motion. Commissioner Teitzel abstained. The motion passed.

Vouchers: Commissioner Prosser made a motion to approve General Fund Vouchers Numbered 17077 through 17101 in the amount of \$9,222.64 dated October 10, 2006. Commissioner Teitzel seconded the motion. The motion passed.

Commissioner Prosser made a motion to approve Pre-Issued General Fund Vouchers Numbered 17068 through 17076 in the amount of \$5,002.46 dated October 4, 2006. Commissioner Teitzel seconded the motion. The motion passed.

Administrative Approvals: Commissioner Prosser made a motion to accept Port of Skamania County ***Resolution 07-2006 Canceling unredeemed Cash Warrant Numbered 16190 of the Port of Skamania County***. Commissioner Teitzel seconded the motion. The motion passed.

Staff Reports:

Managers Report: Presented by John McSherry, Port Manager:

1. **H & H Eco Systems, Inc. Lease:** H & H Eco Systems, Inc. has issues regarding leaks in the **Evergreen** building that have damaged carpets, walls, and ceilings; they do not want to be held responsible for that damage since they feel it was the result of a defect in the design of the building. John agrees with them on this issue and he would like to add an attachment to the lease that addresses and states those specific items (a list).

Port Attorney Ken Woodrich suggested adding a clause to the lease stating H & H Eco Systems, Inc. would need to

notify the Port within a reasonable time frame of any building repair issues so the Port could fix and rectify them.

A brief discussion took place regarding needed repair at the facility. Commissioner Prosser volunteered to go look at the **Evergreen** building with Port Manager John McSherry and Facilities Specialist Karl Wilkie on Tuesday October 17, 2006.

2. **Molded Fiber Glass Companies/NW:** John informed the Commission that **Molded Fiber Glass Companies/NW's** production of the sleeper cabs and hoods is only going to continue through March 2007, and then they will stop manufacturing these, as production is being moved to Mexico. **MFG** will continue to manufacture the fenders, which are made of a patented crash resistant material, and they anticipate this product to be very successful.
3. **Leavens Point Proposed Project:** Local kiteboarders approached the **City of Stevenson** and the Port, about creating an access to the water at Leavens Point. John stated this should relieve pressure from East Point; the recreational designated parking along the Port waterfront is enough to accommodate the public; and the city would pay for the project through a grant from the Hotel/Motel Tax Fund. The city would take care of permitting, and when it came time for construction to take place, the city would contract with the Port to do the work. A brief discussion took place regarding avoiding potential conflict of interest through an inter-local agreement.

--Motion--Commissioner Teitzel made a motion to approve **Leavens Street** entrance to the water in cooperation with the **City of Stevenson**. Commissioner Prosser seconded the motion. The motion passed.

4. **Personnel Policy Workshop:** John briefly went over what staff hoped to cover in the workshop to take place the following day, Wednesday October 11, 2006 at 12:00 p.m.

Financial & Administrative Report: Presented by Barbara Irving, Finance Manager:

1. **Preliminary Budget:** Barbara briefly went over the Budget Reports with the Commission. A brief discussion took place on projects and cash flow.

2. **Budget Workshops:** The budget workshops were scheduled for the following dates:

- Wednesday October 18, 2006 at 2:00 p.m.
- Tuesday October 31, 2006 at 2:00 p.m.
- Tuesday November 7, 2006 at 2:00 p.m.

Facilities Report: Presented by Karl Wilkie, Facilities Specialist:

1. **Boat Launch Docks:** The docks have been removed out of the water for the season.
2. **Tichenor Parking:** Facilities is in the process of doing the seal coating on parts of the parking lot on the south side of the Tichenor building.
3. **Port Office:** The carpet and chairs are cleaned. Facilities has been moving equipment and furniture, and doing touch up.
4. **City of Stevenson Water Usage History:** Karl stated that the spreadsheet on water usage presented to him by Accounting Tech. Tina Tarani, did not show anything out of the normal for water usage. The excess water charges show a consistent pattern for the past two years.
5. **Irrigation:** Karl asked the Commission if they want him to look into the Port drawing water from the river, or putting in our own well. There was a unanimous and definite no from the Commission on both these inquiries.
6. **Beacon Rock Golf Course:** Facilities will be working on the pump house and the deck the following Monday.
7. **Evergreen Building:** Facilities will be doing the maintenance on the Evergreen building in North Bonneville, WA after they finish the BRGC pump house and deck.
8. **Fall Clean-up:** Facilities has been performing fall clean-up for buildings cleaning gutters, as well as grounds maintenance.

Karl stated he still needs to patch the leak in the roof, fix the shower/restroom, and fix the office space, in the Red Barn; stating the shower will be good to have available for safety issues with facilities staff working with herbicides.

Attorney's Report: Presented by Port Attorney Ken Woodrich:

1. **Unemployment Hearing:** Ken stated the unemployment hearing scheduled for **Keith Chamberlain** is scheduled for Tuesday **October 24, 2006 at 10:00 a.m.** Those to be

present at the meeting will be Port Attorney Ken Woodrich, Vice-President Dave Prosser, and Port Manager John McSherry.

Other Business:

Staff Safety Meeting September 8, 2006: Copies of the Safety Meeting minutes were submitted to the Commission for review.

Staff Safety Meeting October 5, 2006: Copies of the Safety Meeting minutes were submitted to the Commission for review.

Tichenor Tenant Pet Issues: For the ongoing pet issues at the Tichenor building, Port Manager John McSherry recommends:

- The Port have a policy that tenants can bring pets as long as they sign a waiver (indemnification that the tenant has proper insurance to protect the Port).

Port Attorney Ken Woodrich added the following:

- Have a statement in the policy that **“the Port reserves the right to revoke at any time”**.
- Remind, or inform, the tenants that the city ordinance does include Port property; Port property is not outside the city ordinance.

Tichenor Tenant Signs: Port Manager John McSherry informed the Commission the existing **Slingshot Sports** sign on the south side of the Tichenor building was pre-negotiated. As for letting other tenants put signs up on the Tichenor building, John suggests the following:

- The Port take a look at the **City of Stevenson** ordinance on signs.
- The proposed tenant sign would have to pass review from Facilities Specialist Karl Wilkie (Facilities/Operations).
- The proposed sign be reviewed and approved by the Commissioners.

Sawtooth Technologies: **Brian Adams**, owner of Sawtooth Technologies, was going to be at this Port meeting to present his generator proposal. A brief discussion took place on the proposed site and size of the generator, and the building needed to house it.

As Brian was not in attendance to present his proposal, no decision was made.

North Bonneville Properties: Port Manager John McSherry and Facilities Specialist Karl Wilkie scheduled to take Commissioner Prosser on a facilities tour of the North Bonneville, WA Port properties on Tuesday October 17, 2006.

Executive Session: None.

Adjournment: The Chairperson adjourned the meeting at 5:56 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be, Tuesday October 24, 2006 at 4:00 p.m.

APPROVED BY:

Commissioner Roger Whitaker

Commissioner Dave Prosser

Commissioner Judy Teitzel

ATTEST:

Tina Tarani, Accounting Tech.