

**Port of Skamania County
Minutes of the
Board of Commissioners Meeting
July 11, 2006**

Call to Order: President Roger Whitaker called the meeting to order at 4:02 p.m. with public comment opened until 4:30 p.m.

Attendance: In attendance from the Port were Commissioner Dave Prosser, Commissioner Roger Whitaker, Port Attorney Ken Woodrich, Port Manager John McSherry, Facilities Specialist Karl Wilkie, Finance Manager Barbara Irving, and Accounting Tech. Tina Tarani. Commissioner Judy Teitzel was not in attendance due to an excused absence.

Public Comment: There were no public present.

Meetings and Seminars Reports:

1. Facilities Specialist Karl Wilkie attended an **OSHA Compliance Seminar**.
2. Accounting Tech. Tina Tarani attended a recent **Washington Notary Seminar**.
3. Port Manager John McSherry attended a meeting at the office of **Brian Baird**, Member of Congress, to discuss ways to streamline the federal and state permitting process.

John did not attend the preconstruction conference for discussion of the **Beacon Rock State Park Intersection & Day Use Access Road** as planned; but he did talk to the contractors directly and answered any questions they had.

John will be attending the **WPPA Executive Directors Seminar** July 12-14, 2006.

Minute Approval: Commissioner Dave Prosser made a motion to approve the minutes of the June 27, 2006 regular scheduled meeting. Commissioner Roger Whitaker stepped down and seconded the motion. The motion passed.

Vouchers: Commissioner Dave Prosser made a motion to approve General Fund Vouchers Numbered 16862 through 16902 in the amount of \$96,807.35 dated July 11, 2006. Commissioner Roger Whitaker stepped down and seconded the motion. The motion passed.

Administrative Approvals: None.

Staff Reports:

Business & Projects/Managers Report:

1. **Port Organization Chart:** Port Manager John McSherry handed out an organization chart he compiled for the Commission's review.
2. **Lewis and Clark Industrial Park:** John received a request from a **Mike Hobbs** inquiring if the Port had any property for sale that would fit his need to build a 10,000 sq. ft. building; more specifically he is interested in purchasing the **Lewis and Clark Industrial Park** land (I4). Mike asked John to ask the Commission if the Port would sell this piece of property to him. The Commission is not favorable to selling this land. John is to discuss with Mike the possibility of the Port leasing Mike 10,000 sq. ft. out of the 20,000 sq. ft. building the Port plans to build in North Bonneville, WA.

John will inquire into the possibility of using soil from **Parcel II** (in North Bonneville, WA) to fill in the county owned lot (also in North Bonneville, WA); then the county leasing or selling that to Mike; or even to the Port to lease out to Mike.

The Commission also asked John to inquire about the possibility of trading land with the **Corps of Engineers**.

3. **Establish Staff Job Descriptions/Duties:** John is currently working on all Port job descriptions; he has researched and collected all the various descriptions both old and new to compile and update for current needs. Some resolutions need to be cleaned up with delegation on authority and such.
4. **Port Office Re-structure:** John is in the process of re-doing the whole Port office in a structure remodel.
5. **Tichenor Suite #60:** This suite is under construction.
6. **Sawtooth Technologies:** SawNet is still without lights in their kitchen, but the electrician is not coming in until all the walls are up in Suite #60.
7. **Skamania County PUD:** John and Barbara took care of having the PUD switched into the Tichenor tenants names from being in the Port's name.

8. **Discovery Building:** The HVAC is being put in at the Discovery Building.
9. **The Crab Shack:** Kent Vaughters, owner of The Crab Shack, states the air-conditioner appears to not be working properly. John is working on this issue, as it is not resolved.
10. **Reports for New Commissioner:** John suggested getting an inventory list, the 2005 Year End Report to Commissioner Whitaker; as well as John taking him on a tour of the Port properties.

Financial & Administrative Report:

1. **Budget Workshop:** Finance Manager Barbara Irving requested that at the July 27, 2006 Budget Workshop she will be asking input from the Commissioners for the 2007 Budget. This will be a round table talk to discuss projects.
2. **Employee Handbook:** Barbara is working on the preliminary work on the Employee Handbook for updating.
3. **Procedure Manual:** She is also working on updates for this manual, in bringing it current.
4. **June 2006 Financial Report:** This report will be presented at the next Port Meeting.

Facilities & Operations Report:

1. **Parks & Recs Boat:** Karl has been talking with Scot and Renee of Parks & Rec. regarding the storing of their boat on Port property; as well as discussing improvements at the Port's eastpoint location on the waterfront.
2. **Port Trailer:** Karl purchased a trailer for the Port.
3. **Irrigation:** Irrigation is up and going at the **Discovery Building**.
4. **Discovery Building:** Since John will be away at the **WPPA Executive Directors Seminar**, Karl will help out with the HVAC; and Gorge Delights did issue Karl a key to let the contractors into the building.
5. **Dock Lift Gate/Vandalism:** Karl was able to repair the lift gate, but is experiencing vandalism at this location and so it is loose again. With the vandalism there are garbage cans missing.
6. **House for Sale/Bob's Beach:** The house for sale next to Bob's Beach is selling for \$585,000.00.
7. **Columbia Gorge Riverside Lodge:** Riverside Lodge is putting in a new irrigation system and we are coordinating with them.

8. **Port Water Usage:** Mary Ann at the City of Stevenson had questions about the Port's water usage; Karl has been in contact with her and this has been taken care of.
9. **Bob's Beach:** Regarding the gill net that was causing a hazard at Bob's Beach (mentioned at last Port meeting); it was from someone from out of the area.
10. **Boat Launch Kiosk:** This sign has been delivered and Karl is working on getting this sign up.
11. **No-Overnight Parking Signs:** These signs are disappearing and Facilities is down its last one.

Commissioner Prosser stated the Port needs to do something about the dog issues on Port property soon.

Attorney's Report: Port Attorney Ken Woodrich addressed the continued concerns on the dog issues on Port property that has been brought up in prior Port meetings. Ken stated that RCW 53.08.220 gives the Port the right to adopt regulations to ask the municipalities to enforce such ordinances. A notice needs to be published in the paper at least ten days in advance of a hearing. A discussion took place, and other issues were brought up as possible concerns to add to the dog issues: Leash Law, No Overnight Camping, No Diving from Docks, No Vandalism. Ken stated he will research all of these. Port Manager John McSherry stated he is not in favor of having signs everywhere, abundantly on Port property; and John suggested he and Ken discuss this further with John managing the decisions and the Commissioners being less involved in the micro-management of this issue. John will notify the Port tenants of the city's dog ordinance.

Other Business:

Staff Safety Meeting July 7, 2006: Copies of the Safety Meeting minutes were submitted to the Commission for review.

Warrant Procedures: The Port has not adopted warrant procedures. The written procedures passed out at the last Port meeting were compiled by Finance Manager Barbara Irving for the Commission's review.

Unfinished Business: Port Manager John McSherry stated the City of Stevenson is currently going through their critical areas ordinance and suggests the Port play a role in this, as it includes the entire waterfront. This could severely impact the development of the Port waterfront.

Executive Session: None.

Adjournment: The Chairperson adjourned the meeting at 5:50 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be, Tuesday July 25, 2006 at 4:00 p.m.

APPROVED BY:

Commissioner Roger Whitaker

Commissioner Judy Teitzel

Commissioner Dave Prosser

ATTEST:

Tina Tarani, Accounting Tech.