

**Port of Skamania County
Minutes of the
Board of Commissioners Meeting
January 23, 2007**

Call to Order: President Prosser called the meeting to order at 4:05 p.m. with public comment open until 4:35 p.m.

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

Public Comment: Monica Masco of **Arrowhead Accounting** was in attendance (See Staff Reports/Financial-Budget Report).

Meetings and Seminars:

- **2007 Tour Boat Planning Session:** Port Manager John McSherry attended the 2007 Tour Boat Planning Session held in Astoria, OR.
- **Funding for Comprehensive Plan:** John talked with a representative from **CTED** regarding funding for the comprehensive plan. The only funds currently available are from the **CERB** program; there may be additional matching funds available in the **Rural Opportunity Fund**, if approved by the State legislature.
- **Chamber Annual Awards Dinner:** John stated the Chamber Annual Awards Dinner will be held tomorrow, Wednesday January 24, 2007; the Port will be sharing a booth with the **Skamania County Chamber of Commerce** and the **Skamania Economic Development Council**.

Minute Approval: Commissioner Teitzel made a motion to approve the minutes of the January 9, 2007 regular scheduled meeting. Commissioner Prosser stepped down and seconded the motion. The motion passed.

Voucher Approvals: Commissioner Teitzel made a motion to approve General Fund Vouchers Numbered 10107 through 10141 in the amount of \$38,711.71 dated January 23, 2007. Commissioner Prosser stepped down and seconded the motion. The motion passed.

Administrative Approvals:

Re-approve Vouchers approved at meeting of January 9, 2007: Due to a calculation error in the Voucher cover sheet approved at the last regular meeting, a new corrected Voucher cover sheet was presented for approval. Commissioner Teitzel made a motion to approve General Fund Vouchers Numbered 10070 through 10106 in the amount of \$92,212.74

dated January 23, 2007 (previously dated January 9, 2007 in the amount of \$87,923.08). Commissioner Prosser stepped down and seconded the motion. The motion passed.

- **Resolution 2-2007 Authority to Sign Warrants:** Resolution 2-2007 was read. Commissioner Teitzel made a motion to approve **Resolution 2-2007 A Resolution of the Board of Commissioners of the Port of Skamania County Providing for the Signing of Warrants.** Commissioner Prosser stepped down and seconded the motion. The motion passed.
- **Resolution 3-2007 Canceling Unredeemed Cash Warrant Numbered 16478 for \$175.00:** Resolution 3-2007 was read. Commissioner Teitzel made a motion to approve **Resolution 3-2007 A Resolution of the Board of Commissioners Canceling Unredeemed Cash Warrant Numbered 16478.** Commissioner Prosser stepped down and seconded the motion. The motion passed.

Staff Reports:

- **Financial/Budget Report:** Presented by Port Manager John McSherry.

John informed the Commission he made the decision to contract out for Auditing Services rather than having those services performed in-house.

John provided the Commission with results on his analysis with regards to auditing tasks to be performed and cost of services. After some discussion it was decided the Port would contract with and appoint an outside Auditor; it was recommended that the Port appoint Monica Masco of Arrowhead Accounting.

--Motion-- Commissioner Teitzel made a motion to approve **Professional Services Agreement between the Port of Skamania County and Monica Masco of Arrowhead Accounting to provide Port auditing services.** Commissioner Prosser stepped down and seconded the motion. The motion passed.

Resolution 4-2007 Authorizing Monica Masco of Arrowhead Accounting to perform the duties of Port Auditor: Resolution 4-2007 was read. Commissioner Teitzel made a motion to approve **Resolution 4-2007 A Resolution of the Board of Port Commissioners authorizing Monica Masco of Arrowhead Accounting to perform the duties of Port Auditor.** Commissioner Prosser stepped down and seconded the motion. The motion passed.

Commissioner Prosser requested that the vote would stand subject to a vote for ratification by Commissioner Whitaker at the next meeting Commissioner Whitaker attends.

Old Business:

- **H&H Eco Systems:** John reported he has not received a signed lease from Port tenant H&H Eco Systems, and that John is recommending splitting the lease into

two leases. After some discussion it was decided by the Commission that Port Manager John McSherry will provide H&H Eco Systems with a split lease by the end of next week (by Friday February 2, 2007) per H&H Eco System's request. It is the intent of the Board of Commissioners that either H&H Eco Systems signs a new single lease, or at their option two split leases by March 1, 2007; or the Port will begin termination of tenancy.

- **The Crab Shack:** John reported he informed Kent Vaughters, owner of The Crab Shack, that The Crab Shack needs to be current in rent before any lease negotiations can take place. Kent stated he would be current by Friday January 19, 2007; but did not fulfill that obligation. John informed Kent the Port will be sending out a default letter to him immediately.

It was requested by Port Attorney Ken Woodrich that Accounting Tech. Tina Tarani provide Ken with an itemization of all past due rents and amounts for The Crab Shack.

John has been in contact with a company to replace the furnace (rather than fix the existing one) in The Crab Shack.

New Business: None.

Other Business: None.

Executive Session: None.

Adjournment: The Chairperson adjourned the meeting at 5:20 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be, Tuesday February 27, 2007 at 4:00 p.m.

APPROVED BY:

Commissioner Dave Prosser, President

Commissioner Judy Teitzel, Vice-President

Commissioner Roger Whitaker, Secretary

ATTEST:

Tina Tarani, Accounting Tech.