

**Port of Skamania County
Minutes of the
Board of Commissioners Meeting
December 20, 2007**

Call to Order: President Prosser called the meeting to order at 4:02 p.m. with public comment open until 4:32 p.m.

Attendance: In attendance from the Port were Commissioner Dave Prosser, Commissioner Judy Teitzel, Commissioner Tony Bolstad via conference call, Port Attorney Ken Woodrich, Port Manager John McSherry, Port Auditor Monica Masco, Facilities Specialist Karl Wilkie, Accounting Tech. Tina Tarani, and Administrative Assistant Julie Mayfield. Commissioner Elect W.D. Truitt was in attendance to observe the meeting.

Public Comment: None.

Meetings and Seminars:

- **Port/Chamber/EDC Annual Open House:** Commissioner Teitzel, Commissioner Prosser, Port Manager John McSherry and Port staff, and Commissioner Elect W.D. Truitt attended the Port Annual Open House on December 14, 2007 at the Chamber office.
- **Community Action Team:** John and Julie attended the CAT meeting on December 19, 2007 at the EDC wherein community projects were prioritized as: 1) North Bonneville sewer plant upgrade 2) Port new industrial building in North Bonneville 3) City of Stevenson sewer plant upgrade.

Minutes Approval: *---Motion---* Commissioner Teitzel moved to approve the minutes of the December 20, 2007 regular scheduled meeting. Commissioner Bolstad seconded. The motion carried.

Voucher Approvals: *---Motion---* Commissioner Teitzel moved to approve Pre-Issued General Fund Vouchers Numbered 10807 through 10814 in the amount of \$4,363.83 dated December 12, 2007. Commissioner Prosser stepped down and seconded. The motion carried.

---Motion--- Commissioner Teitzel moved to approve General Fund Vouchers Numbered 10815 through 10833 in the amount of \$9,214.19 dated December 20, 2007. Commissioner Prosser stepped down and seconded. The motion carried.

Administrative Approvals: *---Motion---* Commissioner Teitzel moved to approve changing Port office holiday closure per Personnel Manual of December 26th, 2007 to December 24, 2007. Commissioner Bolstad seconded. The motion carried.

---Motion--- Commissioner Teitzel moved to approve **Resolution No. 16-2007** authorizing Tina Tarani, Accounting Tech; Monica Masco, Port Auditor; and Tony Bolstad, Secretary of

the Board of Port of Skamania County to order the Treasurer to make deposits and withdrawals of Port funds and monies for the purpose of investment and to receive interest thereon, effective immediately. Commissioner Bolstad seconded. Motion carried.

---Motion--- Commissioner Teitzel moved to approve **Resolution No. 17-2007** wherein the Board of Commissioners of the Port of Skamania County authorizes the Burlington Northern debt of \$843.85 to have been paid with the Port receiving adequate consideration to satisfy the account receivable. Commissioner Bolstad seconded. The motion carried.

Staff Reports:

- **Financial/Budget Report:** Presented by Port Auditor Monica Masco.

November 2007 Financial Report Summary:

November 30, 2007 Cash Balance is \$1,437,791.43.
Total revenue for November was \$74,658.74 and expenditures were \$60,643.29: Net excess of revenue over expenditures in the amount of \$14,015.45; year to date net is \$187,133.67.

Non-Operating Revenues:

The Port received \$1,393.60 in CD interest; year-to-date CD and money market investment income is \$47,659.53.

Property Tax revenues of \$13,430.90 were received, and year-to-date property tax collected is \$216,476.99 (99% of levy).

Property Lease Maintenance Expense:

A well discharge head was purchased for the Beacon Rock Golf Course.

Debt Redemption-Principal & Interest:

A loan payment (Tichenor Expansion Project) was made to the WIB with principal in the amount of \$7,106.30, and interest in the amount of \$1,630.56.

Miscellaneous:

An acquisition of commercial land occurred this month by a purchase of underwater property along the Port waterfront.

A payment of \$2,914.14 retainage for the Tichenor Building Painting Project was paid.

Old Business: None.

New Business: John informed the Commission that Port tenant Slingshot Sports signed a Lease Amendment this week for Tichenor Suites #45, 65, & 60. The Commission reviewed the lease.

---Motion--- Commissioner Teitzel moved to ratify Lease Amendment dated December 12, 2007 between the Port of Skamania County and Slingshot Sports, LLC. Commissioner Prosser stepped down and seconded. Commission Bolstad abstained, having not reviewed the lease. The motion carried.

Executive Session: None.

Adjournment: The Chairperson adjourned the meeting at 5:10 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be Tuesday January 8, 2008 at 4:00 p.m. at the Port office conference room 70 SE Cascade Avenue, Stevenson, WA.

APPROVED BY:

Commissioner Judy Teitzel, President

Commissioner Tony Bolstad, Vice-President

Commissioner W.D. Truitt, Secretary

ATTEST:

Tina Tarani, Accounting Tech.