

**Port of Skamania County  
Minutes of the  
Board of Commissioners Meeting  
July 25, 2006**

**Call to Order:** In the absence of President Whitaker, Vice-President Dave Prosser called the meeting to order at 4:07 p.m.

**Attendance:** In attendance from the Port were Commissioner Dave Prosser, Commissioner Judy Teitzel, Port Attorney Ken Woodrich, Manager John McSherry, Finance Manager Barbara Irving, Facilities Specialist Karl Wilkie, and Accounting Tech. Tina Tarani. Commissioner Roger Whitaker joined the meeting at 4:25 p.m.

**Public Comment:** Commissioner Prosser opened the meeting to public comment until 4:30 p.m. There were no public in attendance.

**Meetings and Seminars:**

- **WPPA-Commissioners Seminar:** Commissioner Judy Teitzel attended the **Washington Public Ports Association Annual Commissioners Seminar.**
- **WPPA-Directors/Managers Seminar:** Manager John McSherry attended the **Washington Public Ports Association Annual Directors/Managers Seminar.**
- **BARS Training:** Finance Manager Barbara Irving attended a **BARS** training put on by Skamania County. It was stated at this seminar that the State offers free Grant training and can come to Skamania County if at least 15 people attend.
- **S.W. Washington Finance Group:** Finance Manager Barbara Irving attended the monthly **S.W. Washington Finance Group** meeting. A trainer was on hand and gave an excel presentation on various excel spreadsheet options, one being how to get the budget on one spreadsheet.
- **DRS Training:** Accounting Tech. Tina Tarani attended a **Department Of Retirement** training seminar.

Manager John McSherry was pleased with the amount of training staff and Commissioners were attending, and encouraged continuance of such education and training.

**Minute Approval:** This item put on hold until Commissioner Whitaker arrives due to Commissioner Teitzel not present at the July 11, 2006 meeting.

**Vouchers:** Commissioner Judy Teitzel made a motion to approve Pre-Issued General Fund Vouchers Numbered 16861 through 16861 in the amount of \$44.65 dated July 7,

2006. Commissioner Dave Prosser stepped down and seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve General Fund Vouchers Numbered 16903 through 16939 in the amount of \$37,308.62 dated July 25, 2006. Commissioner Dave Prosser stepped down and seconded the motion. The motion passed.

Commissioner Roger Whitaker joined the meeting at 4:25 p.m.

**Minute Approval:** Commissioner Dave Prosser made a motion to approve the minutes of the July 11, 2006 regular scheduled meeting. Commissioner Roger Whitaker stepped down and seconded the motion. The motion passed.

**Administrative Approvals:** None.

**Staff Reports:**

- **Financial/Budget Report:** Finance Manager Barbara Irving went over the **June 2006 Financial Reports:**

June 30, 2006 Cash Balance is \$1,213,337.55. June's bottom line is (\$54,643.20), and the year to date net is +\$146,699.05.

Barbara was contacted by a firm that offers Skamania County a **Deferred Compensation** program. The Port currently offers only one **Deferred Compensation** plan to Port employees, the county offers three. It was agreed to have a representative do a short presentation at the August 22, 2006 regular Port meeting. Barbara will be setting up the presentation.

Barbara handed out an updated budget report for the upcoming Budget workshop. Port Manager John McSherry briefly discussed the information passed out in regards to the **Capital Development Plan** for the upcoming workshop, stating he would like to get just the Commissioners ideas at this workshop in a "brainstorming" format. John will be facilitating the meeting and Barbara will be taking notes. The Port staff would not be present.

**Old Business:**

- **Tichenor Remodel:**
  1. **Suite #60:** Port Manager John McSherry stated the contractors will be in on Wednesday July 26, 2006 to finish Tichenor suite #60 (2,000 sq ft) office space. The contractors should also be getting to the windows on Wednesday.
  2. **Suite #70:** John is trying to work out a way to redo Tichenor suite #70 with minimum disruption to the Port.

- **Unfinished Business:**

- **Port Ordinances:** Port Attorney Ken Woodrich went over the **City of Stevenson's** ordinances with Mary Ann; and he would like to keep looking into this further.

A brief discussion took place concerning traffic laws in the Port parking lot leased by **Molded Fiber Glass Companies/NW** and the issuing of tickets by local law enforcement; with some of law enforcement having the misunderstanding that the Port parking lot was privately owned by MFG and therefore law enforcement could not issue tickets. Port Manager John McSherry is working on clearing this misunderstanding up with local law enforcement; informing them of what is Port property and publicly owned, and therefore covered by local law enforcement.

- **Comprehensive Plan:** Port Manager John McSherry stated he is moving forward and has an outline for the Port's Comprehensive Plan. Port Attorney Ken Woodrich stated the **City of Stevenson** is hiring a consultant to do their Comprehensive Plan; John is talking with Mary Ann about involving the Port in the city's plan.
- **Update Safety Policy, Update Staff Job descriptions, Update Procedure Manual, Update Employee Handbook, Adopt Warrant Procedures:** All these being tasks that have been discussed in past Port meetings, John is working on them and needs to take a look at them in relation to the **Port Capital Development Plan**.
- **Boat Ramp:**
  1. Facilities Specialist Karl Wilkie has installed the **Kiosk**.
  2. John has bidding documents together for the bidding of the **Wave Attenuation**. John is working with the Washington State Fish & Wildlife to amend the Port's existing HPA permit. IAC has issued an extension to the Port's grant until December 15, 2006.
- **The Crab Shack:** Issues concerning the air conditioning unit working properly or not, are still being looked into.
- **Discovery Building/Gorge Delights:** The new air conditioning unit is installed and working properly; the old unit is not working properly, Karl and John are working on this issue.

- **Parks & Rec. Boat Storage:** Karl is working on this and should have it completed by the time Parks & Rec. needs to store their boat.
- **H&H Eco Systems:** The H&H Eco Systems Port lease is expired and needs to be negotiated. John will get together with H&H and will report back to the Commission on this.
- **Molded Fiber Glass Companies/NW:** Regarding the paving project that needs to be completed on the MFG parking lot, MFG is currently too busy and does not have the time to move their products out of the way for the paving to take place. They are anticipating a slow down soon, and can move for the paving at that time. In the meantime, the Port will parch pot holes as needed.

**New Business:** None.

**Other Business:** None.

A brief discussion took place about the Port having an after hours/open house cook out to celebrate the coming of **Slingshot Sports** to the community and to the Port Tichenor Building. Port Manager John McSherry will contact Slingshot to discuss the best days for them to have such an event.

**Executive Session:** None.

**Adjournment:** The Chairperson adjourned the meeting at 5:33 p.m.

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners will be, Tuesday August 8, 2006 at 4:00 p.m.

**APPROVED BY:**

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**Commissioner, Roger Whitaker**

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**Commissioner Judy Teitzel**

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**Commissioner Dave Prosser**

**ATTEST:**

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**Tina Tarani, Accounting Tech.**