

**Port of Skamania County
Minutes of the
Board of Commissioners Meeting
December 12, 2006**

Call to Order: Vice-President Dave Prosser, acting as Chairman, called the meeting to order at 4:00 p.m. with public comment opened until 4:30 p.m.

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

Public Comment: No public were in attendance.

Meetings and Seminars Reports:

- **SW Washington Finance Group:** Finance Manager Barbara Irving attended the SW Washington Finance Group meeting held on December 8, 2006. Audit and hiring issues were discussed, stressing the importance of obtaining contractors UBI numbers when they fill out the W-9.
- **Skamania County Chamber of Commerce:** Port Manager John McSherry attended the monthly Chamber meeting and a subcommittee meeting that he had volunteered for. The EDC/Chamber/Port Annual Open House will be this Friday from 11:30 a.m. to 2:30 p.m. at the Chamber/EDC offices.
- **City of Stevenson Tourism Advisory Committee:** Port Manager John McSherry attended this meeting to present the Port's proposal to develop the **City of Stevenson's** property at **Levins Point** for access to the Columbia River. The **Tourism Advisory Committee** decided to fund the **Levins Point Project** as a capital development project; however, they had some questions and required additional information from the Port. John will work with the **City of Stevenson** to address any questions, and to schedule a second meeting with the committee to obtain approval of this project.
- **WPPA Seattle Seminar:** Port Attorney Ken Woodrich attended a seminar in Seattle, WA. One topic covered was the update of the **Critical Areas Ordinances** in the cities and county as they relate to Port properties. Ken stated the Port needs to be proactive in the development of these updates. WPPA has compiled a list of critical areas exceptions as they pertain to Port properties.
It was noted that the City of Stevenson has included 'working with the Port' in the scope of work for the consulting engineering firm developing the Critical Area Ordinance updates.

Facilities Specialist Karl Wilkie inquired about critical areas for the Port's Slaughter House point, it being outside city limits, but within Skamania County. Ken agreed that the Port should consider their properties within the county as well. Ken and John will work together to ensure that language protecting future Port developments is included in any Critical Area Ordinance updates.

Ken stated the Port needs to update the **Port Comp Plan**, and all the Port properties need to be listed.

Minute Approval: Commissioner Teitzel made a motion to approve the minutes of the November 28, 2006 regular scheduled meeting. Commissioner Prosser stepped down and seconded the motion. The motion passed.

Vouchers: Commissioner Teitzel made a motion to approve Pre-Issued General Fund Vouchers Numbered 10005 through 10006 in the amount of \$169.41 dated December 5, 2006. Commissioner Prosser stepped down and seconded the motion. The motion passed.

Commissioner Teitzel made a motion to approve General Fund Vouchers Numbered 10007 through 10039 in the amount of \$14,859.99 dated December 12, 2006. Commissioner Prosser stepped down and seconded the motion. The motion passed.

Administrative Approvals: Finance Manager Barbara Irving presented a correction to the 2007 Budget showing the Property Tax Revenue broken out as a separate line item.

At the Skamania County Assessors office request, Barbara presented the original Tax Levy Certification with a hand written change that required Commissioner Dave Prosser to initial the change, him being the original signer. The change was to include the dollar figure for **new construction**; the old figure was crossed out, the new one written in and initialed by Dave.

Staff Reports:

- **Managers Report:** Presented by John McSherry, Port Manager:
 1. **Port 2006 Holiday Cards:** Commission and Port staff all signed a 2006 holiday card to be copied onto all cards going out this year.
 2. **The Crab Shack:** Kent Vaughters, owner of the Crab Shack, is putting together a proposal to the Port for changes to his current lease. Kent indicated he will be coming to the next Port meeting to discuss his proposal with the Commission.
 3. **H&H Eco Systems:** John reported that H&H's attorney is reviewing the Port's new lease and that the Port should have it back by the end of the week.
 4. **Sawtooth Technologies:** Brian Adams of Sawtooth Technologies has been looking at other properties to put the proposed generator/equipment

shelters. John will continue to work with Brian on his interest in putting these shelters on Port property.

5. **Floating Breakwater:** The Port's engineer, Flowing Solutions, is evaluating an improved anchor design proposed by a breakwater vendor.

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

1. **2007 Budget Reports:** Barbara reported the Levy Certification pages in the Commissions copy of the 2007 Budget will be replaced with the correct copies and will be passed out at the next Port meeting.
2. **2006 November Financials:** Barbara is working on the November Financial Reports and will present her report on this at the next Port meeting on December 19, 2006.

- **Facilities Report:** Presented by Karl Wilkie, Facilities Specialist:

1. **Tichenor Suite #110:** Karl is working to correct the moisture problem in Suite #110. Karl will be applying a concrete sealant to the exterior of the building when weather permits. Port Attorney Ken Woodrich commented that the entry hall seems colder than usual.
2. **Tichenor Suite #85:** The gas heater has been fixed and turned on in this suite.
3. **Port Tractor:** The new Port tractor was a tremendous help when it snowed in Stevenson, plowing snow from the parking lots for the tenants.
4. **Beacon Rock Golf Course:** The ramp and deck are completed at Beacon Rock Golf Course; Kevin Coombs will be putting a protective coving over the wood.
5. **New Port Archive Room:** Items and boxes have been moved from the old archive room downstairs, up to the new archive room.
6. **Sewer Lift Station:** The pump was replaced at the sewer lift station in the Tichenor Building, but seems to be cycling a little fast. Karl will be checking and monitoring this.
7. **Evergreen Building:** The new gutters and snow clips have been installed at the Evergreen Building in North Bonneville, WA.
8. **WA Fish & Wildlife:** Fish & Wildlife dropped off a new sign for the Boat Ramp Launch site and complimented the Port on the new kiosk.
9. **New Vacuum:** Karl reported that a new vacuum has been purchased for the Port.

- **Attorney's Report:** See Meetings and Seminars Report.

Other Business:

- **Cruise Ship Dockings:** Accounting Tech. Tina Tarani reported the Port is receiving more interest from Cruise Ship companies inquiring to dock at the Port's **Stevenson Landing**, due to the temporary closure of The Port of Hood River's dock.

Tina reported that **American West Steamboat Companies** purchased the cruise ship the **Columbia Queen**. **American West Steamboat** is adding the **Columbia Queen** to their schedule, and will now be having three ships docking at **Stevenson Landing** instead of the regular two (those being the **Empress of the North** and the **Queen of the West**).

When Tina inquired of **American West Steamboat**, of the **Columbia Queen's** outstanding debts, if they assumed their debts; **American West Steamboat** replied they paid any debts that were filed against the **Columbia Queen** before they received the title. (The **Columbia Queen** when owned by **Great American River Journeys** stopped docking at **Stevenson Landing** while owing the Port a balance for docking, that to date has not been paid). Port Attorney Ken Woodrich stated the Port should contact **American West Steamboat** and state the Port did file a claim and the Port would like to know when they will be paid.

- **Wind River Building Proceeds:** Port Manager John McSherry requested an Executive Session to discuss how to handle the lump sum payment, made by the buyers of the Wind River Building, to the Port.

Executive Session: Commissioner Prosser called for an Executive Session at 5:01 p.m. for approximately ten (10) minutes ending at 5:11 p.m. under RCW 42.30.110 (i).

The Commission came out of Executive Session at 5:11 p.m. with no decision being made.

Port Manager John McSherry made a recommendation that the Port **not charge** the liquidated damages called for by the Real Estate contract for the late payment of the 'lump sum payment' made by the buyers; and additionally, the overpayment of the 'lump sum payment' should be applied as an extra payment to the principal balance. Commissioners Judy Teitzel and Dave Prosser agreed to this recommendation.

Reminders: The North Bonneville Open House is this Wednesday at 1:00pm; the Port's Open House is this Friday from 11:30 am to 2:30 pm; and there is a retirement party next Wednesday December 20, 2006 at 2:00 pm for three County employees.

Adjournment: The Chairperson adjourned the meeting at 5:12 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be, Tuesday January 9, 2007 at 4:00 p.m.

APPROVED BY:

Commissioner Roger Whitaker

Commissioner Dave Prosser

Commissioner Judy Teitzel

ATTEST:

Tina Tarani, Accounting Tech.