

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

Call to Order: President Roger Whitaker called the meeting to order at 4:10 p.m. with public comment opened until 4:40 p.m.

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

Public Comment: No public were in attendance.

Meetings and Seminars Reports:

1. Commissioner Judy Teitzel attended the **Skamania County Economic Development Council** meeting.
2. Port Commissioners and Port staff attended the **Port Open House/Ribbon Cutting** of September 7, 2006 for Tichenor suite #60. (the event went well with a good turn out of approximately 150 attending).

While at the Ribbon Cutting, Port Commissioner Judy Teitzel received two negative comments from the public regarding the tenant dogs that currently have free roam at the Tichenor building, and one tenant asked about putting signage up on the Tichenor building as Port tenant **Slingshot Sports** has done.

A discussion took place regarding the dogs and sign issue. Port Attorney Ken Woodrich stated it should be decided if the tenant dogs are going to be allowed at the Tichenor building inside and/or outside. Ken suggested a policy on this dog issue, a verbal on this to the Port tenants, and a letter from the Port Attorney. It was decided to put these two items on the Agenda for the October 10, 2006 regular Port meeting, when all Commissioners and Port Staff are present; and to inform Port Manager John McSherry so he may have necessary information ready for this meeting.

Minute Approval: Minutes of the Regular Port Meeting on August 22, 2006 was tabled to the first Regular Port Meeting in October (October 10, 2006) due to Commissioner Dave Prosser who is currently not present and attended the

meeting to be approved, cannot be approved by Commissioner Roger Whitaker, who was not at the meeting to be approved.

Vouchers: A discussion took place on the voucher payable to **Rehfeldt Construction**, and the \$2,000.00 withheld from payment until the job is completed. Commissioner Whitaker did not agree that the \$2,000.00 was enough to withhold considering the amount of work that still needed to be completed. The Commission agreed to remove and not approve the voucher for Rehfeldt Construction.

Commissioner Teitzel inquired why the current water bill from the **City of Stevenson** was so high for **Stevenson Landing**. Facilities Specialist Karl Wilkie stated it was due to the Cruise Ships and irrigation for the parks; and every other month the city does a separate reading and charges for extra water usage. Since this one bill appeared excessively high, Karl stated he would check on the water usage history, and any possible leaks that may exist if history of usage suggested this possibility.

Commissioner Judy Teitzel made a motion to approve General Fund Vouchers Numbered 17009 through 17039 in the amount of \$64,660.42 dated September 12, 2006. Commissioner Roger Whitaker stepped down and seconded the motion. The motion passed.

Commissioner Judy Teitzel made a motion to approve Pre-Issued General Fund Vouchers Numbered 16999 through 17008 in the amount of \$5,345.16 dated September 6, 2006. Commissioner Roger Whitaker stepped down and seconded the motion. The motion passed.

Administrative Approvals: A brief discussion took place on Resolution 05-2006. ***Resolution 05-2006 Accepting the completion of Rehfeldt Construction, Inc. contract for the Suite 45 Modification Project*** was tabled.

Commissioner Judy Teitzel made a motion to accept Port of Skamania County ***Resolution 06-2006 Authorizing to Establish an Agreement with The Variable Annuity Life Insurance Company (VALIC) to Provide Administrative Service to the Port of Skamania County for a Deferred Compensation Plan.*** Commissioner Roger Whitaker stepped down and seconded the motion. The motion passed.

It was noted that the Deferred Compensation Programs offered by the Port to employees, are for eligible Port employees as outline in the Port Management Guidelines Policy.

Staff Reports:

Managers Report: None.

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

1. **Discovery Building:** The HVAC is installed and Port tenant **Gorge Delights** lease security deposit has been reduced by half the total cost, as per agreement.
2. **WPPA Benefits Comparison:** The Port has this comparison if anyone would like a copy for review.
3. **Coast Guard Lease Agreement:** The Coast Guard contacted the Port about the one year lease agreement that was recently renewed, stating the “one year” was an error and they were correcting it to say ten years. They stated the Port did not need to do anything. It is a ten year contract with revenue to the Port at \$72.00 per year. Port Attorney Ken Woodrich stated he did not think the Port had any say in this and to contact another municipality and inquire.
4. **Port Conference Room:** Barbara and John have been working on getting furniture for the conference room and are trying to go with **EcoWorks**, a local company. Commissioners Whitaker and Teitzel both agreed for the Port to shop around, both locally and non-local. If the Port could save a significant amount of funds by purchasing either locally or out of the area, to make the purchase with the most savings.
5. **Preliminary Budget:** This report will go out to the Commissioners prior to the Regular Port meeting of October, 10, 2006, to be reviewed at that meeting.
6. **Health Programs:** Commissioner Teitzel asked Barbara if she had reviewed the health plans from WPPA that were sent to Port Manager John McSherry. Barbara has not seen the information as yet. Commissioner Teitzel suggested the Port call **WPPA** to obtain the insurance representatives name. (Originally Commissioner Tetizel obtained the representatives name at the **WPPA Spring Meeting** in May 2006).

Facilities Report: Presented by Karl Wilkie, Facilities Specialist:

1. **Parks and Grounds Restrooms:** All outside restrooms floors are epoxied and finished.
2. **Tichenor Building Locks:** The locks are installed and functioning.
3. **Bob’s Beach:** The irrigation is completed. With the vegetation gone, wind will be an issue. Karl has not yet

received feed back on this from Angus Ruck, owner of **Columbia Gorge Riverside Lodge**, as Angus is currently away.

4. **Red Barn/Rigging Loft:** The Red Barn is all cleaned out and tools are being organized.
5. **Tractor:** A new tractor has been purchased and is in the Red Barn.
6. **Safety Training:** Karl and Jorge (temporary maintenance tech) have been working almost daily on safety training (field safety).
7. **Equipment Maintenance:** Karl has been performing maintenance on the Port mowers and equipment and training Jorge at the same time.
8. **Dock Gate:** The Dock gate will need to be upgraded, and a plate is missing.

Karl stated he still needs to patch the leak in the roof, fix the shower/bathroom, and fix the office space, in the Red Barn; stating the shower will be good to have available for safety issues with facilities staff working with herbicides.

Attorney's Report: Presented by Port Attorney ken Woodrich:

1. **Brown House:** Ken has not been able to obtain information showing the Port is listed as "Additional Insured" on Joe Schlick's insurance policy (current Cascade Avenue Leasee).
2. **Wave Attenuation:** Ken received the wave attenuation contract (prospective bidders) from Port Manager John McSherry, and has reviewed it and made some suggested changes and sent the contract with suggested changes to the engineer **Andy Jansky** and to John.
3. **Docks:** Ken asked when the Docks were coming out. Facilities Specialist Karl Wilkie stated port Manager John McSherry requested they be out before John gets back to the office on September 28, 2006. Karl stated he has not been able to remove them as yet, due to the constant usage by the fishermen and public. It was decided for Karl to put up a sign at the **Boat Launch Kiosk** stating the docks will be removed as soon as weather conditions allow.
4. **Unemployment Hearing:** Ken stated he has received a postponement for the unemployment hearing scheduled for September 11, 2006 for **Keith Chamberlain** due two Port employees being gone from the office that day. The hearing office will contact Ken to re-schedule.

Other Business:

Staff Safety Meeting September 7, 2006: Due to the September 7, 2006 Port Open House/Ribbon Cutting, this meeting was held on September 8, 2007. The meeting covered Jorge's duties, cleaning restrooms, trash, and other miscellaneous. Minutes of this safety meeting have not yet been completed to distribute to the Commissioners for review.

New Tenant Tichenor Sign: Port Attorney Ken Woodrich stated **Brad Andersen's** last name is spelled incorrectly on this sign and needs to be corrected.

WPPA Small Ports Seminar: It was decided Commissioners Judy Teitzel and Roger Whitaker, and Port Staff Barbara Irving and John McSherry would attend this seminar.

Parcel II: The Port was approached by a private citizen about buying dirt from the **Port's Parcel II** in **North Bonneville, WA**. The Commission was not in favor of selling to private individuals thereby competing with private citizens/businesses currently in this type of business. It was decided that the Port staff is to contact this individual and inform him that the dirt on **Parcel II** is currently not available to private citizens.

Port Audit: Commissioner Teitzel inquired if Port staff have heard from the **State Auditors Office** regarding the upcoming Port two year audit. Finance Manager Barbara Irving stated she was contacted and the **State Auditors Office** is really busy and are calling some agencies to inquire if they would be willing to opt out and do a three year audit instead. Barbara is waiting to hear back from them if the Port will have a three year audit, and also stated the Port will need to re-budget for a three year audit.

Port Managers Extra Hours: Commissioner Teitzel inquired if Port Manager John McSherry's extra hours worked in August can be compensation time earned. Port Attorney Ken Woodrich stated this would need to be decided in advance for it to be compensation earned, but if it is already stated in the Port policy then it would be allowed. Current Port policy does not allow for exempt employees to accrue compensation time. Finance Manager Barbara Irving discussed with the Commission what the **City of Stevenson** is doing for their exempt employees, that pass their audits, and the Commission agreed that this sounded like a good policy change and Port policy needs to be updated and changed for this.

Port Policy Workshop: A workshop was scheduled for Wednesday October 11, 2006 at 12:00 p.m. for **Port Personnel Policy Manual changes (Management Guidelines Manual)**.

Executive Session: None.

Adjournment: The Chairperson adjourned the meeting at 6:13 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be, Tuesday September 26, 2006 at 4:00 p.m.

APPROVED BY:

Commissioner Roger Whitaker

Commissioner Dave Prosser

Commissioner Judy Teitzel

ATTEST:

Tina Tarani, Accounting Tech.