

**Port of Skamania County
Minutes of the
Board of Commissioners Meeting
March 27, 2007**

Call to Order: President Prosser called the meeting to order at 3:03 p.m. with public comment open until 4:33 p.m.

Attendance: In attendance from the Port were Commissioner Dave Prosser, Commissioner Judy Teitzel, Attorney Katie Archer standing in for Port Attorney Ken Woodrich, Port Manager John McSherry, Facilities Specialist Karl Wilkie, Accounting Tech. Tina Tarani, and Port Auditor Monica Masco. Commissioner Whitaker conference called in at 3:08 p.m., but due to an unclear telephone connection left the meeting at 3:12 p.m.

Public Comment: None.

Meetings and Seminars:

- **S.W. Washington Finance Group:** Accounting Tech. Tina Tarani attended the March 16, 2007 S.W. Washington Finance Group meeting at the Port of Longview. Some items discussed pertained to Annual Reports, Budget Process and Communications with the Public, Management Contract Retainage, and an update on the 2007 WPPA (Washington Public Ports Association) Annual Finance Seminar.
- **Franklin-Covey Workshop:** Port Manager John McSherry attended a FranklinCovey workshop, *Focus: Achieving Your Highest Priorities*, on March 19, 2007 in Portland, Oregon. John will be implementing with Port staff, the principals and tools presented at this workshop.
- **Community Action Team:** John attended the CAT meeting on March 21, 2007. The objective of the meeting was to review the public projects in the county and prioritize them. With a total of thirty-four public projects, the Port's District Wide Economic Impact Feasibility Study was ranked as the county's number one priority.
- **Cruise Ship Dockings:** John met with the Skamania County Chamber of Commerce and with Angus Ruck, owner of Columbia Gorge Riverside Lodge, to discuss the nightly dockings of the cruise ships at the Port's Stevenson Landing. John is continuing to gather and compile data on this issue.

- **Washington State University/NoaNet:** John met with Washington State University and NoaNet to discuss their interest in developing and attracting technology based businesses to the Tichenor building.
- **Port of Camas-Washougal Open House:** John informed the Commission he and Julie Mayfield will be attending the upcoming Port of Camas-Washougal Waterfront Development Open House on March 28, 2007.
- **Recreation Providers Conference:** John reported he also will be attending and presenting at the upcoming Recreation Providers Conference on March 29, 2007 at Rock Creek Center in Stevenson; the topic of discussion will be *Recreation Opportunities in the Gorge*.

Minute Approval: Commissioner Teitzel moved to approve the minutes of the February 27, 2007 regular scheduled meeting. Commissioner Prosser stepped down and seconded. The motion carried.

Minutes from the March 13, 2007 regular scheduled meeting were tabled until the next regular scheduled meeting.

Voucher Approvals: Commissioner Teitzel moved to approve Pre-Issued General Fund Vouchers Numbered 10239 through 10245 in the amount of \$4,276.26 dated March 21, 2007. Commissioner Prosser stepped down and seconded. The motion carried.

Commissioner Teitzel moved to approve General Fund Vouchers Numbered 10246 through 10267 in the amount of \$10,476.89 dated March 27, 2007. Commissioner Prosser stepped down and seconded. The motion carried.

Administrative Approvals: None.

Staff Reports:

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

February 2007 Financial Report Summary:

February 28, 2007 Cash Balance is \$1,150,511.13. February bottom line is -\$9,106.37 and the year to date net is -\$99,572.51. Total revenue for February was \$50,631.12 and expenditures were \$59,737.49.

In February the Port received \$9,241.03 in property taxes; \$2,753.66 from Private Harvest tax and State Leasehold Tax; and \$3,178.50 in interest from Investment accounts.

Expense account "Office/Comp Sup-Oper Exp" shows a -\$28.24 amount, due to a 2006 voided warrant for \$69.95 voided in February 2007.

The WIB Tichenor Building Money Market Account was closed and the funds of \$35,806.87, plus interest of \$1,382.43, were deposited into the General Fund triggering a WIB loan payment for \$28,002.65 to Skamania County EDC for the Tichenor Building Suite 70 Expansion; consisting of principal amount of unused loan funds.

The annual \$2,500 CGEDA membership fee was paid.

Old Business:

- John informed the Commission that he will be writing a resolution for the current CERB grant application, and will be presenting it for approval at the next regular meeting.
- John noted that the Port Volunteer and Vehicle Use policies have been drafted; John recommended not taking action until Port Attorney Ken Woodrich finishes reviewing and commenting on the policies.
- John stated he is in discussions with Port tenants Molded Fiber Glass Companies/NW (MFG), Galaxy Manufacturing, and Slingshot Sports regarding MFG's vacating of Tichenor Suite #105. Slingshot Sports and Galaxy are interested in expanding into that space.

New Business: None.

Other Business: None.

Executive Session: None.

Adjournment: The Chairperson adjourned the meeting at 4:09 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be, Tuesday April 10, 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.