

**Port of Skamania County
Minutes of the
Board of Commissioners Regular Meeting
April 10, 2007**

Call to Order: President Prosser called the meeting to order at 4:05 p.m. with public comment open until 4:35 p.m.

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

Public Comment: No public were in attendance.

Meetings and Seminars:

- **Port of Camas-Washougal Open House:** Port Manager John McSherry and temporary Administrative Assistant Julie Mayfield attended an Open House for the Port of Camas-Washougal's waterfront development.
- **Outdoor Recreation meeting:** John attended an outdoor recreation meeting at Rock Creek in Stevenson, WA on March 29, 2007 where event planners presented information on upcoming events scheduled for 2007.
- **Skamania County Chamber of Commerce:** John attended the monthly Chamber Board meeting.
- **Gorge Commission:** The Gorge Commissioners toured Stevenson today to review projects they have funded through the Washington Investment Board; they reviewed some Port projects such as the remodels in the Tichenor building including suites #50 and #60.
- **City Planning Meeting:** The Port is on the Agenda for the next City Planning meeting regarding their critical areas update.
- **WPPA Spring Meeting:** John informed the Commission he would like to attend the WPPA Spring meeting, and asked if any of the Commissioners would like to attend. Commissioner Whitaker is considering attending; attendance will be decided before the hotel rate deadline of April 24, 2007.

Minute Approval: Approval of the minutes of the March 13, 2007 and the March 27, 2007 regular scheduled meetings were tabled until the next Port meeting of April 24, 2007 at 4:00 p.m.

Voucher Approvals: Commissioner Whitaker moved to approve General Fund Pre-Issued Vouchers Numbered 10268 through 10274 in the amount of \$4,038.98 dated April 4, 2007. Commissioner Prosser stepped down and seconded. The motion carried.

Commissioner Whitaker moved to approve General Fund Vouchers Numbered 10275 through 10297 in the amount of \$8,529.31 dated April 10, 2007. Commissioner Prosser stepped down and seconded. The motion carried.

Administrative Approvals:

- Commissioner Whitaker moved to adopt ***Resolution 7-2007 a Resolution adopting a Volunteer Policy for the Port of Skamania County.*** Commissioner Prosser stepped down and seconded. The motion carried.
- Commissioner Whitaker moved to adopt ***Resolution 8-2007 a Resolution adopting a Vehicle Use Policy for the Port of Skamania County.*** Commissioner Prosser stepped down and seconded. The motion carried.
- Commissioner Whitaker moved to adopt ***Resolution 9-2007 a resolution requesting CERB review of the Port of Skamania County's funding application for its District Wide Economic Impact Feasibility Study.*** Commissioner Prosser stepped down and seconded. The motion carried.

Staff Reports:

- **Manager's Report:** Presented by Port Manager John McSherry.

John reported that Port tenant Molded Fiberglass Companies/NW is leasing Tichenor suite #105 for one more month. They will let the Port know by the end of April if they are going to continue the lease or not.

John has spoken with the county on their .08 tax funds and the county just needs a proposal from the Port.

Port tenant Kinetics will be moving out of Tichenor Suite #90 by the first of August 2007.

Port tenants Galaxy Manufacturing and Slingshot Sports both need to expand; and if suite #105 does not become available, Slingshot is considering Leasing Tichenor Suite #60 for their office space.

At a recent docking by the Empress of the North, the Skamania County Chamber greeted the boat and passengers and presented coupons to be used in town by the passengers at the various businesses.

John informed the Commission the Molded Fiber Glass Companies/NW (MFG) volunteers are ready to start Wednesday April 11, 2007. A brief discussion took place.

John presented a labor market summary to the Commission and a brief discussion on this topic took place.

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

Karl reported that the Facilities department has received uniforms with the Port logo. Embroidery of the logo was performed by Port tenant Galaxy Manufacturing.

A projects list has been completed for the MFG volunteers; and Karl has gone over it with MFG and has given an overview to the volunteers.

Port tenant Slingshot Sports is installing a shower in their suite at their own expense.

The parks restrooms are open for the season.

A cover has been installed on the Port dump truck to contain the garbage.

Port logos have been purchased and attached to the Port vehicles.

Gutters have been cleaned on the Port buildings in North Bonneville.

A sandwich board was purchased for Teo Park for events and reservations.

April 16 will be Kanaka Kids Day (science day), where the children will visit Kanaka Creek (which runs through Port property) and study the fish and pull noxious weeds. Karl will be with them from 9:00 a.m. to 11:00 a.m. during this project.

- **Attorney's Report:** Presented by Port Attorney Ken Woodrich.

The Port received a call from the title company requesting a "fulfillment deed" for a piece of property the Port sold back in 1987 in Carson, WA. Ken recommends the Port proceed, since proof of payment has been verified, and that President Prosser just needs to stop by the title company to sign the deed.

John requested an executive session to discuss the price to sell property.

Karl Wilkie asked to be excused and left the meeting at 5:24 p.m.

Executive Session: : Commissioner Prosser called for an Executive Session at 5:24 p.m. for approximately ten (10) minutes ending at 5:34 p.m. under RCW 42.30.110 (c).

The Commission came out of Executive Session at 5:34 p.m. with no decision being made.

Other Business: Port Manager John McSherry informed the Commission that he is working on updating a Policies & Procedures Manual for the Port.

John informed the Commission all tenants were up to date on rent.

Adjournment: The Chairman adjourned the meeting at 5:42 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be, Tuesday April 24, 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.