

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

Call to Order: President Prosser called the meeting to order at 4:04 p.m. with public comment open until 4:34 p.m.

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

Public Comment: None.

Meetings and Seminars:

- **S.W. Washington Finance Group:** Accounting Tech. Tina Tarani and Port Auditor Monica Masco attended the February 16, 2007 S.W. Washington Finance Group meeting at the Port of Kalama. Some items discussed pertained to State audits issues, Small Works procedures and internal audit issues, correct annual W-2 coding, and cash basis books versus accrual.
- **Stevenson Business Association Community Update:** Port Manager John McSherry attended a community update at Rock Creek Center in Stevenson, WA; where the County, Port, School District, PUD, and cities presented growth issues to the public. John presented on the Port's projects for 2007.
- **County Piper Road Slide Update:** The County and the City of Stevenson updated the public on the Piper Road Slide. Port Manager John McSherry attended.

Congressman Brian Baird visited Stevenson, WA for a town hall meeting. Port Manager John McSherry attended.

- **Rock Creek Channel Deepening Mitigation:** John met with the County's engineer, Todd LeFevre, to discuss regulatory mitigation requirement of the material removed from Rock Creek.

Minute Approval: Commissioner Teitzel moved to approve the minutes of the February 13, 2007 regular scheduled meeting. Commissioner Prosser stepped down and seconded. The motion carried.

Voucher Approvals: Commissioner Teitzel moved to approve Pre-Issued General Fund Vouchers Numbered 10179 through 10184 in the amount of \$2,919.72 dated February 21, 2007. Commissioner Prosser stepped down and seconded. The motion carried.

Commissioner Teitzel moved to approve General Fund Vouchers Numbered 10185 through 10207 in the amount of \$13,859.78 dated February 27, 2007. Commissioner Prosser stepped down and seconded. The motion carried.

Administrative Approvals:

- **Resolution 6-2007 Canceling Unredeemed Cash Warrant Numbered 16569 for \$69.95:** Resolution 6-2007 was read. Commissioner Teitzel moved to approve **Resolution 6-2007 A Resolution of the Board of Commissioners Canceling Unredeemed Cash Warrant Numbered 16569.** Commissioner Prosser stepped down and seconded. The motion carried.

Staff Reports:

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

December 2006 Financial Report Summary:

December 31, 2006 Cash Balance is \$1,250,049.73. December bottom line is +\$31,609.54, and the year to date net is +\$183,812.02.

In December the Port received \$1,696.46 in property taxes, \$373.46 in other tax revenues, and \$3,897.22 interest revenue was received from Investment accounts. A lump payment of \$10,000.00 from the sale of the Wind River Building was received this month.

Beacon Rock Golf Course deck total year-to-date expense is \$22,089.27.

An additional payment for the Tichenor Remodel was made in the amount of \$1,226.05 for Change Order #2 to Rehfeldt Construction.

Equipment purchases for the month total \$3,075.68. The Tichenor Building sewer lift station pump was replaced for \$973.75; Conference Room tables were purchased from ERG International for \$1,585.84; Archive Room shelves were purchased for \$346.68; and tax & license fees of \$169.41 were paid for the Ford Explorer that was purchased in November 2006.

Twelve Months Summary of revenues and expenses compared to the annual budget: Please note year-to-date revenues are \$529,908.35 less than budgeted, and year-to-date expenses are \$1,263.958.27 less than budgeted due mainly to capital projects; net revenue over expense was \$183,912.02.

January 2007 Financial Report Summary:

January 31, 2007 Cash Balance is \$1,159,544.07. January bottom line is -\$90,466.14, and the year to date net is -\$90,466.14.

In January the Port received \$1,642.70 in property taxes, and \$8,248.59 interest revenue was received from Investment accounts.

Three loan payments were made in January:

- 1) \$41,040.00 to CTED - first payment for the Discovery Building, deferred interest.
- 2) \$34,536.99 to First Independent Bank - third payment for the Discovery Building.
- 3) \$5,954.25 to CTED - third payment for the 126 Cascade Avenue Building (Brown House).

Quarterly Leasehold taxes in the amount of \$13,525.59 were remitted to the state for the 4th Quarter 2006; as well as, quarterly payments for Washington State Labor & Industries and Unemployment Insurance.

Total revenue for January was \$46,198.04 and expenditures were \$136,664.18 mostly due to \$81,531.24 in loan payments.

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

Native plants were purchased from Clark Conservation District for planting on Port grounds.

A new furnace has been purchased and installed in the Old Saloon.

Pruning is completed; a permit was obtained from the city and the burn pile is also completed.

Karl is working on compiling the scope of work for the exterior painting/sealing of the Tichenor building.

The ramp at Beacon Rock Golf Course has been completed.

Old Business:

- **H&H Eco Systems:** Port Manager John McSherry reported he has received two signed leases from H&H Eco Systems (H&H Eco Systems and H&H New Metals LLC).
- **The Crab Shack:** The Crab Shack re-opened for business last Friday (February 23, 2007); the Crab Shack has paid their water and electric that was owed to the **City of Stevenson** and the **Skamania County PUD**, but has not paid what is due to the Port for past due rents.
- **Parcel II:** Chris Heuker informed John he will come back to the Port with a proposal for his interest in purchasing Parcel II in North Bonneville, WA.

- **Cruise Ships:** John reported a schedule was received from Majestic America Line and they are not docking at Stevenson Landing during the day as in the past, but are only scheduled to dock during the nights to drop off garbage and pick up water. A discussion took place on the advantages and disadvantages to the businesses of Stevenson with this docking schedule change. The Commission instructed Port Manager John McSherry to talk with Angus Ruck, owner of the **Columbia Gorge Riverside Lodge**, to discuss how this night docking may affect his business. It was also suggested that John talk with some of the other businesses of Stevenson (Chamber of Commerce).
- **Vehicle Policy:** John is working on a vehicle policy to manage risk related to the Port vehicles; this policy would include who may drive the Port's dump truck (such as a cruise ship employee).

New Business:

- **Temporary Part-time Hire:** John reported he will be hiring a temporary Administrative Assistant to help with the filing project, and other task specific office projects.
- **Public Involvement Coordinator for District Wide Comp Plan:** John is also looking into the AmeriCorps volunteer program to obtain a volunteer to be the Public Involvement Coordinator for the Port's District Wide Comprehensive Plan.

Other Business:

- **Employee Compensation Adjustment:** John informed the Commission of his decision to adjust compensation for accounting Tech. Tina Tarani effective March 1, 2007; due to her taking on more accounting duties and learning what was needed for compiling and completion of financial information for the Port Auditor. Port Auditor Monica Masco informed the Commission that the financial reports presented were available due to Tina's learning the accounting duties of what was usually completed by the in-house Port Auditor/Finance Manager and providing reconciled books and figures to the Port Auditor for report presentation to the Commission.
- **Molded Fiber Glass Companies/NW:** Port Auditor Monica Masco informed the Commission she was asked by the plant manager at MFG to address the Commission regarding MFG's downtime. MFG will be paying their employees during MFG's downtime and the President of MFG has offered these employees to the Port for any projects the Port may have. There will be no cost to the Port. A discussion took place of possible projects. Regarding any liability to the Port, Port Attorney Ken Woodrich stated since these employees of MFG would be volunteers to the Port, he could see nothing negative in this concerted endeavor. The Port will need to implement, compile, and adopt a Volunteer Policy.

Executive Session: None.

Adjournment: The Chairperson adjourned the meeting at 5:28 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be, Tuesday March 13, 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.