

**Port of Skamania County
Minutes of the
Board of Commissioners Meeting
October 24, 2006**

Call to Order: President Roger Whitaker called the meeting to order at 4:08 p.m.

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

Public Comment: Commissioner Whitaker opened the meeting to public comment until 4:40 p.m.

In attendance from the public were **Brian Adams** and **Kitty Craemer** of **Sawtooth Technologies**, a Port tenant.

Brian Adams presented to the Commission his interest in:

1. Leasing a 40 x 25 ft space in between the **Tichenor** building and the **Stevenson Industrial** building, to place equipment and generator shelters. With the installation of this equipment shelter, some equipment in Sawtooth's existing Tichenor office space will be relocated to the equipment shelter.
2. Sawtooth Technologies is seeking approval by the Port to sublease a 9 x 12 ft office.

A discussion took place regarding possible future development on the proposed site for the generator and equipment shelters, that Brian may be aware of such possible development. Brian stated he would like a separate lease for the generator/shelter rather than be tied to the existing lease. Commissioner Prosser stated if the shelters are installed at the proposed site, it would have to be visually appealing (as the picture presented to the Commission was not one they felt was visually appealing to be installed on Port waterfront property).

The Commission gave Port Manager John McSherry the okay to proceed with negotiations with Brian for the generator and equipment shelters for this proposed site. John will work with Port Attorney Ken Woodrich on a lease for this new venture.

In addition, they informed Brian it was okay with the Board for him to sub-lease the 9 x 12 office space in his existing office.

The Commission thanked Brian and Kitty for their presentation.

Brian and Kitty left the meeting at 4:58 p.m.

Commissioner Whitaker closed Public Comment at 4:58 p.m.

Meetings and Seminars:

- **Skamania County Economic Development Council:** Commissioner Teitzel attended the EDC meeting where Port Manager John McSherry was the presenter and updated the EDC Board on what the Port of Skamania is currently doing. There were a lot of questions. A new EDC member was voted to join the Board, Sandy Seaman of First Independent Bank.
- **Skamania County Chamber of Commerce:** Port Manager John McSherry attended the Chamber meeting and retreat of October 18, 2006. The Chamber is focusing on improving their website which will allow members to upload information to the Chamber website. Also discussed was the quorum and voting issue of ex-officio members. It was voted to give the North Bonneville Community Business Association and the Carson, Stabler, Home Valley Business Association seats on the Board as ex-officio members. An additional general Board member position was added;
- **Gorge Delights:** John met with representatives from Senator Patty Murray's office at Gorge Delights (a Port tenant in North Bonneville, WA) to discuss getting their fruit bars into the military food system. Gorge Delights fruit bars met the strict criteria needed to be in this market. A contract with the military could create another 10 jobs at Gorge Delights.
- **Grant Management Seminar:** Port Manager John McSherry and Finance Manager Barbara Irving attended a WFOA (Washington Finance Officers Association) Grant Seminar on October 19, 2006.
- **S.W. Washington Finance Group:** Finance Manager Barbara Irving attended the October 20, 2006 finance meeting in Chehalis; the assessor from Chehalis County came in and gave a talk.
- **Upcoming Washington Public Ports Association Small Ports Seminar:** It was reminded that Commissioner Teitzel, Commissioner Whitaker, and Finance Manager Barbara Irving would be attending the upcoming Small Port Seminar on October 27, 2006. Port Manager John McSherry would not be attending as planned.

Minute Approval: Commissioner Teitzel made a motion to approve the minutes of the October 10, 2006 regular scheduled meeting. Commissioner Prosser seconded the motion. The motion passed.

Voucher Approvals: Commissioner Prosser made a motion to approve General Fund Vouchers Numbered 17111 through 17134 in the amount of \$37,436.88 dated October 24, 2006. Commissioner Teitzel seconded the motion. The motion passed.

Commissioner Prosser made a motion to approve Pre-Issued General Fund Vouchers Numbered 17102 through 17110 in the amount of \$4,999.04 dated October 18, 2006. Commissioner Teitzel seconded the motion. The motion passed.

Administrative Approvals: A discussion took place on the Tichenor Suite #70 Remodel Project. Commissioner Prosser made a motion to approve **Resolution 08-2006 Accepting**

the completion of Rehfeldt Construction Inc. contract for the Suite 70 Modification Project. Commissioner Teitzel seconded the motion. The motion passed.

Port Manager John McSherry stated that he checked with the county's auditor's office and there are no liens against the Suite 45 Modification Project and the warrant to Rehfeldt Construction can be released.

Staff Reports:

- **Financial/Budget Report:** Presented by Finance Manager Barbara Irving:

2006 General Fund Budget: Barbara passed out a 2006 General Fund Budget and Tax Levy report showing budgeted amounts versus actual and stated at this time, an amendment would not be needed.

September 2006 Financial Report Summary:

September 30, 2006 Cash Balance is \$1,171,878.94. September bottom line is -\$52,083.99, and the year to date net is +\$105,515.90.

For September the Port spent more funds than was brought in. Two large expenses in September were a new tractor purchase of \$10,700.00 and the annual insurance premium paid of \$37,931.00 (the insurance premium being 2% less than the prior year with the same coverage).

Interest revenue from investments was \$6,329.33; and property tax revenue was \$2,447.09, no other tax revenues were received.

Old Business:

- **Sawtooth Technologies Generator/Equipment Shelters:** See Public Comment.
- **H & H Systems Lease:** Port Manager John McSherry stated he is still working on a new lease with H & H Eco Systems; President Whitaker stated to have this item put on the agenda for the next Port meeting of November 12, 2006.
- **Floating Breakwater:** John showed the Commission the new design for the Floating Breakwater, which received approval from the Washington Department of Fish & Wildlife to install as an alternative.

New Business:

- **Leavens Point Water Access Project:** Port Manager John McSherry passed out copies of the grant request application submitted to the **City of Stevenson** for the **Leavens Water Access Project**. A total amount of \$88,985.00 in funding is being requested from the Hotel/Motel Tax Fund for Tourism Promotion. This project is to establish a multi-use water access to the Columbia River at the end of **Leavens Street** (Leavens Point) in **Stevenson, WA**. The property, **Leavens Street**, is owned by the **City of Stevenson** (City). The Port will contract with the

City to engineer, design, permit, construct, operate and maintain the site. There are 46 existing recreational/vista parking spaces along the river bank in the Port's parking lot to service the site.

Other Business:

- **Unemployment Hearing:** Port Manager John McSherry reported the Unemployment Hearing for Keith Chamberlain scheduled for October 24, 2006 at 10:00 a.m. was cancelled because Keith Chamberlain withdrew his appeal.
- **Management Guidelines-Personnel Policy:** John stated comments from the recent Commission workshop have been incorporated into the Employee Personnel Policy and Port Attorney Ken Woodrich is reviewing it.

Executive Session: None.

Adjournment: The Chairperson adjourned the meeting at 5:40 p.m.

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners will be, Tuesday November 14, 2006 at 4:00 p.m.

APPROVED BY:

Commissioner Roger Whitaker

Commissioner Dave Prosser

Commissioner Judy Teitzel

ATTEST:

Tina Tarani, Accounting Tech.