

**PORT OF ST. HELENS  
FEBRUARY 9, 2011  
COLUMBIA CITY, OREGON 97018**

The Port of St. Helens held its Board meeting at 8:30 a.m., on Wednesday, February 9, 2011 at the Port Office, 100 E Street, Columbia City, Oregon with the following present:

**Commissioners**

<b>Robert Keyser</b>	President
<b>Colleen DeShazer</b>	Vice President
<b>Mike Avent</b>	2 <sup>nd</sup> Vice President
<b>Chris Iverson</b>	Secretary
<b>Terry Luttrell</b>	Treasurer

**Staff**

<b>Patrick Trapp</b>	Executive Director
<b>Paula Miranda</b>	Deputy Executive Director
<b>Babette Heeffle</b>	Finance Manager
<b>Craig Allison</b>	Property & Operations Mgr
<b>Sydell Cotton</b>	Executive Assistant/Office Coordinator

The Port of St. Helens Board meeting was called to order at 8:35 a.m. by President Robert Keyser.

**Guest**

<b>Glen Gordon</b>	Sherpa Aircraft
<b>James McCarty</b>	Columbia River Forest Prod.

**Legal Counsel**

**Robert Salisbury**

**Consent Agenda**

Terry Luttrell moved, Chris Iverson seconded a motion to approve the January 26, 2011 minutes and bills as presented. Motion carried unanimously.

**Unfinished Business**

**Item A**

**SCAPPOOSE BAY MARINE PARK UPDATE**

Craig announced there is not much new information to report. He said the Marina Maintenance Staff continue with ongoing projects as well participation by them in decisions regarding dock and restroom design.

Craig continues working with Lower Columbia Engineering to finalize the drawings for the phase I improvements; the C dock fingers and restroom. Craig met with Jim Grimms of DSL they went over the plans and other issues, looks like everything is good to go. Waiting on permits from DSL before construction can begin.

Chris Iverson is concerned with funding for improvement projects. He says he understands repairs are needed, but he would like to see the fingers and remaining covered portion of D dock built. He feels this should be a top priority before funds for improvements are all used up. Chris also brought up the subject of dredging he said this is also a big concern and needs to be addressed soon.

**New Business**

**Item A**

**COLUMBIA RIVER FOREST PRODUCTS STAFF REPORT**

James McCarty, President of Columbia River Forest Products stood before the Board to regretfully explain the status of his company.

Consensus was reached by the Commission to continue the process of Ordinance 2009-01 by sending a notice of default letter for failing to follow their payment plan.

**Item B**

**SHERPA AIRCRAFT STAFF REPORT**

Glen Gordon of Sherpa came in to report back to the Commission as discussed in the January 11<sup>th</sup> meeting. He is aware that he still owes for December rent which he intends to pay within the next ten to fourteen days. He said he does not for see any rent reduction necessary at this time and could be hiring employees by the end of the month.

**Item C**

**ST. HELENS PROPERTIES STAFF REPORT**

Craig updated the Commission on the status of St. Helens Properties. He said he's had conversation with Larry Olson the owner of the company. Craig said they're still in the building want to continue to stay in the building on a month to month basis. Craig is not seeking any action at this time.

**Item D**

**RESOLUTION 2011-02**

A RESOLUTION PROVIDING FOR THE CONTROL AND MANAGEMENT OF SCAPPOOSE BAY MARINE PARK, AND REPEALING RESOLUTION 2007-02

Colleen DeShazer moved, Terry Luttrell seconded a motion to adopt Resolution 2011-02, as presented. Motion carried unanimously.

**Item E**

**RESOLUTION 2011-03**

A RESOLUTION ESTABLISHING NEW LICENSE AND LEASE AGREEMENTS AT THE SCAPPOOSE BAY MARINE PARK

Colleen DeShazer moved, Terry Luttrell seconded a motion to adopt Resolution 2011-03, as presented. Motion carried unanimously.

Commission asked to review the rules and regulations in August.

**Item F**

**RESOLUTION 2011-06**

A RESOLUTION APPROVING AN ACCOUNTING SERVICES LETTER OF ENGAGEMENT WITH DANIEL R. GARRISON CPA

Chris Iverson moved, Colleen DeShazer seconded a motion to adopt Resolution 2011-06 as presented. Motion carried unanimously.

**Item G**

**RESOLUTION 2011-07**

A RESOLUTION AUTHORIZING THE PORT TO ENTER INTO A THIRD ADDENDUM TO THE PROFESSIONAL SERVICES AGREEMENT WITH BOREK BUSINESS SOLUTIONS

Terry Luttrell moved, Chris Iverson seconded a motion to adopt Resolution 2011-07, to enter into a third addendum for Professional Services with Borek Business Solutions. Motion carried unanimously.

**Item H**

**RESOLUTION 2011-08**

A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE PORT OF ST. HELENS

Colleen DeShazer moved, Mike Avent seconded a motion to adopt Resolution 2011-08, extending worker's compensation coverage to volunteers. Chris Iverson abstained from voting due to a direct conflict of interest. Terry Luttrell, Robert Keyser, Mike Avent and Colleen DeShazer voted yes. Motion carried.

**DEPUTY EXECUTIVE DIRECTOR'S REPORT**

Paula welcomed Pat. Paula reported she continues to work Hal Fay of Probuild and Clearwater folks on an agreement.

Mike Avent moved, Terry Luttrell seconded a motion to authorize Executive Director, Pat Trapp to execute a lease once Staff and Legal Counsel are satisfied with the terms of the lease including legal reimbursement. Motion carried unanimously.

**COMMISSIONER REPORTS**

Robert Keyser welcomed Pat and thanked staff for a job well done while without an Executive Director.

Chris Iverson had no report.

Colleen DeShazer met with Ed Freeman along with Commissioner Iverson and Paula Miranda. They discussed trading property and will be meeting this week to discuss further.

Mike Avent also thanked staff. He attended the Scappoose Industrial Airpark Committee meeting recently he said it was well represented and very interesting.

Terry Luttrell had no report

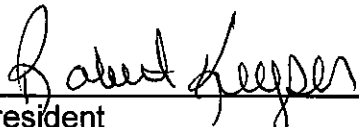
**Executive Session**

The Board held an executive session to confer with persons designated by the Board to negotiate real property transactions pursuant to ORS 192.660(2)(e); and to consult with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed pursuant to ORS 192.660 (2)(h).

**THE COMMISSION RETURNED TO REGULAR SESSION**

Robert Keyser announced staff was given direction on a number of topics and no decisions were made.

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION THE MEETING  
ADJOURNED AT 10:26 A.M.**

  
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President

February 23, 2011  
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Date Commission Approved

  
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Secretary