

**PORT OF ST. HELENS  
JULY 28, 2010  
COLUMBIA CITY, OREGON 97018**

The Port of St. Helens held its Work Session at 5:00 p.m., on Wednesday, July 28, 2010 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 (absent)
<b>Mike Avent</b>	2 <sup>nd</sup> Vice President
<b>Chris Iverson</b>	Secretary
<b>Terry Luttrell</b>	Treasurer

**Staff**

<b>Paula Miranda</b>	Business Dev. Manager
<b>Babette Heefle</b>	Finance Manager
<b>Craig Allison</b>	Property & Operations Mgr
<b>Sydell Cotton</b>	Executive Assistant

**Guest**

<b>Richard Stellner</b>	Port HR Consultant
<b>Andrew Niemi</b>	Lower Columbia Engineering

**Legal Counsel**

**Robert Salisbury**

The Port of St. Helens Work Session was called to order at 5:05 p.m. by President Robert Keyser.

**Consent Agenda**

Terry Luttrell moved, Mike Avent seconded a motion to approve the June 30<sup>th</sup> and July 14<sup>th</sup> minutes and bills as presented. Chris Iverson abstained from voting on Item B, approval of bills, due to a potential conflict of interest. Mike Avent, Terry Luttrell and Robert Keyser voted yes. Motion carried.

**New Business**

The Commission took comment from Andrew Niemi of Lower Columbia Engineering.

**Item A**

**RESOLUTION 2010-56**

A RESOLUTION APPROVING THE SELECTION OF A FIRM TO PROCEED WITH PERMITTING, DESIGN, AND ENGINEERING WORK FOR IMPROVEMENTS AT THE SCAPPOOSE BAY MARINE PARK

Chris Iverson moved, Mike Avent seconded a motion to approve Resolution 2010-56 naming Lower Columbia Engineering, Inc. as the Engineer of record, amount not to exceed \$40, 000 as well as authorize the Deputy Executive Director to execute the contract. Motion carried unanimously.

**Item B**

**RESOLUTION 2010-57**

A RESOLUTION AUTHORIZING THE PRESIDENT OF THE BOARD TO EXTEND THE EMPLOYMENT OF MIKE JONES AND ROCKY THURMAN UNDER SPECIFIED TERMS

Chris Iverson moved, Terry Luttrell seconded a motion to approve Resolution 2010-57, extending employment to Mike Jones and Rocky Thurman from July 25, 2010 through January 25, 2011, to include PERS benefits as required. Motion carried unanimously.

**Item C**

**RESOLUTION 2010-58**

A RESOLUTION AUTHORIZING THE EXECUTION OF AN ENGAGEMENT LETTER WITH PAULY, ROGERS AND CO., P.C. FOR AUDIT SERVICES FOR FISCAL YEAR 2009-10

Mike Avent moved, Terry Luttrell seconded a motion to approve Resolution 2010-58 as presented, amount not to exceed \$14,400. Motion carried unanimously.

**Item D**

**RESOLUTION 2010-59**

A RESOLUTION DESIGNATING BANK OF THE WEST AS THE DEPOSITORY FOR THE PORT AND AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR CASH MANAGEMENT SERVICES AND DESIGNATING AUTHORIZED ACCOUNT SIGNERS

Chris Iverson moved, Terry Luttrell seconded a motion to approve Resolution 2010-59 as presented. Motion carried unanimously.

**Item E**

**RESOLUTION 2010-60**

A RESOLUTION AUTHORIZING THE EXTENSION OF AN ENGAGEMENT LETTER WITH N. MCCLAIN CONSULTING COMPANY FOR ACCOUNTING SERVICES

Terry Luttrell moved, Chris Iverson seconded a motion to approve Resolution 2010-60, for the extension of accounting services with N. McClain Consulting Services. Motion carried unanimously.

**Item F**

**RESOLUTION 2010-61**

A RESOLUTION AUTHORIZING THE PORT OF ST. HELENS TO ENTER INTO A MEMORANDUM OF COOPERATION WITH COLUMBIA COUNTY AND OTHER STAKEHOLDERS

Chris Iverson moved, Terry Luttrell seconded a motion to approve Resolution 2010-61 as presented. Motion carried unanimously.

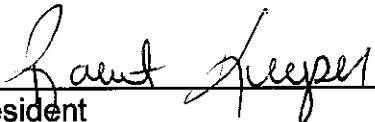
Mike Avent reported on the Pacific Port Association conference he attended a couple of weeks ago. He said he found it very interesting, he feels the Commission should plan to visit sometime. He said the Executive Director for the Port of Morro, Garry Neal, is great at bringing in businesses. He gained a lot of knowledge.

**Executive Session**

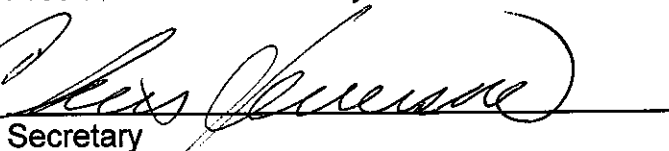
The Board held an executive session to confer with persons designated by the Board to negotiate real property transactions pursuant to ORS 192.660(2)(e) and to confer with private persons or businesses regarding proposed acquisitions pursuant to ORS 192.660(2)(j).

**THE COMMISSION RETURNED TO REGULAR SESSION.**

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION THE MEETING  
ADJOURNED AT 6:55 P.M.**

  
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President

August 11, 2010  
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Date Commission Approved

  
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Secretary