

**PORT OF ST HELENS
MAY 25, 2011
COLUMBIA CITY, OREGON 97018**

The Port of St. Helens held its Board meeting at 6:00 p.m., on Wednesday, May 25, 2011 at the Port Office, 100 E Street, Columbia City Oregon with the following present:

Commissioners

Robert Keyser	President
Colleen DeShazer	Vice President
Mike Avent	2 nd Vice President
Chris Iverson	Secretary
Terry Luttrell	Treasurer

Staff

Patrick Trapp	Executive Director
Paula Miranda	Deputy Executive Director
Babette Heefle	Finance Manger
Craig Allison	Property & Operation Manager
Sydell Cotton	Executive Assistant/Office Coordinator
Peggy Dietz	Accounting Specialist

Legal Counsel

Robert Salisbury

The Port of St. Helens Board meeting was called to order at 6:24 p.m. by President Robert Keyser.

Consent Agenda

Colleen DeShazer moved, Terry Luttrell seconded a motion to approve the May 11, 2011 minutes and bills as presented. Chris Iverson declared a conflict of interest on check numbers 28000 & 28001. Motion carried unanimously.

The Commission had discussion on the doctrine of necessity issue. Legal Counsel, Bob Salisbury will be contacting the Ethics Commission to research further.

Unfinished Business

Item A

SCAPPOOSE BAY MARINE PARK UPDATE

Craig Allison reported the covered dock work is largely complete. Staff is making good progress along the main walkway and work has begun on the restroom construction.

Chris reported the maintenance staff have also worked on the electrical panel as well as other maintenance work.

New Business

Item A

COMPOSITES UNIVERSAL GROUP STAFF REPORT

Craig Allison reported he and Paula met with Steve Ruege and Bill Blair to discuss their financial situation as well as work on a plan to resolve the issue. No further action is recommended at this time.

Item B

ST. HELENS PROPERTIES SATFF REPORT

Craig Allison reported on St. Helens Properties financial situation and the steps that have been taken with regards to the provisions of the Default Ordinance.

Item C

SHERPA SATFF REPORT

Craig Allison reported he continues to work with Mr. Gordon with regards to his financial situation. Mr. Gordon has requested a change in terms on his promissory note. Craig will bring a resolution with a new note to the next Commission meeting.

Item D

RESOLUTION 2011-24

A RESOLUTION ESTABLISHING MOORAGE FEES AT SCAPPOOSE BAY MARINE PARK, AND REPEALING RESOLUTION 2009-03

Chris Iverson moved, Terry Luttrell seconded a motion to adopt Resolution 2011-24, establishing moorage fees. Motion carried unanimously.

Item E

RESOLUTION 2011-25

A RESOLUTION ESTABLISHING HANGAR AND TIE-DOWN FEES AT THE SCAPPOOSE INDUSTRIAL AIRPARK, AND REPEALING RESOLUTION 2009-02

Chris Iverson moved, Terry Luttrell seconded a motion to adopt Resolution 2011-25, establishing hangar and tie-down fees. Motion carried unanimously.

Item F

RESOLUTION 2011-26A RESOLUTION APPROVING AN AUDIT SERVICES CONTRACT BETWEEN KERN & THOMPSON, LLC AND THE PORT OF ST. HELENS

Chris Iverson moved, Terry Luttrell seconded a motion to adopt Resolution 2011-26, approving an audit services contract. Motion carried unanimously.

Item G

RESOLUTION 2011-27

A RESOLUTION TO APPROVE THE JUNE 2011 POLICY AND PROCEDURE MANUAL

Chris Iverson moved, Terry Luttrell seconded a motion to adopt Resolution 2011-27, approving the June 11, 2011 Policy and Procedures Manual. Motion carried unanimously.

Item H

RESOLUTION 2011-28

A RESOLUTION TO ESTABLISH A HEALTH REIMBURSEMENT ARRANGEMENT EMPLOYEE BENEFIT

Chris Iverson moved, Terry Luttrell seconded a motion to adopt Resolution 2011-28, health reimbursement arrangement. Motion carried unanimously.

Item I

RESOLUTION 2011-29

A RESOLUTION OF THE PORT OF ST. HELENS AUTHORIZING THE PORT TO ENTER INTO A CONTRACT WITH ROBERT L. SALISBURY FOR LEGAL COUNSEL SERVICES

Chris Iverson moved, Terry Luttrell seconded a motion to adopt Resolution 2011-29, Legal Services Contract. Motion carried unanimously.

Pat Trapp provided a written as well as a verbal report.

Consensus was reached to send a letter in support of the UGB.

Chris Iverson had no report.

Colleen DeShazer had no report.

Robert Keyser attended the Oregon Public Ports Association meeting. Robert stated he has someone in mind to be the first recipients of the Ports' new coin.

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION THE MEETING
ADJOURNED AT 7:00 P.M.**



President

June 8, 2011
Date Commission Approved



Secretary