

Klickitat County Port District
1st Regular Monthly Meeting
&
RETREAT

October 3, 2006 – 1:00 P.M. – Inn of the White
Salmon

AGENDA

EXECUTIVE DIRECTOR=S REPORT

BINGEN POINT:

Bldg. 1 E – Key Bank Proposal

DALLESPORT INDUSTRIAL PARK:

Donation of Land – Right of Way

RETREAT

EXECUTIVE DIRECTOR=S REPORT

Accomplishment & Challenges

GEORGE FOX, CPA - FINANCIAL CONSULTANT

Financial Report & Forecast

BYRON HANKE – CONSULTANT

Port Report & Future Plans

PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES October 3 , 2006 REGULAR SESSION & RETREAT		M = moved S = seconded MP = motion passed
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<u>ATTENDANCE:</u>	<p>Commissioners/Staff Present: Port Commissioners (PCs) Norm Deo, Rodger Ford , & Wayne Vinyard; Port Counsel Teunis J. Wyers; Executive Director (Exec.D) Dianne Sherwood; AA\Bookkeeper Margie Ziegler; Financial Consultant George Fox, CPA; Consultant Byron Hanke.</p> <p>Guests Present: None</p>	Next Meeting: October 10 th at 4:30 pm
<u>ADMINISTRATIVE MATTERS</u> <u>Key Bank Proposal</u>	<p>Exec D Sherwood presented the proposal from Key Bank for Bonds in the amount of \$1,100,000.00 for the construction of Building 1E. George Fox explained the terms of the bonds and recommended a strategy for repayment. He explained Key Bank’s perspective pertinent to debt obligations based on ad valorem taxes received by the Port. Bond Counsel recommended that the Port consider an Industrial Development District to increase tax revenue in order to satisfy the Key Bank debt. The PC discussed the topic of an IDD. Exec D Sherwood stated she received written communication from the KC Assessor’s and Treasurer’s Office who stated that they have no record that the Port has ever collected taxes from an IDD.</p>	<p><i>PC Ford M PC Vinyard S a motion to approve acceptance of the proposal from Key Bank for bonds in the amount of \$1,100,000 for the construction of Bldg. 1E and authorizes Exe D to sign the bond proposal . MP</i></p>
<u>EXECUTIVE DIRECTOR’S REPORT</u> <u>Bingen Point</u> <u>Building 1E Update</u> <u>Juniper Investments</u> <u>Insitu Storage Area</u> <u>Dallesport Ind. Park Wastewater Easement</u> <u>AC Construction</u>	<p>Building 1E is progressing well and the roofing material has arrived.</p> <p>Exec D Sherwood requested authorization to pay the construction bill request #4 in the amount of \$397,523.33, if necessary, prior to the next meeting. By consensus the Commissioners agreed.</p> <p>Exec D Sherwood presented change orders to Building 1E: No. 1 - Remove flex for end walls. Cost \$-1,522.20. No. 4 - Upgrade exterior wall insulation to 5 ½" R-21. Cost \$1,866.67. For a net increase of +\$344.47.</p> <p>Exec D Sherwood reported she met with Ken Smith and Ray Haynes, (Juniper Investment); Randy Salisbury, DSP; and their geotechs to discuss the proposed 11,000 sq ft building at Bingen Pt..</p> <p>Exec D Sherwood asked for input from the PC on how the area between Bldg. 1D and Bldg. 1E should be considered for use. After discussion, George Fox recommended a “License to Use” agreement. He said other ports have used this method with success. By consensus the Commissioners agreed to have Counsel Wyers draft an agreement.</p> <p>Exec D Sherwood reported that KC needed a donation agreement regarding the easements granted for the wastewater treatment plant’s collection lines. Due to confusion regarding the intent of the agreement, by consensus, the Commissioners agreed Counsel Wyers should speak directly with Nate Pool.</p> <p>Exec D Sherwood stated AC Construction is very interested in leasing Parcel #34, and they would like to start constructing a fence and would then build a steel building. They have shown interest in purchasing the property in the future. At no cost to the Port, AC Construction will level the lot but would not remove the dirt. Because Parcel #34 is visible from the Highway 197, PC Deo wanted AC Construction to make sure aesthetics were considered when planning the location of the steel building and for storage of equipment. Exec D</p>	<p><i>PC Ford M PC Vinyard S a motion to approve change order proposals #1 & 4 to the Team Construction contract for Building 1E. MP</i></p> <p><i>Counsel Wyers will prepare a license to use for a storage area.</i></p> <p><i>Counsel Wyers will speak with Nate Pool.</i></p> <p><i>Exec. D. Sherwood to discuss aesthetics with the Cools and will execute a lease with AC Construction for parcel #34.</i></p>

	Sherwood said a draft lease has been prepared. She then asked the PC if a two month security deposit was acceptable. By consensus the Commissioners agreed and directed Exec D Sherwood to execute the lease with AC Construction.	
Miscellaneous	Exec D Sherwood will be on vacation October 12 th through October 20 th . KC BOCC Ray Thayer inquired if the Port still wanted to hold quarterly meeting with the BOCC although the MOU had expired. It was the consensus of the Commissioners that if the BOCC has an agenda item that needs discussion to contact the Port, and offer dates for a meeting.	<i>Exec D. Sherwood inform BOCC Thayer that the Port will meet when the need arises.</i>
Retreat	Exec. D Sherwood presented accomplishments and challenges the Port has faced and will face in 2007. Financial Consultant George Fox, CPA gave a report and forecast of the financial status of the Port. He talked about his financial recommendations to the port for the next five years and praised the Port for their conservative approach to development that will serve the Port and community for years to come. Consultant Byron Hanke wrapped up the retreat with looking into the future of the Port and how the commission and staff can best use their resources to accomplish future goals.	
ADJOURNMENT		<i>PC Deo M to adjourn @ 6:00 PC Ford S MP</i>

Approved on: _____
(Date)

Respectfully submitted _____
Margie Ziegler, Admin Asst/Bookkeeper

Dianne Sherwood, Executive Director

Norm Deo, Chairman