

Agenda for Tuesday, February 06, 2001  
Klickitat County Port District  
1st Regular Monthly Meeting  
February 6, 2001 - 4:30 P.M.

## AGENDA

PUBLIC COMMENT - Limited to 10 minutes total; (5 minutes per person)

### COUNSEL'S REPORT

### ADMINISTRATIVE MATTERS

Minutes - December 19, 2001 (5 minutes)  
Vouchers - December 29, 2000 - Payroll (5 minutes)  
Vouchers - December 29, 2000 (5 minutes)  
Voucher - January 9, 2001 - B.Pt. Fill (5 minutes)  
Vouchers - January 10, 2001 (5 minutes)  
Vouchers - January 15, 2001 - Payroll (5 minutes)  
Voucher - January 19, 2001 (5 minutes)  
Vouchers - January 31, 2001 - Payroll (5 minutes)  
Financial Report - November (5 minutes)  
Financial Report - December (5 minutes)  
Resolution 1-2001 - Cancel Voucher (5 minutes)  
Sprint Easement (5 minutes)

### EXECUTIVE DIRECTOR'S REPORT

#### BINGEN POINT:

Bingen Lake Berm (10 minutes)  
Underwood Conservation Dist. - Article/Letter (5 minutes)  
Phase 1 Building Update (5 minutes)

#### DALLESPORT INDUSTRIAL PARK:

Ross Island Sand & Gravel  
- CUP/SEPA Appeal - KCBOCC 1/31 (10 minutes)

### MISCELLANEOUS

POV Breakfast - Feb. 16, 7:15 A.M. (5 minutes)  
Pac. Rock - Feb. 20 PC Mtg., 5 P.M. (5 minutes)

Appeal of DOE Shorelines Mgmt. Act (5 minutes)

PUBLIC COMMENT - Limited to 20 minutes total; (5 minutes per person)

ADJOURNMENT

<b>PORT OF KLICKITAT                      BOARD OF COMMISSIONERS MEETING MINUTES                      February 6, 2001                      REGULAR SESSION</b>		
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<b><u>ATTENDANCE:</u></b>	<p><b>Commissioners/Staff Present:</b> Port Commissioners (PCs) S. Wayne Vinyard, B. Marc Harvey, and Norm Deo; Port Counsel (Counsel) Teunis Wyers; Executive Director (Exec.D) Dianne Sherwood; and Administrative Assistant (AA) Vickie Drew</p> <p><b>PC/Staff Absent:</b></p> <p><b>Guests Present:</b> Matt Riley (Riley Bros.); Mike Smith (Dallesport); and Jim &amp; Tony Riley (Goldendale).</p>	
<b><u>PUBLIC COMMENT</u></b>	<p>Chair Harvey opened the public meeting at 4:35 p.m.                      There was no public comment.</p>	
<b><u>COUNSEL'S REPORT</u></b>	<ul style="list-style-type: none"> <li>• Counsel reported he has spent considerable time in preparation of the Marina lease since it will be in effect for a long time. It is now ready to be reviewed by Exec.D Sherwood. Discussion followed.</li> <li>• He reported that he was contacted by Lori Clark of Remax regarding the error in the description of the easement to the property being purchased by Royal Hovinghoff. He just received faxed information regarding the easement language from the property owner's attorney which he did not have time to review prior to meeting time.</li> <li>• Counsel requested permission for Community Pride to use Parcel #1 in exchange for some stump pulling and other clean-up work. Community Pride Week is scheduled for the week of April 22. Exec.D Sherwood asked for a written request.</li> <li>• Exec.D Sherwood discussed the Sprint easement with the intent to proceed as written. Sprint was hesitant to combine the phone and PUD electric easement. Discussion ensued regarding the desire to have them combined. Exec.D Sherwood will contact Leo Gauvin, a consultant to Sprint, again to further explore having the utilities combined into one area.</li> <li>• The Roy-G-Biv addendum has been completed.</li> <li>• PC Harvey inquired if all lease issues with Riley Bros. had been taken care of. Exec.D Sherwood stated there is still an issue with Lot #39.</li> </ul>	

<b><u>ADMINISTRATIVE MATTERS</u></b> <b><u>Minutes - December 19, 2000</u></b>	The minutes of December 19 were submitted for approval. PC Harvey pointed out a typo.	<i>PC Deo moved to approve the minutes of December 19, 2000 with the noted correction; seconded by PC Vinyard -- motion carried.</i>
<b><u>! Cash Balances Memo</u></b>	Exec.D Sherwood discussed the cash balances memo noting liquid funds of \$384,556.44 which includes \$8,350.00 of CERB Grant Funds. The Port's State Pool General investment account has a balance of \$374,300.00. \$47,149.00 will be paid from the Port's General Fund towards the cost of the new building, leaving a net amount of approximately \$337,407.44. At this time last year the balance in that account was \$116,000.00.	
<b><u>! Vouchers - December 29, 2000 - Payroll</u></b>	Exec.D Sherwood discussed the vouchers of December 29 which were for payroll, payroll taxes and employee expenses.	<i>PC Vinyard moved to approve vouchers #16220 through #16232 on the General Fund in the amount of \$6,942.01; seconded by PC Deo -- motion carried.</i>
<b><u>! Vouchers - December 29, 2000</u></b>	Exec.D Sherwood discussed the regular vouchers noting payments for: Superior Tape overpayment refund, accounting review, and postage stamps.	<i>PC Vinyard moved to approve vouchers #16233 through #16237 on the General Fund in the amount of \$704.10; seconded by PC Deo -- motion carried.</i>
<b><u>! Check - January 9, 2001 - B. Pt. Fill Acct</u></b>	Exec.D Sherwood discussed the check which was for reimbursement from the USFS Grant for Master Plan Update expenses previously paid out of Port general funds.	<i>PC Vinyard moved to approve check #146 on the Bingen Point Fill Account in the amount of \$3,400.00; seconded by PC Deo -- motion carried.</i>
<b><u>! Vouchers - January 10, 2001</u></b>	Exec.D Sherwood discussed the regular vouchers noting payments for: installation of a 3/4" water meter for the SBDC, payment of E. Stacy excess compensation to PERS, legal services, WPPA annual dues, and website and e-mail cost for the year.	<i>PC Vinyard moved to approve vouchers #16238 through #16262 on the General Fund in the amount of \$13,547.02; seconded by PC Deo -- motion carried.</i>
<b><u>! Vouchers - January 15, 2001</u></b>	Exec.D Sherwood discussed the vouchers of January 15 which were for payroll.	<i>PC Vinyard moved to approve vouchers #16263 through #16265 on the General Fund in the amount of \$3,312.85; seconded by PC Deo -- motion carried.</i>

<b><u>! Voucher - January 19, 2001</u></b>	Exec.D Sherwood discussed the voucher which was for purchase of a new all-in-one Fax, printer, copier, scanner.	<i>PC Vinyard moved to approve voucher #16266 on the General Fund in the amount of \$689.97; seconded by PC Deo – motion carried.</i>
<b><u>! Vouchers - January 31, 2001</u></b>	Exec.D Sherwood discussed the vouchers of January 31 which were for payroll, payroll taxes, employee expenses, and quarterly and yearly tax payments.	<i>PC Vinyard moved to approve vouchers #16267 through #16284 on the General Fund in the amount of \$12,572.42; seconded by PC Deo – motion carried.</i>
<b><u>! Vouchers - February 6, 2001</u></b>	Exec.D Sherwood discussed the regular vouchers noting payments for: water testing, alarm monitoring, construction of her new office, legal services, and MCEDD dues.	<i>PC Vinyard moved to approve vouchers #16285 through #16310 on the General Fund in the amount of \$7,892.34; seconded by PC Deo – motion carried.</i>
<b><u>! Financial Report - November</u></b>	AA Drew discussed the financial statement ending November 30. The balance sheet shows the excess cash over expenditures at \$134,464.63 which includes unexpended grant funds of \$8,350.00. She discussed revenue and expense account percentages (actual vs. budget) against the target of 92%. Marine Terminal revenues are at 97% of budget, Sale of Water revenues are at 99%, and Property Rental revenues are on target at 92%. Total revenues are at 98%. Marina Park Water is above target, and when comparing the monthly expenditures to last year, the costs are fairly consistent; a greater amount should simply have been budgeted for this year. Port Counsel Expense is at 66% and Office Expense-Supplies is at 92%. Total expenditures are at 92% overall.	

<p><b><u>! Financial Report - December</u></b></p>	<p>AA Drew discussed the financial statement ending December 31. The balance sheet shows the excess cash over expenditures at \$154,424.35 which includes unexpended grant funds of \$8,350.00. She discussed revenue and expense account percentages (actual vs. budget) against the target of 100%. Marine Terminal revenues are at 116% of budget, Sale of Water revenues are at 112%, and Property Rental revenues are at 101%. Total revenues are at 101%. Marina Expenditures are at 123%. Property Rental-Utilities are over budget at 163% due to the utilities cost of the new building prior to I.C.E. moving in and sewer overage charges for the SBDC. Truck/Auto Expense is at 266% due to extensive repairs done to the maintenance truck. Port Counsel Expense is at 83% and Office Expense-Supplies is at 97%. Property Ins. is at 120% due to the initial cost of adding insurance on the new building. (I.C.E. repays the insurance in monthly installments.) Total expenditures are at 93% overall. Discussion followed regarding the sewer overage charge and how the billing was done. Exec.D Sherwood suggested to get a more true financial picture, the Port should consider the actual net income as being \$154,424.35 <u>less</u> revenue from property sales and unexpended grant money (since we can't count on all of these revenues in years hence). Backing out those monies, the net income is approximately \$36,658.00. The DCD loan debt was retired this year (\$42,800).</p>	
<p><b><u>Resolution 1-2001</u></b></p>	<p>Exec.D Sherwood discussed the resolution which was to cancel lost voucher #16220 which was for PC Deo's December wages. A voucher for reissue of this lost warrant is included in the vouchers for this evening.</p>	<p><i>PC Vinyard moved to approve Resolution 1-2001 to cancel voucher #16220; seconded by PC Deo – motion carried.</i></p>
<p><b><u>Sprint Easement</u></b></p>	<p>Discussed during Counsel's report.</p>	
<p><b><u>! Public Disclosure</u></b></p>	<p>Exec.D Sherwood reminded the PC that it was once again time to file their annual Personal Financial Affairs Statements by April 16.</p>	
<p><b><u>! EXECUTIVE DIRECTOR'S REPORT *BINGEN POINT* ! Bingen Lake Berm</u></b></p>	<p>Exec.D Sherwood reported that James Dean Construction was the low bid for the job of moving a portion of the rock berm that was not in the correct alignment as per the recent Tenneson survey. The work began on Monday, January 29. PC Vinyard expressed appreciation for the letter PC Harvey wrote to the Audubon Society informing them of the berm work that was to be done. PC Harvey also spoke to Jesse of the Enterprise and an article was published regarding the berm project.</p>	
<p><b><u>! Underwood Conservation Dist. - Article/Letter</u></b></p>	<p>Exec.D Sherwood discussed the newspaper article regarding the AmeriCorp tree planting project and the letter from Steve Stampfli in response to PC Vinyard's concern over an erroneous statement that Steve made in the article regarding the Port's pumping of the lake. Steve stated he would advise the paper of his error but the Port will not require the he do so.</p>	

<p><b><u>! Phase 1 Building Update</u></b></p>	<p>Exec.D Sherwood reported she has received the closing AIA documents and the L&amp;I release for construction of the new building. We are awaiting the release from the Dept. of Revenue in order to release the retainage. There was a leakage problem with one of the rain gutters and a sewage smell from the overflow traps but Team Construction was very responsive in taking care of those issues right away.</p>	
<p><b><u>! Bingen Lake Pump</u></b></p>	<p>PC Deo reported that he met with Maint. Tech. Lethco and Mark of Big River Electric to go over the automatic controls for the pumps. An electrical fault was found in one of the control circuits and it was repaired. It is desirable to determine a proper level for the lake and maintain it there. Discussion followed regarding the desired level of the lake. Steel T-posts have been installed at the new survey markers to avoid losing the visual boundary markers of the Lake.</p>	<p><i>Exec.D Sherwood will check with the KC Planning Dept. to make sure the Port's fill permit is still valid.</i></p>
<p><b><u>! EXECUTIVE DIRECTOR'S REPORT *DALLESPORT INDUSTRIAL PARK* ! Ross Island Sand &amp; Gravel</u></b></p>	<ul style="list-style-type: none"> <li>• Exec.D Sherwood reported that she attended the appeal by the Friends of the Gorge and the Audubon Society of Ross Islands' conditional use permit which was held January 31, 2000. She gave the PC a copy of a letter she wrote to the Klickitat County Board of Commissioners (KC BOC) outlining the Port's position on the matter. A decision by the (KC BOC) is expected in a week or two.</li> <li>• She spoke with Jim Rue yesterday and asked him if Ross Island wanted to open discussions regarding roads, easement, water, etc. He stated there was no need until after a decision on the appeal had been reached.</li> </ul>	
<p><b><u>! Waste Water Treatment Facility</u></b></p>	<p>Exec.D Sherwood reported she has received a copy of a draft Environmental Impact Statement (EIS) for the facility at DIP. KC hopes to go out to bid the first part of May. The cost is expected to be about \$10 million. A Public Works Trust Fund loan for the \$10 million is in place, however, they are now looking for grants to buy down the loan. Dana Peck's visit to Washington, DC was not fruitful for getting the project listed as a budget line item.</p>	
<p><b><u>MISCELLANEOUS ! POV Breakfast - Feb. 6, 7:15 a.m.</u></b></p>	<p>Exec.D Sherwood discussed the breakfast meeting she attended at the Port of Vancouver this morning at 7:15 a.m. Mike Thorne, Executive Director of the Port of Portland gave the keynote address speaking on the importance of transportation to the entire region, the channel deepening project, and the loss of Delta as a main carrier at their Port. She met with Byron Hanke after the meeting to discuss various Port issues.</p>	
<p><b><u>! Pacific Rock - Feb. 20 PC Mtg., 5 p.m.</u></b></p>	<p>Exec.D Sherwood reported that Pacific Rock Products has requested an informational sharing meeting with the PC. They are scheduled for the Feb. 20 PC meeting at 5:00 p.m.</p>	
<p><b><u>! Appeal of DOE Shorelines Mgmt. Act</u></b></p>	<p>Exec.D Sherwood reported that new laws were adopted by DOE pertaining to the Shorelines Management Act and it has been appealed by WPPA and the counties.</p>	

<p><b><u>! MCEDD Board Position</u></b></p>	<p>PC Harvey reported that the Port of Klickitat's turn to be on the MCEDD board has expired and should now be manned by a representative from the Port of Skamania. He requested Exec.D Sherwood to contact the Port of Skamania to make them aware of this. The position is shared between the two Ports and representation is alternated.</p>	<p><i>Exec.D Sherwood will contact Anita Gahimer, Exec.D of the Port of Skamania regarding the MCEDD board position.</i></p>
<p><b><u>PUBLIC COMMENT</u></b></p>		
<p><b><u>! Ross Island</u></b></p>	<p>Jim Riley wished to discuss the Ross Island project. The Riley's have decided that they do not wish to deal with Ross Island in any way, and because the agreements between themselves and the Port may make it difficult for the Port to put together a project with Ross Island, he had a proposal for the Port. He proposed that they would drop the 'exclusive use' clause from the operator's agreement if the Port was willing to extend the lease an additional 20 years. Exec.D Sherwood and Jim Riley will get together to discuss the proposal.</p>	
<p><b><u>! Ross Island/Avery/ Permit/Reclamation Plan</u></b></p>	<ul style="list-style-type: none"> <li>• Mike Smith discussed Ross Islands activities at Avery. They are doing a systematic exploration of the Wheeler property.</li> <li>• Mike commented that every potential investor has stated a 500,000 ton minimum in order to justify their investment, 15 employees with wages of \$525,000 annually. These jobs are not possible without a facility and a facility is not possible without a permit which takes a year or two. At \$.10 a ton, revenue to the Port would be \$50,000. He recommends accelerating the permit process and wanted to know why the Port is not applying for a permit for an aggregate load-out facility. Mike stated he could, for free, get a tentatively approved permit for dolphins in a month. There would be five years to act on it and it could be modified at any time. Discussion followed. Exec.D Sherwood stated it would be necessary to protect Weyerhaeuser's existing use of the barge dock. The PC recommended that Mike continue to work with Exec.D Sherwood on the matter.</li> <li>• Mike has offered to assist the Port in their efforts to complete a reclamation plan for the Port's mining operation property at DIP.</li> </ul>	
<p><b><u>ADJOURNMENT</u></b></p>		<p><i>PC Vinyard moved to adjourn at 6:22; seconded by PC Deo -- motion carried.</i></p>

Approved on: \_\_\_\_\_  
 submitted \_\_\_\_\_  
 (Date)

Respectfully

Vickie L. Drew, Administrative Assistant



February 6, 2001

Page 9

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Dianne Sherwood, Executive Director

B. Marc Harvey, Chairman