

Agenda for Tuesday, May 01, 2001  
Klickitat County Port District  
1st Regular Monthly Meeting  
May 1, 2001 - 4:30 P.M.

## AGENDA

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

## COUNSEL'S REPORT

## ADMINISTRATIVE MATTERS

Minutes - April 17, 2001 (5 minutes)  
Vouchers - April 30, 2000 - Payroll (5 minutes)  
Vouchers - May 1, 2001 (5 minutes)  
Resolution 5-2001 - Authorize Funding Applications (5 minutes)  
Financial Report - March (5 minutes)  
Consultants (5 minutes)  
CERB MOU - Port Use of Unrented SBDC Space (5 minutes)  
Consent Agenda (5 minutes)

## EXECUTIVE DIRECTOR'S REPORT

### BINGEN POINT:

Inquiries Update (10 minutes)  
Community Pride Project (5 minutes)  
WA-CERT Projects (5 minutes)  
Multi-jurisdictional H2O System (5 minutes)

### DALLESPORT INDUSTRIAL PARK:

Inquiries Update (10 minutes)  
Barge Dock Facility (5 minutes)  
WA-CERT Projects (5 minutes)  
Waste Water Treatment Facility (5 minutes)

RFQ - Engineer Infrastructure Project (5 minutes)

#### MISCELLANEOUS

Exec. Director Vacation - May 2-4 (5 minutes)

Pikeminnows Registration Station - Starts 4/30, 2-6 p.m. (5 minutes)

May 8, 4:30 - Meeting - Kate Vandemoer, NMFS (5 minutes)

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

#### ADJOURNMENT

<b>PORT OF KLICKITAT                      BOARD OF COMMISSIONERS MEETING MINUTES                      May 1, 2001                      REGULAR SESSION</b>		
<b><u>TOPIC</u></b>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<b><u>ATTENDANCE:</u></b>	<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 <b>PC/Staff Absent:</b> <b>Guests Present:</b> Matt Riley (Riley Bros.); and Mike Smith (Dallesport).	
<b><u>PUBLIC COMMENT</u></b>	Chair Harvey opened the public meeting at 4:33. There was no public comment.	

<p><b><u>COUNSEL'S REPORT</u></b></p>	<ul style="list-style-type: none"> <li>•Counsel reported that the NW Regional Power lease has been signed.</li> <li>•He has revised the language in the Marina lease regarding provisions for the dredging fund and the amount of bonding required. Counsel is working on a lease for Weyerhaeuser and a month-to-month addendum for Insitu.</li> <li>•He discussed the RCW statute which allows the Dept. of Revenue to readjust the leasehold tax, regardless of the rental amount, on a lease that has not been brought current with fair market values within the preceding ten years. The statute also requires that the Port go through a process of addressing the issue of fair market value in determining the rental rate for leased property. The Port of Olympia charges 9.5% of fair market value as an annual rental amount. Discussion followed.</li> <li>•Counsel thanked the PC for Community Pride's use of Parcel 1 this past weekend. The PC thanked him for the tree removal that was done along the entrance road.</li> <li>•Exec.D Sherwood discussed the level of the Lake in light of the amount of rain we've had over the last several days. The level is 8 3/4 inches above the decking which is approximately 7 inches above the engineer recommended level. <b>PC consensus to pump the Lake down to the recommended level.</b></li> <li>•Exec.D Sherwood discussed the Memorandum of Understanding from CERB regarding the Port's use of the 1280 square feet behind the Port office in the SBDC for a period of 5 years. CERB has agreed to allow the Port to use that space for a maintenance shop and the Port will in turn lease out the current maintenance building. <b>PC consensus for Exec. D Sherwood to sign the memorandum.</b></li> <li>•Counsel explained how a consent agenda works and the items that can be listed in it, such as approval of minutes, vouchers, financial reports, leases, etc. Documentation would still be provided</li> </ul>	
<p><b><u>COUNSEL'S REPORT, cont.</u></b></p>	<p>in the PC packets for their review. This format would require only one motion to approve several basic housekeeping items, thus saving time for policy matters. Any item on the consent agenda can be pulled out for separate discussion.</p> <ul style="list-style-type: none"> <li>•PC Harvey asked Counsel about a Legislative bill regarding a requirement to take minutes during Executive Sessions. Counsel was aware of the bill but has not heard the outcome at this point.</li> </ul>	
<p><b><u>ADMINISTRATIVE MATTERS</u></b> <b><u>Minutes - March 20, 2001</u></b></p>	<p>The minutes of March 20 were submitted for approval. Correction: a duplicate motion in the workshop discussion.</p>	<p><i>PC Deo moved to approve the minutes of March 20, 2001 with the noted correction; seconded by PC Vinyard -- motion carried.</i></p>

<p><b><u>! Cash Balances Memo</u></b></p>	<p>Exec.D Sherwood discussed the cash balances memo noting liquid funds of \$413,726.56. The Port's State Pool General investment account has a balance of \$411,790.00. At this time last year the balance in that account was \$193,600.00.</p>	
<p><b><u>! Vouchers - April 30, 2001 - Payroll &amp; Qtrlys</u></b></p>	<p>Exec.D Sherwood discussed the vouchers of April 30 which were for payroll and quarterly payroll and leasehold taxes.</p>	<p><i>PC Vinyard moved to approve vouchers #16416 through #16431 on the General Fund in the amount of \$20,372.76; seconded by PC Deo -- motion carried.</i></p>
<p><b><u>! Vouchers - May 1, 2001</u></b></p>	<p>Exec.D Sherwood discussed the regular vouchers noting a payment for new road signs for Bingen Point. Discussion followed regarding the names of the roads. She also noted payment for half the cost of a joint ad with Gorge Harbor Marina in the 2001 Gorge Guide.</p>	<p><i>PC Vinyard moved to approve vouchers #16432 through #16442 on the General Fund in the amount of \$2,486.48; seconded by PC Deo -- motion carried.</i></p>
<p><b><u>! Resolution 5-2001 - Authorize Funding Apps</u></b></p>	<p>Exec.D Sherwood discussed the resolution which authorizes her to take advantage of funding opportunities as they arise and enable her to meet the application deadlines.</p>	<p><i>PC Vinyard moved to approve Resolution 5-2001 as written; seconded by PC Harvey – motion carried.</i></p>
<p><b><u>! Consultants</u></b></p>	<p><b>Financial:</b> Exec.D Sherwood discussed the opportunity to have CPA and attorney, George Fox, (former Financial Director for the Port of Olympia) review and analyze our annual report and do the customary presentation to the PC. However, his rate for services is \$165.00 per hour and he expected it would take eight to ten hours to do a thorough analysis (\$1,320 to \$1,650), which is simply beyond the Port's current budget. In light of this, we will continue to have Jim Herman give the annual report to the PC. Mr. Fox offered to do the analysis anyway and not charge us more than \$500.00. He also said he would charge out his travel time from Tacoma as his personal advertising expense. He does financial consulting for other Port's, and his financial advice would be a valuable guideline.</p> <p><b>Aquatic Lands:</b> Eric Johnson, an Environmental Specialist employed by WPPA, has offered to assist the Port in complying with state aquatic lands requirements (200' setback, shorelines master plans, etc.). Exec.D Sherwood will obtain his fee schedule.</p>	
<p><b><u>Financial Report - March</u></b></p>	<p>AA Drew discussed the financial statement ending March 31. The balance sheet shows the excess cash over expenditures at \$1,251.94. She discussed revenue and expense account percentages (actual vs. budget) against the target of 25%. Marine Terminal revenues are at 30% of budget, Sale of Water revenues are at 26%, and Property Rental revenues are at 36%. Total revenues are at 20%. Water System Expenditures are at 37% and Property Maintenance Expenses are at 21%. Marina and Utilities Expenses are both at 14%. Port Counsel Expense is at 32% and Office Expense-Supplies is at 21%. Total expenditures are at 21% overall leaving a net income of \$1,251.94.</p>	

<p><b>! CERB MOU</b></p>	<p>Discussed during Counsel's report.</p>	
<p><b>! Consent Agenda</b></p>	<p>Discussed during Counsel's report.</p>	
<p><b>! Marketing Site Sheets</b></p>	<p>Exec.D Sherwood distributed site sheets for Bingen Point and the Dallesport Industrial Park that are the final component to the Port's new marketing brochure.</p>	
<p><b>! EXECUTIVE DIRECTOR'S REPORT</b>  <b>*BINGEN POINT*</b>  <b>! Inquiries Update</b></p>	<p>Exec.D Sherwood reported the proposed fruit drying operation is still being considered. Additional items needed for their firm's grant applications were delivered. They are still moving forward but she felt it was a matter of pitting Oregon against Washington in terms of which state would provide more benefits. Pilot Knob has not yet responded with a decision regarding the use of Parcel 10 for their proposed rock storage site.</p>	
<p><b>! Community Pride Project</b></p>	<p>Exec.D Sherwood reported that Counsel did a great job removing the trees along the entrance road (Lakeview Blvd) with the heavy equipment that was on site for the Community Pride Week clean-up. The lake is now visible as you drive in. The Boy Scouts have 200 Douglas Fir and Ponderosa Pine seedlings that they would like to plant. CIDA will be here next week to look at the area and suggest a plan for placement of the seedlings.</p>	
<p><b>! WA-CERT Projects</b></p>	<p>Exec.D Sherwood discussed the WA-CERT project proposals that were completed last week. KC ranks all the proposals on a county-wide basis. A Bingen Point building 1-C for I.C.E. occupancy was ranked as #5, Wetland Delineation Berm #6, B.P. Marina Dock/Ramp Improvements #7, B.P. Infrastructure #8, and Dallesport Infrastructure #2. The USFS is very interested in assisting with funding of the Dallesport project and may be able to grant \$50,000.00 towards the project. Exec.D Sherwood will also request assistance from the KC EDA Board on May 23 for engineering costs.</p>	
<p><b>! Multi-jurisdictional H2O System</b></p>	<p>Exec.D Sherwood reported that the Inter-local agreement has been signed by all parties involved and the Port is now guaranteed 5% of the water. A Multi-jurisdictional Water Project status report was included in the PC packets.</p>	
<p><b>*DALLESSPORT INDUSTRIAL PARK*</b>  <b>! Inquiries Update</b></p>	<p>Exec.D Sherwood reported that the executed lease from NW Regional Power has been received.</p>	

<p><b><u>! Barge Dock Facility</u></b></p>	<p>Exec.D Sherwood reported that there was a very nice article in the Oregonian about Mike Henry of Bernert Barge Lines. She spoke with Mike regarding his recommendation for a location to build a load out facility for aggregate. He recommends Lot #46 as the best location due to the size of their barge (300' x 84', draft of 13'6" loaded 7,800 tons). The barge used for aggregate needs 450' of space to maneuver and at Lot #43 the distance from shore required to have enough water depth (14' 6"; 20 ft. from shore) would place the barge in the path of other river traffic heading for the locks. Exec.D Sherwood will discuss this information with John Shafer next Tuesday. Discussion followed regarding Ross Island's aggregate on a SDS barge that sank at Avery. A copy of an article from the Columbian was included in the packet which discussed Ross Island's mining activity on Yakama Tribal land at Avery.</p>	
<p><b><u>! Waste Water Treatment Facility</u></b></p>	<p>Exec.D Sherwood reported that there will be a meeting at the Bingen City Hall on Friday at 10:00 a.m. regarding operation of the Waste Water Treatment Facility which PC Deo will attend on the Port's behalf. Talks have broken down with the PUD, so KC has approached the City of Bingen to operate the new facility, as it will be very similar to the one in Bingen. Exec.D Sherwood expressed concern regarding the City's billing capacity due to limited staff resources. She would like to see an operator that is also skilled in water system operations who could take over the Port's water system monitoring duties. Dana Peck told her that KC would provide the City of Bingen a software system and a new computer to facilitate billings. Exec.D Sherwood stated that she attended a KC BOC meeting last Wednesday where she reported that the PC had agreed that if agreement couldn't be reached with the PUD, the Port would take over ownership and/or operation of the facility if KC provided financial assistance to do so.</p>	
<p><b><u>! RFQ-Engineer-Infrastructure Project</u></b></p>	<p>Exec.D Sherwood requested authorization to advertise a request for qualifications for an engineer for the Dallesport Infrastructure project and go through the process to select an engineering company. This would enable the Port to be ready to go provided funding is received.</p>	
<p><b><u>MISCELLANEOUS</u></b> <b><u>! Exec.D Vacation</u></b></p>	<p>Exec.D Sherwood will be on vacation the rest of the week. She will be back on Monday.</p>	
<p><b><u>! Pikeminnows Registration Station</u></b></p>	<p>The Northern Pikeminnows registration station opened yesterday from 2-6 p.m. and will be at the Marina Park each day at that time.</p>	

<p><b><u>! Meeting With Kate Vandemoer, NMFS</u></b></p>	<p>Exec.D Sherwood discussed the tentative meeting date with Dr. Kate Vandemoer of National Marine Fisheries Service (NMFS) which is scheduled for May 8 at 4:30, pending confirmation from Dr. Vandemoer. The purpose of the meeting will be to bring her up to speed on the Marina project and help move it forward. Exec.D Sherwood and Steve Tessmer met with Carl Dugger and Paul LaRiviere (from WA Fish &amp; Wildlife) regarding the Marina project. Carl said he is committed to helping move this project along.</p>	<p><i>AA Drew will mail an agenda packet for the May 8 meeting to Dr. Vandemoer and continue efforts to get a confirmation from her.</i></p>
<p><b><u>! Lake level</u></b></p>	<p>PC Deo wanted to have Maint. Tech. Lethco pump the lake to one inch above the deck so he can adjust the floats to the correct level. <b>PC consensus to follow the recommendations of Tenneson Engineering and Counsel and maintain the lake at the proper level.</b></p>	
<p><b><u>PUBLIC COMMENT</u></b></p>		
<p><b><u>! Sewer Treatment Facility</u></b></p>	<p>Mike Smith stated that it seems that a lot of people from Dallesport favor the City of Bingen as the operator for the Sewer Treatment Facility.</p>	
<p><b><u>ADJOURNMENT</u></b></p>		<p><i>PC Vinyard moved to adjourn at 6:07; seconded by PC Deo -- motion carried.</i></p>

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

Respectfully

Vickie L. Drew, Administrative Assistant

\_\_\_\_\_  
 Dianne Sherwood, Executive Director

B. Marc Harvey, Chairman