

Agenda for Tuesday, September 18, 2001
Klickitat County Port District
2nd Regular Monthly Meeting
Workshop
September 18, 2001 - 4:30 P.M. - PORT OFFICE

AGENDA

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

ADMINISTRATIVE MATTERS

Consent Agenda:

1. Minutes - September 4, 2001
 2. Vouchers - September 14, 2001- Payroll
 3. Vouchers - September 18, 2001
 4. Wire Transfer - '94 Bond Payment, Oct. 2
- Financial Report - August

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Railroad Underpass Feasibility Study
Dock/Ramp Project
Gorge Harbor Marina Project
I.C.E. Expansion; Funding

DALLESPORT INDUSTRIAL PARK:

Wastewater Treatment Facility:
• Update
• Right-of-Entry Authorization
Energy Inquiry
Pacific Rock Update

WORKSHOP: 2002 Budget & Projects

MISCELLANEOUS

Hwy 35 Bridge Feasibility Study Open House

Oct. 11, 5-8p.m., Fidel's

PC Retreat - Sept. 28, Inn of the White Salmon, Noon

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

ADJOURNMENT

PORT OF KLUCKITAT BOARD OF COMMISSIONERS MEETING MINUTES September 18, 2001 WORKSHOP		
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<u>ATTENDANCE:</u>	Commissioners/Staff Present: Port Commissioners (PCs) B. Marc Harvey and S. Wayne Vinyard; Executive Director (Exec.D) Dianne Sherwood; and Administrative Assistant (AA) Vickie Drew PC/Staff Absent: PC Norm Deo Guests Present: Rodger Ford (Lyle); Matt Riley (Riley Bros. Concrete); and Mike Smith (Dallesport)	
<u>PUBLIC COMMENT</u>	Chair Harvey opened the public meeting at 4:31.	
<u>ADMINISTRATIVE MATTERS</u> ! <u>Consent Agenda</u>	Items approved: <ul style="list-style-type: none"> • Minutes of September 4, 2001 • Vouchers #16642 - #16644; \$3,293.98 • Vouchers #16645 - #16667; \$6,080.86 • Wire Transfer - '94 Bond Payment -Oct. 1 - \$37,972.50 	<i>PC Vinyard moved to approve the Consent Agenda as presented; seconded by PC Harvey -- motion carried.</i>
! <u>Cash Balances Memo</u>	AA Drew discussed the cash balances memo noting total liquid funds of \$465,922.08. The Port's State Pool General investment account has a balance of \$463,650.00. At this time last year the balance in that account was \$281,600.00.	
! <u>Financial Report - August</u>	AA Drew discussed the financial statement ending August 31. The balance sheet shows the excess cash receipts over expenditures at \$81,014.19. She discussed revenue and expense account percentages (actual vs. budget) against the target of 67%. Marine Terminal revenues are at 88% of budget, Sale of Water revenues are at 94%, and Property Rental revenues are at 71%. Total revenues are at 55% - down from the target since we have not drawn against the IAC Grant. Marina Expenditures are at 63%, Water System Expenditures are at 71% and Property Rentals Maintenance is at 62%. Port Counsel Expense is at 53% and Office Expense-Supplies is at 60%. Total expenditures are at 46% overall leaving a net income of \$81,014.19.	
! <u>State Auditor</u>	Exec.D Sherwood reported that a representative from the State Auditor's Office will be here for a two year audit during the second or third week of October.	

<p>! EXECUTIVE DIRECTOR'S REPORT *BINGEN POINT* ! Railroad Underpass Feasibility Study</p>	<p>Exec.D Sherwood illustrated the area at Cedar Street proposed for a BNSF railroad underpass crossing to access Port property. WA DOT's engineers evaluated the project, including a cost estimate for the project of approximately \$10M. She requested some direction from the PC as to whether she should continue to seek funding for the project. The topic will be discussed further at the upcoming PC workshop.</p>	
<p>! Dock/Ramp Project</p>	<p>Exec.D Sherwood reported that she has been working to get the Dock/Ramp project underway to meet this year's in-water window of opportunity which is from November 15 through February 15. The Port's permit for this work expires March 15, 2002. Kennedy/Jenks was asked to give a second opinion as to whether they could utilize the engineering drawings prepared by Gorge Engineering or if they also felt the drawings would have to be completely redone as Bell Design had indicated. Kennedy/Jenks felt the only way the project could meet the window of opportunity was to use the current drawings and do addendums to augment what has been prepared. She asked if the PC would approve an amendment to expand the existing personal services contract with Kennedy/Jenks for the Dallesport infrastructure project to include engineering services for the Dock/Ramp project at Bingen Point. The additional cost would be approximately \$40,000.</p>	<p><i>PC Harvey moved to approve an addendum to the existing Kennedy/Jenks personal services contract to include engineering for the Bingen Marina Dock/Ramp project; seconded by PC Vinyard – motion carried.</i></p>
<p>! Gorge Harbor Marina Project</p>	<p>Exec.D Sherwood reported that she and Steve Tessmer met with Kate Vandemoer from the National Marine Fisheries Service (NMFS) last Wednesday regarding the mitigation agreement and hydraulic permit for the Marina project. Dr. Vandemoer assisted by suggesting improved language in those documents. Steve has delivered his comments on the pending marina agreement which Exec.D Sherwood will review this week.</p>	
<p>! Innovative Composites Engineering (I.C.E.) Expansion; Funding</p>	<p>Exec.D Sherwood met with Steve Maier (I.C.E.) regarding his need for a larger building. Steve would like 35,000 square feet which would provide enough space for present production level and allow room for expected expansion within the next year. A building that large has the additional expense of needing to have a fire sprinkler system and other structural expenses. Exec.D Sherwood felt the Port may only be able to find funding for a 24,000 square foot building. She is looking into numerous funding options available. The cost for the building is estimated to be approximately \$2.3M - \$2.7M. I.C.E. may also be interested in purchasing property and constructing their own building.</p>	
<p>! Gorge Delights</p>	<p>Exec.D Sherwood is drafting a letter stating that the Port and Gorge Delights are in serious negotiation for either lease or purchase of a lot which will enable them to seek funding from the State to construct a 22,000 square-foot building at Bingen Point.</p>	
<p>! Superior Tape & Label/ PBQ Designs</p>	<p>Exec.D Sherwood reported that Superior Tape & Label and PBQ Designs will not be renewing their leases which expire November 19 and December 14 respectively.</p>	

<p>*DALLESFORT INDUSTRIAL PARK* ! Wastewater Treatment Facility: Update/Right-of/Entry Authorization</p>	<ul style="list-style-type: none"> • Update: Exec.D Sherwood attended a ground breaking ceremony for the Wastewater Treatment Facility at 11:00 today. The KC BOC as well as the Public Works Trust Fund Board and staff were on hand for the ceremony. • Right-of-Entry Authorization: Exec.D Sherwood asked for PC approval granting her authority to sign the right-of-entry document allowing the construction crew and engineers to enter Port property to assess the property and then begin construction of the connections for the sewer system. There was an informational meeting last Wednesday at Dallesport. Present were Kennedy/Jenks and John Fowler representing John Fowler Construction (awarded bid for the collection system). Mr. Fowler approached Exec.D Sherwood regarding leasing space for their construction trailer and equipment. The old Scrap-it site is available for rental. 	<p><i>PC Vinyard moved to authorize Exec.D Sherwood to sign the right-of-entry agreement for the WWTF; seconded by PC Harvey – motion carried.</i></p>
<p>! Energy Inquiry</p>	<p>Exec.D Sherwood discussed a proposal for an energy production site at DIP. She asked if the PC were open to the idea of selling property for that use. They would like the PC to consider \$5,000 for a 90-day pre-option period to allow them to evaluate the site; \$6,000 for the remainder of one-year; if still interested , \$15,000 for year two; year three, consider selling 50 acres to them for \$25,000 to \$35,000 per acre. Construction would take one year and provide 300-400 jobs with a direct payroll of \$20M. If their operation is a single-cycle plant it would provide 7 jobs; if a combined-cycle, 25 full-time equivalents (FTE's). PC consensus to table this discussion for further consideration at the PC retreat when PC Deo is present.</p>	
<p>! Pacific Rock Update</p>	<p>Exec.D Sherwood and Byron Hanke met with John Shafer and Jeff Wriston of Pacific Rock Products (Pac Rock) on Wednesday, September 5, to continue negotiations for an aggregate conveyor and load out facility. She stated that they believe they have come to terms and the agreement will soon be available for Counsel's review.</p>	
<p>MISCELLANEOUS ! Hwy 35 Bridge Feasibility Study Open House</p>	<p>Exec.D Sherwood reported that there will be an open house on October 11 from 5:00 to 8:00 p.m. at Fidel's regarding the Columbia River crossing.</p>	
<p>! PC Retreat: Sept. 28?</p>	<p>The PC retreat will be held on Friday, September 28, at the Inn of the White Salmon from noon until 5:00 p.m. with the option to continue until 6:00.</p>	

<p><u>! Shoreland Management Act Seminar</u></p>	<p>Exec.D Sherwood reported that the environmental seminar she attended was very worthwhile. On August 27, 2001, the Shorelines Hearings Board invalidated the Shoreline Management Guidelines that the DOE adopted in November 2000. The decision contained 9 individual issues. DOE must re-write the rules consistent with the decision. A 200 foot setback from the Columbia River would be set in stone should some of those rules be enacted. It was suggested that the Port get permits for development in place before that happens. She will discuss the possibility with the KC Planning Dept. She obtained several studies that address the shading issue that may be helpful in the permitting process for the Gorge Harbor Marina project.</p>	
<p><u>! PC Vinyard's Questions</u></p>	<p><u>Crane:</u> Have we heard anything from Mr. Mark regarding removal of the crane? Exec.D Sherwood response - No, but she had left a message for him to call. <u>Tribal fishing platform:</u> PC Vinyard was concerned about the use of that area and the potential health hazard due to the lack of facilities at the site. Officer Hicks of the Inter-tribal Enforcement Agency was here Friday, September 7 but there was no one at the subject site during his visit.</p>	
<p><u>WORKSHOP: 2002 Budget & Projects</u></p>	<p><u>Budget:</u> Exec.D Sherwood discussed some items to consider for next years budget. Maintenance Tech. Lethco is again requesting the PC consider purchasing a new maintenance truck. It was proposed to budget \$15,000 for a truck. Additional and replacement office files are desired. Exec.D Sherwood and AA Drew will determine an approximate cost for those items for future discussion. <u>Project Priorities:</u> The PC did a preliminary run through the project priority lists adjusting the positions of some of the items. This topic will also be discussed at the PC retreat.</p>	
<p><u>PUBLIC COMMENT</u></p>		
<p><u>! Rodger Ford's Questions</u></p>	<ul style="list-style-type: none"> • Does the 200 foot setback apply to all shoreline areas or just to Port properties? Exec.D Sherwood explained that the setback is specific to the Columbia River main stem and also to some specified lakes and waterways located in KC pursuant to KC's adopted Shoreland Management Plan. Is there some way to get a variance for the Port Industrial Park? Exec.D Sherwood stated that she will discuss the issue with Curt Dryer (KC Planning). Some of the studies she obtained from the WPPA seminar suggest that storm water runoff can be adequately addressed with a 30-50 foot setback, rather than a 200 foot setback. • Where would the energy proposal folks get their water? Exec.D Sherwood stated that they would have to purchase water rights. The Port would have some temporary water available for them. Rodger was concerned that they may take away from the Port's future water rights considering the amount of water they would need. She assured him that the needed water rights would be obtained from other sources (predominantly farmers wishing to sell their rights). 	

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<u>ADJOURNMENT</u>		<i>PC Vinyard moved to adjourn at 6:16; seconded by PC Harvey -- motion carried.</i>
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Approved on: _____
submitted _____
(Date)

Respectfully

Vickie L. Drew, Administrative Assistant

Dianne Sherwood, Executive Director

B. Marc Harvey, Chairman