

Agenda for Tuesday, October 02, 2001
Klickitat County Port District
1st Regular Monthly Meeting
October 2, 2001 - 4:30 P.M. - PORT OFFICE

AGENDA

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

COUNSEL'S REPORT

ADMINISTRATIVE MATTERS

Consent Agenda:

1. Minutes - September 18, 2001
2. Vouchers - September 30, 2001- Payroll
3. Vouchers - October 2, 2001

Port Commissioner District Boundaries

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Gorge Delights

I.C.E. Expansion / EDA

Mt. Home Biological

DALLESPORT INDUSTRIAL PARK:

IMCO Construction Inc.

Energy Proposal

MISCELLANEOUS

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

ADJOURNMENT

PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES October 2, 2001 REGULAR SESSION		
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<u>ATTENDANCE:</u>	Commissioners/Staff Present: Port Commissioners (PCs) B. Marc Harvey, Norm Deo and S. Wayne Vinyard; Executive Director (Exec.D) Dianne Sherwood; Maintenance Tech. Ron Lethco; and Administrative Assistant (AA) Vickie Drew PC/Staff Absent: Guests Present: Matt Riley (Riley Bros. Concrete); and Mike Smith (Dallesport)	
<u>PUBLIC COMMENT</u>	Chair Harvey opened the public meeting at 4:34. There was no public comment.	
<u>COUNSEL'S REPORT</u>	Counsel was not present. Exec.D Sherwood reported that Counsel is reviewing a lease for one half of the Scrap-It site by IMCO General Construction and a lease for the old maintenance building by Mt. Home Biological.	
<u>ADMINISTRATIVE MATTERS</u> <u>! Consent Agenda</u>	Items approved: <ul style="list-style-type: none"> • Minutes of September 18, 2001 • Vouchers #16668 - #16680; \$7,712.54 • Vouchers #16681 - #16694; \$2,193.97 	<i>PC Vinyard moved to approve the Consent Agenda as presented; seconded by PC Harvey – motion carried.</i>
<u>! Port Commissioner District Boundaries</u>	Exec.D Sherwood discussed the need to redistrict the Port Commissioner District boundaries since the 2000 census. It is desirable that the Port Commissioner districts are of fairly equal population and are consistent with the voting precinct boundaries. PC Vinyard mentioned the fact that there is a problem with the census data in that it does not include population numbers for Glenwood. Exec.D Sherwood will work with KC to complete the redistricting. The deadline for completion is January 2002.	
<u>! Consulting Agreement-George Fox, CPA</u>	Exec.D Sherwood requested permission to enter into a consulting agreement with George Fox for financial services. His presentation at the PC retreat was very informative.	<i>PC consensus to authorize Exec.D Sherwood to enter into a consulting agreement with George Fox for financial services as deemed appropriate.</i>
<u>! State Auditor</u>	Exec.D Sherwood reported that a representative from the State Auditor's Office will be here beginning next Monday for a two-year audit.	

<p>! EXECUTIVE DIRECTOR'S REPORT *BINGEN POINT* ! Gorge Delights</p>	<p>Exec.D Sherwood reported that Gorge Delights has approached the State for a float loan which would be passed through KC. Farm Credit will underwrite a \$1M letter of credit to back the float loan. Exec.D Sherwood is drafting a letter from the Port stating that Gorge Delights and the Port are seriously negotiating for the sale or lease of property at Bingen Point.</p>	
<p>! Innovative Composites Engineering (I.C.E.) Expansion / EDA</p>	<p>Exec.D Sherwood reported that although I.C.E. has requested a 35,000 square foot building, a 24,000 square foot building may be more feasible. She made a presentation to the EDA Board who subsequently determined to recommend that KC fund her request for a \$300,000 grant for matching funds for a CERB grant/loan package. KC Commissioner Don Struck stated that the KC BOC were not sure where they stood as far as what amount of money was available for grants. With the CERB required approval resolution from KC not possible by the October 1 deadline, it was not practical to go forward with the CERB grant application. Tom Seifert and Dana Peck (KC Res. Dev.) have requested information from Steve DeJulio (Counsel for KC) regarding setting up a float loan through the State of Washington with the EDA Board as the pass-thru agency which could assist the Port with funding. The EDA Board will meet on October 17 with the KC BOC to determine how to structure their requests for money, set policy, and find out how much money is available to allocate to various funds.</p>	
<p>! Mt. Home Biological</p>	<p>Exec.D Sherwood reported that as stated earlier, a lease for Mt. Home Biological is with Counsel for review. They have applied for a building permit to install a heating system, plumbing, and ADA compatible restrooms, and have prepared a floor plan. A final inspection of the building will take place this week by the KC Building Dept. since inspections apparently were not done when the building was completed.</p>	
<p>! Mt. Adams Loggers Assoc. (MALA)</p>	<p>Exec.D Sherwood discussed the work that Eric Johnson of WPPA has done organizing the Shorelands file. The Port received a written request from MALA to terminate the underlying agreement they have with the Port for the Shorelands lease as of September 30, since they have no further use of the property.</p>	<p><i>PC Vinyard moved to terminate the Shorelands agreement with MALA effective September 30, 2001, waiving the agreement's 30-day written notice requirement; seconded by PC Deo -- motion carried.</i></p>

<p>*DALLESFORT INDUSTRIAL PARK* ! IMCO Construction Inc.</p>	<p>Exec.D Sherwood discussed the lease for one acre of property at DIP for IMCO Construction to use for their construction trailer and equipment. Apparently, some citizens of Dallesport were concerned that the Port was going to enter into lease agreement with IMCO and charge them \$275.00 per month for the use of the property. She explained that the Port could not have a gifting of public funds issue. If IMCO were to offer to reduce their contract bid amount by \$3,300 per year, the PC could consider letting them use the property at no charge. Another option could be to trade out equipment time and labor to do compaction of the spoils that will be placed on other Port property. Either way, a signed lease agreement would have to be in place that could be changed with addendums or memorandums of understanding, should some other arrangement be</p>	
<p>! IMCO Construction Inc., cont.</p>	<p>determined. PC Deo was concerned about the letter from a company called LASER that all the PC and Port office received reporting L&I safety violations and other complaints regarding IMCO Construction. Exec.D Sherwood contacted Dana Peck (KC Res. Dev.) regarding the letter. Dana was well aware of the group and termed the letter "environmentalist extortionism". KC will take appropriate steps if warranted.</p>	
<p>! Energy Proposal</p>	<p>Exec.D Sherwood discussed the proposal for a 90-day option by Peoples Energy for 50 acres of property at DIP. She will try to arrange for a representative from Peoples Energy to give a presentation to the PC if they are still interested in pursuing the Dallesport site.</p>	
<p>! Vacancies</p>	<p>Exec.D Sherwood updated PC Deo to the fact that three bays in the SBDC will most likely be vacant by the end of this year. Insitu will probably move to the Seattle area in December and Superior Tape & Label and PBQ Designs (who is moving back to Portland) will not be renewing their options.</p>	
<p>MISCELLANEOUS ! WPPA Small Ports Seminar, Nov. 2</p>	<p>Exec.D Sherwood discussed the agenda presented for WPPA's Small Port's Seminar which will be held November 2 at Snoqualmie. She requested PC approval for her to attend.</p>	<p><i>PC consensus for her to attend.</i></p>
<p>! 2002 Budget</p>	<p>Exec.D Sherwood presented a preliminary budget for 2002 for PC review. She mentioned that it includes \$15,000 for a maintenance truck, \$4,000 for office equipment (files, etc.) and \$1.00 per hour raises for staff. Discussion followed regarding options for a truck. PC Deo stated that a large number of trucks were sold for \$5,000 to \$7,000 at the last state surplus auction he attended; many with utility boxes. The state of Oregon has a surplus store in Salem that has all kinds of office equipment for sale every day at very low prices. AA Drew reported that employee insurance rates for next year have been received and that they reflect a 14% increase over this year's rates. \$5,000 for temporary maintenance help was included in the budget. Landscape maintenance has been an ongoing concern.</p>	

<p>! <u>Landfill</u></p>	<p>PC Vinyard reported that KC EDA is encouraging DNR to use the landfill at Roosevelt for dredge spoils from the Puget Sound area. KC is one of two sites being considered; the other site is in Arlington, Oregon. Doug Sutherland, Commissioner of Public Lands, will be in the area on Friday, October 5. PC Vinyard has been asked to attend a meeting and support KC as the disposal site. He asked if the other PC approved of the project and his attendance in support of it. Discussion followed.</p>	<p><i>The PC concur support for the project.</i></p>
<p>! <u>CC&Rs</u></p>	<p>PC Harvey inquired what the status was of the Bingen Point CC&Rs. Exec.D Sherwood proposed hiring an expert to go through them to get the document completed. The PC agreed that someone with expertise in all disciplines affected would be better able to create a good document that will be practical and appropriate for Bingen Point. Exec.D Sherwood will search for someone to review the CC&Rs.</p>	
<p><u>PUBLIC COMMENT</u></p>		
<p>! <u>Mike Smith</u></p>	<p><u>IMCO</u>: Mike asked what the issue was regarding a lease between the Port and IMCO Construction. Exec.D Sherwood explained that she had heard that some Dallesport residents had complained that the Port was charging rent to the construction company for the use of Port-owned land to place their construction trailer and equipment. Apparently, the residents felt the Port should let IMCO use the property for free. Exec.D Sherwood explained the concept of “gifting of public funds” and that the lease has to be at fair market value. <u>Pacific Rock</u>: Mike asked what the status was regarding the Pacific Rock (Pac Rock) agreement. Exec.D Sherwood reported that she and Byron Hanke need to review the latest document and then will meet again with Pac Rock. She believes they have come to terms and it’s just a matter of reviewing the document again before it goes to Counsel.</p>	
<p>! <u>Matt Riley</u></p>	<p>Matt asked if the Port had any preference status at the state auctions. Yes, sometimes the Port can purchase items prior to the auction.</p>	
<p><u>ADJOURNMENT</u></p>		<p><i>PC Vinyard moved to adjourn at 6:07; seconded by PC Deo- motion carried.</i></p>

Approved on: _____

Respectfully

October 2, 2001

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submitted _____
(Date)

Vickie L. Drew, Administrative Assistant

Dianne Sherwood, Executive Director

B. Marc Harvey, Chairman