

Agenda for Tuesday, October 16, 2001
Klickitat County Port District
2nd Regular Monthly Meeting
Workshop
October 16, 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 - October 2, 2001
2. Vouchers - October 15, 2001- Payroll
3. Vouchers - October 16, 2001

Financial Report - September
State Audit

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Dock/Ramp Project Update
Gorge Delights

DALLESPORT INDUSTRIAL PARK:

Wastewater Treatment Facility Construction Project
Pacific Rock Update

WORKSHOP: 2002 Budget & Projects

MISCELLANEOUS

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

ADJOURNMENT

| | PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES October 16, 2001 WORKSHOP | |
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| <u>TOPIC</u> | DISCUSSION/ASSESSMENT/FINDINGS | ACTION/FOLLOW UP |
| <u>ATTENDANCE:</u> | Commissioners/Staff Present: Port Commissioners (PCs) Norm Deo, B. Marc Harvey and S. Wayne Vinyard; Executive Director (Exec.D) Dianne Sherwood; and Administrative Assistant (AA) Vickie Drew PC/Staff Absent: Guests Present: Matt Riley (Riley Bros. Concrete); Tom Seifert (KC Res.Dev.); Mike Smith (Dallesport); Rodger Ford (Lyle); and Steve Tessmer (Gorge Assoc.) | |
| <u>PUBLIC COMMENT</u> | Chair Harvey opened the public meeting at 4:34 p.m. Tom Seifert presented a marketing brochure prepared by KC regarding bringing the Puget Sound spoils to the Roosevelt landfill rather than to Arlington, OR. Exec.D Sherwood asked how much revenue that project would bring to KC. Tom stated that the initial start-up amount is 10M tons at \$3.00 per ton. Discussion followed. | |
| <u>ADMINISTRATIVE MATTERS</u> ! <u>Consent Agenda</u> | Items approved: • Minutes of October 2, 2001 • Vouchers #16695 - #16697; \$3,368.47 • Vouchers #16698 - #16719; \$5,445.27 | <i>PC Deo moved to approve the Consent Agenda as presented; seconded by PC Vinyard -- motion carried.</i> |
| ! <u>Cash Balances Memo</u> | AA Drew discussed the cash balances memo noting total liquid funds of \$442,345.13. The Port's State Pool General investment account has a balance of \$436,516.00. At this time last year the balance in that account was \$264,600.00. | |
| ! <u>Financial Report - September</u> | AA Drew discussed the financial statement ending September 30. The balance sheet shows the excess cash receipts over expenditures at \$101,266.01. She discussed revenue and expense account percentages (actual vs. budget) against the target of 75%. Marine Terminal revenues are at 95% of budget, Sale of Water revenues are at 94%, and Property Rental revenues are at 79%. Total revenues are at 61% - down from the target since we have not drawn against the IAC Grant. Marina Expenditures are at 80%, Water System Expenditures are at 76% and Property Rentals Maintenance is at 68%. Port Counsel Expense is at 55% and Office Expense-Supplies is at 60%. Total expenditures are at 49% overall leaving a net income of \$101,266.01. Exec.D Sherwood discussed the trend report. | |

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| ! <u>State Audit</u> | Exec.D Sherwood reported that Alan Jones from the State Auditor's Office has completed his audit. The PC arrived tonight in time to meet him before he left. She discussed the information provided regarding the entrance interview which outlines the areas that the auditor focused on. The 1996-98 audit recommendations have been resolved and there were no recommendations resulting from this year's audit. PC Harvey noted that "perfect" was the word Mr. Jones used. Also included was a copy of a required letter to the State Auditor stating that we have been truthful in our financial records presented by the Port. The letter requires the signatures of the Exec.D, the Financial Officer and the PC Chair. Chair Harvey signed the letter after motion. PC Vinyard reiterated Mr. Jones' comment to the PC that Exec.D Sherwood and AA Drew are doing an excellent job. | <i>PC Vinyard moved to approve Chair Harvey signing the letter to the State Auditor; seconded by PC Deo – motion carried.</i> |
| ! <u>Redistricting</u> | Exec.D Sherwood reported that she is continuing to work on the redistricting project. She contacted Diana Housden (KC Auditor) who has a contact in Yakima that is willing to assist the Port in this effort. | |
| ! <u>EXECUTIVE DIRECTOR'S REPORT</u> *BINGEN POINT* ! <u>Dock/Ramp Project Update</u> | Exec.D Sherwood reported that she is continuing to work with Kennedy/Jenks on the Dock/Ramp project. A copy of the information regarding the notice to bidders that will be published in the Enterprise, the Goldendale Sentinel and the Daily Journal of Commerce was included in the packets. A pre-bid conference will be held at 1:00 p.m. on Wednesday, October 24 at the Port office. Bids are due by 1:15 on November 2. [Editor's Note: Delayed to Nov. 6] | |
| ! <u>Gorge Delights</u> | Exec.D Sherwood reported that KC has scheduled two public hearings; October 22 and 29, to assist Gorge Delights with a pass-thru float loan. She discussed the RCW's that would apply in the event the PC decide to sell Parcel #13. She asked how much latitude the PC would allow as to the financial arrangements they would accept for the Gorge Delights project, as the Willis family prefers to purchase the property from the Port rather than lease for the full term. Discussion followed. It was determined to submit Exec.D Sherwood's draft letter to Gorge Delights which outlines some options the Port would consider with the inclusion of road maintenance provisions. | |
| ! <u>Gorge Harbor Marina</u> | Exec.D Sherwood reported that she and Steve Tessmer are waiting for comments from Kate Vandemoer (NMFS) resulting from their meeting of September 12, where she assisted with the hydraulic permit and the mitigation agreement language. Steve and Exec.D Sherwood have not had the opportunity to meet and finish up the agreement between Gorge Harbor Marina and the Port. | |

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| <u>*DALLESFORT INDUSTRIAL PARK*</u> <u>! Wastewater Treatment Facility Construction Project</u> | Exec.D Sherwood reported that IMCO Construction is at the Dallesport site and construction has begun. The sand being removed from the site is being stockpiled on Lots #23 through #25 which will eventually need to be raised up to grade. PC Harvey recalled that there is a culvert that crosses Hwy 197 in the area to be filled. He was concerned that it may become blocked if the fill extends too close. Exec.D Sherwood will investigate the issue. | |
| <u>! Pacific Rock Update</u> | Exec.D Sherwood, Byron Hanke and Counsel Wyers met with John Shafer and Jeff Wriston of Pacific Rock Products (Pac Rock) on Monday, October 15 at Counsel Wyers' office to go over an agreement for an aggregate conveyor and load out facility. They will meet again on October 29 and she hopes to have the final agreement ready for the PC by the November 6 PC meeting. | |
| <u>MISCELLANEOUS</u> <u>! Hwy 35 Bridge Feasibility Study Open House</u> | Exec.D Sherwood reported that she attended an open house on October 11 from 5:00 to 8:00 p.m. at Fidel's regarding the Hwy 35 Columbia River crossing. A bridge from Koberg Rock touching down on Bingen Point is one of three options still being considered. | |
| <u>! Port District Information Sheets</u> | Exec.D Sherwood discussed the information provided regarding the Port's history and land acquisitions. She and AA Drew will work on updating this information when time allows. Also included was a spreadsheet which outlined the projects the Port has undertaken and the funding sources for each project. | |
| <u>! Mt. Home Biological</u> | Exec.D Sherwood reported that a separate water meter for the old shop building will not be required by the City of Bingen, eliminating the monthly base charge for service, as water to the building is connected to the SBDC's lines. She has obtained a floor plan showing the improvements they will make to the building. A decision is pending from the KC Building Dept. regarding issuance of a building permit for the improvements. | |
| <u>! Puget Sound Spoils</u> | PC Vinyard reported that he attended the meeting on October 5 with Doug Sutherland, Commissioner of State Lands. He was able to speak privately with Mr. Sutherland and promoted the Rabanco landfill site for placement of the Puget Sound spoils. | |
| <u>PUBLIC COMMENT</u> | | |
| <u>! Tom Seifert</u> | Tom reported that KC has approx \$15,000 to assist the Port with infrastructure at Bingen Point. He is looking for financing options to assist the Port for a new I.C.E. building. They are meeting with KC BOC tomorrow to discuss the possibility of float loans backed by a letter of credit from KC. They will also be discussing earmarking landfill dollars for economic development, infrastructure and buildings. | |

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| <u>WORKSHOP: 2002 Budget & Projects</u> | Exec.D Sherwood brought up the idea of Commissioner salaries which was posed at the PC retreat. PC Deo was comfortable with the preliminary budget as presented. PC Harvey suggested formalizing the pay raise process; possibly a step plan rather than just an arbitrary amount. Exec.D Sherwood stated that in most larger organizations each position has a pay range, although we do have the WPPA Salary and Benefit survey as a guide. The PC felt staff raises were appropriate considering the Ports financial position and the glowing report from the state auditor as to the quality of work being done. Budget line items were discussed noting changes and the reasons for them. The budget for a maintenance truck was decreased from \$15,000 to \$10,000. | |
| <u>ADJOURNMENT</u> | | <i>PC Vinyard moved to adjourn at 6:49; seconded by PC Deo -- motion carried.</i> |

Approved on: _____
submitted _____
(Date)

Respectfully

Vickie L. Drew, Administrative Assistant

Dianne Sherwood, Executive Director

B. Marc Harvey, Chairman