

Agenda for Tuesday, November 20, 2001
Klickitat County Port District
2nd Regular Monthly Meeting
Workshop
November 20, 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 - November 6, 2001
 2. Vouchers - November 15, 2001- Payroll
 3. Vouchers - November 20, 2001
- Adopt 2002 Budget
1999-2000 Audit Exit Letter
Election Results
Financial Report - October
MAS 90 Accounts Payable Program

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Dock/Ramp Project
Gorge Delights
Bldg. 1A Tenant - North Sports Lease
MALA In-lieu Site

DALLESPORT INDUSTRIAL PARK:

Wastewater Treatment Project

WORKSHOP: Goals & Priorities 2002
Marina Lease Option

MISCELLANEOUS

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

ADJOURNMENT

PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES November 20, 2001 WORKSHOP		
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<u>ATTENDANCE:</u>	<p>Commissioners/Staff Present: Port Commissioners (PCs) B. Marc Harvey, Norm Deo; Port Counsel (Counsel) Teunis Wyers; Executive Director (Exec.D) Dianne Sherwood; and Administrative Assistant (AA) Vickie Drew</p> <p>PC/Staff Absent: PC S. Wayne Vinyard</p> <p>Guests Present: Tom Seifert (KC Res. Dev.) and Mike Smith (Dallesport).</p>	
<u>PUBLIC COMMENT</u>	<p>Chair Harvey opened the public meeting at 4:42.</p> <p>Tom stated that WA State issued a commitment letter to Gorge Delights for up to \$1 million with an initial \$250,000.00 draw. The loan terms include an interest rate of 3%, zero loan fees and is backed by Bank of America and Farm Credit. Counsel stated that Gorge Delights will be meeting at 1:00 p.m. on November 26 to finalize the documents they need to sign.</p>	
<u>COUNSEL'S REPORT</u>	<ul style="list-style-type: none"> • Pacific Rock Products: Counsel reported that he is fairly confident that a final document for an aggregate load-out facility will be available for the first PC meeting in December. • Roy-G-Biv has asked the Port to sign a Landlord's Consent letter for their revolving loan with Bank of America. This document is similar to one previously done for I.C.E. but much less problematic. • A month-to-month lease has been worked out with North Sports for temporary space in the SBDC. Exec.D Sherwood included language that would allow the Port to terminate the North Sports lease at the end of two months and then lease the space to a long-term tenant if one should come along. • Counsel discussed Gorge Harbor Marina's proposal that the Port reimburse the developer for \$275,000.00 of start-up costs. He and Exec.D Sherwood feel it is a policy question whether or not the PC approve of absorbing the start-up costs for someone else's project. Discussion followed. It was determined that this topic be discussed when all PC are present. 	
<u>ADMINISTRATIVE MATTERS</u> ! Consent Agenda	<p>Items approved:</p> <ul style="list-style-type: none"> • Minutes of November 6, 2001 • Vouchers #17050 - #17052; \$3,370.58 • Vouchers #17074 - #17094; \$2,082.93 	<i>PC Deo moved to approve the Consent Agenda; seconded by PC Harvey – motion carried.</i>

<u>! Cash Balances Memo</u>	AA Drew discussed the cash balances memo noting that total liquid funds is at \$456,336.42 reflecting receipt of the KC Grant of \$129,521.00. The State Pool Investment account has a balance of \$454,095.00. At this time last year the balance in that account was \$205,000.00.	
<u>! PUBLIC HEARING: 2002 Budget Hearing and Approval</u>	PC Harvey opened the public hearing for comments on the 2001 Preliminary Budget. As there was no public comment, PC Harvey closed the public hearing. Exec.D Sherwood pointed out an aerial photo of Bingen which depicts the Highway 14 project from Willow to Vine streets. The City of Bingen would like to undertake its Downtown Revitalization Project in conjunction with the Highway 14 project. The project is short approximately \$195,000.00. She asked if the PC would consider giving \$5,000.00 to the project <u>only if</u> the City is unable to obtain all of the shortfall elsewhere. WADOT (Washington Dept. of Transportation) will be donating an additional \$50,000.00 from another program, the City of Bingen is going to apply for an another grant, and Ray Thayer said KC will assist as well. The \$5,000.00 would need to be added to the budget if the PC approve the possible expenditure. Discussion followed. PC Deo felt it was important to get input from the KC BOC (Klickitat County Board of Commissioners) regarding this expenditure in light of KC's generosity to the Port for our projects. As determined at the last PC meeting, a reduction in the amount of expected property tax revenues due to I-747 and the inclusion of \$5,000.00 for engineering were the only changes to the preliminary budget. Salary amounts included in the 2002 budget: Executive Director - \$54,080.00; Administrative Assistant - \$28,080.00; and Maintenance Technician - \$13.50 per hour.	<i>PC Deo moved to adopt the 2002 Budget with the noted changes; seconded by PC Harvey – motion carried.</i>
<u>! Resolution 11-2001</u>	Exec.D Sherwood discussed the resolution which was for adoption of the budget.	<i>PC Deo moved to approve resolution 11-2001 as written; seconded by PC Harvey – motion carried.</i>
<u>! Resolution 12-2001</u>	Exec.D Sherwood discussed the resolution which was for a 6% increase in the tax levy, however, she included language that would authorize an increase of only 1% if I-747 were deemed constitutional.	<i>PC Deo moved to approve resolution 12-2001 as written; seconded by PC Harvey – motion carried.</i>
<u>! Resolution 13-2001</u>	Exec.D Sherwood discussed the resolution which was to increase the tax levy above the 6% percent limit factor. As specified within the resolution, this resolution would become null and void if I-747 is upheld forbidding this increase.	<i>PC Deo moved to approve resolution 13-2001 as written; seconded by PC Harvey – motion carried.</i>
<u>! 1999-2000 Audit Exit Letter</u>	Exec.D Sherwood discussed the information regarding the audit exit letter. The cost of the audit was \$6,036.00. There were no audit recommendations from this audit. The Port will now be on a 3 year audit cycle.	

! <u>Election Results</u>	Exec.D Sherwood reported that Rodger Ford won the election for the open PC position. She stated that it has been a pleasure working with PC Harvey and that he will be missed. PC Harvey reported that he has spoken with Mr. Ford and feels he has a lot of enthusiasm and will do a good job.	
! <u>Financial Report- October</u>	AA Drew discussed the financial statement ending October 31. The balance sheet shows the excess cash receipts over expenditures at \$204,389.32. This amount does include receipt of the \$129,521.00 KC Grant. She discussed revenue and expense account percentages (actual vs. budget) against the target of 83%. Marine Terminal revenues are at 103% of budget, Sale of Water revenues are at 100%, and Property Rental revenues are at 88%. Total revenues are at 91% Marina Expenditures are at 90%, Water System Expenditures are at 81% and Property Rentals Maintenance is at 77%. Debt Redemption (Principal) is now at 100% as we have made all our debt payments for the year. Port Counsel Expense is at 55% and Office Expense-Supplies is at 68%. Total expenditures are at 64% overall leaving a net income of \$204,389.32.	
! <u>MAS 90 Accounts Payable Program</u>	AA Drew discussed the new MAS 90 Accounts Payable program that was installed last week. The new program will enable quicker month end reporting because the account allocation is done when the invoices are entered and will automatically be applied to the general ledger when the warrants are printed and posted. This process has always been done manually after the end of the month, taking about half a day to get to the point of printing month-end reports. This program will also print the warrants, also saving time, as this was done manually as well.	
! <u>EXECUTIVE DIRECTOR'S REPORT</u> * <u>BINGEN POINT</u> * ! <u>Dock/Ramp Project</u>	Exec.D Sherwood discussed the bid tabulation spreadsheet which shows the bid results compiled by Kennedy/Jenks. Betz Construction has been awarded the contract with a bid of \$203,904.98. Kennedy/Jenks researched Betz Construction and got good reviews. Counsel said before the meeting that Betz Construction has a sterling reputation and he has never heard any complaints about them. The hydraulic permit has been received, so the project is set to go as soon as the contract documents are signed and the Port grants Betz the Notice to Proceed. The minutes of the Bid Opening were discussed.	<i>PC Deo moved to approve the minutes of the Dock/Ramp Bid Opening as written; seconded by PC Harvey – motion carried.</i>
! <u>Gorge Delights</u>	Exec.D Sherwood discussed the Gorge Delights letter responding to her letter of October 26. There doesn't appear to be any stumbling blocks, so Bell Design is doing a survey of the property which KC Resource Development is paying for. In overlaying the Master Plan onto the binding site plan, there is a bit of difference in where the parcel lines are. In light of this new information, the amount of usable property on Parcel #13 is 2.87 acres versus 4.4 acres as originally thought. She felt it was important to update the binding site plan to coincide with the Master Plan and future road placement. Discussion followed. Exec.D Sherwood expects to hear from Bell Design on Monday. She has asked them to set the corners of the parcel considering allowance for the future roadway.	

! Bldg. 1A Tenant-North Sports Lease	Discussed during Counsel's Report.	<i>PC Deo moved to approve the month-to-month lease with North Sports; seconded by PC Harvey – motion carried.</i>
! MALA In-lieu Site	Exec.D Sherwood discussed the draft comment letter regarding the proposed tribal in-lieu site on the MALA property. The PC approved the letter and it will be sent out.	
DALLESPORT INDUSTRIAL PARK(DIP) ! Wastewater Treatment Project (WWTF)	<p>Congress has passed legislation which includes an additional EPA grant of \$485,000.00 for the DIP WWTF.</p> <p>Exec.D Sherwood discussed the letter she sent to Mr. Eiesland regarding the spoils that are being stockpiled on Lots #24, 25 & 26 at DIP. A separate site for the fill material from Fowler Construction's activities will be determined. John Buzzone (Kennedy/Jenks) is working on a grading plan for the area which may require a \$1,500.00 adjustment to their existing contract if it can't be absorbed within the existing contract. (Consensus) Construction is progressing very well at the site and IMCO representatives say they are ahead of schedule. The site barriers are in place, limiting liability.</p> <p>Fowler Construction accidently broke the Port's domestic water line while making a connection to the fire line which left our tenants without water overnight. They had not notified the Port of the need to do this connection ahead of time, but since this incident, they will give 48 hours notification of any such need in the future. Exec.D Sherwood has contacted Jim Riley regarding an estimate for bringing a crusher on site for the larger spoils from Fowler.</p>	<i>Exec.D Sherwood will follow up with Mr. Riley and will check with Pilot Knob as well.</i>
WORKSHOP:	<ul style="list-style-type: none"> • Goals & Priorities 2002: The PC looked through the goals list to determine if the items were still applicable. Changes were made to some of the goals and many others were eliminated because they have been accomplished. The priority lists were then discussed. Items were adjusted as needed after discussion. • Marina Lease Option: Discussed during Counsel's report. 	
MISCELLANEOUS ! Thanksgiving Holiday	The Port office will be closed Thursday and Friday for the Thanksgiving holiday.	
! Riley Pit & Water Use Issues	PC Harvey asked Exec.D Sherwood to look into the issues regarding the Riley aggregate pit which were brought up in recent letters to the editor.	<i>Exec.D Sherwood will look at the newspaper letters and investigate the issues referred to.</i>
! WPPA Meeting	PC Deo may be able to attend the WPPA meeting. He will let the office know.	
PUBLIC COMMENT		

! <u>Mike Smith</u>	Mike suggested having the Port's budget available on the website.	<i>AA Drew will look into setting that up.</i>
! <u>Tom Seifert</u>	Tom reported that the KC EDA Board will meet tomorrow and he hopes that the focus will be long-term strategic funding; how to spend landfill dollars. In the past, 5% has been the amount set aside for economic development. He is hopeful that the EDA board will make recommendations to the KC BOC to allocate enough landfill dollars for the known economic development and infrastructure projects.	
<u>ADJOURNMENT</u>		<i>PC Deo moved to adjourn at 7:20; seconded by PC Harvey -- motion carried.</i>

Approved on: _____
 submitted _____
 (Date)

Respectfully

Vickie L. Drew, Administrative Assistant

 Dianne Sherwood, Executive Director

B. Marc Harvey, Chairman