

Agenda for Tuesday, August 06, 2002  
Klickitat County Port District  
1st Regular Monthly Meeting  
August 6, 2002 - 4:30 P.M. - PORT OFFICE

## AGENDA

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

### COUNSEL'S REPORT

- KC Agreement - Resolution 7-2002
- Insitu
- Weyerhaeuser
- Piper Transport, LLC - Lease Agreement

### ADMINISTRATIVE MATTERS

Consent Agenda:  
July 16, 2002 Minutes  
Vouchers  
Financial Report - June

### BUDGET HEARING: 2002 Revised Budget

Resolution 9-2002 - Adopt

### EXECUTIVE DIRECTOR'S REPORT

#### BINGEN POINT:

- Bldg. 1D:
- CERB Initial Offer of Financial Aid
  - Bell Design - Survey Sub-contract \$2,506
  - DSP - Partial Contract \$6,000
  - Hwy 14 Spoils Project - Bell Design NTE \$5,000

DALLESPORT INDUSTRIAL PARK:

DIP Infrastructure Engineering Update - H2O System Plan

MISCELLANEOUS

PC/The Dalles Joint Meeting - August 20

PC Retreat Set Date - Sept. 26 or 27?

Committee Updates

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

ADJOURNMENT

<b>PORT OF KLICKITAT                      BOARD OF COMMISSIONERS MEETING MINUTES                      August 6, 2002                      REGULAR SESSION</b>		
<b><u>TOPIC</u></b>	<b>DISCUSSION/ASSESSMENT/FINDINGS</b>	<b>ACTION/FOLLOW UP</b>
<b><u>ATTENDANCE:</u></b>	<p><b>Commissioners/Staff Present:</b> Port Commissioners (PCs) Norm Deo, Rodger Ford and S. Wayne Vinyard, Port Counsel (Counsel) Teunis J. Wyers, Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant (AA) Vickie Drew.</p> <p><b>PC/Staff Absent:</b></p> <p><b>Guests Present:</b> Matt Riley (Riley Bros. Concrete), Mike Smith (Dallesport)</p>	
<b><u>PUBLIC COMMENT</u></b>	<p>Chair Vinyard opened the public meeting at 4:30.                      There was no public comment.</p>	
<b><u>COUNSEL'S REPORT</u></b>	<ul style="list-style-type: none"> <li>• <b><u>KC Agreement:</u></b> Counsel reported that work is progressing on the agreement. He has spoken with the KC Prosecuting Attorney and now better understands the situation with the KC Auditor. He is willing to have the Port go along with more boiler-plate language than is really needed in the document. PC Deo asked how all this would affect the funding for the building. Exec.D Sherwood responded that nothing will happen until the Port enters into the inter-local agreement. Then the KC Board of Commissioners (KC BOC) will file the document and try to get the funds released from the KC Auditor. Counsel feels that the document should be available by the next PC meeting. Resolution 7-2002 will be tabled until the document is finalized.</li> <li>• <b><u>In situ:</u></b> Document still in Counsel's office.</li> <li>• <b><u>Weyerhaeuser:</u></b> Document being reviewed by Counsel.</li> <li>• <b><u>Piper Transport:</u></b> Exec.D Sherwood reported that the lease has been executed and will be filed this week.</li> </ul>	
<b><u>ADMINISTRATIVE MATTERS</u></b> <b><u>! Consent Agenda</u></b>	<p>Items approved:</p> <ul style="list-style-type: none"> <li>• Minutes of July 16, 2002</li> <li>• Vouchers #17564-17581; \$15,653.33</li> <li>• Vouchers #17582-17613; \$34,187.37</li> <li>• Check #172; \$15,399.16</li> <li>• Check #173; \$10,560.35</li> </ul>	<p><i>PC Ford moved to approve the Consent Agenda as presented; seconded by PC Deo -- motion carried.</i></p>

<p><b><u>Financial Report - June</u></b></p>	<p>AA Drew discussed the financial statement ending June 30. The balance sheet shows the deficit cash receipts over expenditures at (\$109,028.65). She discussed revenue and expense account percentages (actual vs. budget) against the target of 50%. Marine Terminal revenues are at 74% of budget, Sale of Water revenues are at 83%, and Property Rental revenues are at 79%. Total revenues are at 58%. Water System Expenditures are at 90% and Property Rentals Maintenance is at 49%. Port Counsel Expense is at 45% and Office Expense-Supplies is at 40%. Total expenditures are at 77% overall leaving a net loss of \$109,028.65, due to expenditures being made from grant funds received in the prior year. A trend report was included in the packet.</p>	
<p><b><u>! BUDGET HEARING: 2002 Revised Budget</u></b></p>	<p>Exec.D Sherwood discussed a few last minute changes that were made since the PC's last review of the draft revised budget, explaining the reason behind each change. PC Vinyard asked for public comment. There was no public comment.</p>	<p><i>PC Deo moved to approve Resolution 9-2002 adopting the revised budget; seconded by PC Ford – motion carried.</i></p>
<p><b><u>! EXECUTIVE DIRECTOR'S REPORT</u></b>  <b><u>*BINGEN POINT*</u></b>  <b><u>! Building 1D</u></b></p>	<p>Exec.D Sherwood reported that the Port was successful in obtaining a low interest loan of \$650,000 from CERB at her July 18 presentation. CERB has sent an initial offer of financial aid. Exec.D Sherwood asked for PC authorization to move forward and accept the offer. The sub-contract for surveying has been executed with Bell Design. The partial contract has been executed with DSP.</p>	<p><i>PC Deo moved to authorize Exec.D Sherwood to move forward on the initial offer from CERB; seconded by PC Ford – motion carried.</i></p>
<p><b><u>! B. Pt. Fill Project</u></b></p>	<p>A personal services contract was executed with Bell Design for oversight on the Hwy 14 spoils fill project, not-to-exceed \$5,000. Exec.D Sherwood hopes to have all permits in place to receive the spoils. The permit hearing is scheduled before the Planning Commission on September 16 and the KC Board of Commissioners on September 23.</p>	
<p><b><u>! Dock/Ramp Project</u></b></p>	<p>A copy of all the State agencies' releases that were needed to release the retainage to Betz Construction were included in the packet. The retainage of \$10,560.35 was included in the vouchers for this evening.</p>	
<p><b><u>*DALLESPORT INDUSTRIAL PARK*</u></b>  <b><u>! DIP Infrastructure Engineering Update - H2O System Plan</u></b></p>	<p>Exec.D Sherwood and PC Deo met with John Buzzone of Kennedy/Jenks to discuss the water system plan. Exec.D Sherwood thanked PC Deo for the amount of time he put into reviewing the material. Once the new comments are incorporated, 100% drawings should be available soon. There is still work to be done on the binding site plan update. Exec.D Sherwood hopes to have stakes placed at critical lot corners to assist in measuring for lot locations when the plan is completed.</p>	
<p><b><u>MISCELLANEOUS</u></b>  <b><u>! PC/The Dalles Joint Meeting - August 20</u></b></p>	<p>Exec.D Sherwood reminded the PC that the Port of the Dalles Commission will be at the next PC meeting. She asked the PC to get any additional topics for discussion to her prior to the agenda mailing date.</p>	

<p><b><u>! PC Retreat; Set Date - Sept. 26 or 27?</u></b></p>	<p>Exec.D Sherwood asked the PC if Sept. 26 or 27 would work for the retreat date. Skamania Lodge was suggested as a possible meeting location. September 26 seems to be the best date.</p>	
<p><b><u>! Committee Updates</u></b></p>	<p><u>AIRPORT</u>: PC Deo reported that there will be no airport meeting until August 9.  <u>MCEDD</u>: PC Ford reported that the next meeting will be next week.  <u>BRIDGE/HWY 35</u>: PC Ford reported that he received a mailing regarding the feasibility study. A decision regarding whether to go to Tier 3 will be made in September.  <u>KC PEDA</u>: PC Vinyard attended a meeting on July 24. One of the conversations was the Port's CERB grant success, the success of the Port in constructing new buildings and reiteration of support from the PEDA Board and the KC BOC. PC Vinyard stated that it was a shared success for all involved. One of the comments back, made by Roger Holen (Mayor, City of White Salmon) was that Exec.D Sherwood was a big part of that success.  <u>WPPA Strategic Planning Seminar</u>: PC Ford attended and felt it was a very good networking opportunity for him. The Port of Klickitat's building success was also discussed at this meeting.</p>	
<p><b><u>PUBLIC COMMENT</u></b></p>	<p>There was no public comment.</p>	
<p><b><u>ADJOURNMENT</u></b></p>		<p><i>PC Ford moved to adjourn at 5:32; seconded by PC Deo - motion carried.</i></p>

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

Respectfully

Vickie L. Drew, Administrative Assistant

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

S. Wayne Vinyard, Chairman