

Agenda for Tuesday, November 05, 2002  
Klickitat County Port District  
1st Regular Monthly Meeting  
November 5, 2002 - 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:

September 26, 2002 PC Retreat Minutes

October 1, 2002 Minutes

Vouchers

Financial Report - September

Preliminary Budget 2003

Mission Statement Review

2003 Goals

Project Priorities

Policies

WPPA Dues 2003 & 2004

WPPA Scholarship

2003 Mileage Reimbursement Rate

### EXECUTIVE DIRECTOR'S REPORT

#### BINGEN POINT:

DNR Fire Camp / Workdays

Hwy 14 Spoils Permits

Gorge Harbor Marina Project Proposal

#### DALLESPORT INDUSTRIAL PARK:

Composting Proposal

Cascade Propane Lease Renewal

H2O System Plan Comments - DOH

Infrastructure Cost Estimates  
Ross Island Sand & Gravel - Roads & H2O

#### MISCELLANEOUS

EPA Clean Air Act For Indian Reservations  
Tax Effects of Calpine  
Committee Updates  
Workshop - Klickitat Co. Board of Commissioners, Nov. 20  
WPPA Annual Meeting, Dec. 4-6

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

#### ADJOURNMENT

<b>PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES November 5, 2002 REGULAR SESSION</b>		
<b><u>TOPIC</u></b>	<b>DISCUSSION/ASSESSMENT/FINDINGS</b>	<b>ACTION/FOLLOW UP</b>
<b><u>ATTENDANCE:</u></b>	<b>Commissioners/Staff Present:</b> Port Commissioners (PCs) Norm Deo, S. Wayne Vinyard and Rodger Ford, Port Counsel (Counsel) Teunis J. Wyers, Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant (AA) Vickie Drew. <b>PC/Staff Absent:</b> <b>Guests Present:</b> Matt Riley (Riley Bros. Concrete), Nina Vinyard (Glenwood) & Steve Tessmer (Gorge Assoc.)	
<b><u>EXECUTIVE SESSION - REAL ESTATE</u></b>	Chair Vinyard opened the public meeting at 4:30 and went into Executive Session. <b>Those present: PCs Deo, Vinyard and Ford, Counsel, Exec.D Sherwood and AA Drew.</b>	<i>PC Ford moved to adjourn the Executive Session at 5:05 ; seconded by PC Deo – motion carried.</i>
<b><u>PUBLIC COMMENT</u></b>	The public meeting was re-opened at 5:06. There was no public comment.	
<b><u>COUNSEL'S REPORT</u></b>	Counsel reported that he has been working on the inter -local agreement between the Port and KC. He has also been working on the Riley issue regarding the Groves building. Exec.D Sherwood reported that Cascade Propane has opted to renew their lease. Exec.D Sherwood will send a copy of the executed lease to Counsel. PC Deo inquired about the trailer on the property. Exec.D Sherwood reported that it is being used as a place to get out of the weather when Mr. Walshaw is at the site and for storage.	
<b><u>ADMINISTRATIVE MATTERS</u></b> <b><u>! Consent Agenda</u></b>	Items approved: <ul style="list-style-type: none"> <li>• Minutes of September 26, 2002 PC Retreat</li> <li>• Minutes of October 1, 2002</li> <li>• Vouchers #17704-17706; \$3,550.60</li> <li>• Vouchers #17707-17729; \$7,418.57</li> <li>• Checks #176 &amp; 177; \$40,438.48</li> <li>• Vouchers #17730 -17744; \$13,472.71</li> <li>• Vouchers #17745 -17776; \$33,230.18</li> <li>• Checks #178-180; \$23,228.41</li> </ul>	<i>PC Deo moved to approve the Consent Agenda as presented; seconded by PC Ford -- motion carried.</i>

<b><u>! Financial Report - September</u></b>	AA Drew discussed the financial statement ending September 30. The balance sheet shows the deficit cash receipts over expenditures at (\$124,981.01). She discussed revenue and expense account percentages (actual vs. budget) against the target of 75%. Marine Terminal revenues are at 77% of budget, Sale of Water revenues are at 109%, and Property Rental revenues are at 86%. Total revenues are at 18% due to loan/bond/grant items not received yet but included in the revised budget. Marina Expenditures are at 85%, Water System Expenditures are at 80% and Property Rentals Maintenance is at 68%. Port Counsel Expense is at 50% and Office Expense-Supplies is at 65%. Total expenditures are at 21% overall leaving a net loss of \$124,981.01. A third quarter trend report was included in the packet.	
<b><u>! Preliminary Budget 2003 - Reschedule Hearing</u></b>	The November 19 PC meeting will be rescheduled for November 26 and the budget hearing will take place at that time.	
<b><u>! Project Priorities</u></b>	The PC chose to look at the project priorities lists prior to looking at the preliminary budget. The PC discussed the various items on the Dallesport list. Items #9 & #10 were combined and moved to #5. Improvements to the office space were added to the Bingen Point list at #4. No changes were made to the Bingen Point Parks & Recreation list.	
<b><u>! Mission Statement Review</u></b>	The PC had no changes to the mission statement that was revised at the last meeting.	
<b><u>! 2003 Goals</u></b>	No changes.	
<b><u>! Preliminary Budget 2003</u></b>	A preliminary budget was prepared for 2003 and a sheet compiled showing comparison with expenditures through August and prior years 2000 and 2001. Exec.D Sherwood began discussion with the Fixed Asset Disbursements and Construction in Progress sheets. PC Deo recommended increasing the amount for CIP: B.Pt. Fill Project to \$20,000. The amount for DIP Infra-Engineering (KC Grant) should be changed to \$9,900.00 as that is the amount remaining after tonight's payment. \$50,000.00 was added for DIP Infrastructure Construction (Port). Exec.D Sherwood discussed the G&A expenses beginning with the salaries. The preliminary budget was prepared with a \$1.00 per hour increase for all employees. However, Exec.D Sherwood recommended going to an annual cost-of-living increase and any amount above that would be a merit increase determined after employee evaluations. With the noted changes, the current proposed budget would result in a loss of approximately \$154,000.00.	
<b><u>! Policies</u></b>	Discussion tabled.	

! <b><u>WPPA Dues 2003 &amp; 2004</u></b>	Exec.D Sherwood reported that the WPPA is willing to consider changing the Port's classification from a Class C port that pays \$2,399.00 dues, to a Class D port that pays \$600.00 in dues. This change was requested by Exec.D Sherwood based on comparison of the Port of Skamania to the Port of Klickitat on the WPPA Personnel and Benefits Survey. The change would go into effect for the 2004 dues, if the Port submits a request to WPPA after January 1, 2003.	
! <b><u>WPPA Scholarship</u></b>	Exec.D Sherwood has been notified that she is the recipient of the WPPA Educational Foundation Scholarship of \$4,000.00. The award will be announced at the WPPA Annual Meeting on December 4. Pat Jones, Executive Director of WPPA, requested the PC attend.	
! <b><u>2003 Mileage Reimbursement Rate</u></b>	Exec.D Sherwood reported that the mileage reimbursement rate for 2003 has decreased from the 2002 rate of \$.365 to \$.36 and will be effective January 1.	
! <b><u>EXECUTIVE DIRECTOR'S REPORT</u></b> * <b><u>Bingen Point</u></b> * ! <b><u>Gorge Harbor Marina Project Proposal</u></b>	Exec.D Sherwood reported to Steve Tessmer that the PC were not in favor of separating the project into two components; the marina portion and the residential portion. IAC grant funds would not apply to leased slips in excess of 14 days. The PC also wanted to see a proposal that was not based on the old agreement and one that allowed the Port to receive fair market value for the parking lot property and for the marina water area. The PC would like to see a proposal with more specifics while limiting Port resources toward that end. Exec.D Sherwood and Steve will continue to work on developing a workable agreement.	
! <b><u>DNR Fire Camp</u></b>	The Department of Natural Resources (DNR) camped on Port property for 3 days during a recent fire. They did some small tree and brush removal on Lots #8 and #9 in exchange. PC Vinyard suggested following up with some herbicide.	
! <b><u>Hwy 14 Spoils Permits</u></b>	The fill permits have been received. Silt fences will be installed in preparation for receiving the Hwy 14 spoils when the project begins in the spring.	
! <b><u>Insitu</u></b>	Exec.D Sherwood reported that KC Planning has been extremely helpful in issuing a building permit to Insitu for their \$93,000 of improvements to Building 1A. Insitu applied for and has been granted a state sales tax deferral for this work.	
* <b><u>Dallesport Industrial Park</u></b> * ! <b><u>Composting Proposal</u></b>	Exec.D Sherwood reported that the proposal for a composting operation has been withdrawn by the proposing firm.	
! <b><u>Cascade Propane Lease Renewal</u></b>	Discussed during Counsel's report. The rental rate will increase from \$275.00 per acre per month to \$300.00.	

<b><u>! H2O System Plan Comments - DOH</u></b>	A letter from the Dept. of Health was received which had several comments needing to be addressed regarding the water system plan compiled by Kennedy/Jenks. Exec.D Sherwood will make a copy for PC Deo.	
<b><u>! Infrastructure Cost Estimates</u></b>	John Buzzone (Kennedy/Jenks) compiled a prioritized list of probable costs for the Dallesport infrastructure improvements as requested. Estimated construction cost of only the high priority items is \$1.34MM. Funding for these costs will be discussed at the joint meeting with the KC commissioners on November 20.	
<b><u>! Ross Island Sand &amp; Gravel - Roads &amp; H2O</u></b>	Exec.D Sherwood reported that Ross Island Sand & Gravel (RISG) would like to revive their conditional use permit for the Dennis property and, therefore, would like to use Port roads and water to facilitate export of aggregate. Chuck Steinwandel (RSIG) says that the cost of improvements to meet road standards required by the permit are a "deal killer" and wondered if there was any latitude in the requirement. The Port will be cooperative but the standards are set by KC, and there should be no cost to the Port.	
<b><u>MISCELLANEOUS</u></b> <b><u>! EPA Clean Air Act for Indian Reservations</u></b>	A copy of Doc Hastings' and KC Counsel's comment letters to the EPA regarding the proposed act were included in the packet.	
<b><u>! Tax Effects of Calpine</u></b>	A spreadsheet was included in the packet showing the tax effects of Calpine on the county's tax base.	
<b><u>! Committee Updates</u></b>	<u>AIRPORT</u> : PC Deo reported that there is still no agreement between KC and the City of The Dalles. His meeting for Nov. 8 has been rescheduled for Nov. 15. <u>MCEDD</u> : PC Ford was unable to attend the last meeting due to illness. <u>BRIDGE/HWY 35</u> : PC Ford has a meeting this Thursday, Nov. 8. He had a picture of the chosen corridor. <u>KC PEDA</u> : PC Vinyard's next meeting will be Nov. 20.	
<b><u>! Workshop - Klickitat Co. Board of Commissioners (KC BOC), Nov. 20</u></b>	Exec.D Sherwood reported that the meeting will be at 2:30 in the KC BOC meeting room, Goldendale.	
<b><u>! WPPA Annual Meeting, Dec. 4-6</u></b>	The PC will contact the office if they are able to attend the meeting.	
<b><u>PUBLIC COMMENT</u></b>	There was no public comment.	
<b><u>ADJOURNMENT</u></b>		<i>PC Ford moved to adjourn at 6:58; seconded by PC Deo - motion carried.</i>

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

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

Respectfully

Vickie L. Drew, Administrative Assistant

S. Wayne Vinyard, Chairman