

Agenda for Tuesday, November 26, 2002  
Klickitat County Port District  
2nd Regular Monthly Meeting  
November 26, 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:

November 5, 2002 Minutes

Vouchers

Financial Report - October

PUBLIC HEARING - 2003 BUDGET ADOPTION

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Fill Project - HPA Permit; Dev Bell

Gorge Harbor/National Marine Fisheries Service Letter

Insitu/Servpro Leased Space

Servpro Lease Renewal

Building 1D

Access - Matching Funds; 10% Drawings

DALLESPORT INDUSTRIAL PARK:

Kennedy/Jenks Development Scenarios

(Please Bring 11/20 Handout)

MISCELLANEOUS

Committee Updates

Annual Meeting - Tacoma, Dec. 4,5,&6  
PC Meeting Dec. 10, 1 Meeting Only  
Waste Water Treatment Facility Site Visit  
Dec. 17, 10 a.m.; Ribbon Cutting 1 p.m.

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

ADJOURNMENT

<b>PORT OF KCLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES November 26, 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, Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant (AA) Vickie Drew. <b>PC/Staff Absent:</b> Port Counsel (Counsel) Teunis J. Wyers <b>Guests Present:</b> Mike Smith (Dallesport), Nina Vinyard (Glenwood), Dev Bell (Bell Design)	
<b><u>PUBLIC COMMENT</u></b>	The public meeting was opened at 4:38. There was no public comment.	
<b><u>COUNSEL'S REPORT</u></b>	Counsel's presence was not requested.	
<b><u>ADMINISTRATIVE MATTERS</u></b> <b><u>! Consent Agenda</u></b>	Items approved: <ul style="list-style-type: none"> <li>• Minutes of November 5, 2002</li> <li>• Vouchers #17777-17779; \$3,552.71</li> <li>• Vouchers #17780-17792; \$2,177.02</li> </ul>	<i>PC Ford moved to approve the Consent Agenda as presented; seconded by PC Deo -- motion carried.</i>
<b><u>! Financial Report - October</u></b>	AA Drew discussed the financial statement ending October 31. The balance sheet shows the deficit cash receipts over expenditures at (\$118,724.09). She discussed revenue and expense account percentages (actual vs. budget) against the target of 83%. Marine Terminal revenues are at 87% of budget, Sale of Water revenues are at 123%, and Property Rental revenues are at 95%. Total revenues are at 20% due to loan/bond/grant items not received yet but included in the revised budget. Marina Expenditures are at 95%, Water System Expenditures are at 91% and Property Rentals Maintenance is at 77%. Debt Redemption is at 100% as all loan and bond payments have been made for the year. Port Counsel Expense is at 51% and Office Expense-Supplies is at 65%. Total expenditures are at 23% overall leaving a net loss of \$118,724.09.	

<p><b><u>! PUBLIC HEARING - 2003 Budget Adoption</u></b></p>	<p>Exec.D Sherwood began discussion of the preliminary budget explaining that the changes determined at the last meeting have been incorporated and marked with an asterisk. She explained her salary recommendation reflecting a CPI increase and a merit increase if warranted. The preliminary budget reflects Exec.D Sherwood's salary recommendation for AA Drew and Maint. Tech. Lethco. A \$1.00 per hour increase was included for Exec.D Sherwood pending PC determination of her salary. The changes to the Construction-In-Progress items that were made at the last meeting were discussed. Discussion followed regarding the budgeted items. The PC decided to convene an Executive Session (Personnel) at the end of the meeting to conduct a performance review of Exec.D Sherwood. PC Vinyard asked for any public comment regarding the budget. Mike Smith asked who oversees the Port Commission. Exec.D Sherwood stated that as elected officials, the public has the ultimate say over actions of the commission; however, the State Auditor's Office monitors all financial dealings of the Port. Mike was concerned about the degree of</p>	
<p><b><u>! PUBLIC HEARING - 2003 Budget Adoption</u></b></p>	<p>separation between an employee and the person granting a salary increase. PC Deo pointed out that this is one of the reasons for having an established policy regarding salary increases. Nina Vinyard stated her personal opinion that there wouldn't be a Port if it wasn't for Exec.D Sherwood. With no further public comment, PC Vinyard closed the public hearing.</p>	
<p><b><u>! EXECUTIVE DIRECTOR'S REPORT</u></b>  <b><u>*Bingen Point*</u></b>  <b><u>! Gorge Harbor/National Marine Fisheries Service Letter</u></b></p>	<p>Exec.D Sherwood discussed the copy of a letter from the National Marine Fisheries Service (NMFS) to Larry Evans of the Corps of Engineers (COE) regarding their recommendation that the COE withdraw their pending request for an Endangered Species Act consultation and start over, since the permit has been several years "on hold". (The letter is dated Sept. 19 and a copy was just received November 19.) Exec.D Sherwood and Steve Tessmer have spoken with the COE who stated that State Fish &amp; Wildlife has come back with some criteria that they think they could approve the permit forward without starting over with consultation. They believe that NMFS would also approve the permit if the Port were to move forward in compliance with those provisions. Exec.D Sherwood and Steve Tessmer will meet before the next PC meeting, so she will have a better proposal from Steve by the 10th.</p>	
<p><b><u>! Insitu/Servpro Leased Space</u></b></p>	<p>A letter has been received from Joel Olsen regarding his subletting of 800 sq.ft. of his space to Insitu. Exec.D Sherwood has approved the arrangement with the proper provisions of notification and amount of lease payment not to be in excess of what is currently paid to the Port.</p>	
<p><b><u>! Servpro Lease Renewal</u></b></p>	<p>The Servpro lease has been renewed and recorded.</p>	

! <b><u>Building 1D</u></b>	Exec.D Sherwood displayed a site plan for the new building, discussing Steve Maier's desire to flip-flop the layout and reduce the size of his occupancy in the building to 14,400 sq. ft. She stated that the new layout does not really work for the present location planned for the building. Discussion followed. The PC stated the building should be laid out as indicated on the site plan. Exec.D Sherwood and Randy Salisbury (DSP Architecture) will meet with Steve Maier (I.C.E.) to discuss the building and layout. Exec.D Sherwood asked if the PC were in favor of scaling back the building or proceeding as planned with the building at 24,000 sq. ft. <b>PC consensus to proceed as planned.</b>	
! <b><u>Access - Matching Funds; 10% Drawings</u></b>	Exec.D Sherwood would like PC approval to submit a grant application to the USFS to see if there is money available to match the Port's \$5,000.00 budgeted for the underpass access to the Port. If \$50,000.00 could be granted from the USFS, this would enable the Port to obtain 10% design drawings for the underpass access. <b>PC consensus to apply for a grant to assist with the underpass access.</b>	
! <b><u>Underwood Fruit Lease</u></b>	Exec.D Sherwood discussed the Underwood Fruit lease noting that their lease expires December 31. They have been paying \$150.00 per acre per month for the last five years. She had a discussion with Don Gibson (Underwood Fruit) last night regarding the lease rate. During our audit last year, the state Auditor wanted to know if we would be looking at this lease when it expires and if we would raise the lease rate. Two factors are pushing for an increase in the rate: the auditor's office wants the Port to always get market rates for property, and the low lease rate worked against the Port in the appraisal of Lot #13. She suggested	
! <b><u>Underwood Fruit Lease, cont.</u></b>	increasing the rate to \$200.00 per acre per month; however, Mr. Gibson felt he could find property to store their bins on for a much cheaper rate. Discussion followed. Exec.D Sherwood will continue to negotiate the lease with Mr. Gibson.	

<p><b>! Fill Project - HPA Permit; Dev Bell</b></p>	<p>Dev Bell arrived to discuss the fill project. Exec.D Sherwood reported that she spoke with Carl Dugger (Fish &amp; Wildlife) to clarify whether or not the berm had to be in place prior to receiving fill. Mr. Dugger expects that the silt fences and a functioning french drain are in place. WADOT has indicated to Dev that the fill material will not be sorted prior to dumping on Port property. Exec.D Sherwood asked Dev to explain how a force account works as it was being considered for on-site placement if the received material, under a separate contract with the project's awarded contractor and the Port. WADOT would set up the force account with the contractor on our behalf and bill the Port, perhaps also charging for administration of the account. Exec.D Sherwood illustrated the installation of the silt fences and ditch. Dev explained how they arrived at a blend of Best Management Practices (BMPs) to receive the approval of Mr. Dugger. Various discussions have taken place regarding how to arrange for larger rock material to be placed for completion of the berm prior to receiving the fill. PC Deo was concerned and wanted to ensure that pockets of water would not be allowed to form within the fill area. PC Deo suggested the possibility of obtaining the City of Bingen's rock on the north side of Lakeview Blvd. to complete the berm. PC Deo will talk to Matt Marx regarding the rock and Exec.D Sherwood will talk with James Dean regarding the cost to move the rock to the berm area.</p>	
<p><b>*Dallesport Industrial Park*</b> <b>! Kennedy/Jenks Development Scenarios</b></p>	<p>Exec.D Sherwood discussed the development scenarios handout that was prepared by Kennedy/Jenks and given to the PC at the joint meeting with the KC Board of Commissioners on November 20. The KC Board of Commissioners (KC BOC) would like to see some development activity in light of their considerable investment in the waste water treatment facility. She felt that development made the most sense on lots that are already flat and have utilities as they would be the cheapest to develop first. She asked if the PC had any thoughts as to which scenarios made the most sense. Or did they think that this was the time to seek assistance from real estate developers as to the best course of action. PC Ford felt that type of assessment of the area would be very appropriate. PC Deo preferred Scenario 1 with some modifications. <b>PC consensus to publish a Request For Qualifications for assistance in a property assessment.</b></p>	
<p><b>MISCELLANEOUS</b> <b>! Committee Updates</b></p>	<p><u>AIRPORT</u>: PC Deo reported that the agreement between KC and the City of The Dalles has been signed. <u>MCEDD</u>: PC Ford's meeting on November 20 was canceled as is the meeting for December. <u>BRIDGE/HWY 35</u>: PC Ford attended a meeting on November 27. Construction of the bridge was discussed. <u>KC PEDA</u>: PC Vinyard attended a meeting on November 20. Mike Smith stated that Dallesport Waste Water Treatment Facility received one of three or four awards for outstanding projects in the state. Business overlays were discussed which mirror what the EDA board is doing with the energy overlay. PC Vinyard received a packet of information from the Director of the Yakima Regional Clean Air Authority regarding the EPA's proposal to turn over regulation of air quality issues to the various tribes.</p>	
<p><b>! WPPA Annual Meeting - Tacoma, Dec. 4-6</b></p>	<p>Exec.D Sherwood reminded the PC that she will be attending the annual meeting next week as will PC Deo.</p>	

<p><b><u>! PC Meeting Dec. 10, 1 Meeting Only</u></b></p>	<p>Exec.D Sherwood reminded the PC that the December 10 meeting will be the only meeting in December.</p>	
<p><b><u>! Waste Water Treatment Facility Site Visit - Dec. 17, 10 a.m.; Ribbon Cutting 1 p.m.</u></b></p>	<p>Exec.D Sherwood reminded the PC that the site visit will be held on December 17 at 10 a.m. with a ribbon cutting for the facility at 1 p.m.</p>	
<p><b><u>PUBLIC COMMENT</u></b></p>	<p>There was no public comment.</p>	
<p><b><u>! EXECUTIVE SESSION - PERSONNEL</u></b></p>	<p>PC Vinyard called a 3 minute break prior to the Executive Session. PC Vinyard called the Executive Session to order at 7:12. <b>Those present: PCs Deo, Ford and Vinyard.</b></p>	<p><i>PC Deo moved to adjourn the Executive Session at 8:08; seconded by PC Ford – motion carried.</i></p>
<p><b><u>! 2003 Budget Adoption, cont.</u></b>  <b><u>Budget Resolutions 12-2002 &amp; 13-2002</u></b></p>	<p>The PC accepted Exec.D Sherwood's recommendations for AA Drew and Maint. Tech. Lethco's salaries. They determined to raise Exec.D Sherwood's salary \$2,500.00 for next year. Salaries included in the 2003 budget are: Executive Director, a full-time position at \$56,580.00, Administrative Assistant/Auditor, a full-time position at \$30,160.00 and Maintenance Technician, a full-time position at \$14.43 per hour.</p>	<p><i>PC Deo moved to approve Resolution 12-2002 adopting the 2003 budget with the salary adjustments noted; seconded by PC Ford – motion carried.</i>  <i>PC Deo moved to approve Resolution 13-2002 for a 1% increase in the tax levy; seconded by PC Ford – motion carried.</i></p>
<p><b><u>ADJOURNMENT</u></b></p>		<p><i>PC Deo moved to adjourn at 8:29; seconded by PC Ford - motion carried.</i></p>

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

Respectfully

Vickie L. Drew, Administrative Assistant

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Dianne Sherwood, Executive Director

S. Wayne Vinyard, Chairman