

Agenda for Tuesday, January 07, 2003
Klickitat County Port District
1st Regular Monthly Meeting
January 7, 2003 - 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:

December 10, 2002 Minutes

Vouchers

Office Renovation

Jim Herman's Review of Financial Operations

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

IAC Grant-Dock/Ramp Project - Extension 1/31/03

USFS Grant-DIP Infra Project - Extension 12/31/03

OTED Grant-Bldg 1D Arch/Eng. - Extension 3/31/03

Bldg 1D

- CERB - 1/16/03 Mtg.; Request Ext. Special Conditions
- Bond Debt
- USFS
- OTED

DALLESPORT INDUSTRIAL PARK:

Kennedy/Jenks Personal Services Contract Amendment #2

Piper Transport

MISCELLANEOUS

Committee Updates

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

ADJOURNMENT

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| | <p style="text-align: center;">PORT OF KLINKITAT BOARD OF COMMISSIONERS MEETING MINUTES January 7, 2003 REGULAR SESSION</p> | |
| <u>TOPIC</u> | DISCUSSION/ASSESSMENT/FINDINGS | ACTION/FOLLOW UP |
| <u>ATTENDANCE:</u> | <p>Commissioners/Staff Present: Port Commissioners (PCs) Norm Deo, S. Wayne Vinyard, Port Counsel (Counsel) Teunis J. Wyers, Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant (AA) Vickie Drew.</p> <p>PC/Staff Absent: PC Rodger Ford</p> <p>Guests Present: Dana Peck & Tom Seifert (KC Resc. Dev.), Matt Riley (Riley Bros. Concrete), Don Struck (KC Commissioner) and Mike Smith (Dallesport)</p> | |
| <u>PUBLIC COMMENT</u> | <p>The public meeting was opened at 4:38. Tom Seifert discussed a time-line for various activities related to marketing efforts for KC. He recommended that the PC get their property lease/sale policy for the Dallesport Industrial Park (DIP) in place. Infrastructure improvements, pre-development and SEPA would be done, and by July/Aug, the phase 1 area of the DIP should be site ready. Don Struck stated that the KC BOC determined that all the KC departments and the PC should meet to get everyone prepared to facilitate development. Dana Peck dispensed copies of a letter from KC Resc. Dev. to the KC BOC regarding creation of an EDA committee to oversee DIP site marketing activities. He felt advisory groups are very beneficial to any project. All three PCs will be designated to the advisory board and whichever PC is available for the meetings will attend. Discussion followed regarding attracting businesses from the Portland/Metro area and the type of marketing firm that may be likely to accept the job of attracting businesses to KC. Don Struck stated that the KC budget has been approved including \$750,000.00 for DIP infrastructure improvements and \$500,000.00 for B. Pt. Bldg. 1D. There may be an opportunity to access a state float loan. The inter-local agreement between KC and the Port has been moving forward slowly. Exec.D Sherwood and Counsel expressed concerns, one being that there needed to be a mechanism within the document to facilitate the Port buying KC out of the arrangement if ownership is shared. Counsel stated that he will be speaking with Mr. Neve (KC Counsel) tomorrow regarding the agreement. Exec.D Sherwood and the PC asked Don Struck to pass on their thanks to the other KC Commissioners.</p> | |
| <u>COUNSEL'S REPORT</u> | <p>The Inter-local agreement was discussed previously. Counsel reviewed the resolutions that will be presented for signature this evening.</p> | |

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| <u>ADMINISTRATIVE MATTERS</u> <u>! Consent Agenda</u> | Items approved: • Minutes of December 10, 2002 • Vouchers #17840-17842; \$3,468.22 • Vouchers #17843-17850; \$7,114.07 • Checks #181 & 182; \$45,557.84 • Vouchers #17851-17866; \$8,782.59 • Vouchers #17867-17879; \$13,421.65 • Vouchers #17880-17888; \$699.89 | <i>PC Deo moved to approve the Consent Agenda as presented; seconded by PC Vinyard -- motion carried.</i> |
| <u>! Office Renovation</u> | Exec.D Sherwood discussed the bid summary sheet for the construction, electrical and cabinetry work for the office remodel project. The small works roster was utilized for this project, coming in just over \$15,000.00, which is the amount we had budgeted. | |
| <u>! Jim Herman's Review of Financial Operations</u> | Exec.D Sherwood discussed the report from Jim Herman regarding the Port's financial operations. He felt that AA Drew was doing a good job for the Port. He felt the minutes were very well put together and loved the format. He made a few procedural recommendations that will be implemented over the next several months. He recommended setting up an Unearned Grants account for grant funds that are received in advance, such as is the case with the DIP infrastructure grant from KC. This would eliminate the windfall one year and the budgeted losses in successive years when grant money is not spent in the year received. He also saw no reason to have the Sterling account for project tracking, no reason to write receipts for incoming checks and suggested using Excel spreadsheets instead of hand writing the money market account register. | |
| <u>! Financial Report - November</u> | AA Drew discussed the cash balances memo noting liquid funds of \$515,752.77. She also discussed the financial statement ending November 30. The balance sheet shows the deficit cash receipts over expenditures at (\$109,078.53). She discussed revenue and expense account percentages (actual vs. budget) against the target of 92%. Marine Terminal revenues are at 92% of budget, Sale of Water revenues are at 135%, and Property Rental revenues are at 101%. Total revenues are at 22% due to loan/bond/grant items not received yet but included in the revised budget. Marina Expenditures are at 105%, Water System Expenditures are at 97% and Property Rentals Maintenance is at 87%. Debt Redemption is at 100% as all loan and bond payments have been made for the year. Port Counsel Expense is at 52% and Office Expense-Supplies is at 72%. Total expenditures are at 25% overall leaving a net loss of \$109,078.53. | |
| <u>! Election of Officers</u> | In the normal rotation of officers, PC Deo would become Chair, PC Ford would become Vice-chair and PC Vinyard would become Secretary. PC Deo had concerns that his personal business obligations may interfere with his availability for all Port meetings. Discussion followed regarding possibly having only one meeting a month. Meetings will remain scheduled at two per month for the time being. | <i>PC Vinyard moved to appoint PC Deo as Chair, PC Ford as Vice-chair and PC Vinyard as Secretary; seconded by PC Deo – motion carried.</i> |

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| <p>! Resolution 1-2003 <u>Delegation of Authority</u></p> | <p>Exec.D Sherwood discussed the resolution that authorizes the Executive Director and the Port Auditor to carry out the Port's business and authorizes the Exec.D to surplus property not exceeding \$10,000 in value. A change was proposed that would allow the Port Auditor to sign on the money market account which is used to transfer receipts to the Port's General Fund. This change would lessen the need to coordinate with PC Deo for his signature and allow the Auditor to make the transfers on a more timely basis.</p> | <p><i>PC Deo moved to approve Resolution 1-2003 delegating authority; seconded by PC Vinyard – motion carried.</i></p> |
| <p><u>Review of B.Pt. CC&Rs</u></p> | <p>Exec.D Sherwood reported that Byron Hanke has reviewed the CC&Rs and commended the PC for a document well done, noting there were some items he wished the Port of Vancouver had included in their CC&Rs.</p> | <p><i>Exec.D Sherwood will send copies of the CC&Rs to adjacent property owners for their review prior to adoption.</i></p> |
| <p>! EXECUTIVE <u>DIRECTOR'S REPORT</u> *Bingen Point* ! IAC Grant-Dock/Ramp <u>Project - Extension</u> <u>1/31/03</u></p> | <p>Exec.D Sherwood reported that an extension for finalization of the IAC grant has been approved through January 31, 2003. Completion of the project has extended past the original deadline of November 30, 2002. Signs have now been ordered and the down payment expended.</p> | |
| <p>! USFS Grant-DIP Infra <u>Project - Extension</u> <u>12/31/03</u></p> | <p>Exec.D Sherwood reported that an extension for finalization of the USFS grant has been approved through December 31, 2003. Completion of the project has extended past the original deadline of December 31, 2002.</p> | |
| <p>! OTED Grant-Bldg 1D <u>Arch/Eng - Extension</u> <u>3/31/03</u></p> | <p>Exec.D Sherwood reported that an extension for the OTED grant has been approved through March 31, 2003. The original deadline was November 30, 2002.</p> | |
| <p>! Bldg 1D</p> | <ul style="list-style-type: none"> • CERB: Exec.D Sherwood requested an extension of the January 31, 2003 deadline to meet the special and general conditions for the grant. The project has been delayed due to internal issues of the prospective tenant. Exec.D Sherwood will attend a meeting of the CERB Board on January 16 to plead the Port's case for the extension and answer any questions the board may have. • Bond Debt: Exec.D Sherwood prepared Resolution 2-2003 which acknowledges the CERB loan and that the Port will repay the debt. This resolution is one of the special conditions for the CERB loan. She also prepared Resolution 3-2003 which outlines the funding sources for the project and also states that the Port will issue bonds. | <p><i>PC Vinyard moved to approve Resolution 2-2003 and Resolution 3-2003; seconded by PC Deo – motion carried.</i></p> |

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| <u>! SEPA for Port Properties</u> | Exec.D Sherwood has spoken with the KC Planning Dept. and feels that it is a great concept to complete a SEPA checklist that would include all Port properties, perhaps using the Port's Master Plan, reflecting where buildings might be sited. Having a SEPA checklist pre-approved would speed up the development process. The SEPA process could be done at the same time as the binding site plan update. | |
| <u>! Berm Construction</u> | Exec.D Sherwood reported that she has utilized the small works roster and will work with Jim Dean regarding the berm construction at a cost of \$11,400.00 (not including tax). He will begin construction next Monday, and Dev Bell (Bell Design) will oversee the project. | |
| <u>! Personal Services Contract - DSP Architecture</u> | The personal services contract is close to being completed with DSP Architecture for the balance of the design process for Building 1D. The document should be ready in two days. | |
| <u>*Dallesport Industrial Park*</u> <u>! Kennedy/Jenks Personal Services Contract Amendment #2</u> | Exec.D Sherwood discussed the Kennedy/Jenks Personal Services Contract Amendment #2 which was included in the packet. After speaking with Larry Nicholas (KC Public Works Dept.) today, she believes that KC's engineers would be doing the predominance of the work included in this amendment. There may be an amendment #2 with Kennedy/Jenks, but it would be at a lower price for less work. She will know more in the next couple of days and will better know how to proceed. She asked for PC authorization to move forward with Amendment #2 if one is needed. | <i>PC Vinyard moved to authorize Exec.D Sherwood to move forward with an amendment if it is determined appropriate to do so; seconded by PC Deo – motion carried.</i> |
| <u>! Piper Transport</u> | Exec.D Sherwood reported that Piper Transport has terminated their tenancy with the Port. They submitted a 30-day notice to vacate Lot #4. She made a site visit yesterday and noted several items remaining on the property. She wrote a letter to Piper outlining those items and requested notification of when they would be removed. Their security deposit will be held until the property is cleared and checked. | |
| <u>! Other Port Leases</u> | PC Deo inquired if there were any other tenant contracts that were expiring soon and/or may be terminating. Exec.D Sherwood updated the PC regarding the Underwood Fruit lease. Until a new contract can be signed, they are on a month-to-month basis at \$175.00 per month with a 90-day termination clause. IMCO is expected to occupy Lot #40 through April. PC Vinyard asked if there was any news from Pacific Rock. Exec.D Sherwood reported that John Shafer visited recently to discuss the project. They have been working on getting the necessary permits. | |
| <u>MISCELLANEOUS</u> <u>!</u> | None. | |

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| <u>! Committee Updates</u> | <p><u>AIRPORT:</u> PC Deo attended a meeting on December 13. The airport agreement has been signed. A board will be elected at the next meeting and some management decisions will be made. Bob Cole is on a month to month basis as manager of the airport. PC Deo hopes that changes for the better can now be made.</p> <p><u>MCEDD:</u> PC Ford absent.</p> <p><u>BRIDGE/HWY 35:</u> PC Ford absent.</p> <p><u>KC PEDA:</u> PC Vinyard's next meeting will be January 22.</p> | |
| <u>PUBLIC COMMENT</u> | Matt Riley stated that in any contract for sale of Port property, there should be serious consequences if conditions are not met. | |
| <u>ADJOURNMENT</u> | | <i>PC Vinyard moved to adjourn at 6:42; seconded by PC Deo – motion carried.</i> |

Approved on: _____
submitted _____
(Date)

Respectfully

Vickie L. Drew, Administrative Assistant

Dianne Sherwood, Executive Director

Norman Deo, Chairman