

Agenda for Tuesday, April 22, 2003
Klickitat County Port District
2nd Regular Monthly Meeting
April 22, 2003 - 4:30 P.M. - PORT OFFICE

AGENDA

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

COUNSEL'S REPORT

MOU - Infrastructure
Award Bid Contract - Bldg 1D
ICE Addendum

ADMINISTRATIVE MATTERS

Consent Agenda:
April 8, 2003 Minutes
Vouchers
Financial Report - February

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:
Northern Pikeminnow Program
Storm water - Cities of White Salmon & Bingen
Hwy 14 Spoils & Bingen Downtown Project

DALLESPORT INDUSTRIAL PARK:
Sprint Easement
DIP Infra Project
Barging Opportunity

MISCELLANEOUS

Scholarship - Cascade Center
Committee Updates

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

ADJOURNMENT

PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES April 22, 2003 REGULAR SESSION		
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<u>ATTENDANCE:</u>	<p>Commissioners/Staff Present: Port Commissioners (PCs) Norm Deo, Rodger Ford, Port Counsel (Counsel) Teunis J. Wyers, Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant/Auditor (AAA) Vickie Drew.</p> <p>PC/Staff Absent: PC S. Wayne Vinyard joined the meeting at 7:00 p.m. at Skamania Lodge</p> <p>Guests Present: Matt Riley (Riley Bros. Concrete), Tom Seifert & Dana Peck (KC Econ. Dev.), Mike Smith (Dallesport).</p>	
<u>PUBLIC COMMENT</u>	<p>The public meeting was opened at 4:40.</p> <p>Tom Seifert (KC Econ. Dev.) reported that prospective tenants for DIP will be here for a site visit next Tuesday to consider acreage and a 50-60,000 sf bldg. The manufacturing operations are estimated to have 50 employees at start up.</p>	
<u>COUNSEL'S REPORT</u> <u>! MOU-Infrastructure</u>	<p>Counsel stated that the draft MOU provided by KC along with Exec.D Sherwood's proposed additions looked fine to him, however, he thought Goal 3 should have the words "into Klickitat County" added to the sentence that ends "relocating businesses."</p> <p>Exec.D Sherwood reported that the MOU for marketing is still being worked on and KC will be the lead for inquiries. PC Deo felt the resources of KC justified their being the lead as long as the Port is kept in the loop. Counsel urged the PC to start thinking about more staff.</p>	
<u>! Award Bid Contract - Bldg 1D</u>	<p>Exec.D Sherwood discussed the bids that were received for Building 1D which were included in the packet. The bids came in approximately \$100,000 lower than the architect's estimate. She discussed the benefits of building the 25,000 sf base building: size better suits the lot, accommodates the parking needs of Insitu Group better and would allow the remaining funds to be used for other projects such as a spec building or infrastructure at Dallesport or infrastructure to Parcel #13 at Bingen Point. With this in mind, she contacted Kate Rothschild (CERB) and Cynthia Weed (Preston, Gates & Ellis) who stated they had no objections to the Port spending left over bond funds on other projects. Counsel recommended getting their approvals in writing. Exec.D Sherwood and DSP recommend waiving the formality requiring submission of a construction schedule as the bid documents allow the Port to waive formalities. It would be in the public's best interest to do so as only 3 of the 12 bidders included the schedule in their packet. Exec.D Sherwood also recommended the Port award the contract to Team Construction to build the 25,000 sf base building.</p>	<p><i>PC Ford moved to waive the formality of a construction schedule, as it is in the public's best interest, and award the contract for the construction of the Port's 25,000 sq. ft. Building 1D at Bingen Point and its associated infrastructure to TEAM Construction, Inc. in the amount of \$1,225,532.73 plus WA State sales tax; seconded by PC Deo – motion carried.</i></p>

<p>! ICE Addendum</p>	<p>Counsel discussed the addendum to ICE's former lease. This addendum would continue their lease through November and then grants them an automatic extension of one year. During the extension term, either party could terminate the lease for no cause on a minimum of 120 days' notice. He felt the document was fine and recommended that it be signed.</p>	<p><i>PC Ford moved to approve Exec.D Sherwood's signature on the lease addendum for ICE; seconded by PC Deo – motion carried.</i></p>
<p>! Other Items</p>	<ul style="list-style-type: none"> • Counsel has prepared a first draft of a proposed lease for Insitu in Building 1D. He presented Exec.D Sherwood with the first three pages which contain the “nuts and bolts” for her review. • Counsel reported that he is working on personal services contracts with Bell Design for the binding site plan revision, with Taylor Engineering for the reclamation plan for the Riley pit at DIP and Carlson Testing for special testing on the Building 1D project. • Exec.D Sherwood discussed the Sprint request for a 40 ft. x 40 ft. utility easement at DIP (originally requested 20 x 20 or 20 x 30). Counsel stated that the legal description needs a little work. PC Ford was concerned about the location being at the entrance to the industrial park. Exec.D Sherwood felt the area involved was too large and would prefer it if Sprint and the PUD could share the same area in a location that did not impact landscaping. 	
<p>ADMINISTRATIVE MATTERS ! Consent Agenda</p>	<p>Items approved:</p> <ul style="list-style-type: none"> • Minutes of April 8, 2003 • Vouchers #18089-18091; \$3,595.78 • Vouchers #18092-18105; \$21,143.65 • Check #184; \$50,000.00 <p>The minutes of the April 9 bid opening were discussed.</p>	<p><i>PC Ford moved to approve the Consent Agenda as presented; seconded by PC Deo -- motion carried.</i> <i>PC Ford moved to approve the minutes of the April 9 bid opening; seconded by PC Deo – motion carried.</i></p>
<p>! Financial Report - February</p>	<p>AAA Drew discussed the cash balances memo noting total liquid funds of \$1,534,928.47. This amount is due to receipt of the bond proceeds on February 18. She also discussed the financial statement ending February 28. The balance sheet shows the excess cash receipts over expenditures at \$1,060,382.79. She discussed revenue and expense account percentages (actual vs. budget) against the target of 17%. Marine Terminal revenues are at 7% of budget, Sale of Water revenues are at 25%, and Property Rental revenues are at 28%. Total revenues are at 43% due to receipt of the `03 LTGO bonds for Building 1D. Marina Expenditures are at 5%, Water System Expenditures are at 8% and Property Rentals Maintenance is at 13%. Port Counsel Expense is at 6% and Office Expense-Supplies is at 19%. Total expenditures are at 4% overall leaving a net income of \$1,060,382.79.</p>	
<p>EXECUTIVE DIRECTOR'S REPORT *Bingen Point* ! CERB Final Notification</p>	<p>Exec.D Sherwood reported that final notification has been received from CERB via e-mail from Kate Rothschild that the Assistant Attorney General and the Chair of the CERB Board has signed the final contract and the documents are in the mail.</p>	

<p><u>! Northern Pikeminnow Program</u></p>	<p>Exec.D Sherwood reported that the Northern Pikeminnow Program will have a daily check-in site at the marina again this year from May 5 until October 5.</p>	
<p><u>! Storm water - Cities of White Salmon & Bingen</u></p>	<p>Exec.D Sherwood reported that the City of White Salmon has undertaken a storm water program and welcomes the City of Bingen and the Port to start thinking in that direction as well. One of the questions posed by KC's new marketing firm Shiels Oblesk Johnsen was whether or not the Port has a storm water plan for Bingen Point. Exec.D Sherwood will investigate whether a joint venture with the Cities is possible.</p>	
<p><u>! Hwy 14 Spoils & Bingen Downtown Project</u></p>	<p>A construction schedule for the Hwy 14 project was included in the packet. The project is moving along very well. KLB (the contractor) has stored some equipment and rock on site. PC Deo suggested trading out use of the property for grading and boulder placement. Exec.D Sherwood will explore that option with KLB and Bill Locke (Port inspector).</p>	
<p><u>*Dallesport Industrial Park* (DIP)</u> <u>! Sprint Easement</u></p>	<p>Discussed during Counsel's report.</p>	
<p><u>! DIP Infra Project</u></p>	<p>Exec.D Sherwood reported that the MOU for infrastructure was discussed at the PC/KC BOC joint meeting yesterday. Suggested language was given to KC's Larry Nicholas. KC has gone out to ad for the project and the bids will be read May 5.</p>	
<p><u>! Barging Opportunity</u></p>	<p>Exec.D Sherwood discussed an inquiry to load cattle from large trucks over the dock and onto small ships. Concerns: no operational crane to load feed, cattle waste, interaction with Dallesport Log Yard. The Port currently does not have an established fee for moving livestock over the dock. The PC were in favor of investigating this inquiry further.</p>	
<p><u>MISCELLANEOUS</u> <u>! Maritime Trust</u></p>	<p>Exec.D Sherwood discussed the activities for the Maritime Trust presentation today. There was a breakfast this morning at Skamania Lodge, Port tours, lunch in Hood River and there will be a dinner tonight at Skamania Lodge at 7:00. She felt the presentations went very well.</p>	
<p><u>! Scholarship - Cascade Center</u></p>	<p>Exec.D Sherwood was notified that she is the recipient of a scholarship from Cascade Center for the management class she will be attending this summer. With this \$1,000 award, there will be no financial contribution needed from the Port, as WPPA will pick up the \$3,200 balance.</p>	
<p><u>! Committee Updates</u></p>	<p><u>AIRPORT</u>: PC Deo attended a meeting on April 11. Hangars are being constructed now and will be ready for lease soon. The old tower will be coming down and a new tower will be constructed. <u>MCEDD</u>: PC Ford attended a meeting on April 16. Steve Sliwa (Insitu) has agreed to serve on the MCEDD board. <u>BRIDGE/HWY 35</u>: PC Ford's next meeting will be Thursday, April 24. <u>KC EDA</u>: PC Vinyard absent.</p>	

<p><u>! B. Pt. Inquiry</u></p>	<p>Exec.D Sherwood dispersed a drawing of a possible site plan for the division of Lot #13. She is negotiating with a private developer to site a business with the potential of 10-20 jobs. Exec.D Sherwood will need to talk with the engineer to determine how best to get infrastructure to that area. She will contact the MAI appraiser who did the previous appraisal to determine if a new appraisal would be beneficial.</p>	
<p><u>PUBLIC COMMENT</u></p>	<p>There was no public comment. PC Deo recessed the meeting for one hour to be reconvened at Skamania Lodge at 7:00 p.m.</p>	
<p><u>ADJOURNMENT</u></p>		<p><i>PC Ford moved to adjourn at 10:10; seconded by PC Vinyard – motion carried.</i></p>

Approved on: _____
 submitted _____
 (Date)

Respectfully

Vickie L. Drew, Administrative Assistant

 Dianne Sherwood, Executive Director

Norman Deo, Chairman