

Agenda for Tuesday, May 06, 2003  
1st Regular Monthly Meeting  
May 6, 2003 - 4:30 P.M. - PORT OFFICE

## AGENDA

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

### COUNSEL'S REPORT

ICE Addendum

### ADMINISTRATIVE MATTERS

Consent Agenda:

April 22, 2003 Minutes

Vouchers

Financial Report - March

### EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Building 1D - Contract Awards

Hwy 14 Spoils & Bingen Downtown Project

DALLESPORT INDUSTRIAL PARK:

Composting Project - RR Siding Use

DIP - CC&Rs

Noxious Weeds

Infrastructure Project - Bid Opening 5/5

Sprint Easement

### MISCELLANEOUS

Committee Updates

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

EXECUTIVE SESSION - REAL ESTATE

ADJOURNMENT

<b>PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES May 6, 2003 REGULAR SESSION</b>		
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<b><u>ATTENDANCE:</u></b>	<p><b>Commissioners/Staff Present:</b> Port Commissioners (PCs) Norm Deo, S. Wayne Vinyard &amp; Rodger Ford, Port Counsel (Counsel) Teunis J. Wyers, Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant/Auditor (AAA) Vickie Drew.</p> <p><b>PC/Staff Absent:</b></p> <p><b>Guests Present:</b> Matt Riley (Riley Bros. Concrete), Bill Locke (Port Fill Project Inspector), Tom Seifert (KC Econ. Dev.) and Larry Nicholas (KC Public Works).</p>	
<b><u>PUBLIC COMMENT</u></b>	<p>The public meeting was opened at 4:30.</p> <p>Bill Locke was present to discuss the Fill Project. There is concern regarding the number and size of boulders being brought to Port property. PC Deo stated that he was very disappointed in the way this project has materialized. The approximately \$15,000 spent on building the low berm and installing two silt fences (per WA Fish &amp; Wildlife permit conditions) has been for naught. If the low berm and silt fences were not there, the very large boulders could be utilized to construct the berm. But now, use of the boulders is restricted because they cannot be pushed out onto the low berm due to the inside silt fence. Bill stated that KLB (the contractor) is waiting for a blasting permit which will allow him to break down the rocks to three feet and less. Their large size is even difficult for his equipment. Exec.D Sherwood and Bill had discussed using a loader to pick up the rocks and place them on top of the existing berm to avoid filling up valuable property with large boulders. Any remaining boulders could be stockpiled for berm continuation when permitted. The Port has budgeted funds to assist in placement of the boulders. If the large boulders create too much of a problem, Exec.D Sherwood reported that Washington Dept. of Transportation (WSDOT) and Robin Hale (Bridge Mart) inquired about obtaining some of the large boulders. Bill asked if the Port would want KLB or a different contractor to place the rocks on the berm. He felt there could be a scheduling nightmare if another contractor was hired, whereas, if KLB was contracted, they could do their own scheduling. Exec.D Sherwood will inquire if KLB is interested. SDS may have large enough machinery to do the lifting or maybe they have a use for some of the large boulders. PC Deo stated that the Port needs an estimate of the percentage of boulders vs. dirt to expect. The new KC Westside Center in White Salmon and the City of White Salmon may also need some boulders.</p>	
<b><u>COUNSEL'S REPORT</u></b> <b><u>! I.C.E. Addendum</u></b>	<p>Counsel reported that the effective date for the I.C.E. addendum was not filled in although the document has been signed. Steve Maier has requested that both attorney's work out the effective date. There is a letter from ICE's attorney which states that Mr. Maier has agreed to the rent increase beginning April 1, 2003.</p>	

<p><b>COUNSEL'S REPORT, cont.</b>  <b>! Other Items</b></p>	<ul style="list-style-type: none"> <li>• Personal Services Contracts for Taylor Engineering, Bell Design and Carlson Testing have been executed.</li> <li>• Exec.D Sherwood reported that under the law in light of the new security measures, all Ports near navigable waterways must have a security assessment done by January 1, 2004. She is working with other up river Ports who are associated with WPPA.</li> </ul>	
<p><b>ADMINISTRATIVE MATTERS</b>  <b>! Consent Agenda</b></p>	<p>Items approved:</p> <ul style="list-style-type: none"> <li>• Minutes of April 22, 2003</li> <li>• Vouchers #18106-18123; \$22,425.02</li> <li>• Vouchers #18124-18157; \$18,262.34</li> </ul>	<p><i>PC Deo moved to approve the Consent Agenda as presented; seconded by PC Ford -- motion carried.</i></p>
<p><b>! Financial Report - March</b></p>	<p>AAA Drew discussed the cash balances memo noting total liquid funds of \$1,566,819.36. This amount is due to receipt of the bond proceeds on February 18. She also discussed the financial statement ending March 31. The balance sheet shows the excess cash receipts over expenditures at \$1,015,559.76. She discussed revenue and expense account percentages (actual vs. budget) against the target of 25%. Marine Terminal revenues are at 15% of budget, Sale of Water revenues are at 26%, and Property Rental revenues are at 36%. Total revenues are at 44% due to receipt of the '03 LTGO bonds for Building 1D. Marina Expenditures are at 8%, Water System Expenditures are at 11% and Property Rentals Maintenance is at 22%. Port Counsel Expense is at 15% and Office Expense-Supplies is at 35%. Total expenditures are at 7% overall leaving a net income of \$1,015,559.76. A trend report was included that covers the first quarter.</p>	
<p><b>! Legislative Support</b></p>	<p>Exec.D Sherwood provided copies of letters she would like to send to state legislators in support of funding the State's Office of Trade &amp; Economic Development's (OTED) Business Finance Unit staff positions. The OTED staff has been very helpful to the Port and we would like to see the same level of assistance to continue. <b>The PC's signed the letters.</b></p>	
<p><b>! Leasehold Tax Auditor</b></p>	<p>Exec.D Sherwood reported that a leasehold tax auditor was at our office today (and will be again tomorrow) auditing our leasehold tax compliance.</p>	
<p><b>EXECUTIVE DIRECTOR'S REPORT</b>  <b>*Bingen Point*</b>  <b>! Building 1D - Contract Awards</b></p>	<ul style="list-style-type: none"> <li>• <u>Signed Contract-Team-Notice To Proceed</u>: Exec.D Sherwood discussed the Notice to Proceed letter that will be given to Team Construction at the Pre-construction meeting tomorrow at 10:00, after the contract is signed.</li> <li>• <u>Ground Breaking Ceremony</u>: Exec.D Sherwood will try to set up a ground breaking ceremony during the Governor's visit to Bingen Point on June 3.</li> <li>• <u>Sales &amp; Use Tax Deferral-85%</u>: The WA Dept of Revenue has approved a sales and use tax deferral for 85% of Building 1D's construction, with a final figure determined during an audit after completion.</li> </ul>	
<p><b>! Hwy 14 Spoils &amp; Bingen Downtown Project</b></p>	<p>Discussed during Public Comment.</p>	

<p><b>! <u>Mitigation Plan for Marina Development</u></b></p>	<p>Steve Stampfli (former Director, Underwood Conservation District) has prepared a draft planting plan for mitigation of the Gorge Harbor Marina project. A copy has been sent to Steve Tessmer for review. PC Vinyard suggested seedling trees rather than 5' to 6' trees.</p>	
<p><b>! <u>Yakama-Boat Ramp/Dock</u></b></p>	<p>Exec.D Sherwood reported that someone drove their vehicle down to the water on the Port's new walkway at the boat launch. When requested to move the truck, the gentleman told Maint. Tech. Lethco that a tribal member had been parked in the same manner to unload his fish the week before. The truck had left before Exec.D Sherwood arrived at the dock, but she had a conversation with Roger Dick (Yakama Assistant Harvest Master) who was at the site regarding the use of the dock. Enclosed in the packet was an e-mail follow-up from Mr. Dick and Exec.D Sherwood's response.</p>	
<p><b>*<u>Dallesport Industrial Park* (DIP)</u></b> <b>! <u>Composting Project - RR Siding Use</u></b></p>	<p>Exec.D Sherwood reported that Mr. Bly has inquired about use of the Port's railroad siding in the Industrial Park. It is not known if Mr. Bly was successful in his funding applications with metro for composting waste.</p>	
<p><b>! <u>DIP - CC&amp;Rs</u></b></p>	<p>Tabled. Exec.D Sherwood asked the PC to review the enclosed copy of the DIP CC&amp;Rs for later discussion as they sunset next year. Exec.D Sherwood will determine if the CC&amp;Rs "run with the land" regarding the sale contract for Dallesport Foundry and the appearance of their property. PC Deo stated that when there are complaints regarding unsightly locations within the industrial park, private ownership should be made aware of them.</p>	
<p><b>! <u>Noxious Weeds</u></b></p>	<p>Exec.D Sherwood reported that Max Fernandez will be bringing his sheep to Dallesport approximately May 15 to graze the noxious weeds for a couple of weeks.</p>	
<p><b>! <u>Infrastructure Project - Bid Opening 5/5</u></b></p>	<p>Exec.D Sherwood introduced Larry Nicholas (KC Public Works) to discuss the bids that were received for the DIP Infrastructure Project bid opening that was held yesterday. Larry gave the PC copies of the bid tabulation spreadsheet. Crestline Construction is the apparent low bidder. The KC Board of Commissioners will award the bid on Monday. Project completion is slated for the 1<sup>st</sup> of August. Larry is unhappy with the consultant regarding the quality of the plans and errors which caused a delay in the project.</p>	
<p><b>! <u>Security</u></b></p>	<p>Discussed during Counsel's Report.</p>	
<p><b>MISCELLANEOUS</b> <b>! <u>June Meetings - June 17 Only</u></b></p>	<p>Exec.D Sherwood discussed the need to adjust the meetings in June due to her vacation schedule. June 24 will be the only meeting in June.</p>	<p><i>AAA Drew will advertise the change in June meetings.</i></p>
<p><b>! <u>WPPA Spring Meeting - 5/21-23</u></b></p>	<p>Bob Moser (Pres. WPPA) called today to urge the PC to attend the Spring Meeting May 21 through 23.</p>	

<p><b><u>! Committee Updates</u></b></p>	<p><b><u>AIRPORT:</u></b> PC Deo's next meeting will be May 16.  <b><u>MCEDD:</u></b> PC Ford attended a meeting on April 16. Topics discussed included working with a potential tenant at DIP, the first award from the MCEDD Revolving Loan Fund, and the groups move to their new offices.  <b><u>BRIDGE/HWY 35:</u></b> PC Ford attended a meeting on April 24. There are a lot of Fish &amp; Wildlife issues to contend with at the preferred sites for bridge placement. There will be an open house May 15 at Fidel's.  <b><u>KC EDA:</u></b> PC Vinyard's next meeting will be May 28. He asked Tom Seifert if a decision has been made regarding a marketing group for the "branding" for KC.                  PC Ford suggested using some of the boulders at DIP as entrance enhancements. Larry Nicholas will investigate the possibility of using some of the boulders at the new KC Westside building.</p>	
<p><b><u>PUBLIC COMMENT</u></b></p>	<p>Tom Seifert presented a copy of KC's letter requesting legislative support for the OTED Business Finance Unit's staff positions.</p>	
<p><b><u>EXECUTIVE SESSION - REAL ESTATE</u></b></p>	<p>The Executive Session was opened at 6:04. <b>Those present: PC's Deo, Vinyard &amp; Ford, Exec.D Sherwood, AAA Drew, Tom Seifert (KC Econ. Dev.) and Larry Nicholas (KC Public Works).</b></p>	<p><i>PC Deo closed the Executive Session at 7:03.</i></p>
<p><b><u>! Land Surplus</u></b></p>	<p>Exec.D Sherwood discussed a potential sale of property at Dallesport. The property would have to be surplus and the Port's Comprehensive Harbor Plan modified. PC consensus to begin the process to surplus the property. Exec.D Sherwood will investigate the advertising requirements for notice of a public hearing to surplus the property.</p>	<p><i>PC Vinyard moved to begin the process to surplus Lots 23 and 24 for potential sale; seconded by PC Ford – motion carried.</i></p>
<p><b><u>ADJOURNMENT</u></b></p>		<p><i>PC Ford moved to adjourn at 7:08; seconded by PC Vinyard – motion carried.</i></p>

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

Respectfully

Vickie L. Drew, Administrative Assistant

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 Dianne Sherwood, Executive Director

Norman Deo, Chairman