

Agenda for Tuesday, May 20, 2003  
Klickitat County Port District  
2nd Regular Monthly Meeting  
May 20, 2003 - 4:30 P.M. - PORT OFFICE

## AGENDA

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

## COUNSEL'S REPORT

Leases Update: ICE & Underwood Fruit  
DIP - WWTF; Non-Exclusive Easement - Right-of-Way

## ADMINISTRATIVE MATTERS

Consent Agenda:  
May 6, 2003 Minutes  
April 2, 2003 Pre-bid Conference Minutes  
Vouchers  
LH Tax Audit

## EXECUTIVE DIRECTOR'S REPORT

### BINGEN POINT:

July 4 Fireworks Discussion - Cities of Bingen & W.Salmon  
Building 1D Update  
Progress Report  
Carlson & GeoEngineers  
Fire Flow  
Hwy 14 Spoils Project

### DALLESPORT INDUSTRIAL PARK:

Bly Composting Project-KC MDNS & RR Siding Use  
Noxious Weeds - Sheep grazing w/o 5/19  
Infrastructure Project - KC Project Award  
Potential Manufacturing Project  
Riley Pit - Reclamation Plan - DNR

Williams Gas Line

MISCELLANEOUS

WPPA Finance & Admin. Seminar 6/18-20; Walla Walla  
Committee Updates

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

EXECUTIVE SESSION - REAL ESTATE

ADJOURNMENT

| <p style="text-align: center;"><b>PORT OF KLICKITAT<br/>BOARD OF COMMISSIONERS MEETING MINUTES<br/>May 20, 2003<br/>REGULAR SESSION</b></p> |  |  |
|---|--|--|
| <u>TOPIC</u>  | DISCUSSION/ASSESSMENT/FINDINGS   | ACTION/FOLLOW UP   |
| <b><u>ATTENDANCE:</u></b>   | <p><b>Commissioners/Staff Present:</b> Port Commissioners (PCs) 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> PC Norm Deo</p> <p><b>Guests Present:</b> Mike Smith (Dallesport) and Matt &amp; Jim Riley (Rapid Ready Mix).</p> |  |
| <b><u>PUBLIC COMMENT</u></b>  | <p>The public meeting was opened at 4:30.<br/>There was no public comment.</p>   |  |
| <b><u>COUNSEL'S REPORT</u></b><br><b><u>! Leases Update: ICE &amp; Underwood Fruit</u></b>  | <p>ICE's attorney is out of his office until June 3. Exec.D Sherwood reported that ICE has paid their current rent at the increased amount and has paid the difference retroactive to April 1. Counsel confirmed the lease date as 3/31/03.<br/>Counsel has not received any further communication from Mr. Gibson regarding the Underwood Fruit lease.</p>                                      |  |
| <b><u>! DIP - WWTF: Non-Exclusive Easement - Right-of-Way</u></b>   | <p>Counsel has some concerns with the Waste Water Treatment Facility easement that he will discuss with Exec.D Sherwood later.</p>   |  |
| <b><u>MOU Infrastructure</u></b>  | <p>Exec.D Sherwood reported that she received a corrected Memorandum of Understanding for Infrastructure Development from KC. Counsel had no concerns with the document so she recommends that the PC sign the document.</p>   | <p><i>PC Vinyard moved to approve the Memorandum of Understanding between the Port and KC regarding infrastructure development at DIP; seconded by PC Ford – motion carried.</i></p> |

|   |   |   |
|---|---|---|
| <p><b><u>! LH Tax Audit</u></b></p>   | <p>Exec.D Sherwood discussed the lease hold audit finding regarding the way the electricity bill was allocated to tenants until 2001. The Department of Revenue Auditor maintained that because the allocation was arbitrary and not based on a more actual basis, leasehold tax should have been charged to the tenants. We will be receiving an invoice for \$1,914.61, the amount of leasehold tax that should have been collected. Since this tax bill is due to an error of past administration, Exec.D Sherwood recommended that the Port absorb this cost and not pass it on to the affected tenants.<br/>AAA Drew reported that leasehold tax is due on pop machine commissions if the total amount of receipts is expected to be \$250 or more, per company.</p> | <p><i>PC Vinyard moved to absorb the leasehold tax expense, since it was due to an administrative error, and not pass the cost on to the tenants; seconded by PC Ford – motion carried.</i></p> |
| <p><b><u>July 4 Fireworks</u></b></p>   | <p>Exec.D Sherwood reported that she has had conversations with the mayors of Bingen and White Salmon regarding fireworks. They reported that the fire chiefs and emergency responders are concerned that since the Port passed a resolution banning fireworks on Port property, fires have sprouted up all over the county. They would like to see the fires contained to one area. Rotary and the Boy Scouts have agreed to clean up afterwards if fireworks are again allowed on Port property. PC Vinyard suggested seeking input from the Port's tenants.</p>  |   |
| <p><b><u>ADMINISTRATIVE MATTERS</u></b><br/><b><u>! Consent Agenda</u></b></p>  | <p>Items approved:</p> <ul style="list-style-type: none"> <li>• Minutes of May 6, 2003</li> <li>• Minutes of April 2, 2003 - Pre-Bid Meeting</li> <li>• Minutes of May 7, 2003 - Pre-Construction Meeting</li> <li>• Vouchers #18158-18160; \$3,594.89</li> <li>• Vouchers #18161-18174; \$10,996.72</li> </ul>   | <p><i>PC Vinyard moved to approve the Consent Agenda as presented; seconded by PC Ford -- motion carried.</i></p>   |
| <p><b><u>! DIP Appraisal</u></b></p>  | <p>Exec.D Sherwood reported that John Wooden was the low quote (\$2,800) for an appraisal of five lots at DIP. She asked for PC approval to enter into a personal services contract with Mr. Wooden. <b>PC consensus to enter into a personal services contract.</b></p>  |   |
| <p><b><u>EXECUTIVE DIRECTOR'S REPORT</u></b><br/><b><u>*Bingen Point*</u></b><br/><b><u>! July 4 Fireworks</u></b><br/><b><u>Discussion - Cities of Bingen &amp; White Salmon</u></b></p> | <p>Discussed during Counsel's Report.</p>   |   |

|   |   |  |
|---|---|--|
| <p><b><u>! Building 1D Update</u></b></p>   | <ul style="list-style-type: none"> <li>•Progress Report: Exec.D Sherwood reported that complaints have been received from ICE regarding the dust created by the utility work being done by L.L.Lindberg. She discussed these concerns with L.L. Lindberg, Team and DSP Architecture and is exploring options to assist with dust abatement.</li> <li>•Carlson &amp; GeoEngineers: Carlson Testing will be doing the special testing on the concrete, rebar, tie-ins, etc. GeoEngineers is doing the soils testing and will also do the testing of the asphalt concrete paving base. Their contracts have been modified to reflect those duties.</li> <li>•Fire Flow: Exec.D Sherwood explained the fire flow situation and the second six inch line down Maple St. and Lakeview Blvd., which could provide additional flow if the valve can be found and the line opened. She has contacted the City of Bingen and SDS for assistance in locating the valve.</li> </ul> |  |
| <p><b><u>! Hwy 14 Spoils Project</u></b></p>  | <p>Exec.D Sherwood discussed the large amount of rocks that are coming onto Port property. Contractors have been contacted for quotes to construct the berm in the permitted area. This work needs to start as soon as possible in order to manage the huge volume of rocks.</p>  |  |
| <p><b><u>*Dallesport Industrial Park* (DIP)</u></b><br/> <b><u>! Bly Composting Project - KC MDNS &amp; RR Siding Use</u></b></p> | <p>Exec.D Sherwood reported that Rece Bly is moving forward with his project even though he was not successful with Metro for funding. KC has issued a Mitigated Determination of Non-Significance, however, the Yakama Nation has filed an appeal which will be heard on July 9. Mr. Bly has expressed an interest in using the Port's railroad spur.</p>  |  |
| <p><b><u>! Noxious Weeds - Sheep Grazing W/O 5/19</u></b></p>   | <p>Exec.D Sherwood reported that Max Fernandez will be bringing his sheep to Dallesport this week to graze the noxious weeds for the next two to three weeks. Last Monday's shearing delayed their arrival which was scheduled for last week. The sheep will be corralled at night on Lot #40.</p>  |  |
| <p><b><u>! Infrastructure Project - KC Project - KC Project Award</u></b></p>   | <p>KC has awarded the contract to Crestline Construction, slated to begin around June 9.</p>  |  |
| <p><b><u>! Potential Manufacturing Project</u></b></p>  | <p>Exec.D Sherwood and PC Ford made a site visit to the current location of a potential tenant for DIP. Once his current building sells, he will be ready to make a move to DIP. The quality of his product is extremely high.</p>  |  |
| <p><b><u>! Riley Pit - Reclamation Plan - DNR</u></b></p>   | <p>Exec.D Sherwood met with Frank Childs &amp; Dustin Conroy (Taylor Engineering), Jim Riley (Riley Bros. Concrete) and Brad Campbell (DNR) to discuss the reclamation plan for the Riley pit. There is now a better understanding of how to proceed with the plan and meet the September 1 deadline.</p>   |  |

|  |   |  |
|--|---|--|
| <p><b><u>! Williams Gas Line</u></b></p>   | <p>Exec.D Sherwood met with Larry Nicholas (KC Public Works) and Jan Camp and Dave Taylor of Williams Pipeline to discuss the current location of the pipeline and where the Port would like it to be in keeping with our infrastructure development plans. The Williams easement expires in 2008. They seemed very receptive to the Port's plans and subsequent pipeline move. They asked Exec.D Sherwood to send a proposal to Williams. Exec.D Sherwood would like to propose that the pipeline be moved at Williams' expense.</p> |  |
| <p><b><u>MISCELLANEOUS</u></b><br/> <b><u>! WPPA Finance &amp; Admin. Seminar 6/18-20; Walla Walla</u></b></p> | <p>Exec.D Sherwood asked for PC consensus for AAA Drew to attend the WPPA Finance &amp; Administration Seminar June 18-20 in Walla Walla.<br/> <b>PC consensus.</b></p>   |  |
| <p><b><u>! Committee Updates</u></b></p>   | <p><u>AIRPORT</u>: PC Deo absent.<br/> <u>MCEDD</u>: PC Ford had no meeting this month.<br/> <u>BRIDGE/HWY 35</u>: PC Ford had no report.<br/> <u>KC EDA</u>: PC Vinyard's next meeting will be May 28.</p>   |  |
| <p><b><u>! PC Vinyard - West Nile Virus/Bird Boxes</u></b></p>   | <p>PC Vinyard discussed that birds are highly susceptible to the West Nile Virus and recommended that we take appropriate action if an increase in dead birds is noticed.</p>   |  |
| <p><b><u>! June 3 Ground Breaking</u></b></p>  | <p>Exec.D Sherwood stated that AAA Drew will be coordinating the ground breaking activities for the Governor's visit with Dana Peck (KC Econ. Dev.). PC Vinyard asked for an informational sheet regarding the Building 1D project and its funding to assist with comments to the Governor.</p>   |  |
| <p><b><u>PUBLIC COMMENT</u></b></p>  | <p>There was no public comment.</p>   |  |
| <p><b><u>ADJOURNMENT</u></b></p>   |   | <p><i>PC Vinyard moved to adjourn at 5:41; seconded by PC Ford – motion carried.</i></p> |

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

Respectfully

Vickie L. Drew, Administrative Assistant

May 20, 2003

---

---

Dianne Sherwood, Executive Director

Norman Deo, Chairman