

Agenda for Tuesday, July 29, 2003
Klickitat County Port District
2nd Regular Monthly Meeting
July 29, 2003 - 4:30 P.M. - PORT OFFICE

AGENDA

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

BID OPENING - DIP Lots #23 & #24

ADMINISTRATIVE MATTERS

Consent Agenda:

July 8, 2003 Minutes

Vouchers

Annual State of the Port Address - Jim Herman

Change August Meetings - 1 Mtg. Aug. 12 ?

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Building 1D Update

DALLESPORT INDUSTRIAL PARK:

DIP Grading & Infrastructure Project Update

MISCELLANEOUS

Committee Updates

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

ADJOURNMENT

PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES July 29, 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 and S. Wayne Vinyard, Port Counsel (Counsel) Teunis J. Wyers Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant/Auditor (AAA) Vickie Drew.</p> <p>PC/Staff Absent:</p> <p>Guests Present: Jim Herman, CPA, Matt Riley (Riley Bros. Concrete), Don Struck (KC Commissioner), Larry Nicholas (KC Public Works).</p>	
<u>PUBLIC COMMENT</u>	<p>The public meeting was opened at 4:37. There was no public comment.</p>	
<u>BID OPENING - DIP Lots #23 & #24</u>	<p>Exec.D Sherwood opened the one bid that has been received from HBC Properties Inc. (Huggy Bear's Cupboards). AAA Drew made copies of the bid for the PC and Counsel to review during discussion. Counsel recommended comparing the bid to the bid notice to ensure that it meets all the requirements set forth. The PC briefly scanned the document. The offer is contingent upon HBC selling its current property and successful completion of loan applications with three WA State agencies. PC Ford inquired how long the bid would remain in effect if the HBC property didn't sell right away. Exec.D Sherwood responded that according to RCW 53.25.150, the PC should make a determination within 30 days whether or not to accept the bid. The sale shall be made upon terms and conditions as the commission shall prescribe. PC consensus to review the bid, wait for staff/attorney recommendations and make findings & a determination at the next meeting.</p>	
<u>ADMINISTRATIVE MATTERS</u> <u>! Consent Agenda</u>	<p>Items approved:</p> <ul style="list-style-type: none"> • Minutes of July 8, 2003 • Vouchers #18288-18291; \$4,457.11 • Vouchers #18292-18318; \$13,879.40 • Vouchers #18319-18323; \$139,754.78 	<i>PC Vinyard moved to approve the Consent Agenda as presented; seconded by PC Deo -- motion carried.</i>
<u>! COUNSEL'S REPORT</u>	<p>Counsel has received a copy of the new map and legal description for the second amendment to the Riley operating agreement. He will prepare the draft amendment for PC review.</p>	

<p><u>ANNUAL STATE OF THE PORT ADDRESS - Jim Herman</u></p>	<p>Exec.D Sherwood introduced Jim Herman to discuss the Port's financial affairs. Jim stated that he was impressed with the Port's website. He discussed some suggestions he has made to streamline internal financial operations. E-mailing the PC packet is not really feasible given the nature of most of the items normally included. AAA Drew has stopped making receipts in triplicate for all payments received and has set up the money market account on a spreadsheet that she can also use for posting to the general ledger. She is working on setting up tenant billing via e-mail to speed up that process and also save money on</p>	
<p><u>ANNUAL STATE OF THE PORT ADDRESS - Jim Herman, cont.</u></p>	<p>paper and postage. Jim has reviewed the annual report. 2002 looked bad on paper only because expenses were paid out from revenues received in 2001. He has, in previous years, wanted to see a balance sheet that shows the value of all the Port's assets because he is used to working with businesses that want to see a certain return on its capital. Jim stated, "The Port is not looking for a return on capital, it's looking at being able to provide a service to the public. In reality, it doesn't matter what the things are worth; it does matter what you're able to get as far as providing jobs." He felt that AAA Drew was doing a good job of charting the Port's income and was very impressed with the spreadsheets and colored graphs that she prepares for the PC. He suggested that an accounting of the number of jobs created in the previous year be included in the minutes on an annual basis. He enjoyed his discussion with AAA Drew and stated that she has a really good understanding of how the whole thing works; the Port would fall apart without her. Jim stated that a three-year state audit cycle was a benefit to the Port and to the state auditor. AAA Drew asked what kind of monthly financial report the PC would like to receive. The PC were satisfied with the current reports. PC Ford felt that graphs, like those included in the annual report, were very helpful. AAA Drew will work on setting up a quarterly set of graphs to include in her financial reports. PC Deo thanked Jim for his report.</p>	
<p><u>! Change August Meetings - 1 Mtg Aug.12?</u></p>	<p>Exec.D Sherwood discussed the proposed change in August meetings. PC consensus to have only one meeting on August 19.</p>	
<p><u>EXECUTIVE DIRECTOR'S REPORT</u> <u>*Bingen Point*</u> <u>! Building 1D Update</u></p>	<p><u>Fire Flow:</u> The results of the fire flow test that was done on July 3 by Hopper, Dennis, Jellison was included in the packet. A letter from KC Building Dept. granting approval of the fire flow and hydrant placement was also included. Regarding the City of Bingen's 6" bottleneck, Exec. D Sherwood reported that the City will not be moving forward with replacement of that line. A discussion with Mayor Prigel will occur as a followup.</p> <p><u>Interior Build-out:</u> Exec.D Sherwood reported that the DSP estimate for interior build-out of Bldg. 1D is approximately \$800,000 to \$900,000. The Port has contingency funds available. Exec.D Sherwood will be meeting with Insitu tomorrow to discuss their contribution to the improvements.</p>	

<p><u>! Gorge Harbor Marina Project</u></p>	<p>Exec.D Sherwood reported that she has sent the landscape mitigation plan to the Corps of Engineers (COE), National Marine Fisheries Service (NMFS) and WA ST Fish & Wildlife (WDFW), and yesterday, Steve Tessmer sent the fuel dock information to them yesterday. She spoke with Ben Meyer (NMFS) and Don Borda (COE) who stated that all they need are the final plans from Steve Tessmer in order to consider the project. Steve Tessmer is hoping that a permit will be issued and he could start driving pilings in November. Should that happen, the contract between Gorge Harbor Marina and the Port will be back on the front burner.</p>	
<p><u>! Berm</u></p>	<p>Exec.D Sherwood reported that she will be meeting with Cathy Reed (DOE) regarding amending the permit to allow completion of the berm along Parcels 4 and 5. She will ask Jerry Branton (Tennessee Engineering) and Carl Dugger (WDFW) to attend the meeting.</p>	
<p><u>! Paragliding Request</u></p>	<p>The Cascade Paragliding Club submitted a request to change their landing zone from Parcel's #16 & 17 to Parcels #4 & 5. The PC suggested that they would have to mow the area and maintain it. Exec.D Sherwood will continue discussion with the group.</p>	
<p><u>*Dallesport Industrial Park* (DIP)</u> <u>! Grading & Infrastructure Project Update</u></p>	<p>Tom Seifert reported that the grading is complete and the utility work has begun. Change Orders have been approved for paving and entry landscaping. The contractor will try to obtain a mulch product for the area to assist with dust abatement. Exec.D Sherwood reported that the draft final Water System Plan has been received from Kennedy/Jenks. Copies were also sent to Larry Nicholas (KC Public Works) and Taylor Engineering. Exec.D Sherwood has requested an extension from the WA State Dept. of Health to the deadline for submission of the final plan.</p>	
<p><u>! CGEDA</u></p>	<p>Exec.D Sherwood reported that CGEDA decided at their last meeting that MCEDD would no longer be the location where our Marketing Director works. The new Director, Humaira Falkenberg, will work out of the Skamania EDC office instead. An agreement noting that change of grant administration has been faxed for Exec.D Sherwood's signature. PC consensus for her to sign the agreement.</p>	
<p><u>! WPPA Executive Director's Seminar & Cascade Center Management Seminar</u></p>	<p>Exec.D Sherwood reported that she attend the WPPA Executive Director's Seminar in La Connor (which was a very good meeting) and then from there went to the two-week Cascade Center Management Seminar at the University of Washington. It was very intense and she came away with much new knowledge. She thanked the PC for the opportunity to attend.</p>	

<p><u>MISCELLANEOUS</u> <u>! Committee Updates</u></p>	<p><u>AIRPORT:</u> PC Deo attended a meeting July 25. They new hangars are virtually complete and all are leased but one. An agreement has been reached with Sprint for a new rotating beacon and wireless communication tower. Drag races are scheduled for August 10 at the airport. <u>MCEDD:</u> PC Ford reported that a grant request from EDA for telecommunications has been approved. The grant is for \$70,000 and requires a \$30,000 local match which is not available at this time. PC Ford asked if the other PC received an invitation letter from Doc Hastings to attend a Town Hall Meeting in Lyle on August 18, 5:30-7:00. He will be unable to attend and hoped that another PC or Exec.D Sherwood could attend. <u>BRIDGE/HWY 35:</u> PC Ford had no report. <u>KC EDA:</u> PC Vinyard attended a meeting July 23. He dispersed an KC Economic & Community Development Update packet that was presented at the meeting.</p>	
<p><u>PUBLIC COMMENT</u></p>	<p>Tom Seifert: suggested that a letter be sent from the Port to Huggy Bear and Kraig Kushar (OTED/State Finance) confirming receipt and acceptance of the HBC bid for the Dallesport property, contingent upon final contract language. When the deal is closed, he suggested holding the next appropriate PC meeting at Dallesport. Tom encouraged the PC to inform their constituents about the multiple positive effects that are generated by the coordinated efforts of KC and the Port. He also suggested discussing the joint economic development goals of the Port and City of Bingen, with relation to an estimated \$80,000 water line improvement to retain and create family wage jobs, currently at \$68,000+ per year for the employees of the Port's current expanding tenant.</p>	
<p><u>ADJOURNMENT</u></p>		<p><i>PC Vinyard moved to adjourn at 6:14; seconded by PC Ford – motion carried.</i></p>

Approved on: _____
 submitted _____
 (Date)

Respectfully

Vickie L. Drew, Administrative Assistant

 Dianne Sherwood, Executive Director

 Norman Deo, Chairman