

Agenda for Tuesday, August 19, 2003  
Klickitat County Port District  
1st Regular Monthly Meeting  
August 19, 2003 - 4:30 P.M. - PORT OFFICE

## AGENDA

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

## COUNSEL'S REPORT

Riley Bros. - Amendment to Operating Agreement  
Sprint/PUD Easement  
Huggy Bear's Cupboards Letter

## ADMINISTRATIVE MATTERS

Consent Agenda:  
July 29, 2003 Minutes  
Vouchers

## EXECUTIVE DIRECTOR'S REPORT

### BINGEN POINT:

Berm/Fill Project:

- DOE/KC Planning Meeting
- Historical Summary of Environmental Restoration Actions

Building 1D:

- Update
- Architect Contract - Interior

Gorge Harbor Marina Project

Spot Your Dog Stations

Infrastructure Analysis & Fire Flow - RFQ

### DALLESPORT INDUSTRIAL PARK:

Security Assessment - NVIC No. 11-02  
DIP Infrastructure Project Update

MISCELLANEOUS

Committee Updates

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

ADJOURNMENT

<b>PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES August 19, 2003 REGULAR SESSION</b>		
<b><u>TOPIC</u></b>	<b>DISCUSSION/ASSESSMENT/FINDINGS</b>	<b>ACTION/FOLLOW UP</b>
<b><u>ATTENDANCE:</u></b>	<p><b>Commissioners/Staff Present:</b> 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><b>PC/Staff Absent:</b></p> <p><b>Guests Present:</b> Matt &amp; Jim Riley (Riley Bros. Concrete), Tom Seifert (KC Econ. Dev.). Mike Smith (Dallesport), Byron Hanke (Port Consultant).</p>	
<b><u>PUBLIC COMMENT</u></b>	The public meeting was opened at 4:36. There was no public comment.	
<b><u>! COUNSEL'S REPORT</u></b>	Counsel will arrive at 5:00 and his report will be given at that time.	
<b><u>ADMINISTRATIVE MATTERS</u></b> <b><u>! Consent Agenda</u></b>	<p>Items approved:</p> <ul style="list-style-type: none"> <li>• Minutes of July 29, 2003</li> <li>• Voucher #18324; \$267,671.93</li> <li>• Vouchers #18325-18343; \$17,917.18</li> <li>• Vouchers #18344-18348; \$262.50</li> <li>• Vouchers #18349-18355; \$397.50</li> <li>• Vouchers #18356-18403; \$4,732.18</li> <li>• Vouchers #18404-18435; \$22,711.53</li> <li>• Vouchers #18436-18438; \$5,849.45</li> </ul> <p>PC Ford inquired about the Guler Oil payment. The much larger expense for fuel this month is due to the high use of the diesel pump to provide water for the infrastructure project at DIP.</p>	<i>PC Ford moved to approve the Consent Agenda as presented; seconded by PC Vinyard -- motion carried.</i>
<b><u>! Port Commission Election</u></b>	Exec.D Sherwood discussed the recent election filings. No one filed for PC Deo's position, so the law provides that he will retain his position for two more years. The position will come up for election again at that time, which is also when PC Vinyard's term ends as well.	
<b><u>EXECUTIVE DIRECTOR'S REPORT</u></b> <b><u>*Bingen Point*</u></b> <b><u>! Berm/Fill Project:</u></b>	<b><u>Update:</u></b> The rocks and soil are being managed very well. The material is being pushed up against the berm. Permission has been received from Carl Dugger of WA Fish & Wildlife (F&W) to place dirt on top of the berm to encourage natural vegetation to grow. F&W is doing some riparian repair work at Klickitat and needs some large rocks so Bill Locke has negotiated a trade for smaller rocks and material from F&W.	

<p><b>! Berm/Fill Project:, cont.</b></p>	<p><u>DOE/KC Planning Meeting:</u> Exec.D Sherwood reported that she met with Cathy Reed (DOE), Brian Frampton (KC Planning), Steve Stampfli (formerly Underwood Conservation District), Jerry Branton (Tennessee Engineering) and PC Ford, regarding continuation of the berm/fill onto Parcels 4 &amp; 5. She felt the meeting went very well. Brian Frampton stated that the Port would have to submit another entire permit application. Exec.D Sherwood felt that going through the notification period and agency review again was an unfair delay of the project since her original application included Parcels 4 &amp; 5. She has filled out a new application in the event that the Dept. of Ecology (DOE) is not willing to modify the permit's conditions. Carl Dugger (F&amp;W) has agreed to modify the hydraulic permit with simply a letter. Exec.D Sherwood has written a letter to DOE requesting that they do the same. PC Ford stated that there seemed to be a concern regarding the steepness of the berm and what the expectation was regarding growth on the south side of the berm. He stated that apparently DOE had received some complaints regarding the berm. He reported that Cathy Reed stated that the growth that is on Parcels 4 &amp; 5 is not something that is of concern to DOE.</p> <p><u>Historical Summary of Environmental Restoration Actions:</u> Steve Stampfli (UCD) compiled a Historical Summary of Environmental Restoration Actions Centered on Bingen Lake &amp; Wetlands and Columbia River Shoreline, 1988-2003 which outlines the efforts made to enhance and protect the lake and wetland. This document was given to Cathy Reed (included in the PC packet) as well as a Tennessee wetland map.</p>	
<p><b>! Building 1D:</b></p>	<p><u>Update:</u> The building walls were erected on the only two calm wind days last week.</p> <p><u>Architect Contract - Interior:</u> Exec.D Sherwood would like to move forward with a contract for the interior design of Building 1D. Once the plans are finalized, the interior project will be put out to bid. She requested PC approval to negotiate a contract with DSP, not to exceed \$50,000.00 for the interior design work. She recommended that the PC make a finding that it is in the public's best interest to assist Insitu's expansion by authorizing that more of the building be utilized by office/engineering support than manufacturing space.</p> <p>PC Deo asked if the floor cracking issue had been satisfactorily resolved. Exec.D Sherwood reported that the structural engineer has said that it is not a structural problem. PC Deo stated that there are even cracks in the walls and he feels that the quality is not as expected from the work that was done on Building 1B. He would like to see a core sample taken at the worst areas of cracking and possibly some restitution or a guarantee. Exec.D Sherwood will discuss his concerns with Randy Salisbury (DSP Architecture) tomorrow. PC Deo would like to meet with Bob Westermann, Project Manager, to discuss this issue. PC Deo felt it was advisable to proceed with negotiation of an architectural service contract with DSP for interior design. <b>PC concurrence to move forward in negotiations with DSP for interior design, not to exceed \$50,000.</b> PC Vinyard felt that it was very much in the public's best interest to encourage and support Insitu's growth and worth the investment into the building. Exec.D Sherwood displayed a draft floor plan that has been prepared by DSP. The various aspects of the interior plan were discussed. Exec.D Sherwood stated that "we need to create the best building we possibly can with the most flexibility for the future."</p>	

<p><b><u>! Gorge Harbor Marina Project</u></b></p>	<p>A cover letter to Steve Tessmer's submission of the final preliminary drawings to Ben Meyer (NMFS) was included in the packet. Also included was a copy of the Phase 3 drawing.</p>	
<p><b><u>! Spot Your Dog Stations</u></b></p>	<p>Exec.D Sherwood reported that a request has come into the office for stations that would enable pet owner's to clean up after their pets. She will follow-up on this request.</p>	
<p><b><u>! Infrastructure Analysis &amp; Fire Flow - RFQ</u></b></p>	<p>Exec.D Sherwood suggested that an analysis of the infrastructure at Bingen Point be pursued to see how to loop the system, working with the City of Bingen, to figure out an economical way to get better fire flow. PC authorization to proceed with grant applications and a request for qualifications for an engineer to do an infrastructure analysis at Bingen Point.</p>	
<p><b><u>*Dallesport Industrial Park* (DIP)</u></b>  <b><u>! Security Assessment - NVIC No. 11-02</u></b></p>	<p>Exec.D Sherwood attended a meeting last week with the Coast Guard regarding Port security. After 9-11 a lot of new security regulations were adopted. There is a threshold that if more than 150 people are on a boat that uses a dock, then security issues must be addressed. There is an opportunity for Exec.D Sherwood to do a self-assessment to determine what the risk is. The Coast Guard Port Master has the right to offer alternatives for the Port, and we may not have to spend a lot of money if we can convince them that the cruise ship passengers pose no threat. Enhanced security is a requirement up and down the rivers all across the nation.</p>	
<p><b><u>! DIP Infrastructure Project Update</u></b></p>	<ul style="list-style-type: none"> <li>• Exec.D Sherwood reported that there is a future bottleneck situation where the Port's 12" water line was reduced to a 10" line to serve the Waste Water Treatment Facility and then is increased again to 12" where it heads out to service the new infrastructure. In the future, the 10" line may need to be replaced with a 12"line.</li> <li>• During all the demand for watering during the grading process, the electric booster pump should have kicked on to relieve the load on the diesel pump. Jerry Branton (Tenneson Engineering) reset the diesel pump so that it would turn on at a higher water demand level. Exec.D Sherwood asked Jerry to prepare an outline of how the pumping system works at DIP and it was included in the packet.</li> <li>• The final water system plan has been received from Kennedy/Jenks. She is meeting with Taylor Engineering to discuss their enhancement to the water system plan and their work on the Riley Reclamation Plan.</li> </ul>	
<p><b><u>! Binding Site Plan Update</u></b></p>	<p>Copies of the latest draft of the binding site plan were given to the PC for their review. This revision addresses the modification of Lots 23 and 24 to reflect what Huggy Bear's Cupboards would like to acquire. PC Deo asked if the draft included the changes to the Riley's operating agreement. Jim Riley stated that the map that shows the Riley Pit area is not correct. He will review the map further and get his comments back to Exec.D Sherwood. Counsel compared this BSP with the drawing from the new legal description and verified that it is not correct. Exec.D Sherwood will ensure the changes get made provided the amendment to the operating agreement is signed.</p>	

<p><b><u>COUNSEL'S REPORT</u></b></p>	<p><u>Riley Bros. - Amendment to Operating Agreement</u>: Counsel presented copies of the draft amendment for review. A copy will be forwarded to the Riley's attorney tomorrow.</p> <p><u>Sprint/PUD Easement</u>: Exec.D Sherwood had concerns regarding the location of the easement. She is working with Julie Garrison (KC Planning) to get the proper location.</p> <p><u>Huggy Bear's Cupboards (HBC) Letter</u>: A copy of the HBC letter requesting that the PC defer formal consideration of their bid proposal until the second meeting in September or first meeting in October was discussed, as HBC executives will be on vacation until the week of September 8. Counsel recommended that in keeping with the RCWs, the PC accept the HBC bid subject to working out the contingencies. Byron Hanke stated that he felt it was a good project and that the company would make a good anchor tenant for the industrial park.</p>	<p><i>PC Vinyard moved to accept the HBC proposal subject to both parties reaching agreement on the contingencies. Further, staff is directed to proceed with negotiation of the contingencies; seconded by PC Ford – motion carried.</i></p>
<p><b><u>MISCELLANEOUS</u></b> <b><u>! Exec.D Sherwood</u></b></p>	<p>Exec.D Sherwood gave the PC a summary of air quality trends in the Gorge for their review.</p>	
<p><b><u>! Counsel</u></b></p>	<p>Counsel reported that he is working on getting permission from the City of Bingen to place the blocks used for Community Pride (currently sitting on the Port's Parcel 2) onto City property where Community Pride will be held next year. They may have to be moved twice, whether that is to another location on Port property and then to City of Bingen Property or twice on City of Bingen property.</p>	
<p><b><u>! Committee Updates</u></b></p>	<p><u>AIRPORT</u>: PC Deo attended a meeting August 15. There were many more people in attendance than expected. The drag race generated approximately \$3,000 which has been designated for roof repair. There were a few complaints from pilots. There may not have been enough notice of the race taking place.</p> <p><u>Dallesport Community Meeting</u>: PC Ford attended last Thursday night's meeting and felt that the community was very excited to hear about what's going on at the Dallesport Industrial Park as well as at Bingen.</p> <p><u>MCEDD</u>: PC Ford received notice of cancellation of his meeting tomorrow night, but the loan committee is meeting to review the Huggy Bear's application.</p> <p><u>BRIDGE/HWY 35</u>: PC Ford had no report.</p> <p><u>KC EDA</u>: PC Vinyard had no report.</p>	
<p><b><u>! PC Ford</u></b></p>	<p>PC Ford inquired about the booster pumps at DIP. He wondered if installing a well pump with higher pumping capacity in Well #2 would increase fire flow as it would certainly assist with reservoir recovery. The current pump is pumping 760 gpm on a well with a capacity for 1450 gpm. A larger pump could be used as long as the well holds up.</p>	
<p><b><u>! PC Vinyard</u></b></p>	<p>PC Vinyard reported that it appears that there are some people living on a permanent basis on COE property east of the barge dock.</p>	

<p><b><u>PUBLIC COMMENT</u></b>  <b><u>! Tom Seifert</u></b></p>	<ul style="list-style-type: none"> <li>• Tom reported that \$1MM in loan assistance has been put together for the Huggy Bear project.</li> <li>• Tom suggested that the infrastructure partnership with the City of Bingen discussed earlier also include SDS and possibly KC.</li> <li>• There will be a DIP update meeting tomorrow and he hopes they will begin discussions regarding joint or cooperative comprehensive build-out planning at DIP to include such things as master planning, environmental, infrastructure, target industries, policy, MOUs and budget.</li> <li>• The infrastructure project is expected to be done this week or early next week. All conduit has been run and final grading was to occur today. Sprint and the PUD have to run lines and conduit. PC Ford inquired about the trenching along the front of Parcels 24 &amp; 25. Exec.D Sherwood responded that it is for the Sprint and PUD easement.</li> </ul>	
<p><b><u>ADJOURNMENT</u></b></p>		<p><i>PC Vinyard moved to adjourn at 6:22; seconded by PC Ford – motion carried.</i></p>

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

Respectfully

Vickie L. Drew, Administrative Assistant

\_\_\_\_\_  
 Dianne Sherwood, Executive Director

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 Norman Deo, Chairman