

Agenda for Tuesday, September 02, 2003
Klickitat County Port District
1st Regular Monthly Meeting
September 2, 2003 - 4:30 P.M. - PORT OFFICE

AGENDA

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

COUNSEL'S REPORT

ADMINISTRATIVE MATTERS

Consent Agenda:

August 19, 2003 Minutes

Vouchers

Financial Report - July

Resolution 7-2003 - Building Minimum Standards

Resolution 8-2003 - Tenant Improvements - Bldg. 1A

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Guest: Bill Locke - Berm/Fill Project

Gorge Harbor Marina Project - Draft HPA

DALLESPORT INDUSTRIAL PARK:

Guest: Taylor Engineering:

- Reclamation Plan

- Water System Plan

KC Marketing Plan MOU:

- Date Options-Joint PC/KC BOC Workshop

MISCELLANEOUS

WPPA Econ. Dev. Seminar - Moses Lake, Sept. 18-19

Committee Updates

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

ADJOURNMENT

	PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES September 2, 2003 REGULAR SESSION	
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<u>ATTENDANCE:</u>	Commissioners/Staff Present: Port Commissioners (PCs) Norm Deo, Rodger Ford and S. Wayne Vinyard, Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant/Auditor (AAA) Vickie Drew. PC/Staff Absent: Port Counsel (Counsel) Teunis J. Wyers Guests Present: Matt & Tony Riley (Riley Bros. Concrete), Frank Childs & Dustin Conroy (Taylor Engineering), Bill Locke (Port Fill Project Manager) & Dana Peck (KC Econ. Dev.).	
<u>PUBLIC COMMENT</u>	The public meeting was opened at 4:31. There was no public comment.	
<u>! COUNSEL'S REPORT</u>	Counsel's presence not requested.	
<u>ADMINISTRATIVE MATTERS</u> <u>! Consent Agenda</u>	Items approved: <ul style="list-style-type: none"> • Minutes of August 19, 2003 • Vouchers #18439-18454; \$9,633.61 • Vouchers #18455-18467; \$3,375.34 • Checks #185 & 186; \$55,600.00 	<i>PC Vinyard moved to approve the Consent Agenda as presented; seconded by PC Ford -- motion carried.</i>
<u>Financial Report - July</u>	Not available.	
<u>! Resolution 8-2003: Building Minimum Standard</u> <u>! Resolution 9-2003: Tenant Improvements - Bldg 1A</u>	Exec.D Sherwood discussed Resolution 8-2003 which outlines the basic minimum standards to which Port buildings would be constructed, including basic HVAC, electrical, lighting, limited partitioning, restrooms and fire and safety standards. She also discussed Resolution 9-2003 which accepts the tenant improvements made by The Insitu Group in Building 1A and gives them full credit against future tenant improvements in any Port owned building. The dollar amount of Insitu Building 1A improvements has been left blank in the resolution pending verification of actual expenditure by financial receipts from Insitu. Contract terms for Building 1D were discussed which include the cost of tenant improvements (less credit for Building 1A improvements) amortized over the initial term of the lease and job creation level. PC consensus to approve \$475,500.00 as the basic interior improvement amount for Building 1D based on an estimate by DSP Architecture.	<i>PC Ford moved to approve Resolutions 8-2003 and Resolution 9-2003. The tenant credit amount figure on Resolution 9-2003 shall be verified from financial receipts provided to the Port from The Insitu Group; seconded by PC Vinyard – motion carried.</i>

<p><u>EXECUTIVE DIRECTOR'S REPORT</u> <u>*Bingen Point*</u> <u>! Team Contract - C.O. #1</u></p>	<p>Exec.D Sherwood discussed Change Order #1 to the Team Construction contract which results in an increase of \$26,271.09. \$13,189.72 of that amount is the cost associated with the addition of a new 8" fire line and additional hydrant. She asked for PC approval of the change order.</p>	<p><i>PC Ford moved to approve Change Order #1 to the Team Construction contract in the amount of \$26,271.09. 0 days have been added to the contract completion date. The new contract amount is \$1,251,803.82; seconded by PC Vinyard – motion carried.</i></p>
<p><u>Berm/Fill Project - Guest Bill Locke</u></p>	<p>Bill Locke discussed the progress of the berm/fill project. The east end of Parcel 3 is a mountain of rocks that could be used to extend the berm along Parcels 4 & 5 when permitting allows, or they may have value as trade for more suitable fill as evidenced by the recent arrangement with WA Fish & Wildlife (WA F&W), or to sell in the future. The largest rocks are being placed alongside the berm so that once they are buried, they wouldn't need to be handled again. Approximately three acres are very close to grade. By the end of the project, he expects that all of Parcel 2 and most of Parcel 3 will be flat. He has made sure that the contractor is aware that he cannot end up with any areas of standing water and that the area is to be re-seeded. The Port will be receiving substantially less fill material due to a change in the Hwy 14 Project, as the original plan called for a left turn lane from the Hood River bridge east. Due to some financial changes, the plan has been redesigned to have only three or four strategic turn lanes. He has been in contact with the City of Bingen regarding the Riley blocks used for Community Pride being moved to City property. This will allow Parcel 2 to be filled and graded. The City of Bingen will move the blocks at their expense.</p> <p>The parcels will be graded with an out-slope of ½ per cent in the interest of filling more land. The ratio of fines to rocks makes final grading difficult. PC Deo asked if they are trying to get the largest boulders to the south of potential building sites. Bill stated that four-foot and larger rocks are being placed in one of the piles or next to the berm. PC Deo asked if there would be finer material on top of the berm. Bill said probably not. The contractor will hydro-seed the fill area. PC Vinyard asked if we will have buildable lots when the project is finished. Bill stated that Parcel 1 will not be usable, Parcel 2 will be totally usable and half to two-thirds of Parcel 3 will be usable. It is hoped to be able to use Parcel 2 and 3 as a fire camp area for DNR when they have fires in the area. Bill discussed the voids between the large rocks that will fill in over the winter and leave sink holes. Bill stated that for future development, an excavator will be needed to dig utility lines.</p> <p>Bill discussed the difference between mean sea level and center-of-the-Earth methods of determining elevation. The center-of-the-Earth method, used by DOT, is done by satellite and is based on the shape of the Earth. As the shape of the Earth changes the elevation measurements change. In this area, it results in a measurement that is 3.2 feet lower than the mean sea level elevation (set by the Corps of Engineers). The 87' elevation determined as the 100 year flood plain was set using mean sea level. DOT set the benchmark for this project using center-of-the-Earth. Additional finer fill would be required if it is determined that any future buildings need to be based on the 87' elevation as set by the COE.</p>	

<u>Berm/Fill Project - Guest Bill Locke, cont.</u>	<p>Exec.D Sherwood asked Bill to explain the aforementioned trade arrangement with WA F&W. Bill explained that WA F&W is doing riparian repair work in Klickitat on Snyder Creek and needed some large boulders. They went to the contractor stating that they had permission to pick up some large boulders. Bill noticed this occurring and worked out an even trade, load-for-load, with WA F&W for smaller fill material for the Port. Bill feels that in the future, the large rocks may be worth more; maybe two loads to one of rocks. The road project may not be completed until next summer.</p>	
<u>! Gorge Harbor Marina Project - Draft HPA</u>	<p>Discussion postponed.</p>	
<u>*Dallesport Industrial Park* (DIP)</u> <u>! Guests: Frank Childs & Dustin Conroy, Taylor Engineering</u>	<p>• <u>Reclamation Plan</u>: Frank Childs introduced Dustin Conroy, who did the work on the reclamation plan, to discuss the maps that were included in the packet, which are all the maps required to be turned in for the reclamation permit. Exec.D Sherwood stated that the delineation of the Riley operating agreement's 50 acres on their maps is per the operating agreement amendment that has yet to be signed. Until that amendment is signed, this configuration is not what the permit or the current agreement is based upon. The plan calls for 0% slope in both directions and a 1.5 to 1 slope on the sides which should be approved by DNR and will not require retaining walls. Elevation of the surrounding areas was discussed. PC Deo asked if drainage would be an issue. Discussion followed. The crusher is currently at finished grade level. Matt believes that the elevation of the watchman's trailer and scale shack is lower than the floor of the pit. It was suggested that drainage be considered in this plan. The plan is ready to send in but we will wait for Jim Riley's review and discuss approving the plan at the next meeting.</p> <p>• <u>Water System Plan</u>: The final water system plan from Kennedy/Jenks (K/J) has been received. Taylor will be looking at the plan in terms of future growth and what is necessary to loop the system and those items not addressed in the K/J plan. PC Deo liked PC Ford's suggestion to increase the size of the pump on Well #1 and would like to see some estimates of the cost to do that. Exec.D Sherwood asked for a motion to approve the Final Water System Plan by Kennedy/Jenks. This is the last piece of documentation required by the Dept of Health for approval of the plan. [Editor's Note: DOH approval has been received.]</p>	<p><i>PC Vinyard moved to adopt the Dallesport Industrial Park Final Water System Plan as prepared by Kennedy/Jenks dated August 2003; seconded by PC Ford – motion carried.</i></p>

<p><u>! KC Marketing Plan MOU</u> <u>• Date Options-Joint PC/KC BOC Workshop:</u></p>	<p>Dana Peck (KC Econ. Dev.) discussed the infrastructure project and the marketing plan. Utility work is being completed and landscaping is the next and final step.</p> <p>September 24 has been proposed as the date for a joint meeting with the KC BOC as it dovetails with the KC EDA meeting. PC Vinyard will be unavailable that entire week. Other date options were discussed.</p> <p>Since January, there have been some internal meetings with the KC department heads involved in the DIP development activities which Exec.D Sherwood and PC Ford have attended. The purpose of the meetings is to fully exploit the opportunity that Dallesport represents. Curt Dryer has come up with the idea that if a master plan for DIP and the airport property was completed, a SEPA checklist could be completed on the entire "theoretical build-out" area. It would be a full-blown development plan. A developer would have no delays; the planning review would already be in place. Cooperation and coordination between agencies in KC may be our best asset to promote. An advisory board would also include the City of The Dalles (they own the property around the airport) and the Port of The Dalles. A starting point for a draft marketing plan MOU was handed out by Dana for review. A draft request for qualifications for industrial property master</p>	
<p><u>! KC Marketing Plan MOU</u> <u>• Date Options-Joint PC/KCBOC Workshop: cont.</u></p>	<p>planning for Dallesport was included in the PC packet. Exec.D Sherwood will try to work out a date for the joint meeting. Dana reported that KC's new logo is very similar to the old one. All branding will coordinate from the logo; web page, print material, etc.</p>	
<p><u>! Energy Overlay Zone</u></p>	<p>Dana gave an update of the draft Energy Overlay Zone. The public hearing on the draft environmental impact statement was held last Tuesday, August 26. Contrary to some public opinion, KC has far exceeded their legal obligation to make the public aware of the plan. Sometime between now and November, the plan could be before the planning commission for approval.</p>	
<p><u>! Infrastructure Project</u></p>	<p>Exec.D Sherwood discussed the proposed new DIP sign. It is a basic cedar sign not much better than the one torn down. She asked if the PC were interested in spending additional Port money to upgrade the sign to a metal one like the new signs at Bingen Point if it is not too late for a change order. PC consensus.</p>	
<p><u>MISCELLANEOUS</u> <u>! WPPA Econ. Dev. Seminar - Moses Lake, Sept. 18-19</u></p>	<p>Exec.D Sherwood discussed the WPPA Economic Development Seminar scheduled for September 18 & 19. The PC approve of her attendance if her schedule allows.</p>	
<p><u>! Misc. Fire Flow</u></p>	<p><u>Water System Analysis:</u> The Port will prepare a scope of work to work with the City of Bingen to address fire flow needs at Bingen Point. Exec.D Sherwood also talked to Jason Spadaro, who is interested in participating with the Port to also include water access for the Reece's Mill site. The Port desires a comprehensive analysis for future water needs and will seek grant funding.</p>	

<p><u>! Committee Updates</u></p>	<p><u>AIRPORT</u>: PC Deo had no report. <u>MCEDD</u>: PC Ford had no report. <u>BRIDGE/HWY 35</u>: PC Ford had no report. <u>KC EDA</u>: PC Vinyard had no report. He will not be able to attend the EDA meeting on September 24 at 5:30. PC Ford will attend in his place.</p>	
<p><u>PUBLIC COMMENT</u> <u>! Tony Riley</u></p>	<p>Tony Riley offered PC Ford the opportunity to view the Riley aggregate operation. PC Ford stated he has already visited a couple of times.</p>	
<p><u>ADJOURNMENT</u></p>		<p><i>PC Vinyard moved to adjourn at 6:43; 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