

Port Commission Retreat for Thursday, November 06, 2003

The Klickitat County Port District #1's Board of Commissioners will meet for a management retreat to be held at Dolce Skamania Lodge at 5:30 P.M. on THURSDAY, NOVEMBER 6, 2003.

<b>PORT OF KLUCKITAT BOARD OF COMMISSIONERS MEETING MINUTES November 4, 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, 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 Riley (Rapid Ready Mix), Mike Smith (Dallesport), Dana Peck (KC Econ. Dev.), Don Struck (KC Commissioner), Nina Vinyard (Glenwood).</p>	
<b><u>EXECUTIVE SESSION:</u></b> <b><u>Real Estate</u></b>	<p>The public meeting was opened at 4:45. Chair Deo requested an Executive Session regarding Real estate.</p> <p><b>Those present: PC's Deo, Ford and Vinyard, Counsel Wyers, Exec.D Sherwood and AAA Drew.</b></p>	<i>The Executive Session was closed at 4:57.</i>
<b><u>PUBLIC COMMENT</u></b>	<p>Chair Deo re-opened the public meeting at 4:58.</p> <p>Don Struck (KC Commissioner) reported that he heard from Larry Nicholas (KC Planning) that he had reviewed the updated Binding Site Plan who reported that it needs a substantial number of corrections. KC will send the plan back to the Port and Exec.D Sherwood will coordinate the corrections with Tenneson Engineering and get it resubmitted. Don also reported that KC has approved the pass-through to Huggy Bears' Cupboards to borrow up to \$700,000 from the WA Rural Loan Fund.</p>	

<p><b><u>! COUNSEL'S REPORT</u></b></p>	<p>Counsel reported that he and Exec.D Sherwood are working on an option contract with <b>Huggy Bear's Cupboards</b> (HBC) that gives them up to one year to pursue the sale of their property in Portland. He is in the final stages of a lease with Insitu for <b>Bldg. 1D</b>. He is working on the <b>KC MOU</b>. He stated that the Port is not ready to sign the document presented by KC. He expects to get a document back to KC within two weeks. Mike Smith wondered why the Port was having Counsel discuss the MOU when according to Mike, Counsel stated at the last meeting that it was "not a legal document". Counsel took exception, and stated that while it is not a formal contract, it is an extremely important legal document. PC Deo asked Dana Peck (KC Econ. Dev.) and Don if there is some rush to complete this agreement. Don stated that the Port should take as much time as needed. They are just anxious to get going while they have some traction, and they have received a huge response to the Master Planning RFQ.</p> <p>PC Vinyard expressed concern that the Port not lose its identity in this agreement. It's important for the public to see that the Port is still a part of this agreement. He also asked what the procedure would be regarding existing tenants, rail spur, barge dock and temporary uses of Port property. Dana stated that the intent of this document is to cover NEW prospects that lead to building construction or jobs created such as HBC.</p> <p>Regarding public perceptions, Don stated that he always refers to the KC/Port partnership in interviews, but that it doesn't always get reported that way in the media. Dana felt that this arrangement makes sense</p>	
	<p>because so much of what a customer deals with is KC activities; rural loan fund, Planning Dept., Building Dept., etc. There are so many things beyond the land that are County oriented, the customer will end up dealing with KC for a large portion of their relationship anyway and KC is already set up for marketing. Don stated that he has reviewed the total Dallesport project and the cost is \$1,083,000. PC Ford echoed other PC sentiments by stating that he felt that all the PC are on board with the agreement and look forward to the partnership, but there are a couple of small wording changes desired in the document.</p>	
<p><b><u>ADMINISTRATIVE MATTERS</u></b> <b><u>! Consent Agenda</u></b></p>	<p>Items approved:</p> <ul style="list-style-type: none"> <li>• Minutes of September 16, 2003</li> <li>• Vouchers #18550-18553; \$5,778.22</li> <li>• Vouchers #18554-18555; \$3,118.00 - Proj. Fund</li> <li>• Vouchers #18556-18570; \$5,753.64</li> <li>• Vouchers #18571-18588; \$18,241.26</li> <li>• Vouchers #18589-18591; \$3,516.65 - Proj. Fund</li> <li>• Vouchers #18592-18599; \$1,602.67</li> <li>• Vouchers #18600-18601; \$243,069.55 - Proj. Fund</li> </ul>	<p><i>PC Ford moved to approve the Consent Agenda as presented; seconded by PC Vinyard -- motion carried.</i></p>

<p><b><u>Financial Report - September</u></b></p>	<p>AAA Drew discussed the cash balances memo noting total liquid funds of \$882,166.42. She also discussed the financial statement ending September 30. The balance sheet shows the excess cash receipts over expenditures at \$854,225.00. She discussed revenue and expense account percentages (actual vs. budget) against the target of 75%. Marine Terminal revenues are at 48% of budget, Sale of Water revenues are at 95%, and Property Rental revenues are at 78%. Total revenues are at 79%. Marina Expenditures are at 62%, Water System Expenditures are at 87% and Property Rentals Maintenance is at 82%. Port Counsel Expense is at 61% and Office Expense-Supplies is at 112%. Total expenditures are at 42% overall leaving a net income of \$854,225.94, which reflects funding for Building 1D. A trend report and revenue and expense quarterly graphs were included through the third quarter.</p>	
<p><b><u>! 2004 Budget</u></b></p>	<p>AAA Drew prepared a preliminary draft budget for PC review. Exec.D Sherwood requested that the PC bring it to the PC retreat on Thursday. She briefly discussed the Construction in Progress items. Counsel suggested that the PC consider additional staff. The draft budget included a cost of living increase for staff. These and other items will be discussed at the retreat.</p>	
<p><b><u>! Approval of MOU with UCD</u></b></p>	<p>Exec.D Sherwood explained that the MOU with the Underwood Conservation District was discussed at the last meeting. It was understood that it was approved, however, a motion was not made.</p>	<p><i>PC Vinyard moved to authorize Exec.D Sherwood to sign the MOU with Underwood Conservation District; seconded by PC Ford – motion carried.</i></p>
<p><b><u>! Cancel Meetings - Dec. 16 &amp; Jan. 6?</u></b></p>	<p>Exec.D Sherwood will be taking a vacation beginning Dec. 11 and suggested canceling the Dec 16 meeting and moving the first meeting to Dec. 9. The January 6 meeting will be moved to January 13 and will be the only January meeting.</p>	
<p><b><u>! PC Tour of Bldg 1D</u></b></p>	<p>Exec.D Sherwood led a tour of the new building.</p>	
<p><b><u>EXECUTIVE DIRECTOR'S REPORT</u></b>  <b><u>*Bingen Point*</u></b>  <b><u>! Gorge Harbor Marina</u></b></p>	<p>The appeal period for the hydraulic permit application (HPA) ends November 6. Steve Tessmer drew up a draft lease agreement working off the Port's master lease which Exec.D Sherwood will review in the upcoming weeks. The lease provides that he will be leasing the land underneath the water. In light of the Shoreline Master Plan's 200' setback, his proposed parking lots may be OK as long as they are permeable. Exec.D Sherwood expects the biological opinion from National Marine Fisheries Service soon.</p>	

! <b><u>Bldg 1D</u></b>	Exec.D Sherwood reported that the shell is complete. Punch list walk thru will be done on Monday, Nov. 10. She met with Bob Westermann (Project Manager), Randy Salisbury (DSP Architecture) and GeoEngineers to discuss the rise in the middle of the west wall foundation and the settlement in the south-west corner. The geo-tech is baffled. He doesn't see how it could be such uniform settlement of the building before it's even loaded. We will continue to monitor the building for settlement through a third party (Tenneson Engineering). Skip Grimes (KC Bldg. Dept.) wants to know what is causing the problem. The geo-tech and the structural engineer stated that if it was truly a settlement issue, there would be cracking everywhere, not just two cracks. They think it is a grade bust. PC Deo stated that Team knew when they started setting the west end panels that there was a problem and they should have come to the Port immediately. Tenneson Engineering will continue monitoring the building by taking elevation checks.	
! <b><u>Berm/Fill Project</u></b>	Exec.D Sherwood expressed much gratitude for Bill Locke's management of the fill project. The project completed by KLB and KC was done at no cost to the Port. It has been graded and hydro-seeded. PC Vinyard asked how long until the lot is ready to build on. The lot has not been compacted and would require some work to get it ready. However, 2-3 years should provide some good compaction. The stockpiles of dirt will be used to fill in pockets that will have formed over the winter. PC Vinyard inquired about the status of the request to continue the berm on Lots 4 & 5. The request is presently at a stand still since we are not receiving any more material from the Highway 14 project.	
! <b><u>Surplus sale</u></b>	Exec.D Sherwood reported that with her authority to surplus any items under \$10,000, we will be having a surplus sale November 13 & 14. We have our old maintenance truck, old computers, file cabinets, a sofa, chairs and miscellaneous small items for sale. We will be accepting open bids for the truck.	
! <b><u>Binding Site Plan Update</u></b>	Exec.D Sherwood reported that the binding site plan update for Bingen Point is now in the draftsman's hands. She met with Bell Design to partition the property according to the Port's Master Plan.	
* <b><u>Dallesport Industrial Park* (DIP)</u></b> ! <b><u>Rail Spur Use Request</u></b>	Hood River Sand & Gravel has inquired about using the Port's rail spur at Dallesport to off-load a rail car of fly ash. They will try this on a trial basis to see if it works for them. They expect there will be only one car a month to start. If it works well for them, discussion may lead to leasing a portion of Lot #4.	
! <b><u>Ross Island Sand &amp; Gravel</u></b>	Exec.D Sherwood reported that she received a call from Ross Island Sand & Gravel. They are interested in modification of the Dennis' conditional use permit with KC regarding roads. She will be meeting with them next week to talk about what they have in mind.	
! <b><u>Binding Site Plan</u></b>	Discussed during public comment.	

<p><b>MISCELLANEOUS</b>  <b>! WPPA Annual Mtg. - Dec. 3-5, Seattle</b></p>	<p>Exec.D Sherwood reported that she received an e-mail from WPPA wanting to know who the Port's WPPA Trustee will be for 2004. PC Ford is the current trustee. She felt it would be appropriate to select the trustee for next year and asked for a motion. PCs Deo and Vinyard felt that PC Ford was doing an excellent job and should continue.                  Exec.D Sherwood discussed the WPPA Annual Meeting which will be held in Seattle on December 3-5. PC Ford and Exec.D Sherwood will attend. The Port of Sunnyside has nominated the Port of Klickitat for WPPA Port of the Year. The winning Port will be announced at the Annual Meeting.</p>	<p><i>PC Deo moved to nominate PC Ford as the Port's WPPA Trustee for 2004; seconded by PC Vinyard – motion carried.</i></p>
<p><b>! Committee Updates</b></p>	<p><u>AIRPORT</u>: PC Deo reported that it appears that everyone is thinking seriously about changing the management of the airport commission. They may decide to retain a full-time manager. The chair of the commission feels that with all the extra work he has to do it is almost impossible to stay on top of the situation with only one meeting a month. He feels that a full-time manager would make his position less strenuous. The airport board will now meet twice a month.  <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.</p>	
<p><b>PUBLIC COMMENT</b></p>	<p>Matt Riley suggested pin-pilings for future buildings. Pin-piling involves driving 2" pipe into the ground at a shallow angle in opposing directions that come up into the foundation. It is less expensive than installing large pilings. It may be worth getting information regarding this technique for possible use in future buildings.</p>	
<p><b>ADJOURNMENT</b></p>		<p><i>PC Vinyard moved to adjourn at 6:46; seconded by PC Ford – motion carried.</i></p>

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

Respectfully

Vickie L. Drew, Administrative Assistant

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 Dianne Sherwood, Executive Director

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 Norman Deo, Chairman