

Agenda for Tuesday, November 18, 2003
Klickitat County Port District
2nd Regular Monthly Meeting
November 18, 2003 - 4:30 P.M. - PORT OFFICE

AGENDA

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

COUNSEL'S REPORT

ADMINISTRATIVE MATTERS

Vouchers
Adopt 2004 Budget - Resolutions 10-2003 & 11-2003
Port Mileage Reimbursement Policy
MOU - KC Marketing

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Bldg 1D - PC Approval to go to Bid-Interior Improvements
Berm/Fill Project Update

DALLESPORT INDUSTRIAL PARK:

Inquiry - 7,000-10,000 s.f.
Binding Site Plan Update
• Future Road Named

MISCELLANEOUS

Invitation - Attend Dallesport Community Council Mtg., Dec. 9, 7 pm
WPPA Annual Mtg - Dec. 3-5, Seattle
Committee Updates

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

ADJOURNMENT

PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES November 18, 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: Matt Riley (Rapid Ready Mix), Mike Smith (Dallesport), Steve Tessmer (Gorge Assoc.)</p>	
<u>PUBLIC COMMENT</u>	Chair Deo opened the public meeting at 4:30. There was no public comment.	
<u>! COUNSEL'S REPORT</u>	Postponed until Counsel's arrival.	
<u>ADMINISTRATIVE MATTERS</u> <u>! Consent Agenda</u>	<p>Items approved:</p> <ul style="list-style-type: none"> • Minutes of November 4, 2003 • Vouchers #18602-18605; \$4,103.79 • Vouchers #18606-18637; \$9,125.72 • Vouchers #18638-18640; \$31,121.84 - Proj. Fund 	<i>PC Ford moved to approve the Consent Agenda as presented; seconded by PC Vinyard -- motion carried.</i>
<u>! Adopt 2004 Budget Resolutions 10-2003 & 11-2003</u>	AAA Drew prepared a second draft of the preliminary budget for PC review. Exec.D Sherwood reported that all PC recommendations from the PC retreat have been incorporated. The PC had no questions or additional changes. Salaries included in the 2004 budget are: Executive Director, a full-time position at \$59,900.00, Administrative Assistant/Auditor, a full-time position at \$32,180.72 and Maintenance Technician, a full-time position at \$14.82 per hour.	<p><i>PC Vinyard moved to approve Resolution 10-2003 adopting the Port's 2004 Budget; seconded by PC Ford – motion carried.</i></p> <p><i>PC Vinyard moved to approve Resolution 11-2003 authorizing an increase of the Port's tax levy; seconded by PC Ford – motion carried.</i></p>

<p><u>! Port Mileage Reimbursement Policy</u></p>	<p>At the WPPA Small Port's Seminar, Exec.D Sherwood learned that the State of Washington mileage reimbursement rate is not necessarily the same as the IRS rate. The Port has always used a rate provided by a member of the Association of Professional Bookkeepers. The Port's policy states that the State of Washington rate would be used. Exec.D Sherwood asked the PC if they wanted to amend Port policy to reflect use of the IRS rate retroactive to the point of deviation between the two rates.</p>	<p><i>PC Vinyard moved to amend Port policy to reflect that mileage will be reimbursed according to the IRS mileage reimbursement rate retroactive to the point of deviation between the State of Washington rate and the IRS rate; seconded by PC Ford – motion carried.</i></p>
<p><u>! MOU - KC Marketing</u></p>	<p>Discussion postponed until Counsel's arrival.</p>	
<p><u>EXECUTIVE DIRECTOR'S REPORT</u> <u>*Bingen Point*</u> <u>! Surplus Sale</u></p>	<p>Exec.D Sherwood reported that a surplus sale was held last Thursday and Friday. The Port made approximately \$1,282.50. The old maintenance truck sold for \$800.00.</p>	
<p><u>! Bldg 1D - PC Approval to go to Bid-Interior Improvements</u></p>	<p>Exec.D Sherwood reported that many of the newspapers require three and a half days notice before publishing an ad. She contacted the PC via telephone for approval (granted) to go out to bid for the interior improvements of Building 1D in order to get the ad placed in time to run in the next issues. Bids will be opened on Dec.2 at 2:00 p.m. The bid could be awarded on Dec. 9. PC Vinyard will not be able to attend that meeting. Exec.D Sherwood asked for a formal motion to approve going out to bid. [Editor's Note: The bids will be opened on Dec. 9.]</p>	<p><i>PC Ford moved to approve going out to bid for interior improvements for Bldg 1D and go to ad with bid opening on Dec. 2; seconded by PC Vinyard – motion carried.</i></p>
<p><u>! Berm/Fill Project Update</u></p>	<p>Exec.D Sherwood reported that a letter to Chuck Ruhsenberger (WA DOT) clarifying the agreement negotiated by Bill Locke regarding exchange of some of the nice KC material for some KLB dirt and rock was provided to the PC. PC Vinyard noticed that there are some low spots between the rock stockpile and the finished area that should be graded to drain towards the road. It is important that there be no standing water.</p>	
<p><u>! Property Inventory Spreadsheet</u></p>	<p>At Exec.D Sherwood's request, AAA Drew began creation of a property inventory spreadsheet that will contain various attribute information for each parcel of Port property at Bingen Point and Dallesport. Once completed, it will be brought to the PC with recommendations as to which properties to consider for sale or lease.</p>	
<p><u>! Binding Site Plan-B.Pt.</u></p>	<p>Exec.D Sherwood reported that she will be meeting with Bell Design on Thursday to discuss the binding site plan update which will meld the current binding site plan with the Port's Master Plan. Lots have been divided up according to where buildings are likely to be located, resulting in more lots than are currently delineated. The draft plan will be available for the next meeting.</p>	

! <u>Gorge Harbor Marina</u>	Steve Tessmer reported that there were no appeals to the Hydraulic Permit Application. He has received a non-jeopardy biological opinion from National Marine Fisheries Service (NMFS). He is now ready to proceed with engineering and architectural work. Finalization of a lease with the Port is near and now even more important.	
* <u>Dallesport Industrial Park* (DIP)</u> ! <u>Inquiry - 7,000-10,000 s.f.</u>	Exec.D Sherwood reported that she received an inquiry from a former tenant for 7,000 to 10,000 s.f. of space. They would like to move back to this area and are willing to consider locating at Dallesport. They have 15-25 jobs with the possibility of expanding to 30. Exec.D Sherwood asked, should an investor group be found to construct a building for them, would the PC consider selling property at Dallesport. She spoke with Tom Seifert regarding possible options for getting a building constructed. The PC are not opposed to selling an appropriate sized piece of property at DIP for the number of jobs created.	
! <u>Binding Site Plan Update - Future Road Named</u>	Exec.D Sherwood reported that she has received the comments from Larry Nicholas (KC Public Works) regarding the binding site plan. She has addressed all the corrections and a new contour map was prepared by Tenneson Engineering. The plan will be submitted to KC on Dec. 2 at 1:30. Larry Nicholas will represent the Port at the hearing since that is the same day as the bid opening. [Editor's Note: The bid opening has been changed to Dec. 9. Exec.D Sherwood will attend the hearing.] The final issue remaining regarding the plan is a name for the future road. Exec.D Sherwood asked for suggestions. Mike Smith stated that the Dallesport Fire Dept. has proposed numbers one way and alphabetical names the other. Counsel agreed that now is the time to change road names to lessen the impact on future development. Proposed names are needed by Dec. 21. Apple, Acorn, Arid and Advantage Avenue were suggested. Names will be checked with the KC Planning Dept. in the following order: Acorn Avenue, Alpine Avenue and finally Aspen Avenue.	
! <u>Ross Island Sand & Gravel</u>	Ross Island Sand & Gravel (RISG) came to discuss using Port roads. They presented an easement license which she referred to Counsel for review. RISG also wanted to discuss a permanent alignment of the roadway from the Dennis' property along Bailey's Orchard to meet with Port roads, leasing waterfront property, maintenance of Port roads and a haul road to the dock. They cannot use the overpass as their trucks are too heavy. Use of an old at-grade crossing was discussed. The license agreement will be presented to the PC after Counsel's review. There has been no response from Pacific Rock Products regarding the status of their proposed operation at DIP.	
! <u>Reclamation Plan</u>	Exec.D Sherwood reported that she has received the Riley Pit reclamation plan. She noticed that the plan contains the proposed amendment to the Riley operating agreement. The plan will not be submitted until either Mr. Riley signs the amendment or the description of the parcel is changed to describe the current lot. Taylor Engineering will contact Mr. Riley to determine his preference.	
! <u>Bldg 1d Monitoring</u>	Tenneson Engineering has been monitoring the settlement of Building 1D. She displayed a map of building elevations. Discussion followed. Tenneson will continue to monitor the building.	

<p><u>! Meeting Dates Reminder</u></p>	<p>Exec.D Sherwood reminded the PC that there will only be one meeting in December (the 9th) and January (the 13th).</p>	
<p><u>COUNSEL'S REPORT</u></p>	<ul style="list-style-type: none"> • Counsel reported that the Insitu lease has been sent to them for review. • The Huggy Bear's Cupboards agreement is ready to go in the mail tomorrow. • KC MOU: Counsel delivered to the KC BOC, a copy of his response letter to Dana Peck's (KC Econ. Dev.) bullet-pointed memo to the KC BOC he wrote in response to the Port's re-draft of the Memorandum Of Understanding (MOU). The letter answers the substantive changes proposed by Dana. Counsel is opposed to creating an agency relationship with KC. It's too much of a delegation of authority to another governmental agency. Also, an agent can bind the principal without the principals knowledge. The entirety of the MOU is couched in terms of a cooperative working partnership; the notion of an agency is completely inconsistent with that idea. Another area of concern is the scope of projects that the county would be involved in. Dana's memo to the KC BOC states that at the last Port meeting, the conversation was that 	
<p><u>COUNSEL'S REPORT, cont.</u></p>	<p>the Port wants to continue to deal with operations and maintenance and anything else would be handled by KC. This is not what was discussed. The discussion was that KC wanted to be involved in projects that resulted in new buildings being built and significant numbers of jobs would be created. There needs to be clarification of the situations KC will handle and which the Port will handle. Counsel stated that an agency would require a much larger document that would detail every possible scenario. PC Vinyard clarified that Counsel's advise is that creating an agency agreement would mean giving up the Port's legislative authority to another government agency and that this is not something that should be given away. Counsel would be happy to discuss the issue with KC Counsel. The PC will discuss the MOU with the KC BOC. PC Vinyard stated that it is important for everyone to talk openly and get the agreement signed. Mike Smith stated that he felt that there may be some unspoken concern not being voiced and that a frank conversation between the commissions should happen. PC Vinyard stated that he has great confidence in the Port's working relationship with KC and that this agreement is a good thing that all the PC want; it's just a matter of language. We can't go against Counsel's advice.</p> <ul style="list-style-type: none"> • Counsel reported that he discussed public relations tours with Dale Palmer (Superintendent, White Salmon Schools), and Steve Nordland (Insitu) who were both very receptive to the idea. • Steve Tessmer stated that the KC MOU is a very positive thing. Recent election results in the City of Hood River and Hood River County show that they are not interested in supporting a Port district. They want Park Dept. Hood River is destined to become a parks and bedroom community. That creates a lot of opportunity for the Port of Klickitat and with KC participation, should be really positive for the Port. 	
<p><u>MISCELLANEOUS</u> <u>! Invitation - Attend Dallesport Community Council Mtg. Dec. 9., 7 pm</u></p>	<p>Exec.D Sherwood reported that an invitation has been extended for her and the PC to attend the Dallesport Community Council meeting on Dec. 9 at 7 p.m. PCs Deo and Ford will try to attend if the Port meeting closes in time. PC Deo suggested having a Port meeting at the DIP each quarter and invite the Dallesport Community Council to attend.</p>	

<p>! WPPA Annual Mtg. - Dec. 3-5, Seattle</p>	<p>Exec.D Sherwood reported the she and PC Ford will be attending the WPPA Annual Meeting in Seattle Dec. 3-5.</p>	
<p>! Newspaper Advertising</p>	<p>PC Vinyard reported that he has received an inquiry from a constituent regarding how the Port determines in which newspapers it advertises. The comment was that the KC Monitor is the paper of record for KC and that the KC Monitor and The Enterprise are both within the Port District but The Goldendale Sentinel is not. The feeling was that we should advertise in The KC Monitor and The Enterprise. The Port will advertise in all three papers.</p>	
<p>! Committee Updates</p>	<p><u>AIRPORT</u>: PC Deo's next meeting is Nov. 21. <u>MCEDD</u>: PC Ford had no report. <u>BRIDGE/HWY 35</u>: PC Ford had no report. <u>KC EDA</u>: PC Vinyard's next meeting is Nov. 20.</p>	
<p><u>PUBLIC COMMENT</u></p>	<p>Matt Riley offered an "atta boy" to the PC and stated that they are doing the right thing. He stated that if the PC ignored the advice of Counsel and other Port advisors, they would be neglecting their positions. PC Vinyard thanked him, stating that he has received pressures to the contrary. PC Deo has received such comments as "Stick to your guns", and "listen to your Counsel". PC Vinyard stated that they have a legislative mandate that can't be given away. PC Ford stated that if there is such concern on the County's part, why don't they get in touch with their attorney. He pointed out that the PC would not have realized what the word agency in the document would mean to the Port had Counsel not brought it to the PCs attention. He is surprised to see that KC is putting all their faith in Dana to make this document happen without legal representation. Matt stated that the scrutiny that the PC are under is from people with incorrect information. PC Deo stated that he will make an effort to speak with the KC BOC to let them know that the Port is on board and he is available to discuss any issues.</p>	
<p><u>ADJOURNMENT</u></p>		<p><i>PC Vinyard moved to adjourn at 6:16; 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

Rodger Ford, Chairman