

Agenda for Tuesday, May 04, 2004
Klickitat County Port District
1st Regular Monthly Meeting
May 4, 2004 - 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:

April 20, 2004 Minutes

Vouchers

Financial Statement - March

Resolution - Insitu Security Deposit

DIP CC&Rs Update

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Building 1D Update

• GeoEngineers Memo - Elevations

Substantial Completion; Interior Improvements

Infrastructure/Sprint

HR/Bingen Ferry Proposal

DALLESPORT INDUSTRIAL PARK:

MISCELLANEOUS

Maria Cantwell - Update

WPPA Spring Mtg., May 19-21, Vancouver, WA

WPPA Finance & Administration Seminar, June 16-18, Winthrop

Committee Updates

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

6:00 EXECUTIVE SESSION: REAL ESTATE

ADJOURNMENT

| PORT OF KLUCKITAT BOARD OF COMMISSIONERS MEETING MINUTES May 4, 2004 REGULAR SESSION | | |
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| <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, Port Counsel (Counsel) Teunis J. Wyers, Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant/Auditor (AAA) Vickie Drew. PC/Staff Absent: Guests Present: Steve Tessmer (Gorge Assoc.) | |
| <u>PUBLIC COMMENT</u> | Chair Ford opened the public meeting at 4:31. There was no public comment. | |
| <u>! COUNSEL'S REPORT</u> | Counsel reported that he is working on a new lease for Mountain Home Biological for Bay B in Building 1A. Counsel is working on a letter to GeoEngineers letting them know that the port will not be submitting payment for their last billing due to damages incurred by their services, the extent of which is still unknown. | |
| <u>ADMINISTRATIVE MATTERS</u> <u>! Consent Agenda</u> | Items approved: <ul style="list-style-type: none"> • Minutes of April 20, 2004 • Vouchers #18960-18975; \$21,235.74 • Vouchers #18976-19001; \$15,285.41 | <i>PC Deo moved to approve the Consent Agenda as presented; seconded by PC Vinyard -- motion carried.</i> |
| <u>! Financial Statement - March</u> | AAA Drew discussed the financial statement ending March 31. The balance sheet shows the deficit cash receipts over expenditures at (\$311,170.78). She discussed revenue and expense account percentages (actual vs. budget) against the target of 25%. Marine Terminal revenues are at 28% of budget, Sale of Water revenues are at 15%, and Property Rental revenues are at 20%. Total revenues are at 20%. Marina Expenditures are at 20%, Water System Expenditures are at 29% and Property Rentals Maintenance is at 23%. Port Counsel Expense is at 11% and Office Expense-Supplies is at 27%. Total expenditures are at 56% overall leaving a net loss of \$311,170.78. A first quarter trend report was included. Jim Herman is scheduled to discuss the annual report at the next PC meeting on May 18th. | |
| <u>! Resolution - Insitu Security Deposit</u> | Exec.D Sherwood discussed the Insitu security deposit which will be in the form of an irrevocable assignment of account at Sterling Bank. A resolution signed by the board is required. | <i>PC Vinyard moved to approve the signing of the Sterling Bank resolution for the Insitu security deposit; seconded by PC Deo – motion carried.</i> |

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| <p><u>! DIP CC&Rs Update</u></p> | <p>Exec.D Sherwood discussed the need to review and update the DIP CC&Rs that sunset this year. The Bingen Point CC&Rs may be a good template to use as starting point. PC Ford recalled that there was some mention at a meeting with KC that the master planning firm to be hired by KC may be available to update the CC&Rs.</p> | |
| <p><u>EXECUTIVE DIRECTOR'S REPORT</u> <u>*Bingen Point*</u> <u>! Building 1D Update</u> <u>GeoEngineers Memo - Elevations</u></p> | <p>Exec.D Sherwood discussed the GeoEngineers memo regarding foundation and slab settlement of Building 1D. Tim Blackwood was requested to address his firms soils report that had called for a maximum of two inches of settlement. Many areas of the building have exceeded the two inches already, without any floor load. A revised graph of predicted floor slab settlement was included.</p> | |
| <p><u>! Substantial Completion; Interior Improvements</u></p> | <p>Exec.D Sherwood reported that she is very pleased with O'Brien Constructors and noted that they will have probably completed their punch list before the shell's contractor, Team Const. completes theirs. She met with Brian Wells (Team) last week regarding all open issues. A letter from DSP acknowledging substantial completion of the interior improvements was included in the packet.</p> | |
| <p><u>! Infrastructure/Sprint</u></p> | <p>Exec.D Sherwood reported that Sprint was successful in pulling their lines and a conduit through conduit under Hwy 14 and an 18" conduit under the BNSF railroad to Port property. A 400 pair telephone line and a conduit which will allow fiber to the port area were installed.</p> | |
| <p><u>! HR/Bingen Ferry Proposal</u></p> | <p>Exec.D Sherwood discussed a proposal for a water taxi between Hood River and Bingen Point utilizing the port's dock. Concerns regarding liability were discussed with the proponent. PC consensus for Exec.D Sherwood to pursue the proposal.</p> | |
| <p><u>*Dallesport Industrial Park* (DIP)</u> <u>! Weyerhaeuser Water Access</u></p> | <p>Exec.D Sherwood reported that parts and supplies for a water truck filling station to be constructed at the Well # 1 pump house have been ordered. Dallesport Log Yard has previously filled their trucks from a hydrant and utilize the water for road dust control. The small works roster will be utilized to secure an installer for the project. A double wall diesel tank or additional containment for the current diesel tank, and inspection of the screen on top of the water tower are required by June 1.</p> | |
| <p><u>MISCELLANEOUS</u> <u>! Maria Cantwell - Update</u></p> | <p>A copy of Maria Cantwell's mass e-mail regarding the economy and job creation was included for PC review.</p> | |
| <p><u>! WPPA Spring Meeting. May 19-21, Vancouver</u></p> | <p>Exec.D Sherwood discussed the WPPA Spring Meeting. PC consensus for Exec.D Sherwood to attend.</p> | |

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| <p><u>! WPPA Finance & Admin Seminar, June 16-18, Winthrop</u></p> | <p>Exec.D Sherwood discussed the WPPA Finance & Admin. Seminar. PC consensus for AAA Drew to attend.</p> | |
| <p><u>! Committee Updates</u></p> | <p><u>AIRPORT</u>: PC Deo had no report. <u>MCEDD</u>: PC Ford attended a meeting on April 21. The Port of Klickitat and the new building was the main topic of conversation as was a casino at the Port of Cascade Locks. <u>BRIDGE/HWY 35</u>: PC Ford had no report. <u>KC EDA</u>: PC Vinyard had no report.</p> | |
| <p><u>PUBLIC COMMENT</u></p> | <p>There was no public comment.</p> | |
| <p><u>EXECUTIVE SESSION: REAL ESTATE</u></p> | <p>The Executive Session convened at 5:20. Those present: PCs Deo, Ford and Vinyard, Counsel Wyers, Exec.D Sherwood, AAA Drew and Steve Tessmer.</p> | <p><i>Chair Ford adjourned the Executive Session at 7:16.</i></p> |
| <p><u>ADJOURNMENT</u></p> | | <p><i>PC Vinyard moved to adjourn at 7:16; seconded by PC Deo – motion carried.</i></p> |

Approved on: _____
 submitted _____
 (Date)

Respectfully

Vickie L. Drew, Administrative Assistant

 Dianne Sherwood, Executive Director

 Rodger Ford, Chairman