

Agenda for Tuesday, May 18, 2004
Klickitat County Port District
2nd Regular Monthly Meeting
May 18, 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:
May 4, 2004 Minutes
Vouchers

5:00 Jim Herman - Annual Report

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:
Building 1D Update
• Approve O'Brien Change-Order #1

DALLESPORT INDUSTRIAL PARK:
KC/DIP Master Plan Interviews 5/17
Standpipe Project

MISCELLANEOUS

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

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

ADJOURNMENT

PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES May 18, 2004 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: Jim Herman, CPA	
<u>PUBLIC COMMENT</u>	Chair Ford opened the public meeting at 4:33. 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 May 4, 2004 • Vouchers #19002-19004; \$3,706.68 • Vouchers #19005-19017; \$2,895.88 • Vouchers #19018-19021; \$133,111.84 • Check #190; \$28,028.32 • Wire Transfer, June 1; \$25,761.25 	<i>PC Deo moved to approve the Consent Agenda as presented; seconded by PC Vinyard -- motion carried.</i>
<u>! Jim Herman - Annual Report</u>	Jim Herman stated that the Port has turned around so well from five years ago that he felt it is a waste of the Port's money to pay for him to spend the time to review Port documents and come to a meeting to report that "everything is going well" to the PC. Development is happening, rents are increasing; the port is "making its way". He suggested the port continue to be diligent regarding raising rents. In the past there certainly was a need for much oversight; when the Port was selling property to cover debt, but that is not the case anymore. He commended staff for doing an excellent job and stated that he is always available should any questions arise.	
<u>EXECUTIVE DIRECTOR'S REPORT</u> <u>*Bingen Point*</u> <u>! Building 1D Update</u>	Exec.D Sherwood reported that work on the contractors' punch lists has been proceeding and are nearly complete. Discussion followed regarding some of the issues that came up during construction of the building. The Insitu sign has been installed at their front door.	

<p>• <u>Approve O'Brien Change-Order #1</u></p>	<p>Exec.D Sherwood discussed Team's Change Order #2 which adds \$10,983.31 to the contract.</p>	<p><i>PC Deo moved to approve the Team Change Order #2; seconded by PC Vinyard – motion carried.</i></p>
<p>• <u>Approve Team Change-Order #2</u></p>	<p>Exec.D Sherwood discussed O'Brien's Change Order #1 which adds \$5,744.00 to the contract.</p>	<p><i>PC Deo moved to approve the O'Brien Change Order #1; seconded by PC Vinyard – motion carried.</i></p>
<p>! <u>Fill Material</u></p>	<p>Exec.D Sherwood reported that Windermere Glenn Taylor Real Estate is constructing a new building near McDonald's. Crestline Construction has requested and been given permission to place approximately 40 truck loads of fill material on Port property. Bill Locke has volunteered his time to review the material.</p>	
<p>! <u>Mt. Adams Loggers' Assoc. Property</u></p>	<p>Exec.D Sherwood reported that she had a long conversation with a potential buyer for the Mt. Adams Logger's Assoc. (MALA) property. He has purchased property above Bingen and would like to construct boat slips off the MALA property on the Columbia River.</p>	
<p>*<u>Dallesport Industrial Park* (DIP)</u> ! <u>KC/DIP Master Plan Interviews 5/17</u></p>	<p>Exec.D Sherwood reported that she and PC Ford met yesterday with KC staff to interview four applicants for a firm to do KC/DIP master planning. All of the proposals included new CC&Rs for the entire area and a developer's handbook which would include property listings, all preliminary reviews that have been completed and outright permitted uses so that a developer could come in and get a building permit and hit the ground running. Time frame for completed master planning is 9 to 12 months. The forerunner has extensive experience with WA projects.</p>	
<p>! <u>Standpipe Project</u></p>	<p>United Pipe delivered the parts for the watering truck standpipe, with a couple incorrect parts and some missing, so it may take a week to get all the correct parts. The meter we received registers in cu. ft. and not U.S. gallons as requested. United Pipe will bring a gallons register and change it out as soon as it becomes available.</p>	
<p>! <u>CERB Visit</u></p>	<p>Kate-Engle Rothschild and two other CERB staff members visited the port last Friday and Exec.D Sherwood had arranged a tour through Building 1D. Building 1D will be featured in the CERB Legislative Report. CERB is planning a board retreat in the Gorge area July 14-16. They would like to schedule a tour here for the board on July 15 or 16. CERB reported that Public Works Trust Fund monies may be opened up to Ports, which has previously only been available to cities and counties.</p>	
<p>! <u>DIP</u></p>	<p>In response to Dept. of Health recommendations, Bob Jendro of M. Cutter inspected the water tower on Monday for screening of the top dome. A screen was found to be in place, but its mesh is larger than 24 mesh. Photos will be taken and M. Cutter will replace the screen and also install a flapper valve on the outflow pipe.</p>	

<p>MISCELLANEOUS ! WPPA Spring Meeting, May 19-21, Vancouver</p>	<p>Exec.D Sherwood reminded the PC that she will be out of the office the rest of this week attending the WPPA Spring Meeting in Vancouver.</p>	
<p>! PNWA Mid-Year Meeting</p>	<p>Exec.D Sherwood discussed the email included in the packet regarding the PNWA Mid-Year Meeting which will be in Richland, June 2-4. Exec.D Sherwood is unable to attend this meeting, but will try and attend a future meeting.</p>	
<p>! Committee Updates</p>	<p><u>AIRPORT</u>: PC Deo's meetings are now one meeting on the third Friday of the month. His next meeting will be May 21. <u>MCEDD</u>: PC Ford has a meeting May 19. <u>BRIDGE/HWY 35</u>: PC Ford had no report. <u>KC EDA</u>: PC Vinyard has a meeting May 27.</p>	
<p>! Asphalt Grindings</p>	<p>PC Ford asked if the Port received any of the asphalt grindings from the downtown paving. No. Discussion continued regarding uses for the current pile of grindings. The PC would like to pursue getting the grindings installed on port roads.</p>	<p><i>Exec.D Sherwood will search the budget for funds and request cost estimates.</i></p>
<p>PUBLIC COMMENT</p>	<p>There was no public comment.</p>	
<p>ADJOURNMENT</p>		<p><i>PC Deo moved to adjourn at 5:58; seconded by PC Vinyard – motion carried.</i></p>

Approved on: _____
 submitted _____
 (Date)

Respectfully

Vickie L. Drew, Administrative Assistant

 Dianne Sherwood, Executive Director

 Rodger Ford, Chairman