

Agenda for Tuesday, August 03, 2004  
Klickitat County Port District  
1st Regular Monthly Meeting  
August 3, 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:

July 20, 2004 Minutes

Vouchers

Financial Statement - June

Preliminary 2004 Revised Budget; Public Hearing Aug 17

### EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Plan 9 Lease - Bldg 1C

JARPA Permit - Gorge Harbor Project

DALLESPORT INDUSTRIAL PARK:

Huggy Bear's Cupboards Letter

Dept. of Health H2O System Requirements

### MISCELLANEOUS

Committee Updates

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

### ADJOURNMENT

<b>PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES August 3, 2004 REGULAR SESSION</b>		
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<b><u>ATTENDANCE:</u></b>	<b>Commissioners/Staff Present:</b> Port Commissioners (PCs) Norm Deo, Rodger Ford and S. Wayne Vinyard, Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant/Auditor (AAA) Vickie Drew. <b>PC/Staff Absent:</b> Port Counsel (Counsel) Teunis J. Wyers <b>Guests Present:</b> Matt Riley (Rapid Readymix), Dana Peck (KC Econ. Dev.)	
<b><u>PUBLIC COMMENT</u></b>	Chair Ford opened the public meeting at 4:42 p.m. There was no public comment.	
<b><u>! COUNSEL'S REPORT</u></b>	Counsel's presence was not requested.	
<b><u>ADMINISTRATIVE MATTERS</u></b> <b><u>! Consent Agenda</u></b>	Items approved: <ul style="list-style-type: none"> <li>• Minutes of July 20, 2004</li> <li>• Voucher #19156; \$100.00</li> <li>• Vouchers #19157-19175; \$20,079.27</li> <li>• Check #193; \$16,087.77</li> <li>• Vouchers #19176-19203; \$9,191.46</li> </ul> Exec.D Sherwood pointed out voucher #19193 which included payment for two replacement toilets for the Marina Park men's restroom. One of the toilets had been replaced due to fireworks damage, and then the new one had to be replaced, also due to fireworks damage.	<i>PC Deo moved to approve the Consent Agenda as presented; seconded by PC Vinyard -- motion carried.</i>
<b><u>! Financial Statement - June</u></b>	The balance sheet for June shows a deficit cash receipts over expenditures of (\$274,644.76). Percentages were not available on the statement. The PC had no questions regarding the statement. A trend report was included through the second quarter.	
<b><u>! 2004 Preliminary Revised Budget; Public Hearing Aug. 17</u></b>	A public hearing is scheduled for August 17 to adopt the revised budget, as discussed at the July 20 meeting.	
<b><u>EXECUTIVE DIRECTOR'S REPORT</u></b> <b><u>*Bingen Point*</u></b> <b><u>! Plan 9 Lease - Bldg 1C</u></b>	Exec.D Sherwood reported that the lease for Building 1C has been signed and the new tenant, Mark Ellis, is moving into the building. He hopes to add 1 - 3 employees once his production is up and running. A change of use permit has been issued by KC Building Dept. changing the building's designation from a maintenance shop to a F-1 occupancy code.	

<p><b><u>! JARPA Permit - Gorge Harbor Project</u></b></p>	<p>Exec.D Sherwood reported that the fully executed JARPA has been received. Counsel agreed the permit should be signed. A draft letter to Steve Tessmer was given to the PC for review and comment.</p>	
<p><b><u>! Lakeview Blvd. Pot Holes</u></b></p>	<p>As part of the Building 1D project, patching was started last fall on Lakeview Blvd. but was not completed. Exec.D Sherwood had scheduled paving of the pot holes on Lakeview Blvd. for last Friday, however, Mid-Columbia Asphalt's paver broke down. They hope to have it repaired and the pot holes taken care of in the next few weeks.</p>	
<p><b><u>*Dallesport Industrial Park* (DIP)</u></b>  <b><u>! Huggy Bear's Cupboards Letter</u></b></p>	<p>Exec.D Sherwood discussed the letter from Huggy Bear's Cupboards which stated that they will not be moving forward with their plans to move to DIP. They have been unable to sell their current facility and feel that they can't hold off on improvements needed for increased production any longer. She met with Ron Kawamoto of Norris Beggs &amp; Simpson, the listing agent for HBC, who is still hopeful regarding the sale of the HBC building. They discussed the port's properties and marketing efforts.</p>	
<p><b><u>! Dept. of Health H2O System Requirements</u></b></p>	<p>Exec.D Sherwood discussed the letter to the Dept. of Health (DOH) that was included in the packet regarding DOH requirements for double containment of the diesel fuel tank at Well #2. All of the options considered had approximately the same cost, and the PC concurred the port should replace the 25-year-old tank with a new double-wall tank. Quotes will be acquired.</p>	
<p><b><u>! DIP Pump</u></b></p>	<p>Well #2 pump and motor have to be replaced as they were not able to be repaired. A new larger (75 hp) pump is expected this week. A soft start may need to be ordered later to avoid PUD demand charges on the meter.</p>	
<p><b><u>MISCELLANEOUS</u></b>  <b><u>! Dana Peck - KC Update</u></b></p>	<p>Dana reported that KC is looking into how to assist Huggy Bear's Cupboard's in selling their Portland building. Sheils Oblesk Johnson has a development arm that may be able to help. County Project #4 is aggressively moving forward with plans for development at DIP. KC has an agreement with Shiels Oblesk Johnson that allows them to talk directly with the developer since the developer has also been looking at sites in Oregon and Oregon has invested a lot of money in supporting this project. If Dallesport is selected, Shiels Oblesk Johnson will come back in to assist with incentives package development. PC Ford inquired of any decision regarding a marketing firm. Mitchell Nelson was the forerunner, but Dana stated that the environmental portion of their team (Jones &amp; Stokes) fell apart, so they were asked to bring in David Evans for that portion, thereby giving KC their first and second choices. Mitchell Nelson will bring an itemized bid to KC soon.</p>	
<p><b><u>! Committee Updates</u></b></p>	<p><u>AIRPORT:</u> PC Deo attended an airport meeting on July 28. PC Deo felt that the City of The Dalles Council was hesitant to accept the recommendation of the Airport Board regarding closing the runway and other decisions that have been made in an effort to move the airport forward. PC Deo found it very interesting that the proposal to close the runway has been on the table for 25-30 years. The Dalles Council will not vote until September 13. Final FAA approval for the Aug. 15 drag race has been received.</p>	

<p><b><u>! Committee Updates, cont.</u></b></p>	<p><u>MCEDD</u>: PC Ford has a meeting August 18. He brought some information from the WPPA Commissioners Seminar for Exec.D Sherwood's review. He stated that Kennedy/Jenks did a good presentation on waterfront structuring and engineering. He had an informational sheet regarding finance questions and other things PCs should know. Robin Pollard of CTED gave a presentation regarding partnering with the state. He felt it was a great conference.  <u>BRIDGE/HWY 35</u>: PC Ford had no report.  <u>KC EDA</u>: PC Vinyard had no report.</p>	
<p><b><u>PUBLIC COMMENT</u></b></p>		
<p><b><u>ADJOURNMENT</u></b></p>		<p><i>PC Vinyard moved to adjourn at 5:47; seconded by PC Deo – 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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 Rodger Ford, Chairman