

Agenda for Tuesday, September 21, 2004
Klickitat County Port District
2nd Regular Monthly Meeting
September 21, 2004 - 4:30 P.M. - PORT OFFICE

AGENDA

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

COUNSEL'S REPORT

Dallesport Foundry Corrected Deed
Eichner - Bluff Property

ADMINISTRATIVE MATTERS

Consent Agenda:

August 17, 2004 Minutes
Vouchers
Financial statement - July
Schedule PC Retreat - October

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

I.C.E.
• Trenching
• Security Deposit - LH Improvements
Railroad Underpass Feasibility
Bldg 1D - DOR Audit & Deferral Extension
Hood River Bridge - Prigel Letter

DALLESPORT INDUSTRIAL PARK:

Water System Plan Cost Estimates - Taylor Engineering
Ross Island Sand & Gravel - Minutes of KC Hearing
CC&Rs - Sunseted
Energy Overlay Zone

MISCELLANEOUS

WPPA Small Ports Mtg. - Oct. 29, Leavenworth

WPPA Annual Mtg. - Dec. 2, Bellevue

- Port Report Presentation & PC Photos

Committee Updates

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

ADJOURNMENT

PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES September 21, 2004 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 Readymix), Terry Trantow (Trantow Surveying)</p>	
<u>PUBLIC COMMENT</u>	<p>Chair Ford opened the public meeting at 4:37 p.m. There was no public comment.</p>	
<u>! COUNSEL’S REPORT</u>	<p><u>Dallesport Foundry Corrected Deed:</u> Counsel reported that he prepared a corrected deed and it was filed by the Port.</p> <p><u>Eichner - Bluff Property:</u> There is confusion regarding ownership of an approximately eleven foot strip of property on the Riverwatch Drive, Overlanders Bluff subdivision. Exec.D Sherwood displayed the plot maps and explained the issue at hand. Terry Trantow was here to explain what he knows of the transference of the property. Apparently, the roadway property had been dedicated to the City of White Salmon on a plat, by signatures of Glen Haack and Elmer Stacy. Glen Haack didn't own the property and only the PC had the authority to convey property. To the west and southeast of the roadway remained property that the port still owned. These strips of property were sub-standard sizes and were not of value to the port nor to the City of White Salmon. It was recommended that the parcels be conveyed to the adjacent property owners who were contiguous with the property.</p>	<p><i>PC Deo moved that it is in the public's best interest to convey the eleven-foot strip and the corner radius be conveyed to the contiguous property owners without consideration; seconded by PC Vinyard – motion carried.</i></p> <p><i>PC Vinyard moved to grant retroactive approval of Elmer Stacey's authority to convey to the City of White Salmon, the portion of Lot #4 now a part of Riverwatch Drive; seconded by PC Deo – motion carried.</i></p>

<p><u>ADMINISTRATIVE MATTERS</u> <u>! Consent Agenda</u></p>	<p>Items approved: • Minutes of August 17, 2004 • Voucher #19223; \$23.00 • Vouchers #19224-19239; \$8,561.45 • Vouchers #19240-19273; \$41,513.40 • Vouchers #19274-19276; \$6012.95 • Vouchers #19277-19279; \$3,525.03 • Vouchers #19280-19292; \$3,631.59 • Check #195; \$6,012.95</p>	<p><i>PC Deo moved to approve the Consent Agenda as presented; seconded by PC Vinyard -- motion carried.</i></p>
<p><u>! Financial Statement - July</u></p>	<p>AAA Drew discussed the cash balances memo noting total liquid funds of \$389,509.95. She also discussed the financial statement ending July 31. The balance sheet shows the deficit cash receipts over expenditures at (\$301,549.64). She discussed revenue and expense account percentages (actual vs. budget) against the target of 58%. Marine Terminal revenues are at 61% of budget, Sale of Water revenues are at 33%, and Property Rental revenues are at 50%. Total revenues are at 104%. Marina Expenditures are at 67%, Water System Expenditures are at 69% and Property Rentals Maintenance is at 54%. Port Counsel Expense is at 39% and Office Expense-Supplies is at 43%. Total expenditures are at 139% overall leaving a net loss of \$301,549.64. The reports for July are presented using the budget figures from the ORIGINAL budget, since the Revised budget was not adopted until August.</p>	
<p><u>! Financial Statement - August</u></p>	<p>AAA Drew discussed the cash balances memo noting total liquid funds of \$389,509.95. She also discussed the financial statement ending August 31. The balance sheet shows the deficit cash receipts over expenditures at (\$232,794.57) due to Bldg 1D expenditures in 2004, utilizing prior year's revenues. She discussed revenue and expense account percentages (actual vs. budget) against the target of 67%. Marine Terminal revenues are at 69% of budget, Sale of Water revenues are at 72%, and Property Rental revenues are at 64%. Total revenues are at 77%. Marina Expenditures are at 101%, Water System Expenditures are at 26% and Property Rentals Maintenance is at 58%. Port Counsel Expense is at 60% and Office Expense-Supplies is at 48%. Total expenditures are at 74% overall leaving a net loss of \$232,794.57. The reports for August are printed using the budget figures from the REVISED budget, since it was adopted in August.</p>	
<p><u>! Schedule PC Retreat - October</u></p>	<p>Exec.D Sherwood discussed the PC retreat tentatively scheduled for October 12, 2:00, at Skamania Lodge. PC Ford suggested trying to find a place in KC. Crawdaddy Junction, Flying L Ranch and the Lyle Hotel were discussed as location options.</p>	<p><i>AAA Drew will investigate the location options.</i></p>

<p><u>EXECUTIVE DIRECTOR'S REPORT</u> <u>*Bingen Point*</u> <u>! I.C.E.- Trenching & Security Deposit</u></p>	<p><u>Trenching:</u> Exec.D Sherwood discussed her letter to ICE outlining the conditions required in order to trench for the electrical connection between Building 1A and Building 1B. ICE did not comply with any of the conditions. Of particular concern is the compaction of the fill. Matt Riley met with ICE's project manager and stated that IF they did what ICE said they did, there should be no problem with the asphalt. Discussion followed. Since Exec.D Sherwood will be at a WPPA conference, PC consensus for Counsel to write a letter to ICE giving them the option to either dig up the trench and fill it correctly as specified, or sign a document agreeing to be responsible for the trench paving for a period of 5 years. The letter will include demand for payment of the security deposit past due for Bay D as a proposal regarding tenant improvements has not been forthcoming from ICE.</p>	<p><i>Counsel will prepare a letter to ICE.</i></p>
<p><u>! Railroad Underpass Feasibility</u></p>	<p>Exec.D Sherwood discussed her letter to Senator Honeyford requesting his support for the proposed access improvement of a railroad underpass to Bingen Point. She met with Seaborn Engineering today and requested a cost estimate for a limited scope of work and 10% drawings for railroad underpass construction.</p>	
<p><u>! Bldg 1D - DOR Audit & Deferral Extension</u></p>	<p>Exec.D Sherwood reported that the port has been granted an extension of the sales tax deferral for Building 1D until December 2005. This will cover the time needed to complete the change to the systems check bay contained in C.O. #3. The Dept of Revenue auditor was here August 30 and calculated that the port owes no sales tax on the building. The Auditor was very pleased with the port's project financial tracking method.</p>	
<p><u>! Hood River Bridge - Prigel Letter</u></p>	<p>Exec.D Sherwood asked the PC if they wanted to support the idea of adding a surcharge of \$.25 each way to the bridge toll and placing the extra money into a fund to further the long-term goals of the feasibility study for a new bridge as outlined in Bingen Mayor Brian Prigel's letter. The PC were in support of his position. PC Deo questioned what would happen to the fund if the bridge never materializes. PC Vinyard stated that it was his concern that there was assurance that the money was moving us towards a bridge, and questioned if not, who gets the windfall of all the money? PC Ford suggested that this issue be brought out in the letter of support.</p>	<p><i>Exec.D Sherwood will draft a letter of support.</i></p>

<p><u>*Dallesport Industrial Park* (DIP)</u> <u>! Water System Plan Cost Estimates - Taylor Engineering</u></p>	<p>Exec.D Sherwood reported that phased cost estimates for the DIP water system improvements has been received from Taylor Engineering. She displayed the phase maps of the DIP water system and discussed the cost estimate for each phase.</p> <p>Exec.D Sherwood reported that the new pump on Well #2 was tested last Friday and checked out very well (1,000 gpm steady for 60 minutes). She also discussed the problem of finding parts for the recorder graph motor and a resistor for the booster pump, which it seems are obsolete. Taylor Engineering recommends upgrading the system. AAA Drew got an estimate of between \$700 and \$800 to replace the recorder unit. PC Deo suggested checking into upgrading the system by converting to a diesel generator and an all electric system. He estimates a cost of approximately \$50,000-\$60,000 to convert. Exec.D Sherwood will take a more comprehensive look at the water system with Taylor as it relates to the double-wall diesel take upgrade.</p> <p>Dallesport Foundry would like to connect to the port's water system to enable water supply to the AGP building, as the building on the east side was never connected to water. Taylor Engineering has put together 4 options to get water to the building; they are recommending option 4. (All options were expensive.) PC Deo suggested that Dallesport Foundry run a line from the existing water line at the Foundry building to the AGP building. He said it would certainly be possible to punch a line under the railroad spur to accomplish this.</p>	<p><i>Exec.D Sherwood will suggest this option to Dallesport Foundry.</i></p>
<p><u>! Ross Island Sand & Gravel - Minutes of KC Hearing</u></p>	<p>Exec.D Sherwood discussed the minutes of the KC hearing regarding modification of Ross Island Sand & Gravel's (RISG) conditional use permit, included in the packet. In the minutes, KC BOCC's Thayer and Struck stated that the port would have the final say regarding the stipulation of any conditions that RISG may be required to adhere to pertaining to port roads.</p>	
<p><u>! CC&Rs - Sunseted</u></p>	<p>Exec.D Sherwood reported that the Dallesport CC&Rs sunseted on August 7. It had been hoped that an update would be done during the KC Dallesport Master Planning effort, however, it appears that a consultant is not yet under contract. It was suggested that a motion be made to extend the CC&Rs until such time as a new document can be drafted.</p>	<p><i>PC Vinyard moved to extend the existing Dallesport Industrial Park CC&Rs until a new document can be adopted; seconded by PC Deo – motion carried.</i></p>
<p><u>! Energy Overlay Zone</u></p>	<p>Maps were included that outline the proposed energy overlay zone for KC. A hearing is set for September 24.</p>	<p><i>Exec.D Sherwood will write a letter of support.</i></p>
<p><u>MISCELLANEOUS</u> <u>! WPPA Small Ports Mtg - Oct. 29, Leavenworth</u></p>	<p>PC consensus for Exec.D Sherwood to attend the meeting.</p>	
<p><u>! WPPA Planning From the Port Perspective Seminar</u></p>	<p>Exec.D Sherwood reported that she will be out of the office Thursday and Friday to attend the WPPA "Planning From the Port Perspective" seminar.</p>	

<p><u>! WPPA Annual Mtg - Dec. 2, Bellevue</u> <u>• Port Report Presentation & PC Photos</u></p>	<p>Pictures were taken of the PC for inclusion into the presentation that she will be giving at the WPPA meeting in December.</p>	
<p><u>! Committee Updates</u></p>	<p><u>AIRPORT</u>: PC Deo attended a meeting last Friday. The City of The Dalles approved closure of the runway, however it will not be shut down until necessary. The determining factor will be a developer that needs the property. The airport water rights have been approved at 750 acre/feet. <u>MCEDD</u>: PC Ford's next meeting is tomorrow night. <u>BRIDGE/HWY 35</u>: PC Ford had no report. <u>KC EDA</u>: PC Vinyard had no report.</p>	
<p><u>PC Vinyard</u></p>	<p>PC Vinyard suggested a port reply to the Skinner editorial in the Goldendale Sentinel regarding economic development.</p>	<p><i>Exec.D Sherwood will draft a letter for PC review prior to signature.</i></p>
<p><u>PUBLIC COMMENT</u></p>	<p>There was no public comment.</p>	
<p><u>ADJOURNMENT</u></p>		<p><i>PC Deo moved to adjourn at 6:24; 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