

January 10, 2006

PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES January 10, 2006 REGULAR SESSION		
TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<u>ATTENDANCE:</u>	Commissioners/Staff Present: Port Commissioners (PCs), Norm Deo & Rodger Ford; Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant/Auditor (AAA) Vickie Drew. PC/Staff Absent: Port Counsel Teunis J. Wyers; PC Wayne Vinyard Guests Present: Jim & Tony Riley (Riley Bros. Concrete); Matt Riley (Rapid Readymix).	
<u>PUBLIC COMMENT</u>	Vice-Chair Deo opened the public meeting at 4:30. There was no public.	
<u>COUNSEL'S REPORT</u>	Counsel's presence not requested.	
<u>ADMINISTRATIVE MATTERS</u> <u>Election of Officers</u>	In the customary rotation of officers, PC Deo would become Chair, PC Ford would become Vice-chair and PC Vinyard would become Secretary. Chair Deo presided over the remainder of the meeting.	<i>Motion Deo/Ford to follow the regular rotation appointing PC Deo as Chair, PC Ford as Vice-chair and PC Vinyard as Secretary. Motion carried.</i>
<u>Consent Agenda</u>	Items approved: <ul style="list-style-type: none"> • Minutes of November 15, 2005 • Minutes of December 22, 2005 Bid Opening • Vouchers #20158-20173; \$9,326.09 • Wire Transfer-Bank of NY - \$65,321.25, '03 LTGO Bonds • Vouchers #20174-20205; \$9,521.58 • Vouchers #20206-20208; \$3,590.48 • Vouchers #20209-20225; \$12,583.48 • Vouchers #20226-20242; \$14,423.24 • Vouchers #20243-20272; \$44,305.75 • Check #198; \$12,502.24, USFS Grant Transfer PC Deo requested more information regarding the payments to DSP ensuring the Building 1E project has funds allocated for these costs. (Yes). PC Ford inquired about the Moon Security (trouble with our dialer) and Retirement Systems (budgeted long-term contract payoff) payments.	<i>Motion Ford/Deo to approve the Consent Agenda as presented. Motion carried.</i>
<u>Financial Statements - Sep, Oct & Nov</u>	AAA Drew discussed the cash balances memo noting total liquid funds of \$681,152.76. The financial statements for September, October and November were included in the packet. A trend report was also provided through September. The PC had no questions regarding any of the statements. December will be printed as soon as all year end figures and adjustments have been recorded.	
<u>Resolution 1-2006 - Delegation of Authority</u>	This is the annual resolution to delegate authority to staff.	<i>Motion Ford/Deo to approve Resolution 1-2006. Motion carried.</i>
<u>2006 Mileage Reimbursement Rate</u>	Exec.D Sherwood reported that the 2006 Federal mileage reimbursement rate is 44.5 cents per mile.	

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<u>CTED Job Development Fund</u>	Exec.D Sherwood discussed the opportunity to submit a pre-application, which was due January 6, for a grant from CTED for Bingen Point infrastructure looping and access. \$49.5MM has been set aside by the state government for the next biennium. The purpose of the pre-app is for the agency to get a sense of how many jobs and infrastructure projects are out there among the ports, cities, counties and tribes. PC consensus to move forward with the application. Final applications are due April 3.	
<u>Capital Improvement Plan</u>	Exec.D Sherwood discussed the need to update our Capital Improvement Plan. A draft is in the works.	
<u>2006 Goals & Priorities</u>	Exec.D Sherwood explained that the draft goals and priorities were included in the Nov 1, 2005 packet and the PC had been asked to get any changes in before adopting the budget. They were also discussed at the PC retreat and no changes were requested.	<i>Motion Ford/Deo to approve the 2006 Goals & Priorities as presented. Motion carried.</i>
<u>Port Website Update - MCEDD</u>	Exec.D Sherwood has met with Lee Curtis and Layne Sylvester of MCEDD regarding updating the Port's website; funding is included in the 2006 budget. A site selector area would be a good addition to the site as well as just cleaning it up and making it more user friendly. The cost estimate for the update is \$5,500.	<i>Motion Ford/Deo to approve a Personal Services Contract with MCEDD in the amount of \$5,500 for update of the Port's website. Motion carried.</i>
<u>EXECUTIVE DIRECTOR'S REPORT</u> <u>*Bingen Point*</u> <u>Bldg 1E Update:</u>	<ul style="list-style-type: none"> • <u>Site Pre-load - Bid Opening & Award Bid:</u> Exec.D Sherwood discussed the bid opening that was held on December 22, 2005. Of the three bids received, L.L. Lindberg was the apparent low bidder. They did the site work on the two previous buildings. She asked for a motion to award the bid. A tax deferral is potentially available for Building 1E. • <u>CERB Final Contract:</u> A copy of the CERB Final Contract was included in the packet. 	<ul style="list-style-type: none"> • <i>Motion Ford/Deo to award the bid for Bldg 1E pre-load to L.L. Lindberg in the amount of \$135,999 excluding tax. Motion carried.</i> • <i>Motion Ford/Deo to approve the CERB final contract for a grant in the amount of \$475,000 and a loan in the amount of \$525,000. Motion carried.</i>
<u>Bldg 1E Update, cont.</u>	<ul style="list-style-type: none"> • <u>Personal Services Contract-DSP:</u> Exec.D Sherwood asked for a motion to move forward with a Personal Services Contract (PSC) with DSP for Building 1E's schematic design, interior improvements and pre-load work. This PSC formalizes the previous letters received. • <u>Floor Plan:</u> Exec.D Sherwood displayed the proposed floor plan for Bldg 1E. The PC approved the floor plan which allows for a split into four separate bays if the need arose in the future. <p>The geo-technical consultant, GN Northern, requested historical precipitation information due to the amount of rain we are having. There is concern regarding starting the pre-load work considering saturation of the soils. The geo tech is confident that the project can move forward with the use of certain equipment and considerations. Exec.D Sherwood confirmed that Lindberg will be using the appropriate track-type equipment. There will be a pre-meeting with the geo tech at 1:00 tomorrow and a pre-construction meeting to follow at 1:30. PC Deo will attend.</p>	<ul style="list-style-type: none"> • <i>Motion Ford/Deo to approve the Personal Services Contract with DSP in the amount of \$26,750. Motion carried.</i>
<u>Tenneson - Infrastructure Analysis Report</u>	The Infrastructure Analysis Report addressing Bingen Point fire flow and infrastructure looping improvements was completed by Tenneson Engineering as part of the KC & USFS grants. A draft copy of the report was included in a previous packet, and the final report will be given to the PC. The estimate for infrastructure improvements is \$500,000.	

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<u>Binding Site Plan Approved</u>	Exec.D Sherwood reported that the Bingen Point Binding Site Plan was finally approved on November 22, 2005.	
<u>Inquiry - Private development</u>	Exec.D Sherwood reported that a lead has come in via PC Deo, for a purchase of one acre and to lease another acre in order to relocate their business. The owner would like to site outside the city limits of Bingen and White Salmon. The site would be used for storage and a repair shop for trucks with 40 employees. Property along Shore Drive was discussed as a possible location for this type of business. Insitu is considering renting the 36,000 sq. ft. Western Products building owned by the Port of Hood River. Within 2 years Insitu says they expect to need 200,000 sq. ft. Exec.D Sherwood has met with two commercial brokers and one of them has a developer very interested in working with Insitu. Discussion followed.	<i>Exec.D Sherwood will contact Mountain Logging regarding property.</i>
<u>*Dallesport Industrial Park* (DIP)</u> <u>RISG Proposed Road Alignment</u>	Exec.D Sherwood displayed a map showing the proposed Ross Island Sand & Gravel road alignment. Discussion followed. Jim Riley suggested that damage to any Port infrastructure be addressed in any future agreement.	<i>Motion Ford/Deo to approve the alignment of the RISG haul road as presented. Motion carried.</i>
<u>MOU - Inter-tie Water Systems</u>	Exec.D Sherwood met with the Airport Management Team and Dallesport Water Association representatives to discuss the water systems issue. The meeting clarified that what they really wanted was to create an inter-tie with the Port, not to create a municipal water system. This partnership would give the other systems access to grant dollars. It would not necessarily provide a certified operator to take over management of the water system. Exec.D Sherwood signed the MOU after polling the PC via phone.	
<u>Inquiry - Private Development</u>	Exec.D Sherwood reported that she was contacted today regarding a manufacturing opportunity that would need 20 acres at Dallesport. Another lead is interested in purchasing 1 acre at DIP and has 5 employees. They are interested in Parcel #34 across from Pellissier's. The PC were in favor of pursuing these leads but suggested getting PC Vinyard's opinion regarding selling of Parcel #34.	<i>Exec.D Sherwood will contact PC Vinyard regarding selling Parcel #34.</i>
<u>MISCELLANEOUS</u> <u>Exec.D Vacation</u>	Exec.D Sherwood will be on vacation February 8 through 14.	
<u>Port of The Dalles / POK Joint Board Meeting</u> <u>Date Options-Set Date</u>	Exec. D asked if the PC still wanted to meet with the Port of The Dalles (POTD) commissioners. The PC would like to meet with them but a February meeting would be preferable.	<i>Exec.D Sherwood will contact the Port of The Dalles for possible meeting dates in February.</i>
<u>Marketing</u>	Marketing strategies were discussed.	
<u>Committee Updates</u>	<u>AIRPORT</u> : PC Deo attended a meeting December 16. He reported that there was considerable discussion regarding the water system inter-tie. <u>MCEDD</u> : PC Ford attended a meeting December 14. He reported that MCEDD is taking a new direction; website work, marketing, and other tasks. <u>KC EDA</u> : PC Vinyard absent.	
<u>PUBLIC COMMENT</u>	Tony Riley asked which rock site was approved for the pre-load material. The James Dean pit is the approved quarry.	
<u>ADJOURNMENT</u>		<i>Chair Deo adjourned the public meeting at 6:22.</i>

Approved on: _____
(Date)

Respectfully submitted _____
Vickie L. Drew, Administrative Assistant

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Dianne Sherwood, Executive Director

Norm Deo, Chairman