

January 16, 2007

	PORT OF KLINKITAT BOARD OF COMMISSIONERS MEETING MINUTES January 16, 2007 REGULAR SESSION	
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<u>ATTENDANCE:</u>	Commissioners/Staff Present: Port Commissioners (PCs) Norm Deo, Rodger Ford & Wayne Vinyard; Executive Director (Exec.D) Dianne Sherwood, and Administrative Assistant/Bookkeeper, Margie Ziegler PC/Staff Absent: Port Counsel Teunis J. Wyers. Guests Present: Matt Riley, (Rapid Ready Mix Inc); Jim Riley and Tony Riley, (Riley Brothers Concrete); Mike Smith, Lee Ast, Brad Roberts, and Don McDermott, (Dallesport Community Council).	Meeting called to order 4:32 pm
<u>PUBLIC COMMENT</u>	<p>Mike Smith stated that he presented a letter to the Port Commissioners on September 5, 2006 requesting that the PC hold a joint meeting with KC Board of Commissioners. Mike Smith stated the minutes from the 9/5/06 meeting do not reflect any action being taken regarding his letter. PC Deo said he recalls having the Port Legal Council review Mike Smith's letter. Mike Smith wanted to know what Port Legal Council's response was to the letter. PC Deo stated that the Port would hold a joint meeting at the KC BOC request, but they would not discuss personnel issues. Mike Smith said he has read the emails from the Port and BOC and said that neither commission wants to talk about what his letter addressed. PC Deo said if the BOC wants to meet they are encouraged to set an agenda and the PC will meet, but personnel issues will not be discussed. PC Deo stated to Mike Smith that if he is not happy with the performance of the port then Mike is encouraged to replace the PC.</p>	
<u>COUNSEL'S REPORT</u>	<p>Exec D. Sherwood reported that we are working to get a new lease for ICE. They are on a month to month basis until the new lease is in place.</p> <p>Exec D. Sherwood and Port Counsel Wyers are also working on an agreement with Verizon to place antenna on our water reservoir and equipment on the ground. A draft agreement is being reviewed now. Testing and surveying has been done to determine the costs for Verizon. Tenneson Engineering determined that the antenna would not damage the integrity of the water reservoir. Exec D. Sherwood will meet with Verizon on January 31. PC Ford wanted to make sure cat walks and railings were discussed. PC Deo wants safety issues and access to also be discussed.</p> <p>A draft lease has been sent to Oregon Cherry Growers and we have not heard back from them.</p> <p>A draft lease has also been sent to AmeriGas. Exec D Sherwood said AmeriGas said there were confident that they will come to terms soon.</p>	<p><i>Exec D. Sherwood will discuss concerns with Verizon on Jan. 31, 2007.</i></p> <p><i>Exec D. Sherwood will follow-up with Oregon Cherry Growers.</i></p>
<u>ADMINISTRATIVE MATTERS</u>	<p>Exec D. Sherwood said it is customary to rotate officer positions each year. If typical, the rotation would be: PC Chairman Rodger Ford, Vice-Chairman S. Wayne Vinyard, and Secretary Norman Deo.</p>	<p><i>PC Deo made a motion to elect: PC Chairman Rodger Ford, Vice-Chairman S. Wayne Vinyard, and Secretary Norman Deo, seconded by PC Ford, MP</i></p>
<u>Elections of Officers</u>	<p>Items approved: Minutes of December 19, 2006 Vouchers - December 29, 2006 Vouchers - January 5, 12, and 16, 2007</p>	
<u>Consent Agenda</u>		<p><i>PC Deo M, PC Ford S a motion to approve the Consent Agenda. MP</i></p>
<u>Financial Report November 2006</u>	<p>Exec. Dir. Sherwood presented the November 2006 Financial Reports. She wanted to point out to PC the retained earnings of \$982,916, which is comprised of the bond issued to completed building 1E. The funds will be carried forward for payment of the completion of the construction and release of retainage. Staff is working on closing the month of December and will start year end balancing.</p>	

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<u>Resolution 1-2007- Delegation of Authority</u>	Exec Dir Sherwood said this resolution is the same resolution we do yearly. It gives the Port Executive Director and Administrative Asst. the authority to perform their jobs.	<i>PC Deo M, PC Ford S a motion to approve Resolution 1-2007 Delegation of Authority. MP.</i>
<u>2007 Mileage Reimbursement Rate</u>	Exec Dir. Sherwood said the Port follows the Federal Mileage rate which has increased to 48.5 cent per mile for 2007.	
<u>Executive Director's Report Bingen Point</u>	Exec Dir Sherwood shared that she has received over 50 applications for Maintenance Position and 23 applications for the Marketing Position. Mary Harper from WorkSource said there are some excellent candidates for the Marketing Position. Exec Dir Sherwood has asked Byron Hanke to help select and interview the top Marketing candidates. She would also like a PC member to sit in on the interviews for the maintenance and marketing position.	
<u>Bldg 1E Update:</u>	Team Construction is holding back 50% of the payment for the asphalt work. The asphalt was poured on a rainy day. Bob Westermann believes the mix may have gotten cold. There were specifications in the contract as far as minimum temperature conditions. Density tests have been completed by Tenneson Engineering and it showed only 81% to 90% in some areas, which does not meet the specifications in our contract. Bob Westermann has contacted Hopper, Dennis and Jellison to get a letter for the Port recommending how to proceed. Bob's concerned with the raveling of the asphalt as it kicks up when you scuff it, and he believes it will not hold up under freeze and thaw conditions. Mid Columbia Asphalt has placed a claim against Team's Construction's bond of \$50,000 since they have not been paid.	
<u>EXECUTIVE DIRECTOR'S REPORT Continued</u>	PC Deo recommends that Team sit down with Mid Columbia and come up with a solution considering the specifications of the contract. Exec Dir Sherwood said the decision to pour asphalt on that day was a decision of Ken Dragoo from Mid Columbia and they were not pressured by Team Construction. PC Ford said that it is already obvious that the asphalt will not hold up.	<i>Exec Dir. Sherwood will forward the recommendation by Hooper, Dennis and Jellison to the PC upon its arrival.</i>
<u>Juniper Investments</u>	Exec Dir Sherwood reported that Juniper Investments will not be able to do a project this spring on Bingen Point, as funding fell through. They are still interested, however, in a project in the future. They would still like to locate on Bingen Point but the project is contingent on the sale of his properties.	
<u>Dallesport Industrial Park* (DIP)</u>	Exec Dir Sherwood presented the DOE's bid results for the Salt Cakes clean up. Dean Construction was the low bidder for phase 1 & 2. Total bid for Phase I was \$512,000 and Phase II \$1,243,000. Jim Riley stated to DOE that he believes there is another salt cake dump site, although testing has not been done. Bob Swackhamer said that if it is salt cakes it should be removed. The DOE wants to get the other land fill site cleaned up before it tests a new site. Staff will keep following up with Bob Swackhamer on what can be done. PC Deo wanted to know if Jim Riley received a memo to file from Bob Swackhamer regarding his concern. (Yes) PC Ford asked Jim Riley if DOE had looked at the site. Jim said yes they drove to the site but did not investigate. Jim explained that he had seen trucks dumping material from Ramco many years ago.	<i>Exec Dir Sherwood said she discussed this potential site with Bob Swackhamer. The DOE will take the lead in investigating the new site.</i>
<u>Salt Cakes</u>		
<u>Dallesport Industrial Park* (DIP) continued</u>	Exec. Dir Sherwood said letters have been sent to Matt and Jim Riley so that they would be the first to know that the Port is moving forward on the a RFP for aggregate mining. She has received input from George Bennett (Consultant) and the PC before the public notice went out. While we are waiting for proposals to come back, she would like George Bennett to help the port to further refine what the Port's criteria is, and put together a matrix to help us grade the proposals. PC Deo & Exec Dir Sherwood talked about local market supply. George Bennett advised that the Port not set a percentage amount at this time in the process because it could limit the Ports revenue in the future. She would like George Bennett to come to a PC meeting and talk more about the market supply, and to answer the PC's questions. PC Deo said he wants all bidders to know that this	<i>Exec. Dir Sherwood will contact George Bennett to come to a PC meeting.</i>
<u>RFP-Aggregate Pit</u>		

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	<p>is a on going process. Exec Dir Sherwood said the Port may award more than one contractor. PC Deo would like to protect a percentage of the resource for use in Klickitat Co. and he wants the Port to be in control and be able to manage our resource. PC Ford also said the bid deadline is soon. Exec Dir Sherwood said the date can be extended, and she has already received interested parties' calls.</p> <p>DNR is processing the reclamation plan and they have 60 days to comment, and they are to get it back to us no later than Feb 16th. To date we have not had any negative comments.</p>	
<u>MISCELLANEOUS</u>	<p>Exec Dir Sherwood would like the PC to consider a date for the Ribbon Cutting of Building 1E. The Chamber of Commerce has agreed to help the Port and Insitu to plan the event. By Consensus the PC agreed to March 9th, from 3:00-5:00pm.</p> <p>Exec Dir Sherwood requested vacation from January 19-29, 2007.</p>	<p><i>By Consensus the PC agreed to March 9th, from 3:00-5:00pm for the Building 1E Ribbon Cutting.</i></p> <p><i>By Consensus the PC approved Exec Dir Vacation Request.</i></p>
<u>Committee Update:</u>	<p>PC Ford: No Update PC Deo: There was an airport meeting January 17th to select the new FBO for the airport and the regular airport meeting is scheduled for January 19th. PC Vinyard: He said the EDA community projects have been received and some communities are asking for three and four items. The projects will be considered in March.</p>	
<u>Public Comment:</u>	<p>Exec Dir Sherwood answered questions from Dallesport Community Council member Don McDermott.</p>	
<u>ADJOURNMENT</u>	<p>Meeting Adjourned at 5:54pm.</p>	

Approved on: _____
(Date)

Margie Ziegler, Administrative Assistant

Dianne Sherwood, Executive Director

Rodger Ford, Chairman