	PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES April 3, 2007 REGULAR SESSION	
TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
ATTENDANCE	Commissioners/Staff Present: Port Commissioners (PCs) Norm Deo, Rodger Ford & Wayne Vinyard; Executive Director (Exec.D) Dianne Sherwood ; Director Marketing/Public Affairs (DM/PA) James Donnelly; and (AA/B) Margie Ziegler; and Port Counsel Teunis J. Wyers PC/Staff Absent: none Guests Present: Matt Riley, (Rapid Ready Mix Inc); Jim and Tony Riley, (Riley Brothers Concrete); Denny Newell (KC Economic Development); Jeff and Dennis Eiesland, (Columbia Hills RV Park); Brad Roberts, (Rivermile 172); Steve Tessmer, (Hood River); Peter Shames, (Hood River Sand & Gravel); and Jeff Deringer (Nutter Corp).	Meeting called to order 4:30 pm
PUBLIC COMMENT	No public comment	
COUNSEL'S REPORT AmeriGas	Port Counsel Wyers reported that the AmeriGas lease was submitted to them on March 19 th . He has not heard back from his call asking for a response. He wants at minimum, a letter agreement from AmeriGas to protect their use of the property in the interim.	
<u>Verizon</u>	Verizon has applied for a conditional use permit(CUP) Exec Dir Sherwood has signed off on the CUP. Port Counsel Wyers has reviewed and sent the lease to Verizon.	
ICE	ICE (Innovative Composite Engineering) has submitted a letter to the Port expressing interest in purchasing B.Pt. Port property for a new facility. ICE's current leases are being negotiated and a six month escape clause will been added. (<i>Editors Note: This topic will be discussed during Exec. Dir Report</i>)	
<u>Riley Brothers</u>	The Riley Brothers Interim Agreement final draft was presented to the PC for consideration. Port Counsel Wyers advised the PC to evaluate the agreement in concert with what the Port is going to consider for a new operator.	
	Work has begun in developing an operator agreement for the long term operator. It is important that the new operator knows current tenant commitments already in place.	
ADMINISTRATIVE MATTERS Consent Agenda Port Account Balances	Items approved: Minutes of March 6, 2007 Vouchers - March 15, 2007 Vouchers - March 20, 2007 Vouchers - March 30, 2007 Vouchers - April 3, 2007	PC Vinyard M, PC Deo S a motion to approve the Consent Agenda. MP
	There was a duplication of public comments in the 3/6/07 minutes and it was removed on final copy for signatures.	
	Exec Dir Sherwood asked if there were any questions on the vouchers. She explained the billing from Tenneson Engineering was for the grading plan for Bingen Point and the alignment proposal for Williams Gas.	By consensus the PC agreed to set
<u>May Meetings</u>	It was discussed, due to PC planned absence, that the meeting scheduled for May 15 th be changed to May 22 nd if a second meeting is needed for that month.	the date of May 22, 2007 as an alternative date for the 2 nd PC meeting of May if needed.
Marketing/Public Affairs Director Position	Exec Dir Sherwood introduced the new Marketing/Public Affairs Director Jim Donnelly. He was hired fulltime on March 26, 2007, at a rate of pay of \$43,680.00 annually. He has already taken on projects and has attended meetings.	

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<u>Dog Control</u> <u>Executive</u> Director's Report	Exec Dir Sherwood presented a draft dog control document drafted by staff. She said the Port has talked about dog control many times in the past, and a policy needs to be made by resolution. She asked the PC for input and presented a showing that parcel 34 and 35 should be an "under leash/voice command" area. Port Counsel Wyers suggested a clear designation of leash and off leash areas needs to be made and also if special rules should be made for areas already developed. Exec Dir Sherwood said that tenants should not allow their dogs to run unattended and dig holes. Signs will be purchased and placed designating off leash/leash areas. A resolution will be drafted and presented at a PC meeting in the future.	By consensus a make all develo as leash/voice
Bingen Point Bldg 1E Update: Asphalt	The engineers are determining what fix will be acceptable for the asphalt problem, and will make a recommendation to the Port.	
<u>Executive</u> <u>Director's Report</u> <u>Bingen Point continued</u> <u>Bingen Point Grading</u> <u>Plan</u>	Exec Dir Sherwood and DM/PA Donnelly met with Ben Beseda and Kevin from Tenneson Engineering regarding the Bingen Point Grading Plan. Exec Dir Sherwood shared the maps of the best ways to serve infrastructure to all lots. Two infrastructure alignment options were presented. The proposed lines would loop the water lines and increase fire flow and the wastewater lines are proposed for gravity flow. Our finished floor slabs of buildings are at 89' or 90'. She suggested grading to end up at 89'. Tenneson suggested installing 8" or 10" water lines. It will be investigated if the Maple Street water line crossing is only a 6" line. The other option took into consideration Brad Robert's property would be brought up to grade. The placement of the toe of the grading will be discussed with Brad Roberts as Brad may welcome the toe being spilled onto his property. The set backs for the shorelines would allow for infrastructure to be placed where only a walking water and landscaping may be could be on the set back. A two tired drop pathway around the lake was	
<u>ICE Request</u>	discussed. Tenneson will be blending the two map options and cost estimates will then be determined. Exec Dir Sherwood said a letter was received from ICE (Innovative Composite Engineering). She wanted input from the PC regarding how they would like to proceed. ICE now has 36 jobs and is asking for 4 to 5 acres of Bingen Point land to place a 35,000-50,000 sq. building. In keeping with the PC guideline of 7 jobs per acre, that would be an estimated 28 to 35 jobs. ICE is interested in Parcel #23, which is waterfront. Exec Dir Sherwood would like the PC's input and ask if they would like her to pursue this project with ICE. It would open up Building 1B, which is demised for six different tenants; and also 3648 sq. ft. space in Building 1A. It was suggested that lots # 13, 15, 16 and 19 could be options if infrastructure was available. Exec Dir Sherwood said building a new building more jobs would be a good opportunity to request CERB funds to help with infrastructure. Port Counsel Wyers suggested a lease of the land and retain ownership of the property. ICE's wage scale is much different than other Port tenants. It was discussed that waterfront property be retained. Staff will send letter off to ICE and start discussions.	
<u>Dallesport Industrial</u> <u>Park* (DIP)</u> <u>RFP Aggregate Mining</u>	Exec Dir Sherwood, DM/PA Donnelly and Consultant Byron Hanke traveled to Chehalis, WA to meet with our rock consultant George Bennett to discuss the RFP responses for aggregate mining. Some RFP's had more outstanding components than others and they looked at what is important to the PC, for example; types of jobs, minimum royalties, and service to the local market. They narrowed it down to the two best companies. Exec Dir Sherwood would now like direction from the PC on how they would like to proceed. She asked them	
	Dog Control Executive Director's Report Bingen Point Bidg 1E Update: Asphalt Executive Director's Report Bingen Point Continued Bingen Point Grading Plan ICE Request Dallesport Industrial Park* (DIP)	Dog Control Exec Dir Sherwood presented a draft dog control document drafted by staff. She said the Port has takked about dog control many times in the past, and a policy needs to be made by resolution. She asked the PC for input and presented a showing that parcel 34 and 35 should be an "under leash/voice command" area. Port Counsel Wyers suggested a clear designation of leash and off leash areas needs to be made and aligo if special rules should be made for areas already developed. Exec Dir Sherwood and that tenants should not allow their dogs to run unattended and dig holes. Signs will be purchased and placed designating off leash/leash areas. A resolution will be drafted and presented at a PC meeting in the future. Executive Executive born work of the prophet due to the installed beginning April 6 th . Bidg 1 E Update: Asphatt Asphatt Exec Dir Sherwood and DM/PA Donnelly met with Ben Beseda and Kevin from Tenneson Engineering regarding the Bingen Point Grading Plan. Exec Dir Sherwood shared the maps of the best ways to serve infrastructure to all lots. Two infrastructure alignment options were propsed for gravity flow. Our finished floor slabs of buildings are at 89' or 90'. She suggested grading to end up at 89'. Tenneson suggested installing 8" or 10" water lines. It will be discussed with Brad Roberts as prophy would be brought up to grade. The placement of the to of the grading will be discussed with Brad Roberts as property would be brought up to grade. The placement of the to of the grading will be discussed with Brad Roberts as Brad may welcome to be placed where only a walking pet and landscaping may be could be on the set-back. A two tiered drop pathway around the lake was discussed. Tenneson will be blending the two map options and cost estimates will the a stasting of 4 to 5 arcss of Bingen Point tank to pl

By consensus the PC agreed to make all developed areas of the port as leash/voice command areas.

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	if they want to accept staff's recommendation or does the PC want to meet with the companies? PC Ford said a lot of work has been done and now questions need to be asked and negotiations need to be done with the top two selections. PC Vinyard proposed Port Counsel Wyers finish the RFP lease agreement and close loose ends before negotiations start. Port Counsel Wyers said with this type of RFP it allows staff and the PC to select the operator based on who would be the best for the port and	
Dallesport Industrial Park* (DIP) continued RFP Aggregate Mining	not just the person with the highest dollar figure. PC Deo liked the summary that was prepared and how it showed the merits of each company. PC Deo said it is vital that the potential operator fully understand the Port's goals and that the lease agreement reflects what the port needs and wants. PC Deo would like to see staff work with the top two picks. Port Counsel Wyers encouraged all PC members to communicate directly with Exec Dir Sherwood regarding any on going concerns.	
<u>Riley Brothers Concrete</u> <u>Processed Rock Interim</u> <u>Agreement</u>	PC Deo suggested that it is too premature to disclose the staff's top two recommendations and feels that it is very important that an agreement be finished with Riley Brothers ASAP. Riley has equipment on Port property and is waiting to start crushing. Jim Riley said he has paid \$20,000 as a royalty advance to the Port and has supplied insurance validation. Because Exec Dir Sherwood and Jim Riley have not had a chance to meet to discuss the interim agreement, Port Counsel Wyers suggested making changes now, at this meeting. Suggested changes and approvals were made. Exec Dir Sherwood will make changes and the interim agreement will be sent to Riley for signature. Jim Riley wants his legal counsel to review the agreement. He would like to get started crushing as soon as possible. The \$30,000 letter of credit will be received after the interim agreement has been signed. Jim Riley said if the agreement is not signed in one week then he will stop crushing.	By consei Riley stan signed ag 4/11/07 cr
DIP-Warehouse DSP Roof Review	Exec Dir Sherwood met with Randy Salisbury and Lyle Spears from DSP on site at the DIP warehouse. They used a man lift and did a thorough inspection of roof. The Port has not done any repairs to the building for 30 years. DSP's recommendations were in the packet: repair the roof, a complete tear off and replacement of the roof may cost \$100 to \$200 thousand. Exec Dir Sherwood reported that there are several interested tenants that would like to lease the warehouse, as is, and are willing to pay \$.35 per sq. ft. lease rate for a one year lease term. She would like direction from the PC weather to pursue the option of renting the building for or wait for manufacturing company or a firm with more jobs. PC Deo and Vineyard expressed interest in replacing the roof and searching for a long-term tenant that would offer more jobs. PC Ford suggested an RFP be sent out for roof replacement. Exec Dir Sherwood said DSP's detailed report could be used as specifications for repair. He also asked if CERB funds and the balance of Building 1E '06 Bond funds could be used to replace the roof. She responded that after 1E is completed, and funds are reserved for sales tax deferral, then any remaining funds could be used and if a long term tenant is interested, a grant application could be made to CERB. Exec Dir Sherwood reported that the Port's maintenance crew has been working very hard on the warehouse and it looks good.	
<u>Dallesport Water</u> <u>Sundoon Village</u> <u>Resort/Airport</u>	Exec Dir Sherwood gave an update to the PC on the water meetings she has attended with the KC Economic Development Dept, The City of the Dalles, Airport and the KC Commissioners. She showed maps of the proposed development of the airport/resort, airport water system and the future looping of the water system to the Port. The maps showed placing a new reservoir on port property. Darren from Tenneson said the Port's existing reservoir would probably be abandoned in phase II. There was discussion on how a municipal water system could be developed to better serve the Dallesport peninsula. Questions still remain to be answered, like what agency will actually maintain the water system, although the City of The Dalles has shown interest and Randy Knowles from the KC PUD said they might be interested. Exec Dir Sherwood has talked with Steve Tessmer regarding Sundoon Village's need for water.	

By consensus, the PC agreed to let Riley start crushing 4/4/07, but if a signed agreement is not received by 4/11/07 crushing stops.

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	A draft letter was prepared for Columbia Hills RV Park explaining the DOH requirements for expansions on the Port's Permit. The Columbia Hills RV Park needs to submit plans for expansion to the Port so that they can be approved by the DOH. Dennis Eiesland said he would like the expansion to start in November of 2007 and to be in use by the Spring of 2008.
<u>Cam Thomas Request</u>	Exec Dir Sherwood said Cam Thomas is interested in purchasing parcels number 33 and 34 at DIP (across an easement from his ownership). This development would be speculative and he has not submitted a plan for development. She asked the PC how they would like to proceed. PC Ford would like to stick to the seven jobs per acre guideline. PC Vinyard said the Port needs a solid proposal for the PC to consider and to see if this proposal fits with the future development of DIP. Staff will contact Cam Thomas and tell him the PC is interested in projects that provided at least 7 jobs per acre.
<u>Williams Gas Pipeline</u>	Exec Dir Sherwood showed the PC the three options for relocation of the gas line that were sent out to Williams Gas Pipeline on March 19 th , 2007.
<u>MISCELLANEOUS</u> Committee Update:	PC Ford: MCEDD nothing PC Deo: Airport - instrument approach landing, PC Vinyard: EDA nothing
	Attendance to the WPPA Spring Meeting in Spokane - May 16-18, 2007 was discussed No PC members could attended and PC consensus that DM/PA Donnelly attend.
	DM/PA Donnelly presented a two page Port information flyer. It showed Port property taxes revenues as compared to other agencies in the county and Port revenues, loans & grants. It also showed how many jobs the Port's efforts have helped create and how the partnerships with other agencies has made that possible. Copies for the PC to have as handouts for the meetings they attend will be made.
Public Comment	Denny Newell, KC Economic Development, asked the PC to revisit the 7 jobs per acre standard. Exec Dir Sherwood clarified to him that the resolution does not stipulate 7 jobs per acre is the only criteria, as it allows consideration of capital investments and quality jobs.
	Jim Riley suggested to the PC that they do not announce the top two picks for the RFP because as the process is worked through someone else could be considered.
ADJOURNMENT	Meeting adjourned at 6:45pm

Approved on:

(Date)

Margie Ziegler, Administrative Assistant

Dianne Sherwood, Executive Director

Rodger Ford, Chairman