

PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES September 18, 2007 REGULAR SESSION		
TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<u>ATTENDANCE</u>	<p>Commissioners/Staff Present: Port Commissioners (PCs) Norm Deo & Rodger Ford; Director Marketing/Public Affairs, (DM/PA) James Donnelly; Port Counsel, Teunis Wyers; and Administrative Assistant/Bookkeeper, (AA/B) Margie Ziegler; and Port Consultant, Byron Hanke; and Facilities & Maintenance Operator (Fac/Maint) Bryan Charters.</p> <p>PC/Staff Absent: Port Commissioner (PC) Wayne Vinyard</p> <p>Guests Present: Matt Riley, (Rapid Ready Mix Inc); Ron Shultz, (KC PUD); Dennis Shultz,(Southside Enterprises); and Anthony Stout,(Dallesport Foundry)</p>	Meeting called to order at 4:30 pm
<u>COUNSEL'S REPORT</u>	Port Counsel Wyers said he has not heard anything directly from Verizon. (DM/PA) James Donnelly said that it is his understanding that Verizon is still in the approval process of our lease.	
<u>Administrative Matters</u>	Items approved: Minutes of September 4, 2007	
<u>Consent Agenda</u>	Vouchers - September 14, 2007 Vouchers - September 18, 2007	PC Deo M, PC Ford S a motion to approve the Consent Agenda, MP
<u>Financial Report- August 2007</u>	(AA/B) Ziegler presented the Financial report for August 2007. (AA/B) Ziegler said Port Financial Consultant George Fox reviewed the August 2007 Port's financial reports and the KC Treasurers report on September 17, 2007.	
<u>Dog Control Resolution 3-2007 Re-evaluation</u>	(DM/PA) Donnelly said six months ago the PC adopted a resolution for dog control. There has not been any complaints from the public or tenants. The biggest problem was tenant's dogs digging holes and that appears to be stopped. (Fac/Maint) Charters said that the Dog-i-Pot stations are being used.	By consensus the PC agreed not to revise the dog resolution.
<u>Setting Alternative Budget Schedule</u>	(AA/B) Ziegler said Port Financial Consultant George Fox suggested the port use the alternative budget schedule set in RCW 5.35.045	By consensus the PC agreed to use the alternative budget schedule as per RCW 5.35.045.
<u>Executive Director's Report Bingen Point</u>	(AA/B) Ziegler reported that Team Construction completed the gutter down spouts on 9/17/07. Randy Salisbury, DSP, and Bob Westermann have both reviewed and approved the release of retainage to Team Construction. (AA/B) Ziegler said Patrick Shanahan was contacted at L & I and Patrick said there are no liens or judgements against Team Construction.	PC Deo M, PC Ford S, motion to approve Team Construction's release of retainage, MP
<u>Bldg. 1E-Release of Retainage</u>		

<p><u>Dallesport Industrial Park* (DIP)</u></p> <p><u>PUD Underground Estimate</u></p> <p><u>Aggregate Operator Agreement</u></p> <p><u>Williams Pipeline Easement</u></p> <p><u>DIP CC&R Report</u></p> <p><u>Rivermile Signage</u></p>	<p>(DM/PA) Donnelly introduced Ron Schultz, KC Pud. Ron said that Former (Exe.Dir) Sherwood was working with Bill Hamm at the PUD a year ago and the estimate was 60,000 and the estimate was only good for 90 days. In June of 2007 Former (Exe.Dir) Sherwood said the Port is ready to go ahead with the project. Ron said the new estimate came in at \$62,000 provided a map and explained the project to the PC. Ron said the KC PUD would like to improve to 10 megawatts from 5 megawatts at the DIP. He said this additional cost to improve the megawatts is about \$130,000 and the increase could be received through system development charges, the port would only need to pay a total of \$62,447.28 The KC PUD will issue a letter to the Port requesting the \$62,447.28. Once the check is received the materials will be purchased and KC PUD can start on the underground utility project.</p> <p>(DM/PA) Donnelly said all major issues have been addressed and a final agreement will be sent to James Dean Construction on 9/19/07. (DM/PA) Donnelly said James Dean is aware that the Port would like them to work out an agreement with Jim Riley on the aggregate rock that is stored in the pit. PC Deo has a concern regarding Riley's letter of credit, and Port Counsel Wyers said the letter of credit has been renewed and expires April 19, 2008.</p> <p>(DM/PA) Donnelly presented a map of the proposed pipeline realignment. (DM/PA) Donnelly met with Former (Exe.Dir) Sherwood and the negotiations left of at determining the width of the easement. The Port had originally proposed a 25 foot easement and Williams Gas is proposing 40 feet now. (DM/PA) Donnelly spoke with Williams gas and he said that Williams usually ask for a 75 foot easement. (DM/PA) Donnelly wants to know what width the Port would like to accept. The Rinker alignment was discussed. PC Deo wanted Williams to be aware of the Rinker's suggested overhead conveyer route. (DM/PA) Donnelly said that Williams will allow cement slabs and asphalt parking lots within the easements. Port Consultant suggests (DM/PA) Donnelly review the Rinker files and Port Counsel Wyers agreed to add language to the Williams pipeline easement.</p> <p>PC members did not get a chance to review the CC&R's.</p> <p>(Fac/Maint) Charters discussed the proposed locations for the river mile signs. The Bingen sign will be placed out at the point in an area not irrigated on Parcel #35 and the Dallesport sign will be placed where the traffic goes through the locks.</p>	<p><i>By consensus the PC, directed staff to send a letter of acceptance to the KC PUD and authorize a check be issued to the KC PUD in the amount of a \$62,447.28.</i></p> <p><i>By consensus the PC, authorized (DM/PA) Donnelly to send the Aggregate Operator Agreement to James Dean Construction.</i></p> <p><i>By consensus the PC, agreed to the 40 foot easement and wants Williams to be made aware of the Port's agreement with Rinker.</i></p> <p><i>After the PC members review the CC&R's, they will be discussed at a future PC Meeting.</i></p> <p><i>By consensus the PC, had no objections to the Rivermile sign locations.</i></p>
--	--	--

<p><u>Dallesport Industrial Park* (DIP) continued</u></p> <p><u>DIP Signage</u></p> <p><u>Gabbster, LLC</u></p> <p><u>Southside Enterprises</u></p>	<p>(DM/PA) Donnelly presented quote for the DIP sign.</p> <p>Dennis Shultz spoke to the PC regarding his plans for the DIP. Shultz said Gabbster, LLC would like to enter into a three to five year lease of half of Lot #40 to operate lathing machines. Shultz proposes 10 employees will be employed. PC Deo said that the shovel ready lots that need water and wastewater for there jobs, need to be kept in consideration. Shultz said he has been loading railcars for the last a week and a half. PC Deo said Shultz needs to submit a proposal from Gabbster, LLC, that would give the PC more information about jobs and Shultz is encouraged to work with (DM/PA) Donnelly. Port Counsel Wyers wants to make sure that language is in the lease regarding removal of bark and keeping the lots in order.</p> <p>Dennis Shultz would also like to lease lots #41 and #42 for log storage. Shultz understands that those lots are in negotiations with another tenant and that the lease could only be month-to-month. Shultz has grubbed and piled brush on lots #41 and #42 at no cost to the Port.</p>	<p><i>By consensus, the PC authorized (DM/PA) Donnelly to order the DIP sign from Signs & Designs.</i></p>
---	--	--

<p><u>MISCELLANEOUS</u></p> <p><u>Committee Updates:</u></p> <p><u>Columbia Gorge Future Forum - Oct 29th</u></p> <p><u>PC Retreat - October 2nd</u></p> <p><u>WPPA Small Ports Seminar - October 18-19 Leavenworth, WA</u></p>	<p>PC Ford: No MCEED meeting. PC Ford will be attend a meeting in Hood River regarding the HR Bridge Project on September 27, 2007 PC Deo: No Airport meeting PC Vinyard: EDA meeting September 13.</p> <p>The Columbia Gorge Future Forum will be held October 29, 2007 in The Dalles, OR.</p> <p>The PC Retreat will be held October 2, 2007 at the Lyle Hotel from 1pm-6pm.</p> <p>The WPPA Small Ports Seminar will be held October 18 - 19, 2007 in Leavenworth, WA.</p> <p>(AAVB) Ziegler said that the City of Bingen's engineers will be staking the Maple Street project this week. The Bingen City Council will approval the Maple Street Reconstruction design at their October 2, 2007, City Council Meeting.</p> <p>Port Consultant Hanke will attend the Pacific Northwest Waterways Association conference in Vancouver, WA, October 10-12, 2007.</p> <p>(Fac/Maint) Bryan Charters said he is still working with the street striping company. Charters said that the weather and equipment breakdown is the cause of the delay. Charters said there are striping machines available. PC Deo suggests continue to work with the striping company. Charters reported that an abandoned travel trailer was found at DIP. The police were notified and it will be towed if it is not removed by 9-20-07.</p>	<p><i>By consensus, the PC authorized (DM/PA) Donnelly to attend the Small Ports Seminar.</i></p>
<p><u>Public Comment</u></p>	<p>None</p>	
<p><u>EXECUTIVE SESSION Personnel - Half-Hour</u></p>	<p>The public meeting was adjourned at 5:43pm. An executive session on personnel started at 5:44pm and was expected to one-half hour. Those Present: Port Commissioners (PCs) Norm Deo, Rodger Ford & Wayne Vinyard and Port Consultant Byron Hanke.</p>	
<p><u>ADMINISTRATIVE MATTERS</u></p>	<p>The public meeting was re-opened at 6:13pm. Port Consultant Byron Hanke said he has completed a performance appraisal for (DM/PA) Donnelly and recommends to the PC that (DM/PA) Donnelly be changed to permanent status and his salary be increased to \$46,800.00 annually starting October 1, 2007.</p>	<p><i>PC Ford M to change (DM/PA) Donnelly to permanent status and increase his wage to \$46,800.00 annually effective 10/1/07, PC Deo S, MP.</i></p>
<p><u>ADJOURNMENT</u></p>	<p>The public meeting was adjourned at 6:30pm.</p>	

Approved on: _____ (Date)

 Margie Ziegler, Administrative Assistant

 Rodger Ford, Chairman