

PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES December 19, 2000 REGULAR SESSION		
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<u>ATTENDANCE:</u>	Commissioners/Staff Present: Port Commissioners (PCs) S. Wayne Vinyard, B. Marc Harvey, and Norm Deo; Port Counsel (Counsel) Teunis Wyers; Executive Director (Exec.D) Dianne Sherwood; and Administrative Assistant (AA) Vickie Drew PC/Staff Absent: Guests Present: Matt Riley (Riley Bros.); and Mike Smith (Dallesport).	
<u>EXECUTIVE SESSION: Potential Litigation & Personnel</u>	Chair Deo called the Executive Session to order at 4:30. Those present: PCs Vinyard, Harvey and Deo; Exec.D Sherwood; and Counsel Wyers.	<i>PC Harvey moved to adjourn the Executive Session at 4:48; seconded by PC Vinyard – motion carried.</i>
<u>PUBLIC COMMENT</u>	Chair Deo opened the public meeting at 4:50 p.m. There was no public comment.	
<u>COUNSEL'S REPORT</u>	<ul style="list-style-type: none"> • Counsel discussed the revised easement request from Sprint stating that it is now acceptable as it has a precise legal description of the location. Discussion followed regarding combining the Sprint easement with the PUD area creating one utility area. • I-722:- Counsel recommended following the lead of the other Washington Ports. He recommended doing as the Cities of Bingen and White Salmon are doing and re-authorize the Port's fee schedule. • The lease agreement with Gorge Harbor Marina is the only major project Counsel is working on and he hopes to have it completed by year end. • The PBQ Designs and Superior Tape & Label leases have been executed. 	
<u>ADMINISTRATIVE MATTERS ! Minutes - November 21, 2000</u>	The minutes of December 5 were submitted for approval. PC Vinyard was inadvertently omitted from the attendance list. Mike Smith inquired about the reference to using spud barges and the permitting requirements in the barge dock discussion of Dec. 5. Discussion followed.	<i>PC Harvey moved to approve the minutes of December 5, 2000 with the noted correction; seconded by PC Vinyard -- motion carried.</i>

<u>! Election of Officers</u>	Exec.D Sherwood reported it is time again to elect new officers for next year.	<i>PC Deo moved to nominate PC Harvey for President; seconded by PC Vinyard – motion carried. PC Harvey moved to nominate PC Vinyard for Vice-President; seconded by PC Deo – motion carried. PC Vinyard moved to nominate PC Deo for Secretary; seconded by PC Harvey -- motion carried.</i>
<u>! Cancel January meetings</u>	Exec.D Sherwood requested that the January 9 meeting be canceled. She will be gone on vacation during that time. The PC concur.	<i>AA Drew will notify the public that all January meetings have been canceled.</i>
<u>! Cash Balances Memo</u>	Exec.D Sherwood discussed the cash balances memo noting liquid funds of \$372,398.89 which includes \$8,350.00 of CERB Grant Funds. The Port's State Pool General investment account has a balance of \$361,900.00. At this time last year the balance in that account was \$134,200.00. \$47,149.00 will be paid from the Port's General Fund towards the cost of the new building, leaving a net amount of liquid funds at approximately \$325,249.89. Exec.D Sherwood estimates year-end net income will be approximately \$107,000.00.	
<u>! Vouchers - December 15, 2000 - Payroll</u>	Exec.D Sherwood discussed the vouchers of December 15 which were for payroll.	<i>PC Vinyard moved to approve vouchers #16202 through #16204 on the General Fund in the amount of \$3,0197.28; seconded by PC Harvey -- motion carried.</i>
<u>! Vouchers - December 19, 2000</u>	Exec.D Sherwood discussed the regular vouchers noting payments for: replacement of a fan motor, sewer charges, lock cores for new building, PC Harvey expense reimbursement check as he is leaving for vacation this week.	<i>PC Vinyard moved to approve vouchers #16205 through #16219 on the General Fund in the amount of \$3,241.54; seconded by PC Harvey -- motion carried.</i>
<u>! Reconfirm Rates & Fees of Resolution 12-1999</u>	Exec. D Sherwood discussed the recommendation by Counsel to reaffirm the resolution which states the Port's rates and fees.	<i>PC Harvey moved to reaffirm Resolution 12-1999; seconded by PC Vinyard – motion carried.</i>

<u>! Capital Improvement Priorities</u>	Exec.D Sherwood discussed the need to upgrade the priority of a 15,000 sf. building which is currently #13 on the list for Bingen Point. She recommended upgrading it to #1 in priority and adding 'Infrastructure to support private development' as #2 .	<i>PC Harvey moved to upgrade #13 a 15,000 sf building at Bingen Point to #1 on the Bingen Point priority list, adding 'infrastructure to support private development' as #2, and adjusting the current list down accordingly; seconded by PC Vinyard – motion carried.</i>
<u>! CD - I.C.E. - Signatories</u>	Exec.D Sherwood discussed the \$3,850.67 CD supplied by I.C.E. as part of their security deposit. She is requesting that she and all three PC have authority to sign on the account which will require two signatures to withdraw the funds. Exec.D Sherwood also received from I.C.E. their quarterly report and copies of invoices showing tenant improvements they have made.	<i>PC Harvey moved to accept the CD on I.C.E.'s behalf made payable to the Port; seconded by PC Vinyard – motion carried.</i>
<u>! PERS - E. Stacy</u>	Exec.D Sherwood discussed the bill from PERS regarding Elmer Stacy's excess compensation. The bill is for \$3,724.39 and is the benefit amount calculated on the sick leave hours Mr. Stacy was paid out on his final check. She has asked AA Drew to contact PERS to find out if this bill can be put on a long-term contract , otherwise the full amount is due by January 15, 2001.	
<u>! Employee Salary</u>	PC Harvey stated that during budget discussion a decision was not reached regarding Exec.D Sherwood's salary for next year. At budget adoption her salary for 2001 was increased (as were the other two employees) by \$1.00 per hour to \$48,280.00. Discussion followed.	<i>PC Vinyard moved to increase Exec.D Sherwood's 2001 salary to \$52,000.00 per year; seconded by PC Harvey – motion carried.</i>
<u>! EXECUTIVE DIRECTOR'S REPORT</u> <u>*BINGEN POINT*</u> <u>! Wetland Reserve Program</u>	Exec.D Sherwood stated that in the Federal Wetland Reserve application submitted yearly, Bingen Lake was ranked 57th out of 57 wetland projects.	
<u>! Berm Quote</u>	Exec.D Sherwood received a quote of \$3400.00 from George Mersereau to relocate the portions of the rock berm not aligned in the correct location pursuant to the survey reaffirmed by Tenneson Engineering. A meeting has been scheduled for January 5 with Dave Anderson and Carl Dugger of the WA ST Dept. of Fish & Wildlife to discuss the lake and berm.	
<u>! Insitu Lease</u>	Exec.D Sherwood reported that due to Insitu's uncertain funding, they have requested that their lease, which expired on December 14, be renewed on a month to month basis. The new lease agreement has been signed.	

<u>! Brush Removal</u>	Exec.D Sherwood reported that KC allocated the Port \$3500 worth of brush removal. They hope to spray in the spring for weed control. PC Vinyard suggested keeping a constant vigil for scotch broom which is still present on Port property.	
<u>! Fill/Dock Grade</u>	Exec.D Sherwood reported that she is receiving requests for fill disposal sites from companies bidding on the next phase of the Multi-jurisdictional H2O system project.	
<u>*DALLESPORT INDUSTRIAL PARK*</u> <u>! Water Treatment Facility</u>	Exec.D Sherwood discussed the Waste Water Treatment Facility meeting she attended last Wednesday and the plans and specs she received. The cost of the project has gone down due to the approved use of PVC pipe. The project is currently at \$10.6 million and could go out to bid possibly Summer or Fall of 2001. Dana Peck and Joan Frey went to Washington D.C. to promote the project and to possibly get the project funded as a line item in the excess funds of the Federal budget. The \$1.6 million needed for the Port's infrastructure improvements will be included in that request.	
<u>! Royal Hovinghoff - Pet Crematorium</u>	Exec.D Sherwood received word that Mr. Hovinghoff's request for a conditional use permit for a pet crematorium has been approved by the KC Planning Dept. He has asked what the Port's hook-up fees are for water and sewer.	<i>Exec.D Sherwood will investigate hook-up fees charged by other entities and report to the PC.</i>
<u>WORKSHOP:</u> <u>B. Pt. CC&Rs</u>	Exec.D Sherwood recommended tabling this discussion until she can meet with Lisa of Counsel's office regarding questions and issues within the CC&Rs.	
<u>MISCELLANEOUS</u> <u>! 2000 WPPA Annual Meeting Report</u>	PC Harvey discussed the WPPA Annual meeting which he attended Dec. 6-8 in Seattle. A fish scientist presented a discussion of the effects of shading on salmon. A copy of his study is available on the Internet. He recommended that we obtain a copy of this study. Sue Rip, who works for the Forest Service Partnership Program, has had the Port on her mind and said they have grant money to direct this way. The #1 issue for Port's is traffic congestion in the Seattle area. This is seen as a state-wide issue because they are losing their 12-24 hour shipping advantage over Los Angeles and other places shipping overseas. Boeing will not open any new sites in WA. WPPA has established an education fund for Port staff to attend classes and seminars. WPPA will challenge I-722 independently of the counties. The cost of the litigation will be allocated to all Ports and will be included in the dues for 2001. The State will be coming down hard on collection of leasehold taxes. They will be going to the Ports and charging for back leasehold tax. PC Harvey suggested sending Pat Jones, President of WPPA, a copy of the newspaper articles regarding the new building. He stated that his attendance at the annual meeting was worthwhile.	

<p><u>! Air Shed</u></p>	<p>PC Vinyard inquired if there was any updated information regarding KC and the air shed issue. Exec.D Sherwood stated she didn't have anything. PC Vinyard discussed a letter Bob Bachman of the Forest Service wrote in opposition to the Goldendale Energy Plant which cites some of the same issues they used in the air shed discussions. Discussion followed.</p>	
<p><u>PUBLIC COMMENT</u></p>		
<p><u>! Hook-up fees/I-722</u></p>	<ul style="list-style-type: none"> • Mike Smith stated that Dana Peck may have helpful information regarding hook-up fees. • I-722: What is it? Exec.D Sherwood explained. • Water rights perfection. KC spent \$15,000. Ross Island may have spent \$18,000. 	
<p><u>! Hook-up fees</u></p>	<p>Matt Riley suggested promoting as much water usage as possible at DIP. He suggested that any person requesting hook-up have a bona fide contractor install quality meters.</p>	
<p><u>ADJOURNMENT</u></p>		<p><i>PC Vinyard moved to adjourn at 6:16; seconded by PC Harvey -- motion carried.</i></p>

Approved on: _____
 submitted _____
 (Date)

Respectfully

Vickie L. Drew, Administrative Assistant

 Dianne Sherwood, Executive Director

B. Marc Harvey, Chairman