

Agenda for Tuesday, January 13, 2004
Klickitat County Port District
1st Regular Monthly Meeting
January 13, 2004 - 4:30 P.M. - PORT OFFICE

AGENDA

PUBLIC COMMENT - Limited to 10 minutes total; (5 minutes per person)

COUNSEL'S REPORT

ADMINISTRATIVE MATTERS

Election of Officers

Consent Agenda:

November 6, 2003 Minutes-PC Retreat

November 18, 2003 Minutes

Vouchers

Financial Reports - October & November

Resolution 1-2004 - Delegation of Authority

KC MOU

Ratify Insitu Lease

Port Security Assessment, Plan & Waiver Request

Sprint Easement

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Building 1D:

- Substantial Completion - Shell
- Permit Approval - Interior
- Interior Improvements Bid Opening
- Formal Award of Bid

Binding Site Plan Draft

DALLESPORT INDUSTRIAL PARK:

Binding Site Plan Update Approved

Huggy Bear Option

KC Marketing Plan/SOQ

MISCELLANEOUS

Dallesport Community Council Mtg Invitation-Reschedule
Dallesport Master Planning Committee
Committee Updates

PUBLIC COMMENT - Limited to 20 minutes total; (5 minutes per person)

ADJOURNMENT

PORT OF KLUCKITAT BOARD OF COMMISSIONERS MEETING MINUTES January 13, 2004 REGULAR SESSION		
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<u>ATTENDANCE:</u>	<p>Commissioners/Staff Present: Port Commissioners (PCs) Norm Deo, Rodger Ford and S. Wayne Vinyard, Port Counsel (Counsel) Teunis J. Wyers, Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant/Auditor (AAA) Vickie Drew.</p> <p>PC/Staff Absent:</p> <p>Guests Present: Dana Peck (KC Econ. Dev.), Matt Riley (Rapid Ready Mix), Mike Smith (Dallesport).</p>	
<u>PUBLIC COMMENT</u>	<p>Chair Deo opened the public meeting at 4:30.</p> <p>Dana Peck was present to discuss the KC marketing plan and the statements of qualifications (SOQ) that were received by KC. The SOQ's are being evaluated by the advisory group. Exec.D Sherwood stated that she felt that all the statements were very good. Dana hopes to get the advisory group together to discuss the proposals and create a short-list. Dana thanked the PC for signing the marketing MOU with KC and stated that they are looking forward to this year. KC marketing budget is focused on marketing Dallesport.</p>	
<u>! COUNSEL'S REPORT</u>	<p>Counsel reported that the Sprint easement has been finalized and is ready for signature tonight. The Insitu lease was completed and signed in December. A meeting with Ross Island Sand & Gravel is scheduled for January 20 to discuss the license agreement for use of Port roads. Discussion followed regarding Huggy Bear's Cupboards and their decision not at this time to exercise the option to purchase the property at Dallesport. PC Vinyard asked if any progress had been made on the Riley agreement. Exec.D Sherwood reported that the Dallesport Industrial Park (DIP) Binding Site Plan Update has been approved with the original configuration and legal description of the 50-acre operating agreement because Jim Riley refused to sign the amendment which contained the property revision that he wanted. Taylor Engineering has been instructed to revert the reclamation plan back to the original boundaries of the operating agreement.</p>	
<u>ADMINISTRATIVE MATTERS</u> <u>! Election of Officers</u>	<p>In the customary rotation of officers, PC Ford would become Chair, PC Vinyard would become Vice-chair and PC Deo would become Secretary.</p>	<p><i>PC Vinyard moved to appoint PC Ford as Chair, PC Vinyard as Vice-chair and PC Deo as Secretary; seconded by PC Deo – motion carried.</i></p>

<p><u>! Consent Agenda</u></p>	<p>Items approved:</p> <ul style="list-style-type: none"> • Minutes of November 6, 2003 - PC Retreat • Minutes of November 18, 2003 • Minutes of December 9, 2003 - Bid Opening • Vouchers #18641-18655; \$9,400.06 • Wire Transfer - Bank NY - \$55,986.25 - `03 LTGO Bond Pmt. • Vouchers #18656-18691; \$17,413.25 • Vouchers #18692-18698; \$81,029.99 - Proj. Fund • Vouchers #18699-18701; \$3,618.51 • Vouchers #18702-18721; \$6,557.46 • Vouchers #18722-18725; \$2,816.50 - Proj. Fund • Vouchers #18726-18740; \$8,682.63 • Vouchers #18741-18758; \$20,120.29 	<p><i>PC Deo moved to approve the Consent Agenda as presented; seconded by PC Vinyard -- motion carried.</i></p>
<p><u>! Financial Reports - October & November</u></p>	<p>AAA Drew discussed the cash balances memo noting total liquid funds of \$714,408.96. She reported that the balance of the KC Building1D Grant is \$376,469.82. The remaining \$10,000.00 of the \$50,000.00 USFS DIP Infra-Engineering Grant has been applied for and will likely be received in January. Final payment has not been made to Team Construction at this time, as a final change order and completion of punch-list items are yet to be completed. Dockage and Wharfage figures are way down compared to the amount budgeted. Once December is posted, work will begin on the annual report and a review will be scheduled with Jim Herman.</p>	
<p><u>! Resolution 1-2004 Delegation of Authority</u></p>	<p>This is the annual resolution to delegate authority.</p>	<p><i>PC Vinyard moved to approve Resolution 1-2004; seconded by PC Deo – motion carried.</i></p>
<p><u>! KC MOU</u></p>	<p>A copy of the signed MOU was included in the packet.</p>	
<p><u>! Ratify Insitu Lease</u></p>	<p>Exec.D Sherwood requested a formal motion to approve the Insitu lease for Building 1D that was signed on December 10.</p>	<p><i>PC Deo moved to accept the Insitu lease for Building 1D; seconded by PC Vinyard – motion carried.</i></p>
<p><u>! Port Security Assessment, Plan & Waiver Request</u></p>	<p>Exec.D Sherwood reported that Anita Gahimer, former Port of Skamania Executive Director, has completed a security assessment, security plan and waiver request for the Port of Klickitat. Ms. Gahimer will attend the February 3 PC meeting to present the plan to the PC.</p>	
<p><u>! Sprint Easement</u></p>	<p>Exec.D Sherwood discussed the easement for utilities at the Dallesport Industrial Park. Counsel has reviewed the document. She asked for a motion authorizing her to sign the document.</p>	<p><i>PC Vinyard moved to approve signature of the Sprint easement; seconded by PC Deo – motion carried.</i></p>

<p>EXECUTIVE DIRECTOR'S REPORT *Bingen Point* ! Building 1D: -Substantial Completion-Shell -Permit Approval-Interior -Interior Improvements Bid Opening -Formal Award of Bid</p>	<p>Substantial Completion-Shell: Exec.D Sherwood asked for a motion to approve substantial completion and to release the retainage when all releases have been received and the punch-list items have been completed.</p> <p>A letter from the KC Building Dept. approving the completed building permit for the shell-only of Building 1D was included in the packet.</p> <p>Permit Approval-Interior Improvements: Building permit approval has been received from KC for the interior improvements.</p> <p>Interior Improvements Bid Opening: Bid opening was held Dec. 9. Three bids were received (see minutes). O'Brien Constructors is low bidder.</p> <p>Formal Award of Bid: Exec.D Sherwood asked for a motion to formally award the bid for interior improvements to O'Brien Constructors.</p> <p>Exec.D Sherwood discussed the building elevations spreadsheet. She would like to have Tenneson Engineering do one more check of the elevations since the recent snow load on the roof may have caused additional settlement. Discussion followed regarding when to have the measurements done. Bob Westermann, Project Manager, will help determine timing.</p>	<p><i>PC Vinyard moved to approve release of retainage upon receipt of releases from appropriate state agencies, taxes paid and punch list items have been completed; seconded by PC Deo – motion carried.</i></p> <p><i>PC Vinyard moved to award the bid for interior improvements of Bldg 1D to O'Brien Constructors with a base bid of \$799,339.00 excluding WA St sales tax; seconded by PC Deo – motion carried.</i></p>
<p>! Binding Site Plan Draft</p>	<p>Exec.D Sherwood displayed a copy of the preliminary draft binding site plan update from Bell Design. This update attempts to overlay the Ports adopted Master Plan with the current binding site plan. Lots were delineated that conform to the Master Plan layout and make sense with the configuration of the property and location of existing roads and buildings.</p>	
<p>! Snow & Ice - Bldg 1A</p>	<p>Exec.D Sherwood discussed the recent problem with snow and ice buildup on Building 1A. Ice dams built up on the edges of the roof and caused substantial leaking in Bays B, C & D. The building has a shallow-pitched roof and no overhang. She, her husband, Maintenance Tech. Lethco and his son spent last weekend removing the ice. She would like a long term solution to the problem. Options include increasing the pitch of the roof, extending the roof to create a soffit area or install heat tapes. It was determined that heat tapes are the best short term solution for the remainder of this winter. Exec.D Sherwood will investigate getting heat tapes.</p>	

<p><u>! Snow Blower or Blade</u></p>	<p>Exec.D Sherwood reported that she investigated long-term plowing options with KC, Mountain Logging, Pilot Knob and the City of Bingen to no avail. Mountain Logging plowed on Monday and Thursday but said they are not available for a contractual arrangement. Quotes were requested from Coastline Tractor for a snow blower and blade attachments for the Port's Ford Tractor. A blower was just under \$5,000.00 and a blade \$1,239.00. Matt Riley suggested contacting Bryant Bros. regarding a contractual arrangement for snow removal. PC Deo suggested that if the Port was going to buy a machine, a backhoe would be a more versatile piece of equipment. Renting a bobcat from DJ's is another option.</p>	
<p><u>*Dallesport Industrial Park* (DIP)</u> <u>! Binding Site Plan Update Approved</u></p>	<p>Exec.D Sherwood reported that she attended the hearing before the Board of KC Commissioners and the Binding Site Plan Update was approved. Copies were included for the PC.</p>	
<p><u>! Huggy Bear Option</u></p>	<p>Huggy Bear has opted not to sign the option agreement for property at DIP, pursuant to their Dec. 18 letter.</p>	
<p><u>! KC Marketing Plan/SOQ</u></p>	<p>Discussed during Public Comment. Exec.D Sherwood added that nine statements were received.</p>	
<p><u>! DIP Water System Sanitary Survey</u></p>	<p>A report from DOH regarding the sanitary survey that was completed on October 15 was included in the packet. There were three major deficiencies and one minor deficiency noted. The most noteworthy deficiency being the lack of double containment of the diesel fuel tank for the booster pump. These items must be addressed prior to June 1.</p> <p>Exec.D Sherwood discussed the increasing regulations and requirements for operation of the water system. Included in the packet was a quote of \$1,115 per month from Thompson Water Management for management of the water system. Exec.D Sherwood has previously discussed with the City of Bingen a contract to have Mark at the Waste Water Treatment Plant assist with the system. Discussion followed regarding other options that might be a good long-term solution.</p>	
<p><u>MISCELLANEOUS</u> <u>! Invitation - Attend Dallesport Community Council Mtg. - Reschedule</u></p>	<p>The PC were unable to attend the last Dallesport Community Council meeting. Another meeting date will be scheduled.</p>	
<p><u>! Dallesport Master Planning Committee</u></p>	<p>The committee has not yet had the opportunity to meet. Exec.D Sherwood and PC Ford have been appointed to the committee. Exec.D Sherwood has turned in her SOQ evaluations to Dana Peck.</p>	

<p><u>! Committee Updates</u></p>	<p><u>AIRPORT</u>: PC Deo reported that the airport manager is still on a month-to-month contract. His next airport meeting will be this Friday. All but one of the new hangars are rented. A resolution was passed to allow use of the hangars for other than airplane storage. <u>MCEDD</u>: PC Ford had no report. <u>BRIDGE/HWY 35</u>: PC Ford had no report. <u>KC EDA</u>: PC Vinyard's next meeting will be January 22.</p>	
<p><u>PUBLIC COMMENT</u></p>	<p>Matt Riley asked about the KC MOU. Exec.D Sherwood told him it had been signed by both parties (KC BOC and PC).</p>	
<p><u>ADJOURNMENT</u></p>		<p><i>PC Deo moved to adjourn at 6:43; seconded by PC Vinyard – motion carried.</i></p>

Approved on: _____
 submitted _____
 (Date)

Respectfully

Vickie L. Drew, Administrative Assistant

 Dianne Sherwood, Executive Director

 Rodger Ford, Chairman