

Agenda for Tuesday, July 06, 2004
Klickitat County Port District
1st Regular Monthly Meeting
July 6, 2004 - 4:30 P.M. - PORT OFFICE

AGENDA

EXECUTIVE SESSION - Real Estate - 90 Minutes

6:00 PUBLIC COMMENT - Limited to 10 minutes total; (5 minutes per person)

COUNSEL'S REPORT

ADMINISTRATIVE MATTERS

Consent Agenda:

June 8, 2004 Minutes

Vouchers

Financial Statement - May

Mtn. Home Biological - Lease Signed

MALA Property

Dallesport Foundry Contract Payoff

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Building 1D Update

- O'Brien C.O. #2

- Final Pay Request & Retainage

BPT Grading Project

4th of July Fireworks

Bldg 1C Prospective Tenant

Binding Site Plan

DALLESPORT INDUSTRIAL PARK:

Pump #1 Water Standpipe Project

MISCELLANEOUS

CERB Tour/Visit, July 14, 15

WPPA Commissioner Conference, Alderbrook, July 25-27

Committee Updates

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

ADJOURNMENT

PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES July 6, 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: George Fox, CPA (Port Consultant), Byron Hanke (Port Consultant), Matt Riley (Rapid Readymix)</p>	
<u>EXECUTIVE SESSION - Real Estate, 90 mins</u>	Chair Ford opened the Executive Session at 4:35 p.m. Those present: PCs Deo, Ford and Vinyard, Counsel Wyers, Exec.D Sherwood, AAA Drew, George Fox, Byron Hanke.	
<u>PUBLIC COMMENT</u>	Chair Ford opened the public meeting at 6:05 p.m. There was no public comment.	
<u>! COUNSEL'S REPORT</u>	Counsel was excused following the Executive Session.	
<u>ADMINISTRATIVE MATTERS</u> <u>! Consent Agenda</u>	<p>Items approved:</p> <ul style="list-style-type: none"> • Minutes of June 8, 2004 • Vouchers #19068-19070; \$3,797.59 • Vouchers #19071-19094; \$38,129.13 • Vouchers #19095-19109; \$8,374.93 • Check #192; \$76,660.81 • Voucher #19110; \$16,087.77 • Vouchers #19111-19130; \$11,245.97 <p>Exec.D Sherwood noted voucher #19119 to Henry Kempton for grading and installation of the asphalt grindings at Bingen Point. The project went very well and the material was better than anticipated. There was approximately 600 cu. yds. of material with a large percentage being 2.5" minus rock.</p>	<i>PC Deo moved to approve the Consent Agenda as presented; seconded by PC Vinyard -- motion carried.</i>

<p><u>! Financial Statement - May</u></p>	<p>AAA Drew discussed the cash balances memo noting total liquid funds of \$389,509.95. She also discussed the financial statement ending May 31. The balance sheet shows the deficit cash receipts over expenditures at (\$372,296.42). She discussed revenue and expense account percentages (actual vs. budget) against the target of 42%. Marine Terminal revenues are at 41% of budget, Sale of Water revenues are at 32%, and Property Rental revenues are at 34%. Total revenues are at 66%. Marina Expenditures are at 45%, Water System Expenditures are at 37% and Property Rentals Maintenance is at 40%. Port Counsel Expense is at 19% and Office Expense-Supplies is at 37%. Total expenditures are at 109% overall leaving a net loss of \$372,296.42. A revised budget will be presented at a future meeting more accurately reporting 2004 expenditures and receipts for Construction In Progress projects.</p>	
<p><u>! Mtn. Home Biological Lease Signed</u></p>	<p>Exec.D Sherwood reported that the lease for Mountain Home Biological in Bay B of the SBDC has been completed and signed.</p>	<p><i>PC Vinyard moved to approve the Mountain Home Biological lease; seconded by PC Deo – motion carried.</i></p>
<p><u>! MALA Property</u></p>	<p>Exec.D Sherwood met with developers last week who were interested in residential development of the Mount Adams Loggers' Assoc. property. They were not aware that the port had a right of first refusal. Exec.D Sherwood had discussed the property with George Fox (Port Consultant) who suggested that the port may want to consider a General Obligation Bond Anticipation Note from our local bank. Linda Creager and the president of Columbia River Bank will be visiting tomorrow so she will discuss this option with them.</p>	
<p><u>! Dallesport Foundry Contract Payoff</u></p>	<p>Exec.D Sherwood reported that Dallesport Foundry is in the process of refinancing their land sale contract with the port, and their escrow company should be contacting us. Counsel is preparing the deed.</p>	
<p><u>! Bldg 1C - Potential Tenant</u></p>	<p>Exec.D Sherwood and Counsel are working on a lease for Building 1C. The potential business will initially have 1 to 3 employees.</p>	

<p><u>EXECUTIVE DIRECTOR'S REPORT</u> <u>*Bingen Point*</u> <u>! Building 1D Update</u></p>	<p>Exec.D Sherwood discussed the change order in the amount of \$9,043.00 for the trench drain that was constructed at Bldg 1D by O'Brien Contractor's for the loading dock's drainage. She also requested PC approval for the O'Brien final pay request and release of the retainage pending approval recommendation from DSP Architecture.</p>	<p><i>PC Vinyard moved to approve the O'Brien Change Order #2, and increase of \$9,043.00 bringing the total contract amount to \$814,126.00 ; seconded by PC Deo – motion carried.</i></p> <p><i>PC Deo moved to approve O'Brien's final pay request and release of the retainage upon release from DSP Architecture; seconded by PC Vinyard – motion carried.</i></p>
<p><u>! BPT Grading Project</u></p>	<p>Discussed during consent agenda.</p>	
<p><u>! Fireworks</u></p>	<p>Exec.D Sherwood reported that the 4th of July event went very well and clean up went better than last year with great help from the Scouts and Cubbies. Not as many support people (Search & Rescue/Reserve Officers) were on site as had been planned. Exec.D Sherwood will arrange a follow-up meeting to discuss the event. Search and Rescue may have a vehicle count for us. PC Vinyard suggested a thank you press release to the clean up crew. Exec.D Sherwood took pictures that could be included. The City of Bingen donated two dumpsters. Exec.D Sherwood suggested that next year we hand out trash bags as cars enter the point. She felt this may help, as many people tried to keep their trash contained in the original packaging.</p>	
<p><u>! Bldg 1A - Bay D</u></p>	<p>Exec.D Sherwood reported that Innovative Composites Engineering (I.C.E) is interested in leasing Bay D. They would have three jobs initially and would like the option to sub-lease the upstairs. Currently, sub-leasing is not allowed in port leases. PC Deo inquired if the lease could be on a temporary basis in case other opportunities arise that would create more jobs. Insitu has also shown some interest in the space. PC Ford was not opposed to a month-to-month lease but had serious reservations regarding sub-leasing. Exec.D Sherwood will continue to work on this issue.</p>	
<p><u>! Binding Site Plan</u></p>	<p>Exec.D Sherwood displayed the binding site plan that Bell Design has been working on. This plan overlays the previous binding site plan with the port's master plan and adjusts the lots into smaller, more usable sized lots. Legal descriptions have been prepared for each proposed lot. Easements, high water marks and all utilities are identified on the plan. PC Ford suggested that utility line sizes be noted on the plan as well. [Editor's Note: They are included but will be made more legible] On the overall plan, Exec.D Sherwood noted that port ownership extends north 10' to 15' beyond the asphalt edge of W. Lakeview Blvd.</p>	

<p>*Dallesport Industrial Park* (DIP) ! <u>Water Standpipe Project</u></p>	<p>Exec.D Sherwood reported that the standpipe project has been completed by Henry Kempton. Dallesport Log Yard is very happy to have the new site available for filling their water trucks.</p>	
<p>MISCELLANEOUS ! <u>CERB Tour/Visit, July 14, 15</u></p>	<p>Exec.D Sherwood inquired if any of the PC would be able to attend the events associated with the CERB visit. PC Vinyard will be unable to attend and PC Deo will check his schedule. PC Ford will attend the luncheon and tour on Thursday. PC Ford may have a MCEDD meeting that would prevent him from attending the reception Wednesday night.</p>	
<p>! <u>WPPA Commissioner Conference, Alderbrook, July 25-27</u></p>	<p>Exec.D Sherwood inquired if any of the PC would be able to attend the WPPA Commissioner Conference. PC Ford would like to attend.</p>	<p><i>AAA Drew will register PC Ford for the conference with the WPPA.</i></p>
<p>! <u>Committee Updates</u></p>	<p><u>AIRPORT</u>: PC Deo attended a meeting June 18. A drag racing event is scheduled for August 15. <u>MCEDD</u>: PC Ford had no report. <u>BRIDGE/HWY 35</u>: PC Ford had no report. <u>KC EDA</u>: PC Vinyard had no report.</p>	
<p>! <u>Workforce Survey</u></p>	<p>A workforce survey from a meeting Exec.D Sherwood attended was included for the PC. It states that 29% of our local workforce are entrepreneurs, and that our workforce is older than the national average.</p>	
<p><u>PUBLIC COMMENT</u></p>	<p>There was no public comment.</p>	
<p><u>ADJOURNMENT</u></p>		<p><i>PC Vinyard moved to adjourn at 7:20; seconded by PC Deo – motion carried.</i></p>

Approved on: _____
submitted _____
(Date)

Respectfully

Vickie L. Drew, Administrative Assistant

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Dianne Sherwood, Executive Director

Rodger Ford, Chairman