

Agenda for Tuesday, July 20, 2004  
Klickitat County Port District  
2nd Regular Monthly Meeting  
July 20, 2004 - 4:30 P.M. - PORT OFFICE

## AGENDA

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

### COUNSEL'S REPORT

#### ADMINISTRATIVE MATTERS

Consent Agenda:

July 6, 2004 Minutes

Vouchers

Dallesport Foundry Contract Payoff

2004 Revised Budget

#### EXECUTIVE DIRECTOR'S REPORT

##### BINGEN POINT:

Security Fencing

Bldg 1C Proposed Lease

##### DALLESPORT INDUSTRIAL PARK:

H2O System

- Well #2 Pump

- DOH Requirements

#### MISCELLANEOUS

WPPA Executive Director's Meeting

CERB Tour/Visit, July 14, 15

Committee Updates

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

#### ADJOURNMENT

<b>PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES July 20, 2004 REGULAR SESSION</b>		
<b><u>TOPIC</u></b>	<b>DISCUSSION/ASSESSMENT/FINDINGS</b>	<b>ACTION/FOLLOW UP</b>
<b><u>ATTENDANCE:</u></b>	<p><b>Commissioners/Staff Present:</b> Port Commissioners (PCs) Norm Deo, Rodger Ford and S. Wayne Vinyard, Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant/Auditor (AAA) Vickie Drew.</p> <p><b>PC/Staff Absent:</b> Port Counsel (Counsel) Teunis J. Wyers</p> <p><b>Guests Present:</b> Matt Riley (Rapid Readymix)</p>	
<b><u>PUBLIC COMMENT</u></b>	Chair Ford opened the public meeting at 4:34 p.m. There was no public comment.	
<b><u>! COUNSEL'S REPORT</u></b>	Counsel's presence was not requested.	
<b><u>ADMINISTRATIVE MATTERS</u></b> <b><u>! Consent Agenda</u></b>	<p>Items approved:</p> <ul style="list-style-type: none"> <li>• Minutes of July 6, 2004</li> <li>• Voucher #19131; \$313.42</li> <li>• Vouchers #19132-19134; \$3,522.45</li> <li>• Vouchers #19135-19154; \$9,750.64</li> <li>• Voucher #19155; \$49,297.23</li> </ul>	<i>PC Deo moved to approve the Consent Agenda as presented; seconded by PC Vinyard -- motion carried.</i>
<b><u>! Dallesport Foundry Contract Payoff</u></b>	Exec.D Sherwood reported that Dallesport Foundry has refinanced and paid off their land sale contract with the port on July 14. PCs Deo and Ford signed a warranty deed that had been prepared by Counsel.	
<b><u>! 2004 Preliminary Revised Budget</u></b>	<p>AAA Drew explained that the preliminary revised budget was compiled by adjusting the current budget by actual changes we've become aware of, extrapolating numbers on the most current income statement and best guesses based on past experience. Most notable change was in Construction in Progress; last year's estimate of remaining CERB loan funds was underestimated. PC Vinyard inquired about the change in Security Deposits amount. The amount budgeted was \$52,500 which was the anticipated deposit from Insitu for Building 1D. Insitu chose to have a Certificate of Deposit in the Port's name instead of cash. The amount was changed to \$2,543.00; the increase from Mtn. Home Biological's move to Building 1A and the anticipated amount for Building 1C which should be received in August.</p> <p>Exec.D Sherwood discussed the need for security cable and non-skid coating on top of the water reservoir. Additional configurations were discussed that may be cheaper than the \$4,000.00 proposal from M. Cutter. PC Deo was concerned that welding on top of the tower would harm the interior lining. She will discuss options with M. Cutter. Add \$2,500.00 to budget. PC Vinyard questioned whether the \$10,000.00 added to the budget for a new pump and motor for Well #2 will be sufficient. PC Deo expected the amount would be adequate, although at this point we don't have a firm estimate of the cost.</p>	

<p><b><u>! 2004 Preliminary Revised Budget, cont.</u></b></p>	<p>She also discussed the options for double containment of the Well #2 diesel tank. Tenneson proposed a concrete utility vault. PC Deo thought that this option may require an alarm system be installed as well as a sump pump, so he preferred the option of buying a 550 gal. double wall tank. This would be easier to get approved and might not require an alarm or sump pump. Increase this line item to \$4,000.00.</p>	
<p><b><u>EXECUTIVE DIRECTOR'S REPORT</u></b>  <b><u>*Bingen Point*</u></b>  <b><u>! Security Fencing</u></b></p>	<p>Exec.D Sherwood discussed Insitu's wish to fence the perimeter of their building and rear parking area for security reasons. The intent within the CC&amp;Rs was that fencing was not allowed except for possible outside storage areas. Issues were discussed. Insitu will be asked to present a proposal to the PC for consideration. Any locked gates would need to be accessible by fire and emergency people, and traffic flow and aesthetics are main concerns. PC Ford stated that if the fencing occurs, further expansion might create additional parking demand elsewhere. Exec.D Sherwood will continue discussions with Insitu.</p>	
<p><b><u>! Building 1C Proposed Lease</u></b></p>	<p>Exec.D Sherwood reported that a final lease is in the works for Mark Ellis and should be completed and signed soon.</p>	
<p><b><u>! Bldg 1A - Bay D Potential Lease</u></b></p>	<p>Exec.D Sherwood discussed the negotiations with Innovative Composites Engineering (ICE) for a month-to-month lease for Bay D. There will be at least four new employees working in the space initially. Any sub-leasing will terminate if the lease with ICE is terminated. They would like to move into the space by August 1.</p>	
<p><b><u>*Dallesport Industrial Park* (DIP)</u></b>  <b><u>! Water System:</u></b>  <b><u>• Well #2 Pump</u></b>  <b><u>• DOH Requirements</u></b></p>	<p>Discussed during Preliminary Revised Budget.  PC Deo suggested that the chlorine tank in Well #1 pump house may need to have double containment as well. The #1 pump is leaking and most likely needs re-packing. He will discuss this with Maint. Tech. Lethco.</p>	
<p><b><u>MISCELLANEOUS</u></b>  <b><u>! WPPA Executive Director's Meeting</u></b></p>	<p>Exec.D Sherwood left for the Executive Director's meeting in Walla Walla after the close of the CERB visit.</p>	
<p><b><u>! CERB Tour/Visit, July 14 &amp; 15</u></b></p>	<p>Exec.D Sherwood reported that the CERB visit went very well. Approximately 45 people were on hand for a tour of ICE, lunch at the port and then a tour of Insitu. She attended the reception in North Bonneville on Wednesday evening, at which she a chance to visit with the new assistant director of CTED. Senator Jim Honeyford arrived an hour early on Thursday, so she had one-on-one time with him to discuss port issues. PC Ford attended the Thursday event as well and felt it was a very worthwhile event. He also had the opportunity to speak with Senator Honeyford. Representatives from The Enterprise and The Klickitat County Monitor were present.</p>	

<p><b><u>! Committee Updates</u></b></p>	<p><u>AIRPORT</u>: PC Deo attended an airport meeting on July 16. The runway closure has become a hot issue. There will be a meeting between KC, the City of The Dalles and the Airport Board at 5:00 on July 28 at The Dalles City Hall where the runway issue will be discussed. It is his understanding that KC will state it's position in favor of the closure, support for the decisions of the airport board and will make it clear that KC is in this only as long as the intent is to move the airport forward to a self-sustaining position. The drag race is still on for Aug. 15; final approvals from the FAA are forthcoming.</p> <p><u>MCEDD</u>: PC Ford had no report. His meeting tomorrow night has been canceled.</p> <p><u>BRIDGE/HWY 35</u>: PC Ford had no report.</p> <p><u>KC EDA</u>: PC Vinyard had no report.</p>	
<p><b><u>! WPPA Commissioner's Conference</u></b></p>	<p>PC Ford will be attending the WPPA Commissioners Conference this weekend.</p>	
<p><b><u>PUBLIC COMMENT</u></b></p>	<p>Matt Riley suggested having an ultrasound test done on the diesel tank to check for rust spots if the port wanted to keep the tank.</p>	
<p><b><u>ADJOURNMENT</u></b></p>		<p><i>PC Vinyard moved to adjourn at 6:29; seconded by PC Deo – motion carried.</i></p>

Approved on: \_\_\_\_\_  
 submitted \_\_\_\_\_  
 (Date)

Respectfully

Vickie L. Drew, Administrative Assistant

\_\_\_\_\_  
 Dianne Sherwood, Executive Director

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 Rodger Ford, Chairman