

Agenda for Tuesday, October 19, 2004  
Klickitat County Port District  
2nd Regular Monthly Meeting  
October 19, 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:

September 21, 2004 Minutes

Vouchers

Eichner Deed Signed

Sign LABZ Deed

Sign ICE Certificate of Deposit

ICE Indemnity & Maintenance Agreement

Sign KC Agreement to Perform Reimbursable Work

Draft 2005 Preliminary Budget

Goals & Priorities

Annual Performance Review

5:00 GUEST PRESENTATION: Hwy 35/Bridge Feasibility Study

- Dale Robbins, RTC
- Brian Prigel, City of Bingen

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Bldg 1D - C.O. #3

CERB Reimb. - Tax Deferral

Sprint Easement / Conduit Work

DALLESPORT INDUSTRIAL PARK:

Comprehensive H2O System Upgrade

- Check Valve Installation Estimate - M-K Well Drilling

#### MISCELLANEOUS

WPPA Small Ports Mtg. - Oct. 29, Leavenworth  
EOZ - Additional Info Available  
Committee Updates

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

#### ADJOURNMENT

<b>PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES October 19, 2004 REGULAR SESSION</b>		
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<b><u>ATTENDANCE:</u></b>	<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. <b>PC/Staff Absent:</b> Port Counsel (Counsel) Teunis J. Wyers <b>Guests Present:</b> Matt Riley (Rapid Readymix), Dale Robins (RTC) and Brian Prigel (Mayor, City of Bingen).	
<b><u>PUBLIC COMMENT</u></b>	Chair Ford opened the public meeting at 4:30 p.m. There was no public comment.	
<b><u>! COUNSEL'S REPORT</u></b>	Counsel's presence not requested.	
<b><u>ADMINISTRATIVE MATTERS</u></b> <b><u>! Consent Agenda</u></b>	Items approved: <ul style="list-style-type: none"> <li>• Minutes of September 21, 2004</li> <li>• Vouchers #19293-19308; \$8,750.46</li> <li>• Vouchers #19309-19336; \$8,102.52</li> <li>• Vouchers #19337-19339; \$3,520.15</li> <li>• Vouchers #19340-19352; \$5,662.31</li> </ul>	<i>PC Deo moved to approve the Consent Agenda as presented; seconded by PC Vinyard -- motion carried.</i>
<b><u>! Eichner Deed Signed</u></b>	Exec.D Sherwood reported for the record that, per motion at PC meeting Sep. 21, the Eichner deed was signed at the PC retreat on October 12.	
<b><u>! Sign LABZ Deed</u></b>	Exec.D Sherwood presented the LABZ deed for PC signatures. The signing of this deed was also approved by motion at the Sep. 21 meeting. Mr. Zaugg signed the excise tax document prior to the meeting tonight.	
<b><u>! Sign Innovative Composites Engineering (ICE) Certificate of Deposit</u></b>	Exec.D Sherwood presented the ICE Certificate of Deposit documents for PC signatures. This certificate will be in effect until their tenant improvements can be documented and presented to the PC for consideration in lieu of a security deposit.	
<b><u>! ICE Indemnity &amp; Maintenance Agreement</u></b>	ICE president Steve Maier signed an indemnity and maintenance agreement prepared by Counsel regarding ICE's responsibility for maintenance of the paving over the trench that was dug for installation of a power line from Bldg 1B to Bldg 1A.	

<p><b><u>! Sign KC Agreement to Perform Reimbursable Work</u></b></p>	<p>PC consensus to renew the Memorandum of Understanding (MOU) between the port and KC for reimbursable work. The current agreement expires Dec. 31, 2004.</p>	<p><i>PC Vinyard moved to renew the MOU with KC and authorized Exec.D Sherwood to sign the document; seconded by PC Deo – motion carried.</i></p>
<p><b><u>! Draft 2005 Preliminary Budget</u></b></p>	<p>Exec.D Sherwood discussed the draft preliminary budget that was given to the PC at the retreat. The budget hearing and adoption will be held November 16, the second PC meeting in November. The draft budget is “bare bones” and includes only a CPI increase of 1.8% for staff salaries and some Construction-In-Progress items. Exec.D Sherwood expressed the need to prioritize the project list to facilitate their inclusion into the budget. She made individual cards with the previous year’s (and new) project items on them. These were placed on the tack board for re-arrangement according to priority during the discussion. PC Ford stated that the present order was fine. He felt that delineation of Lots 3 &amp; 4 is important. <b>PC consensus to clear and make ready Lots 3 &amp; 4.</b> PC Vinyard suggested that the heat tape system for Bldg 1A be the top priority and should be completed before winter. Discussion followed regarding prioritization of the various projects. (To be continued after guest presentation.)</p>	

<p><b><u>GUEST PRESENTATION:</u></b>  <b><u>Hwy 35/Bridge Feasibility Study</u></b></p>	<p>Exec.D Sherwood introduced Dale Robins and Brian Prigel to discuss the Hwy 35/Columbia River Crossing feasibility study. <u>Dale Robins</u> - This project was undertaken by the Southwest Regional Transportation Council (SWRTC), and WA and OR Depts. of Transportation in 1999 with discussions to determine if there was any interest or desire to move forward with replacement of the Hood River bridge. The study found that the bridge is too narrow, there are no bike or pedestrian facilities, steel grating is a problem with the weaving and noise, tie-ups at the bridge approaches and questions regarding the structural integrity of the bridge were issues. The bridge was built in 1924 when vehicle traffic was much different; smaller, lighter and slower. The navigational channel is 300' and the bridge opening is 250'. The Barge Assoc. wants a 450' opening due to the gorge winds. The objectives and criteria for this project include: improved cross river transportation, meet river navigation standards, minimize impact on the environment, be financially acceptable, encourage economic development, minimize cultural and historic impacts and maintain interstate highway integrity. The preliminary preferred location is on the west side of the current bridge. The current diagram of the bridge includes two 12' travel lanes, 8' shoulders and a 16' bike lane on one side (48' total), at a cost estimate of \$170MM to \$180MM. It is estimated that tolls can pay for approximately \$60MM-\$80MM. Based on surveys, people would be willing to pay up to a \$1.50 toll for an adequate bridge. Interim projects that would support immediate needs and long-term needs include redesign of interchanges and intersections on I-84 and the bridge access road, signalization of the intersection on WA Hwy 14, converting to one-way tolls (south-bound). Another recommendation is to increase the toll by \$.25 for a maintenance fund. Maintenance costs are escalating and tolls will have to be increased to cover them. The group is proposing a publicly owned bridge with toll; once the debt is retired, the toll would be eliminated. It will take another \$1MM to complete the final Environmental Impact Study. A request is in to Congress that would fund 80% of the cost, but Congress has been unable to pass a new transportation funding act. Doc Hastings has been very supportive of the project. PC Vinyard asked if</p>	
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<p><b><u>GUEST PRESENTATION: Hwy 35/Bridge Feasibility Study, cont.</u></b></p>	<p>there were other funding opportunities for pedestrian amenities. Dale stated that there are a number of grants available. PC Deo asked how often the current bridge is tested for structural integrity. Dale stated that the Port of Hood River (POHR) is not required to follow the same inspection standards that any other local government jurisdiction would have to follow. They do have a bridge consultant that regularly inspects the bridge, however, it is not as rigorous as what would be required of a local government. POHR says they are doing the maintenance that's necessary to keep the bridge operational.</p> <p><u>Brian Prigel</u> - Brian stated that the idea to approach the POHR to increase the toll was not his idea, but he agreed to spearhead the idea. Everyone agrees that, at some point, the bridge must be replaced. It appears that the project will receive federal money to continue project and do the final Environmental Impact Statement (EIS). This means that \$200,000 local match and ongoing financial support must be raised. The logical place is the bridge toll. Brian would like to get all the supporting political agencies together to approach the POHR regarding raising the toll and creating a bridge fund with the additional money. It will be tricky to get the POHR to go along with this idea; the bridge is their "cash cow", and they don't want to take the heat for raising the toll. It will be important to have all the agencies and public support behind the idea. This would be a dedicated pool of money not controlled by the POHR, which would raise approximately \$750,000 a year. Brian believes that the public would buy into it if they understand that the money would be dedicated for new bridge - period. He also believes that once the re-decking project is done, the POHR will raise the toll anyway. This arrangement could pre-empt that increase. Any agreement would be a negotiated agreement. Brian would like to determine how many agencies support the idea and gather representatives from each group to meet and strategize before going to the POHR.</p> <p>PC Vinyard suggested a "build a new bridge" toll booth on the WA side.</p>	
<p><b><u>! Draft 2005 Preliminary Budget, cont.</u></b></p>	<p>The PC approved the priority of the projects as presented on the board by Exec.D Sherwood. Exec. D Sherwood discussed the Construction-In-Progress (CIP) and Engineering items that were included in the budget. As presented, the draft budget has the port using \$57,600 over the projected revenue due to CIP projects. Revenue projections were conservative estimates. Exec.D Sherwood discussed the property tax revenue amount, explaining that it includes an increase of 1% over the highest lawful levy since 1986 instead of simply 1% over last year. She asked the PC to review the CIP area of the budget. It is important to note that if the port did no projects, approximately \$100,000.00 in revenue would be generated from operations.</p>	
<p><b><u>! Goals &amp; Priorities</u></b></p>	<p>Exec.D Sherwood noticed that the PC did not formally adopt a set of goals and priorities last year. The PC approved of the goals &amp; priorities as listed on the board. These will be documented and presented to the PC for approval.</p>	
<p><b><u>! Annual Performance Review</u></b></p>	<p>Exec.D Sherwood asked the PC to complete an evaluation of her performance utilizing the employee evaluation form, based upon the Port of Bellingham's form, that was provided to them at the PC retreat.</p>	

<p><b><u>EXECUTIVE DIRECTOR'S REPORT</u></b>  <b><u>*Bingen Point*</u></b>  <b><u>! Bldg 1D - Change Order #3</u></b></p>	<p>The actual cost of C.O. #3 is \$8,329.00 and the systems check bay exhaust fan upgrade project is moving forward.</p>	
<p><b><u>! CERB Reimbursement - Tax Deferral</u></b></p>	<p>Exec.D Sherwood discussed the tax deferral issue with CERB, regarding reimbursement of project expenses, explaining that it is a tax deferral and not a forgiveness. We will be able to request the balance of funds from CERB and place it in a reserve fund for any sales tax liability.</p>	
<p><b><u>! Sprint Easement / Conduit Work</u></b></p>	<p>Sprint has laid about 1,500 feet of conduit from the pedestal at the railroad tracks to the easement area. 600 pairs of new telephone lines and conduit for fiber will be installed.</p>	
<p><b><u>*Dallesport Industrial Park* (DIP)</u></b>  <b><u>! Comprehensive H2O System Upgrade</u></b>  <b><u>•Check Valve Installation Estimate - M-K Well Drilling</u></b></p>	<p>Exec.D Sherwood, PC Deo and Taylor Engineering are working on getting the water system running more efficiently.</p> <p>An estimate of \$1,378.16 for check valve installation was received from M-K Well Drilling to furnish and install a check valve on the well #2 pump.</p>	
<p><b><u>! Freeborn Proposal</u></b></p>	<p>A meeting will be held Friday at 10:00 to discuss the Freeborn proposal with Dana Peck and the project principles. Exec.D Sherwood asked if one of the PC could attend. The PC will check their calendars.</p>	
<p><b><u>MISCELLANEOUS</u></b>  <b><u>! WPPA Small Ports Mtg - Oct. 29, Leavenworth</u></b></p>	<p>Exec.D Sherwood will be out of the office on Thursday and Friday, Oct. 28 &amp; 29 attending the WPPA Small Ports Meeting.</p>	
<p><b><u>! EOZ - Additional Info Available</u></b></p>	<p>More information is available regarding the Energy Overlay Zone if the PC wish to review it.</p>	
<p><b><u>! Executive Session Request</u></b></p>	<p>Exec.D Sherwood requested a very quick Executive Session regarding real estate be held prior to the end of the meeting.</p>	
<p><b><u>! Committee Updates</u></b></p>	<p><b>AIRPORT:</b> PC Deo attended a meeting last Friday, but had nothing to report.  <b>MCEDD:</b> PC Ford's next meeting  <b>BRIDGE/HWY 35:</b> PC Ford had no report.  <b>KC EDA:</b> PC Vinyard reported that KC is working on cost reduction for a master plan consultant. It was suggested that any DIP marketing efforts concentrate on the core property.</p>	

<b><u>PUBLIC COMMENT</u></b>	There was no public comment.	
<b><u>EXECUTIVE SESSION: Real Estate</u></b>	Chair Ford opened the Executive Session at 6:27. <b>Those present: PCs Deo, Ford and Vinyard, Exec.D Sherwood and AAA Drew.</b>	<i>Chair Ford adjourned the Executive Session at 6:39</i>
<b><u>ADJOURNMENT</u></b>		<i>PC Deo moved to adjourn at 6:39; seconded by PC Vinyard – motion carried.</i>

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

Respectfully

Vickie L. Drew, Administrative Assistant

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 Dianne Sherwood, Executive Director

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 Rodger Ford, Chairman