

Agenda for Tuesday, November 16, 2004
Klickitat County Port District
2nd Regular Monthly Meeting
November 16, 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:

November 2, 2004 Minutes

Vouchers

2005 Goals & Priorities

PUBLIC HEARING - 2005 BUDGET ADOPTION

Resolutions 3-2004 & 4-2004

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

DALLESPORT INDUSTRIAL PARK:

MISCELLANEOUS

WPPA Annual Meeting, Dec. 1-3, Bellevue

Committee Updates

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

ADJOURNMENT

PORT OF KLUCKITAT BOARD OF COMMISSIONERS MEETING MINUTES November 16, 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, Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant/Auditor (AAA) Vickie Drew.</p> <p>PC/Staff Absent: Port Counsel (Counsel) Teunis J. Wyers</p> <p>Guests Present: Matt Riley (Rapid Ready Mix); Dana Peck (KC Econ. Dev.).</p>	
<u>PUBLIC COMMENT</u>	Chair Ford opened the public meeting at 4:31 p.m. There was no public comment.	
<u>! COUNSEL'S REPORT</u>	Counsel's presence was not requested. Exec.D Sherwood reported that ICE wants to renew their lease. Counsel will be working on a new lease or addendum with ICE's attorney.	
<u>ADMINISTRATIVE MATTERS</u> <u>! Consent Agenda</u>	Items approved: <ul style="list-style-type: none"> • Minutes of November 2, 2004 • Vouchers #19393-19395; \$3,522.45 • Vouchers #19396-19422; \$11,130.82 • Check #196; \$84,422.76 	<i>PC Vinyard moved to approve the Consent Agenda as presented; seconded by PC Deo -- motion carried.</i>
<u>! 2005 Goals & Priorities</u>	Exec.D Sherwood presented the 2005 Goals and Priority lists for PC approval. The priority list has been updated with recommendations from the previous meeting. PC Ford requested the addition of 'Relocation of the Williams Pipeline' to the Administrative Goals list under Planning. The Williams easement ends in 2008.	<i>PC Vinyard moved to approve the 2005 Goals with the noted addition and the Priority list as presented; seconded by PC Deo – motion carried.</i>
<u>! Auditor, 2001 - 2003</u>	Exec.D Sherwood reported that Alan Jones, from the state auditor's office, has been at the port last week and this week auditing the Port's financial records for the years 2001 through 2003. An entrance conference was attended by Exec.D Sherwood and PC Deo prior to the meeting tonight. Mr. Jones is concentrating on three areas; legal compliance, accountability for public assets, financial handling. A handout was included in the packet regarding executive session procedures. It is important to state how long a session will last. If it will exceed the time stated, an announcement must be made to any waiting guests. Mr. Jones will be here the rest of this week and next week as well. PC Deo had asked during the conference if there were any red flags. Mr. Jones stated that he felt Exec.D Sherwood and AAA Drew were doing a good job. PC Deo stated that he didn't like the fact that the auditor's office holds no responsibility for the audit. In fact, the port signs a letter releasing them from any responsibility.	

<p><u>PUBLIC HEARING - 2005 Budget Adoption, Resolutions 3-2004 & 4-2004</u></p>	<p>Chair Ford opened the public hearing. Exec.D Sherwood discussed the draft budget, explaining each CIP item. Dues to PNWA were cut from \$1,000.00 to \$515.00 (a bill was received today). She also discussed salaries. AAA Drew prepared a spreadsheet showing the cost of an employee including benefits. It also gives a cost comparison of no salary increase, a cost of living increase, and a cost of living and merit increase as proposed by Exec.D Sherwood. The PC's were concerned that port salaries were comparable for the local area. Discussion followed. Exec.D Sherwood offered to drop her insurance coverage to "employee only" (her coverage is currently "employee & spouse") with the understanding that if the need arises, she can add her husband back to her coverage. PC Vinyard favored following Exec.D Sherwood's recommendation for salaries. The PC had no other changes to the proposed budget. There was no public comment. Chair Ford closed the public hearing. Salaries included in the 2005 budget are: Executive Director, a full-time position at \$61,589.00, Administrative Assistant/Auditor, a full-time position at \$33,467.20 and Maintenance Technician, a full-time position at \$15.23 per hour.</p> <p>Tax "banking" was discussed. The PC realize that with passage of Resolution 3-2004 they were exercising their right to bring taxes up to full value.</p>	<p><i>PC Vinyard moved to accept Exec.D Sherwood's recommendation for salaries; seconded by PC Deo – motion carried.</i></p> <p><i>PC Deo moved to approve Resolution 3-2004 authorizing an increase of the Port's tax levy; seconded by PC Vinyard – motion carried.</i></p> <p><i>PC Deo moved to approve Resolution 4-2004 adopting the Port's 2005 Budget; seconded by PC Vinyard – motion carried.</i></p>
<p><u>! Dana Peck - KC Update</u></p>	<p>Dana Peck (KC Econ. Dev.) was present to discuss the Homeshield project. Homeshield is currently located at the Port of Hood River but is looking for a place to build a larger facility. They want an 80,000 sq. ft. building with probable future expansion to 150,000 sq. ft. They currently employ 18 and expect to grow to 65 by the end of 2005. Hood River has no site or available financing, so that leaves The Dalles and Dallesport as potential sites. The Stevenson family is interested in bidding on the building project, as is the firm that built the Cardinal Glass building in Odell.</p> <p>The KC master planning efforts have been put on the back burner; Dana has been working on the energy overlay zone.</p> <p>Dana confirmed that the KC Commissioners are still committed to the \$8,000.00 grant for Bingen Point Infrastructure Improvements. A letter of commitment should be forthcoming.</p> <p>PC Ford called for a 2 minute break.</p> <p>Dana discussed a 200 megawatt wind project between Bickleton and Roosevelt which is in the permitting process.</p>	
<p><u>EXECUTIVE DIRECTOR'S REPORT</u> <u>*Bingen Point*</u> <u>! Bleachers - Soccer Fields</u></p>	<p>Exec.D Sherwood reported that Columbia High School is interested in the bleachers on Lot #16. PC consensus to give the bleachers to the High School.</p>	
<p><u>! Gorge Harbor Marina</u></p>	<p>Exec.D Sherwood reported that she met with Steve Tessmer on Nov. 4. She received a new proposal from him today but has not had a chance to review it.</p>	

<p><u>! Underpass Access</u></p>	<p>Exec.D Sherwood received a proposal from Seaborn Engineering and recommended entering into a personal services contract with them for a Pre-Conceptual study for Bingen Point access underpass access at a lump sum of \$10,020.00. Discussion followed. PC Deo was concerned about the level of the water table in the proposed underpass area. He recommended that the prior studies be reviewed to determine the areas considered and then to find the best options and location. He was concerned about drainage and suggested SDS might assist with funding for core samples. Exec.D Sherwood will discuss his concern with Seaborn prior to entering into a contract.</p>	
<p><u>MISCELLANEOUS</u> <u>! WPPA Annual Meeting, Dec. 1-3, Bellevue</u></p>	<p>Exec.D Sherwood will be out of the office Dec. 1-3 attending the WPPA Annual Meeting in Bellevue. She proposed canceling the December PC meetings. Her attendance at WPPA leaves no preparation time for a meeting on Dec. 7 and Dec. 21 is so close the Christmas holiday. Also, PC Vinyard's work schedule will make it impossible for him to attend any meetings in December. The PC concurred with her recommendation.</p>	<p><i>PC Deo moved to cancel the December meetings; seconded by PC Vinyard – motion carried.</i></p>
<p><u>! Committee Updates</u></p>	<p><u>AIRPORT</u>: PC Deo's next meeting will be November 19. <u>MCEDD</u>: PC Ford's next meeting will be December 15. <u>BRIDGE/HWY 35</u>: PC Ford had no report. <u>KC EDA</u>: PC Vinyard had no report.</p>	
<p><u>PUBLIC COMMENT</u></p>	<p>There was no public comment.</p>	
<p><u>ADJOURNMENT</u></p>		<p><i>PC Deo moved to adjourn at 6:27; seconded by PC Vinyard – motion carried.</i></p>

Approved on: _____
 submitted _____
 (Date)

Respectfully

Vickie L. Drew, Administrative Assistant

 Dianne Sherwood, Executive Director

 S. Wayne Vinyard, Chairman