

Agenda for Tuesday, November 01, 2005  
Klickitat County Port District  
1st Regular Monthly Meeting - November 1, 2005 - 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:

October 11, 2005 Minutes

Vouchers

Change January Meeting Dates

KC BOC/PC Joint Meeting - Jan. 24, 2006

Water System Operations - City of Bingen

KC Zoning Ordinance - General Industrial

Dallesport Marketing

2006 DRAFT Budget & Staffing

## EXECUTIVE DIRECTOR'S REPORT

### BINGEN POINT:

Building 1E: Update

### DALLESPORT INDUSTRIAL PARK:

Ross Island Road Alignment

## MISCELLANEOUS

WPPA Annual Meeting, Nov. 30-Dec. 2, Tacoma

Committee Updates

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

## ADJOURNMENT

<b>PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES November 1, 2005 REGULAR SESSION</b>		
<b><u>TOPIC</u></b>	<b>DISCUSSION/ASSESSMENT/FINDINGS</b>	<b>ACTION/FOLLOW UP</b>
<b><u>ATTENDANCE:</u></b>	<b>Commissioners/Staff Present:</b> Port Commissioners (PCs), Norm Deo & Wayne Vinyard; Port Counsel Teunis J. Wyers; Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant/Auditor (AAA) Vickie Drew. <b>PC/Staff Absent:</b> PC Rodger Ford <b>Guests Present:</b> Matt Riley (Rapid Readymix) & Tony Riley (Riley Bros. Concrete).	
<b><u>! PUBLIC COMMENT</u></b>	Chair Vinyard opened the public meeting at 4:48. There was no public comment.	
<b><u>! COUNSEL'S REPORT</u></b>	Exec.D Sherwood reported that she will be meeting with Lesley Apple-Haskell (Counsel's partner) regarding a personnel policy update. Her area of expertise is personnel relations.	
<b><u>ADMINISTRATIVE MATTERS</u></b> <b><u>! Consent Agenda</u></b>	Items approved: <ul style="list-style-type: none"> <li>• Minutes of October 11, 2005</li> <li>• Vouchers #20087-20090; \$3,695.08</li> <li>• Voucher #20091; \$150.00</li> <li>• Vouchers #20092-20110; \$22,426.51</li> <li>• Vouchers #20111-20130; \$6,966.25</li> </ul>	<i>Motion Deo/Vinyard to approve the Consent Agenda as presented. Motion carried.</i>
<b><u>! Change January Meeting Dates</u></b>	Exec.D Sherwood discussed changing the January meetings to the 10 <sup>th</sup> and 24 <sup>th</sup> . There is a Monday holiday before both of the current scheduled meeting dates of January 3 and 17, and the new dates would correspond to the newly scheduled joint meeting. <b>PC consensus to change the January meeting dates.</b>	
<b><u>! KC BOC/PC Joint Meeting</u></b>	Thinking that the port's meetings were on the 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesdays, the KC BOC determined that they could meet with the PC at 2:30, January 24 at the Pioneer Center in White Salmon, planned to be prior to a port meeting. The misunderstanding by KC of the January dates for port meetings contributed to the change in meeting dates above.	
<b><u>! Water System Operations - City of Bingen</u></b>	Exec.D Sherwood discussed her formal request to the City of Bingen for water system management services. Due to their busy agenda today, it will be considered at their Nov. 15 meeting. PC Deo reported that at his Airport Meeting there was discussion regarding combining the various water systems of Dallesport, the airport and the Port of Klickitat into one municipal water system. This opens the door for grants and other funding. Port concerns expressed included the needed assurances that water was assured for tenants and future industrial uses.	

<p><b>! KC Zoning Ordinance - General Industrial</b></p>	<p>A copy of KC's General Industrial zoning ordinance was included in the packet. It is unclear who is the driving force behind the proposed changes, but it may be the EDA Board. Counsel suggested getting a clarification of the process/time line. PC Vinyard suggested getting public input on any proposed changes.</p>	<p><i>Exec.D Sherwood will get clarification from KC on the zoning review process.</i></p>
<p><b>EXECUTIVE DIRECTOR'S REPORT</b>  <b>*Bingen Point*</b>  <b>! Rivermile 172</b></p>	<p>The agenda topics are rearranged from here in anticipation of Larry Nicholas arriving to discuss the Ross Island Road Alignment. Exec.D Sherwood reported that Brad Roberts stopped in and asked if the port was having any problem with theft, as his tenants on the former MALA property had some wheels and tires stolen. Brad is fixing up the second story office in the building that is currently on the property, and will be occupying it for his office.</p>	
<p><b>! Bldg 1E: Update</b></p>	<p>An amendment to the GN Northern Personal Services Contract is needed to include a specification sheet for the excavation and pre-loading of the building site that can be given to contractors. Exec.D Sherwood asked for a motion to authorize her to move forward with negotiating and signing an amendment to the personal services contract.</p> <p>Exec.D Sherwood stated that she discussed with Nestor Newman, representative of the State Auditor's office, the desire to utilize the port's small works roster for expediency, since time is of the essence. The building drawings and specifications are not yet complete, so breaking off the pre-loading of the site from the main construction project would expedite the process and would hopefully be completed before seriously bad, wet weather hits. Mr. Newman agreed that was an acceptable approach to the situation. Exec.D Sherwood met with Mr. Newman at the WPPA Small Port's Seminar in Yakima. She asked for a motion to authorize use of the port's small works roster for contractors for the pre-loading of the site.</p>	<ul style="list-style-type: none"> <li>• <i>Motion Deo/Vinyard to authorize an amendment to the GN Northern Personal Services Contract to include a specification sheet for the rock. Motion carried.</i></li> <li>• <i>Motion Deo/Vinyard to authorize use of the small works roster to find a contractor for pre-loading the Building 1E site. Motion carried.</i></li> </ul>
<p><b>MISCELLANEOUS</b>  <b>! WPPA Annual Meeting, Nov.6-Dec. 2, Tacoma</b></p>	<p>Exec.D Sherwood asked if any of the PC would be able to attend the WPPA Annual Meeting. PC Ford will be queried. <b>PC consensus for Exec.D Sherwood to attend.</b></p> <p>Exec.D Sherwood reported that Jerry Heller (Port of Skagit Co.) gave a presentation at the WPPA Small Ports Meeting last week regarding utilizing day labor for projects. The port could hire someone on a temporary basis to work on port projects.</p>	
<p><b>! Committee Updates</b></p>	<p><u>AIRPORT</u>: PC Deo reported that the engineering data regarding the flight path ceiling is not yet available.  <u>MCEDD</u>: PC Ford absent.  <u>KC EDA</u>: PC Vinyard had no report.</p>	
<p><b>*Dallesport Industrial Park* (DIP)</b>  <b>! Ross Island Road Alignment</b></p>	<p>Larry Nicholas had not arrived. Maps were included in the packet highlighting some of the proposed alignments for a haul road that Larry Nicholas (Ross Island Sand &amp; Gravel) has suggested about. Exec.D Sherwood illustrated the options on the aerial photo. PC Vinyard was opposed to utilizing any portion of Parcel #11, due to the potential rail spur activities.</p>	
<p><b>! Dallesport Marketing</b></p>	<p>Although a packet of information was included in the packet, this topic was tabled until after the KC BOC/PC joint meeting. A workshop was suggested to further discuss the issue.</p>	

<p><b><u>! 2006 DRAFT Budget &amp; Staffing</u></b></p>	<p>Exec.D Sherwood ran through the proposed budget noting the following line items: salaries (with only a CPI increase), PC salary, maintenance full-time/part time employees, expansion of the port office and a half-year office employee. Drafts of the goals and priorities were also included in the packet for PC review. The PC were requested to review the draft budget, goals and priorities and contact Exec.D Sherwood with comments or concerns prior to the November 15 meeting.</p>	
<p><b><u>PUBLIC COMMENT</u></b></p>	<p>Tony Riley asked if the specification document would include the quantity of rock needed. Yes, the geotech is working on the estimate.</p>	
<p><b><u>ADJOURNMENT</u></b></p>		<p><i>Motion Deo/Vinyard to adjourn at 5:55. Motion carried.</i></p>

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

Respectfully

Vickie L. Drew, Administrative Assistant

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 Dianne Sherwood, Executive Director

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 S. Wayne Vinyard, Chairman