

Klickitat County Port District
1st Regular Monthly Meeting

June 6, 2006 - 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:
May 23, 2006 Minutes
Vouchers - May 31, 2006
PERS Increase

EXECUTIVE DIRECTOR=S REPORT

BINGEN POINT:
Building 1E:
Update
Bid Results

DALLESPORT INDUSTRIAL PARK:

MISCELLANEOUS

WPPA – PC Seminar, July 9-11, Walla Walla
WPPA – Finance & Administration Seminar, June 14-16, Lake Chalan
Committee Updates

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

ADJOURNMENT

	PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES June 6, 2006 REGULAR SESSION	M = moved S = seconded MP = motion passed
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<u>ATTENDANCE:</u>	Commissioners/Staff Present: Port Commissioners (PCs) Norm Deo, Rodger Ford ; Port Counsel Teunis J. Wyers; Executive Director (Exec.D) Dianne Sherwood, AA\Bookkeeper, Margie Ziegler, and Minutes Secretary Peter Frothingham PC/Staff Absent: PC Wayne Vinyard Guests Present: Matt Riley (Rapid Readymix)	Next Meeting: June 20, 2006 4:30
<input type="checkbox"/> <u>PUBLIC COMMENT</u>	Chairman PC Deo called the meeting into session at 4:30 pm. There was no public comment	
<input type="checkbox"/> <u>COUNSEL'S REPORT</u>	Counsel briefly discussed topics he was working on, and was excused as there was nothing further requiring his presence	
<u>ADMINISTRATIVE MATTERS</u> <input type="checkbox"/> <u>Consent Agenda</u> <u>PERS increase</u>	Consent agenda: Corrections to the minutes of the May 23, 2006 meeting. On p. 2 a date error and formatting problem PERS will go up approximately 1.25% effective July 1, 2006 which will increase expenditures for staff and the Port. The MOU with the Klickitat County for a \$300,000 grant for Building 1E was signed today. Exec. D Sherwood stated she would like to hire a temporary part-time high school student to come in during the summer to work on special projects associated with the filing system. Exec. D Sherwood interviewed a candidate, Rachel Connolly, yesterday and recommends her for 2-3 days a week up to 5-6 hours a day. The Port Commissioners supported this temporary hire @ \$7.63/hour, so Exec. D Sherwood will complete this arrangement. Ron Lethco is on vacation for the month of June, and pursuant to his last performance appraisal 11/2/05, Ron was notified on May 18, that upon his return from vacation, he will become a seasonal employee who's main duties will include mowing, weed whacking and janitorial work. In response to PC Deo's inquiry, Exec. D Sherwood spoke highly of Jared Ladwig's performance in his work as the Port's new Facilities and Operations Operator.	<i>PC Ford M, PC Deo S motion to accept the consent agenda MP</i> Consensus of PC to hire a P/T seasonal employee for special projects
<u>EXECUTIVE DIRECTOR'S REPORT</u> <u>Bingen Point-Building IE update & Bid results Dallesport Ind. Park</u>	The bid opening was on 5/24. There were 4 bids from a low of \$1,873,000 by Team Construction to a high of \$2,175,000 by Betz Construction. The bids and supporting documentation have been verified by DSP Architects. Exec. D Sherwood presented information about the process and recommendations for obtaining bonds. Exec. D Sherwood stated that in discussion with Cynthia Weed, Bond Counsel, she stated that it is now reasonable to go out for bonds in the amount of \$500,000 or more (the rule of thumb used to be \$1 million). Municipal bonds can still be obtained for around 5%, with funding from private sources are around 8%. Debt Limit Calculations were handed out to the PC. In the past, George Fox, CPA had recommended that the Port should consider retaining \$2,000,000 of borrowing ability for future projects. George recommended that the Port take a look at our Capital Expenditure Plan, and if there were projects within the next two years that required funding, it could be rolled into this bond issue.	<i>PC Ford M to award the bid to Team Construction for \$1,873,000 PC Deo S MP</i> <i>PC Ford M to approve Exec. D Sherwood to assemble information to obtain bonds in an amount not less than \$1 million PC Deo S MP</i> <i>PC Ford M to amend the DSP Architecture PSC in the amount</i>

<p><u>EXECUTIVE DIRECTOR'S REPORT (concluded)</u></p>	<p>Exec. D Sherwood stated that the needed financial data could be pulled together, and the bond process completed within about six weeks. PC Deo wanted an opportunity for all PCs to discuss the amount that the Port would go for. The PCs discussed the costs of getting bonds.</p> <p>Exec. D Sherwood discussed the need for an amendment to the DSP Architecture Personal Services Contract (PSC), for work performed for the alternates by DSP and their subcontractors (landscape/civil, etc.), as Hopper Dennis Jellison's work represented \$3,401.25.</p> <p>Dallesport. Exec. D Sherwood reported that the lease with Underground Specialties for the building, fence, and property known as Parcel #39 has been executed.</p> <p>Exec. D Sherwood shared the graphic pie chart showing taxes that are distributed in Klickitat County, reflecting the .92% of property taxes that the Port receives. It is pretty amazing how much the Port has accomplished with the amount that it receives in taxes.</p>	<p><i>of \$3401.25, for alternates PC Deo S MP</i></p>
<p><u>MISCELLANEOUS WWPA PC Seminar WWPA Finance Seminar</u></p>	<p>A luncheon with Brad Owen, Lt. Governor, is planned on 6/13 pertaining to water rights in Klickitat County. PC Deo said that was hoping to attend. PC Deo asked for information that he could take to the meeting about the Port's water rights, usage and who will be attending.</p> <p>PC Ford is signed up to attend the WWPA Commissioners Seminar July 9-11 in Walla Walla.</p> <p>The WWPA Finance Seminar is next week, June 14-16. After discussion as to whether both AA Margie Ziegler and Exec. D Sherwood might go, it was decided to have only Margie Ziegler attend. PC Deo asked Margie how she felt about going alone and she replied she was ok with that. Exec. D Sherwood said that she would contact George Fox & Amber Hansen (Exec. D for Port of Sunnyside) to introduce Margie around to WPPA contacts.</p> <p>PC Deo and PC Ford reported that they had attended no committee meetings.</p>	
<p><u>PUBLIC COMMENT</u></p>	<p>There was none</p>	
<p><u>ADJOURNMENT</u></p>		<p><i>PC Ford M to adjourn @ 5:12 PC Deo S MP</i></p>

Approved on: _____
(Date)

Respectfully submitted _____
Peter Frothingham, Minutes Secretary

Dianne Sherwood, Executive Director

Norm Deo, Chairman