

Klickitat County Port District
1st Regular Monthly Meeting

July 18, 2006 - 4:30 P.M. - PORT OFFICE
AGENDA

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

COUNCEL'S REPORT

ADMINISTRATIVE MATTERS

Consent Agenda:

June 6 & 20, 2006 Minutes

Vouchers - June 30, July 11, 14 & 18

PC Meeting - Recommend one meeting in August

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Building 1E Update

Bonds

Preload - LL Lindberg, LLC

Final Release & Retainage Release

DALLESPORT INDUSTRIAL PARK:

Personal Services Contract - SubTerra

MISCELLANEOUS

Steve Tessmer – Resort Update

Committee Updates

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

ADJOURNMENT

ADMINISTRATIVE MATTERS

Consent Agenda
6/6 & 20, 2006 Minutes
Vouchers - 6/30, 7/11, 14
& 18
PC Mtg: Recommend
one meeting in August

Exec D Sherwood reported on the many invoices needing to be paid. Exec D Sherwood praised Esteban for his work assisting Jared with maintenance work, on Fridays and Saturdays.

Exec D Sherwood explained that on all contracts a retainage of 5% is withheld to provide a bit of leverage if sub contractors don't get paid, and to cover any other issues that may arise with a contractor.

All the issues with LL Lindberg and the pre-load contract have been settled and the pre load is completely finished.

By consensus the PC agreed to a single meeting in August. The one meeting will be on the usual 1st Tuesday date (August 1).

Klickitat County is proposing changes to the general industrial zone. Exec D Sherwood asked that it not exclude office and retail uses in an area adjacent to Hwy 197. The Planning Commission last night approved changes to the general industrial zone which the KC Planning Dept. recommended, simplifying the outright allowed uses in the zone. PC Ford asked whether the sawmill would have to go through a conditional use process if it wanted to expand. PC Ford asked whether Port activities in the general industrial zone would have to go through additional permitting processes. The Port may need to seek a zone change to permit light industrial uses in the appropriate parts of its property (adjacent to Hwy 197). Exec D Sherwood asked whether the PCs wanted to raise any issues about the conditional uses that remain in the general industrial zone. PC Vinyard pointed out that the Port will still have the right to manage its property, so the PCs decided not to raise any issues at this time.

Ron Lethco did not report back to work on July 1st as assumed. A letter has been written by counsel asking for the return of Port keys. He has been terminated in accordance with the Port personnel policies. Exec D Sherwood stated that there is, therefore, a need for a part time person to assist Jared. The PCs agreed that Exec D Sherwood should look for a part time, seasonal assistant for Jared.

Some months ago, the Port considered hiring someone to market the Port's properties. Exec D Sherwood suggested advertising for proposals and then see what responses come in and choose from among them. PC Deo suggested that there is a need for additional staff for the Port and that such a person might have the responsibility for marketing. PC Ford agreed there is a need for additional staff to assist with internal work and stated that additional staff would not preclude working with an outside firm that would be working on commission. PC Vinyard wanted to be sure there was not conflict between a contractor and an in-house person. Exec D Sherwood supported the idea of hiring a staff person and then do the RFP for a contractor, if needed. She also stated that the Port must review their CC&Rs and decide what property would/would not be for sale and determine prices. The PCs pointed out that Exec D Sherwood must give thought to where the new person will have his/her desk.

PC Ford M and PC Vinyard S a motion to approve the consent agenda. MP

Exec D Sherwood will prepare an ad for an additional staff person for seasonal maintenance work.

<p>EXECUTIVE DIRECTOR'S REPORT <input type="checkbox"/> Bingen Point - Bldg 1E update <input type="checkbox"/> Dallesport - Sub Terra Personal Services Contract</p>	<p>Building 1E update: 3 bids from very qualified testing companies were acquired for the special testing that will need to be done. Special testing will be those inspections that are required by Klickitat County's Building Official. Exec D Sherwood recommends giving the contract to PSI in an amount not to exceed \$10,172, because they were the low bidder for the work, and it would be on an hourly basis not to exceed this amount. Ken from Klickitat County said that he would do all the necessary special inspections except for water. Exec D Sherwood asked for authorization to sign a personal services contract with PSI. By consensus, the PCs agreed.</p> <p>Exec D Sherwood showed the PCs the spread sheet that shows that for Building 1E the Port now has all of its fixed costs for the project. The project cost is now \$2.5 million. She asked the PC how much money it wants to go for in bonds. The PC said to go for enough money so that it will be covered if the \$300,000 from Klickitat County should not come through. The rate is expected to be about 5.65%. The bond would be a general obligation bond for Port purposes which would include Building 1E and anything else the Port considered appropriate. Discussion followed regarding going for more money to permit the completion of other projects like looping the water system or grading. Exec D Sherwood recommended \$1.4 million as the bond amount. Exec D Sherwood asked whether the PCs want to have someone come and talk with them about bonds. PC Ford said that he has just heard the presentation and has information that can be share with other commissioners. Exec D Sherwood said that she is looking at the date of 9/18 to price the bonds.</p> <p>Dallesport Industrial Park: Sub Terra has had some concerns about language in the personnel services contract relating to liability and hold harmless language. Port Counsel Wyers is working with them and Exec D Sherwood hopes that all issues will be resolved soon.</p>	<p><i>Exec D Sherwood will be notifying CERB that the Port wants its \$1 million.</i></p>
<p>Miscellaneous <input type="checkbox"/> Committee Updates</p>	<p>The meeting of the EDA board has been changed to 8/10 and PC Vinyard cannot attend. PC Ford said he might go. The EDA may be hiring a marketing person.</p> <p>MCCED is having a conference call meeting. There was a question whether there is a need to change/establish policy about this regarding PC reimbursement as a meeting. There will be only quarterly meetings in the future.</p> <p>The Dallesport Log Yard lease was given to Port Counsel Wyers on 5/31 and Exec D Sherwood does not have it back yet.</p>	
<p>PUBLIC COMMENT</p>	<p>Brad Roberts commented that the crane had moved and will be used by INSITU for testing.</p> <p>Lee Ast discussed the plans for Building 1E. As of a meeting Friday the planned uses for building 1E may be changed to manufacturing. Lee suggested a change to include a loading dock for Building 1E. PC Deo offered that there are portable loading docks that are as effective as a permanent one and much less expensive. Questions were asked about the parking and whether it would all be needed. Lee suggested that there might be opportunities to capitalize on additional tenant improvements. PC Ford asked whether the cubicles in Building 1D would be removed. Lee responded no, that only the other space in the building would be moved. PC Deo and Exec D Sherwood asked about the possibility of linking the Buildings 1D & 1E to provide a secure storage area.</p> <p>Lee asked about the change in the general industrial zoning and whether it would allow an outlet store. Exec D Sherwood replied that the change would allow some retail sales.</p> <p>Amerigas has not been responsive to communications from Counsel Wyers.</p>	

ADJOURNMENT

*PC Vinyard M and PC Ford S a
motion to adjourn @ 6:26 MP*

Approved on: _____
(Date)

Respectfully submitted _____
Peter Frothingham, Minutes Secretary

Dianne Sherwood, Executive Director

Norm Deo, Chairman