

<b>PORT OF KLUCKITAT BOARD OF COMMISSIONERS MEETING MINUTES June 5, 2007 REGULAR SESSION</b>		
<b>TOPIC</b>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<b><u>ATTENDANCE</u></b>	<p><b>Commissioners/Staff Present:</b> Port Commissioners (PCs) Norm Deo, Rodger Ford &amp; Wayne Vinyard; Executive Director (Exec.D) Dianne Sherwood; Director Marketing/Public Affairs (DM/PA) James Donnelly; Port Counsel Teunis J. Wyers and Administrative Assistant/Bookkeeper, (AA/B) Margie Ziegler.</p> <p><b>PC/Staff Absent:</b> none</p> <p><b>Guests Present:</b> Matt Riley, (Rapid Ready Mix Inc); Brad Roberts, (Rivermile 172); and Jim Riley, (Riley Brothers Concrete).</p>	Meeting called to order at 4:33 pm
<b><u>COUNSEL'S REPORT</u></b>  <b><u>Status of Leases</u></b>	<p>Port Counsel Wyers reported that the AmeriGas lease has been signed and a letter has been mailed to them expressing the PC's concerns: Conditional Use Permit(CUP), rail spur fire damage and tanks being stored outside of the fence.</p> <p>Port Counsel Wyers said we are still working on the ICE lease. The biggest concern for Steve Maier, ICE, is the additional security deposit requirement. Port Counsel Wyers and (Exec.D) Sherwood agreed to enter into the new lease with the previous \$7,000 security deposit already collected and an email has been sent to ICE's attorney.</p> <p>Port Counsel Wyers reported that Verizon's attorney has reviewed the lease and Wyers agrees with all but two items. The 50 year lease term could outlive the life of the water reservoir, and language will be added allowing the Port to terminate the lease if the reservoir becomes unsafe.</p> <p>Port Counsel Wyers is working on the new Aggregate Operator lease so that the lease will be ready when the PC makes their decision on the new operator.</p> <p>Port Counsel Wyers is also working on a long-term master ground lease.</p> <p>(Exec.D) Sherwood discussed the letter of credit language concerns with Riley Brothers Concrete. Port Counsel Wyers said he has talked with Columbia River Bank and they will send a copy of language to Wyers and it will all be worked out.</p>	

**Comment [1]:** 8/31/98 .5 setting up minutes format. 9/1 4:15 agenda setup. meeting @ 4:30-7:20 9/2 11:20-12:15

<p><b><u>ADMINISTRATIVE MATTERS</u></b></p> <p><b><u>Consent Agenda</u></b></p> <p><b><u>Financial Report</u></b></p> <p><b><u>Annual Report</u></b></p> <p><b><u>Cancel June 19<sup>th</sup> PC Meeting</u></b></p> <p><b><u>Facilities &amp; Maintenance Operator</u></b></p>	<p>Items approved: Minutes of May 22, 2007</p> <p>Vouchers - May 31, 2007  Vouchers - June 5, 2007  Financial Report - April 2007  Annual Report</p> <p>Changes to Minutes: Page five line three RFP well drilling and runway extensions - <b>exclude</b> runway extensions. Correct the spelling of attend under PC Ford committee updates.</p> <p>(AA/B) Ziegler presented the April 2007 financial report. (Exec D) Sherwood discussed the funds invested in the state pool. (Exec D) Sherwood explained that after the completion and final payment of Building 1E, there will be an audit from the Department of Revenue and the amount of the sales tax deferral will be set.</p> <p>(Exec D) Sherwood stated the Port of Klickitat's Annual Report has been completed and submitted to the State Auditor's Office. (Exec D) Sherwood presented the revenue/expense comparative graphs from 1996 to 2006. PC Deo would like to know the debt service ratio. The PC would like George Fox to present the annual report and give his perspective at a future meeting.</p> <p>(Exec D) Sherwood suggested canceling the June 19 meeting due to the fact that (AA/B) Ziegler will be traveling to Bellingham for the WPPA Finance Meeting. PC Vinyard was also unable to attend a meeting on June 19.</p> <p>(Exec D) Sherwood reported that Jared Ladwig, Port's Facilities Manager, gave his two week notice today, and will be moving his family to Indonesia. (Exec D) Sherwood requested an Executive Session for 15 minutes regarding Personnel to follow the regular meeting.</p>	<p><i>PC Deo M, PC Vinyard S a motion to approve the Consent Agenda with corrections, MP</i></p> <p><i>By consensus the PC would like George Fox, CPA to present the annual report.</i></p> <p><i>By consensus the PC agreed to hold only one PC meeting for the month of June 2007.</i></p>
<p><b><u>Executive Director's Report Bingen Point</u></b></p> <p><b><u>Bldg 1E Update:</u></b></p>	<p>(Exec.D) Sherwood said the final punch list for Building 1E has been performed by Randy Salisbury, DSP, and the repairs have been made to his satisfaction with the exception of two items. A letter will be prepared upon receipt of O &amp; M manuals &amp; as-built drawings. The project will be complete and the PC will be asked to accept the completed project in early July, for release of retainage.</p> <p>Superior Paving came Memorial Day weekend and ground and sealed the asphalt. On Sunday, the parking area was striped. Team will warranty the asphalt work for five years. PC Ford asked if Insitu had any further discussion regarding fencing. (Exec D) Sherwood said there has been no further communication regarding fencing. Insitu has requested picnic tables once the grass is established. Curbing was not part of the design plan. Big rocks will be added to keep people off the new grass.</p>	

<p><b><u>Executive Director's Report</u></b></p> <p><b><u>Continued</u></b></p> <p><b><u>Dallesport Industrial Park* (DIP)</u></b></p> <p><b><u>Aggregate Mining - Update</u></b></p>	<p>(Exec.D) Sherwood presented a packet regarding aggregate to the PC for consideration. A teleconference was held with the aggregate committee: George Bennett, Rock Consultant; Byron Hanke, Port Consultant, (Exec D) Sherwood and (DM/PA) Donnelly. Proposals were discussed. There was also a meetings with James Dean Construction and with Granite NW to answer the committee's questions. PC Deo asked if James Dean was informed that Riley Brothers would be interested in crushing. (Exec.D) Sherwood said that James Dean was informed and responded that if they needed to hire additional crushers, they would put it out for public bid. After consideration, the aggregate committee recommends to the PC to move forward with James Dean Construction; finalize the operator's agreement; allow (Exec.D) Sherwood to further negotiate and put an operator's agreement in place; inform all other respondents of the winning bid; and to work with Jim Riley to advise him of what date the new operator will operate the pit.</p> <p>PC Deo would like to meet with consultants and the recommended operator. PC Deo wants to review (Exec D) Sherwood's notes. She will email her draft notes tomorrow. PC Ford would also like time to review the recommendation and better understand the proposal. PC Vinyard said he is comfortable with the aggregate committee's recommendation. A special meeting was set for June 11 at 5:00pm. (DM/PA) Donnelly suggested a conference call. (Exec D) Sherwood will call the consultants and James Dean Construction and ask if they are available for a conference call on June 11. (Exec D) Sherwood will email the aggregate contract to the PC for review. <i>(Editor's Note: PC Concensus that the 6/11 Meeting was not needed. PC Deo had not had an opportunity to review his packet information.)</i></p>	
<p><b><u>MARKETING REPORT</u></b></p>	<p>(DM/PA) Donnelly gave a marketing report. He reported on responses from our Google ad, and explained how the Google ad structure works and how it is an inexpensive way to market property and to get our name out there. (DM/PA) Donnelly's top priority is to market the 101 Parallel building. PC Ford discussed constructing a spec building at DIP in the future.</p> <p>An ad was placed in The Weekender. (DM/PA) Donnelly is undertaking meeting with 8-10 Dallesport residents over the next few months to find out what kind of businesses they would like to see locate in Dallesport Industrial Park.</p>	

<p><b>MISCELLANEOUS</b></p> <p><u>Committee Update:</u></p>   <p><u>WPPA Port Director's Seminar</u></p> <p><u>WA Tourism Commission</u></p>	<p>PC Ford: Received an email power point presentation from MCEDD and said that would be a beneficial to have the power point presentation shown at a future Dallesport Community Council Meetings. PC Deo: nothing to report.</p> <p>PC Vinyard: Commented that the yield sign on the circle sits too far off to the right and that a stop sign or yield signs needs to be added. He also had concern regarding the trees along Lakeview Road. He explained how trees need to be pruned in phases and the inside limbs need to be brought up to allow for a trail. (Exec.D) stated that maintenance is waiting for the trees to be dormant when they are limbed.</p> <p>PC approved (Exec.D) Sherwood to attend the WPPA Director's meeting July 12-13, 2007, in Ocean Shores.</p> <p>Governor Gregoire has created a tourism commission and (Exec.D) Sherwood asked if any PC members would like to serve on the committee. PC Ford recommended someone from the KC EDA. (DM/PA) Donnelly will attend the next Mt Adams Chamber of Commerce meeting and he will take the flyer and share it with Mike Canon and Denny Newel.</p> <p>(Exec.D) Sherwood briefly discussed the City of Bingen Maple Street Project. She said it will be discussed at a future PC meeting after the city has more concrete plans.</p> <p>PC Ford asked about the underpass and (Exec.D) Sherwood said the underpass is still on the Port's Project list.</p>	<p><i>By consensus, the PC agreed to send Exec.D Sherwood to the WPPA Director's meeting.</i></p>
<p><b>Public Comment</b></p>	<p>Brad Roberts, Rivermile 172, informed the PC that he is starting a geo tech study on his property. PC Deo said geo tech studies are typically done before each building is constructed, so as to know the specifics of construction and it's footprint.</p> <p>Jim Riley, Riley Brothers Concrete, is still interested in being in the concrete business and asked to be kept in mind for mining rock.</p>	
<p><b>Executive Session Personnel - 15 minutes</b></p> <p><b>ADJOURNMENT</b></p>	<p>The public meeting adjourned at 6:01pm. An executive session on Personnel started at 6:02pm to be 15 minutes. Those present: PC Ford, PC Vinyard, PC Deo and (Exec. D) Sherwood. Meeting adjourned at 6:17pm</p>	

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

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Margie Ziegler, Administrative Assistant

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Dianne Sherwood, Executive Director

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Rodger Ford, Chairman