

Agenda for Tuesday, April 03, 2001
Klickitat County Port District
1st Regular Monthly Meeting
April 3, 2001 - 4:30 P.M.

AGENDA

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

COUNSEL'S REPORT

Marina Lease Review
Weyerhaeuser Lease
Multi-jurisdictional Water System Inter-local Agreement

ADMINISTRATIVE MATTERS

Minutes - March 20, 2001 (5 minutes)
Voucher - March 28, 2001 (5 minutes)
Vouchers - March 31, 2000 - Payroll (5 minutes)
Vouchers - April 3, 2001 (5 minutes)
Resolution 2-2001 - Cancel Lost VCR (5 minutes)
Resolution 3-2001 - Surplus Crane (5 minutes)
Financial Report - February (5 minutes)
Marketing Plan Review (20 minutes)

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Marina Project Update (15 minutes)

DALLESPORT INDUSTRIAL PARK:

Pacific Rock Products - Proposal Response (10 minutes)
Waste Water System - 95% Complete Drawings (10 minutes)
Goldendale Energy / Barge Dock (5 minutes)

MISCELLANEOUS

WPPA Spring Mtg. - May 16-18, Spokane (5 minutes)
KC Shorelines Master Plan Corrections (5 minutes)

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

ADJOURNMENT

PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES April 3, 2001 REGULAR SESSION		
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<u>ATTENDANCE:</u>	<p>Commissioners/Staff Present: Port Commissioners (PCs) S. Wayne Vinyard, B. Marc Harvey, and Norm Deo; Executive Director (Exec.D) Dianne Sherwood; and Administrative Assistant (AA) Vickie Drew</p> <p>PC/Staff Absent: Port Counsel (Counsel) Teunis Wyers</p> <p>Guests Present: Tom Seifert (KC Res. Dev.); Matt Riley (Riley Bros.); Mike Smith (Dallesport); Christopher Huggett (Q-104); and Steve Tessmer (Gorge Harbor Marina)</p>	
<u>PUBLIC COMMENT</u>	<p>Chair Harvey opened the public meeting at 4:32. There was no public comment.</p>	
<u>COUNSEL'S REPORT</u>	<p>Counsel was unable to attend.</p> <ul style="list-style-type: none"> • Exec.D Sherwood very briefly discussed the draft Marina lease; a copy was included in tonight's packet for PC review and comment . • Weyerhaeuser is interested in renewing a lease for a five year term. The rental rate would be \$275.00 per acre per month for the first two years and an option to renew at \$300.00 per acre per month for the next three years. A provision will be included pertaining to possible use of the western most portion of their site for a Pacific Rock Product's (Pac Rock) load-out facility. Weyerhaeuser is also amenable to the need to adjust operations this fall to accommodate the offloading of the turbines for Goldendale Energy. • A draft copy of the Multi-jurisdictional Water System Inter-local agreement was included in the packets and Exec.D Sherwood asked the PC to review the document. 	
<u>ADMINISTRATIVE MATTERS</u> <u>Minutes - March 20, 2001</u>	<p>The minutes of March 20 were submitted for approval.</p>	<i>PC Vinyard moved to approve the minutes of March 20, 2001 as written; seconded by PC Deo -- motion carried.</i>
<u>! Cash Balances Memo</u>	<p>Exec.D Sherwood discussed the cash balances memo noting liquid funds of \$368,878.19. The Port's State Pool General investment account has a balance of \$366,390.00. At this time last year the balance in that account was \$175,800.00.</p>	

<p><u>! Voucher - March 28, 2001</u></p>	<p>Exec.D Sherwood discussed the voucher which was for payment of a service contract for our payroll software. By paying the invoice by March 29 (actually due May 14) we receive an extra month; 13 months of support instead of 12.</p>	<p><i>PC Vinyard moved to approve voucher #16370 on the General Fund in the amount of \$610.00; seconded by PC Deo -- motion carried.</i></p>
<p><u>! Vouchers - March 31, 2001 - Payroll</u></p>	<p>Exec.D Sherwood discussed the vouchers of March 31 which were for payroll.</p>	<p><i>PC Vinyard moved to approve vouchers #16371 through #16383 on the General Fund in the amount of \$7,488.24; seconded by PC Deo -- motion carried.</i></p>
<p><u>! Vouchers - April 3, 2001</u></p>	<p>Exec.D Sherwood discussed the regular vouchers noting payments for: employee medical insurance and PC Deo's lost payroll voucher for February's wages.</p>	<p><i>PC Vinyard moved to approve vouchers #16384 through #16399 on the General Fund in the amount of \$4,062.16; seconded by PC Deo -- motion carried.</i></p>
<p><u>! Wire Transfer- `94 Rev. Bond Interest Payment</u></p>	<p>Exec.D Sherwood discussed the wire transfer for \$2,972.50 in payment of the `94 Revenue Bond interest payment which was due April 1.</p>	<p><i>PC Vinyard moved to approve the wire transfer from the `94 Revenue Bond Reserve Fund-Cash account in the amount of \$2,972.50; seconded by PC Deo – motion carried.</i></p>
<p><u>! Resolution 2-2001 - Cancel Lost Voucher</u></p>	<p>Exec.D Sherwood discussed the resolution which approves cancellation of voucher #16328 which was issued to PC Deo for February wages in the amount of \$129.12 and which he never received. PC Deo has signed an affidavit of lost voucher which will be attached to the resolution.</p>	<p><i>PC Vinyard moved to approve Resolution 2-2001 as written; seconded by PC Harvey – motion carried.</i></p>
<p><u>! Resolution 3-2001 - Surplus Crane</u></p>	<p>Exec.D Sherwood discussed the resolution which reaffirms a motion made on November 21, 2000 to surplus the crane at Dallesport.</p>	<p><i>PC Vinyard moved to approve Resolution 3-2001 as written; seconded by PC Harvey – motion carried.</i></p>
<p><u>Financial Report - February</u></p>	<p>AA Drew discussed the financial statement ending February 28. The balance sheet shows the excess cash over expenditures at \$37,872.01 which includes unexpended grant funds of \$8,350.00. She discussed revenue and expense account percentages (actual vs. budget) against the target of 17%. Marine Terminal revenues are at 17% of budget, Sale of Water revenues are at 24%, and Property Rental revenues are at 29%. Total revenues are at 15%. Water System Expenditures are at 28% and Property Maintenance and Utilities Expenses are both at 15%. Port Counsel Expense is at 24% and Office Expense-Supplies is at 18%. Total expenditures are at 10% overall leaving a net income of \$37,872.01.</p>	

<p><u>! Marketing Plan Review</u></p>	<p>A copy of the marketing plan was included in the PC packets. Exec.D Sherwood reiterated the fact that KC Resource Development paid approximately \$13,000.00 for development of a marketing plan and brochures for the Port. Carolyn Wika, George Taylor and Kathleen Bauer were instrumental in it's development. She lead the PC through the document discussing the various topics. Exec.D Sherwood asked the PC to review the document in more detail and hoped to have it adopted by resolution at the next PC meeting. Any desired changes need to be given to Exec.D Sherwood by next week.</p>	
<p><u>! EXECUTIVE DIRECTOR'S REPORT</u> <u>*BINGEN POINT*</u> <u>! Pilot Knob</u></p>	<p>Exec.D Sherwood reported that Sam Oglesby of Pilot Knob is interested in leasing approximately 2.5 acres of Port property at Bingen for the storage of 20,000 tons of rock. They would eventually create 4 full time jobs at \$15.50 -\$21.00 per hour plus benefits. He is interested in a two-year term with options to renew. He is agreeable to a temporary site if necessary. Parcel 3 or Parcel 10 were proposed by Mr. Oglesby, with a preference for Parcel 3. PC Deo preferred Parcel 10 as the best location. Exec.D Sherwood and the other PC concurred. Pilot Knob also has 4,000 cubic yards of clean top-soil available to the Port at no cost. PC Vinyard suggested the old log sort yard or Parcels I and II as possible locations for the topsoil. PC Deo will go take a look at the dirt.</p>	
<p><u>! Tree Project/Clean-up</u></p>	<p>Exec.D Sherwood reported that she has contacted Underwood Conservation and the Boy Scouts regarding some improvement projects on to Port property.</p>	
<p><u>! Weed Spraying</u></p>	<p>KC Noxious Weed Board will spray the Bingen Point roadside noxious weeds for \$300-\$400.</p>	
<p><u>! Lake Tour</u></p>	<p>Friday, April 6 at 2:00 a representative from Tenneson Engineering will be here for a walking tour of the Lake boundary markers.</p>	
<p><u>! Marina Project Update</u></p>	<p>Exec.D Sherwood reported that on March 28 she and Steve Tessmer met with Carl Dugger of Fish & Wildlife who will be taking over the position of retiring Regional Supervisor, Ken Mahoric. Steve Tessmer gave an update on the Marina Project. Steve felt that Ben Meyer (NMFS) has been waiting to consult with someone from WA Fish & Wildlife and the supervisory transition has made that difficult. Steve is concerned about Carl's need for a good mitigation plan and the possibility that NMFS might change their mind before full economy of scale build-out could occur. PC Vinyard reported that he has been unable to make contact with Kate Vandemeer, National Resource Management Specialist, from NMFS. Exec.D Sherwood stated that one of Carl's other concerns pertained to the percentage of shading that would be allowed. It is still unknown if shading has any adverse effects on fish.</p>	

<p>*DALLESFORT INDUSTRIAL PARK* ! Pacific Rock Products - Proposal Response</p>	<p>Exec.D Sherwood reported that she will be meeting with John Shafer on Monday, April 16, to further discuss Pac Rock's proposal in light of individual PC discussions.</p>	
<p>! Waste Water System - 95% Complete Drawings</p>	<p>Exec.D Sherwood discussed the 95% complete drawings for the Waste Water System at Dallesport. She was concerned about sheet (CI-1), an area that will be blasted for the sewer easement which will leave two rock bluffs on either side of the trench. She felt it would be better to level the area at that time rather than going back at some later time and blasting the two bluffs risking damage to the utility lines in the trench. Other areas will be graded in the natural course of operations which will be a benefit to the Port. It was suggested that at least blasting to fracture the bluffs or blasting back from the trench at least 50 feet would be beneficial. Exec.D Sherwood will forward the PC's concerns to Kennedy/Jenks and Ed Hoyle.</p> <p>Dana Peck has applied for a Centennial Clean Water Fund grant from DOE, reporting that KC is still on track to receive a \$1.7 million grant and a \$1.2 million loan which would be at 0% interest for 20 years.</p>	
<p>! Goldendale Energy / Barge Dock</p>	<p>Exec.D Sherwood reported that she spoke with Lampson, a crane supply company, who will have a very large crane on site in August to offload the turbines for the Goldendale Energy plant. They suggested the use of their crane to dismantle our crane to move it to a less obtrusive location. Dallesport Log Yard may be interested in dismantling the crane also. PC Deo discussed the information necessary to put the crane up for auction on eBay.</p>	
<p>MISCELLANEOUS ! WPPA Spring Mtg. - May 16-18, Spokane</p>	<p>Exec.D Sherwood asked if any of the PC would like to attend the WPPA Spring Meeting which will be held at Spokane on May 16-18. Reservations will be made if any of the PC are able to attend.</p>	
<p>! KC Shorelines Master Plan Corrections</p>	<p>Exec.D Sherwood briefly discussed the scrivener errors in the KC Shorelines Master Plan. She will attend the KC BOC hearing on April 9 to offer testimony.</p>	
<p>! Sue Lampe-Ripp</p>	<p>Exec.D Sherwood reported she has been unable to obtain a current telephone number for Sue Lampe. PC Harvey noted that her name is now Sue Ripp. She will pursue getting the information.</p>	
<p>! DIP Crane</p>	<p>PC Vinyard asked if Exec.D Sherwood received any interest in the crane from attendees of the Pacific Coast Congress meeting she attended. Exec.D Sherwood stated that she had not.</p>	

<p><u>! EDA Grants</u></p>	<p>PC Vinyard reported that the KC EDA Board met last week to hear community project presentations for the EDA's grant money. The Board will meet tomorrow afternoon to determine the awards. They had \$1,000,070 in project proposal requests and only \$500,000 in grant money available. Exec.D Sherwood reported she will go before the EDA Board in May to present a proposal for the DIP infrastructure and for possibly a third building at Bingen Point.</p>	
<p><u>PUBLIC COMMENT</u></p>		
<p><u>! Bingen Point Zoning/CC&Rs</u></p>	<p>Steve Tessmer inquired if the zoning or Bingen Point CC&Rs would have any bearing on the Pilot Knob rock storage request.</p>	<p><i>Exec.D Sherwood will investigate the zoning and CC&Rs regarding the rock storage proposal.</i></p>
<p><u>ADJOURNMENT</u></p>		<p><i>PC Vinyard moved to adjourn at 6:55; seconded by PC Deo -- motion carried.</i></p>

Approved on: _____
 submitted _____
 (Date)

Respectfully

Vickie L. Drew, Administrative Assistant

 Dianne Sherwood, Executive Director

B. Marc Harvey, Chairman