

Agenda for Tuesday, August 07, 2001  
Klickitat County Port District  
1st Regular Monthly Meeting  
August 7, 2001 - 4:30 P.M. - PORT OFFICE

## AGENDA

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

## COUNSEL'S REPORT

Dallesport Foundry  
Ty Ross - Power Generation  
Kennedy/Jenks - Personal Services Contract

## ADMINISTRATIVE MATTERS

Resolution 7-2001 - Employee & PC Recognition Policy  
Resolution 8-2001 - Refreshments  
Resolution 9-2001 - Designate Port Claims Agent  
Consent Agenda:  
1. Minutes - July 10, 2001  
2. Vouchers - July 15, 2001- Payroll  
3. Vouchers - July 24, 2001  
4. Vouchers - July 31, 2001- Payroll  
5. Vouchers - August 7, 2001  
Financial Report - June  
USFS Grant - Award Letter  
Port Commissioner - Position #2; B. Marc Harvey & Rodger Ford

## EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Multi-jurisdictional Water System Update  
SR-35 Columbia River Crossing Update

DALLESPORT INDUSTRIAL PARK:

Pac Rock Update

MISCELLANEOUS

Gorge Teleconsortium Meeting - Aug. 7, 2001  
Air Shed  
WPPA Environmental Seminar - Sept. 6&7, 2001

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

ADJOURNMENT

<b>PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES August 7, 2001 REGULAR SESSION</b>		
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<b><u>ATTENDANCE:</u></b>	<p><b>Commissioners/Staff Present:</b> Port Commissioners (PCs) B. Marc Harvey, S. Wayne Vinyard and Norm Deo; Port Counsel (Counsel) Teunis Wyers; Executive Director (Exec.D) Dianne Sherwood; and Administrative Assistant (AA) Vickie Drew</p> <p><b>PC/Staff Absent:</b></p> <p><b>Guests Present:</b> Bob Bellamy (Dallesport Foundry); Rodger Ford (Lyle); Matt Riley (Riley Bros. Concrete); and Mike Smith (Dallesport)</p>	
<b><u>PUBLIC COMMENT</u></b>	<p>Chair Harvey opened the public meeting at 4:32.</p> <p>There was no public comment. Rodger Ford was introduced to all present.</p>	
<b><u>COUNSEL'S REPORT</u></b>	<ul style="list-style-type: none"> <li>• <b><u>Dallesport Foundry:</u></b> Bob Bellamy was present and discussed the Dallesport Foundry's history with the Port. He stated that Brett Rose (owner) assisted the Port in getting the SBDC built and recently he helped the Port get a \$200,000. grant for the Wastewater Treatment Facility via his letter of support. They felt that they had been good neighbors. He discussed the November 2000 payment which was late. (Payment was delivered on the 16<sup>th</sup> by Anthony Stout but he took the check back with him after being told that they would be charged the \$250.00 late fee.) Mr. Bellamy argued that the date the late fee is enacted should actually be the 16<sup>th</sup> and not the 15<sup>th</sup>. He discussed the notice of foreclosure and the attorney fees and court costs (\$1,104.28) that they were required to pay. He felt that the Port should have discussed the situation with him so he could explain his financial situation in hopes of avoiding legal action. Exec.D Sherwood explained the State Auditor's position on these matters to him. Mr. Bellamy attended the meeting hoping to obtain some relief from the legal fees. PC Harvey explained that the PC's were fully aware of the ongoing situation with regards to Dallesport Foundry's payments and felt that they should adhere to the contract as written. PC Deo felt that as responsible representatives of the people of KC, it was important to be prudent in their decision making and stands behind those that were made regarding Dallesport Foundry. He also felt it was their responsibility to make phone calls to keep the Port updated on the status of their payments if it is getting close to the past due date. Counsel advised Mr. Bellamy that if the Port didn't feel it had a strong legal position he would advise Exec.D Sherwood and the Port would back off. In these situations, it's been fairly cut and dried and he had no choice but to uphold the letter of the deal.</li> </ul>	

<p><b><u>COUNSEL'S REPORT, cont.</u></b></p>	<ul style="list-style-type: none"> <li>• <u>Ty Ross</u>: Exec.D Sherwood discussed the payment status of the Northwest Regional Power lease and instructed Counsel to write them a letter of default.</li> <li>• <u>Kennedy/Jenks</u>: Counsel discussed the draft of the personal services contract which now includes his recommended changes. The contract is now with Kennedy/Jenks for their last review. When the personal services contract with Kennedy/Jenks comes back after their review, Exec.D Sherwood will e-mail it to the PC. They will let her know if they have any concerns, otherwise she is authorized to sign the contract.</li> <li>• Counsel reported that in regards to negotiations with the fruit processing company interested in Bingen Point, he is counsel to one of the owners and would not be able to act on the Port's behalf in the matter. Counsel has arranged for Jim Reinhart to act as counsel for the Port at no additional cost. Counsel Wyers is helping set up that company and assisting in preparation of their business plan; he will not be negotiating for them against the Port.</li> <li>• Exec.D Sherwood asked if Counsel had any concerns or if the PC had any questions for Counsel regarding Resolution 9-2001. There were none.</li> </ul>	
<p><b><u>ADMINISTRATIVE MATTERS</u></b>  <b><u>! Resolution 7-2001 Employee &amp; PC Recognition Policy</u></b></p>	<p>Exec.D Sherwood discussed the resolution which would allow the Port to purchase appropriate items for recognition of employees or PC on appropriate occasions.</p>	<p><i>PC Deo moved to approve Resolution 7-2001 as presented; seconded by PC Vinyard – motion carried.</i></p>
<p><b><u>! Resolution 8-2001 Refreshments</u></b></p>	<p>Exec.D Sherwood discussed the resolution which would allow the Port to purchase food items for working meetings or important events.</p>	<p><i>PC Deo moved to approve Resolution 7-2001 as presented; seconded by PC Vinyard – motion carried.</i></p>
<p><b><u>! Resolution 9-2001 Designate Port Claims Agent</u></b></p>	<p>Exec.D Sherwood discussed the resolution which is now required by law designating a Port Claims Agent to receive any legal claims that may arise against the Port.</p>	<p><i>PC Deo moved to approve Resolution 7-2001 as presented; seconded by PC Vinyard – motion carried.</i></p>
<p><b><u>! Consent Agenda</u></b></p>	<p>Items approved:</p> <ul style="list-style-type: none"> <li>• Minutes of July 10, 2001</li> <li>• Vouchers #16547 - #16549; \$3,294.66</li> <li>• Vouchers #16550 - #16564; \$2,759.16</li> <li>• Vouchers #16565 - #16580; \$13,501.90</li> <li>• Vouchers #16581 - #16594; \$5,333.77</li> </ul>	<p><i>PC Vinyard moved to approve the Consent Agenda as presented; seconded by PC Deo -- motion carried.</i></p>
<p><b><u>Cash Balances Memo</u></b></p>	<p>AA Drew discussed the cash balances memo noting total liquid funds of \$444,648.56. The Port's State Pool General investment account has a balance of \$440,150.00. At this time last year the balance in that account was \$156,700.00.</p>	

<p><b><u>! Financial Report - June</u></b></p>	<p>AA Drew discussed the financial statement ending June 30. The balance sheet shows the excess cash receipts over expenditures at \$51,044.90. She discussed revenue and expense account percentages (actual vs. budget) against the target of 50%. Marine Terminal revenues are at 64% of budget, Sale of Water revenues are at 63%, and Property Rental revenues are at 58%. Sale of Fixed Assets is at 37% due to nonpayment of the June land sale contract payment from Dallesport Foundry. Total revenues are at 43%. Marina Expenditures and Property Rentals Maintenance are both at 42%. Port Counsel Expense is at 50% and Office Expense-Supplies is at 46%. Total expenditures are at 38% overall leaving a net income of \$51,044.90.</p>	
<p><b><u>! USFS Grant - Award Letter</u></b></p>	<p>Exec.D Sherwood discussed the award letter for the \$50,000.00 grant that was received from the U.S. Forest Service (USFS). Kennedy/Jenks has been notified and negotiations are winding up regarding a personal services contract for engineering services for infrastructure at Dallesport Industrial Park (DIP). The notification of award from KC regarding a grant of \$128,521.00 has also been received, so the project is moving forward. She is working with Kennedy/Jenks on a water plan, policies and standards for hookups and inspections, who will do inspections, hookup fees, etc.</p>	
<p><b><u>! Port Commissioner - Position #2; B. Marc Harvey &amp; Rodger Ford</u></b></p>	<p>Exec.D Sherwood reported that B. Marc Harvey and Rodger Ford have filed to run for the open PC position. The dedication of the other PC and Port staff were the determining factor in PC Harvey's decision to run again.</p>	
<p><b><u>! PC Retreat</u></b></p>	<p>Exec.D Sherwood asked the PC to check their calendars for possible dates for a retreat to discuss Port budgeting, goals, and other issues. It was decided to pencil in September 11 at 12:00.</p>	
<p><b><u>! EXECUTIVE DIRECTOR'S REPORT *BINGEN POINT* ! Multi-jurisdictional Water System Update</u></b></p>	<p>Exec.D Sherwood discussed the Multi-jurisdictional Water System status report from Wil Keyser. She reported that The City of White Salmon has had some problems with Bell Design in that Bell Design dedicated much time and effort for a proposal for a \$19M project with KCM in Portland. The amount of time spent trying to get that work put the pump house for Well #2 behind about two and a half months. At this point the City is unable to recommend Bell Design for any more work until this issue is resolved. Exec.D Sherwood met with Bell Design regarding a quick review of the engineering drawings for the Dock/Ramp project for which they subsequently submitted a quote of \$40,000.00. She is considering issuing another RFP for the Dock/Ramp project. Construction needs to start on the project in October/November.</p>	
<p><b><u>! SR-35 Columbia River Crossing Update</u></b></p>	<p>A hand out was provided regarding the SR-35 Columbia River crossing. The crossing from Koberg Rock to Bingen Point is among the three remaining options being considered.</p>	

<p><b><u>! Mt Adams Loggers Assoc. Property</u></b></p>	<p>Exec.D Sherwood reported that Mt. Adams Loggers Assoc. (MALA) has contacted the Port regarding purchase of their 7.18 acres at Bingen Point. The Port has a first right of refusal on the property. MALA has been approached by the Corps on behalf of the Yakama Nation who is interested in the site for an in-lieu site. <b>PC consensus to pursue the issue.</b></p>	
<p><b><u>*DALLESPORT INDUSTRIAL PARK*</u></b> <b><u>! Pac Rock Update</u></b></p>	<p>Exec.D Sherwood and Byron Hanke met with John Shafer on July 23 and gave them a copy of a typical lease to rework to suit the situation. Mr. Shafer hoped to have a draft lease to the Port by tomorrow.</p>	
<p><b><u>! Plastic Manufacturer Proposal</u></b></p>	<p>Exec.D Sherwood has received a lead on a plastic pipe manufacturer that would provide approximately 50 - 75 jobs to start at DIP. They are interested in purchasing 20 acres of property with rail. They like the fact that the property is close to an airport and close to I-84. Their concern was that the Wastewater Treatment Facility (WWTF) would not be on-line until the Fall of 2002; they want to be operational by Spring 2002. She asked if the PC were interested in selling property at DIP. Port Lots #4 and #11 and adjoining Jim Riley owned property would give them the acreage they need. Jim Riley has said he would be interested in talking with them regarding selling the property. <b>PC consensus to pursue the proposal.</b></p>	
<p><b><u>MISCELLANEOUS</u></b> <b><u>! Gorge Teleconsortium Meeting Aug.7, 2001</u></b></p>	<p>Exec.D Sherwood stated that she was unable to attend the meeting. Eric Johnson from the Washington Public Ports Association (WPPA) was here yesterday and today assisting her in sorting out our Port Management Agreement for our shorelands.</p>	
<p><b><u>! Air Shed</u></b></p>	<p>The Gorge Commission will meet on the 14<sup>th</sup>. The Port's main interest is whether or not they set interim standards for air quality in the Gorge. Exec.D Sherwood wrote a comment letter to the Gorge Commission so that the Port would have "standing" for future discussions. She stated that she would like the Federal Clean Air Act to take precedence regarding air quality rather than giving that power to the Gorge Commission. She stated that the Dept. of Environmental Quality (DEQ), the Dept. of Ecology (DOE) and Southwest Regional Air Quality are mandated to manage air quality.</p>	
<p><b><u>! WPPA Environmental Seminar, Sept. 6 &amp; 7</u></b></p>	<p>Exec.D Sherwood was unable to attend the WPPA "Director's Only" seminar in July. She would very much like to attend this environmental seminar in Seattle on September 6 &amp; 7. The Shoreline Management Act will be discussed at this meeting. <b>PC consensus for her to attend.</b></p>	
<p><b><u>! Wastewater Treatment Facility (WWTF) Bid Opening</u></b></p>	<p>KC's WWTF bid opening was extended to August 10. Exec.D Sherwood met with a representative from Alaska Powder Co. They are bidding on the WWTF and are interested in storing explosives for the project on Port property. State regulations outlining setbacks and other parameters will aid in determining where the explosives could be stored, should they be the chosen subcontractor for the project.</p>	

<b><u>! 2" Water Meter</u></b>	PC Deo has not had time to meet with Maint. Tech. Lethco regarding installation of the meter.	
<b><u>! Meeting Attendance</u></b>	PC's Vinyard and Harvey will be unable to attend the August 21 PC meeting. <b>PC consensus to cancel that meeting.</b>	<i>AA Drew will notify the public that the meeting is canceled.</i>
<b><u>PUBLIC COMMENT</u></b>		
<b><u>! Air Shed</u></b>	Mike asked how the PC individually felt about the Gorge Commission having power over the air quality issue; did they agree with Exec.D Sherwood's position that control should remain with DOE, DEQ, etc.? The PC did agree with her position. He felt it would help KC if the Port would pass a resolution supporting that position.	
<b><u>! Rodger Ford</u></b>	Exec.D Sherwood asked Mr. Ford to share his reasons why he chose to run for the PC position. Rodger Ford stated that he has had some medical and business changes that have opened up some time which he would be able to spend for the Port. He has a background in the Marina industry, having worked with the Port of Hood River and their Mid-Columbia Marina for eight years. He lives in the area and would like to be involved in what goes on as he had previously served on the Port's Citizen Advisory Committee.	
<b><u>!</u></b>		
<b><u>ADJOURNMENT</u></b>		<i>PC Vinyard moved to adjourn at 6:24; seconded by PC Deo -- motion carried.</i>

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

Respectfully

Vickie L. Drew, Administrative Assistant

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August 7, 2001

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Dianne Sherwood, Executive Director

B. Marc Harvey, Chairman