

Agenda for Tuesday, April 08, 2003
Klickitat County Port District
1st Regular Monthly Meeting
April 8, 2003 - 4:30 P.M. - PORT OFFICE

AGENDA

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

COUNSEL'S REPORT

Policy - Spoils/Waste Materials

ADMINISTRATIVE MATTERS

Consent Agenda:

March 18, 2003 Minutes

Vouchers

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Gorge Harbor Marina Project

Bldg. 1D - Bids due 10 a.m. April 9

Private Development Proposal - 1-Acre Purchase

UCD Request - Bird/Bat Boxes

Spoils - Hwy 14 Project; KLB PSC-Inspector

Insitu Temporary Building Request

DALLESPORT INDUSTRIAL PARK:

Security

DIP Infra Project - Bid Docs

Reclamation Plan - RFQ

MAI Appraisal to Establish Land Value

MISCELLANEOUS

Committee Updates
MCEDD Workshop

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

ADJOURNMENT

PORT OF KCLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES April 8, 2003 REGULAR SESSION		
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<u>ATTENDANCE:</u>	Commissioners/Staff Present: Port Commissioners (PCs) Norm Deo, Rodger Ford, S. Wayne Vinyard, Port Counsel (Counsel) Teunis J. Wyers, Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant/Auditor (AAA) Vickie Drew. PC/Staff Absent: Guests Present: Matt Riley (Riley Bros. Concrete) and Tom Seifert (KC Resc. Dev.).	
<u>PUBLIC COMMENT</u>	The public meeting was opened at 4:43. There was no public comment.	

<p><u>COUNSEL'S REPORT</u> <u>• Policy - Spoils/Waste Materials, H2O Hook-up, Road Maint.</u></p>	<p><u>Spoils/Waste Materials</u> - Counsel discussed the need for a policy regarding the types and standards of material that will be accepted as fill. He has a draft policy in progress that will be available for review at the next meeting. Exec.D Sherwood discussed the recent request to dump fill from a private excavation and the assurances made that were not adhered to, even with engineering oversight.</p> <p><u>H2O Hook-up & Road Maintenance</u> - Counsel discussed the e-mail from Rece Bly stating that an ad hoc process would not be acceptable to him or to other property owners or their tenants and would not really address the problem of road maintenance in the industrial park. Counsel suggested proceeding with a legislative process (staff report, public hearing, etc.) to set policies regarding H2O hook-ups and road maintenance as well.</p> <p><u>Port/KC MOU's</u> - Exec.D Sherwood and Counsel are working on the Memorandum of Understanding (MOU) between the Port and KC regarding the Dallesport Industrial Park (DIP) Infrastructure Project. KC is planning on going out to bid soon with bids to be read on May 5th. Counsel felt that there isn't a clear understanding between the Port and KC and would like to see more communication regarding mutual goals and expectations. There will actually be three different MOU's between the Port and KC: one for the DIP Infrastructure Project, one for Bldg.1D and one for an additional \$35,000 for Bingen Point infrastructure projects. Counsel thought it would be a good idea for the PC to meet with the KC Board of Commissioners (KC BOC) to make sure that everyone is "on the same page" before an agreement is written up. He also wanted to address what the protocol will be when a new project comes in so that the Port and KC can move forward in a joint positive way. Tom Seifert reported that the KC BOC recently stated a desire to meet with the PC for the same reason. Exec.D Sherwood will contact the KC BOC office to schedule a joint meeting. [Editor's Note: 4 p.m., April 21, Goldendale]</p> <p><u>I.C.E.</u> - Counsel reported that he is still working on firming up things with ICE regarding tenancy in the new building. ICE's attorney has submitted for consideration an amendment document that will extend their prior</p>	
---	---	--

<p><u>COUNSEL'S REPORT,</u> <u>cont.</u></p>	<p>lease on Building 1B. He felt that the terms were acceptable. ICE's decision regarding their tenancy in Building 1D will be available early next week.</p> <p><u>CERB</u> - Exec.D Sherwood reported that she executed the final documents for the CERB loan. Counsel signed the Attorney Certification after reviewing all the necessary documents. The final contract document was received, signed and returned to CERB for signatures from their board chair and the Assistant Attorney General. The signed documents should be returned to the Port by the 22nd, prior to bid award.</p> <p><u>Community Pride Week</u> - Parcel 1 will be available April 25-27 for the collection site as discussions with KLB (Hwy 14 contractor) indicated that there will be no scheduling conflict.</p> <ul style="list-style-type: none"> • Pursuant to discussions with Bell Design, Exec.D Sherwood asked Counsel for suggestions on how to structure a relationship with Bill Locke to perform inspection/oversight duties for the fill project. Counsel suggested hiring him as a temporary employee. Exec.D Sherwood will investigate the particulars of that kind of arrangement. PC consensus to hire Bill Locke as a temporary employee. <p><u>Rece Bly - MDNS</u> - A copy of the Mitigated Determination of Non-Significance (MDNS) was included in the packet. One of the conditions of the MDNS is that Mr. Bly contact the Port for a road maintenance agreement. Counsel explained the land use application process.</p> <p>Counsel attended Mr. Bly's presentation in Hood River to the County Administrator, the City Administrators for Hood River and Cascade Locks, the waste connections General Manager and some people from the restaurant industry, which was held for the purpose of explaining how his process works. Counsel stated Mr. Bly did not state that the process did <u>not</u> smell.</p> <ul style="list-style-type: none"> • Exec.D Sherwood stated that the bid opening for Building 1D will be tomorrow at 10:00 a.m. and 14 bidders are expected. 	
<p><u>ADMINISTRATIVE MATTERS</u> <u>! Consent Agenda</u></p>	<p>Items approved:</p> <ul style="list-style-type: none"> • Minutes of March 18, 2003 • Vouchers #18034-18049; \$8,034.69 • Wire Transfer; \$1,100.00 • Check #183; \$3,284.42 • Vouchers #18050-18088; \$25,216.41 	<p><i>PC Ford moved to approve the Consent Agenda as presented; seconded by PC Vinyard -- motion carried.</i></p>
<p><u>! EXECUTIVE DIRECTOR'S REPORT</u> <u>*Bingen Point*</u> <u>! Gorge Harbor Marina Project</u></p>	<p>Exec.D Sherwood reported that the two remaining outstanding issues, other than the underlying contract between the Port and Gorge Associates, are the design of the fuel dock and the vegetation plan. Steve Stampfli of the Underwood Conservation District (UCD) has agreed to assist her with preparation of a plan.</p>	
<p><u>! Bldg 1D - Bids due 10 a.m. April 9</u></p>	<p>Exec.D Sherwood discussed the bid opening that is scheduled for tomorrow at 10:00 a.m. We expect to receive 12 to 14 bids.</p>	

<p>! <u>Private Development Proposal - 1-acre Purchase</u></p>	<p>Exec.D Sherwood discussed the proposal for the purchase of 1-acre of Parcel #13. The completed project would generate approximately 10-20 jobs. The USFS grant previously slated for the Gorge Delights project is still available for use for this project for infrastructure engineering design. Discussion followed regarding the project and possible location. The need to complete a survey of properties for sale/lease was revisited. PC Ford stated that he was in favor of proceeding with the project, but would like to know what portion of the Parcel the project would occupy (unknown at this time). Fill from the Phase 2 area could be sold to the prospective buyer at a reasonable price. PC consensus to proceed with negotiation of the project.</p>	
<p>! <u>UCD Request - Bird/Bat Boxes; Trees-Arbor Day</u></p>	<p>Exec.D Sherwood discussed the request for placement of bird and bat boxes on Port property within the lake/wetland buffer area. The PC preferred that nature take its own course, supporting what it can. PC consensus not to allow the boxes.</p>	
<p>! <u>Spoils - Hwy 14 Project; KLB PSC-Inspector & Engineer on call</u></p>	<p><i>Discussed during Counsel's report.</i></p>	
<p>! <u>Insitu Temporary Building Request</u></p>	<p>Insitu has requested permission to construct a temporary 12x16' building to be sited behind their cargo door which will be used for engine testing. KC Building Dept. has okayed the structure as long as it is removed when the new building is completed and they could set up a new sound-proof structure within it. PC consensus to allow the structure.</p>	
<p>! <u>Binding Site Plan Update</u></p>	<p>Exec.D Sherwood has received an estimate of \$3,300.00 from Bell Design for an update of the binding site plan to coincide with the master plan. PC consensus to proceed with a Personal Services Contract with Bell Design not to exceed \$3,500.00 for the update.</p>	
<p>*<u>Dallesport Industrial Park* (DIP)</u> ! <u>Security</u></p>	<p>Exec.D Sherwood discussed the need for additional security on Port property because of the war and the new Homeland Security Dept. All Ports are required to have a security plan in place by January 2004. This issue will be discussed at the WPPA Spring Meeting. A gentleman called the Port recently looking for permission to continue using an unimproved boat launch (which is actually located on Corps of Engineers (COE) property) off of Parcel #46. Access to that area is controlled by the Port's overpass gate. Exec.D Sherwood contacted Carl Dugger (WA Fish & Wildlife) and asked him to make it known that this is not an open available site. All agencies with keys to the gate were contacted and will be more careful about making sure it is kept locked.</p>	
<p>! <u>DIP Infra Project - Bid Docs/MOU/KC Bid Opening 5/5</u></p>	<p>Exec.D Sherwood displayed the construction documents for the DIP Infrastructure Project. Bid opening for the project is scheduled for May 5.</p>	

<p><u>! Reclamation Plan - RFQ</u></p>	<p>Exec.D Sherwood discussed the scopes of work submitted by Taylor Engineering and Tenneson Engineering. Taylor Engineering has quoted \$6,000.00 and Tenneson Engineering gave an estimate of \$9,000 to \$11,500.</p>	<p><i>PC Deo moved to approve entering into a Personal Services Contract with Taylor Engineering, not to exceed \$6,000.00, for the preparation of a reclamation plan for the Riley Pit at DIP; seconded by PC Ford – motion carried.</i></p>
<p><u>! MAI Appraisal to Establish Land Value</u></p>	<p>Exec.D Sherwood discussed the need for an appraisal of the DIP property to be ready for marketing efforts. Estimated cost for an appraisal is \$3,000-\$6,000. Discussion followed. PC consensus to proceed with an MAI appraisal.</p>	
<p><u>! Maritime Trust - Promotional Hosting</u></p>	<p>The owners of Maritime Trust will be here April 21 and 22. The Port of Klickitat will be hosting a lunch on the 22nd and partially hosting dinner at Skamania Lodge at 7:00 that night. The Port's promotional hosting policy requires that any expenditure beyond the \$200 budgeted has to be approved by the PC. The local Port tours and dinner on the 22nd may interfere with the scheduled April 22 PC meeting at which the bid award is to be announced. Discussion followed regarding changing the date and/or time of the PC meeting. The meeting will remain at 4:30 and will adjourn and resume at Skamania Lodge at 7 p.m. PC Ford is available both days and would enjoy participating in any of the activities.</p>	<p><i>PC Vinyard moved to approve funding the promotional activities for the Maritime Trust presentation not to exceed \$2,000.00; seconded by PC Ford – motion carried.</i></p>
<p><u>MISCELLANEOUS April 25 Luncheon RSVP</u></p>	<p>Exec.D Sherwood asked if any of the PC will be able to attend the WorkSource/Rotary sponsored luncheon on April 25. A futurist will be the speaker. PC Ford will attend.</p>	
<p><u>! Exec.D Vacation 5/23-6/6</u></p>	<p>Exec.D Sherwood will be on vacation from May 23 through June 6.</p>	
<p><u>! Spring Mtg. 5/21-23 Pasco</u></p>	<p>Exec.D Sherwood asked if any of the PC would be able to attend the WPPA Spring Meeting as she most likely will be unable to attend. PC's Vinyard and Ford are also unable to attend. PC Deo will check his calendar for availability.</p>	
<p><u>! April 22 Meeting</u></p>	<p>PC Deo wanted to clarify what had been determined regarding the meeting schedule for April 22. The Maritime Trust luncheon will be at 12:30, the tours may start around 2:00, the PC meeting is scheduled for 4:30 and the dinner is at 7:00 in Stevenson. The PC meeting will remain scheduled for 4:30.</p>	
<p><u>! Committee Updates</u></p>	<p><u>AIRPORT</u>: PC Deo's next meeting will be this Friday. <u>MCEDD</u>: PC Ford's meeting reviewed the happenings at the previous workshop held March 13. <u>BRIDGE/HWY 35</u>: PC Ford had no report <u>KC EDA</u>: PC Vinyard had no report.</p>	

<p><u>! MCEDD Workshop</u></p>	<p>A copy of the minutes of the workshop were included in the packet. Steven Sliwa (Insitu) spoke at the workshop.</p>	
<p><u>PUBLIC COMMENT</u></p>	<p>Tom discussed the status of the MCEDD Revolving Loan Fund. The City of Goldendale is applying for \$80,000 for the public sector portion to be used for water system improvements to the Calpine Energy Center. \$320,000 is available for private sector companies to borrow from. The Port's tenants are eligible to apply for funds. Tom suggested that Exec.D Sherwood call Chris at the KC BOC office to check for possible dates for a joint meeting regarding the MOUs. Tom stated that Dallesport is in play now with happenings in the Portland market.</p>	
<p><u>ADJOURNMENT</u></p>		<p><i>PC Vinyard moved to adjourn at 6:48; seconded by PC Ford – motion carried.</i></p>

Approved on: _____
 submitted _____
 (Date)

Respectfully

Vickie L. Drew, Administrative Assistant

 Dianne Sherwood, Executive Director

Norman Deo, Chairman