

Agenda for Tuesday, June 24, 2003
Klickitat County Port District
1st Regular Monthly Meeting
June 24, 2003 - 4:30 P.M. - PORT OFFICE

AGENDA

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

COUNSEL'S REPORT

PUBLIC HEARING

Modify the Comprehensive Scheme / Surplus DIP Lots #23 & 24

ADMINISTRATIVE MATTERS

Consent Agenda:

May 20, 2003 Minutes

Vouchers

Financial Reports - April & May

PERS - Contribution Rate Changes

Change July Meeting Dates

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Building 1D Update

- TI Design Work - Amend Personal Services Contract

- Fire Flow

MOU Finalized - KC/Port

Binding Site Plan Update

July 4 Fireworks Experiment

Hwy 14 Spoils & Berm Project

DALLESPORT INDUSTRIAL PARK:

Infrastructure Project

- Crestline/KC

- Fire Flow

Binding Site Plan Update

Appraisals - MAI Summary Report
Williams Pipeline

MISCELLANEOUS

WPPA Finance & Admin. Seminar 6/18-20; Walla Walla
WPPA Executive Director's Seminar 7/10-11; La Conner
Executive Management Program - 7/14-25; Seattle
Committee Updates

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

ADJOURNMENT

PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES June 24, 2003 REGULAR SESSION		
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<u>ATTENDANCE:</u>	<p>Commissioners/Staff Present: Port Commissioners (PCs) Norm Deo, S. Wayne Vinyard & Rodger Ford, Port Counsel (Counsel) Teunis J. Wyers, Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant/Auditor (AAA) Vickie Drew.</p> <p>PC/Staff Absent:</p> <p>Guests Present: Larry Nicholas (KC Public Works), Mike Smith (Dallesport), Tom Seifert (KC Econ. Dev.), Nina Vinyard (Glenwood), Jim Riley (Riley Bros. Concrete) and Matt Riley (Rapid Ready Mix).</p>	
<u>PUBLIC COMMENT</u>	<p>The public meeting was opened at 4:35.</p> <p>Larry Nicholas inquired if the Port's meeting with the PUD would be discussed during the meeting. Exec.D Sherwood relayed that overhead versus underground lines; advantages/disadvantages/cost comparison, substation capacity and long-term strategy and master planning for the future at the Dallesport Industrial Park (DIP) were discussed at the meeting. Underground lines are estimated to cost \$750,000 and overhead lines estimated at \$250,000 for a looped system for the core of the park. General discussion followed regarding power at DIP.</p>	
<u>COUNSEL'S REPORT</u>	<p>Counsel reported that he met with Exec.D Sherwood to discuss several open issues. He is awaiting the legal description of the mining pit survey done by Taylor Engineering so that it can be included in a draft amendment to the Riley Bros. Concrete operating agreement. Also discussed were an ordinance that the Port of Hood River recently passed regarding regulation of public activities on port property. He felt it would be a good template for drafting a similar ordinance for the Port of Klickitat. He is working on a new Insitu lease for the new building.</p>	
<u>PUBLIC HEARING</u> <u>Modify the</u> <u>Comprehensive Scheme/</u> <u>Surplus DIP Lots #23 &</u> <u>24</u> <u>Resolution 6-2003</u>	<p>PC Deo opened the public hearing. Exec.D Sherwood discussed the proposed modification to the Port's comprehensive plan. Lots #23 & 24 will be surplus for eventual sale to further negotiations with a potential tenant. An MAI appraisal was done and a summary was included in the packet. The Port will accept sealed bids for the property in late July. The bids will be evaluated on several criteria, not price alone. RCW's require that the property must be put into use within a one-year time period. Discussion followed regarding possible contract requirements. Exec.D Sherwood asked if there was any public comment. Tom Seifert stated that the PC should consider what the Port's cost is in the property (almost 0), the private sector company that is proposing to construct a 50,000 s.f. building and the number of jobs proposed. He stated that it is important to include in the contract (as the law states) that there must be activity within one year. There were no other comments. PC Deo closed the public hearing.</p>	<p><i>PC Ford moved to approve Resolution 6-2003 to modify the Comprehensive plan and surplus Lots #23 & 24; seconded by PC Vinyard – motion carried.</i></p>

<p><u>DIP Infrastructure Project</u></p>	<p>Topic moved forward on agenda. Exec.D Sherwood reported that the grading work has begun at the Dallesport Industrial Park (DIP) and it looks great. Larry Nicholas was present to discuss the project. Larry stated that the volume of material needed to fill the lots was mis-stated on the Kennedy/Jenks plan. Adding a portion of Lot #23 (which needs even more fill) makes the short-fall even greater. In order to compensate, they have re-graded the pads and lowered the elevation to cut down on the volume of material required to fill the lots. Lot #23 will have an elevation of 196'. PC Deo inquired about compaction. Larry stated that the contractor has engaged a geo-tech firm that is doing compaction tests. Grading will be done soon. The binding site plan drawings have been completed, an amended SEPA must be submitted and an addendum to the environmental impact statement (EIS) for lot 23 must be filed. Larry has asked Taylor Engineering to submit an estimate for a water system master plan for the industrial park. He expects to receive a proposal by the end of the week. Exec.D Sherwood had asked Larry if there was any advantage to up-sizing the water lines to enhance fire-flow and asked for an update. Larry will not be able to give a recommendation until the master plan is completed. Exec.D Sherwood will discuss master plan funding with Mike Ferris of the USFS.</p>	
<p><u>ADMINISTRATIVE MATTERS</u> <u>! Consent Agenda</u></p>	<p>Items approved:</p> <ul style="list-style-type: none"> • Minutes of May 20, 2003 • Vouchers #18175-18189; \$12,825.53 • Wire Transfer - '03 LTGO Bond Interest; \$17,324.19 • Vouchers #18190-18222; \$216,350.92 • Vouchers #18223-18226; \$4,187.74 • Vouchers #18227-18241; \$39,357.38 	<p><i>PC Ford moved to approve the Consent Agenda as presented; seconded by PC Vinyard -- motion carried.</i></p>
<p><u>! Financial Reports - April & May</u></p>	<p>The PC reviewed the financial reports and had no questions regarding them. Jim Herman will be giving a review of Port financial operations on July 8. PC Deo inquired about the Leasehold Tax audit that was discussed at the last meeting (he was absent). Exec.D Sherwood explained that the DOR auditor had determined that due to the arbitrary method used to bill the SBDC tenants for electricity, leasehold tax should have also been collected from them. The PC determined at the last meeting that because this was due to an oversight of past administration that the Port would absorb the leasehold tax bill and not try to collect from the tenants.</p>	
<p><u>! PERS - Contribution Rate Change</u></p>	<p>Not discussed.</p>	
<p><u>! Change July Meeting Dates</u></p>	<p>Exec.D Sherwood discussed the fact that she will be at a management meeting July 14 -25 so it would be advisable to change the July meeting dates to July 8 and 29. PC consensus to change the meeting dates.</p>	

<p><u>EXECUTIVE DIRECTOR'S REPORT</u> <u>*Bingen Point*</u> <u>! Building 1D Update</u></p>	<p>Exec.D Sherwood reported that work is progressing at the Building 1D site. Rapid Ready Mix is providing concrete.</p> <p>•TI Design Work: Exec.D Sherwood reported that she met with Randy Salisbury (DSP Architecture) and several employees of Insitu to discuss proposed tenant improvements (TIs). She displayed a proposed plan for the layout of the space. She asked for PC approval to proceed with a personal services contract with DSP Architecture not to exceed \$4,000.00 time and materials for the TI work. PC consensus to proceed with a personal services contract with DSP.</p> <p>•Fire Flow: Exec.D Sherwood reported that the missing valve near SDS has been found on the Maple St. line. Mike Wellman stated that it may only add an additional 50 g.p.m. Discussion followed regarding the layout of the water lines. A fire system specialist attended part of the Port/DSP/Insitu meeting and was pleased with the amount of water coming in on the 6" line, so the flow was adequate to sprinkle the building.</p>	
<p><u>! MOU Finalized - KC/Port</u></p>	<p>Exec.D Sherwood reported that the Memorandum of Understanding with KC for infrastructure at DIP and Bingen Point has been signed.</p>	
<p><u>! Binding Site Plan Update</u></p>	<p>Tennessee Engineering has provided copies of the binding site plan update for DIP. Exec.D Sherwood asked Jim Riley to review the plan for any errors. Discussion with KC Planning indicated that binding site plans must be updated every time a lot line is changed and they are only valid for three years (which is not long enough).</p>	
<p><u>! July 4 Fireworks Experiment</u></p>	<p>Exec.D Sherwood reported that fireworks will be allowed on the point this year on an experimental basis. Firemen, police and other service agencies will be present. Fireworks will be allowed from 6:30 to 11:30. Clean-up crews will take care of the debris on July 5. PC Vinyard suggested an ordinance to enforce a penalty to those not operating in the designated area. PC Ford suggested that only state approved fireworks be allowed.</p>	
<p><u>! Hwy 14 Spoils Project</u></p>	<p>Exec.D Sherwood reported that she spoke with Carl Dugger (F&W) regarding the possibility of extending the berm onto lots 4 and 5. He had no problem with the idea. Exec.D Sherwood will contact KC and DOE. The Riley's blocks need to be moved in order to stockpile boulders on lots 1 and 2. Exec.D Sherwood will contact Teunis Wyers regarding the possibility of placing the blocks on City property where Community Pride may be located next year. The topsoil stockpiled in previous years will be placed after a finished grade is established.</p>	
<p><u>*Dallesport Industrial Park* (DIP)</u> <u>! Infrastructure Project</u></p>	<p>Discussed earlier.</p>	
<p><u>! Binding Site Plan Update</u></p>	<p>Exec.D Sherwood displayed the revised binding site plan for DIP. The revision adjusts the boundaries of Lots 23 and 24 to reflect the potential sale.</p>	

<u>! Appraisals - MAI Summary Report</u>	Discussed during DIP Infrastructure Project.	
<u>! Williams Pipeline</u>	Exec.D Sherwood will be writing a letter to Williams Pipeline outlining the Port's plans and desire for relocation of the pipeline.	
<u>! Riley Pit Reclamation Plan</u>	<p>A copy of a letter from Taylor Engineering was included in the packet. Taylor recommends that a geo-tech firm review the existing fill that has been done by the Riley's and make any recommendations regarding the method of fill and compaction to ensure a buildable site. Since it is the Riley's responsibility to end up with a buildable site, Exec.D Sherwood asked the PC if they wanted to require that the Riley's hire a geo-tech or if this is something the Port should undertake. Jim Riley responded that he is not planning any geo-tech work for at least two years because he knows that the area is not compacted yet because it has not been pre-loaded. At the meeting with the Dept. of Natural Resources (DNR), Brad Campbell stated that the filling was not DNR's responsibility to oversee the filling but wanted to know how it would be accomplished, as it is up to the Riley's to accomplish it in whatever manner they or the Port choose. Exec.D Sherwood will respond to Taylor Engineering stating that the Port understands that the Riley's are pre-loading the site and that the Port feels it will be Jim's responsibility within several years to get the geo-tech work done.</p> <p>Jim presented a copy of the work that has been done to date by Taylor Engineering for the reclamation plan. The plan calls for a 1.5:1 slope but he expects that DNR may request it be 2:1 or 3:1. He wants the slope at 1.5:1 in order to mine the most material. The operator's agreement specifies a 1% slope to the north. The plan will go back and forth between Taylor and DNR until an agreement is reached. PC Deo stated that it is important to keep in mind the location of the Williams pipe line in the mining area when negotiating with them to move the line. Discussion followed regarding the boundary lines, slope and plan.</p>	
<u>MISCELLANEOUS</u> <u>! WPPA Finance & Admin. Seminar 6/18-20; Walla Walla</u>	Exec.D Sherwood reported that AAA Drew attended the WPPA Finance & Administration Seminar June 18-20 in Walla Walla and brought back a lot of information.	
<u>WPPA Executive Director's Seminar 7/10-11; La Conner</u>	Exec.D Sherwood asked if the PC approved of her attendance at the Executive Director's Seminar. PC consensus for her to attend.	
<u>Executive Management Program 7/14-25; Seattle</u>	Exec.D Sherwood will also be attending an Executive Management Seminar July 14-25.	

<p><u>! Committee Updates</u></p>	<p><u>AIRPORT:</u> PC Deo attended a meeting June 20. The new hangars are coming along nicely and all but three are already rented. The contract deadline date is August 23.</p> <p><u>MCEDD:</u> PC Ford attended a meeting on the 18th at MCEDD's new office on E. 2nd St. He had a brochure outlining the work that MCEDD has done for the Goldendale Industrial Park. It is a very nice brochure and something the Port may want to consider once the master plan and design work is done. Exec.D Sherwood stated that since we have new more powerful computers, with proper instruction and a desktop publishing program we could make our own brochures. PC Deo stated that his daughter makes these all the time. PC Ford stated that the Governor's visit was very good, although his time had been cut back. Steve Sliwa is a new and valuable asset to MCEDD.</p> <p><u>BRIDGE/HWY 35:</u> PC Ford had no meeting.</p> <p><u>KC EDA:</u> PC Vinyard apologized for not being able re-arrange his schedule in order to attend the Governor's visit/Ground Breaking. PC Vinyard discussed Don Struck's radio interview regarding DIP. He was concerned that the discussion was about the "Klickitat" Industrial Park and the Port was not mentioned in the interview at all. He spoke to Dana Peck regarding the Port's participation and recognition in all activities. Communication between all parties is very important. PC Deo stated that it is most important that the communities see that the Port, KC and the cities are working together.</p> <p>PC Vinyard attended an EDA meeting May 28. Tom Fuller (Sheils Oblesk & Johnsen, KC Marketing firm) spoke at the meeting and had some good marketing strategies. PC Vinyard encouraged the Port to use him as a resource. Exec.D Sherwood may be able to schedule him to attend a Port meeting. Lisa McCrummen of Creative Think (KC "branding" project) also spoke at his KC EDA meeting.</p>	
<p><u>PUBLIC COMMENT</u></p>	<p>There was no public comment.</p>	
<p><u>ADJOURNMENT</u></p>		<p><i>PC Ford moved to adjourn at 7:06; seconded by PC Vinyard – motion carried.</i></p>

Approved on: _____
 submitted _____
 (Date)

Respectfully

Vickie L. Drew, Administrative Assistant

Dianne Sherwood, Executive Director

Norman Deo, Chairman