

Agenda for Tuesday, September 16, 2003  
Klickitat County Port District  
2nd Regular Monthly Meeting  
September 16, 2003 - 4:30 P.M. - PORT OFFICE

## AGENDA

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

## COUNSEL'S REPORT

### ADMINISTRATIVE MATTERS

Consent Agenda:

September 2, 2003 Minutes

Vouchers

Financial Report - July

Joint PC/KC BOC Workshop - Sept. 24, WWTF?, 10 a.m.

Columbia River Bank Signature Card

### EXECUTIVE DIRECTOR'S REPORT

#### BINGEN POINT:

Gorge Harbor Marina Project - Draft HPA

Building 1D Update

#### DALLESPORT INDUSTRIAL PARK:

Infrastructure Project

Huggy Bear Update

Draft MOU

Binding Site Plan Update

### MISCELLANEOUS

WPPA Economic Development Seminar - Moses Lake, 9/18 & 19

Committee Updates

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

## ADJOURNMENT

<b>PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES September 16, 2003 REGULAR SESSION</b>		
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<b><u>ATTENDANCE:</u></b>	<b>Commissioners/Staff Present:</b> Port Commissioners (PCs) Norm Deo, Rodger Ford and S. Wayne Vinyard, Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant/Auditor (AAA) Vickie Drew. <b>PC/Staff Absent:</b> Port Counsel (Counsel) Teunis J. Wyers <b>Guests Present:</b> Matt Riley (Rapid Ready Mix), Dana Peck (KC Econ. Dev.), Steve Tessmer (Gorge Assoc.).	
<b><u>PUBLIC COMMENT</u></b>	The public meeting was opened at 4:31. There was no public comment.	
<b><u>! COUNSEL'S REPORT</u></b>	Counsel's presence was not requested.	
<b><u>ADMINISTRATIVE MATTERS</u></b> <b><u>! Consent Agenda</u></b>	Items approved: <ul style="list-style-type: none"> <li>• Minutes of September 2, 2003</li> <li>• Vouchers #18468-18496; \$8,996.99</li> <li>• Vouchers #18497-18501; \$216,606.08</li> <li>• Vouchers #18502-18505; \$4,650.20</li> </ul> PC Vinyard questioned the reference in the minutes to "minimum interior improvement amount". It will be changed to read "basic interior improvement amount".	<i>PC Vinyard moved to approve the Consent Agenda with the noted correction; seconded by PC Ford - motion carried.</i>
<b><u>! Joint PC/KCBOC Workshop - Sept. 24, WWTF?, 10 a.m.</u></b>	The joint meeting was canceled due to conflicting schedules. Another date will be arranged.	
<b><u>! Financial Report - July</u></b>	The PC had no questions regarding the financial report for July.	
<b><u>! Columbia River Bank Signature Cards</u></b>	New signature cards are not needed.	
<b><u>EXECUTIVE DIRECTOR'S REPORT</u></b> <b><u>*Bingen Point*</u></b> <b><u>! Gorge Harbor Marina Project - Draft HPA</u></b>	A draft Hydraulic Permit Application (HPA) has been received from Carl Dugger (WA F&W). PC Ford questioned the start date of November 2004 listed on the application. Exec.D Sherwood will check this date with Steve Tessmer. Steve arrived later. He confirmed that the date was correct. By the time a permit is in-hand and all the other necessary steps and engineering are completed, the window of opportunity for in-water work this year will be missed.	

<p><b>! <u>Building 1D Update</u></b></p>	<p>Exec.D Sherwood reported that she has been negotiating with Insitu regarding a 10-year lease and the improvements in the proposed interior plan. When all terms and conditions are agreed upon, the agreement will be sent to Counsel for preparation of a final contract document. Insitu would like some flexibility regarding potentially \$1MM in other improvements that they may construct themselves. A security deposit of 6 months rent (\$52,500) was approved by the PC.</p> <p>Team Construction has requested a time extension not to exceed 27 days for completion of the building due to problems encountered with construction of the metal frame structure. Discussion followed. The contract with Team allows that if the contractor goes past the stated completion date, the Port can ask for liquidated damages, although Randy Salisbury (DSP Architecture) has never seen liquidated damages awarded. The PC are considering extending the completion date and anticipate no problems with approval, but delayed approval of the request at this time.</p> <p>PC Deo is still concerned with the concrete cracking issue. A letter signed by the structural engineer, Bob Westermann, DSP Architecture and Brian Wells regarding the issue will be forthcoming. Bob Westermann felt that there was no point in taking core samples. PC Deo concurred, but felt it was important that the worst cracks be filled.</p>	
<p><b>*<u>Dallesport Industrial Park* (DIP)</u></b> <b>! <u>Infrastructure Project</u></b></p>	<p>Crestline Construction has finished their portion of the project. A new sign and landscaping are in progress.</p>	
<p><b>! <u>Huggy Bear Update</u></b></p>	<p>Exec.D Sherwood has spoken with Steven Murdock (Huggy Bear's Cupboards) and the project is still a go, as they have received approvals from two of the three funding agencies to which they have applied for funding. They are interested in having a lesser amount of initial cash outflow until their building in Portland is sold (which may take up to a year). It was suggested to offer them an option with first right of refusal in case another business opportunity comes along. <b>PC consensus to offer an option to purchase.</b></p>	
<p><b>! <u>Draft MOU</u></b></p>	<p>The PC have reviewed the draft memorandum of understanding. Some revisions and additions were suggested to the language in the document. It is important to have any and all concerns addressed within this document.</p> <p>KC would like to start development of a master plan for DIP right away.</p>	
<p><b>! <u>Binding Site Plan Update</u></b></p>	<p>Exec.D Sherwood discussed the binding site plan update that will be filed with KC. Counsel wrote a letter to Jim Riley requesting that if he wanted the amended operating agreement boundary on the revised plan, he would need to sign the agreement and return it to the Port.</p>	
<p><b>! <u>Senator Murray Visit</u></b></p>	<p>Senator Murray will be visiting Goldendale on Sept. 18 to discuss economic development issues. Exec.D Sherwood will be unable to attend the meeting and asked if any PC could attend. They will be discussing reopening of the aluminum plant with the meeting possibly being held at the smelter. PC Vinyard and Deo will be unable to attend; PC Ford will check his schedule.</p>	

<p><b>MISCELLANEOUS</b>  <b>! WPPA Econ. Dev. Seminar - Moses Lake, Sept. 18-19</b></p>	<p>Exec.D Sherwood will be attending the WPPA Economic Development seminar on Thursday and Friday.</p>	
<p><b>! PC Retreat</b></p>	<p>Exec.D Sherwood suggested a PC retreat to discuss budget and other Port issues. She asked for possible dates for the meeting. The last half of October works for PC Ford. Oct. 22-31 works for PC Vinyard. PC Deo will check his calendar. Exec.D Sherwood will check with Byron Hanke and George Fox regarding their schedules. An evening meeting may be easier to fit into the PC schedules.</p>	
<p><b>! Committee Updates</b></p>	<p><u>AIRPORT</u>: PC Deo had no report.  <u>MCEDD</u>: PC Ford has a meeting tomorrow night.  <u>BRIDGE/HWY 35</u>: PC Ford had no report.  <u>KC EDA</u>: PC Vinyard had no report.</p>	
<p><b>PUBLIC COMMENT</b></p>	<p>There was no public comment.</p>	
<p><b>ADJOURNMENT</b></p>		<p><i>PC Vinyard moved to adjourn at 5:34; seconded by PC Ford – motion carried.</i></p>

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

Respectfully

Vickie L. Drew, Administrative Assistant

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 Dianne Sherwood, Executive Director

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 Norman Deo, Chairman