

Agenda for Tuesday, June 08, 2004
Klickitat County Port District
1st Regular Monthly Meeting
June 8, 2004 - 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:

May 18, 2004 Minutes

Vouchers

Financial Statement - April

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Building 1D Update

Available Space

DALLESPORT INDUSTRIAL PARK:

Water System & Standpipe Project

Master Planning Update / KC Report

MISCELLANEOUS

WPPA Executive Director's Seminar, July 15 & 16, Walla Walla

Work Space Occupancy Rates - Oregonian

Committee Updates

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

ADJOURNMENT

PORT OF KLUCKITAT BOARD OF COMMISSIONERS MEETING MINUTES June 8, 2004 REGULAR SESSION		
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<u>ATTENDANCE:</u>	Commissioners/Staff Present: Port Commissioners (PCs) Norm Deo, Rodger Ford and S. Wayne Vinyard, Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant/Auditor (AAA) Vickie Drew. PC/Staff Absent: Port Counsel (Counsel) Teunis J. Wyers Guests Present: Matt Riley (Rapid Readymix)	
<u>PUBLIC COMMENT</u>	Chair Ford opened the public meeting at 4:31 p.m. There was no public comment.	
<u>! COUNSEL'S REPORT</u>	Counsel's presence not requested. Exec.D Sherwood reported that she will be meeting tomorrow with Counsel's office regarding the Marina Project due diligence.	
<u>ADMINISTRATIVE MATTERS</u> <u>! Accept Team Contract as Complete-Building 1D</u>	Exec.D Sherwood discussed the fact that Dept. of L&I no longer sends a letter of release of liability to the port. We can check the L&I website to verify that a contractor's industrial insurance premiums have been paid. Exec.D Sherwood checked Team's status, finding that they have paid all premiums, and included a copy for the PC. She reported that due to the sales tax deferral, neither of the contractors is responsible for paying sales tax to the Dept. of Revenue. Therefore, all responsibilities of Team Construction have been met. She requested PC acceptance of the Team Construction contract and approval to release the retainage.	<i>PC Vinyard moved to accept the Team Construction, Inc. contract for the construction of the port's 25,000 sq. ft. Building at Bingen Point and its associated infrastructure as complete. The contract and change orders amounted to \$1,262,787.13. I also move to release their retention balance of \$63,139.41; seconded by PC Deo -- motion carried.</i>
<u>! Consent Agenda</u>	Items approved: <ul style="list-style-type: none"> • Minutes of May 18, 2004 • Vouchers #19022-19036; \$8,850.48 • Vouchers #19037-19063; \$6,531.27 • Vouchers #19064-19067; \$76,660.81 • Check #191; \$133,111.84 	<i>PC Deo moved to approve the Consent Agenda as presented; seconded by PC Vinyard -- motion carried.</i>

<p>! <u>Financial Statement - April</u></p>	<p>AAA Drew discussed the cash balances memo noting total liquid funds of \$296,574.29. She also discussed the financial statement ending April 30. The balance sheet shows the deficit cash receipts over expenditures at (\$293,227.80). She discussed revenue and expense account percentages (actual vs. budget) against the target of 33%. Marine Terminal revenues are at 35% of budget, Sale of Water revenues are at 32%, and Property Rental revenues are at 25%. Total revenues are at 56%. Marina Expenditures are at 34%, Water System Expenditures are at 34% and Property Rentals Maintenance is at 32%. Port Counsel Expense is at 15% and Office Expense-Supplies is at 30%. Total expenditures are at 91% overall leaving a net loss of \$293,227.80.</p>	
<p>! <u>Revenue Losses Under I-864</u></p>	<p>Exec.D Sherwood discussed the information regarding the effects of Initiative 864 should it become law. The chart shows a loss of \$40,000 in property tax revenue to the port and overall loss to KC of almost \$2MM. The PC may discuss this issue with the public in an information sharing format only.</p>	
<p><u>EXECUTIVE DIRECTOR'S REPORT</u> *Bingen Point* ! <u>Building 1D Update</u></p>	<p>Exec.D Sherwood reported that O'Brien Construction has received all the O&M manuals and as-built drawings from the sub-contractors and have sent them to DSP Architecture for review. We should have them soon. O'Brien is now constructing a trench drain near the loading dock that should be completed this week. She also discussed the very nice letter of appreciation the port received from Insitu which was included in the packet.</p>	
<p>! <u>Available Space</u></p>	<p>Exec.D Sherwood reported that the 8,166 sq. ft. of bays C & D are now available for lease. Ads have been placed in the local papers and she has made their availability known to the other local ports. PC Deo suggested advertising in the Capital Press. Other publications will also be considered.</p>	
<p>! <u>Fireworks</u></p>	<p>Exec.D Sherwood reported that she met on June 1 with the local Fire Depts., city Mayors, city police and KC Sheriff regarding 4th of July fireworks. Planning for the event is going well.</p>	
<p>! <u>Sprint Easement</u></p>	<p>Exec.D Sherwood met with Sprint regarding their easement and installation of fiber. Sprint is concerned about the grade level where their new equipment will be placed and also where their pedestals will be placed. She asked PC approval to allow Sprint to utilize fill material from the Phase 2 area to bring the easement area up to grade. PC consensus to allow the use, citing mutual benefit.</p>	
<p>*Dallesport Industrial Park* (DIP) ! <u>Water System & Standpipe Project</u></p>	<p>Exec.D Sherwood reported that three bids were received for the standpipe project as follows: Henry Kempton - \$2,607.59; Rick Oldfield - \$2,664.30; Crestline Construction \$3,848.00. Her recommendation was to award the project to Henry Kempton. PC consensus.</p>	
<p>! <u>Master Planning Update/KC Report</u></p>	<p>A Master Planning Project update was included in the packet. Exec.D Sherwood spoke to Larry Nicholas regarding the dead trees at the entrance to the DIP and the as-builts for the DIP infrastructure project. Crestline is working on replacing the trees and Larry will locate the as-builts and get a copy to the port.</p>	

<p>MISCELLANEOUS <u>! WPPA Executive Director's Seminar, July 15-16, Walla Walla</u></p>	<p>Exec.D Sherwood discussed the WPPA Executive Director's Seminar which starts on the same day as the CERB board visit, July 15. She is undecided if she will be able to attend as she will not be able to leave for Walla Walla until Thursday afternoon, missing a good portion of the conference.</p>	
<p><u>! Work Space Occupancy Rates- Oregonian</u></p>	<p>Exec.D Sherwood reported that she spoke with an Oregonian staff person regarding the Portland area rental rates that were published in the Oregonian which were discussed at the last PC meeting. She was told that the rates presented were a per-year, per square foot rate. She adjusted the figures to a monthly basis and included them in the packet.</p>	
<p><u>! Committee Updates</u></p>	<p><u>AIRPORT</u>: PC Deo reported that a public meeting was held and it was determined to close the runway that was used last year for the drag races. Races will likely be held at least once a year. The runway is also used for police training. <u>MCEDD</u>: PC Ford attended a meeting May 19. MCEDD has received a new application to the revolving loan fund for a fast food operation near the Hood River Bridge, in White Salmon's city limits. <u>BRIDGE/HWY 35</u>: PC Ford had no report. <u>KC EDA</u>: PC Vinyard attended a meeting May 27. The port's Gorge Harbor Marina project was discussed with Jason Spadaro (SDS) and Don Struck (KC BOC) in favor of the project.</p>	
<p>PUBLIC COMMENT</p>	<p>There was no public comment.</p>	
<p>ADJOURNMENT</p>		<p><i>PC Vinyard moved to adjourn at 5:47; seconded by PC Deo – motion carried.</i></p>

Approved on: _____
 submitted _____
 (Date)

Respectfully

Vickie L. Drew, Administrative Assistant

 Dianne Sherwood, Executive Director

 Rodger Ford, Chairman