

Agenda for Tuesday, November 02, 2004  
Klickitat County Port District  
1st Regular Monthly Meeting  
November 2, 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:

October 19, 2004 Minutes

Vouchers

Financial Statement - September

Draft 2005 Preliminary Budget

IDD

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Governor's Award Nomination

DALLESPORT INDUSTRIAL PARK:

MISCELLANEOUS

Resident Labor Force & Employment Report

WPPA Annual Meeting, Dec. 1-3, Bellevue

Committee Updates

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

EXECUTIVE SESSION - Real Estate - 30 minutes

ADJOURNMENT

<b>PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES November 2, 2004 REGULAR SESSION</b>		
<b><u>TOPIC</u></b>	<b>DISCUSSION/ASSESSMENT/FINDINGS</b>	<b>ACTION/FOLLOW UP</b>
<b><u>ATTENDANCE:</u></b>	<p><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.</p> <p><b>PC/Staff Absent:</b> Port Counsel (Counsel) Teunis J. Wyers</p> <p><b>Guests Present:</b> Matt Riley (Rapid Ready Mix); Steve Tessmer (Gorge Assoc.); Anthony Stout, Brett Rose and Dan Cervantes (Dallesport Foundry); and Jason Spadaro (SDS).</p>	
<b><u>PUBLIC COMMENT</u></b>	Chair Ford opened the public meeting at 4:30 p.m. 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 October 19, 2004</li> <li>• Vouchers #19354-19355; \$44.00</li> <li>• Vouchers #19356-19374; \$20,673.30</li> <li>• Vouchers #19375-19392; \$5,546.58</li> </ul>	<i>PC Deo moved to approve the Consent Agenda as presented; seconded by PC Vinyard -- motion carried.</i>
<b><u>! Financial Statement - September</u></b>	AAA Drew discussed the cash balances memo noting total liquid funds of \$546,554.23. She also discussed the financial statement ending September 30, 2004. The balance sheet shows the deficit cash receipts over expenditures at (\$253,201.18) due to Bldg 1D expenditures in 2004, utilizing prior year's revenues. She discussed revenue and expense account percentages (actual vs. budget) against the target of 75%. Marine Terminal revenues are at 74% of budget, Sale of Water revenues are at 78%, and Property Rental revenues are at 73%. Total revenues are at 80%. Marina Expenditures are at 111%, Water System Expenditures are at 83% and Property Rentals Maintenance is at 68%. Port Counsel Expense is at 71% and Office Expense-Supplies is at 59%. Total expenditures are at 78% overall leaving a net loss of \$253,201.18. A trend report was included through the 3 <sup>rd</sup> quarter.	
<b><u>! Draft 2005 Preliminary Budget</u></b>	Exec.D Sherwood discussed the draft budget, noting that the budget hearing and adoption will be November 16. The PC reviewed the Priority Lists and Goals for 2005. The Bingen Point list was fine as is. On the Dallesport list, #4, fire hydrants was moved up to #3. The Goals and Priorities Lists will be updated and presented for adoption at the next meeting, as will the budget.	

! <u>IDD</u>	Exec.D Sherwood reported that she inquired with the KC Treasurer's, Auditor's and Assessor's offices to determine if the port had ever exercised the right to have an Industrial Development District (IDD), which is an area of property to be developed or a specific project to be accomplished. The KC Treasurer's, Auditor's and Assessor's offices have stated that the port has never had an IDD, so it is available to the port. An IDD would allow the port to levy up to \$.45 cents per thousand for a 6 year period with a 6 year option, exercised by passage of a resolution without a public vote. It is good to know that this funding option is available for future projects.	
<b>EXECUTIVE DIRECTOR'S REPORT</b> * <u>Bingen Point</u> * ! <u>Governor's Award Nomination</u>	Exec.D Sherwood completed the documents nominating the Building 1D project (Insitu and Innovative Composites Engineering (ICE)) for consideration for a Governor's Economic Development Award. The award will be made in Tacoma on December 1. In completing the applications, Exec.D Sherwood discovered that both Insitu's and ICE's 3 year job creation projections expressed in the CERB loan application were met 6 mos. after Insitu moved into the new building.	
! <u>USFS Grant-BPT Infra</u>	The United States Forest Service (USFS) will extend the \$20,000 grant that was awarded in 2002 for the Gorge Delights infra project. KC originally granted \$8,000.00 for the project as well. Exec.D Sherwood asked Dana Peck (KC Econ. Dev.) to check on an extension of the KC grant. Dana felt that it would be extended and Exec.D Sherwood anticipates a formal letter will be forthcoming.	
* <u>Dallesport Industrial Park</u> * (DIP) ! <u>Dallesport Foundry H2O</u>	Anthony Stout, Brett Rose and Dan Cervantes were present to discuss Dallesport Foundry's desire to get water service at a 10,500 sq. ft. building on Lot #7 that they built in 1996. Exec.D Sherwood had sent a letter to Dallesport Foundry outlining what would be needed in order for the port to allow them to connect to the water system. Discussion followed regarding various options to get water to the site. Drilling their own well may be the cheapest option.	<i>Exec.D Sherwood will contact Taylor Engineering with additional information regarding the water lines and possible solutions and cost estimates.</i>
<b>MISCELLANEOUS</b> ! <u>Resident Labor Force &amp; Employment Report</u>	Exec.D Sherwood discussed the labor report and how the statistics are formulated. Those whose unemployment benefits have run out or have quit looking for work are not counted in the survey. The statistics do not accurately reflect reality. The question was raised in light of KC's unemployment rate, which has decreased.	
! <u>WPPA Annual Meeting, Dec. 1-3, Bellevue</u>	Exec.D Sherwood will be attending the Annual meeting and asked if any of the PC wished to attend. The port has been nominated for the WPPA Port of the Year award. PC Ford may be able to attend the Friday session, especially if the port is chosen for the award.	
! <u>Committee Updates</u>	<u>AIRPORT</u> : PC Deo's next meeting will be November 19. <u>MCEDD</u> : PC Ford's next meeting will be November 17. <u>BRIDGE/HWY 35</u> : PC Ford had no report. <u>KC EDA</u> : PC Vinyard's next meeting will be November 24.	

<p><b><u>PUBLIC COMMENT</u></b>  <b><u>! Steve Tessmer</u></b></p>	<p>Steve Tessmer presented the PC with copies of his current proposal. PC Deo stated that the procedure agreed on two years ago was that Steve would work with Exec.D Sherwood to get a proposal which she would have reviewed by Counsel and Port Consultants. Once Exec.D Sherwood and the consultants were satisfied with the proposal, then and only then, would it be brought before the PC for consideration. Jason Spadaro stated that SDS has a vested interest in seeing the project move forward because it sets a tone and different direction for all the property. SDS has agreed to work with Steve in some ways, if he is able to do the project, so that SDS can develop their property in a certain way. Exec.D Sherwood asked Jason what SDS's involvement would be; if they would develop their property in conjunction with the marina project. Jason stated that "it was possible but yet to be defined". Jason stated "If he is successful doing what Gorge Harbor Marina sets out to do, that would set the tone for a much different type of use of our property, and whether we would be involved in any way with Steve or Gorge Harbor Marina at all is undecided. But, at least it would open some new opportunities for our property that don't exist today, and that by itself is of interest to us." PC Ford recalled the directive at the last meeting that the proposal Steve has was to go to Exec.D Sherwood for review prior to it being brought to the PC. Exec.D Sherwood and Steve will meet to discuss the proposal and she will request the consultants review the documents.</p>	<p><i>Exec.D Sherwood will schedule a meeting with Steve Tessmer.</i></p>
<p><b><u>EXECUTIVE SESSION:</u></b>  <b><u>Real Estate - 30 Minutes</u></b></p>	<p>Chair Ford opened the Executive Session at 6:15 p.m. <b>Those present: PC's Deo, Ford and Vinyard, Exec.D Sherwood and AAA Drew.</b> At 6:45 Chair Ford attempted to announce a 20 minute extension of the Executive Session. The waiting room was empty.</p>	<p><i>Chair Ford adjourned the Executive Session at 7:06.</i></p>
<p><b><u>ADJOURNMENT</u></b></p>		<p><i>PC Deo moved to adjourn at 7:07; seconded by PC Vinyard – motion carried.</i></p>

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

Respectfully

Vickie L. Drew, Administrative Assistant

\_\_\_\_\_  
 Dianne Sherwood, Executive Director

\_\_\_\_\_  
 Rodger Ford, Chairman

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