

Agenda for Tuesday, July 05, 2005
Klickitat County Port District
1st Regular Monthly Meeting
July 5, 2005 - 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:

June 14, 2005 Minutes

Vouchers

Commissioner Teleconferences; Per Diem Policy

Financial Statements - April & May

KC Cooperative Advertising Program

Resolution 3-2005 - SR-35 Columbia River Crossing Support

Workshop - July 12, 4:30

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Fireworks

MALA Property - Right of First Refusal

Building 1E

- CERB Initial Offer of Financial Aid
- DSP \$6,000 Schematic Design Contract

DALLESPORT INDUSTRIAL PARK:

Saltcakes

Tenneson PSC - Amendment #1

MISCELLANEOUS

Committee Updates

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

ADJOURNMENT

PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES July 5, 2005 REGULAR SESSION		
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<u>ATTENDANCE:</u>	<p>Commissioners/Staff Present: Port Commissioners (PCs), Norm Deo, Rodger Ford & Wayne Vinyard; 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: Brad Roberts (Bingen); Matt Riley (Rapid Readymix); Ian Burns (Snowden); Todd DeWitt (White Salmon); Wayne Wooster (KC Econ. Dev.)</p>	
<u>PUBLIC COMMENT</u>	<p>Chair Vinyard opened the public meeting at 4:38.</p> <p>Matt Riley stated that Riley Bros. would like to determine whether or not the port is interested in the Groves building. Exec.D Sherwood will meet with the Riley's next week to discuss the issue.</p>	
<u>! COUNSEL'S REPORT</u>	<p>Counsel reported that a counter offer to the port's proposed form of license agreement for use of port roads at the Dallesport Industrial Park has been received from Ross Island Sand & Gravel (RISG). The counter offer refers to several attachments that were not included with the document, so he and Exec.D Sherwood will wait to discuss this until a complete document has been provided by Ross Island.</p> <p>Exec.D Sherwood reported that they have been working on language regarding security deposits for the master lease.</p>	
<u>ADMINISTRATIVE MATTERS</u> <u>! Consent Agenda</u>	<p>Items approved:</p> <ul style="list-style-type: none"> • Minutes of June 14, 2005 • Vouchers #19830-19842; \$7,328.58 • Vouchers #19843-19859; \$9,993.75 • Vouchers #19860-19880; \$9,600.97 <p>PC Vinyard noted that it appears some words were left out of two sentences in the discussion regarding the Gorge Harbor Marina project. The appropriate changes will be made.</p>	<p><i>Motion Ford/Deo to approve the Consent Agenda with the noted corrections. Motion carried.</i></p>
<u>! Commissioner Teleconferences; Per Diem Policy</u>	<p>Exec.D Sherwood discussed the question raised as to whether a teleconference should be considered as a meeting for purposes of per diem reimbursement. AAA Drew posed the question to Nestor Newman, State Auditor representative to WPPA, who provided the email response included in the packet. Nestor asked if the port had a policy providing further guidance beyond the RCW. Exec.D Sherwood asked if the PC would like to set a policy regarding what will or will not be considered for compensation. PC Ford stated that, in the future, this may become more of an issue. PC Vinyard asked that Exec.D Sherwood and Counsel work on this and bring back some examples of what other agencies have in place.</p>	

<p><u>! Financial Statements - April & May</u></p>	<p>AAA Drew discussed the financial statement ending April 30. The balance sheet shows the excess cash receipts over expenditures at \$83,973.77. Revenue and expense account percentages (actual vs. budget) were included on the income statement. The target percentage for April is 33%. Total revenues are at 42%. Total expenditures are at 29% overall leaving a net income of \$83,973.77. AAA Drew discussed the financial statement ending May 31. The balance sheet shows the excess cash receipts over expenditures at \$162,791.72. Revenue and expense account percentages (actual vs. budget) were included on the income statement. The target percentage for May is 42%. Total revenues are at 58%. Total expenditures are at 33% overall leaving a net income of \$162,791.72.</p>	
<p><u>! KC Cooperative Advertising Program</u></p>	<p>Exec.D Sherwood reported that the port was not successful with the application to KC for a Cooperative Advertising Program grant.</p>	
<p><u>! Resolution 3-2005 - SR-35 Columbia River Crossing Support</u></p>	<p>As requested at the last meeting, Exec.D Sherwood presented a resolution in support of the SR 35 proposed new bridge which would include a maximum \$.50 increase in toll to be set aside as local match money for grants.</p>	<p><i>Motion Ford/Deo to approve Resolution 3-2005. Motion carried.</i></p>
<p><u>! Workshop - July 12, 4:30</u></p>	<p>Exec.D Sherwood confirmed that the PC are available for a workshop on July 12 to discuss various master planning issues. Byron Hanke will be in attendance to help facilitate the workshop.</p>	
<p><u>EXECUTIVE DIRECTOR'S REPORT</u> <u>*Bingen Point*</u> <u>! Fireworks</u></p>	<p>Exec.D Sherwood reported that the fireworks event went quite well. The fire dept. watered the grounds prior to the event. An adult probation crew was here today and cleaned up the area. Coordination with the Boy Scouts did not occur.</p>	

<p><u>! MALA Property - Right of First Refusal</u></p>	<p>Exec.D Sherwood discussed the port's right of first refusal, and asked if the PC had contacted the KC Board of County Commissioners to obtain their views. It is unknown at this time whether funds would be available from KC if the PC chose to exercise the right. In reviewing the KC Zoning Ordinance, residential use is outright prohibited under the current 'Industrial Park' zoning which the port's property and the MALA property are under. The provision that the Port Commissioners can determine any use on Port owned properties doesn't provide as broad of authority as previously believed, as Curt Dreyer, KC Planning Director, stated that the use could not be in direct conflict with the county's zoning. Dreyer suggested that Industrial Park and General Industrial zoning standards should be looked at for possible modification. She discussed the letter of understanding that was brought in today by Brad Roberts. It outlines a cooperative relationship with the port and adoption of the port's CC&Rs and other issues, should he purchase the property. Brad presented a conceptual drawing of some possible uses. Exec.D Sherwood asked if the PC were prepared to make a decision regarding the right of first refusal. PC Vinyard favored investigating other funding sources. If no money is available to purchase the property, then the obvious answer is to not exercise the right. Considering the letter of understanding from Brad, PC Deo is in favor of declining the right and working with him. PC Vinyard wished to know where things are at with Ian Burns' proposal. Ian stated that his proposal to work with the port on the 52 acres was not dependent upon the port obtaining the MALA property, but he</p>	
<p><u>! MALA Property - Right of First Refusal, cont.</u></p>	<p>sees it as the high risk piece of the puzzle. He suggested the port exercise the right and then put the property out for bid and see how much the port could realize from the sale. Counsel offered that he has not seen a good reason to exercise the right. If money is borrowed from <u>any</u> source, the debt would have to be serviced in some way. Discussion followed regarding various options. Wayne Wooster reported that the KC BOC have not had a chance to discuss this issue.</p>	<p><i>Motion Ford/Vinyard to pass on the right of first refusal. Discussion followed. Motion Deo/Vinyard to amend the prior motion to postpone a decision on the right of first refusal until the workshop on July 12. Motion carried.</i></p>
<p><u>! Building 1E</u> <u>• CERB Initial Offer of Financial Aid</u> <u>• DSP \$6,000 Schematic Design Contract</u></p>	<p>Exec.D Sherwood reported that the initial offer of financial aid has been received and that she will complete the additional paperwork required in order to obtain the final contract. Discussion followed regarding options for financing the additional \$300,000 for the project. The proposed contract with DSP Architecture for schematic design not to exceed \$6,000 was discussed. Exec.D Sherwood stated she believed the PC's approval of the contract was already granted, but requested confirmation. PC consensus to approve the contract.</p>	

<p>*Dallesport Industrial Park* (DIP) ! Saltcakes</p>	<p>Exec.D Sherwood reported that the Dept. of Ecology (DOE) drillers have dug the first monitoring well and reached water at 71 feet and it smelled of ammonia. It could be possible that the leak that was discovered in December of 2002 near the saltcakes might be the source of that water. There is no way to know how long the leak was active, although there were indications that it was a lengthy time. There was no water found in the port's monitoring well earlier this spring. Don Abbott (DOE) will be at the PC meeting on July 19.</p>	
<p>! Tenneson PSC - Amendment #1</p>	<p>Exec.D Sherwood discussed the amendment to the Personal Services Contract with Tenneson Engineering for additional work on the Western Beef Processors project not to exceed \$1,900. The grant reimbursement process is being reviewed by KC.</p>	
<p>MISCELLANEOUS ! Committee Updates</p>	<p><u>AIRPORT</u>: PC Deo had no report. His next meeting will be July 15. <u>MCEDD</u>: PC Ford attended several MCEDD meetings. A consulting firm has been hired. <u>KC EDA</u>: PC Vinyard had no report. His next meeting will be July 28.</p>	
<p>! PC Ford Jury Call</p>	<p>PC Ford reported that he has been selected for jury duty for the month of July.</p>	
<p>PUBLIC COMMENT</p>	<p>Brad thanked the PC for listening to his proposal and for their consideration.</p>	
<p>ADJOURNMENT</p>		<p><i>Motion Deo/Ford to adjourn at 6:10. Motion carried.</i></p>

Approved on: _____
 submitted _____
 (Date)

Respectfully

Vickie L. Drew, Administrative Assistant

 Dianne Sherwood, Executive Director

 S. Wayne Vinyard, Chairman

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