

Agenda for Tuesday, September 20, 2005  
Klickitat County Port District  
2nd Regular Monthly Meeting  
September 20, 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:

August 16, 2005 Minutes

Vouchers

Financial Statement - July

Resolution 5-2005 - Revised Budget

Mileage Rate Increase

Set PC Retreat Date

### EXECUTIVE DIRECTOR'S REPORT

#### BINGEN POINT:

Building 1E: Update & Soils Report

MALA

#### DALLESPORT INDUSTRIAL PARK:

Saltcakes - DOE Letters & Requested Edits

Barging Opportunity - Oct.

### MISCELLANEOUS

WPPA Small Ports Seminar, Oct. 28, Yakima

KC Update - Wayne Wooster

Committee Updates

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

### ADJOURNMENT

<b>PORT OF KLICKITAT                      BOARD OF COMMISSIONERS MEETING MINUTES                      September 20, 2005                      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), Rodger Ford &amp; Wayne Vinyard; Port Counsel Teunis J. Wyers; Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant/Auditor (AAA) Vickie Drew.</p> <p><b>PC/Staff Absent:</b> PC Norm Deo</p> <p><b>Guests Present:</b> Matt Riley (Riley Bros. Concrete).</p>	
<b><u>! PUBLIC COMMENT</u></b>	<p>Chair Vinyard opened the public meeting at 4:31.</p> <p>Matt Riley asked how many tons of rock the port is looking for to pre-load the site for Building 1E. Exec.D Sherwood stated that approximately 10,000 ton is the estimate. Discussion followed regarding rock and pre-loading.</p>	
<b><u>! COUNSEL'S REPORT</u></b>	<ul style="list-style-type: none"> <li>• Counsel reported that Brad Robert's attorney (Remi Baptiste) is concerned that the resolution adopted by the PC waiving the right of first refusal may not be enough to get clear title if/when the deal closes. Counsel expressed to him that there is no question that the port has chosen not to exercise the right of first refusal and might sign anything further presented by him to clarify this as a formal matter. Mr. Baptiste may want a quit claim deed. Exec.D Sherwood inquired if it would be prudent to have the restrictive covenant agreement with Brad Roberts signed first. PC Vinyard was concerned that waiving the right of first refusal was done on the condition of a signed agreement regarding the covenants and now they want to change the agreement. PC Ford concurred. The port will not sign a quit claim deed.</li> <li>• The AmeriGas lease is being reviewed as it is a very old lease and is poorly written. The recent fire at the site has brought to light several issues that were not addressed in the lease.</li> <li>• The Riley Bros. second amendment to the operating agreement has been signed, which altered the boundary of the 50 acres and substituted Lot 39 property for Lot 4.</li> <li>• Ross Island has hired Larry Nicholas as their expeditor. He will be trying to get a road use agreement completed.</li> <li>• The issue of security deposits wording in the master lease is still ongoing. Certificates of Deposit are not a good option. An irrevocable letter of credit is the best option and the master lease will reflect that.</li> </ul>	

<p><b><u>ADMINISTRATIVE MATTERS</u></b>  <b><u>! Consent Agenda</u></b></p>	<p>Items approved:</p> <ul style="list-style-type: none"> <li>• Minutes of August 16, 2005</li> <li>• Vouchers #19972-19975; \$261.00</li> <li>• Voucher #19976; \$10.00</li> <li>• Vouchers #19977-19993; \$9,272.22</li> <li>• Vouchers #19994-20025; \$13,437.46</li> <li>• Vouchers #20026-20029; \$3,685.34</li> <li>• Vouchers #20030-20039; \$13,198.93</li> </ul> <p>PC Ford questioned the bills to Mark's Automotive for repairs on the maintenance truck. Ron should request quotes on any major repairs. The landscaping bill and the possibility of hiring a regular employee instead of a landscape firm was also discussed.</p>	<p><i>Motion Ford/Vinyard to approve the Consent Agenda as presented. Motion carried.</i></p>
<p><b><u>! Financial Statement - July</u></b></p>	<p>AAA Drew discussed the financial statement ending July 31. The balance sheet shows the excess cash receipts over expenditures at \$107,804.33. Revenue and expense account percentages (actual vs. budget) were included on the income statement. The target percentage for July is 58%. Total revenues are at 71%. Total expenditures are at 54% leaving a net income of \$107,804.33.</p>	
<p><b><u>! Resolution 5-2005 - Revised Budget</u></b></p>	<p>Exec.D Sherwood discussed the resolution that was inadvertently omitted when the PC moved to adopt the 2005 revised budget at the public hearing on August 16. A resolution is typically done.</p>	<p><i>Motion Ford/Vinyard to approve Resolution 5-2005 adopting the 2005 Revised Budget. Motion carried.</i></p>
<p><b><u>! Mileage Rate Increase</u></b></p>	<p>Exec.D Sherwood discussed the announcement that the IRS is increasing the federal mileage reimbursement rate to \$.485 for the remainder of the year. Port mileage reimbursement policy as amended by motion November 18, 2003 is to use the IRS mileage reimbursement rate. <b>PC consensus to increase the mileage reimbursement rate to \$.485 effective September 1, 2005 in accordance with the IRS increase and port policy.</b></p>	
<p><b><u>! Set PC Retreat Date</u></b></p>	<p>Exec.D Sherwood asked for dates when Counsel and the PC would be available for a PC retreat. Oct. 11 at 4:00 was chosen. Viento's was suggested as a possible location with Los Reyes and The Elkhorn as other options. It was determined to combine the 1st October meeting with the retreat on the 11<sup>th</sup>, and we may only have one meeting in October.</p>	<p><i>AAA Drew will notify the public of the change in meeting date and retreat date.</i></p>
<p><b><u>! Zoning Change</u></b></p>	<p>Exec.D Sherwood discussed the information regarding KC's proposed zoning changes for Dallesport and Bingen Point and her noted suggestions. PC Vinyard concurred with the addition of technology companies. Discussion followed regarding the various conditional uses. It was suggested that Counsel review the document as well.</p>	

<p><b><u>EXECUTIVE DIRECTOR'S REPORT</u></b>  <b><u>*Bingen Point*</u></b>  <b><u>! Bldg 1E: Update &amp; Soils Report</u></b></p>	<p>Exec.D Sherwood displayed a proposed site plan for Building 1E. The proposal allows for a second floor and it will be mostly cubicle space with some offices. Exec.D Sherwood suggested that since KC granted the \$300,000 to the port (vs. a loan) that the port should go to the local market and take out a loan for \$300,000 to \$500,000 to increase the budget for the project. Insitu may have to do most of the tenant improvements to get what they want.</p>	<p><i>Motion Ford/Vinyard to issue a RFP for borrowing \$300,000 to increase the Building 1E budget. Motion carried.</i></p>
<p><b><u>! MALA</u></b></p>	<p>Discussed under Counsel's report.</p>	
<p><b><u>! USFS Grant</u></b></p>	<p>Exec.D Sherwood discussed the USFS grant for Bingen Point improvements which has an end date of September 30. As authorized by two of the PC via telephone on September 1 &amp; 2, she has entered into a personal services contract with Tenneson Engineering to complete the infrastructure analysis for Bingen Point. She asked for a motion to formalize their approval. Hydro Tech did fire flow testing last week. The hydrants tested at 3,000 to 6,000 gpm at 20 psi. This is very good news. Tenneson will provide cost estimates to increase the fire flow on the point.</p>	<p><i>Motion Ford/Vinyard to enter into a personal services contract for \$12,000 with Tenneson Engineering to complete the infrastructure analysis of Bingen Point. Motion carried.</i></p>
<p><b><u>*Dallesport Industrial Park* (DIP)</u></b>  <b><u>! Saltcakes - DOE Letter &amp; Requested Edits</u></b></p>	<p>Exec.D Sherwood discussed information she learned at the WPPA Environmental Seminar that she attended. If DOE has to look to the port for cleanup costs, there is a possibility that the port can go back to the insurance carrier at the time for reimbursement of port expenses. DOE is continuing characterization of the site. Exec.D Sherwood discussed DOE's final scope of work which was received Sept. 15, 2005.</p>	
<p><b><u>! Barging Opportunity - October</u></b></p>	<p>Exec.D Sherwood discussed the opportunity for a barging arrangement with a company called Transversal. Their operation would require the use of hysters, necessitating a rock base of 3" to 4" be applied to the sorting area east of the barge dock. PC Vinyard questioned whether the existing organic material should be removed and if so, to what depth. Exec.D Sherwood stated that Dallesport Log Yard has already scraped the site down, apparently to base rock, however, she will investigate further. Matt Riley stated that if a good job of grading is done, the rock base would not need to be as deep. <b>PC consensus to share equally in the cost of rock with Dallesport Log yard and Transversal.</b></p>	

<p><b>! <u>Royal Hovinghoff</u></b></p>	<p>Exec.D Sherwood reported that Royal Hovinghoff (Eternal Rest Pet Service) has approached KC for a building permit to site a 3 bedroom mobile home on his property at Dallesport (within the industrial park) to be used as a watchman's trailer. He needs a water hookup before the permit can be issued. PC Vinyard is very concerned about having a residential-type setting within the industrial area; most specifically, the potential for quality of living complaints from the occupant. Mr. Hovinghoff stated that the occupant would be an employee of the crematorium during the day and a watchman at night. PC Ford felt that a residential site wasn't a good fit along the highway 197 frontage, and there are already two night watchmen within the industrial park. PC Ford asked if there might be an opportunity for Mr. Hovinghoff to approach the existing night watchmen to see if one of them would be willing to provide surveillance for him as well. Matt Riley stated that their watchman, Bob Thompson, would probably be willing to do that. The Hovinghoff alarm system could be set up to ring in to Mr. Thompson's residence. Exec.D Sherwood had asked Mr. Hovinghoff why he needed a 3-bedroom home, to which he stated that it could be a family of four living</p>	
<p><b>! <u>Royal Hovinghoff, cont.</u></b></p>	<p>there. Matt stated that he had the feeling that Mr. Hovinghoff wants to sell his residence in Lyle and move into the mobile home. Exec.D Sherwood will follow up with Mr. Hovinghoff and will have a conversation with Curt Dryer (KC Planning) regarding this issue.</p>	
<p><b>! <u>Western Meat Processors</u></b></p>	<p>Western Meat Processors is looking at alternate sites (the Port of Morrow) as well as Dallesport. They will have a meeting and possible decision on Friday.</p>	
<p><b><u>MISCELLANEOUS</u></b>  <b>! <u>WPPA 2005 Trade and Economic Development Seminar, Oct.6, Seatac; WPPA Small Ports Seminar, Oct. 28, Yakima; PNWA Annual Meeting</u></b></p>	<p>Exec.D Sherwood asked if the PC approved her attendance at three seminars. <b>PC consensus for Exec.D Sherwood to attend any or all of the seminars as her schedule allows.</b></p>	
<p><b>! <u>KC Update - Wayne Wooster</u></b></p>	<p>Wayne Wooster was unable to attend the meeting.</p>	
<p><b>! <u>Committee Updates</u></b></p>	<p><u>AIRPORT</u>: PC Deo absent.  <u>MCEDD</u>: PC Ford had no MCEDD report. New project manager Thayne Cockrum is a real asset to MCEDD. PC Ford attended the Broughton site tour and felt it is a good project worth supporting. The Friends of the Gorge has issues with project.  <u>KC EDA</u>: PC Vinyard had no report.</p>	
<p><b>! <u>Private Investment</u></b></p>	<p>PC Vinyard has directed a potential private investor to contact Exec.D Sherwood.</p>	

<b><u>PUBLIC COMMENT</u></b>	Matt Riley asked if a sprinkler system was planned for the new building. (Yes).	
<b><u>ADJOURNMENT</u></b>		<i>Motion Ford/Vinyard to adjourn at 7:20. Motion carried.</i>

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

Respectfully

Vickie L. Drew, Administrative Assistant

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

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S. Wayne Vinyard, Chairman