

Agenda for Tuesday, February 18, 2003
Klickitat County Port District
2nd Regular Monthly Meeting
February 18, 2003 - 4:30 P.M. - PORT OFFICE

AGENDA

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

COUNSEL'S REPORT

PUBLIC HEARING: Bingen Point Conditions, Covenants & Restrictions

ADMINISTRATIVE MATTERS

Consent Agenda:

February 4, 2003 Minutes

Vouchers

Bond Closing - February 18

KC Inter-local Agreement

EXECUTIVE DIRECTOR'S REPORT

BINGEN POINT:

Bldg. 1D

DALLESPORT INDUSTRIAL PARK:

MISCELLANEOUS

Committee Updates

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

ADJOURNMENT

	PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES February 18, 2003 REGULAR SESSION	
<u>TOPIC</u>	DISCUSSION/ASSESSMENT/FINDINGS	ACTION/FOLLOW UP
<u>ATTENDANCE:</u>	Commissioners/Staff Present: Port Commissioners (PCs) Norm Deo, S. Wayne Vinyard, Executive Director (Exec.D) Dianne Sherwood and Administrative Assistant (AA) Vickie Drew. PC/Staff Absent: PC Rodger Ford & Port Counsel (Counsel) Teunis J. Wyers Guests Present: Mike Smith (Dallesport), Nina Vinyard (Glenwood) and Matt Riley (Riley Bros. Concrete).	
<u>PUBLIC COMMENT</u>	The public meeting was opened at 4:32. There was no public comment.	
<u>COUNSEL'S REPORT</u>	Counsel's presence was not requested.	
<u>PUBLIC HEARING - Bingen Point Conditions, Covenants & Restrictions</u>	Chair Deo opened the public hearing. There was no public at this time. Exec.D Sherwood didn't feel that the Conditions, Covenants and Restrictions (CC&Rs) were ready for adoption tonight, but wanted to provide the PC the opportunity to receive and consider public comment on them before adoption at the next PC meeting. Copies were not mailed to adjacent property owners; SDS Lumber and the City of Bingen, since the CC&Rs are only applicable to Port property and would not affect them. Copies were sent to the Klickitat County Planning Dept. and Randy Salisbury (DSP Architecture) for review and comment. Mr. Salisbury had comments regarding the standard office and industrial area parking space requirements. He looked at the standards of the City of Vancouver, KC and Clark County compared to the Port's proposed requirements. She suggested changing the parking space requirements to these standards, especially since the Building 1B parking lot remains under-utilized the majority of the time. The PC concurred. KC Planning recommended that language be modified to make it clear that once a prospective developer's plans have been approved by the Port, that they then need to go to <u>Klickitat County</u> for all necessary permits. The public hearing will remain open until the end of the meeting.	
<u>ADMINISTRATIVE MATTERS ! Consent Agenda</u>	Items approved: • Minutes of February 4, 2003 • Vouchers #17941-17944; \$3,655.82 • Vouchers #17945-17965; \$29,688.13 PC Vinyard suggested continuing to state in the minutes the explanation for the net loss on the financial statements that is reported during the Financial Report. The minutes will be modified accordingly.	<i>PC Vinyard moved to approve the Consent Agenda with the noted addition; seconded by PC Deo -- motion carried.</i>

<u>! Bond Closing - February 18</u>	Exec.D Sherwood reported that the wire transfer occurred today as scheduled and \$1,054,674.48 was deposited with the KC Treasurer for investment (with \$6,450.00 in expenses yet to be paid out). The closing memo was included in the packet which outlines all costs associated with issuing the bonds.	
<u>! KC Inter-local Agreement</u>	Copies of the signed KC resolution granting \$500,000.00 to the Port for the construction of Building 1D were included in the packet. The KC Commissioners also signed the inter-local agreement. KC has requested that the Port invoice KC once the project is under way and it is hoped that the KC Auditor will release the check as she said she would. KC is still moving forward in their efforts to obtain a simpler legislative fix.	
<u>! EXECUTIVE DIRECTOR'S REPORT</u> <u>*Bingen Point*</u> <u>! Office Remodel</u>	Exec.D Sherwood reported that the office cabinets have been completed (except punch list items) and we look forward to having more storage and a more efficient work environment.	
<u>! Port Signs</u>	Three of the Port's new signs from Signs & Designs have been installed and look great. Two more signs will be installed at the Marina Park.	
<u>! Dog Control</u>	Exec.D Sherwood reported that Counsel has sent out letters to surrounding governmental agencies letting them know that the Port is considering dog control measures and would like to coordinate any action we may take.	
<u>! Bldg 1D</u>	Exec.D Sherwood met with Randy Salisbury (DSP) regarding Building 1D on Friday. Construction documents should be in Port hands no later than March 24, which means that construction could start as early as May 1. The building design will be for a 25,000 sf building and an alternate for an additional 2,500 sf bay if bids allow.	
<u>! RFQ Marketing</u>	Exec.D Sherwood spoke with Dana Peck (KC Resc.Dev.) who reported that KC has received 4 responses to the Request for Qualifications (RFQ) for a company to market industrial property in KC. Mr. Peck hopes to have a firm selected by next week. He also reported that KC has another RFQ for "branding" and approach tourism in KC. He hopes to have a firm selected by the end of March. KC is hoping for a consistent message to the public for all of KC.	
<u>Updated JARPA</u>	Exec.D Sherwood reported that she has received an updated Joint Aquatic Resource Protection Act (JARPA) application from Steve Tessmer. Once she is sure that it addresses all the Port's concerns, it will be forwarded to National Marine Fisheries (NMFS), WA Dept. of Fish & Wildlife (WDFW), KC Planning Dept. and the US Army Corps of Engineers (Corps).	

<u>*Dallesport Industrial Park*</u> <u>! Memorandum of Understanding</u>	Exec.D Sherwood reported that she spoke with Dana Peck today regarding the memorandums of understanding (MOUs) between KC and the Port. It was recommended that there be separate MOUs; one for marketing and one for infrastructure. This would enable moving forward with the infrastructure project.	
<u>! Water System Monitoring</u>	Exec.D Sherwood reported that she is considering approaching the City of Bingen regarding monitoring of the Port's water system at Dallesport Industrial Park (DIP) now that they have employees on site at the Waste Water Treatment Facility (WWTF). They could make hook-ups for new tenants, install new meters and do the water sampling. She will also be discussing the dog control issue and turning over the Port's water and sewer lines at Bingen Point to the City.	
<u>MISCELLANEOUS</u> <u>! WorkSource</u>	Exec.D Sherwood reported that she met with Mary Harper (WorkSource) today. A luncheon will be held April 25 at noon in the Methodist Church in White Salmon with a futurist as the scheduled speaker. He will be asked to speak first about KC and then at an afternoon session, he will speak more regionally and globally. Rotary is sponsoring the luncheon portion of the program. The PC were encouraged to save the date.	
<u>! DIP Infrastructure Specs</u>	PC Deo spent about four hours reviewing the drawings and specifications for the DIP infrastructure project. He discussed a couple of concerns with Dana Peck who will relay PC Deo's comments on to Larry Nicholas (KC Public Works). His main concerns were that the scope of work was too brief and the expense of unnecessary silt containment.	
<u>! Committee Updates</u>	<u>AIRPORT</u> : PC Deo had a meeting on Friday. There were three applicants for the open board position. The City of The Dalles had failed to open the position to Wasco Co. residents, so a decision has been delayed until that opportunity is provided. FAA grant funding may be available to do an airport study that would result in a master plan for the airport. <u>MCEDD</u> : PC Ford absent. <u>BRIDGE/HWY 35</u> : PC Ford absent. <u>KC PEDA</u> : PC Vinyard had no report.	
<u>PUBLIC HEARING - Bingen Point Conditions, Covenants & Restrictions, cont.</u>	PC Deo asked if there was any comment regarding the Bingen Point CC&Rs. There was no public comment. PC Deo closed the public hearing.	
<u>PUBLIC COMMENT</u>	Mike Smith requested the date and time of the luncheon with the futurist. Exec.D Sherwood repeated the date and time. He also inquired about the silt containment PC Deo referred to earlier. PC Deo explained he thought the requirements were excessive considering DIP gets 7"-11" of rain a year.	

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<u>ADJOURNMENT</u>		<i>PC Vinyard moved to adjourn at 5:26; seconded by PC Deo – motion carried.</i>
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Approved on: _____
submitted _____
(Date)

Respectfully

Vickie L. Drew, Administrative Assistant

Dianne Sherwood, Executive Director

Norman Deo, Chairman