



**PORT OF CHELAN COUNTY**  
**Board of Commissioners**  
**Meeting Minutes**  
**238 Olds Station Rd, Suite A, Wenatchee, WA 98801**  
**December 17<sup>th</sup>, 2008**  
**8:30 am**

<b>Present:</b>	JC Baldwin, President Craig N. Larsen, Vice President Michael H. Mackey, Secretary Mark Urdahl, Executive Director Pete Fraley, Legal Counsel Monica Lough, Internal Auditor Ron Johnston-Rodriguez, Dir Economic Dev Mike Armstrong, External Affairs	Dayle Rushing, Property/Facilities Director Laura Jaecks, CTC Building Director Pat Moore, Airport Manager Judy Bradford, Recording Secretary Ron Russ, Operations Supervisor Karen Kornher, Engineering Consultant Jon Eberle, Real Estate Consultant Carleen Elliott, Accounting Assistant
<b>Others:</b>	Steve Hair, KOHO Radio Bruce Baguley, NOPA Lisa Parks, Alliance Consulting	Mark M. Spurgeon, Port of Douglas County Alan Loeb sack, Port of Douglas County Jim Huffman, Port of Douglas County Pat Haley, Port of Douglas County Doug Provo, Port of Douglas County

Commission President JC Baldwin called the meeting to order at 8:30 am.

**Consent Agenda**

The consent agenda was presented for consideration with the addition of the minutes of the November 17 and November 26<sup>th</sup> commission meetings. The minutes were included in the meeting packet to commissioners, but inadvertently left off of the meeting consent agenda. Commissioner Larsen requested the removal of consent agenda item A for further discussion: "additional contribution of \$5,000 for video production to the Community Indicators/Chelan Douglas Trends project". The following action was taken based on Commissioner Larsen's request.

**Motion No.** 12-01-08  
**Moved By:** Michael H. Mackey  
**Seconded By:** Craig N. Larsen

*To approve the consent agenda consisting of the approval of the minutes of the November 17 and the November 26<sup>th</sup>, 2008 commission meetings, approval of Resolution 2008-26 establishing the Port holiday schedule for 2009, approval of Resolution 2008-27 to void Port warrant No. 12614, approval of Pangborn Memorial Airport register pages (#1151-#1156) and approval of Port register pages (#2215-#2222) including the following:*

<u>Register Page:</u>	<u>Date Issued</u>	<u>Voucher:</u>	<u>Total</u>
		#12633- 12640 & electronic	
#2215 --Nov 2008 Payroll	11/26/08	payroll deposits	\$ 80,976.91
#2216 -- October Month End	11/26/08	#12641 -- 12649	27,712.08
#2217-- Capital	12/17/08	#12650 -- 12652	22,825.36
#2218 -- CTC	12/17/08	#12653 - 12670	57,373.29
#2219-- November bills paid	12/17/08	#12671-- 12692	33,085.06
#2220 -- Same	12/17/08	#12693 -- 12714	61,560.95
#2221 -- Same	12/17/08	#12715 -- 12716	2,733.97
#2222-- Nov Expns Reimbrs	12/17/08	#12617-- 12724	2,754.21
			<b>\$ 289,021.83</b>

92 warrants totaling \$289,021.83 for approval December 17, 2008.

Motion Carried.

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Pete Fraley commented on the minutes of the November 26<sup>th</sup> concerning the Tramp variance. The minutes in substance are accurate; however, when the Tramps initiated the variance, it was discussed by the commission in open session in 2005. The Port, however, never actually acted on the variance request. So the variance to allow a hotel/motel needs to be added to the list of items yet to be addressed when the Tramps variance request comes to the commission for action.

With regard to Consent Agenda item "A", Mark Urdahl explained direction to staff was given on the additional funding request, but no formal commission action was taken. Consequently, the item was placed on this meeting's consent agenda to show implementation of the commission's direction. The invoice has been received for the additional contribution.

**Motion No. 12-02-08**

Moved By: Michael H. Mackey

Seconded By: JC Baldwin

To approve consent agenda item A for the additional \$5,000 contribution to the Community Indicators/Chelan Douglas Trends project. Commissioner Craig Larsen voted "no" to the additional payment. Motion Carried.

**Economic Development Director  
Small Business Development Center Update**

Ron Johnston-Rodriguez introduced Jim Fletcher, the local SBDC Business Counselor. Fletcher briefed and updated the commissioners on Wenatchee Valley College's budget cuts that led to the College's decision to terminate the SBDC program. The Port's ADO funding from CTED/Washington State requires a portion of the grant funding be invested in business retention activities.

The SBDC is requesting the funding previously invested at the college for the SBDC be reallocated to Washington State University (WSU) to meet the requirement for federal funding of the SBDC. WSU is willing to take over the responsibility.

Without local match the federal dollars can not be spent on the program. WSU holds the statewide administrative rights to the SBDC program. Fletcher requested the funding be redirected back to WSU for the continuance of the SBDC program, to terminate the agreement with WVC as of December 31 and authorize a new agreement with WSU.

Discussion ensued. The Port needs at least a verbal commitment from WSU to proceed. The Port requests input in to the location decision for the SBDC.

**Motion No. 12-03-08**

Moved By: Michael H. Mackey

Seconded By: Craig N. Larsen

To redirect to Washington State University the current ADO funding going to Wenatchee Valley College for the continuance of the SBDC program in its current form. Motion Carried.

Port Commission meeting adjourned to the Pangborn Airport Governing Board meeting at 8:54 am.




The Pangborn airport Governing Board meeting recessed at 10:12 am, and the Port of Chelan County commission reconvened at 10:13 am, and immediately recessed for a fifteen minute break. Port of Chelan County regular session reconvened at 10:27 am.

**Property Director**

**Asset Management Program/Future Capital Planning**

Mark Urdahl briefly explained the interest and need for an asset management program to maintain the Port's physical assets. The funding for an asset management program was budgeted for the development portion of the 2009 budget.

A brief discussion ensued.

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**Executive Director**

**Resolution No. 2008-25 establishing time, date and place for commission meetings**

Discussion ensued on preferred dates and times.

**Motion No. 12-04-08**  
Moved By: Craig N. Larsen  
Seconded By: Michael H. Mackey  
To approve Resolution No. 2008-25 establishing time, date and place for commission meetings. Motion carried.

**Resolution No. 2008-28 establishing 2009 wage and salary rates for Port employees**

**Motion No. 12-05-08**  
Moved By: Craig N. Larsen  
Seconded By: Michael H. Mackey  
To approve Resolution #2008-28 establishing 2009 wage and salary rates for Port employees. Motion carried.

**Report on Open Public Meeting/Public Records Act Training Session**

Mark Urdahl discussed the recent training session attended by all Commissioners and administrative staff. Urdahl noted one issue raised at the training that was somewhat confusing was the ability to add items for discussion in special meetings not listed on the published agenda.

Pete Fraley explained the business transacted by the agency means action by the commission. "Action" is defined to include deliberations and discussions as well as final action or the passing of motions. The conservative advice is to continue to stick to just the published agenda items for special meetings.

Discussion ensued.

**Request for Qualifications Process for Architectural, Landscape Architectural, and Information Technology Services**




Mark Urdahl briefly explained the Port's need to carry out a formal selection process for architectural and landscape architectural services, and an informal selection process for IT services. Pete Fraley will very briefly review HB 3274 approved in the last legislative session that will add new requirements for the selection of personal services contractors (e.g. planning, marketing, real estate, etc.)

Discussion ensued.

**Motion No. 12-06-08**  
Moved By: Craig N. Larsen  
Seconded By: Michael H. Mackey  
To authorize Port staff to issue a Request for Qualifications (RFQ) for architectural services for the Port. Motion carried.

**Motion No. 12-07-08**  
Moved By: Craig N. Larsen  
Seconded By: Michael H. Mackey  
To authorize Port staff to issue a Request for Qualifications (RFQ) for landscape architectural services for the Port. Motion carried.

**Motion No. 12-08-08**  
Moved By: Craig N. Larsen  
Seconded By: Michael H. Mackey  
To authorize Port staff to issue a Request for Qualifications (RFQ) for information technology services for the Port. Motion carried.

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**New Lease**

Pete Fraley briefly reviewed a proposed lease on space in IB#1 space not occupied by Design Salt. There would need to be some minor modifications to common areas, such as video surveillance, and chain link fence for a demising wall. All costs incurred by the Port will be tabulated. When the option is exercised, if it is, by Wenatchee School District for the skill center, the Port would receive a pro-rata portion of the costs from rents paid to WSD/skill center during the option period.

**Motion No. 12-09-08**

Moved By: Craig N. Larsen

Seconded By: Michael H. Mackey

To consent to the lease and reimbursement agreement with the Wenatchee School District subject to review by Port legal counsel and one commissioner. Motion carried.

**Lease agreement with Agrofresh**

**Motion No. 12-10-08**

Moved By: Craig N. Larsen

Seconded By: Michael H. Mackey

To authorize the Executive Director to sign a lease agreement with Agrofresh as presented subject to review by legal counsel and one commissioner as set forth in the non-binding letter of intent dated November 27, 2008. Motion carried.

**Executive Session**

An executive session was called to discuss the process for reviewing the performance of the Executive Director. Since discussion of the process does not, by itself, qualify for executive session, an executive session for this purpose is not possible.

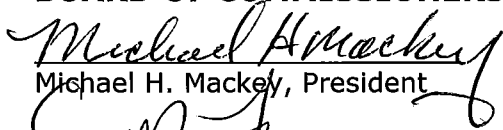
In open public session, the Commissioners discussed the type of a review process to be used with the Executive Director, and the types of reviews he has been given in his past fourteen years as the Executive Director.

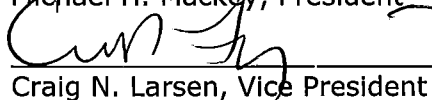
Discussion ensued with no action taken.

The commission meeting was adjourned at 12:30 pm with no further action taken.

Approved and dated this 15<sup>th</sup> day of January, 2009.

**BOARD OF COMMISSIONERS**

  
Michael H. Mackey, President

  
Craig N. Larsen, Vice President

  
JC Baldwin, Secretary

MHM/MLA CNA JCB 