



PORT OF CHELAN COUNTY
Board of Commissioners
"Special" Meeting Minutes
238 Olds Station Rd, Suite A, Wenatchee, WA 98801
Wednesday, March 17th, 2010
8:30 am

Present: Craig N. Larsen, President
 JC Baldwin, Vice President
 Michael H. Mackey, Secretary
 Mark Urdahl, Executive Director
 Pete Fraley, Legal Counsel
 Monica Lough, Internal Auditor

Dayle Rushing, Director Risk, Property & Facilities
 Laura Jaecks, CTC Director
 Judy Bradford, Recording Secretary
 Karen Kornher, Engineering Consultant

Others: Yvette Davis, Wenatchee Business Journal
 Steve Hair, KOHO Radio Station

Commission President Craig Larsen called the meeting to order at 8:35 am.

CONSENT AGENDA*

The consent agenda was presented for consideration:

Motion No. 03-03-10
Moved By: Michael H. Mackey
Seconded By: JC Baldwin
 To approve the consent agenda as presented consisting of minutes for the March 4th, 2010 regularly scheduled meeting, Pangborn Register Pages (#1237-#1240) and Port Register Pages (#2325-#2331) consisting of:

<u>Register Page:</u>	<u>Date Issued</u>	<u>Voucher:</u>	<u>Total</u>
#2325 -Feb 2010 Payroll	02/26/10	#1010-# 1019 & electronic payroll deposits	70,914.98
#2326-- Feb Month End	02/26/10	#13807-13816	25,990.11
#2327- Capital	03/17/10	#13817-13821	90,876.13
#2328-- CTC	03/17/10	#13822-13837	49,749.38
#2329- Feb bills paid	03/17/10	#13838-13859	59,760.23
#2330- Same	03/17/10	#13860-13865	11,200.88
#2331--Feb Expns Reimbrs.	03/17/10	#13866-13869	665.01
			\$ 309,156.72

73 warrants totaling \$309,156.72 for approval March 17, 2010.

Motion Carried Unanimously.

ITEMS FROM COMMISSIONERS

Washington DC Trip Update

Commissioner Baldwin reported Commissioners had a very productive trip to Washington DC for the transportation conference. There was great interest in the Pybus Project shown from the congressional delegation. Commissioners provided delegation with an update on Pangborn.

Commissioner Larsen reported the transportation conference will be coming to the west this fall. Commissioners heard some interesting approaches to transportation funding. They

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visited with Senator Murray briefly a few times and met with both senatorial staff. The major topic was Pangborn. They expressed appreciation to the Senators for funding for taxiway B and the terminal remodel.

Commissioners Baldwin and Larsen visited the Eastern Market, a year-round market in WA DC which is located close to the congressional campus. They had very profitable conversations with the Eastern Market management team. Port Commissioners visited briefly with Chelan County Commissioners and the Central Washington Hospital staff who were also in Washington DC at the same time.

Commissioner Mackey reported he and Aimee Pope attended a very quiet biomass meeting. The County Commission requested the meeting. The group is stalemated until they find out what biomass is available in the county. There are no wood processing plants in the central Washington. The USFS has taken the lead to work on an agreement allowing the entities to work together; and USFS will look for funding. The EDD will look for funding as well. Commissioner Mackey reported Port funding would be the last dollars into the project.

Commissioner Mackey reported he and Mark Urdahl met with the Chelan city Downtown Historic Assn about what type of businesses downtown is looking for. With the Chelan County PUD owned parking lot in mind, the group was interested in the possibility of a Pybus-like project as a possibility for downtown Chelan.

Commissioner Mackey reported a phone meeting has been scheduled with PNWA about potential dredging in Lake Chelan in conjunction with Chelan County PUD FERC requirements for mud flats at the mouth of the Stehekin River.

Discussion ensued. No action taken.

PUBLIC COMMENT

Time allotted for public comment. No public comment was offered.

CONFLUENCE TECHNOLOGY CENTER

Update

Laura Jaecks provided a brief report to commissioners on the activities at the CTC. CTC staffing has been limited due to illness, a non-work related accident and surgery. The March calendar is packed. It is scheduled to be the busiest month yet. Jaecks has been working on the GWATA luncheon, and the specs for the IB#5 fire systems. The project will go out for bid soon.

The Chelan County PUD is convening an interagency meeting for projects planned in the Cashmere area for the summer. Jaecks and Karen Kornher will attend.

The annexation to the City of Cashmere is moving forward. The City will draft an agreement with the Port to address the portfolio of contributions the Port will be making with the annexation.

Randy Asplund will be meeting with the Chelan-Douglas County Health District in the near future regarding resolution of the asbestos issue.

DIRECTOR'S REPORT

Task Order for Olds Station Sidewalk Improvements Project*

Mark Urdahl briefly updated the commission on the stimulus funding projects being proposed by the Port one of which is to construct sidewalks in Olds Station. (See attached map.) The project has been approved by the Wenatchee Valley Transportation County for \$300,000 of federal stimulus funding. The project would include the streets in Olds Station area where curb and gutter have been constructed. Wilkens advises there is some degree of risk in moving forward with spending the

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funding without having the funds in hand. There are no guarantees on the funding from the federal level at this point in time.

However, to be able to be 'shovel ready' the project must have an ECS done which is upfront work to ensure the Port is through the design and construction process in a timely manner. Commission approval is required to move forward with the first task at an approximate cost of \$2,000. The project does not include any illumination. Illumination would require much more design work and the project would not be able to meet the timeframe.

Staff is asking for approval to move forward in order to meet the federally mandated required construction timeframes should the funding become available

Motion No. **03-04-10**

Moved By: Michael H. Mackey

Seconded by: JC Baldwin

To authorize the Executive Director to sign a task order with RH2 for engineering services related to the ARRA stimulus-funded Olds Station sidewalk project which is contingent upon confirmation of the availability of ARRA funds for this project

Motion carried unanimously with no further discussion.

Pybus Project Update

Urdahl reported staff-to-staff discussions with the City are ongoing. The Port's consultant has completed the feasibility study and communicated it to the City. The non-refundable deadline for the Port's Earnest Money is coming up shortly. The Port may need to request an extension of the May 11 deadline. Fraley explained the Memorandum of Understanding (MOU) with the City is a first step on the Port's project governing principles. There will be a whole body of enabling documents, mainly the lease to follow. The lease is the critical component of closing. Discussion ensued. Fraley reported the MOU may conceivably come to the commission during April. No lease drafting will take place until the MOU is approved. Brief discussion ensued. No action taken.

BUSINESS MANAGER REPORT

Accounting Services Contract Recommendation

Judy Bradford reported the solicitation for qualifications from qualified Certified Public Accountants for accounting services for the Port was conducted as outlined by the new personal services contracting requirements enacted as of January 1st for public ports and adopted by the Port of Chelan County. The Port received two company responses to the solicitation. Each firm was asked a series of standard questions. Based upon the material in the written proposals, the firms' descriptions of their relevant experience, the responses to the questions, especially by the persons identified by each firm as the primary contact with the Port, the selection committee unanimously rated Cordell Neher first, and LeMaster Daniels, second. In ranking LeMaster second, the committee noted that they believe the firm could develop the capability to provide the required services to the Port, while Cordell currently has the existing capabilities. The selection committee's recommendation is to award the two year contract to Cordell Neher & Co.

Motion No. **03-04-10**

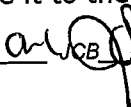
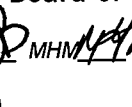

Moved By: JC Baldwin

Seconded by: Michael H. Mackey

To approve and authorize the Executive Director to sign a personal services contract with Cordell Neher CPA for accounting and internal audit services for a two year period, subject to the review and approval of legal counsel and one commissioner.

Motion carried unanimously with no further discussion.

Pete Fraley reported that when the Scope of Services was developed it was written broadly enough to include the breadth of ability to handle Pangborn Airport and the Confluence Technology Center. Legal counsel recommends individual agreements for CTC and Pangborn, in other words, there will be three separate agreements. Discussion ensued. The process and procedure for the Agreements would be to take it to the Board of each entity.

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Discussion ensued and the following action was taken:

Motion No. 03-05-10
Moved By: Michael H. Mackey
Seconded by: JC Baldwin

To approve and authorize the senior staff executive of Pangborn Memorial Airport and the Confluence Technology Center to sign a personal services contract with Cordell Neher CPA for accounting and internal audit services for a two year period, subject to the review and approval of each entities legal counsel and appropriate Board representative.
Motion carried unanimously with no further discussion.

ECONOMIC DEVELOPMENT REPORT

Update

Aimee Pope distributed the new Portside and briefly explained the content. Pope updated the commission on the various activities and projects of the Economic Development staff. She reported she was compiling the required quarterly report on recruitment activities for the state ADO. The port staff has handled a few different recruitment proposals this last quarter and has a couple coming up. Te Port was recently acknowledged in a national AVI publication for its involvement in the alternative fuel initiative. A brief discussion ensued. Commissioners requested the Portside be delivered to WPPA member Ports.

Chelan County Fair Participation Update

Urdahl reported the Port met with the County Fair administrator, Marsha Clute to discuss the Ports potential involvement and support of the County Fair, more specifically to highlight the activities of the port in Innovations in Agriculture. Discussion ensued. Staff will report back to the commission on future discussions.

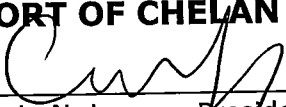
Regular session recessed for a ten minute break at 9:22. Legal counsel announced the commission meeting will reconvene in Executive Session at 9:30 for an hour to discuss real estate matters pursuant to RCW 42.30.110 (b and c). Final action on selling or leasing public property shall be taken in a meeting open to the public. There will be no action taken when the commission reconvenes in open session.

Regular session reconvened at 10:30 am. The commission recessed to Executive Session for more discussion at 10:30 am for another 40 minutes.

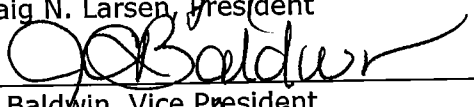
Regular session was reconvened at 11:20 and immediately adjourned with no action taken.

Signed and dated this 24th day of March, 2010.

PORT OF CHELAN COUNTY



Craig N. Larsen, President



JC Baldwin, Vice President



Michael H. Mackey, Secretary

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March 17th, 2010 - "Special Meeting"

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