



PORT OF CHELAN COUNTY
Board of Commissioners
Meeting Minutes
238 Olds Station Rd, Suite A, Wenatchee, WA 98801
December 1st, 2011
8:30 am

- Present:** JC Baldwin, President
Michael H. Mackey, Vice President
Craig N. Larsen, Secretary
Pete Fraley, Legal Counsel
Monica Lough, Internal Auditor
- Laura Jaecks, CTC & Capital Projects Manager
Aimee Pope, Marketing & Communications Manager
Raylene Dowell, Property & Facilities Manager
Judy Bradford, Director of Business Operations
Kathleen Knappert, Staff Assistant
Jon Eberle, Real Estate Consultant
Randy Asplund, Engineering Consultant
- Others:** Robert Fifer, Lake Chelan Aquatic Center
Josh Potter, Cascade Powder Coating
Thom Kutrich, Forsgren Associates
Dan Howell, Forsgren Associates
- Steve King, City of Wenatchee
Nevonne McDaniels, Wenatchee Business Journal
Jim Fletcher, Small Business Development Center

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

CONSENT AGENDA

The consent agenda was presented for consideration.

Motion No.	12-01-11
<i>Moved By:</i>	<i>Craig N. Larsen</i>
<i>Seconded by:</i>	<i>Michael H. Mackey</i>
	<i>To approve the consent agenda as presented including the minutes of the November 17, 2011 regularly scheduled commission meeting and Resolution No. 2011-22 - 2012 Holiday Schedule.</i>

Motion carried unanimously.

PUBLIC COMMENT

No public comment.

MARKETING MANAGER

Lake Chelan Aquatics and Community Center Committee

Robert Fifer provided an update on the proposed Aquatics and Community Center project. He distributed a copy of the PowerPoint presentation. Fifer reported that for the last 2 years the Lake Chelan Community and Aquatics Center Committee has been working with the City and an independent consultant to determine the best location for this new 44,000 square foot facility. After reviewing many options, and completing a feasibility study, Fifer stated it was determined that the area behind the existing Community Gym would be the preferred location. He stated in addition to the many amenities a recreation and aquatic center would offer it will also help meet the existing needs of school athletic teams. The estimated construction cost of this center is approximately \$10 million. He reported they are currently looking at 3 funding sources, which include: private donations, grant funding, and local taxes. Local taxes may be collected through a Metropolitan Park District (MPD) levy, which is something they are researching. Discussion ensued.

CONFLUENCE TECHNOLOGY CENTER

Laura Jaecks reported the programming component for the HD upgrade was delayed due to the holiday. She stated it should be complete by the end of next week.

JGB MHM CNL CU

CAPITAL PROJECTS

Recommendation to award bid for IB#5 Electrical Equipment

Laura Jaecks reported bids were due yesterday, and 2 bids were received. In order to meet the 90-day deadline, ending on January 25, 2012, supplies need to be ordered immediately. Jaecks reported the lowest bidder was Stoneway Electric in the amount of \$26,750.00 not including Washington State Sales Tax. She also reported Mark Miller with RH2 is working on construction specifications. The Port will most likely go out for bid at the end of December, to complete the project. Jaecks stated this project is far below the threshold for a Public Works project.

Motion No.
Moved By:
Seconded by:

12-02-11

Michael H. Mackey
Craig N. Larsen

To authorize the executive director to sign a purchase order with Stoneway Electric for the provision of electrical equipment in IB#5 in the amount of \$26,750.00 not including Washington State sales tax as presented.

Motion carried unanimously.

Update

Randy Asplund reported Sunset Highway in Cashmere will not be paved this year. Asphalt paving will be completed in the spring once the project begins again and the asphalt plants open. He reported work is currently underway to complete the bridge work, curbs, and gutters. Asplund stated the City of Cashmere has rented steel plates to accommodate the forklifts at Crunch Pak.

Commissioner Larsen commented on the lack of lighting in some areas of Olds Station Business Park. Brief discussion ensued. Raylene Dowell will investigate lighting options.

PROPERTY MANAGER

Cascade Powder Coating Update

Josh Potter, owner of Cascade Powder Coating, provided an update and brief history of his business. Cascade Powder Coating has been a Port tenant since April 2005. He stated that in 2007 they obtained a contract with Laserfab and Genie in Moses Lake, which kept them quite busy. At that time Cascade Powder Coating had approximately 12 employees, working 2 8-hour shifts. He reported that in 2008 Genie began cutting back, and Cascade Powder Coating lost the contract. Also in 2008, construction in the area declined, decreasing the demand for their products. In an effort to create new business and diversify, Potter began designing and creating custom truck racks, bull bars, and exhaust tips, under the name Spyder Industries. Potter distributed a Spyder Industries brochure to Commissioners and staff. He reported they been advertising regionally and nationally through magazines, online, and social media. Summit Racing is their largest online retailer. Spyder sales have already exceeded Cascade Powder Coating sales figures for the year. Potter reported he and his company will continue lease the space in IB2, working with the small space to keep costs down; however, they may need to expand into a larger space in the future. Brief discussion ensued. Jim Fletcher with the Small Business Development Center reported meeting and working with Potter during his efforts to expand his business.

BUSINESS OPERATIONS

Authorization to bid Technology Services for 2012-2013



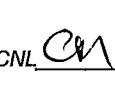
Judy Bradford reported the current contract for technology services will expire on December 31, 2011. She requested the authority to go out for bid on technology services.

Motion No.
Moved By:
Seconded by:

12-03-11

Michael H. Mackey
Craig N. Larsen

To authorize the Director of Business Operations to solicit competitive proposals for information technology services for 2012 through 2013.

ICB  MHM  CNL 

Pete Fraley reported the Port is required to complete this competitive formal process due to the total contract amount.

Motion carried unanimously.

Resolution No. 2011-13 Travel & Expense Reimbursement Policy

Judy Bradford reported this is an updated policy from policies previously approved in 1999 and 2000. She stated there are a few areas in bold print to emphasize those areas will be followed more closely.

Motion No.
Moved By:
Seconded by:

12-04-11
Michael H. Mackey
Craig N. Larsen
To approve Resolution No. 2011-13 as presented.

Judy Bradford stated this resolution was reviewed by legal counsel and the internal auditor.

Motion carried unanimously.

DIRECTOR'S REPORT

Pybus Project Update

Steve King provided a brief overview of Local Revitalization Financing (LRF). According to the Department of Revenue website: "The LRF program authorizes cities and counties to create "revitalization areas" and allows certain increases in local sales and use tax revenues and local property tax revenues generated from within the revitalization area, additional funds from other local public sources, and a state contribution to be used for payment of bonds issued for financing local public improvements within the revitalization area. The state contribution is provided through a new local sales and use tax that is credited against the state sales and use tax (sometimes referred to as the "LRF tax"). This tax does not increase the combined sales and use tax rates paid by consumers." Steve King reported the state must receive \$500,000 per year for the rebate back to the City to occur. He reported Riverpark Plaza plans to further their construction, which will help Wenatchee meet the threshold to receive LRF funding. Jon Eberle reported the value of construction projects is short term, not ongoing, but retail sales will continue and build year over year. Eberle stated the adjoining property owner, Riverpark Plaza, may develop a multi-family residential building consisting of approximately 30-35 units. Steve King reported the City has also been awarded a Transportation Improvement Board grant for Orondo Avenue and Worthen Street. Discussion ensued. Port staff and consultants will continue to refine cost estimates and designs for Pybus.

Lake Chelan Airport 2012 Preliminary Budget

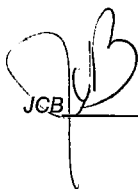


Mark Urdahl stated the suggested motion is to ratify the Lake Chelan Airport 2012 Preliminary Budget.

Motion No.
Moved By:
Seconded by:

12-05-11
Michael H. Mackey
Craig N. Larsen
To approve the Lake Chelan Airport 2012 Preliminary Budget as presented.

Mark Urdahl stated the Port's budget reflects operational support in the amount of \$40,000, while the Airport's budget reflects \$40,800. Brief discussion ensued. Pete Fraley stated the Port budgeted \$40,000 for 2011 operational support, but according to this Airport budget the Port has paid \$44,022 to date in 2011. Monica Lough will conduct research to determine if the Port has overpaid.

Motion carried unanimously.

JCB  MHM  CNL 

CALENDAR

The calendar was presented for consideration.

Motion No.	12-06-11
Moved By:	Craig N. Larsen
Seconded by:	Michael H. Mackey
	To approve the calendar as presented.

Motion carried unanimously.

Regular session recessed at 9:54 am for a 10 minute break.

Regular session reconvened at 10:04 am.

EXECUTIVE SESSION

Regular session recessed to an executive session at 10:04 am for 1 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.

Regular session reconvened at 11:03 am.

No action taken.

Mark Urdahl reported the Port may issue a Request for Qualifications (RFQ) for architectural services on the Pybus project. Brief discussion ensued. He stated the RFQ will have a defined scope of services, which may or may not occur in 2012, and may have an accelerated timeline. He will begin drafting the RFQ. Urdahl also reported on a possible meeting with the Department of Revenue to discuss the LRF.

Randy Asplund suggested the Pybus site be surveyed, since it has not been done for approximately 10-12 years. He stated it may be best to complete a survey immediately before the ground is snow covered.

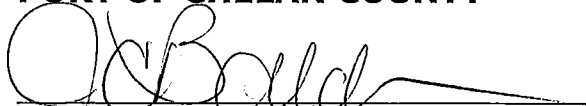
ITEMS FROM COMMISSIONERS

Commissioner Larsen reported SeaPort Airlines contacted Pangborn Memorial Airport to inquire about rates and charges. Commissioner Larsen and Greg Phillips have previously met with SeaPort Airlines representatives at a past air service conference. Brief discussion ensued.

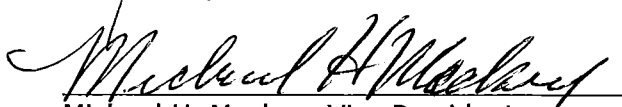
Meeting was adjourned at 11:32 am.

Signed and dated this 15th day of December, 2011.

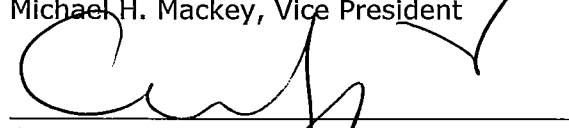
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