



PORT OF CHELAN COUNTY
Board of Commissioners
Meeting Minutes
238 Olds Station Rd, Suite A, Wenatchee, WA 98801
January 25th, 2012
8:30 am

Present: Michael H. Mackey, President
Craig N. Larsen, Vice President
JC Baldwin, Secretary
Mark Urdahl, Executive Director
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
Randy Asplund, Engineering Consultant
Jon Eberle, Real Estate Consultant

Others: Hank Manriquez, Cascade Foothills Farmland Association
Nancy Smith, Cascade Foothills Farmland Association
Nevonne McDaniels, Wenatchee Business Journal
Steve Hair, KPQ Radio

Commission President Michael H. Mackey called the meeting to order at 8:32 am and immediately recessed to the Pangborn Memorial Airport Governing Board meeting.

The Port of Chelan County Commission meeting reconvened at 10:36 am.

CONSENT AGENDA

The consent agenda was presented for consideration.

Motion No.
Moved By:
Seconded by:

01-10-12
JC Baldwin
Craig N. Larsen
To approve the consent agenda as presented including the minutes of the January 5, 2012 regularly scheduled commission meeting.

Motion carried unanimously.

PUBLIC COMMENT

No public comment.

MARKETING

Cascade Foothills Farmland Association 2011 review and presentation of 5 year plan

Hank Manriquez and Nancy Smith conducted a review of the Cascade Foothills Farmland Association (CFFA) 2011 activities and 5 year plan. Smith distributed a handout. Manriquez reported CFFA is still a volunteer organization. He reviewed the CFFA events, including: an Easter egg hunt, Leavenworth Wine Walk, Leavenworth Wine Festival, Ohme Gardens Wine Gala, Wenatchee Valley Museum Wine Gala, Taste of the Harvest Festival, Quincy FCAD Balloon/Wine Event, Chelan Wine Event-Lone Pine, and the NCW Wine & Chocolate event. He stated many events are being passed on to other organizations to manage, but were started by CFFA. Manriquez reviewed the group's revenues and expenditures, method of advertising, and plan for sustainability. He stated the driving map brochures are very popular and they intend to print 75,000 more in 2012. He reported CFFA has approximately 190 members. Discussion ensued.

CAPITAL PROJECTS

Additional engineering analysis of Cashmere mill site conditions

Randy Asplund reported that Crunch Pak’s environmental assessment recommends some work to be done on the site. He stated there is no history of any preservative treatment on wood on the site. He reported RH2 is in the process of obtaining cost estimates on methane gas monitoring and testing for additional chemicals. He anticipates receiving the information by the end of the week. Mark Urdahl reported an extension to the purchase and sale agreement has been drafted and is ready for signature. If approved, the agreement would be extended through June 30, 2012.

IB#5 change orders

Laura Jaecks reviewed 2 change orders for the IB5 electrical upgrade. The first change order is a net deduct in the amount of \$930.49 for a substitution of materials. The second change order is for an increase in the amount of \$4,510.00 due to changes by the PUD to the size and location of the vault after initial specifications were reviewed and approved. Both change orders are within the Executive Director’s Delegation of Authority. Commission and staff discussed the impacts to IB3 while work is being done at IB5, including a possible power outage.

PROPERTY & FACILITIES

Interim uses of Pybus facility

Raylene Dowell reported the Port was approached by the Wellness Place with an inquiry to use the Pybus building for special event use, such as a concert. Mark Urdahl requested a confirmation of direction from the commission, not to entertain any interim uses due to the condition of the building, liability, and uncertainty of a construction schedule. The commission agreed no interim uses will be allowed.

BUSINESS OPERATIONS

Resolution No. 2012-01 approving cost of living increase for port employees

Judy Bradford reported after reviewing labor statistics Monica Lough recommended a 3 percent cost of living increase for port employees. Lough stated it is in the 2012 budget. Mark Urdahl extended thanks to the commission on behalf of port staff.

Motion No.
Moved By:
Seconded by:

01-11-12
JC Baldwin
Craig N. Larsen
To approve Resolution No. 2012-01 authorizing a 3.0% Cost of Living increase for Port employees for 2012 as presented.

Motion carried unanimously.




Levy Certification

Monica Lough reported receiving another call from the County Assessor’s office. They reported there was some new construction unaccounted for and requested an updated levy certification.

Motion No.
Moved By:
Seconded by:

01-12-12
Craig N. Larsen
JC Baldwin
To authorize the Executive Director to sign a revised Levy Certification for 2011 to be collected in 2012 as presented. The estimated amount of \$500.00 would arise from previously unaccounted for new construction to be added to the previously approve regular levy.

Motion carried unanimously.

MHM  CNL  JCB 

ITEMS FROM COMMISSIONERS

No items from commissioners at this time.

Mark Urdahl reported a meeting has been scheduled with Graham Baba Architects to take place tomorrow and Friday. Raylene Dowell reported the City of Wenatchee, Wenatchee Valley Farmers Market, and the Wenatchee Downtown Association will join the meeting on Thursday. The meeting on Friday will include Pybus neighbors: the City of Wenatchee and Riverpark Plaza LLC.

CALENDAR

The calendar was presented for consideration. Mark Urdahl stated the Port strives to approve the calendar in a timely manner and hopes to bring calendar items for approval before they occur.

Motion No.
Moved By:
Seconded by:

01-13-12
JC Baldwin
Craig N. Larsen
To approve calendar for commissioners and staff as presented.

Motion carried unanimously.

EXECUTIVE SESSION

No executive session needed; none was held.


Meeting was adjourned at 11:32 am.

Signed and dated this 16th day of February, 2012.

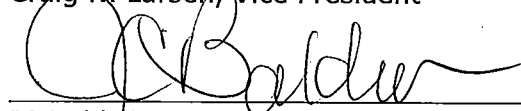
PORT OF CHELAN COUNTY





Michael H. Mackey, President



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