



BOARD OF COMMISSIONERS
Meeting Minutes

125 Easy St. - Wenatchee, WA 98801
Wednesday, July 19th, 2006
9:00 am

- Present:** Michael H. Mackey, President
 JC Baldwin, Vice President
 Pete Fraley, Legal Counsel
 Al Cordell, Internal Auditor
 Dayle Rushing, Property Manager & Risk Manager
 Laura Jaecks, CTC Building Manager
- Judy Bradford, Recording Secretary
 Carleen Elliott, Accounting Assistant
 Pat Moore, Pangborn Airport Manager
 Jon Eberle, Real Estate Consultant
 Karen Kornher, Engineering Consultant
 Aimee Pope, Ass't to Economic Dev Director
 Terry Johnson, Architect Consultant
 Jim Fletcher, Wenatchee Valley College
 Roger Clute, Wenatchee Valley CVB
 Mari Herreras, Wenatchee Business Journal
- Others:** Bill Stokes, Chelan County Citizen
 Amy Schleif, Leavenworth Echo
 Jeff Smith, Chelan County PUD

Commission President Mike Mackey called the meeting to order at 9:00 am.

Commissioner Mackey introduced Aimee Pope, who was recently hired at the Port as the Assistant to the Economic Development Director. Aimee's first day at the Port was July 10th.

Consent Agenda*

The consent agenda was presented for consideration:

Motion No. 07-07-06
Moved By: JC Baldwin
Seconded By: Michael H. Mackey
 To approve the consent agenda consisting of the approval of the minutes from the July 5th, 2006 Commission meeting, the Interlocal Agreement with Chelan County, Pangborn register pages (#1044-#1048) and Port register pages (#1994-#2000) consisting of the following:

<u>Register Page:</u>	<u>Voucher:</u>	<u>Total</u>
#1994--June 2006 Payroll 6/30/06	#25436- 25444 & electronic payroll deposits	\$ 53,364.08
#1995 -- June Month End 6/30/06	#10423 -- 10425	4,154.71
#1996-- Capitalized 7/19/06	#10426 -- 10428	3,106.18
#1997-- CTC 7/19/06	#10429 -- 10443	72,294.09
#1998-- June bills paid 7/19/06	#10444 -- 10465	136,451.52
#1999 -- Same 7/19/06	#10466 -- 10480	17,886.10
#2000--June Expns Reimbrs 7/19/06	#10481 -- 10486	636.40
		\$287,893.08

73 warrants totaling \$ 287,893.08 for approval July 19, 2006.

Motion Carried.

Pangborn Memorial Airport Update

Pat Moore reported the new publish date for the new ILS system has been changed to September 28th, 2006. FAA staff working on Pangborn ILS project were unaware of the date change. The FAA flight procedure department pushed the date forward due to the VOR settings needing to be rewritten. Pangborn airport staff had not been notified of the change. Moore happened to call and found out about the change.

Confluence Technology Center Innovator Lunch Sponsorship*

Laura Jaecks explained the sponsorship was part of the original funding request from GWATA. As one of the key sponsors for the lunch, the Port will receive recognition in the promotional materials and at the event. The \$5,000 sponsorship is recognition and reinforcement of the Port's support of the information technology cluster.

Legal counsel Pete Fraley noted the port has the authority to spend funds in furtherance of its programs and operations. Sponsorship of the luncheon in support of one of the Port's economic development clusters is a Port policy decision and requires formal action from the Commission.

Motion No. **07-08-06**

Moved By: JC Baldwin

Seconded By: Michael H. Mackey

To approve Port sponsorship in the amount of \$5,000 for the GWATA Innovator Lunch in recognition of the Port's support for the information technology industry cluster.

Motion Carried.

Update

Laura Jaecks invited Port Commissioners and port staff to a tour of the construction taking place in the Yahoo! space in the Confluence Technology Center next Monday, July 24th at 11:00 am. The Chelan County PUD Commissioners and staff are also invited.

Jaecks reported the re-equipping of the Executive Boardroom in Port space on the first floor is in progress.

She provided an pictorial update on the construction of the Yahoo! space in the lower level, second floor and third floor. Jaecks briefly reviewed a synopsis of video conference center evaluations by users of the center. The center averaged high marks for the facilities and technology.

Agreement for Interagency Services-ESD video conferencing support*

CTC building manager, Laura Jaecks explained the agreement is for video conference technician services currently provided by the North Central Educational Service District (NCESD). The agreement is a full one year contract, and is the third contract for technician services between the Port and the NCESD. The new agreement reflects a reduction in the number of hours from 30 hours per week to 25 hours per week. An evaluation of video conference center need for the technician's services is planned to occur quarterly. The contract is in the same form as the last two plus years. \$47,500 is the total amount invoiced for the term of the contract; however, the Port will be billed for on a monthly basis. The NCESD's technician is the most qualified video conference technician in the Wenatchee area.

Motion No. **07-09-06**

Moved By: JC Baldwin

Seconded By: Michael H. Mackey

To approve the NCESD contract renewal for the video technician in the amount of \$47,500, to be reviewed quarterly and to authorize the Confluence Technology Center building manager to sign the document.

Motion Carried.

Directors Report

WVC Continuing Education Update (Jim Fletcher)

Laura Jaecks explained the new lease with the Wenatchee Valley College requires a quarterly evaluation and report to the Port Commission. Jim Fletcher of Wenatchee Valley College then updated the Commissioners on the training at the CTC, and the planning taking place for future classes and training.

The college is working toward becoming more proactive in continuing education training and will endeavor to inform the Commission of what the plan for training is and not just report what training has been done. The continuing education department has set goals for accountability with quarterly benchmarks. The end result is for training to be more market driven. Programs to track results for the continuing education users are in place. The plan and results will be reported to stakeholders.

Fletcher reported the college hired a program developer with promotion experience to accomplish the goal of increasing enrollment. The continuing education program is focused on a self supporting status, and will do contract training as part of the formula to get there.

The college believes it has a business plan in place now.

Fletcher reported a big improvement in the bottom line last year. The department increased revenues by 43% with less staff through contract sales.

The department is now working on branding the continuing education. The goal is to contact core customers at least five times a year to create more awareness and create an identity with what continuing education does within the college.

Visitor Kiosk Discussion (Roger Clute-WVCVB)

Roger Clute, Executive Director of the Wenatchee Valley Convention & Visitor Bureau briefly explained a visitor information kiosk product the WVCVB, Chelan County PUD and Port staff have been researching in the hopes of developing an effective information delivery system for visitors to the area. The initial points of location for the proposed kiosks would be the visitor center at Rocky Reach Dam, Pangborn Airport and the Wenatchee Convention Center.

A number of issues and topics related to visitor kiosks and Port participation were discussed with the Commissioners inviting Clute back to update them when more details are available.

Roger commented to the Commissioners that tourism entities in the County do a good opportunity getting visitors here; however, we need to do a better job of letting them know about the opportunities here when they arrive.

Resolution 2006-08 Delegation of Authority in the Absence of Executive Director*

Pete Fraley provided a brief history of delegation of authority at the Port with the deputy director and executive director positions, and the decision or authority tree at the Port. The Resolution establishes in the absence of the Executive Director, the member of the Port's Management Team with the most seniority who is readily available will make the decision.

The determination of the absence of the Executive Director is made by the President of the Commission. The decision authority has a \$10,000 maximum limit with approval by a commissioner and legal counsel, where required, as outlined in the delegation resolution.

The resolution has a sunset provision of December 31, 2006.

Motion No.	07-10-06
Moved By:	JC Baldwin
Seconded By:	Michael H. Mackey
	To adopt Resolution No. 2006-08 establishing delegation of authority for document signatures in the absence of the Port executive director.
	Motion Carried.

New Agenda Item: Peshastin mill site recap of the community council meeting

Commissioner JC Baldwin and Pete Fraley reported on the Community Council meeting held last Monday evening. The main topic of the meeting was options for the Port in proceeding with the development of the mill site.

The Peshastin community is a very active community and has formed an advisory committee to research the sub area planning process for Peshastin. The advisory committee supports the sub area planning process moving forward for the formation of the urban growth area.

Fraley explained the Port's permit deadlines and concerns for flexibility for development of the property at the meeting. The Port has three options: 1) make a significant investment in

infrastructure to the property (\$3 million) to preserve the vesting, 2) to hold steady and let the vesting of the permits lapse and see how the urban growth area unfolds and work within it ((Fraleley explained to the Community group the Port has retained Pacific Appraisal Associates to determine the value of the vesting/permits), and 3) surplus the property and sell it.

Fraleley also explained the planning process is a community driven decision with the Port's issue being just a portion of it. The Peshastin community council wants the Port to stay the course and see how the planning process goes.

David Grimes long range planner for Chelan County and Commissioner Keith Goehner were both present. Grimes would be the Chelan County planning staff to move the Peshastin planning process forward. It was explained to the group the planning process would require lots of public meetings and lots of public process.

The process was started with the community council vote to forward to Chelan County the request to start the urban growth area process.

The Port and Chelan County need to discuss the timelines and permit vestings to determine if adjustments can be made to move the planning process forward. Chelan County Planning Department will conduct a study to compare the vesting of the two permits to determine if something short of the stated requirements can be done to maintain the vestings, and then have the Port bond for the rest.

The Port needs to determine what the value of maintaining the vestings is. The Port has contracted with Pacific Appraisal Associates to evaluate this value and their report is due by the end of August.

Property Manager's Report

Port Industrial Building #3 Office Renovation*

Dayle Rushing distributed Terry Johnson's updated drawings of the proposed floor plan for the Port space in industrial building #3 - formerly the library building. The layout will be presented to Port staff for input one more time. The goal is to have the input period complete by the next Commission meeting.

Terry Johnson's rough estimate is \$350,000 including a dedicated fiber connection directly to the backbone at the Confluence Technology Center. \$25,000 needs to be added to the reconstruction estimate for the evaluation of the HVAC systems in the building. The system has not been replaced nor upgraded since the facility was built.

Motion No. **07-11-06**

Moved By: JC Baldwin

Seconded By: Michael H. Mackey

To authorize Port staff to complete construction plans and specifications associated with Port industrial building #3 for the purposes of sending the project out to bid. Motion Carried.

Rushing reported the construction period on industrial building #3 would be approximately four months.

Executive Session

There was no need for an executive session.

Calendar*

City of Cashmere-Mill Site	Cashmere	06-19-06
Preparation for Chamber Alliance Mtg	Port	06-22-06
Peshastin Meeting w/Kathy Springer	Peshastin	06-23-06
Chamber Alliance/Port Advisory Committee	CTC	06-26-06

Trip to Yahoo!	Sunnyvale	06-27-06
Document Management Team Meeting	Port	07-06-06
Meeting with City of Chelan	Chelan	07-06-06
Peshastin Meeting	Port	07-12-06
WPPA Commissioners' Only Seminar	Walla Walla	07/09-07/11
National Forest Service Fire Coordination Mtg	Entiat	07-13-06

Motion No. **07-12-06**
Moved By: *JC Baldwin*
Seconded By: *Michael H. Mackey*
 To approve calendar for Commissioners and staff as amended.

Motion Carried.

There being no further business, the meeting was adjourned at 10:29 am.

Dated and approved this 16th day of August, 2006.

BOARD OF COMMISSIONERS

Michael H. Mackey, President
JC Baldwin, Vice President
James H. Knapp, Secretary - Excused Absence