



PORT OF CHELAN COUNTY
Board of Commissioners
Meeting Minutes
238 Olds Station Rd, Suite A, Wenatchee, WA 98801
March 23, 2011
8:30 am

Present: JC Baldwin, President
Michael H. Mackey, Vice President
Craig N. Larsen, Secretary
Mark Urdahl, Executive Director
Pete Fraley, Legal Counsel
Monica Lough, Internal Auditor
Laura Jaecks, CTC & Capital Projects Manager
Raylene Bradley, Property & Facilities Manager
Aimee Pope, Assistant to Economic Dev. Director
Judy Bradford, Director of Business Operations
Kathleen Knappert, Staff Assistant
Jon Eberle, Real Estate Consultant

Others: Carrie Draeger, Lake Chelan Mirror

Commission President JC Baldwin called the meeting to order at 8:33 am and immediately recessed to the Pangborn Memorial Airport Governing Board Meeting.

The Port of Chelan County Commission meeting reconvened at 10:57 am.

CONSENT AGENDA

The consent agenda was presented for consideration.

Motion No. 03-05-11
Moved By: Michael H. Mackey
Seconded by: Craig N. Larsen
To approve the consent agenda as presented including the minutes of the March 17th, 2011 regular commission meeting.

Motion carried unanimously.

CONFLUENCE TECHNOLOGY CENTER & CAPITAL PROJECTS
Update on Olds Station Sidewalk Project

Laura Jaecks provided an overview of sidewalk project as previously proposed. She stated the Port has received federal dollars to help fund this project. Jaecks reported that in planning for this project it was discovered there is a triangular area of property belonging to McDougall & Sons which extends onto the road leading to Confluence State Park. She met with Stuart McDougall to discuss this piece of property and the possibility of the Port acquiring the right of way needed to build out the project as proposed. Due to objections from McDougall staff recommends a scope change to allow the construction of sidewalks on Port owned property and for a design plan for an alternative connection to the part in the future. Discussion ensued.

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Worthen Street Structure Asbestos Abatement Project

Laura Jaecks reported the bid opening for this project occurred on March 15th. The engineer's estimate was \$35,000 not including sales tax. The lowest bid received was from A Central LLC at \$37,780.95 which includes sales tax. Jaecks stated Ryan Brownlee with RH2 reviewed the bids and recommends awarding the bid to A Central LLC.

Motion No.
Moved By:
Seconded by:

03-06-11
Craig N. Larsen
Michael H. Mackey
To authorize a contract with the lowest responsible bidder, A Central LLC, for the total amount of \$37,780.95 for the asbestos abatement of the Worthen Street structure.

Motion carried unanimously.

Laura Jaecks and Mark Urdahl reported funds were not specifically budgeted for this activity and this contract amount is in addition to the Worthen Street building demolition cost.

DIRECTORS' REPORT

Tracking 2011 Budget Revisions

Mark Urdahl reported when the budget was approved there were some unknown items particularly with Pybus, the Cashmere Mill site, and the work level with consultants. He stated Monica Lough and staff will track changes on cumulative basis throughout the year. Brief discussion ensued. Tracking and changes will be reported to the commission on a quarterly basis.

PUBLIC COMMENT

No public comment.

ITEMS FROM COMMISSIONERS

Social Media




Commissioner Baldwin recommended scheduling a work session for staff and Commissioners to discuss social media. Judy Bradford reported Denton Meier has researched archival software that will aide in record retention for social media. She stated our social media use would consist of the distribution of information only, not blogging. Discussion ensued regarding the possible use of social media and retention. Pete Fraley stated Julie Norton, at Ogden Murphy Wallace, handles the public records related work. He stated she may be able to contribute articles and information. Commissioner Baldwin stated that at the workshop she would like to explore what other ports are doing in regard to social media uses and policies. Bradford reported she has reviewed one port's social media policy. A Social Media workshop will be scheduled at a later date.

DIRECTORS' REPORT (continued)

Marketing Plan Update

Mark Urdahl reported attending regular marketing meetings. Others in attendance at these marketing meetings include Commissioner Baldwin, Laura Jaecks, Ron-Johnston Rodriguez, Raylene Dowell, Aimee Pope, Greg Phillips, and Jon Eberle. Urdahl reported the team is working to develop a marketing plan. Laura Jaecks reported utilizing a participatory process to develop a marketing plan, including input from each individual and thoroughly studying each idea. The marketing team will focus on the criteria for success and priority of objectives at their next meeting.

Mark Urdahl reported on the upcoming Special Port Commission workshop scheduled for Monday, March 28th, stating the topic of the session will be real estate. He stated Terry

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Johnson with PKJB will be providing information and tenant improvement ideas on IB3, IB5, and the CTC. Agenda items may also include reviewing real estate guidelines, marketing plan, asset management, and land values. Discussion ensued. Urdahl stated there may also be some discussion on marketing collaboratively with local chambers and deliverables requested in agreements.

Create/Update Emergency Preparedness Plans

This item has been tabled for a future meeting on a date to be determined.

Winery Signage Request

Raylene Dowell reported Chateau Faire Le Pont Winery has requested approval to install directional signage at the corner of East Penny Road and Technology Center Way. There is currently an easement at that location as a signage reserve. Pete Fraley stated if the commission authorizes this signage it would allow the winery to install temporary signage, at the winery's cost. Approval can be revoked when the Port prepares to install permanent signage. Discussion ensued.

Motion No.

Moved By:
Seconded by:

03-07-11

Michael H. Mackey
JC Baldwin

To authorize the temporary placement of signage at East Penny Road and Technology Way, for Chateau Faire Le Pont.

Motion carried unanimously.

EXECUTIVE SESSION

No executive session was needed; none was held.

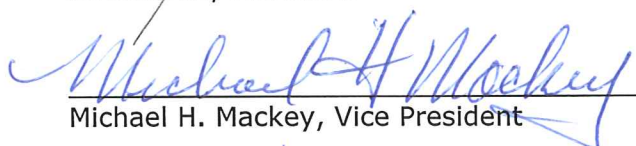
Meeting was adjourned at 11:36 am.

Signed and dated this 21st day of April, 2011.

PORT OF CHELAN COUNTY



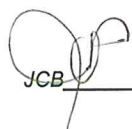


JC Baldwin, President



Michael H. Mackey, Vice President



Craig N. Larsen, Secretary

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