



**PORT OF CHELAN COUNTY**  
**Board of Commissioners**  
**Special Meeting Minutes**  
**238 Olds Station Rd, Suite A, Wenatchee, WA 98801**  
**October 18<sup>th</sup>, 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  
Mike Armstrong, External Affairs Director

Laura Jaecks, CTC & Capital Projects Manager  
Aimee Pope, Marketing & Communications Manager  
Raylene Bradley, Property & Facilities Manager  
Judy Bradford, Director of Business Operations  
Kathleen Knappert, Staff Assistant  
Jon Eberle, Real Estate Consultant

**Others:** Nancy Smith, Leavenworth Chamber of Commerce  
Jenny Rickel, GWATA  
Amy Lewis, GWATA

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

**CONSENT AGENDA**

The consent agenda was presented for consideration.

<b>Motion No.</b>	<b>10-02-11</b>
Moved By:	Craig N. Larsen
Seconded by:	Michael H. Mackey
	To approve the consent agenda as presented including the minutes of the September 13 <sup>th</sup> , 2011 special meeting, September 28 <sup>th</sup> , 2011 regularly scheduled meeting, and the Port Register Pages (#2471-#2478).

*Motion carried unanimously.*

**PUBLIC COMMENT**

No public comment.

**ITEMS FROM COMMISSIONERS**

Commissioner Mackey reported meeting with Lisa Wellman yesterday in Chelan, along with Mark Urdahl and Aimee Pope. He stated Wellman should be able to provide valuable suggestions related to our marketing efforts. Commissioner Baldwin reported meeting with Wellman during her tour of Wenatchee and the CTC. Commissioner Larsen reported meeting with Wellman during her tour of Pangborn Memorial Airport.

Commissioner Baldwin reported Greg Phillips has been speaking with Alaska Airlines regarding promotional opportunities. She stated Alaska is interested in contributing to a promotional package relating to the wine industry. Commissioner Baldwin reported meeting with Greg Phillips and Jan Lutz. They will be meeting with Roger Clute next week.

**CONFLUENCE TECHNOLOGY CENTER**

**Greater Wenatchee Area Technology Alliance Report to Commission**

Jenny Rickel and Amy Lewis from the Greater Wenatchee Area Technology Alliance (GWATA) provided a quarterly report to the commission. Rickel reviewed the organization's core values,

JCB MHM CNL

Board of Directors, Board of Advisors, as well as the 2<sup>nd</sup> and 3<sup>rd</sup> quarter events, which included:

- Round Table Luncheon "Take Control of Your SEO. Does Google Like your Website?"
- Tech Tour, Wenatchee Valley Technical Skills Center
- Round Table Luncheon "Facebook 201 for Businesses, A Legal Perspective"
- 5<sup>th</sup> Annual Tech Stomp "Celebrating Technology Advancement in the Region"
- Round Table Luncheon "Tools for Putting Your Invention on the Shelf"

Rickel stated GWATA recently held its 2<sup>nd</sup> annual NCW Innovation Showcase, which included tours of Agrofresh/Van Doren, M&M Productions, and the CTC. There were 18 exhibitors at the event and approximately 200 people attended. Rickel reported on the continued outreach effort and upcoming 4<sup>th</sup> quarter events. She also reviewed items pertaining to the Economic Development Partnership Agreement.

## **MARKETING & COMMUNICATIONS**

### ***Leavenworth Chamber Report to Commission***

Nancy Smith provided an update and report to the commission. She stated that although the Leavenworth Chamber is busy with festivals and advertising throughout the year, March, April, and November are slower months. This year April was designated as culinary month. The month of November has been chosen to provide discounts to military families. In regards to lodging tax revenues, Smith stated numbers this year are above those in 2008, which was the previous record year. She stated economic development in Leavenworth is primarily tourism, followed by agriculture. She reviewed the deliverables required in the Economic Development Partnership Agreement and how the Leavenworth Chamber works to fulfill those requirements. Discussion ensued. Smith discussed her involvement with other organizations such as the Chamber Alliance and Cascade Valley Wine Alliance.

## **BUSINESS OPERATIONS**

### ***2010 Financial Statement***

Monica Lough distributed copies of the 2010 Financial Statement. She stated Cordell, Neher & Company, PLLC compiles the financial statements, but they are audited by the Washington State Auditor's Office, as required by law. Lough briefly reviewed each section of the Financial Statement including:

- The Accountants' Compilation Report
- Background on the Port and Activity Recap
- Balance Sheet
- Statement of Revenues, Expenses and Changes in Net Assets
- Statement of Cash Flows
- Notes to Financial Statements

Lough pointed out the 3 columns on each page, separating the Port, CTC, and Pangborn Memorial Airport. The Port has a financial controlling interest both the CTC and Pangborn. Review of the Financial Statement continued and discussion ensued. Commissioners requested a separate detailed statement on the CTC. Raylene Dowell is also in the process of preparing a report detailing the history and status of all Port properties.

***Motion No.***

*Moved By:*  
*Seconded by:*

***10-03-11***




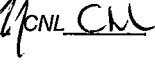
*Michael H. Mackey*  
*Craig N. Larsen*

*To approve the 2010 Financial Statements as presented.*

*Motion carried unanimously.*

Regular session recessed at 10:17 am for a 10 minute break.

Regular session reconvened at 10:26 am.

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A Pybus update was made in open public session. Mark Urdahl stated the Port is heading toward a sub-recipient agreement with the City. He stated the commission will discuss in more detail next week and possibly take action at the first meeting in November. He reported the Port received a letter of understanding signed by the Chelan-Douglas Action Council on behalf of the food bank. A signed copy is pending from the Wenatchee Valley Farmer's Market. Mark Urdahl stated the City has made an offer to use \$7,500 of the grant proceeds to complete the HUD paperwork and to perform all grant administrative duties. Discussion ensued. Pete Fraley stated the City may take action on October 27<sup>th</sup>. Jon Eberle stated Shawn with PKJB is in the process of updating the cost estimates.

**EXECUTIVE SESSION**

Regular session recessed to an executive session at 10:37 am for 30 minutes 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.

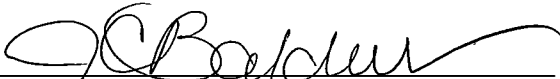
Regular session reconvened at 11:03 am.


No action taken.

Meeting was adjourned at 11:03 am.

Signed and dated this 17<sup>th</sup> day of November, 2011.

**PORT OF CHELAN COUNTY**

  
\_\_\_\_\_  
JC Baldwin, President

  
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Michael H. Mackey, Vice President

  
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Craig N. Larsen, Secretary