



PORT OF DOUGLAS COUNTY
Board of Commissioners
Agenda
Tuesday, August 28, 2012

REGULAR PORT COMMISSION MEETING – 9:00 am

Port of Douglas County Conference Room
3306 5th Street SE, East Wenatchee, WA 98802

- I. CONSENT AGENDA (*attachments*)
 - A. Warrant Register 2012-08-2
 - B. Meeting Minutes – August 14, 2012
- II. GUEST REPORTS
- III. EXECUTIVE SESSION
- IV. OLD BUSINESS
 - A. Executive Director Evaluation
 - B. Perpetual Farm Project Support
- V. NEW BUSINESS
 - A. Interlocal Agreement with Douglas County – Rural Sales and Use Tax Grant
- VI. REPORTS
 - A. Commission
 - B. Executive Director
- VII. EXECUTIVE SESSION

DOUGLAS COUNTY PORT COMMISSION
MINUTES OF THE REGULAR PORT COMMISSION MEETING
Tuesday, August 28, 2012

Port of Douglas Conference Room
3306 Fifth Street SE
East Wenatchee, WA 98802

Present: Alan Loeb sack, Commission President
Jim Huffman, Commission Vice President
Mark Spurgeon, Commission Secretary
Lisa Parks, Executive Director
Doug Provo, Business Manager
Thad Brewer, Property & Maintenance Manager
Esther McKivor, Accountant & Administrative Assistant
Ron Russ, Pangborn Memorial Airport
Erik Howe, RH2 Engineering

Commissioner Loeb sack called the meeting to order at 9:05 a.m. and noted that Ron Russ and Erik Howe will each be giving a brief report.

Ron Russ in at 9:07 a.m.

Consent Agenda

Warrant Register 2012-08-2	# 1006493 – 1006512	\$ 46,393.22
Meeting Minutes – August 14, 2012		

Motion 08-28-1

Motion: Approve the Consent Agenda.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

GUEST REPORT – Erik Howe, RH2 Engineering

Mr. Howe gave a progress report on the Phase II Construction. Selland Construction is on their original schedule. The anticipated completion is the third week of October. Mr. Howe also mentioned that the contract budget is on track.

GUEST REPORT – Ron Russ, Pangborn Memorial Airport

Mr. Russ provided an update on his recent meeting with FAA representatives. He noted that the meeting went very well. They mutually agreed that the plan is still in effect for extending the runway to 7,000 feet but, they are still identifying a possible need for a 300 foot displaced threshold. Therefore, the project description has not changed and the existing Environmental Assessment is still valid. He mentioned that the responses to Environmental Assessment citizen comments are being sent out this week. He reported that he is working with Douglas County to mitigate citizen concern over the Grant Road realignment.

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EXECUTIVE SESSION

The Commission went into Executive Session at 9:35 a.m. It was announced that the Commission would be in Executive Session for approximately 15 minutes and that the purpose of the Executive Session was to discuss matters relating to the final review of the performance of the Executive Director per RCW 42-30-110(1)(g). It was announced that the Commission would take action after the Executive Session was adjourned and the regular meeting reconvened.

The Commission came out of Executive Session at 9:50 a.m.

The public session was reconvened at 9:53 a.m.

OLD BUSINESS – Executive Director Evaluation

Motion 08-28-2

Motion: To adopt the 2012 Evaluation for the Executive Director.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

OLD BUSINESS – Perpetual Farm Project Support

At a previous meeting, the Commission expressed support of the Perpetual Farm Project. The Commission concurred that the Port provides \$1,500 with a deliverable which includes a video and a report on the project.

Motion 08-28-3

Motion: To provide an amount not to exceed \$1,500 for the development of the Perpetual Farm video by the Washington Ag Forestry Program based on a negotiation of an agreement with deliverables of a copy of the video and a report to the Commission.

Moved: Jim Huffman

Seconded: Mark Spurgeon

Motion carried unanimously.

NEW BUSINESS – Interlocal Agreement with Douglas County – Rural Sales and Use Tax Grant

The North End Feasibility Study is being funded through a grant from Douglas County out of their Rural Sales and Use Tax grant program. The grant is proposed to run on a monthly reimbursement basis, as the project progresses. The total amount is not to exceed \$94,932.02 from the County Rural Sales and Use Tax Program.

Director Parks reviewed the draft copy of the Interlocal Cooperation Agreement provided by Douglas County and changes made for the process for requesting and receiving the grant proceeds, made by Port staff and as reviewed by legal counsel.

Motion 08-28-4

Motion: To accept the revised Interlocal Cooperation Agreement with Douglas County regarding Grant Funding through Rural Counties Sales and Use Taxes for the Odabashian Bridge Area (North End) Feasibility Study, not to exceed \$94,932.02 as presented.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

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NEW BUSINESS – Greater Wenatchee Irrigation District Crossing Agreement

At the Phase II development of the Pangborn Business Park, conduits are installed within the GWID's easement. GWID provided the Port with an Irrigation Line Crossing Agreement to indemnify the district against damages to the property.

The Commission concurred that the agreement be reviewed by legal counsel before execution.

Motion 08-28-5

Motion: To authorize the Executive Director to enter into the Greater Wenatchee Irrigation District - Irrigation Crossing Agreement for the Pangborn Industrial Park, pending a review by the Port's legal counsel.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

Mr. Brewer briefly reported that the Orondo River Park looked good.

REPORTS – Commissioners

The Commission gave an overview of the Port's exhibit and attendance at the NCW Fair in Waterville. The consensus was the fair was good; however, the Port didn't have good exposure in the fair building. A brief discussion ensued in regarding a more advantageous location for next year's participation.

REPORTS – Executive Director

Director Parks briefly reported on the following:

The Honda Pilot window was broken over the weekend and she would like staff to look into security systems for the Port building.

The HVAC system at the CWICC building is almost 100% resolved. Director Parks mentioned that the Port has been operating at a loss for the CWICC building and an increase of their lease and utility reimbursements should be examined.

The Port's new website is up and running, including a Facebook Page.

Warren Meyer at Recreation Resource Management indicated that the Orondo River Park is not profitable. The Port office has received numerous complaint calls in regards to their reservation system. RRM will be operating the ORP until October for 2012.

The RFQ deadline for the North End Feasibility Study was August 27th. The Port received seven RFQs from WA State as well as out- of-state firms. There will be a meeting with the utility groups next week, including the PUD, fiber optic and for natural gas.

Director Parks briefly reviewed the process of modifying the Pangborn Airport Joint Operating Agreement with Mr. Urdahl of the Port of Chelan County.

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EXECUTIVE SESSION

The Commission went into Executive Session at 11:05 a.m. It was announced that the Commission would be in Executive Session for approximately 15 minutes and that the purpose of the Executive Session was to review the Executive Director's evaluation with the Executive Director. It was announced that the Commission would not take any action after the Executive Session was adjourned and the regular meeting reconvened.

The Commission came out of Executive Session at 11:20 a.m.

The public session was reconvened at 11:20 a.m.

There being no further business to discuss, the meeting was adjourned at 11:20 a.m.

**PORT OF DOUGLAS COUNTY
APPROVED COMMISSION
MEETING MINUTES**

For signed copies please contact the Port District