



PORT OF DOUGLAS COUNTY
Board of Commissioners
Agenda
Tuesday, September 11, 2012

REGULAR PORT COMMISSION MEETING – 9:00 am
Port of Douglas County Conference Room
3306 5th Street SE, East Wenatchee, WA 98802

Pangborn Memorial Airport Special Governing Board Meeting

- I. PANGBORN MEMORIAL AIRPORT MEETING
 - A. Bid Award – ILS Grading Project
 - B. Runway Extension Update

Port of Douglas County Regular Meeting

- II. CONSENT AGENDA (*attachments*)
 - A. Warrant Register 2012-09-1
 - B. Payroll Register PR2012-09-1
 - C. Payroll Register PR2012-09-2
 - D. Minutes of August 28, 2012 Commission Meeting
- III. GUEST REPORTS
 - A. ORP Update – Reggie Boyd
 - B. Pangborn Memorial Airport – Ron Russ
 - C. SBDC – Jim Fletcher
 - D. Labor Area Summary – Mark Berreth
 - E. Financial – Mel Henkle
- IV. OLD BUSINESS
 - A. Perpetual Farm Project Memorandum of Understanding
- V. NEW BUSINESS
 - A. On-Call Services Agreement with SCJ Alliance – Jerry Litt
 - B. NCW EDD Update – Jennifer Korfiatis
 - C. Client Service Agreement with Wells Fargo Insurance Services – Ron Snyder
 - D. Extension of Current Service Agreement with Riverview Landscaping, LLC
 - E. Consultant Selection – North End Economic/Market Feasibility Study
 - F. RFP for Cross Dock Feasibility Study
- VI. REPORTS
 - A. Commission
 - B. Executive Director
- VII. EXECUTIVE SESSION

DOUGLAS COUNTY PORT COMMISSION
MINUTES OF THE REGULAR PORT COMMISSION MEETING
Tuesday, September 11, 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
Allan Galbraith, Legal Counsel
Mel Henkle, Accountant
Mark Berreth, Employment Security Department
Jim Fletcher, Small Business Development Center
Jerry Litt, SCJ Alliance
Jennifer Korfiatis, NCW Economic Development District
Ron Snyder, Wells Fargo Insurance Services
Doris Stadler, Pangborn Memorial Airport
Nevonne McDaniels, Wenatchee Business Journal

Commissioner Loeb sack called the meeting to order at 9:20 a.m.

Consent Agenda

Warrant Register 2012-09-1	# 1006532 – 1006560	\$ 64,271.28
Payroll Register PR2012-09-1	# 1006513 – 1006523	\$ 12,189.80
Payroll Register PR2012-09-2	# 1006524 – 1006531	\$ 11,789.19
Meeting Minutes – August 28, 2012		

Motion 09-11-1

Motion: Approve the Consent Agenda.

Moved: Jim Huffman

Seconded: Mark Spurgeon

Motion carried unanimously.

GUEST REPORT – Reggie Boyd, Orondo River Park Update

Excused absence.

GUEST REPORT – Ron Russ, Pangborn Memorial Airport

Mr. Russ provided an update on PMA activities, including the aerial operations in support of the efforts to fight the wildfires in Central Washington. He noted that 5 helicopters were based at PMA and that the glider operations area has been temporarily closed to accommodate the operations. The Taxiway Lighting Project is proceeding on schedule and as part of the project, funds are utilized to purchase some needed taxiway signage estimated to be in the amount of \$13,000-\$14,000. He also noted that there are needs for some pavement patching. These items will likely be included in a forthcoming Change Order for the project. The ILS localizer antennae grading project will be underway shortly.

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Ron Russ and Doris Stadler out at 9:30 a.m.

GUEST REPORT – Jim Fletcher, SBDC

Mr. Fletcher gave a brief report on the Small Business Development Center (SBDC) export program and the readiness of manufacturers and distributors to export to foreign markets. SBDC is available to prepare businesses the opportunities to finance, market and be in compliance with the state and federal regulations of exporting. Washington is the 4th largest exporter state and 605,000 jobs in Washington are export dependent. China and Canada are Washington's top export markets.

Director Parks mentioned as an ADO function there are export training programs and workshops with the Department of Commerce. Exporting has become a big state initiative.

GUEST REPORT – Mark Berreth, Labor Area Summary

Mr. Berreth reported that the unemployment rate is down to 5.9% compared to 6.3% last year. Retail, manufacturing, construction, and hospitality employment have dropped.

GUEST REPORT – Mel Henkle, Financial

Mr. Henkle reviewed the August 2012 Financial Statements. The HVAC system at the CWICC building needed major repairs and part replacements which have cost approximately \$27,558 so far.

Director Parks mentioned that according to the lease agreement with the USFS, the Port as the landlord is responsible for the repairs and maintenance of the basic infrastructure at the CWICC building. The expense records will be examined for future negotiation on the USFS utility reimbursements to the Port.

Mark Berreth out at 9:58 a.m.

OLD BUSINESS – Perpetual Farm Project Memorandum of Understanding

Staff prepared a draft MOU to be entered into with the AgForestry Foundation Class 33 in regards to the Perpetual Farm Project, an educational documentary for the benefit of agriculture in Douglas County. The MOU includes the Port support of \$1,500 .

Motion 09-11-2

Motion: Authorize the Executive Director to enter into the Memorandum of Understanding with the AgForestry Foundation Class 33 regarding the Perpetual Farm Project, not to exceed a financial support of \$1,500.

Moved: Jim Huffman

Seconded: Mark Spurgeon

Motion carried unanimously.

Jennifer Korfiatis in at 10:00 a.m.

NEW BUSINESS – On-Call Services Agreement with SCJ Alliance, Jerry Litt

Director Parks mentioned that a Scope of Work with SCJ Alliance providing on-call services (non- engineering) was prepared for future task authorizations relating to planning, GIS, permitting and other similar activities considered "personal services" as opposed to professional services.

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NEW BUSINESS – On-Call Services Agreement with SCJ Alliance, Jerry Litt, Continued

Motion 09-11-3

Motion: Authorize the Executive Director to enter in an agreement with SCJ Alliance for on call-services (personal services) as presented, pending on legal counsel approval.

Moved: Jim Huffman

Seconded: Mark Spurgeon

Motion carried unanimously.

Jerry Litt out at 10:20 a.m.

Thad Brewer in at 10:20 a.m.

Break at 10:20 a.m.

Reconvene at 10:30 a.m.

NEW BUSINESS – NCW Economic Development District Update, Jennifer Korfiatis

Ms. Korfiatis gave an update on activities and initiatives implemented by the NCW EDD. She demonstrated and browsed the recently launched NCW EDD website which has a customized data base for businesses.

All Startup Weekend is scheduled for October 5-7th. This event is partnered with Wenatchee Valley College and GWATA. A startup idea is created, designed and marketed in 54 hours of feedback from local entrepreneurial leaders and is said to have a high degree of success for a possible new business.

The New Venture Challenge is a business plan contest and the winners will be announced on November 13th with prizes valued at over \$21,000. There are 3 categories: Retail, Professional/Technical and Student Divisions.

Ms. Korfiatis also mentioned the Procurement Technical Program (PTP) which helps businesses find and register for local, state or federal government contracts. The PTP is part of the Department of Defense and is interested in establishing an office in NCW.

NEW BUSINESS – Client Service Agreement with Wells Fargo Insurance Services, Ron Snyder

Mr. Snyder introduced himself and briefly discussed the services provided to the Port by Wells Fargo Insurance Services, which is the insurance broker for the Port. Mr. Snyder has assisted staff in obtaining the necessary and required insurance to cover Port properties for several years.

Motion 09-11-4

Motion: Authorize the Executive Director to sign the Client Service Agreement with Wells Fargo Insurance Services in the amount of \$2,500.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

Ron Snyder out at 11:00 a.m.

NEW BUSINESS – Extension of Current Service Agreement with Riverview Landscaping, Inc.

Riverview Landscaping provided snow plowing services for the Port of Douglas, Accor Technologies and the CWICC Building this past winter. Staff briefly reviewed Riverview Landscaping agreement and recommended that the Port

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NEW BUSINESS – Extension of Current Service Agreement with Riverview Landscaping, Inc., Continued

extend the service agreement for 1 year, through October 31, 2013. The contractor has agreed to continue providing the service without any increase to the hourly rate.

Motion 09-11-5

Motion: Authorize the Executive Director to extend the term of the current Services Agreement with Riverview Landscaping Inc. through October 31, 2013.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

NEW BUSINESS – Consultant Selection, North End Economic/Market Feasibility Study

Director Parks reported that the Port received 7 submittals to the Request for Qualifications to assist with the Market/Feasibility Study of the North End Project. The RFQs were reviewed by Director Parks, Jerry Litt of SCJ Alliance, and Erik Howe of RH2 Engineering. The 4 top firms ranked as: (1) BERK; (2) Resource Dimensions; (3) Maul Foster Alongi; and (4) Leland Consulting. JUB Engineers, Inc., Cardno Enrix, and Ernest Swiger Consulting, Inc. were the other RFQs received.

Staff recommended the selection of BERK as the consultant based on their familiarity of the region, and on a relatively recent project with the Port of Chelan County.

Motion 09-11-6

Motion: Authorize the Executive Director to negotiate a scope, fee and agreement with BERK to complete the Market/Economic Feasibility Study for the Odabashian North End Commercial Area, to be reviewed and approved by the Commission.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously

NEW BUSINESS – Request for Proposal for Cross Dock Feasibility Study

In 2011, the Washington State Department of Transportation granted the Port of Douglas County \$60,000 for a Cross-Docking Study that would support Douglas County's freight mobility, reduce heavy truck use on local regional roads and improve the transportation infrastructure.

Director Parks reported that staff has been working with the Washington State Department of Transportation and Wenatchee Valley Transportation Council staff on the RFP for the Cross Docking Feasibility Study.

Motion 09-11-7

Motion: Authorize the Executive Director to proceed with the Request for Proposal for Personal Services for the Cross Docking Feasibility Study.

Moved: Jim Huffman

Seconded: Mark Spurgeon

Motion carried unanimously.

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REPORTS – Commission

The WPPA Environmental Seminar and Small Ports Seminar are scheduled in October. Commissioner Huffman will attend the Environmental Seminar and Commissioners Spurgeon and Huffman and Director Parks plan to attend the Small Ports Seminar.

REPORTS – Director

Director Parks gave a brief update on various issues on the Port operations, including the Phase II Project, which is moving forward.

Staff will research to see if staff time and compensation is allowable under the terms of the CERB Loan Agreement.

Director Parks, Mr. Provo, and Mr. Brewer along with project engineers met with Mrs. Dye of Executive Flight to discuss the landscaping planning for the Phase II development. The landscaping work at the Phase II site affected the irrigation of the Executive Flight. They had a very good conversation on site.

Director Parks communicated with Warren Meyer of Recreation Resource Management, concessionaire at ORP, about the NCW Travel Displays, to be mounted at the Orondo River Park. The advertisement is in a form of a wall map and is a guide for travelers looking for services and tourist attractions and the Orondo River Park will be placed on the map.

EXECUTIVE SESSION

No Executive Session.

There being no further business to discuss, the meeting was adjourned at 12:00 p.m.

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

For signed copies please contact the Port District