



PORT OF DOUGLAS COUNTY
Board of Commissioners
Agenda
Tuesday, September 25, 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 2012-09-2
 - B. Minutes of September 11, 2012 Commission Meeting
- II. GUEST REPORTS
 - A. ORP Update – Reggie Boyd
- III. NEW BUSINESS
 - A. Orondo River Park Proposed 2013 Fee Schedule from RRM
 - B. Asset Management – Add Areas
 - C. IRIS Success Summit Sponsorship – Nancy Warner
 - D. North End Area Market/Economic Feasibility Study SOW - BERK
- IV. REPORTS
 - A. Commission
 - B. Executive Director
- V. EXECUTIVE SESSION

DOUGLAS COUNTY PORT COMMISSION
MINUTES OF THE REGULAR PORT COMMISSION MEETING

Tuesday, September 25, 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
Reggie Boyd, Recreation Resource Management

Commissioner Loeb sack called the meeting to order at 9:00 a.m.

Consent Agenda

Warrant Register 2012-09-2	# 1006561 – 1006579	\$ 317,865.21
Meeting Minutes – September 11, 2012		

Motion 09-25-1

Motion: To approve the Consent Agenda.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

GUEST REPORT – Reggie Boyd, Orondo River Park Update

Mr. Boyd gave a brief update on the Orondo River Park operations. He reported that it was a good season, with many compliments on the park from the visitors. Recreation Resource Management (RRM) is planning to continue with the Concessionaire Agreement for Season 2013.

NEW BUSINESS – Orondo River Park Proposed 2013 Fee Schedule from RRM

Director Parks mentioned that she discussed the ORP operations with Kelly Moffitt, Chief Operating Officer for Recreation Resource Management. RRM will look into different options for a new reservation system. The reservation company used for 2012 was limited in their hours of operations and the Port received complaints from interested campers. RRM would like to extend the RV sites but the Port would need a capital improvement plan for funding. There is a plan for a long-term lease for 2013, allowing a 1-month lease, utilizing 2-3 RV sites for this use. RRM also proposed new 2013 fees for camping, picnic shelter and day use. There is a plan for new posted signs, too.

Motion 09-25-2

Motion: To approve the proposed 2013 Orondo River Park Fee Schedule, as presented by Recreation Resource Management, and accept the proposed Long-Term Camping Lease Agreement for RV sites.

Moved: Jim Huffman

Seconded: Mark Spurgeon

Motion carried unanimously.

MINUTES OF THE REGULAR PORT COMMISSION MEETING

September 25, 2012

Page Two

NEW BUSINESS – Orondo River Park Proposed 2013 Fee Schedule from RRM, Continued

There was a brief discussion regarding local events at ORP, which should be coordinated with RRM as the concessionaire, as opposed to the Port. Mr. Boyd mentioned that in as much as the grass needs to be watered, it has become a problem and in the way of the campers. Utilizing manual water sprinklers was recommended.

Reggie Boyd out at 9:25 a.m.

NEW BUSINESS – Asset Management – Add Areas

SCJ Alliance prepared a scope of work that would expand on the framework system by adding information to other Port-owned properties: Orondo River Park, Waterville Airport and Mansfield Airport. SCJ Alliance proposed time and materials not to exceed \$15,000.

Director Parks invited the Commission to her office to demonstrate the asset management test site on her desktop computer.

Motion 09-25-3

Motion: To authorize the Executive Director to sign the proposal submitted by SCJ Alliance for Asset Management Phase 2 Project, to include all three modules at one time, in an amount not to exceed \$15,000.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

NEW BUSINESS – Initiative for Rural Innovation and Stewardship (IRIS) Success Summit Sponsorship, Nancy Warner

Ms. Warner was not available at the meeting.

On November 15th from 9 a.m. to 3 p.m. at the Entiat High School, the IRIS will be conducting their North Central Washington Community Success Summit. As presented by IRIS, the registration noted that the summit will include presentations about how citizens are working within their communities to meet basic human needs while conserving natural systems and bridging cultural divides. IRIS is seeking sponsors for this event. The Port contributed \$75 for last year's event. The Commission concurred to contribute \$500 as a Sustaining Sponsor.

Motion 09-25-4

Motion: To authorize the Port to become a Sustaining Sponsor in the amount of \$500, to the Initiative for Rural Innovation and Stewardship Community Success Summit.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

NEW BUSINESS – North End Area Market/Economic Feasibility Study Scope of Work, BERK

Per the discussion of the September 11th Commission Meeting, the Commission approved the selection of BERK to perform the market/economic feasibility study for the North End Commercial Area Project. The Commission reviewed the Scope of Work submitted to the Port.

MINUTES OF THE REGULAR PORT COMMISSION MEETING

September 25, 2012

Page Three

NEW BUSINESS – North End Area Market/Economic Feasibility Study Scope of Work-BERK, Continued

Motion 09-25-5

Motion: To authorize the Executive Director to execute the proposed Scope of Work and Budget Estimate as presented by BERK for the North End Feasibility Study, upon a review by legal counsel.

Moved: Jim Huffman

Seconded: Mark Spurgeon

Motion carried unanimously.

REPORTS – Commission

Commissioner Huffman reported that he attended the PMA audit exit conference, which was good. There were no findings, management letters or significant exit items.

Commissioner Huffman also mentioned that met with the DC Planning Commission in regards to a potential zoning change to the trail.

Commissioner Spurgeon reported that he met with Commissioner Larsen of Port of Chelan County and Ron Russ of PMA to review the airport's proposed 2013 budget.

REPORTS – Director

Director Parks had an in depth discussion regarding the PMA preliminary budget process and the Port's concern with the deficit contribution. The funding for the runway extension was also discussed.

EXECUTIVE SESSION

No Executive Session.

There being no further business to discuss, the meeting was adjourned at 12:30 p.m.

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

For signed copies please contact the Port District