



**BOARD OF COMMISSIONERS**

***"Special Meeting" Minutes***

***Comprehensive Plan Work Session***

Confluence Technology Center – Video conference center  
385 Technology Center Way, Wenatchee, WA 98801  
October 31<sup>st</sup>, 2007  
9:00 am

**Present:** Michael H. Mackey, President  
JC Baldwin, Vice President  
Craig Larsen, Secretary  
Mark Urdahl, Executive Director  
Pete Fraley, Legal Counsel  
Monica Lough, Internal Auditor  
Ron Johnston-Rodriguez, Dir Economic Development  
Dayle Rushing, Property/Risk Manager  
Laura Jaecks, CTC Building Manager  
Carleen Elliott, Accounting Assistant  
Judy Bradford, Business Manager/Recording Secretary  
Jon Eberle, real estate consultant

Commissioner Mackey called the meeting to order at 9:00 am.

***CTC lease with WA State Dept of Community Trade & Economic Development\****

Mark Urdahl briefly explained CTED has requested to lease space in the CTC for a regional CTED office.

Laura Jaecks explained the lease is a one year agreement with a thirty day notice at market rate for \$365 per month for a small office with shared common areas in the incubator space. The move in date is undetermined; lease has a December 1, 2007 start date. The form is a standard lease for CTED as a state agency.

There was a brief discussion.

**Motion No.** 10-12-07  
**Moved By:** Craig N. Larsen  
**Seconded By:** JC Baldwin  
**Motion:** To approve the lease with Washington State Department of Community Trade & Economic Development for space in the CTC as presented and authorize the Executive Director to sign the lease.  
*Motion Carried.*

***Work session introduction/session overview***

John White provided an overview of why the Port does a comprehensive plan and what a comprehensive plan is.

***Overview of comprehensive plan draft document***

Karyn Criswell reviewed the comprehensive plan as drafted including four chapters plus the Capital Investment Plan and summary. Criswell explained what is in the document are guidelines for the Commission as it moves toward a decision.

A discussion of the flexibility of the plan and the policies as outlined ensued the plan should be revisited at least every three years. If an issue is developing, review the plan to be sure it provides coverage.

Urdahl commented the Port is a dynamic climate and the Port has a responsibility to be nimble and responsive to sudden changes.

The meeting recessed for a break at 10:19 a.m., and reconvened at 10:28 am.

A discussion on property covenants and surplus property ensued. The Port separates the dirt from the activity that can take place on property when surplus property and adopting Conditions, Covenants & Restrictions (CC&Rs). The Port retains discretion and oversight on property in Olds Station Business Park after a sale through the CC&Rs

The Port needs to have a policy that addresses the spectrum of need to have or not have a vested interest in Port property that is surplus as a recognition the Port has different holdings for different reasons. Situations change over time and so will the need for Port property holdings. A definition of surplus property is included in the glossary of the Ports' comprehensive plan.

Discussion ensued on surplus property. There is some element of risk in the surplus of property. Commissioners will need to accept that level of risk on a case by case basis.

The interest of a neighboring land owner is an independent consideration. Context is specific and situational due to Port remaining holdings. Consultants will rewrite a portion of this section.

Discussion ensued on goals 3 through 6. The term "fair market rent" will be removed from the glossary.

The next step is for consultants to revise the chapters consistent with feedback from today's discussion. Port should plan to meet with stakeholders to present the draft goals and policies, and then have a public meeting with a similar program. Consultants recommend putting the draft capital improvement plan up for review as well.

Port staff and consultants will develop a meeting plan for stakeholders and public meeting.

Mark Urdahl explained a financial policies section is being developed for the plan which will be sent out to commissioners and consultants shortly; and the capital investment plan will be revisited with the Commission when the reprioritized list is compiled.

Criswell explained the stakeholders meeting is tentatively scheduled for the first part of December.

Regular session adjourned to Executive Session at 12:03 pm to discuss real estate matters.

Meeting reconvened at 12:20 pm and immediately adjourned with no action taken.

Dated and approved this 5<sup>th</sup> day of December, 2007.

## **BOARD OF COMMISSIONERS**

Michael H. Mackey, President  
JC Baldwin, Vice President  
Craig N. Larsen, Secretary