



PORT OF DOUGLAS COUNTY
Board of Commissioners
Agenda
Tuesday, December 11, 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 2012-12-1
 - B. Payroll Register PR2012-12-1
 - C. Payroll Register PR2012-12-2
 - D. Minutes of November 27, 2012 Commission Meeting

- II. GUEST REPORTS
 - A. Pangborn Memorial Airport
 - B. SBDC
 - C. Regional Labor Market and Economy
 - D. Financial

- III. NEW BUSINESS
 - A. CWICC Revenue Bond Refinance Proposals
 - B. Cross Dock Study Update and Discussion

- IV. OLD BUSINESS

- V. REPORTS
 - A. Commission
 - B. Executive Director
 - C. Business Manager
 - D. Property and Maintenance Manager

- VI. EXECUTIVE SESSION

DOUGLAS COUNTY PORT COMMISSION
MINUTES OF THE REGULAR PORT COMMISSION MEETING

Tuesday, December 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
Allan Galbraith, Legal Counsel
Ron Russ, Pangborn Memorial Airport
Jim Fletcher, Small Business Development Center
Mark Berreth, Washington Employment Security Dept.
Erik Howe, RH2 Engineering, Inc.
Nevonne McDaniels, Wenatchee Business Journal

Commissioner Loeb sack called the meeting to order at 9:05 a.m.

Consent Agenda

Warrant Register 2012-12-1	# 1006705 – 1006730 & 1006749	\$ 256,847.11
Warrant Register 2012-12-11A (New Item)	# 1006750 – 1006754	\$ 4,874.94
Payroll Register PR2012-12-1	# 1006731 – 1006740	\$ 10,622.41
Payroll Register PR2012-12-2	# 1006741 – 1006748	\$ 11,940.82
Meeting Minutes – November 27, 2012		

Motion 12-11-1

Motion: To approve the Consent Agenda, including Warrant Register 2012-12-11A.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

GUEST REPORTS – Ron Russ, Pangborn Memorial Airport

Mr. Russ reported that the final draft of the Environmental Assessment was submitted to the FAA for review in early October; however, in November, his office received comments from the FAA that need to be addressed. The environmental specialists are responding to the comments of the redrafting purpose of the EA.

Commissioner Spurgeon inquired about the newly hired Pangborn Airport Director, Trent Moyers. Mr. Moyers is expected to start on January 9, 2013.

Ron Russ out at 9:15 a.m.

MINUTES OF THE REGULAR PORT COMMISSION MEETING

December 11, 2012

GUEST REPORTS – Jim Fletcher, Small Business Development Center

Mr. Fletcher presented Guidelines for Completing the Annual Work Plan. This is a guideline to capture the activities in which business advisors engage in order to meet or exceed the Business Advisor Expectations. Mr. Fletcher reported that in 2012, he worked with 104 clients for at least 1 hour, and there were 11 growth potential clients.

Mr. Fletcher also noted that the SBDC would also want to build assistance and be more valuable to the stakeholders and hosts and where SBDC can fill in support.

Commissioner Huffman requested that the Commission and Mr. Fletcher continue to discuss the Port support during mid-2013.

GUEST REPORTS – Mark Berreth, Regional Labor Market Economy

Mr. Berreth gave a brief update on the current economic statistics for NCW.

GUEST REPORTS – Erik Howe, RH2 Engineering, Inc.

Mr. Howe gave an update on the PABP Phase II Project. All of the work for the project is suspended until next spring. There are approximately 2,000 additional plants to be planted. Director Parks will be contacting CERB to make necessary changes in the scope of work to utilize the excess funds available, for a structural roadway on Union Street. The street lights are installed and working.

Mark Berreth out at 9:40 a.m.

GUEST REPORTS – Financial

Director Parks briefly reviewed the November financial statement. There was an additional \$85,773 in tax receipts for the month; 99.4% of the total budget was received to date. Director Parks reiterated from previous discussions that reevaluating the cost of maintaining the CWICC building is a high priority.

NEW BUSINESS – CWICC Revenue Bond Refinance Proposals

Director Parks briefly reviewed updates of previous proposals submitted by DA Davidson and Martin Nelson for refinancing the 2003 Revenue Bonds the Port of Douglas issued for construction of the CWICC facility. Staff recommended that the Commission wait for the Port accountant's review of the proposals before making a selection.

NEW BUSINESS – Cross Dock Study Update and Discussion

The contract with Qvigstad & Associates, Inc. has been finalized and signed. Director Parks updated the Commission on the timeline of the project.

REPORTS – Commission

Commissioner Huffman briefly reported on the WPPA Annual Meeting.

MINUTES OF THE REGULAR PORT COMMISSION MEETING

December 11, 2012

REPORTS – Executive Director

Director Parks briefly reported the following, including:

Chelan County PUD is re-evaluating the camping parks including Orondo River Park and is requesting for proposals to review the most effective way to operate parks.

Mr. Provo will represent the Port at a Chelan County PUD informational meeting in regards to the Rocky Reach & Rock Island reservoir shoreline management planning. Commissioner Huffman will also attend the meeting.

The Port will sponsor GWATA Innovation Luncheon in the amount of \$500, silver sponsorship.

Director Parks met with Jennifer Korfiatis of NCW EDD, regarding the tourist industry in the area and how to promote increased visitation.

Director Parks met with Ron Russ from PMA, and Jim Robins from DC Sewer District, regarding the purchase of an ERU for possible use at the Schwann lease site. The former tenant paved over the drain field. PMA would like the site to be connected to the existing sewer line. The cost to include CPI on an ERU must be established for the transaction.

Director Parks will be meeting with the North End Study project team to include representatives from BERK, Erik Howe-RH2 Engineering, Inc.; Jon Eberle-Development Partners; Steve Maher-Steve Maher New Media; Mark Kulaas-Transportation Land Services; and Jeff Wilkins-WV Transportation Council on December 19th. There will be a discussion about meeting with the property owners.

REPORTS – Business Manager (Meeting Packet)

REPORTS – Property and Maintenance Manager (Meeting Packet)

Jim Fletcher, Erik Howe and Nevonne McDaniels out at 11:25 a.m.

EXECUTIVE SESSION

The Commission went into Executive Session at 11:26 a.m. It was announced that the Commission would be in Executive Session for approximately 30 minutes and that the purpose of the Executive Session was to discuss matters of potential litigation with legal counsel. It was announced that the Commission would not take action after the Executive Session was adjourned and the regular meeting reconvened.

11:56 a.m. – Extended 15 minutes to 12:16 p.m.

The Commission came out of Executive Session at 12:15 p.m.

The public session was reconvened at 12:15 p.m.

MINUTES OF THE REGULAR PORT COMMISSION MEETING
December 11, 2012

There being no further business to discuss, the meeting was adjourned at 12:16 p.m.

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

For signed copies please contact the Port
District