



**PORT OF DOUGLAS COUNTY**  
Board of Commissioners  
Agenda  
Tuesday, November 13, 2012

**REGULAR PORT COMMISSION MEETING – 9:00 am**

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

- I. CONSENT AGENDA (*attachments*)
  - A. Warrant Register 2012-11-1
  - B. Payroll Register PR2012-11-1
  - C. Payroll Register PR2012-11-2
  - D. Minutes of October 23, 2012 Commission Meeting
  
- II. GUEST REPORTS
  - A. Pangborn Memorial Airport
  - B. SBDC
  - C. Regional Labor Market and Economy
  - D. Financial
  
- III. NEW BUSINESS
  - A. Proposal for Cross Dock Market Feasibility Study – Qvigstad & Associates, Inc. (*attachment*)
  - B. GWATA Update
  - C. United Way Update
  
- IV. OLD BUSINESS
  - A. Budget Revisions
    - 1. 2012 Supplemental (*attachment*)
    - 2. 2013 Budget (*attachment*)
  - B. JOA Discussions
  
- V. REPORTS
  - A. Commission
  - B. Executive Director
  - C. Business Manager (*attachment*)
  - D. Property & Maintenance Manager (*attachment*)
  
- VI. EXECUTIVE SESSION

**DOUGLAS COUNTY PORT COMMISSION**  
**MINUTES OF THE REGULAR PORT COMMISSION MEETING**

Tuesday, November 13, 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  
Mel Henkle, CPA  
Jim Fletcher, SBDC  
Mark Berreth, Employment Security Dept.  
Jenny Rickel, GWATA  
Amy Lewis, GWATA  
Karen Madison, United Way

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

**Consent Agenda**

Warrant Register 2012-11-1	# 1006664 – 1006694	\$ 184,758.61
Payroll Register PR2012-11-1	# 1006645 – 1006655	\$ 12,213.86
Payroll Register PR2012-11-2	# 1006656 – 1006663	\$ 11,956.45
Meeting Minutes – October 23, 2012		

**Motion 11-13-1**

Motion: To approve the Consent Agenda.

Moved: Jim Huffman

Seconded: Mark Spurgeon

Motion carried unanimously.

**GUEST REPORT – Pangborn Memorial Airport, Ron Russ**

Mr. Russ was not available.

**GUEST REPORT – SBDC, Jim Fletcher**

Mr. Fletcher gave a brief report on various USDA funding sources and programs for various types of applicants, entities and projects.

**GUEST REPORT – Employment Security Department, Mark Berreth**

Mr. Berreth gave a brief report on the current economic climate in Washington. The unemployment rate and consumer confidence are better; agricultural employment and retail sales are up and construction is down.

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### **GUEST REPORT – Financial, Mel Henkle**

Mr. Henkle reviewed the October Financial Statements and reported that 88% of the 2012 tax revenues have been received and the Port operations were normal for the month.

Director Parks reported that there will be remaining funds to include a structural road improvement on S. Union Street which is a requirement of the Binding Site Plan. There was a brief discussion if CERB would approve the expansion of the scope of the Phase II Project to include the road improvements. Director Parks will notify CERB of the proposed use of the remaining funds. It was mentioned that the approval could be at an administrative level.

### **NEW BUSINESS – GWATA Update**

Ms. Rickel and Ms. Lewis gave a 3<sup>rd</sup> Quarter Report on GWATA and the various successful events held by GWATA, including the NCW Innovation Showcase held at the Port of Quincy. Ms. Rickel also presented GWATA's operating budget for 2013 which includes funding from the Port.

*Karen Madison in at 9:50 a.m.*

*Jenny Rickel and Amy Lewis out at 10 a.m.*

### **NEW BUSINESS – United Way Update**

Ms. Madison presented the United Way of Chelan and Douglas Counties and gave an update of its annual fund drive. The workplace campaign is the easiest and powerful way to invest in our community.

*Karen Madison out at 10:10 a.m.*

*Mark Berreth out at 10:30 a.m.*

### **NEW BUSINESS – Proposal for Cross Dock Market Feasibility Study, Qvigstad & Associates, Inc.**

Director Parks presented the Proposal for Cross Dock Market Feasibility Study by Qvigstad & Associates, Inc. Qvigstad submitted the only proposal in response to the Request for Proposals. Qvigstad & Associates will partner with SCJ Alliance and Economic Consulting Group to provide the oversight for technical research, assist with stakeholder outreach, economic modeling, and assist with the transportation analysis and design concept process.

The state funding of \$60,000 from the Washington State Department of Transportation will expire in May 2013.

### **Motion 11-13-2**

Motion: To authorize the Executive Director to negotiate, accept and enter into the proposal with Qvigstad & Associates, Inc. for the Cross Dock Market Feasibility Study.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

*Jim Fletcher out at 11:55 a.m.*

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### **OLD BUSINESS – Budget Revisions, 2012 Supplemental Budget & 2013 Budget**

Director Parks reviewed in detail, the current drafts of the 2012 Supplemental Budget and the 2013 Preliminary Budget. A public hearing for review and consideration of the budgets is scheduled for the November 27<sup>th</sup> regular meeting.

Director Parks reported that the snowplowing for the Waterville Airport for the season will be maintained by the Port. The commercial general liability insurance, which is a requirement in the Port Services Agreement, is not cost effective for the contractor to purchase.

### **OLD BUSINESS – JOA Discussions**

Director Parks and Mr. Galbraith reported in-depth of several discussions with the Port of Chelan staff and legal counsel on the possible revision to the JOA.

*Mel Henkle out at 1:25 p.m.*

### **REPORTS – Commission**

There were no Commission Reports.

### **REPORTS – Executive Director**

Director Parks reported that Staff met with Ray Heit and Keith Truscott of the Chelan County PUD to review and update on the operations by Recreation Resource Management at the Orondo River Park for 2012 season. They discussed ways that the Chelan County PUD could equitably participate in the improvements at ORP. It was a good and constructive meeting.

Director Parks reminded the Commission of the WPPA Annual Meeting to be held on November 28-30 in Seattle.

### **REPORTS – Business Manager**

Meeting report included in the meeting packet.

### **REPORTS – Property & Maintenance Manager**

Meeting report included in the meeting packet.

### **EXECUTIVE SESSION**

There was no Executive Session.

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There being no further business to discuss, the meeting was adjourned at 1:35 p.m.

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

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