



PORT OF DOUGLAS COUNTY
Board of Commissioners
FINAL Agenda
Tuesday, October 23, 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 2012-10-2
 - B. Minutes of October 9, 2012 Commission Meeting
- II. GUEST REPORTS
- III. NEW BUSINESS
 - A. New Venture Challenge Sponsorship
 - B. IRIS Listening Post Update & Next Steps
- IV. REPORTS
 - A. Commission
 - B. Executive Director
- V. EXECUTIVE SESSION
- VI. Budget Workshop
 - A. 2012 Preliminary Supplemental Budget
 - B. 2013 Preliminary Budget

DOUGLAS COUNTY PORT COMMISSION
MINUTES OF THE REGULAR PORT COMMISSION MEETING

Tuesday, October 23, 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
Esther McKivor, Accountant & Administrative Assistant
Allan Galbraith, Legal Counsel
Mel Henkle, CPA
Nancy Warner, Initiative for Rural Innovation & Stewardship

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

Consent Agenda

Warrant Register 2012-10-2	#1006625 – 1006644	\$ 353,271.17
Meeting Minutes – October 9, 2012		

Motion 10-23-1

Motion: To approve the Consent Agenda.

Moved: Mark Spurgeon

Seconded: Jim Huffman

Motion carried unanimously.

NEW BUSINESS – New Venture Challenge Sponsorship

Director Parks reported that the Wenatchee Valley Mall, Wenatchee Valley College, NCW Economic Development District and the Wenatchee Downtown Association partnered to present a Business Plan Competition. There are 3 different plans to be judged: Retail Division; Professional/Technical Division; and Student Division. The New Venture Challenge Sponsorship picked a good panel of judges and the deadline was extended to October 23. Dawn Collings, General Manager, of the Wenatchee Valley Mall indicated that as of October 22, there were no business plans submitted and there is uncertainty about the competition going forward. Director Parks indicated that the Port could consider providing sponsorships for a similar event for business startups and existing businesses.

Mel Henkle in at 9:08 a.m.

NEW BUSINESS – IRIS Listening Challenge Sponsorship

Director Parks mentioned that she met with Nancy Warner, Coordinator of the Initiative for Rural Innovation & Stewardship (IRIS). IRIS will be hosting a NCW Community Success Summit on November 15, 2012 at the Entiat High School. The Port sponsored and contributed \$500 towards this event. Community leaders plan to showcase of how innovative stewardship practices are building community and success across our region.

It was mentioned that IRIS applied for a portion of the lodging tax, from the City of Wenatchee, to support the expansion of the Listening Post Project to include the Apple Capital Recreation Loop Trail. Earlier in the year, the Port funded \$1,500 towards the pilot Listening Post Project.

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NEW BUSINESS – IRIS Listening Challenge Sponsorship, Continued

The IRIS discussion was extended and will continue upon the arrival of Nancy Warner at the meeting.

REPORTS – Commission

Commissioner Loeb sack reported that he and Director Parks continued to individually meet with each of the POCC Commissioners to address the details of the Port finances and budget. He also reported that he attended the PMA Budget committee meeting.

Commissioner Huffman attended the WPPA Environmental Seminar in La Conner. He reported there were interesting discussions on the agenda, including the Model Toxics Control Act (MTCA) funding.

Commissioner Spurgeon reported at a NCW Economic Development District meeting, there was a presentation on the Thompson Okanagan Tourist Association (TOTA), which encompasses an area bordered by Seattle, Spokane, Vancouver and Calgary. This area represents the 71st largest economy in the world with tourism revenues of approximately \$5.1 billion dollars. Destination of the Thompson Okanagan area is accessible from the four cities. TOTA focuses on the strengthening of the tourism industry throughout the region.

REPORTS – Executive Director

Director Parks reported that the Wenatchee Chamber of Commerce and the Wenatchee Valley Visitors Bureau will work together for an application for a portion of the lodging tax, to fund the executive directors' positions for both entities.

The contract with BERK, consultant to the NE Study, was executed. Director Parks will continue to work on the draft of the study and submit to BERK an executive summary, which documents existing conditions and identify a conceptual strategy for providing transportation and utility level of service to the study area.

The deadline for the RFPs for the Cross Dock Study is October 23rd. The awarded company will partner with SCJ Alliance on the transportation issues.

The landscape and illumination work are being done at the Business Park Phase II Project. Director Parks reported that there will be funds available to extend Union Street with a structural roadway, which is a requirement of the Binding Site Plan. Selland Construction will partner with DC TLS during Spring 2013 to work on the structural road.

SCJ Alliance met with Port staff to review the Asset Management Program. SCJ Alliance is continuing with Phase II of the Project, which adds on Orondo River Park, Waterville Airport and the Mansfield Airport.

EXECUTIVE SESSION

The Commission went into Executive Session at 9:46 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 counsel. It was announced that the Commission would not take action after the Executive Session was adjourned and the regular meeting reconvened.

10:15 a.m. – Extended to 10:30 a.m.

10:30 a.m. – Extended to 10:45 a.m.

10:45 a.m. – Extended to 11:00 a.m.

11:00 a.m. – Extended to 11:10 a.m.

The Commission came out of Executive Session at 11:10 a.m.

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The public session was reconvened at 11:15 a.m.

NEW BUSINESS – IRIS Listening Challenge Sponsorship, Continued

Nancy Warner presented an update on the Listening Post Network, a network of exhibits designed to share stories about regions through digital media at a museum, trail and interpretive sites in North Central Washington. IRIS is extending the Listening Post Project to include 3 more sites and to deliver digital stories to the Apple Capital Recreation Loop Trail users via a system composed of signage with QR codes that provide smart and cell phone access. Ms. Warner will prepare a proposal and requested support from the Port to the Listening Post Network: Bridging Success on the Apple Capital Recreation Loop Trail.

BUDGET WORKSHOP – 2012 Preliminary Supplemental Budget / 2013 Preliminary Budget

The Commission, Director Parks, Mr. Henkle and Mr. Galbraith continued with a budget workshop after the regular meeting agenda was complete.

There being no further business to discuss, the meeting was adjourned at 4:00 p.m.

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

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