

DOUGLAS COUNTY PORT COMMISSION

Wednesday, May 26, 2010

MINUTES OF THE REGULAR PORT COMMISSION MEETING

Port of Douglas County Conference Room
3306 Fifth Street SE
East Wenatchee, WA 98802

Present: Jim Huffman, Commission President
Mark Spurgeon, Commission Vice President
Alan Loeb sack, Commission Secretary
Pat Haley, Director (Excused Absence)
Doug Provo, Business Manager
Esther McKivor, Administrative Assistant
Thad Brewer, Maintenance Manager
Mel Henkle, CPA
Jay Johnson, Legal Counsel
Pat Jones, Jones Strategic

Commissioner Huffman called the meeting to order at 10:30 a.m.

Consent Agenda

- Meeting Minutes May 11, 2010
- Warrant Register 2010-05-2 Warrant # 1004656 \$ 7,281.60
- Warrant Register 2010-05-3 Warrants # 1004657 - 1004682 \$12,563.70
- Payroll Register May 31, 2010 Warrants # 1004683 - 1004694 \$13,684.49

Motion 05-26-1

Motion: To approve the consent agenda.
Moved: Alan Loeb sack
Seconded: Mark Spurgeon
Motion carried unanimously.

2009 Financial Statements

Mr. Henkle reviewed the 2009 Financial Statements.

Motion 05-26-2

Motion: To approve and adopt the 2009 Financial Statements, as presented.
Moved: Mark Spurgeon
Seconded: Alan Loeb sack
Motion carried unanimously.

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Request from Mansfield to Assist in Land Acquisition for the Museum

The Board agreed the uses of the land acquisition by the Town of Mansfield for placement of a schoolhouse and construction of a storage building for 1928 Model Pickup will be consistent with the Port's Strategic Plan which includes the development of economic activities in Douglas County and in the interest of Douglas County.

The Board reviewed Resolution 10-10 to disburse \$4,000 to the Town of Mansfield to assist for the purchase of 5 lots. The Board recommended an amendment to Item #3 to include, "or transfer title of the Subject Property to the Port."

Motion 05-26-3

Motion: To amend and adopt Resolution 10-10 authorizing the Port to disburse \$4,000 to the Town of Mansfield for the purchase of lots for placement of a schoolhouse and construction of a storage building for a 1928 Model A pickup, including amendment of Item #3.

Moved: Alan Loeb sack

Seconded: Mark Spurgeon

Motion carried unanimously.

Walk-In Cooler Surplus

Mr. Provo relayed the information that Chelan-Douglas Community Action Council is interested in acquiring the Port's walk-in cooler, as a not-for-profit agency recipient. Community Action has operated Food Distribution Center for the past 25 years. It provides bulk food, free of charge to 12 food banks and 4 on-site feeding programs in Chelan and Douglas counties.

The condition of the walk-in cooler and freezer units were assessed by a refrigeration service person. The cooler needs a new compressor and the freezer will need a compressor line repair. The Community Action Council is interested in acquiring the cooler as is. The Board concurred the walk-in cooler is surplus and recommended that staff research the manner of the transfer of the unit, as a not-for-profit agency recipient.

Orondo River Park Improvements and Maintenance

Mr. Brewer updated the Board on the improvements and maintenance of Orondo River Park and noted that the safety issues have been resolved for the Memorial Day weekend. The water and chlorinator system are up and running; the dock repairs are 80% remedied; the fuel station is functional and the signs and picnic tables have been painted. Also, the concessionaires are in the process of replacing the worn fire pits.

Old Business – Waterville Airport Grant Application & U.G.B. Update

Mr. Provo reported that he had provided clarifying answers to questions raised by WSDOT in conjunction with the airport aid applications for Waterville and Mansfield. Mr. Provo reconfirmed that Douglas County had approved the urban growth boundary adjustment at Waterville airport. The Town of Waterville will now begin the process of considering the annexation of those lands.

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New Business – Port Email Addresses for Commissioners

Commissioner Spurgeon led the discussion on providing a separate port e-mail address for each commissioner. The purpose is to isolate public records of the Port on their personal or business computers. Mr. Jones reported most ports have port based e-mail address. Elected officials, who communicate electronically, need to make the records available under the Public Records Act. Mr. Johnson recommended the commissioners consider the matter; using the port e-mail address on the port's server is an individual protection.

Mr. Jones, private consultant of Jones Strategic, worked on shared services issues with Ports of Douglas and Chelan and PMA for the past five months and assisted with the recruitment process of the hiring of the new PMA Director, Greg Phillips. Mr. Jones proposed as the next step of his consulting services, offered an organizational analysis. He will refer to the Port's Strategic Plan, Statement of Purpose and communicate with Port's commissioners how to move forward and improve the joint operations with PMA and the two ports. He presented the concept on a retainer cost share ownership, per the Joint Ownership Agreement, 70/30. The Board agreed to have Jones Strategic continue its services as presented.

Action Item List

The Board reviewed the Action Item List.

Commission Schedule & Upcoming Meetings

- May 23 – 26 – 2010 Wind Power Expo Conference & Exhibition, Dallas, TX
- May 27 – BBQ at Pangborn Airport, 12 noon
- May 31 – Port Office Closed in Observance of Memorial Day
Douglas County Veteran's Groundbreaking Ceremony
- June 9 – POD Commission Meeting; Meeting Time Changed to 9:30 a.m.
- June 10 – Wenatchee Valley Transportation Council Workshop
- June 12 – Mansfield Playdays Parade
- June 16 – 18 – WPPA Finance & Administration Seminar, Leavenworth
- June 23 – PMA Governing Board & POD Commission Meeting

There being no further business to discuss, the meeting was adjourned at 12:15 p.m.

DOUGLAS COUNTY PORT COMMISSION

James D. Huffman, President

Mark M. Spurgeon, Vice President

W. Alan Loeb sack, Secretary

Original signed copy filed at:

*Port of Douglas County
3306 Fifth Street SE
East Wenatchee, WA 98802*