

DOUGLAS COUNTY PORT COMMISSION

Wednesday, December 9, 2009

MINUTES OF THE REGULAR PORT COMMISSION MEETING

Port of Douglas County 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
Pat Haley, Director
Doug Provo, Business Manager
Esther McKivor, Administrative Assistant
Mel Henkle, Accountant
Jay Johnson, Legal Counsel
Jim Fletcher, SBDC
Baba Moussa, Employment Security Department

Commissioner Loeb sack called the meeting to order at 8:35 a.m.

Consent Agenda

Meeting Minutes November 25, 2009

Warrant Register 2009-12-1

Warrants 1004320 – 1004341 \$54,940.07

Payroll Register December 15, 2009

Warrants 1004342 – 1004346 \$ 8,645.88

Motion 12-09-01

Motion: To approve the consent agenda.

Moved: Jim Huffman

Seconded: Mark Spurgeon

Motion carried unanimously.

Baba Moussa in at 8:36 a.m.

Baba Moussa out at 9:00 a.m.

Review of 2009 Supplemental Budget

Director Haley and Mr. Henkle reviewed the revenues and expenses on the 2009 Supplemental Budget.

Mr. Henkle clarified the purpose of the Expense Reimbursement accounts, both as a revenue and expense item.

The Commissioners reiterated PMA provide monthly budget comparisons and they will inquire about this issue at a future PMA Governing Board Meeting.

The final review is scheduled for the next commission meeting.

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Review of 2010 Budget

Director Haley and Mr. Henkle reviewed the 2010 Budget. The Board discussed the designated reserve funds and how they are defined and noted in the budget. Legal counsel was directed to provide resolutions for the use of the each designated reserve funds. There was further discussion particularly for the funds set aside for PMA.

The final review is scheduled for the next commission meeting.

Recess: 10:18 a.m.

Reconvene: 10:28 a.m.

Resolution to Adopt Promotional Hosting Policy

The Board had an in-depth discussion on the draft copy of a Promotional Hosting Policy and concurred that the Port develops a policy tailored to the Port of Douglas County before we adopt a Resolution for Promotional Hosting Policy. The Board noted that the policy needs to reflect actual practices. They directed staff to provide an informational packet to include the Travel Policy, statutes (RCW and WAC), and other promotional hosting resolution examples. The development of the policy is tabled for future joint work sessions.

Old Business – ROI Update

Director Haley tabled the update on Research on Investments for future meeting.

Action Item List

The Board reviewed the Action Item List.

Commission Schedule & Upcoming Meetings

December 14 – PMA Open House 10 a.m. – 4 p.m.

December 17 – Special PMA Governing Board Meeting to Discuss Building & Grounds Study & PMA
Airport Manager Replacement at Port of Chelan, 8:30 a.m. – 1 p.m.

December 23 – PMA Governing Board Meeting & POD Commission Meeting

December 25 – Port Office Closed for Christmas

December 30 – Staff & Commissioner Holiday Gathering – Port of Douglas Conference Room, 6 – 9 p.m.

January 13 – POD Commission Meeting

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

DOUGLAS COUNTY PORT COMMISSION

W. Alan Loeb sack, President

James D. Huffman, Vice President

Mark M. Spurgeon, Secretary

Original signed copy filed at:

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