



Board of Directors Regular Agenda  
9 am, April 13, 2016  
Chelan City Hall, 135 E. Johnson Ave. Chelan, WA 98816

**Board Members:**

Larry Marshall, City of Entiat  
Stacy Luckensmeyer, Wenatchee Valley  
College  
Wendy Isenhardt, City of Chelan  
Ken Stanton, Douglas County  
Commissioner  
Chris Branch, City of Oroville  
Lyle Markhart, City of Wenatchee  
Steve King, City of Wenatchee  
Randy Agnew, City of Rock Island  
Ernie Rasmussen, Colville Confederated

Tribes  
Keith Soderstrom, Waterville Chamber  
Janet Conklin, City of Bridgeport  
Roni Holder-Diefenbach, Economic  
Alliance  
Kurt Danison, multiple entities  
Jim Huffman, Port of Douglas  
Craig Larsen, Port of Chelan

**NCWEDD Staff:**

Michael Guss, Executive Director  
Amy Massey, staff

Meeting called to order by Chairman Chris Branch at 9:00 am.

**Adoption of Minutes** from March 9, 2016. **MOTION to approve minutes** made by Wendy Isenhardt, seconded by Ken Stanton. All in favor, none opposed. Motion passes.

**Welcome and introductions** Welcome to Ernie Rasmussen, Economic Development Planner representing Colville Confederated Tribes, and Randy Agnew, Mayor of Rock Island, and Alan Moen, Entiat Chamber of Commerce.

**Approval of Agenda** Chairman Branch asked for addition to agenda. Mr. Guss adds an update on the Oroville Reman and Reload project. \$1,015,000 grant request went through pre-app, was accepted and invited for a full application. Mr. Guss and Chairman Branch finished what was needed to file full application next week. This project will create 25 jobs, retain 136 jobs, yield 5 million in direct investment into the US and benefit railroad all the way to Wenatchee. One item to point out, a preliminary engineering report needed, at cost of \$2,300. Oroville is willing to pay. But EDD, with board ok, could pay, and Oroville Reman and Reload can reimburse, as just a pass through as fiscal agent. Any objections? None heard. **MOTION to approve payment of \$2,300 for preliminary engineering report** made by Kurt Danison, seconded by Larry Marshall. All in favor. None opposed. None abstained. Motion passes.

**Approval of Financial Report** Mr. Guss presented the financial report. TOTA project was put under Advertising line item. Pledge of \$1500 from Okanogan Community Action Council, \$3000 from Umpqua Bank, and \$1500 from City of Tonasket. Waiting for \$2500 from Winthrop Chamber of Commerce for fire recovery grant. Additional expenses include \$8861 for CD Trends (half of contract). Mileage continues to be over budget. Payroll tax continues to be over

budget. Anticipates being under budget by \$15,000 to 16,000 at end of fiscal year. Mr. Guss gave brief overview of TOTA – Thompson Okanogan Tourism Association.

**MOTION to approve financial report** made by Ken Stanton, Jim Huffman seconded. All in favor, None opposed, None abstained. Motion passes.

**Discussion and Possible Adoption of Resolution 16-FY 12-1 amending the FY 2012 budget to \$140,000 on cash expenditures and \$10,000 in in-kind expenditures**

Mr. Guss was contacted by Sharon Metiva, EDA, asking for documentation for in-kind match from FY 12. The grant was written with \$68,500 in match. EDA had initially rejected, then accepted this, with conditional request for time sheets. Mr. Guss, on his first day, made a change from the bookkeeper filing financial reports with draw down request, to the Executive Director, for cohesive reporting. Guss and Branch met with EDA, and agreed to look at the bank statements and documentation. In 2012, Plug-In NCW was viewed as a separate business, essentially “DBA as PINCW”. Guss clarifies that Plug-In NCW is actually identified in the EDD’s CEDS and thus the cash raised is eligible for the match. To clean this up, the Board is asked to adopt a budget amendment to accept the funds raised, totaling \$75,000. If EDA will accept this the matter will be closed. Guss asks the Board to be aware that when in-kind match is accepted, there is significant forms and filing to document the match. **MOTION to approve Resolution 16-FY 12-1 to amend the FY 2012 budget**, made by Kurt Danison, seconded by Wendy Isenhart. All in favor, none opposed, none abstained. Motion passes.

**Discussion of Okanogan Fire Recovery Grant** Guss thanks Umpqua Bank for \$3000 donation. City of Tonasket pledged to provide \$1500, and Okanogan Community Action Council donated \$1500. Basically have achieved fundraising goals. Acknowledgment to Kurt Danison and Roni Holder-Diefenbach for their support and efforts. Community Attributes, Inc will make site visit on April 21, and are soon to soft launch website for data, with 75 indicators.

**Discussion of TOTA Project** Wendy Isenhart reported on attending TOTA Board Retreat. She gave a presentation to the TOTA Board, and brought back Route 97 branded wine to show. Guss adds that Executive Committee approved the contract to proceed with TOTA. Wendy Isenhart shared about “bead trails” marketing, in which a traveler buys charms to commemorate a visit. US can adopt this “bead trail”. Janet Conklin concurs on the impact of this for marketing. Much positive enthusiasm on this project, and need for board member input.

**Discussion of TRENDS Project** Guss asks Board to considering holding off on expansion of Chelan-Douglas Trends until FY 2017, July 1 due to hesitancy to commit to spending more until funds raised. Guss will clarify with Dr. Jones on terms of the contract. Isenhart cautions getting spread too thin. Ernie Rasmussen asks about the Okanogan Trends. Guss will follow up with him to make sure goals of the Tribe are accomplished.

**Discussion Regarding Alcoa and EDA Power Program** Guss suggests tabling this item because meetings are happening this afternoon, and he will report at next meeting.

**Discussion and Possible Approval of Resolution 16-4-1 authorizing an across the board \$500 dues increase.**

MG presented the history of the planning grant and match. NCWEDD has an 86% planning deficit, and have not increased dues in 10 years. This would make the dues 1/3 of the match for

the planning grant. MG asks BOD to consider this, so staff can spend less time raising funds, and more time implementing projects. Discussion on dues level, discussion of staff efforts, and question on dues structure, and minimum amount. Question on Chelan County's lack of participation, and looking at the disparity between the small cities, and the larger entities like counties and ports. MG suggests "asking for the full amount" rather than requiring the full dues amount. Roni HD suggests that information be shared with city councils with updates on the past year's benefits and changes within the EDD. MG pledges to visit city council meetings (ie: Bridgeport). Wendy Isenhart shares the value of the membership to the City of Chelan. Suggestion for stepped increases over a few years, or the opportunity to choose. MG confirms that this is not about pay increase for staff, it's about stabilizing the organization. Suggestion to change the resolution 16-4-1 with amendment to "pay what you can" for small cities. MG: this resolution is a temporary situation pending By-Laws review. This would make \$600 the minimum dues. Discussion on increasing membership base. **MOTION that a dues increase needs to be determined "and restructure the dues to raise the particular amount"** is made by Ken Stanton, seconded by Wendy Isenhart. Guss needs to start now to apply for FY 17 planning grant. Ken Stanton amends MOTION to include the wording "and restructure the dues to raise the particular amount" None in favor, motion fails. **MOTION to "raise the dues in total by \$12,000" made by Randy Agnew. Nothing is seconded. Motion fails.** Chairman Branch makes suggestion to get feedback from cities. Jim Huffman asks for 3 alternatives to be put before the board. Guss suggests a committee be put together to look deeply into this issue. Jim Huffman, Randy Agnew, Larry Marshall will serve on the committee. Chairman Branch reasserts the benefits to doing this regional work.

**Discussion and Possible Approval of Resolution 16-4-2 authorizing Executive Director to sign a contract in the amount of \$5,000 with Susan Driver to provide financial review services for calendar year 2015.** Guss posted a RFP for financial review process, reviewed one response from Susan Driver with proposal for \$5,000, within the budget. **MOTION to approve made by Wendy Isenhart, seconded by Ken Stanton. All in favor, none opposed. Motion passes.**

**Discussion and Possible Approval of Resolution 16-4-3 authorizing the Executive Director to sign terms and conditions of a grant award from Umpqua Bank Community Foundation in the amount of \$3,000.** MOTION to approve Res. 16-4-3 by Kurt Danison, seconded by Ken Stanton. All in favor, none opposed. Motion passes.

**Discussion and possible approval of annual evaluation process. Position: Executive Director** Chris Branch discusses annual evaluation. The evaluation is identified in the contract of the ED. Amy will edit the survey to add a comment field for each question.

**Discussion and Possible Approval of Resolution 16-4-4 establishing the date of FY 2016 annual meeting.** Resolution to change annual meeting from May to June. New officers. The audit will be ready in June. **MOTION TO approve 16-4-4 made by Craig Larsen, Seconded by Ken Stanton. All in favor, no one opposed.**

### **Committee Reports**

Washington DC Conference report by Guss. Staff met with Assistant Secretary of Commerce for Economic Development Jay Williams on challenges facing rural communities related to the

acquiring of matching funds. On April 25<sup>th</sup> EDA will announce another regional innovation strategy, match requirements are a challenge, and possible for a regional application if board directs. Chris Branch will be happy to share details of the experience.

Update of Yakima and Kittitas: They are going to be funded for another year, so NCWEDD will look at this again in the future.

No other committee reports at this time.

**Discussion of inter jurisdictional issues.**

Keith Soderstrom was disappointed to be left off the Cascade Farmlands Association map, but will give input for the TOTA map.

Roni Holder-Diefenbach announces Colville Fuels is holding opening at 10 am Friday to welcome and invite all to attend the opening of new convenience station, right in front of the casino.

Steve King announced that he testified to a Governor's panel on Fire, and this spurred positive opportunity for housing efforts after fires. Chairman Branch asked to bring a presentation to the EDD board on this.

Jim Huffman shares various issues.

Ken Stanton thanks the NCWEDD for the letter of support for the Cascade Interchange, and thanks Michael Guss and Chris Branch for bringing that to the legislators. Guss was directed by board, and brought up additional issues to senators and staff.

Kurt Danison. City of Birdgeport is applying for a grant, and would appreciate a letter of support before May 2. Also, small aviation airports are not properly zoned in Okanogan County, and there is a need for improvements to water and sewer, and ask this be added to the EDD CEDS. Guss asks for any objections to adding this to the CEDS. None heard.

Chairman Branch concludes with the benefit of this regional conversation around issues such as airport zoning. Wendy Isenhart concurs especially around fire-fighting aerial efforts.

**Adjournment**

Meeting adjourned by Chairman Branch at 11:00 am.

*Minutes respectfully submitted by Amy Massey.*