



**Board Meeting MINUTES
July 13, 2016, 9 a.m.
Chelan City Hall**

Meeting called to order by Board Chair Wendy Isenhart.

Approval of Agenda. Amendment to agenda, to include discussion of TOTA. MOTION made by Jim Huffman, seconded by Commissioner Ken Stanton. All in favor. Motion approved.

Presentation of Management Accountability Review for the 2011-2015 time period by Susan Driver, SMD Solutions. Mr. Guss shared that he, Patti Romanelli and Wendy Isenhart met with EDA yesterday in Seattle. EDA was very favorable on the process. Mr. Guss then introduced Susan Driver who performed the audit. Ms. Driver presented the accountability report. She is available to answer questions or address any issues. Board discussion: Wendy Isenhart complimented the process. Ms. Driver complimented the EDD staff in responding to the challenge of organizing, finding information and moving forward. Mr. Guss shared that all the steps needed to make corrections are, or will be, made including the tracking of salary with board authorization. USDA grants come with strict non-discrimination policy which the EDD will comply. Wendy Isenhart received training in Spokane on the terms and conditions of the USDA grant. A board retreat will occur and Jacob Macias agreed to attend for board training and to focus the EDD on the core mission to create jobs. Mr. Guss emphasized that the board makes the policy and guides the organization, as long as it falls within the scope of work. Mr. Guss encourages the board to continue on the path of being actively engaged. Mr. Guss feels the overage on the travel budget was worth it, in re-establishing relationships. Mr. Guss encourages the board to continue to refer to the audit report and continue to follow up on directives. New voucher-style checks are on the way to replace the more efficient triplicate-style checks. The outstanding grants should all be closed shortly. Susan Driver strongly recommends that the board understands that they are responsible for everything that the staff does, and to question the reports, and the policies. Mayor Conklin asks Mr. Guss to look at the support staff position, is it adequate? Mr. Guss responds with a question to the board to look at what they want the organization to take on. Fiscal year reporting being adopted. Mr. Guss asks the board what value is provided by the EDD? Is it worth the return on investment? Mr. Guss introduces EDD Bookkeeper, Patti Romanelli, Sierra Bookkeeping Services. Ms. Romanelli, EDD thanks the board and expresses her view to welcome the “positive exercise” of an audit. Findings in audits can be addressed and then the organization can move forward. Ms. Romanelli suggests a regularly scheduled audit, annually or every three years. Wendy Isenhart shared that EDA was favorable with the audit process. **MOTION to adopt resolution 16-7-0 to accept the results of the management review**, made by Chris Branch and seconded by Larry Marshall. All in favor. Motion passes.

Wendy invites all around the table to introduce themselves.

Presentation of Financial Report. Patti Romanelli again thanks the board, and presents the Financial Overview. Mr. Guss points out that the EDA drawdown recently happened, so there will be a budget amendment at next meeting. Patti will do a revised budget for end of fiscal year. Craig Larsen asked about the beginning balance of July 2015 and the carryover. Patti will work on establishing consistency, using the prior year balance, so be able to evaluate the reserves, year to year. Stacy Luckensmeyer asks to include the balance sheet with the monthly report. Patti Romanelli will replace the P & L with a Balance Sheet. Ms. Romanelli will include a prior year balance with the Budget vs. Actual. There are some accruals that need to happen. The first payroll of 2015 will need to be moved back to the previous FY. Mr. Guss has submitted a budget for 2016-2017 FY, to be analyzed by board at next meeting. This will be finalized, with accruals for next board meeting. Wendy Isenhart asks for more information. Patti Romanelli asks if board would like to see “percentage of budget” for more information. Board agrees, Patti Romanelli will make reports separated by class. Next year, May 2017, Patti Romanelli suggests to plan for a budget amendment to adjust as needed to allow the board to acknowledge the reasons why budget is adjusted. Steve King asks Patti Romanelli to add a running total “pending budget amendment” as a tally. Patti Romanelli can add additional page track budget variances. Stacy Luckensmeyer asks that this information be acknowledged in meeting minutes. **MOTION to accept financial report** made by Chris Branch, seconded by Commissioner Ken Stanton. All in favor, motion passes.

Mr. Guss presented USDA Rural Business Development Grant in the amount of \$16,545 to install Electric Vehicle charging stations. Commissioner Stanton asks to look at need for signage on the highway. Mr. Guss shared the terms and conditions from USDA which was in his staff report. Mr. Guss projects possible extra funds after the terms are completed, for additional charging stations. USDA regulations require a “minimal lease” on charging stations. After a year, the stations are devalued below \$5000 and can be sold to business location. **MOTION to adopt Resolution 16-7-1** made by Kurt Danison, seconded by Stacy Luckensmeyer. All in favor. Stacy Luckensmeyer asks about requirement of businesses to sign “job report” documentation. Wendy Isenhart shared the value to tourism of the PINCW tracking the data of charging station usage.

Adoption of Resolution 1672 Accepting United States Department of Commerce Grant in the Amount of \$62,500 and authorizing Board Chairwoman to sign all grant agreements. Mr. Guss anticipates the awarding of this before the next board meeting. There will be a 10 day window to sign. This resolution authorizes Wendy Isenhart to accept and sign the grant when awarded. **MOTION to approve** made by Larry Marshall moves and seconded by George Thornton. All in favor. Motion passes.

Adoption of Resolution 1673 Authorizing Executive Director to negotiate and Board Chairwoman to sign an agreement with the City of Oroville to provide administration services on a potential EDA Public Works Grant in the amount of \$839,784. EDD received a letter that indicates a letter of award, but this grant is not awarded yet, nor rejected. This grant is not available to use for match, but it’s a revenue stream. This resolution authorizes Board Chair

to sign agreement to accept the grant. The full terms and conditions will be brought before the board at the time it is accepted. MOTION to approve made by Kurt Danison, seconded by Larry Marshall. All in favor. Patti Romanelli asks about the relationship between EDD and the City of Oroville. A single audit is included in the grant. Chairperson Isenhart thanks and acknowledges the hard work of former Board Chair Chris Branch and Mr. Guss on writing this grant. She shares the positive meeting with EDA.

Added Agenda Item. TOTA. Thompson Okanogan Tourism Association sent a travel writer to NCW to do a series of articles to develop tourism. If the board is comfortable, amendment to the contract with TOTA can be made. The board can pay TOTA in installments. Mr. Guss is looking for guidance. Or go back out to small purchase procedure? Board directs Mr. Guss to work with TOTA on an amendment for a new payment schedule. He will bring that back to the board at future meeting.

Update and Discussion on the Okanogan Fire Economic Recovery Project. Mr. Guss met with CAI got a preview of the data website. It is more focused on fire data, enables downloading in subsets. There is data profile by community, as local as possible, or at county level. Hannah McIntosh pointed out the importance of including City of Mazama housing data. The data will be presented in a print plan as well. Mr. Guss said that the board should consider applying for USDA funding to continue Okanogan data website. CAI will hold a launch event in September, and interim time working with the committee. 1000 postcards available to be distributed throughout Okanogan County.

Presentation of Annual Report. Mr. Guss shared that the TOTA tourist guide and website project was able to impact every community in the region. Mr. Guss shared all the EDD projects by County and by City. Mr. Guss recognized the work of Chris Branch on these projects. The regional impact included: \$107 million in federal funding awarded to the EDD and member governments as a result of applications EDD wrote; \$5 million in foreign direct investment in the United States; The retention or creation of 167 jobs in all three counties of the district; 514% return on investment of the \$11,800 in NCWEDD Member dues: \$898 in EDA Planning Grant and Associated Match Spent Per Job Created. (this includes the as of yet finalized Oroville grant). Chairperson Isenhart thanks and acknowledges the good work of Michael Guss.

Chairman Isenhart shares that the EDD “creates the environment in which growth can happen.” And, she shared the good work of the EDD on the QUEST FUND. Mr. Guss gave a brief on the QUEST FUND. Mr. Guss was asked and assisted with filling out forms. Mr. Guss acknowledges the support of Patti Romanelli, in correcting allocations. EDA will shut down the fund and transfer the fund to Yakima Rural Development Fund, and the loan funds are still available to this NCW region. Jim Huffman also thanks Mr. Guss for his assistance in getting everything straightened out. Patti Romanelli was the one who actually filled out the forms. Over \$200,000 is now still available in the loan fund. Keith Soderstrom shared the impact of the QUEST FUND to Bainbridge Manufacturing.

Discussion of Regional Issues.

Chris Branch distributed the TOTA Route 97 guides which “went like hotcakes” at the July 4th event. He delivered them as far as Yakima, Ellensburg area visitor centers. Chris has more guides to distribute. Mr. Guss thanked Amy Massey for her work on the map.

Carlene Anders shared that this Friday City of Pateros holds its new Water Celebration 2 to 3:30 pm at the Apple Pie Jamboree . The new water tank should be complete, and will honor Sen. Evans Parlette and Chairman of the Long Term Recovery Group, Jon Wyss, and KHQ as well for their work.

Jim Huffman shared that Monday past was an Open House on North End Study Master Plan for Development. Overall a positive reaction for that area. Also mentioned Alcoa impacts are starting to be seen as the unemployment compensations begin running out. .

Randy Agnew asked for input on the garbage train issue.

Meeting was adjourned by Chairman Isenhart at 10:54 am

Minutes respectfully submitted by Amy Massey, and edited by Michael Guss.

(amended per August 10, 2016 board action)

BOARD:

Hannah McIntosh, TwispWorks
Stacy Luckensmeyer, WVC
Jim Huffman, Port of Douglas
Ken Stanton, Douglas County
Lyle Markhart, Wenatchee
Steve King, Wenatchee
Craig Larsen, Port of Chelan
Janet Conklin, Bridgeport
Larry Marshall, Entiat
George Thornton, Oroville
Keith Soderstrom, Waterville Chamber
Kurt Danison, multiple entities
Carlene Anders, Pateros
Wendy Isenhart, Chelan

STAFF:

Michael Guss, Executive Director
Patricia Romanelli, Bookkeeper
Amy Massey, staff

GUEST:

Susan Driver, SMD Solutions