



**NORTH CENTRAL WASHINGTON ECONOMIC DEVELOPMENT DISTRICT**  
**Board and Membership Meeting**  
**December 9, 2015 9 am to 11:30 am**  
**Port of Douglas, 655 – 6<sup>th</sup> St, East Wenatchee, WA**

*Chairman Chris Branch welcomed everyone and called the meeting to order at 9:05 am.*

Chris Branch called meeting to order. Jim Huffman welcomed the Board to the Port of Douglas. Ron Criddlebaugh gave an update and overview on the Port of Douglas including adopting 2016 budget and other updates on projects and answered some questions. NCWEDD thanks the Port of Douglas for hosting the meeting today.

**Executive Session**

MOTION to go into an Executive Session. Ken Stanton so moved, Wendy Isenhardt seconded. Motion passes. No reportable action from Executive Session. Executive Session concludes. Regular meeting resumes.

**Approval of Agenda**

Chairman Branch asked for any amendments to the agenda. Jim Huffman, Russ seconded.

**Resolution to Thank Russell Clark**

Mr. Branch read the resolution 16-12-1 thanking Mr. Clark for his years of service to the NCWEDD and the City of Rock Island. MOTION to approve made by Wendy Isenhardt, seconded by George Thornton. All in favor. Russell Clark abstained. Motion passes.

**Approval of Minutes**

Motion to approve October 14, 2015 EDD Minutes made by George Thornton, seconded by Russell Clark. All in favor. Motion passes.

**Financial Report**

Mr. Guss explained the new and improved format, tracked now by line item, for the budget reports, and the reason for a need for a budget amendment. EDD is getting towards a positive net revenue. Mr. Guss welcomes questions. This budget is balanced and has a surplus.

**Budget Amendment**

Resolution 16-12-12. Motion made by Kurt Danison, seconded by Stacy Luckensmeyer. All in favor. Motion passes.

MOTION to accept the budget as presented made by Jim Huffman, Ken Stanton seconded. All in favor, motion passes.

### **Executive Report**

Financial Report and Profit and Loss Statement. Mr. Guss explained how this is now structured under EDA rules. Mr. Guss went over the statement line by line. Mr. Guss is reviewing when dues are paid. \$8,000 from lodging tax dollars from Okanogan Trails with an agreement to maintain signage if needed. On payroll taxes, we'll move from an accrual base to a cash base. Mr. Guss will double check on that projection. Net revenue -\$8,209.94. \$1,080 in revenue.

### **Bookkeeper Proposals**

Mr. Branch shared that seven proposals were reviewed by the Ad Hoc committee. Committee considered the overall need of the organization in the short term. Committee proposes for the next 6 months to go with the in-house proposal. Mr. Guss gave a worst case scenario of EDA requesting funds back at end of this fiscal year. In that case, if the board signs an annual bookkeeper contract, there could be a problem fulfilling payment of that contract. Mr. Guss believes that within a year, most of the bookkeeping duties could be brought in house. Mr. Guss acknowledged the help of Amy Massey in capturing the detail for bookkeeping needs. MOTION to approve by Jim Huffman, seconded by Wendy Isenhardt. Discussion: Craig Larsen notes, although he's in favor of the resolution, he has a concern for the "optics" of paying a person in the State of Nevada. Wendy agrees, but concurs with the benefits of the bookkeeping details. All in favor, none opposed.

### **RFP for Audit**

Mr. Guss explained under RCW 43.09, all government entities be audited by the State Auditor's office. However, because it was organized under the Public Works and Economic Development Act of 1965 and as such is a private, 501(c)(3) entity, Mr. Guss asked the board to decide if the EDD should issue an RFP or use the State Auditor. MOTION to approve by Kurt Danison, seconded by Russ Clark. Discussion: Chuck Johnson discussed a regional organization in similar position. Russell Clark shares the need for this audit to occur now, and waiting for the State Auditor may delay this important process. Mr. Guss says this will be to Circular A-133 standards, but will not be a single audit. All in favor, none opposed. Motion passes.

### **Ranking for Regional Projects**

Mr. Guss shared the staff report. MOTION to approve Resolution 16-12-5 made by Kurt, seconded by Wendy. No discussion. All in favor, motion passes.

### **Okanogan County Proposals for Fire Recovery Grant**

Mr. Guss shared that NCWEDD received 11 proposals in response to the RFP for data gathering and community engagement. The Steering Committee is in the process of ranking these proposals. The Steering Committee will interview the companies next Thursday in Twisp, and will have a recommendation back to the board in January.

### **Extension of term of Officers**

Mr. Guss explains, per By-Laws, an annual meeting is required to elect new officers, but the time is not set. Also, NCWEDD is funded on a fiscal year, July-June. Therefore, Guss recommends having board officers terms extended 6 months, and have an annual meeting in July 2016. An annual meeting would be made up of all membership. Craig suggests the Annual Meeting in June. Amendment to Resolution 16-12-6 made to change July 13, 2016 to June 8, 2016.

MOTION TO APPROVE Resolution 16-12-6 with date amendment made by Wendy Isenhardt, seconded by Jim Huffman. All in favor, motion passes.

### **Oroville Reman and Reload**

Mr. Guss explained a need in Oroville pursuing a street realignment project, and addressed the importance of the EDD to assist with grant writing and grant administration on this project. This would net revenue to the EDD. Mr. Branch discussed when the EDD toured the facility in August, 2015, it was noted the need for access points south of the plant, this is part of an Oroville sub-area plan for road alignment for railroad crossings for better access. Discussion was held. Board agrees this was the reason for the NCWEDD. Mr. Guss asks for EDD member entities to bring projects to the EDD with cash match. MOTION TO APPROVE Resolution 16-12-7 made by Wendy Isenhart, seconded by Ken Stanton. All in favor, none opposed. Motion passes.

### **Business Sustainability Summit**

Mr. Guss shared that the presentation from October meeting by Patrick Walker, Wenatchee River Institute. This request to sponsor a regional small business sustainable practice summit is aligned with the Scope of Work to promote regional entrepreneurship. Staff recommends a \$400 sponsorship paid to support this event. MOTION to approve \$400 to Wenatchee River Institute made by Ken Stanton, seconded by Russell Clark. All in favor, motion passes.

### **Items from Staff**

Mr. Guss thanked Amy Massey and Patti Romanelli for their work on the financial report.

### **Items from Board**

Request to have the board packet pages numbered and emailed in one multi-page PDF. Steve King shared updates from City of Wenatchee fire news on funding debt on public infrastructure. He's willing to share information to other communities. Craig shared that the LRF by Pybus Market has been successful. Jim Huffman shared news from the fire recovery groups and how well this process is moving forward. Still have the goal to work with volunteers within Okanogan County. Craig Larsen shares the impending Alcoa curtailment, and loss of 420 local jobs. The Tri-Commission of Chelan County, holding a meeting tonight at the Wenatchee Convention Center at 5:15, all are welcome. Dr. Patrick Jones will comment on some selected trends. Roni Holder-Diefenbach shared information on benefits for those laid off. Rapid Response team will be doing a screening. Mr. Guss shared that EDA programs exist, and he'll be happy to discuss this.

### **Staff information**

- 1) update on Quest Loan Fund by Mr. Guss
- 2) Staff sent out membership dues letters. If you didn't receive a letter, let Amy know.

MOTION to ADJOURN made by Russ Clark, seconded by Wendy Isenhart. Meeting adjourned.

### **Adjournment**

Chairman Branch adjourned the meeting at 10:45 am.

*Minutes respectfully submitted by Amy Massey.*