

Board of Directors
Chelan Douglas Regional Port Authority Special Meeting
Executive Flight Inc. Class Room
One South Campbell Parkway
East Wenatchee, WA 98802
August 20th, 2019
1:30 pm

Present:

Port of Chelan County

JC Baldwin, President
Donn Etherington, Vice President
Rory Turner, Secretary
Jim Kuntz, Executive Director
Monica Lough, Director of Finance & Admin.
Cami Harris, Administrative Assistant
Sarah Deenik, Accounting Assistant
Tricia Degnan, CTC Manager
Julie Norton, Legal Counsel

Port of Douglas County

Jim Huffman, President
Mark Spurgeon, Vice President
Alan Loeb sack, Secretary
Lisa Parks, Executive Director
Ron Cridlebaugh, Development Director
Quentin Batjer, Legal Counsel

Pangborn Memorial Airport

Trent Moyers, Airport Director
Ron Russ, Airport Operations Mgr.

Guests

Christine Huffman
Kyle Lamb, KPQ
Rochelle Tolliver, WA Counties Insurance Fund

Director Baldwin reconvened the Port of Chelan County meeting at 1:30 pm; and Director Huffman called to order the Port of Douglas County meeting at 1:30 pm. The Chelan Douglas Regional Port Authority meeting was called to order at 1:30 pm. Introductions were made.

CONSENT AGENDA:

The Regional Port Authority (RPA) Consent Agenda consisting of minutes of July 16th, 2019 Regional Port Authority Special Meeting was presented and the following action was taken:

Motion No.

Moved by:

Seconded by:

08-01-19 CDRPA

Mark Spurgeon

Alan Loeb sack

To approve the minutes of the RPA Special Meeting on July 16th, 2019 as presented.

Motion passed 6-0.

PRESENTATION:

Washington Counties Insurance Fund – Rochelle Tolliver, Account Executive

Kuntz welcomed Rochelle Tolliver, Account Executive with Washington Counties Insurance Fund. Tolliver provided a presentation on the new proposed health insurance plan for the RPA. Lough provided additional information including a comparison of the plans and review of the recommended coverages for staff and Directors.

ACTION ITEMS:

The RPA 2020 Proposed Health Care Insurance Plan Policy

The RPA 2020 Proposed Health Care Insurance Plan Policy was presented and discussion ensued. Two items in the Proposed Health Care Insurance Plan Policy were amended as follows by the following two motions:

Washington Counties Insurance Fund “Heritage Prime Plan” for 2020 – Amended to “Heritage Plus Plan.” The following action was taken:

Motion No. 08-02-19 CDRPA
Moved by: Mark Spurgeon
Seconded by: Rory Turner
To approve the Washington Counties Insurance Fund “Heritage Plus Plan” for 2020.

Motion passed 6-0.

Life insurance coverage for each employee equal to one year of salary, or a flat benefit amount for all employees – Amended to a flat amount of \$100,000 of life insurance coverage for all employees and Directors. The following action was taken:

Motion No. 08-03-19 CDRPA
Moved by: Rory Turner
Seconded by: Alan Loeb sack
To approve life insurance coverage in the amount of \$100,000 for all employees and Directors.

Motion passed 6-0.

Following the passing of the two amended health care policy items above, the following action was taken:

Motion No. 08-04-19 CDRPA
Moved by: Alan Loeb sack
Seconded by: Mark Spurgeon
To adopt the RPA 2020 Health Care Plan & Policies, as amended.

Motion passed 6-0.

At the suggestion of Director Huffman, several RPA policies presented for approval were adopted as one single action as follows:

Motion No. **08-05-19 CDRPA**
Moved by: Donn Etherington
Seconded by: Rory Turner
 To adopt the RPA Policy & Procedures for Accessing Public Records; adopt the RPA Public Records Retention & Destruction Policy; adopt RPA Resolution No. 2019-01 concerning Guidelines for Compliance with the Provisions & Requirements of the State Environmental Policy Act (SEPA); adopt RPA Resolution No. 2019-02 concerning Greenhouse Gas Emissions Reduction Policy; adopt RPA Resolution No. 2019-03 – concerning Authorization to Participate in PERS (Department of Retirement Systems); and adopt RPA Resolution No. 2019-04 concerning Authorization to Participate in Deferred Compensation Program (DCP), as presented.

Motion passed 6-0.

RPA Process to Elect RPA Board of Directors Officer Positions was presented. Discussion ensued and the following action was taken:

Motion No. **08-06-19 CDRPA**
Moved by: Rory Turner
Seconded by: Alan Loeb sack
 To adopt the RPA Process to Elect Regional Port Authority Board of Directors Officer Positions, as presented.

Motion passed 6-0.

RPA Resolution No. 2019-05 Appointing a Port Auditor. Discussion ensued and the following action was taken:

Motion No. **08-07-19 CDRPA**
Moved by: Mark Spurgeon
Seconded by: Alan Loeb sack
 To adopt the RPA Resolution No. 2019-05 appointing a Port Auditor.

Motion passed 6-0.

RPA Resolution No. 2019-06 & 2019-07 – Social Security Resolutions were presented. Discussion ensued and the following action were taken:

Motion No. **08-08-19 CDRPA**
Moved by: Mark Spurgeon
Seconded by: Alan Loeb sack
 To adopt RPA Resolution No. 2019-06 concerning providing Social Security benefits to eligible PERS employees.

Motion passed 6-0.

Motion No. **08-09-19 CDRPA**
Moved by: Mark Spurgeon
Seconded by: Rory Turner
 To adopt RPA Resolution No. 2019-07 concerning providing Social Security benefits to eligible LOEFF employees.

Motion passed 6-0.

INFORMATIONAL ITEMS/DISCUSSION:

Draft Personnel Policies – Lough presented the draft Personnel Policies highlighting some sections that are new or may differ from policies that various entities (Port of Douglas County, Port of Chelan County, and Pangborn Memorial Airport) adopted and followed previously. The draft Personnel Policies will be presented to RPA staff at a staff meeting on August 21st. Kuntz and Lough requested comments from Directors and staff on the draft policies by September 3rd. The Personnel Policies will be brought back to the RPA for adoption on September 10th.

Kuntz reviewed several additional information items including:

- Property at Pangborn Memorial Airport

Director Huffman called for a 5-minute break at 4:05 pm; meeting reconvened at 4:10 pm.

Informational items, continued:

- Draft Resolution Concerning Director Compensation
- Enduris Property & Liability Coverage
- Logo
- IT Review
- Treasury Function
- Office Location
- Staff Position Descriptions
- Review of Reserved Domain Names
- Review Potential Agenda Items for Next RPA Meeting on September 10th; Resolution will be drafted to set all remaining 2019 RPA Regular Meeting dates
- RPA Retreat scheduled for September 26th, 2019, 10:00am – 3:00 pm at Mission Ridge

Discussion ensued on each topic and no action was taken.

Public Comment – None

Items from Board of Directors - None

Port of Chelan County; Port of Douglas County; and the Chelan Douglas Regional Port Authority meetings were adjourned at 4:45 pm.

Signed and dated this 10th day of September, 2019.

PORT OF CHELAN COUNTY



JC Baldwin, Director

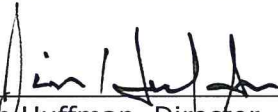


Donn Etherington, Director



Rory Turner, Director

PORT OF DOUGLAS COUNTY



Jim Huffman, Director



Mark Spurgeon, Director



Alan Loeb sack, Director