



Working Together to Enhance the Economic Vitality of North Central Washington

Chelan Douglas Regional Port Authority

**Confluence Technology Center
285 Technology Center Way, Wenatchee WA
Methow & Teanaway River Rooms
or
Zoom Virtual Conference Room Option**

**Meeting Agenda
September 13th, 2022
9:00 am**

I. CALL TO ORDER

**Note: When the Chelan Douglas Regional Port Authority meeting is called to order, the Port of Chelan County and Port of Douglas County meetings are simultaneously called to order.*

II. INTRODUCTIONS

III. CONFLICT OF INTEREST

IV. PUBLIC COMMENT

V. CONSENT AGENDA

- **CDRPA:** Approval of August 23rd, 2022 Meeting Minutes and Check Register Pages #2022-32 - #2022-36, including Electronic Transfers.
- **POCC:** Approval of Check Register Pages #2022-09 - #2022-10.

VI. PRESENTATIONS

- **Raye Evans & Maribel Cruz** – Seven Acres Foundation

VII. CDRPA ACTION ITEMS

- (1) Ownership Allocation Memo – Van Well Nursery Property
- (2) Partners in Economic Development Program Applications
 - Lake Chelan Wine Alliance
 - Greater Leavenworth Museum
- (3) Malaga Water District Test Well #1 Bid Award
- (4) Malaga Trailer/Site Preparation

VIII. INFORMATIONAL ITEMS (Board may act on any items listed)

- (5) Chelan Airport Waterline Project
- (6) Governmental Affairs Representation
- (7) Parcels Hanger – Waterville Airport
- (8) Cashmere Mill District Update
- (9) Virtower Activity Report - August

IX. MISCELLANEOUS STAFF REPORTS

- CEO
- Director of Finance & Administration
- Director of Airports
- Director of Economic & Business Development
- Public Works & Capital Projects Manager
- Property & Maintenance Manager
- CTC Manager

X. PUBLIC COMMENT

XI. REVIEW CALENDAR OF EVENTS

XII. ITEMS FROM BOARD OF DIRECTORS

XIII. EXECUTIVE SESSION: An Executive Session may be called during the meeting. The purpose must be announced and is limited by RCW 42.30.110. Examples include: (1) to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)); (2) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b)); and (3) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price (final action selling or leasing public property shall be taken in a meeting open to the public)(RCW 42.30.110(1)(c)); and (4) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee(RCW 42.30.110(1)(g))

XIV. ADJOURN

PLEASE NOTE: The agenda is tentative only. The Board of Directors may add, delete, or postpone items and may take action on any item not on the agenda (This does not apply during a Special Meeting). The Directors may also move agenda items during the meeting. If you wish to address the Regional Port Authority on a non-agenda or an agenda item, please raise your hand to be recognized by the President. When you have been recognized, give your name and address before your comments. The Board of Directors are committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principal.

The Port Authority office is ADA compliant. Please contact the Administrative Office at 509-884-4700 at least three (3) days in advance if you need any language, hearing or physical accommodation.



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
August 23, 2022
9:00 am**

Present:

Directors:

*JC Baldwin, Director
Jim Huffman, Director
Mark Spurgeon, Director*

*Donn Etherington, Director
W. Alan Loeb sack, Director
Richard DeRock, Director*

Staff:

*Jim Kuntz, Chief Executive Officer (Zoom)
Monica Lough, Director of Finance & Admin.
Trent Moyers, Director of Airports
Ron Cridlebaugh, Director of Econ. Dev.
Ron Russ, Property & Maintenance Mngr.
Julie Avis, Accounting Specialist (Zoom)*

*Tricia Degnan, CTC Manager (Zoom)
Sarah Deenik, Comm. Coordinator
Bobbie Chatriand, Admin Assistant
Craig Larsen, Bus. Dev. Mngr.
Laura Camarillo-Reyes, Admin Asst. (Zoom)
Lorena Amador, Accounting Specialist (Zoom)*

Legal Counsel:

Quentin Batjer, Davis Arneil Law Firm, LLP

Guests:

*Don Flick, Cascade Soaring Society
Jason Taylor, KPQ (Zoom)
Brad Schuster, AOPA*

*Emily Thornton, Wenatchee World (Zoom)
Erik Howe, RH2 Engineering (Zoom)
Tim Ike, JUB Engineering (Zoom)*

The Chelan Douglas Regional Port Authority Board Meeting was called to order at 9:00 a.m.

Introductions were made.

Conflicts of Interest: None

PUBLIC COMMENTS: An opportunity for public comment was provided. No public comments were received.

PUBLIC HEARING: PORT OF CHELAN COUNTY AMENDMENT TO COMPREHENSIVE PLAN TO SURPLUS PROPERTY – CASHMERE MILL DISTRICT

Commissioner Baldwin opened the public hearing at 9:03 am. An opportunity for public comment was provided. No public comments were received. Commissioner Baldwin closed the public hearing at 9:04 am.

CDRPA CONSENT AGENDA

The Chelan Douglas Regional Port Authority Consent Agenda consisting of August 2nd, 2022 Special Meeting Minutes, August 9th, 2022 Meeting Minutes, and July 2022 Commission Calendar was presented. Director Etherington noted two typos on the minutes from August 9th, 2022. Corrections will be made.

Motion No.
Moved by:
Seconded by:

08-11-22 CDRPA

Richard DeRock
W. Alan Loeb sack

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of August 2nd, 2022 Special Meeting Minutes, August 9th, 2022 Meeting Minutes, as corrected, and July 2022 Commission Calendar.

Motion Passed 6-0

PRESENTATIONS:

Brad Schuster – NW Regional Manager, Aircraft Owners & Pilots Association (AOPA).

Schuster provided a brief background on AOPA, as well as its advocacy for general aviation at local, state, and federal levels. Schuster covered the economic impact that general aviation has locally, as well as nationally. Other topics discussed were the future of 100LL fuel replacement, airport ramp transparency, airport diagram standardization, and hazardous substance tax.

POCC ACTION ITEM:

POCC Resolution No. 2022-04 Declaring Property Surplus – Cashmere Mill District.

POCC Resolution No. 2022-04 amending the Port of Chelan County's Comprehensive Plan to declare certain real property surplus to the needs of the Port was presented and the following action was taken:

Motion No.
Moved by:
Seconded by:

08-12-22 POCC

Donn Etherington
Richard DeRock

To adopt POCC Resolution No. 2022-04 declaring certain real property located in Cashmere, Chelan County, Washington as surplus to the needs of the Port of Chelan County and amending the Port of Chelan County's Comprehensive Scheme of Harbor Improvements to remove said property from the Comprehensive Plan.

Motion passed 3-0

CDRPA ACTION ITEMS:

CDRPA Concurrence of Declaring Property Surplus – Cashmere Mill District.

The following action was taken in concurrence with the preceding POCC Action Item:

Motion No.
Moved by:
Seconded by:

08-13-22 CDRPA

Mark Spurgeon
Richard DeRock

To concur with POCC Resolution No. 2022-04 declaring certain real property surplus in Cashmere, Chelan County, Washington.

Motion passed 6-0

Ownership Allocation Memo – The Trades District.

Lough presented the Ownership Allocation Memo concerning the Trades District consisting of 25 partially built pods on property owned by the Chelan Douglas Regional Port Authority. The ownership allocation was discussed as well as various funding sources and how the actual final allocations will be calculated at the conclusion of the project.

Motion No.
Moved by:
Seconded by:

08-14-22 CDRPA
Richard DeRock
Mark Spurgeon
To approve the Ownership Allocation Memo concerning the Trades District Property.

Motion passed 6-0

Authorization to Proceed – Acquisition of Marsha Hays Property.

Lough advised the Board the Phase 1 Environmental Assessment has been completed on the Hays 23-acre property in Malaga with no issues of concern. Also noted was total sales price, rezoning needed for industrial use, and that the feasibility period for the Regional Port expires on August 24th. Discussion ensued and the following motion was made:

Motion No.
Moved by:
Seconded by:

08-15-22 CDRPA
W. Alan Loeb sack
Jim Huffman
To authorize the CEO to proceed with the purchase of the Marsha Hays Property and sign all necessary closing documents.

Motion passed 6-0

Douglas County Sewer District #1 – Industrial Wastewater Contract.

de Mestre reported that as part of the new aviation ramp at Pangborn Airport, a new stormwater collection system including the collection of deicing fluid has been constructed. The Regional Port wishes to enter an Industrial Wastewater Contract with the Douglas County Sewer District to provide treatment services. The following motion was made:

Motion No.
Moved by:
Seconded by:

08-16-22 CDRPA
Mark Spurgeon
W. Alan Loeb sack
To authorize the CEO to enter an Industrial Wastewater Contract with Douglas County Sewer District #1.

Motion passed 6-0

Commercial Air Service Aviation Ramp Industrial Wastewater Fee Schedule.

Kuntz recommended Pangborn Airport recover all costs associated with treatment services being provided by the Douglas County Sewer District to Commercial Airlines using the aviation ramp. Kuntz presented a Fee Schedule. The fees would go into effect January 1, 2023. The following motion was made:

Motion No.
Moved by:
Seconded by:

08-17-22 CDRPA
Mark Spurgeon
Jim Huffman
To adopt the Commercial Air Service Aviation Ramp Industrial Wastewater Fee Schedule.

Motion passed 6-0

Nimfa Parcels Hangar – Waterville Airport.

Parcells has requested the Regional Port purchase her hangar at the Waterville Airport. Russ provided photographs of the hangar, additional details on the current land lease, and the Douglas County Assessed Value. Discussion ensued and the following motion was made:

Motion No.
Moved by:
Seconded by:

08-18-22 CDRPA
W. Alan Loeb sack
Richard DeRock
To authorize the CEO to negotiate a Purchase & Sale Agreement with Nimfa Parcels for a hangar at the Waterville Airport.

Motion passed 6-0

Waterville Airport – Runway Lighting Project.

de Mestre provided the Board with information on bids that were received for the Waterville Runway Lighting Project. After reviewing bids, JUB Engineering recommends the project be awarded to Colvico, Inc., in the amount of \$490,482.58. It is anticipated that this project will be 90% funded by a WSDOT Aviation Division Grant.

Motion No.
Moved by:
Seconded by:

08-19-22 CDRPA
W. Alan Loeb sack
Richard DeRock
To authorize the CEO to award and sign the contract with Colvico, Inc., in the amount of \$490,482.58 including Washington State Sales Tax, upon receipt of and acceptance of all necessary deliverables required by the contract documents and further conditioned upon by the Regional Port’s prior acceptance of a Washington Department of Transportation grant offer.

Motion passed 6-0

Amend JUB Engineers, Inc. Professional Services Agreement.

JUB Engineers Inc., provided an updated scope of services and fee breakdown to perform construction phase services which include construction management, construction administration, and grant compliance totaling \$79,520.

Motion No.
Moved by:
Seconded by:

08-20-22 CDRPA
Jim Huffman
W. Alan Loeb sack
To authorize the CEO to amend the JUB Engineers, Inc. Professional Services Agreement to include construction phase services in an amount not to exceed \$79,520 and further conditioned upon the Regional Port’s prior acceptance of a Washington Department of Transportation grant offer.

Motion passed 6-0

Establishing Overall Construction Budget.

Motion No.
Moved by:
Seconded by:

08-21-22 CDRPA
W. Alan Loeb sack
Jim Huffman
To establish an overall construction budget in an amount not to exceed \$627,000.

Motion passed 6-0

Acceptance of WSDOT Aviation Division Grant Award – Waterville Airport Lighting Project.

Moyers discussed the status of the WSDOT Aviation Division Grant Award Status. An award offer is expected to come in shortly.

Motion No.
Moved by:
Seconded by:

08-22-22 CDRPA
W. Alan Loeb sack
Donn Etherington
To authorize the CEO to enter into a WSDOT Aviation Division Grant Offer for the Waterville Airport Lighting Project.

Motion passed 6-0

Washington State Dept. of Commerce – Small Business Innovation Fund.

Cridlebaugh provided information regarding the Small Business Innovation Fund Program being implemented by the Department of Commerce. Cridlebaugh believes this would be a great addition to fill the funding gap needed for the Trades District; after discussion the following action was taken:

Motion No.
Moved by:
Seconded by:

08-23-22 CDRPA
W. Alan Loeb sack
Richard DeRock
To authorize the CEO to submit a grant application for the Washington State Department of Commerce – Small Business Innovation Fund Program.

Motion passed 6-0

Director Baldwin called for a 10-minute break at 10:40 a.m., meeting reconvened at 10:50 a.m.

INFORMATIONAL ITEMS:

Enduris Renewal – Lough presented an Insurance Premium Recap for the period of September 1, 2022 through August 31, 2023. Member premium increases are based on properties acquired, claims on the group policy, and inflation.

Year-to-Date 06-30-2022 Budget vs. Actual Report – Lough pointed out increased airport fuel sales as well as an increase in CTC Video Conference revenues and provided an overall summary of the first six months of 2022.

FAA Taxiway Alpha Project Update – Moyers provided a possible timeline on FAA Grant Funding. The next round of funding is expected mid-September.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Kuntz stated that Airlift Northwest is moving forward with plans to build a new hangar at Pangborn Airport.

Moyers provided information and updates including:

- Moyers presented a news article from NCWLIFE regarding the Super Scooper Fire Fighting Aircraft that were based at the Airport the past week. He discussed the amount of fuel being purchased by them as well as other firefighting aircraft that have been in the area.
- Moyers also provided an update on the Terminal Apron Project. This project is slated to be complete at the end of August. Last minute tasks needing completion include landscaping, ramp striping, and electrical work.

de Mestre provided information and updates including:

- de Mestre provided an update on the Malaga Vicinity Test Well 1 Project. Items discussed were Microsoft reimbursements, testing well sites, and a location for the future water reservoir. Bids for the project will be opened on September 8th.

Russ provided information and updates including:

- Russ provided an update on Orondo River Park and a recent inspection by the Recreation & Conservation Office (RCO), which had no findings.

Cridlebaugh provided information and updates including:

- Cridlebaugh discussed the Our Valley Our Future (OVOF) Economic Development Partners Grant Request of \$30,000 that was awarded in May 2022. The award included \$20,000 pass through economic development funds as well as a \$10,000 dollar for dollar match of for-profit, private sector contributions. OVOF requested clarification on exactly who can match the grant funds. It was suggested the wording be more precise on future grant awards.

PUBLIC COMMENTS: An opportunity for public comment was provided. No public comments were received.

REVIEW CALENDAR OF EVENTS: Lough discussed important dates coming up in the month of September.

ITEMS FROM BOARD OF DIRECTORS: Board of Directors provided various updates.

Meeting was adjourned at 12:02 p.m.

Signed and dated this 13th day of September 2022.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Richard DeRock, Director

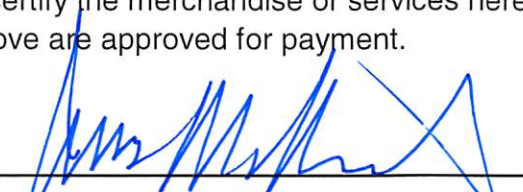
W. Alan Loeb sack, Director


**Chelan Douglas Regional Port Authority
Check Register Listing
2022-August**

Date Issued	Register #	Reason	First #	Last #	Amount
08/02/22		WA Dept of Revenue - LH Tax		ACH	\$89,500.41
08/15/22		Mid-Month Employee Advances		ACH	\$2,750.00
08/15/22	2022-32	Mid-Month Payables	10184	10255	\$685,944.55
08/17/22	2022-33	Santa Cruz Property Purchase	10256	10256	\$1,150,749.01
08/19/22		HRA - VEBA McKivor		ACH	\$585.80
08/23/22	2022-34	Santa Cruz Property Purchase	10257	10257	\$1,961.05
08/26/22		WA Dept of Revenue - Sales Tax		ACH	\$12,108.97
08/31/22	2022-35	August 2022 Payroll	10258	10260	\$287,530.01
08/31/22	2022-36	Month-End Payables	10261	10334	\$576,269.88

Transactions for approval September 13, 2022 total: \$2,807,399.68

We, the undersigned Directors of the Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify the merchandise or services hereinafter have been received and that the checks listed above are approved for payment.

Chief Executive Officer 

Dir of Finance & Admin. 

Director Baldwin _____

Director Etherington _____

Director DeRock _____

Director Huffman _____

Director Loeb sack _____

Director Spurgeon _____

**Chelan Douglas Regional Port Authority
Check Register
2022-32**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval August 15, 2022 checks 10184 - 10255 in the amount of

\$685,944.55

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

<u>Date Issued</u>	<u>Claimant</u>	<u>Purpose</u>	<u>Check Number</u>	<u>Amount</u>
<u>CASHMERE MILL DISTRICT</u>				
08/15/2022	Chelan County PUD	Utilities	10200	640.05
08/15/2022	City of Cashmere	Utilities	10203	577.47
08/15/2022	Enduris	Property Insurance	10212	20,624.00
08/15/2022	Waste Management	Utilities	10249	405.24
	Net Cashmere Mill District			\$22,246.76
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
08/15/2022	Banner Bank - TD	Building Repairs; Office Supplies	10197	294.72
08/15/2022	Chelan County PUD	Utilities	10200	8,903.51
08/15/2022	City of Wenatchee	Utilities	10204	767.15
08/15/2022	Crown Paper & Janitorial Supply	Janitorial Supplies	10207	829.55
08/15/2022	Enduris	Property Insurance	10212	33,087.00
08/15/2022	Firefly	Renewal Guest Wifi	10215	1,815.75
08/15/2022	GFC Services	Meeting Room Setups/Janitorial Services	10217	5,565.75
08/15/2022	North Central ESD	Contract Service - July	10230	5,362.50
08/15/2022	Pacific Security	Patrol Service	10235	444.00
08/15/2022	Waste Management	Utilities	10249	1,158.85
08/15/2022	Weinstein Beverage Co.	Coffee Supplies	10250	215.70
	Net Confluence Technology Center			\$58,444.48
<u>DOWNTOWN WENATCHEE SOUTH</u>				
08/15/2022	Chelan County PUD	Utilities	10200	1,104.10
08/15/2022	City of Wenatchee	Utilities	10204	728.62
08/15/2022	Enduris	Property Insurance	10212	56,825.00
	Net Downtown Wenatchee South			\$58,657.72
<u>OLDS STATION BUSINESS PARK</u>				
08/15/2022	Chelan County PUD	Utilities	10200	2,585.18
08/15/2022	City of Wenatchee	Utilities	10204	874.95
08/15/2022	Door Tech, Inc.	Building Maintenance	10210	162.90
08/15/2022	Enduris	Property Insurance	10212	64,637.00
08/15/2022	Home Depot Pro	Maintenance Supplies	10221	26.51
08/15/2022	Pacific Security	Patrol Services	10235	888.00
08/15/2022	S & W Irrigation Supply	Irrigation Supplies	10241	277.31
08/15/2022	Schmitt Electric, Inc	Building Repairs	10242	2,381.76
08/15/2022	Waste Management	Utilities	10249	139.88
	Net Olds Station Business Park			\$71,973.49

**Chelan Douglas Regional Port Authority
Check Register
2022-32**

PANGBORN AIRPORT

08/15/2022	Ag Supply Co.	Maintenance Supplies	10184	39.01
08/15/2022	AvFuel Corp	Fuel & Refueler Rental	10186	93,375.78
08/15/2022	Aviation Laboratories, Inc	Velcon H2O Kit	10187	189.13
08/15/2022	Banner Bank - CG	FBO Expenses	10188	36.91
08/15/2022	Banner Bank - PE	Aviation Day	10192	926.87
08/15/2022	Banner Bank - TM	Phone Service, NWAAAE Annual Conf., VirTower	10198	937.75
08/15/2022	Cintas Corporation	FBO Expenses; Uniforms	10202	99.71
08/15/2022	Columbia River Steel Supply	Maintenance Supplies	10206	1,290.19
08/15/2022	Douglas County PUD	Utilities	10211	2,017.00
08/15/2022	Enduris	Property Insurance	10212	75,554.00
08/15/2022	Firefly	Projects	10215	2,278.03
08/15/2022	FlashParking, Inc.	Parking Lot License Renewal	10216	3,719.78
08/15/2022	Global ARFF Services	Compliance Service	10218	7,250.00
08/15/2022	Home Depot Pro	FBO Expenses - Supplies	10221	104.69
08/15/2022	Jerry's Auto Supply	Vehicle Maintenance	10223	78.19
08/15/2022	M & L Aviation - Addleman	Customer Deposit Refund	10226	247.00
08/15/2022	Midvalley Automotive	Vehicle Maintenance	10228	898.17
08/15/2022	Moon Security Services, Inc	Commercial Monitoring	10229	47.65
08/15/2022	OmniPark, Inc.	Parking Lot Expenses	10232	366.05
08/15/2022	Oxarc, Inc.	FBO Expenses; Oxy Cylinders	10234	85.56
08/15/2022	Pacific Security	Patrol Services	10235	444.00
08/15/2022	Smartsign2go	Intel Core; Advantage Plan Annual Service	10243	2,546.33
08/15/2022	Voltaire Aviation Inc	Air Service Development Retainer	10246	4,000.00
08/15/2022	Waste Management	Utilities	10249	850.15
08/15/2022	Wilbur-Ellis Company LLC	Maintenance Supplies	10252	611.38
	Net Pangborn Airport			197,993.33

PANGBORN BUSINESS PARK

08/15/2022	Douglas County PUD	Utilities	10211	1,176.00
08/15/2022	Enduris	Property Insurance	10212	40,901.00
08/15/2022	Harvest Valley Pest Control, Inc.	Pest Control	10220	121.79
08/15/2022	Lowe's	Maintenance Supplies	10225	59.74
08/15/2022	York Building Services, Inc.	Janitorial Service	10254	1,788.00
08/15/2022	Young Bucks Landscaping LLC	Landscaping Maintenance	10255	3,952.95
	Net Pangborn Business Park			\$47,999.48

RPA OFFICE/AVIATION CENTER

08/15/2022	Douglas County PUD	Utilities	10211	1,041.00
08/15/2022	Enduris	Property Insurance	10212	34,585.00
08/15/2022	iPro Building Services, LLC	Janitorial Service - August 2022	10222	750.00
08/15/2022	Performance Systems Integration, LLC	Annual Inspection - Fire Extinguishers	10237	1,026.53
08/15/2022	Waste Management	Utilities	10249	366.67
	Net RPA Office/Aviation Center			\$37,769.20

LAKE CHELAN AIRPORT

8/15/2022	Banner Bank - TM	VirTower Software	10198	400.00
8/15/2022	Chelan County PUD	Utilities	10200	23.38
8/15/2022	Enduris	Property Insurance	10212	812.00
8/15/2022	Young Bucks Landscaping LLC	Landscaping Maintenance	10255	433.20
	Net Lake Chelan Airport			1,668.58

**Chelan Douglas Regional Port Authority
Check Register
2022-32**

<u>MANSFIELD AIRPORT</u>				
8/15/2022	Banner Bank - TM	VirTower Software	10198	400.00
8/15/2022	Douglas County PUD	Utilities	10211	41.00
8/15/2022	Firefly	VirTower & Camera Installation	10215	609.19
8/15/2022	Schmitt Electric, Inc	Electrical for Antenna	10242	1,917.92
	Net Mansfield Airport			2,968.11
<u>WATERVILLE AIRPORT</u>				
8/15/2022	Banner Bank - TM	VirTower Software	10198	400.00
	Net Waterville Airport			400.00
<u>ORONDO RIVER PARK</u>				
08/15/2022	Department of Health	2022 Public Water System Operating Permit	10209	101.30
08/15/2022	Enduris	Property Insurance	10212	1,653.00
08/15/2022	Home Depot Pro	Maintenance Supplies	10221	75.98
08/15/2022	Keyhole Security Inc.	Rekey Lock	10224	21.72
08/15/2022	Pacific Security	Patrol Service - Orondo Park	10235	1,056.00
08/15/2022	Waste Management	Utilities	10249	141.53
08/15/2022	Young Bucks Landscaping LLC	Landscaping Maintenance	10255	4,548.60
	Net Orondo River Park			\$7,598.13
<u>PYBUS INCUBATOR</u>				
08/15/2022	Chelan County PUD	Utilities	10200	62.24
08/15/2022	Enduris	Property Insurance	10212	617.00
	Net Pybus Incubator			\$679.24
<u>MALAGA PROPERTY</u>				
8/15/2022	Chelan County PUD	Utilities	10200	311.80
	Net Malaga Property			311.80
<u>ADMINISTRATIVE & GENERAL</u>				
08/15/2022	Banner Bank - CL	WEDA Registration - Craig Larsen	10189	284.54
08/15/2022	Banner Bank - JK	WPPA Executive Directors Seminar	10190	742.83
08/15/2022	Banner Bank - MS	WPPA Commissioners Conference	10191	808.40
08/15/2022	Banner Bank - PE	Registration, Office Supplies, Board Mtg Lunch	10192	1,067.90
08/15/2022	Banner Bank - RR	Software, Office Supplies	10194	158.23
08/15/2022	Banner Bank - SD	Supplies - Phase I Water Mtg	10195	15.50
08/15/2022	Cascade Quality Water	Bottled Water - Office	10199	9.87
08/15/2022	Coleman Oil Company	Fuel	10205	707.23
08/15/2022	Enduris	Property Insurance	10212	102,445.00
08/15/2022	Firefly	Projects	10215	575.34
08/15/2022	ODP Business Solutions LLC	Office Supplies	10231	513.83
08/15/2022	Todd R. Flaget	AFMC Conference	10245	141.00
08/15/2022	Washington Cattlemen's Association	WCA Membership	10247	50.00
08/15/2022	Washington Public Ports Association	Directors Seminar - Jim Kuntz	10248	425.00
08/15/2022	Xerox Corporation	Office Copier	10253	161.47
	Net Administrative & General			\$108,106.14

**Chelan Douglas Regional Port Authority
Check Register
2022-32**

BUSINESS DEVELOPMENT & MARKETING

08/15/2022	Banner Bank - PE	Job Posting - Executive Assistant	10192	165.06
08/15/2022	Banner Bank - RC	Marketing	10193	335.56
08/15/2022	Parsons Photography	Business Portraits	10236	428.97
	Net Business Development & Marketing			\$929.59

CAPITAL PROJECTS

08/15/2022	Airport IFE Services, Inc	IFE Services - Apron Project	10185	2,300.00
08/15/2022	Banner Bank - TD	Monitor Project	10197	1,625.88
08/15/2022	Christopher Lytle	Reimburse Moving & Water Hookup	10201	17,516.80
08/15/2022	Daily Journal of Commerce	Waterville Lighting Project	10208	588.80
08/15/2022	Erlandsen	Van Well Boundary Line Adj	10213	1,008.00
08/15/2022	FedEx	Marsha Hays - Malaga Property Purchase	10214	34.77
08/15/2022	Greater Wenatchee Irrigation Dist.	Airport Lighting Project - ASL	10219	4,696.68
08/15/2022	Lowe's	CTC Entry Project	10225	19.28
08/15/2022	Maul Foster Alongi, Inc.	EPA Brownfields Coalition Grant	10227	19,297.81
08/15/2022	Pinnacle Digital Surveillance	i-Pro Video Insight Camera	10238	1,294.30
08/15/2022	RH2 Engineering, Inc.	Hays Environmental Site Assessment	10239	1,260.49
08/15/2022	Ridgeline Graphics, Inc	MALSR Blue Prints	10240	967.15
08/15/2022	T-O Engineers	AGIS Terrain Survey	10244	3,087.50
08/15/2022	T-O Engineers	RW12 RPZ Land Acq	10244	13,814.36
08/15/2022	Wenatchee World	Waterville Lighting Project	10251	686.68
	Net Capital Projects			68,198.50

TOTAL

\$685,944.55

VOID: 10196; 10233

**Chelan Douglas Regional Port Authority
Check Register
2022-33**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval August 17, 2022 check 10256 in the amount of

\$ 1,150,749.01

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

<u>Date Issued</u>	<u>Claimant</u>	<u>Purpose</u>	<u>Check Number</u>	<u>Amount</u>
08/17/2022	Central Washington Title Services	Santa Cruz Property Purchase	10256	1,150,749.01
TOTAL				<u><u>\$1,150,749.01</u></u>

**Chelan Douglas Regional Port Authority
Check Register
2022-34**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval August 23, 2022 check 10257 in the amount of \$ 1,961.05

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
08/23/2022	Central Washington Title Services	Santa Cruz Property Purchase	10257	1,961.05
TOTAL				<u><u>\$1,961.05</u></u>

**Chelan Douglas Regional Port Authority
Check Register
2022-35**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval August 31, 2022, checks 10258 - 10260 and electronic payments in the amount of:

\$ 287,530.01

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<u>Payroll</u>				
08/31/22	Amador, Lorena	August 2022 Payroll	EFT	3,841.14
08/31/22	Asplund, Randy L	August 2022 Payroll	EFT	761.89
08/31/22	Baldwin, Janet L	August 2022 Payroll	EFT	1,424.69
08/31/22	Beidler, Camryn N	August 2022 Payroll	EFT	3,292.63
08/31/22	Burdick-Avis, Julie	August 2022 Payroll	EFT	3,621.97
08/31/22	Camarillo Reyes, Laura	August 2022 Payroll	EFT	3,526.19
08/31/22	Chatriand, Bobbie J	August 2022 Payroll	EFT	4,143.11
08/31/22	Cridlebaugh, Ronald W	August 2022 Payroll	EFT	6,467.29
08/31/22	Day, Skylar	August 2022 Payroll	EFT	2,906.81
08/31/22	de Mestre, Stacie	August 2022 Payroll	EFT	6,257.54
08/31/22	Deenik, Sarah K	August 2022 Payroll	EFT	5,663.14
08/31/22	Degnan, Tricia E	August 2022 Payroll	EFT	4,890.12
08/31/22	DeRock, Richard	August 2022 Payroll	EFT	1,702.02
08/31/22	Etherington, Donn	August 2022 Payroll	EFT	1,833.42
08/31/22	Flaget, Todd R	August 2022 Payroll	EFT	6,152.62
08/31/22	Goodrich, Colby	August 2022 Payroll	EFT	4,277.37
08/31/22	Huffman, James D	August 2022 Payroll	EFT	960.97
08/31/22	Kern, Dana	August 2022 Payroll	EFT	3,367.79
08/31/22	Kidder, Hunter M	August 2022 Payroll	EFT	824.01
08/31/22	Kuntz, James M	August 2022 Payroll	EFT	13,055.64
08/31/22	Lamb, Kenneth R	August 2022 Payroll	EFT	6,363.12
08/31/22	Lamb, Shane C	August 2022 Payroll	EFT	5,356.76
08/31/22	Larsen, Craig N	August 2022 Payroll	EFT	5,887.12
08/31/22	Loebsack, W Alan	August 2022 Payroll	EFT	1,098.97
08/31/22	Lough, Monica D	August 2022 Payroll	EFT	8,126.68
08/31/22	Martin, Kole	August 2022 Payroll	EFT	2,401.18
08/31/22	Martinez, Rafael	August 2022 Payroll	EFT	4,024.22
08/31/22	Moyers, Trent D	August 2022 Payroll	EFT	7,928.50
08/31/22	Orr, Marcus J	August 2022 Payroll	EFT	5,174.56

08/31/22	Rumburg, Concetta	August 2022 Payroll	EFT	1,636.49
08/31/22	Russ, Ronald R	August 2022 Payroll	EFT	6,365.29
08/31/22	Russell, Justin L	August 2022 Payroll	EFT	4,381.69
08/31/22	Smith, Charles B	August 2022 Payroll	EFT	4,334.56
08/31/22	Spurgeon, Mark M	August 2022 Payroll	EFT	912.92
08/31/22	Vargas, Manuel A	August 2022 Payroll	EFT	4,756.23
08/31/22	Warren, Kole A	August 2022 Payroll	EFT	2,848.95
08/31/22	Bobbie Chatriand	August Sunshine fund	10258	135.00
08/31/22	Health Care Authority	September Insurance	10259	43,841.78
08/31/22	HRA VEBA Trust	August VEBA	10260	1,000.00
08/31/22	Department of Retirement Systems	August Retirement	ACH	38,637.21
08/31/22	US Treasury	August Payroll taxes	EFTPS	53,348.42
	Net Payroll			<u>287,530.01</u>

Voided: None

**Chelan Douglas Regional Port Authority
Check Register
2022-36**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval August 31, 2022 checks 10261 - 10334 in the amount of **\$576,269.88**

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
8/31/2022	Local Tel Communications	Fire Alarm Service	10304	181.94
8/31/2022	Schmitt Electric, Inc	Building Repairs	10322	1,155.56
8/31/2022	Stoneway Electric Supply	Fire Alarm Service	10326	383.06
	Net Cashmere Mill District			<u>1,720.56</u>
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
8/31/2022	Cascade Natural Gas	Utilities	10269	13.78
8/31/2022	Chelan County PUD	Utilities	10270	206.66
8/31/2022	Crown Paper & Janitorial Supply	Janitorial Supplies	10276	599.66
8/31/2022	Department of Labor & Industries (boiler)	Boiler Inspection Fees	10278	85.20
8/31/2022	Express Services, Inc.	Admin Assistant	10285	228.48
8/31/2022	Firefly	Managed Svc/Tower PC for VCC Zoom Room	10287	4,665.99
8/31/2022	Kelley Connect	Copier Maintenance	10300	76.90
8/31/2022	Keyhole Security Inc.	Velocity Software Renewal	10302	1,808.73
8/31/2022	Local Tel Communications	Fire Supression/Telephone	10304	955.62
8/31/2022	North Cascade Heating & A/C, Inc.	Quarterly HVAC Maintenance	10312	5,438.15
8/31/2022	NuClear Property Maintenance	Window Cleaning	10313	4,357.72
	Net Confluence Technology Center			<u>18,436.89</u>
<u>DOWNTOWN WENATCHEE SOUTH</u>				
8/31/2022	Cascade Natural Gas	Utilities	10269	411.06
8/31/2022	Local Tel Communications	Utilities	10304	302.97
	Net Downtown Wenatchee South			<u>714.03</u>
<u>OLDS STATION BUSINESS PARK</u>				
8/31/2022	Cascade Natural Gas	Utilities	10269	13.78
8/31/2022	Chelan County PUD	Utilities	10270	586.24
8/31/2022	Home Depot Pro	Maintenance Supplies	10293	74.68
8/31/2022	Local Tel Communications	Alarm Systems	10304	573.42
8/31/2022	North Cascade Heating & A/C, Inc.	IB \$5 Service Calls	10312	2,713.91
8/31/2022	S&W Irrigation Supply	Irrigation Supplies	10321	638.14
8/31/2022	Stemilt Organic Recycling Center	Landscaping Waste	10325	420.00
8/31/2022	United Rentals	Excavator Rental	10329	806.62
	Net Olds Station Business Park			<u>5,826.79</u>

**Chelan Douglas Regional Port Authority
Check Register
2022-36**

<u>PANGBORN AIRPORT</u>				
8/31/2022	Ag Supply Co.	Propane	10262	26.30
8/31/2022	Airside Solutions, Inc.	LED Light Bar	10263	964.10
8/31/2022	Asbestos Central LLC	GA Terminal Mold Remediation	10267	10,137.96
8/31/2022	Avfuel Corp	Fuel Purchases/Jet Fuel Truck Rental	10268	189,378.40
8/31/2022	Cintas Corporation	Uniforms	10271	97.88
8/31/2022	Douglas County Fire District #2	ARFF Training Fees	10281	2,837.00
8/31/2022	East Wenatchee Water District	Water	10284	555.50
8/31/2022	Firefly	Managed Services	10287	1,900.12
8/31/2022	FOP Legal Defense Plan, Inc	B. Smith - Coverage	10288	310.00
8/31/2022	Home Depot Pro	Terminal Maintenance	10293	2,157.98
8/31/2022	Jack D Lodato	Security Deposit Reimbursement	10296	205.00
8/31/2022	Jerry's Auto Supply	Vehicle & Equipment Maintenance	10297	229.75
8/31/2022	John Deere Financial	Equipment Maintenance	10298	1,583.01
8/31/2022	Local Tel Communications	Phone/Internet/Cable	10304	856.64
8/31/2022	MeYou.Catering	Catering for NetJets	10310	433.20
8/31/2022	Nancy's Party Rentals & Sales	Table & Chair Rental - Festival of Flight	10311	514.90
8/31/2022	Ogden Murphy Wallace, PLLC	Legal Services	10315	704.00
8/31/2022	Ricoh USA, Inc.	Software Support Renewal	10319	201.75
8/31/2022	T-O Engineers	Engineering Services	10327	1,480.00
8/31/2022	Uveritech, Inc	AssureID Software Renewal	10330	590.00
8/31/2022	Wilbur-Ellis Company LLC	Weed Control	10333	106.78
	Net Pangborn Airport			<u><u>215,270.27</u></u>
<u>PANGBORN BUSINESS PARK</u>				
8/31/2022	East Wenatchee Water District	Water	10284	641.00
8/31/2022	Local Tel Communications	Fire Alarm Service	10304	171.13
8/31/2022	North Cascade Heating & A/C, Inc.	3310 Service Calls	10312	2,774.43
8/31/2022	Young Bucks Landscaping LLC	Landscape Maintenance	10334	2,859.12
	Net Pangborn Business Park			<u><u>\$6,445.68</u></u>
<u>RPA OFFICE/AVIATION CENTER</u>				
8/31/2022	Ag Supply Co.	Maintenance Supplies	10262	10.37
8/31/2022	Cascade Natural Gas	Utilities	10269	55.70
8/31/2022	East Wenatchee Water District	Water	10284	294.50
8/31/2022	Fastenal Company	Maintenance Supplies	10286	7.77
8/31/2022	Young Bucks Landscaping LLC	Landscape Maintenance	10334	1,906.08
	Net RPA Office/Aviation Center			<u><u>2,274.42</u></u>
<u>WATERVILLE AIRPORT</u>				
8/31/2022	Douglas County PUD	Utilities	10282	28.00
	Net Waterville Airport			<u><u>\$28.00</u></u>
<u>LAKE CHELAN AIRPORT</u>				
8/31/2022	Young Bucks Landscaping LLC	Landscape Maintenance	10334	1,570.35
	Net Lake Chelan Airport			<u><u>\$1,570.35</u></u>
<u>ORONDO RIVER PARK</u>				
8/31/2022	Alpine Environmental	Water Testing	10265	400.00
8/31/2022	Douglas County PUD	Utilities	10282	120.00
8/31/2022	Local Tel Communications	Internet	10304	65.90
8/31/2022	Young Bucks Landscaping LLC	Landscape Maintenance	10334	3,475.20
	Net Orondo River Park			<u><u>\$4,061.10</u></u>

**Chelan Douglas Regional Port Authority
Check Register
2022-36**

<u>MALAGA PROPERTY</u>				
8/31/2022	Chelan County PUD		10270	5.18
	Net Malaga Property			<u>5.18</u>
<u>ADMINISTRATIVE & GENERAL</u>				
8/31/2022	Alan Loeb sack	Mileage	10264	47.13
8/31/2022	Coleman Oil Company	Port Truck Fuel	10272	722.18
8/31/2022	Concourse Financial Group Securities	Q2 - Investment Management	10273	2,475.00
8/31/2022	CPI Printing	Business Card - Brian Smith	10275	87.04
8/31/2022	Davis Arneil Law Firm, LLP	Legal Services	10277	3,477.50
8/31/2022	Donn Etherington	Mileage/Lodging	10280	1,114.98
8/31/2022	Firefly	Managed Services	10287	2,108.74
8/31/2022	Graybeal Signs, Inc.	Board of Directors Wall Signage	10291	1,005.25
8/31/2022	J. C. Baldwin	Mileage/Lodging	10295	1,241.89
8/31/2022	Julie Burdick-Avis	Mileage/Supplies	10299	29.96
8/31/2022	Kenneth R Lamb	Meal Per Diem/Seminar	10301	166.00
8/31/2022	Laura Camarillo-Reyes	Mileage/Certified Mail	10303	31.00
8/31/2022	Local Tel Communications	Telephone	10304	996.60
8/31/2022	Lorena Amador	Mileage	10305	29.13
8/31/2022	Mark M Spurgeon	Mileage	10308	254.50
8/31/2022	ODP Business Solutions, LLC	Office Supplies	10314	234.88
8/31/2022	Ogden Murphy Wallace, PLLC	Legal Services	10315	413.00
8/31/2022	RH2 Engineering, Inc.	Economic Development	10317	1,872.68
8/31/2022	Richard DeRock	Mileage/Lodging	10318	1,117.05
8/31/2022	Ron Cridlebaugh	Mileage	10320	137.50
8/31/2022	Shane Lamb	Meal Per Diem/Seminar	10323	166.00
8/31/2022	Todd R Flaget	Meal Per Diem/Seminar	10328	198.83
8/31/2022	Washington Public Ports Association	Commissioner Seminar Registration	10331	1,720.00
	Net Administrative & General			<u>19,646.84</u>
<u>BUSINESS DEVELOPMENT & MARKETING</u>				
8/31/2022	Douglas County Transp & Land Services	1st Annual Payment - Pictometry Contract	10283	11,145.88
8/31/2022	Go USA, Inc.	Embroidery for T. Moyers	10289	40.73
8/31/2022	Wenatchee World	Surplus Property Legal Ad	10332	367.65
	Net Business Development & Marketing			<u>11,554.26</u>
<u>ECONOMIC DEVELOPMENT CONTRACTS</u>				
8/31/2022	Manson Park & Recreation District	Manson Bay Marina Planning Project	10307	22,599.59
8/31/2022	Our Valley, Our Future	Economic Development Agreement	10316	20,000.00
	Net Business Development & Marketing			<u>42,599.59</u>

**Chelan Douglas Regional Port Authority
Check Register
2022-36**

CAPITAL PROJECTS

8/31/2022	A1 Asbestos	Malaga Trailer Inspections	10261	1,705.73
8/31/2022	ALSC Architects	GA Building Design	10266	32,429.25
8/31/2022	Consolidated Electrical Distributors, Inc	Port Wifi	10274	26.28
8/31/2022	DOH Associates	CTC Shell Restoration	10279	1,324.50
8/31/2022	Granite Petroleum, Inc.	EFI Fuel System Repairs & Upgrades	10290	66,366.33
8/31/2022	Greater Wenatchee Irrigation Dist.	PMA GWID Annexation	10292	3,187.80
8/31/2022	Greater Wenatchee Irrigation Dist.	Airport Lighting Project	10292	1,114.72
8/31/2022	J-U-B Engineers, Inc.	Waterville Runway Lighting	10294	2,796.20
8/31/2022	Lowe's	Port Wifi/Light Tower Cameras	10306	32.59
8/31/2022	Mason Roofing & Construction Inc.	Roofing - Airlift NW Crew Quarters	10309	8,664.00
8/31/2022	Ogden Murphy Wallace, PLLC	PMA Instrument Lighting System	10315	342.00
8/31/2022	Ogden Murphy Wallace, PLLC	Malaga Properties	10315	4,137.50
8/31/2022	Ogden Murphy Wallace, PLLC	Santa Cruz Property Purchase	10315	29.50
8/31/2022	RH2 Engineering, Inc.	LOJO Cooling Water Eval - A&E	10317	6,362.38
8/31/2022	RH2 Engineering, Inc.	Malaga Water Improvements - A&E	10317	28,930.29
8/31/2022	RH2 Engineering, Inc.	Santa Cruz Property Phase 1 ESA	10317	1,128.01
8/31/2022	RH2 Engineering, Inc.	National Guard Site Planning	10317	6,773.96
8/31/2022	RH2 Engineering, Inc.	PMA GWID Annexation	10317	1,079.14
8/31/2022	Standard Pallet Co.	Lytle Orchard Grinding & Hauling	10324	16,704.30
8/31/2022	T-O Engineers	MALSR Construction Management	10327	8,104.72
8/31/2022	T-O Engineers	Pangborn Environmental Additional Services	10327	30,000.00
8/31/2022	T-O Engineers	Pangborn Taxiway A Realignment	10327	8,654.22
8/31/2022	T-O Engineers	Exec. Hangar West Side Development	10327	12,382.50
8/31/2022	T-O Engineers	Turf Landing Strip Study	10327	3,840.00
	Net Capital Projects			\$246,115.92
				\$576,269.88
		TOTAL		

**Port of Chelan County
Check Register Log
2022- August**

<u>Date Issued</u>	<u>Register #</u>	<u>Reason</u>	<u>First #</u>	<u>Last #</u>	<u>Amount</u>
8/11/2022	2022-09	Agreement to Terminate	5108	5108	\$ 6,000.00
8/31/2022	2022-10	Agreements to Terminate	5109	5110	\$ 48,000.00
Three Transactions for approval September 13, 2022 total:					<u><u>\$54,000.00</u></u>

Voided checks: None

We, the undersigned Commissioners of Port of Chelan County, in the State of Washington, do hereby certify the merchandise or services hereinafter have been received and that the Warrant listed above is approved for payment.

Executive Director

Dir. of Finance & Admin.

Commissioner Baldwin

Commissioner Etherington

Commissioner DeRock

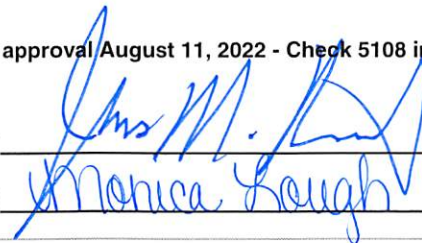
**Port of Chelan County
Check Register
2022-09**

We, the undersigned Commissioners of Port of Chelan County, Chelan County, Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval August 11, 2022 - Check 5108 in the amount of \$ **6,000.00**

Jim Kuntz, Executive Director _____

Monica Lough, Director of Finance & Admin _____



Date Issued	Claimant	Purpose	Check #	Amount
8/11/2022	Leonard Cheever	Agreement to Terminate	5108	\$ 6,000.00

**Port of Chelan County
Check Register
2022-10**

We, the undersigned Commissioners of Port of Chelan County, Chelan County, Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval August 31, 2022 - Checks 5109 through 5110 in the amount of \$ **48,000.00**

Jim Kuntz, Executive Director _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check #	Amount
8/31/2022	Carlos Torres	Agreement to Terminate	5109	\$ 36,000.00
8/31/2022	Sonja Pardo Tafolla	Agreement to Terminate	5110	\$ 12,000.00

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
OWNERSHIP ALLOCATION MEMO
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020
DOUGLAS COUNTY, WA PARCEL #22210840008 (Van Well)**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 3 of that policy states that if there is an acquisition of real property after January 1, 2020, the Board of Directors is required to adopt an Ownership Allocation Memo as a means to allocate respective ownership interests in the property in the event of a dissolution.

The Board of Directors approved the purchase of approximately 9.29 acres of real property from Van Well Nursery, Inc. adjacent to the Airport, and within the Airport Runway Protection Zone, identified as Douglas County, WA Assessor's Tax Parcel Number 22210840008. Funds held by the Chelan Douglas Regional Port Authority were used for the entirety of the purchase of \$840,523.80. Neither the Port of Chelan nor the Port of Douglas issued separate debt or entered into a joint financing plan for the capital purchase.

Because the source of funds for the purchase was not provided directly from either port district, the real estate will be owned by the Chelan Douglas Regional Port Authority.

In the event of dissolution of the Chelan Douglas Regional Port Authority, the parcel will be allocated to the two port districts based on the percentage of 2022 budgeted tax receipts, which calculates to 25% ownership by the Port of Douglas and 75% ownership by the Port of Chelan.

However, in the event the Chelan Douglas Regional Port Authority is able to secure a Federal Aviation Administration grant to reimburse the Regional Port for 90% of the acquisition cost, then ownership percentages shall be 50% by the Port of Douglas and 50% by the Port of Chelan.

Signed and dated this 13th day of September, 2022.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Richard DeRock, Director

W. Alan Loeb sack, Director



**2022 Partners in Economic Development
Non-Profits**

Budget: **\$ 150,000**

Projects Approved:

WV Sports Foundation - Winter Special Olympics (Prior Year Approval)	\$ 7,000
Wenatchee Valley YMCA (Prior Year Approval)	\$ 10,000
Wenatchee Downtown Association	\$ 3,000
Our Valley Our Future (\$20k Pass Thru + \$10k Private Contribution Match)	* \$ 10,000
	<hr style="width: 100%; border: 0.5px solid black;"/> \$ 30,000

Available Funding: **\$ 120,000**

Pending Requests:

Lake Chelan Wine Alliance	\$ 14,830
Greater Leavenworth Museum	\$ 6,800

Selection Criteria

Measurably contribute to the economic development of Chelan and Douglas Counties.
Examples include projects that will:

- 1) Retain and/or create living-wage jobs.
- 2) Stimulate private sector capital investments.
- 3) Infrastructure investments that directly support economic development.
- 4) Strategic planning efforts which have a strong probability of achieving measurable economic development results.



PARTNERS IN ECONOMIC DEVELOPMENT NON PROFITS

PROGRAM PURPOSE

The Chelan Douglas Regional Port Authority (CDRPA) is a regional leader in efforts to achieve long-term economic vitality for Chelan and Douglas Counties.

Effective economic development requires a dynamic synergy of people and organizations working together. The CDRPA acknowledges that nonprofits play a unique role, extending deeply into communities in a way no other entity can. The CDRPA has created the Partners in Economic Development Program to make strategic financial investments in nonprofits contributing to economic development.

The Partners in Economic Development Program is an annual grant program created to:

- Help start, scale, and/or improve programs that measurably contribute to the economic vitality of Chelan and Douglas Counties; and
- Fund capacity building to enhance long-term sustainability of organizations that have missions contributing to economic development in Chelan and Douglas Counties.

ELIGIBLE ORGANIZATIONS

To qualify for potential funding through this program, an organization must be a nonprofit and provide proof of a current/active Washington State Secretary of State corporate registration. For organizations with an IRS tax-exempt status, they must be in good standing and provide proof of submission of their most recent Form 990.

ELIGIBLE PROGRAMS

Programs that qualify must:

- Measurably contribute to the economic development of Chelan and Douglas Counties. Examples include projects that will:
 - Retain and/or create living-wage jobs.
 - Stimulate private sector capital investments.
 - Infrastructure investments that directly support economic development.
 - Strategic planning efforts which have a strong probability of achieving measurable economic development results.

PRIORITIES

The CDRPA will prioritize proposals that fulfill one or more of the following:

- Address a proven need or gap;
- Illustrate a strong proof-of-concept for achieving measurable economic development impact;
- Demonstrate sustainability without continued financial support from the CDRPA;
- Demonstrate collaboration/partnership with other public and private entities;
- Clearly contributes to the long-term sustainability of an organization whose mission furthers economic development;
- Has membership dues as part of their funding structure;
- Nonprofit organizations that serve rural communities in Chelan and Douglas Counties.

REQUEST GUIDELINES

- Proposals are typically funded between \$5,000 and \$20,000.
- Partial funding for a larger program may be requested; however the proposal must clearly demonstrate how the remainder of the project will be funded.
- Multi-year programs may be submitted, but a new proposal must be submitted each year with subsequent requests contingent upon availability of funds and satisfactory progress toward meeting program objectives.

FUNDING & DISBURSEMENT

- For fiscal year 2022, the CDRPA has set aside \$133,000. Applications can be submitted for funding at any time until the fund is fully allocated.
- The CDRPA will reimburse funds quarterly by invoice. If an up-front investment is required, organizations should indicate the distribution plan necessary (and why) on the Application Form.

PROPOSAL REQUIREMENTS

An organization must submit the **Application Form**.

Proposals may be delivered in one of three methods:

- Electronically (PDF only)
- Mailed (3 printed copies)
- Delivered in-person (3 printed copies)

Chelan Douglas Regional Port Authority
Attn: Ron Cridlebaugh
One Campbell Parkway, Suite A
East Wenatchee, WA 98802-9290.

EVALUATION CRITERIA

- Adherence to proposal and submission requirements
- Overall merit and quality of proposal
- Measurable economic development contribution
- Strength of proven need or gap, and demonstrated ability to address need or gap
- Clear expectation of how program achieves measurable economic development impact
- Likelihood of achieving defined metrics/deliverables
- Ability to demonstrate long-term sustainability independent of financial support from the CDRPA.

FUNDED PARTNER EXPECTATIONS

- Organization will enter into Partner Agreement defining expectations and Scope of Work
- Verbal presentation may be requested at a CDRPA Board of Directors Meeting

PROPOSAL TIMELINE

Grant Applications will be evaluated by Regional Port staff and forwarded to the Board of Directors for approval.

QUESTIONS

Questions related to this program should be directed to Ron Cridlebaugh, Director of Economic & Business Development, 509-884-4700 or via email at ron@cdrpa.org.

agricultural services companies and other allied businesses. Each of these businesses depend upon tourism to successfully operate and recognize that wine tourism is one of the most significant contributors to their success. The Lake Chelan area is blessed with tourists during the traditional summer months. However, from September to April there is a significant drop in tourism. Increasing tourism during these traditionally slow months is the focus of the LCWVA. To accomplish this we have six (6) major marketing campaigns we run in the off season promoting 'Enjoying Wine in Washington's Paradise'. These campaigns include the following:

Wine Harvest - September thru October the LCWVA celebrates the bounty and beauty of harvest in the Lake Chelan valley. All season long, food and wine lovers can be the first to taste autumn's fresh picks while taking in the stunning views of the lake and landscape unique to this time of year. There are many local shopping and dining specials, barrel tastings, and a full calendar of live music and entertainment.

Haunted Manson - In October, the LCWVA partners with the Manson Chamber of Commerce to host Haunted Manson, a month-long celebration filled with family-fun, harvest activities during the day, and spooky, Halloween activities by night. Take the kids through the corn maze and barrel rides or dare to enter the haunted house and graveyard! From the moment you enter Chelan and all the way through to Manson, Haunted Manson has a full slate of events that the whole family can enjoy! 2021 was the inaugural year for Haunted Manson and it was a huge success pulling many visitors from all parts of the state to visit our valley during this special time of year.

Small Town Holidays - From Thanksgiving to New Year's the LCWVA partners with the Chelan Chamber of Commerce to celebrate Small Town Holidays with 35 Days of shopping, dining, wine tasting, and holiday fun for the whole family in the Lake Chelan Valley with fireworks over the lake every Friday and Saturday night, a coordinated light up the lake celebration, lots of shop local campaigns, extensive holiday lighting at each of the local merchants and wineries. This event was launched in 2020 in close collaboration and partnership between the Lake Chelan Wine Valley Alliance, the Lake Chelan Chamber of Commerce and the Lake Chelan Historical Association. By having each of the respective organizations coming together in a coordinated manner we have been able to achieve great success driving tourism during the winter months.

Winterfest - The 2nd and 3rd weekends of January the LCWVA partners with the Chelan Chamber of Commerce and Manson Chamber of Commerce to celebrate Winterfest in downtown Chelan, Manson and throughout the valley. Thousands of tourists converge upon the valley during this time to experience Washington's winter wonderland. There are spectacular fireworks shows each weekend, ice sculptures at each participating business, hotel packages, wine maker event dinners and lots of fun to be had by all who visit.

Red Wine & Chocolate - For the entire month of February, the Lake Chelan valley hums with couples on romantic retreats and friends gathered for a much-needed winter getaway. Our tasting rooms and wineries offer a variety of red wine and chocolate pairings, wine-maker dinners, romantic get-aways, library wine tastings. Many of our allied members get involved with hotel packages, catered dinners, and other experiences all of which contributes to driving tourism demand in a traditionally slow month of the year.

Taste Chelan - Taste Chelan is a celebration of food and wine throughout the Lake Chelan Valley for the entire month of March. On each Saturday throughout the month local wineries, tasting rooms,

restaurants, hotels, and event centers are providing unique food and wine experiences. March 2022 was the inaugural Taste Chelan event and it was a huge success. Guests had the option of selecting from five (5) different tracks of four (4) wineries each, at each location they received a paired food and wine tasting. In total 364 guest purchased tickets to this exclusive event with the majority of those visitors coming from out outside Chelan and Douglas Counties. Additionally, there was multiple sommelier classes, a chef cooking class, multiple wine maker dinners, sip+ paint classes, Herbs-De-Provence making classes, food trucks and live entertainment. Planning for the March 2023 Taste Chelan event has already begun and we have our sites set even higher as we hope to make this a must do event for foodies across the Pacific Northwest and beyond.

Program Start Date (if applicable): The themed marketing campaigns described above are on a perpetual rolling calendar.

Program End Date (if applicable): N/A

Program timeline/milestones (by quarter):

Each of the marketing campaigns has a project timeline/milestones that start 4-6 months in advance of the campaign period under the guidance of the LCWVA Board of Directors Business Development Sub-Committee, the LCWVA Director of Community Engagement, and our marketing agency (Shai Creates). Each campaign has a customized brand kit, campaign promotion plan, event and activities plan, results tracking, and deadlines & next steps which are shared with the LCWVA members at our monthly membership meetings.

Q1 - In Q1 the 'Red Wine & Chocolate' and 'Taste Chelan' campaigns occur in February and March.

Q2 - In Q2 we begin planning of 'Wine Harvest' and 'Haunted Manson' campaign in September and October.

Q3 - In Q3 we execute 'Wine Harvest' and 'Haunted Manson' campaigns plus we begin planning for 'Small Town Holidays' and 'Winterfest' which take place the following November - January.

Q4 - In Q4 we execute the 'Small Town Holidays' and 'Winterfest' campaign plus we begin planning for 'Red Wine & Chocolate' and 'Taste Chelan' campaigns the following February and March.

Total Program Cost: The total cost of the six (6) program campaigns is \$148,306

Requested Port Funding: The total requested Port funding is \$14,830 (10%)

Budget total, broken out by category. (Note: Indirect costs are not allowed)

Operations	\$45,100
Events	\$59,306*
Marketing	\$89,000*
Organizational Development	\$4,000
Education	\$1,000
Total 2022 Operating Expenses	\$198,406
*Direct Program cost	\$148,306
Indirect Operating cost	\$50,100

Is this request for partial funding of a larger project? If so, identify other funding requested for this project (entity, amount requested and anticipated award date), and other funding secured for this project (source, amount secured).

Funding of the LCWVA operating budget (\$198k) comes from membership dues (\$70k), grant funding (\$85k), and event income (\$43k).

The membership dues are collected quarterly from existing alliance members.

The event income is collected from campaigns completed YTD.

The grant funding comes from three (3) different sources. We were approved for \$30k of funding from the Chelan County Lodging Tax fund. We have applied for \$40k of funding from the USDA Rural Business Development Grant fund. We were successful in receiving this funding in 2021 and await final decision of the USDA on our 2022 request. The final component of our 2022 funding is this application for the requested \$15k from Chelan Douglas Regional Port Authority (15k). Total Grants Requested \$85k. Is this a multi-year project? If yes, what are the anticipated funding needs for future years?

If this program is not funded at the full requested amount, how will the organization adjust for less funding?

If we are unable to secure the full grant funding requested then we will adjust to less funding by down scaling the size and scope of the marketing budget. Translated that means less marketing in the Seattle metropolitan area during the months of September 22' to March 23' negatively impacting Chelan and Douglas Counties tourism revenues in the balance of 2022 and 2023.

Expenses are reimbursed quarterly by invoice/report; explain if another option is needed:

Quarterly reimbursement works well for us. Our expenses are heavily weighted in Q4 and Q1 as that is when the majority of the marketing campaign expenses are incurred. Ideally, our first invoice would be allow for YTD 2022 marketing expenses and then we would keep up with quarterly invoices as they occur going forward.

Definition of success of the project/program, including metrics used to evaluate success (may be quantitative and/or qualitative) and method for gathering metrics:

Success for the LCWVA means that we are growing wine tourism in the Lake Chelan area faster than the rest of the State of Washington wine industry. We measure this growth via an annual survey of our membership asking them to disclose the percentage of revenue growth year over year.

We started the 'Experience Wine in Washingtons Paradise' campaigns in 2019. Since that time our members have experienced an average revenue growth of 16% annually. During that same timeframe the State of Washington wine industry has grown at 8% annually. With results of 2x the statewide average the campaign is proving to be very valuable to our members and Chelan and Douglas Counties at large.

The investments we are making today in these campaigns is paying off with more sales tax revenue collected, more lodging tax revenue collected, more jobs created, and a healthier local economy.

Has this organization received previous funding from the Port of Chelan County and/or Port of Douglas County? If so, list other funding received and when:

2021 Chelan and Douglas County Port Authority funding of \$10,000

In addition to a completed Application Form, please provide the following:

1. Strategic Plan including mission and goals;
2. Current year budget (including all income and expenses by category);
3. Upcoming (proposal) year budget (including all income and expenses by category);
4. List sources of support (especially if public sector);
5. List of Board members;
6. Active WA Secretary of State corporate registration;
7. IRS Tax Determination Letter (if none, explain); and
8. Most recent federal tax filing (IRS 990 cover page or 990-N post card), if applicable.

Add additional pages, as needed, to complete questions, but please do not exceed a five page application (excluding the attachments requested above).

Questions related to this program should be directed to Ron Cridlebaugh, Director of Economic & Business Development, 509-884-4700 or via email at ron@cdrpa.org

Lake Chelan Wine Alliance 2022 Budget - R3

Revenue	2021 Budget	2022 Acts. thru Jul	2022 Budget - R3
MEMBERSHIP INCOME			
New Winery Entrance Fees	\$ 1,000	\$ 4,500	\$ 2,000
Tasting Room Dues	\$ 5,000	\$ 5,250	\$ 6,000
Winery Dues	\$ 62,000	\$ 45,000	\$ 66,000
Grower Dues	\$ 1,800	\$ 1,300	\$ 2,000
Allied Dues	\$ -	\$ 1,988	\$ 2,000
Total MEMBERSHIP INCOME	\$ 69,800	\$ 58,038	\$ 70,000
OTHER INCOME			
Grants Income	\$ 40,000	\$ 66,794	\$ 97,330
Interest Income	\$ -	\$ -	\$ -
Other Donations	\$ -	\$ -	\$ -
Board Member Contribution	\$ -	\$ -	\$ 2,700
Total OTHER INCOME	\$ 40,000	\$ 66,794	\$ 100,030
EVENT INCOME			
Vineyard Gala Income	\$ 40,000	\$ -	\$ -
Rotten Apple Income	\$ -	\$ -	\$ 3,000
Spring Bloom	\$ -	\$ -	\$ -
Vintage Lake Chelan Income	\$ 30,000	\$ -	\$ -
Taste Chelan Sponsorship Income	\$ -	\$ 17,250	\$ 17,250
Taste Chelan Ticket & Button Income	\$ -	\$ 22,959	\$ 25,113
Total EVENT INCOME	\$ 70,000	\$ 40,209	\$ 45,363
Total Revenue	\$ 179,800	\$ 165,041	\$ 215,393

LTAC \$35k, Port \$14.83k, USDA \$47.5k

\$300 per Board Member

2022 event cancelled

2022 event cancelled

2022 event cancelled

Expenses			
OPERATIONS			
Accounting Services	\$ 4,000	\$ 2,970	\$ 6,200
QuickBook Payment fees	\$ 100	\$ 673	\$ 400
Dues and Subscriptions	\$ 1,000	\$ 674	\$ 1,000
Insurance	\$ 1,800	\$ 2,220	\$ 2,500
Licensing and Fees	\$ 100	\$ 30	\$ 200
Travel & Lodging	\$ 500	\$ -	\$ 500
Meals and Entertainment	\$ 250	\$ 16	\$ 300
Storage Unit	\$ 775	\$ 455	\$ 800
Website Hosting	\$ 1,000	\$ 101	\$ 1,000
Office Supplies and Software	\$ 100	\$ 658	\$ 500
Postage/Shipping	\$ 150	\$ -	\$ 300
Office/General Admin Expense	\$ 150	\$ 576	\$ 400
Payroll Expense	\$ 24,000	\$ 15,346	\$ 28,000
Payroll Taxes	\$ 2,400	\$ 1,369	\$ 2,400
Mileage Reimbursement	\$ 500	\$ 663	\$ 500
Fuels	\$ -	\$ -	\$ 100
Total OPERATIONS	\$ 36,825	\$ 25,751	\$ 45,100
EVENTS			
Rotten Apple Events	\$ -	\$ 1,500	\$ 1,500
Month of Love Expense	\$ 5,250	\$ 2,374	\$ 3,000
Taste of Washington Expense	\$ 3,750	\$ 370	\$ 370
WA Wine Month Expense	\$ 500	\$ -	\$ -
Taste Chelan Expense	\$ -	\$ 61,754	\$ 41,936
Spring Release/Chelan Nouveau Expense	\$ 27,250	\$ -	\$ -
Spring Bloom Expense	\$ -	\$ -	\$ -
Sponsorship of Lake Chelan Wine & Jazz	\$ -	\$ 5,000	\$ 5,000
Sponsorship of Haunted Manson	\$ -	\$ -	\$ 4,000
Crush Expense	\$ 3,250	\$ -	\$ -
Fall Barrel Tasting	\$ -	\$ -	\$ -
Small Town Holidays	\$ 4,750	\$ 1,600	\$ 3,000
Vineyard Gala Expense	\$ 32,000	\$ -	\$ -
Raise it up! Glasses, Paddle and Rooftops	\$ -	\$ 1,000	\$ -
Rotten Apple Events	\$ -	\$ -	\$ 2,000
Total EVENTS	\$ 76,750	\$ 73,598	\$ 60,806
MARKETING			
Marketing Online	\$ 300	\$ 697	\$ 6,000
General Advertising & Marketing	\$ 10,500	\$ 7,711	\$ 14,000
Driving Map	\$ 11,000	\$ 14,998	\$ 10,000
Print Ads	\$ 500	\$ -	\$ 10,000
Radio Marketing - General	\$ 3,000	\$ 3,813	\$ 3,000
Valley Signage	\$ 4,000	\$ 18	\$ 4,000
Shai Creates	\$ -	\$ 30,000	\$ 39,000
Total MARKETING	\$ 29,300	\$ 57,237	\$ 86,000
ORGANIZATIONAL DEVELOPMENT			
Professional Services - Board Retreat	\$ 2,000	\$ -	\$ 3,000
Annual Meeting	\$ 1,000	\$ -	\$ 1,000
Total ORGANIZATIONAL DEVELOPMENT	\$ 3,000	\$ -	\$ 4,000
EDUCATION			
Technical Seminars	\$ 1,000	\$ -	\$ 1,000
Total EDUCATION	\$ 1,000	\$ -	\$ 1,000
OTHER EXPENSES			
Bad Debt	\$ -	\$ 500	\$ -
Total Expenses	\$ 146,875	\$ 157,086	\$ 196,906

2022 event cancelled
replaced by Taste Chelan

replaced by Spring Bloom
2022 event cancelled

replaced by Haunted Manson
replaced by Haunted Manson

2022 event cancelled

???

offsite retreat?

Operating Profit	\$ 32,925	\$ 7,955	\$ 18,487
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Lake Chelan Wine Alliance

Vision Statement: Lake Chelan is the most unique, desirable, and sought after wine destination.

Mission Statement: To provide exceptional wine experiences in Lake Chelan.

Current Board Members

Bob Hargadon, Chair (Tsillan Cellars)

Jo Cowell, Vice-Chair (One Wines)

Jason Morin, Secretary (Ancestry Cellars)

Ray Wilson, Secretary (Chelan Boat Storage)

Mark Garvin, Treasurer (Tipsy Canyon Winery)

Brock Lindsay (Succession Wines)

Gabby Page (Sunset Manson)

Maggie Blomquist (Vindulac Winery)

April Williams (Lake Chelan Winery)



**Partners in Economic Development Program
Nonprofits Application Form**

Organization Name:
Greater Leavenworth Museum

Organization Address:
PO Box 2189, Leavenworth, WA 98826

Organization Phone Number:
(509) 548-0728

Program Title:
Expansion of the p'squosa (Wenatchi) Tribal Exhibit

Program Contact:
Matt Cade

Contact Phone:
(253) 334-1144

Contact E-mail:
matt@leavenworthmuseum.org

Contact Title/Position:
Matt Cade, Board President

Is the Organization a dues paying entity?(Do members pay dues as part of membership requirement) Yes No

Investment request is to fund:

- Starting, scaling, and/or improving program/project
 - Capacity Building (Investment in future sustainability)
 - Other (Please Specify Below)
-
-

Provide a program description, including: Justification (how this program/project will improve economic development in Chelan and Douglas Counties); Methodology, including if/how program/project will be sustainably maintained; Work to date (if any); Partners committed, if any (commitment letters required for partners); and Deliverables defined.

See attached.

Program Start Date (if applicable):
November 7, 2022

Program End Date (if applicable):
March 31, 2023 (estimated)

Program timeline/milestones (by quarter):
See attached.

Total Program Cost:
\$39,963 to \$50,270

Requested Port Funding:
\$6,800 (13.5% to 17.0% of total cost)

Budget total, broken out by category. (Note: Indirect costs are not allowed)

See attached.

Is this request for partial funding of a larger project? If so, identify other funding **requested** for this project (entity, amount requested and anticipated award date), and other funding **secured** for this project (source, amount secured).

No.

Is this a multi-year project? If yes, what are the anticipated funding needs for future years?

No.

If this program is not funded at the full requested amount, how will the organization adjust for less funding?

Commitment of \$7,500 from Greater Leavenworth Museum's unrestricted funds to

cover shortfalls not covered by grants or donations

Expenses are reimbursed quarterly by invoice/report; explain if another option is needed: Quarterly reimbursement will not be a hardship for our organization.

Definition of success of the project/program, including metrics used to evaluate success (may be quantitative and/or qualitative) and method for gathering metrics:

See attached.

Has this organization received previous funding from the Port of Chelan County and/or Port of Douglas County? If so, list other funding received and when:

No.

In addition to a completed Application Form, please provide the following:

1. Strategic Plan including mission and goals;
2. Current year budget (including all income and expenses by category);
3. Upcoming (proposal) year budget (including all income and expenses by category);
4. List sources of support (especially if public sector);
5. List of Board members;
6. Active WA Secretary of State corporate registration;
7. IRS Tax Determination Letter (if none, explain); and
8. Most recent federal tax filing (IRS 990 cover page or 990-N post card), if applicable.

Add additional pages, as needed, to complete questions, but please do not exceed a five page application (excluding the attachments requested above).

Questions related to this program should be directed to Ron Cridlebaugh, Director of Economic & Business Development, 509-884-4700 or via email at ron@cdrpa.org

Provide a program description, including: Justification (how this program/project will improve economic development in Chelan and Douglas Counties); Methodology, including if/how program/project will be sustainably maintained; Work to date (if any); Partners committed, if any (commitment letters required for partners); and Deliverables defined.

PROGRAM DESCRIPTION

The City of Leavenworth is constantly renewing and refreshing its Bavarian theme to entice visitors to return again and again. Because we represent the City and surrounding areas, we are, by default, an extension of the City, community, and businesses. We, therefore, need to keep our exhibits fresh, accurate, and relevant.

When we relocated the museum in 2020, we did not have the time or the funds to refresh exhibits. The current First Peoples exhibit is over twenty years old and uses outdated artifacts. Restoring the First Peoples exhibit is a high priority for our board. It will be redesigned from the perspective of the p'squosa, primarily acknowledging that their tribe, its members, and its culture still exist. While only a dream last November, we are making fantastic progress on our plans to expand the p'squosa (Wenatchi) exhibit.

Mara Bohman, our First Peoples' Liaison, continues to make significant progress coordinating the contributors responsible for determining the content of an expanded p'squosa (Wenatchi) exhibit. The Wenatchi Advisory Group, comprised of p'squosa (Wenatchi) tribal members, plus members from the Colville Confederated Tribes, work with our independent Museum Exhibit Curator, Chris Erlich, to create an expanded p'squosa (Wenatchi) exhibit.

We will relocate and construct a more efficient welcome desk and museum store kiosk to make room for this expanded exhibit. In addition to doubling our museum store size, installing the new booth will add one-hundred forty-four square feet to our existing additional exhibit space for the p'squosa exhibit.

A. JUSTIFICATION

Based on the Admission and Store Revenue estimates below, our employee count will increase from none in 2021 to 2.2 FTE in 2023.

In 2021 and continuing in 2022, 98% of visitors to our museum traveled more than fifty miles to visit Leavenworth.

Our previous location was invisible to most visitors and residents and was hardly visited. The impact of our newly relocated museum on the visitor's experience as a 'must-do' family activity is increasing. We tell the unique and inspiring story of how Leavenworth transformed itself from a dying former railroad and timber town into a significant tourist destination with over two million visitors a year.

The economic impact of our emerging ‘small but mighty’ museum is better explained by Laura Lott, the American Alliance of Museums (AAM), who said, “the types of travelers who visit museums spend 63 percent more than other leisure travelers.”

The following are attendance and admission numbers (actual and projected) for the years 2018 through 2023:

Year	Attendance	Operating Days	Average Daily Attendance	Admission and Store Revenues	FTE
2018	1,722	195	9	\$ 5,596	1.0
2019	62	24	3	\$ 334	0.2
2020	288	32	9	\$ 1,246	0.0
2021	6,224	177	35	\$ 26,961	0.0
2022	10,000 ^A	269	38	\$ 43,000 ^A	0.8
2023	14,500 ^B	364	40	\$ 62,800 ^B	2.2

^A 2022 projected are based on YTD amounts as of July 31, 2022.

^B 2023 projected are based on YTD amounts as of July 31, 2022.

B. METHODOLOGY

By the end of 2023, estimated operating revenues, plus grants from Chelan County and City of Leavenworth Lodging Tax Advisory Committee Grant funds, plus donations and memberships, will exceed operating expenses into the foreseeable future.

C. WORK TO DATE

Planning by the museum and tribal volunteers for the project started in early 2021. Efforts so far include exhibit topics, research and development of content, obtaining tribal permissions and permits, design and consultation fees paid to the Independent Exhibit Curator, meetings with contractors, grant applications, and fundraising.

D. PARTNERS COMMITTED

None.

E. DELIVERABLES

The current First Peoples exhibit is over twenty years old and uses outdated artifacts. Restoring the First Peoples exhibit is a high priority for our board. It will be redesigned from the perspective of the p’squosa (Wenatchi) First Peoples, primarily acknowledging that their tribe, its members, and its culture still exist.

We will relocate and construct a more efficient welcome desk and museum store kiosk to make room for this expanded exhibit. In addition to doubling our museum store size, installing the new booth will add one-hundred forty-four square feet to our existing additional exhibit space.

Program timeline/milestones (by quarter):

- 2021 Q1** Planning meetings with board members and other volunteers
- 2021 Q2** The Wenatchi Advisory Group, comprised of p'squosa (Wenatchi) tribal members plus members from the Colville Confederated Tribes, continues to work with our independent Museum Exhibit Curator.
- 2021 Q3** Continuation of meetings with Wenatchi Advisory Group, Colville Confederated Tribal members, Contract Curator;
- 2021 Q4** Mara Bohman, our First Peoples' Liaison, continues to make significant progress coordinating the contributors responsible for determining the content of an expanded p'squosa (Wenatchi) exhibit. The Wenatchi Advisory Group, comprised of p'squosa (Wenatchi) tribal members plus members from the Colville Confederated Tribes, continues to work with our independent Museum Exhibit Curator, Chris Erlich, to create an expanded p'squosa (Wenatchi) exhibit design. We received a \$2,500 private restricted donation towards the p'squosa exhibit.
- 2022 Q1** Continuation of meetings with Wenatchi Advisory Group, Colville Confederated Tribal members, Contract Curator; completion of the kiosk and desk design; obtain construction quote. We received an additional \$2,500 private restricted donation towards the p'squosa exhibit.
- 2022 Q2** Continuation of meetings with Wenatchi Advisory Group, Colville Confederated Tribal members; applied for and received two significant grants totaling \$20,000, designated donations totaling \$5,600.
- 2022 Q3** Continuation of meetings with Wenatchi Advisory Group, Colville Confederated Tribal members; commitment of \$7,500 by Greater Leavenworth Museum board to cover shortfalls not covered by grants donations. Preliminary design completed for expanded p'squosa exhibit.
- 2022 Q4** Construction and installation of the welcome desk and kiosk; creating one hundred forty-four square feet of additional exhibit space. Continuation of meetings with Wenatchi Advisory Group, Colville Confederated Tribal members; Continuation of exhibit design work
- 2023 Q1** Completion of exhibit design, construction, and installation of expanded p'squosa exhibit.

Budget total, broken out by category.

p'squosa storyline update (content development & tribal approval)	\$4,000 to \$6,000
Contract exhibit curator's expenses	\$500
Custom cabinetry	\$21,020
Electrical	\$4,200
Removal of the existing counter, patch carpet, and repaint, other	\$2,112
Exhibit fabrication and installation	\$5,000 to \$12,500
Sales tax	\$3,131 to \$3,938
Total Project Cost	\$39,963 to \$50,270

Definition of success of the project/program, including metrics used to evaluate success (may be quantitative and/or qualitative) and method for gathering metrics:

Our definition of success is a 10% increase in the number of visitors and admission and store revenues in 2024 compared to 2023. There are innumerable qualitative successes, but unfortunately, they are not easily measurable, if at all, including the likelihood of attracting more donors with more significant amounts gifted to our organization.

Year	Attendance	Operating Days	Average Daily Attendance	Admission and Store Revenues	FTE
2023	14,500	364	40	\$ 62,800	2.2
10% Increase	1,450	364	4	\$ 6,280	0.2
2024	15,950	364	44	\$ 69,080	2.4

Greater Leavenworth Museum Strategic Plan 2022

Adopted by the Upper Valley Historical Society
April 15, 2022

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Upper Valley Historical Society & Greater Leavenworth Museum Strategic Plan

Executive Summary

Upper Valley Historical Society (UVHS) operates a museum in downtown Leavenworth, with walking tours, local history events, and a collection of artifacts and documents.

UVHS envisions a community with an appreciation of its past, and understanding of how the past affects both present and future. When UVHS is successful, the past people and stories of the region are visible and connected to the present. Local residents have stronger ties to their past, to each other, and to the community as a whole. Also, UVHS brings the story of this place to visitors and new residents, encouraging appreciation of the various peoples, cultures, and stories of the region.

UVHS is committed to the values of integrity, fairness, vitality, and fun, and strives to reach people of all ages, serving the area as a resource, leader, educator, and catalyst.

Mission Statement

**To preserve and promote the heritage and
history of the Upper Wenatchee Valley.**

We are a museum on the move!

Strategic Issues & Goals

Regional growth and changes in tourism, culture, and local economy spell out abundant opportunities for UVHS to advance its mission. As a small, volunteer run organization, the biggest challenge lies in a lack of capacity.

Recently, the Museum moved to a highly visible location in downtown Leavenworth, installing a professional and engaging exhibit that is well-liked. Key stakeholders are pleased with the direction that the organization is headed.

Finances and volunteer capacity are stable, but limited. Promotions are improving, and awareness among potential supporters is growing. This plan aims to prioritize among the potential directions and goals for the coming years.

Goal 1: Increase volunteer and board capacity.

- **Increase board size through active recruitment.**
(Target 50% increase in board membership by 2024)
- **Increase volunteer base through active recruitment.**
(Target 100% in volunteer base by 2024)
- **Clarify and streamline systems, roles, and responsibilities.**
(Target 30% improvement in volunteer and board satisfaction by 2025)
- **Invest in a staffing program that excites, with systems that scale.**
(Target staffing of museum 100% met through paid and/or volunteers by 2024)

Goal 2: Increase public awareness and engagement

- **Establish consistent brand and messaging platform / communications plan**
(Target new communications plan drafted in 2022)
- **Develop the portfolio of promotional assets.**
(Target of 1 asset per key ambassador per channel by 2024)
- **Engage in regular and various digital and social media activities.**
(Target of 25% increase in key social media metrics each year)
- **Establish and tend to key local and relationships and partnerships.**
(Targets to be determined, likely amount of outreach and number of partnerships)

Goal 3: Programmatic investments

- **Write a programming and evaluation plan.**
(Target is four plans by 2023, for Museum, Oral History, Education, and Events.)
- **Develop and expand oral history program.**
(Targets to be determined, likely number of interviews, number of transcriptions, number of oral histories accessed or distributed, number of people reached)
- **Develop an education outreach program.**
(Targets to be determined, likely number of schools, percentage of schools, number of students, number of classrooms, teacher and student self-reported outcomes)
- **Expand and develop regular event programming.**
(Targets to be determined, likely number of events, number of events per month, geography reached, number of attendees, demographics of participants)

Goal 4: Cultivate and stewardship of supporters (moves management)

- **Maximize membership**
(Targets to be determined... number of members, % conversion from participants)
- **Converting members to donors**
(Targets to be determined... number of community donors, % conversion from membership)
- **Recruiting major donor patronage**
(Targets to be determined... number of major donors, % conversion from donor base)

Overview

The Upper Valley Historical Society (UVHS) is a local nonprofit history organization that operates a small museum in downtown Leavenworth. It also conducts walking tours, presents local history events, and maintains a growing collection of historical artifacts and documents.

UVHS envisions a community that is recognized for a deep and inclusive appreciation of its past, with broad understanding of how the past affects the present and drives the future. Towards that vision, UVHS preserves and promotes the heritage and history of the Upper Wenatchee Valley through exhibits and events at the Greater Leavenworth Museum and elsewhere in the region, along with producing and distributing content for the public both online and in print.

When UVHS is successful, the people and stories of the Upper Valley's past are more visible and connected to the present. Students and parents have a broader understanding of their region. Teachers and administrators have more access to local history resources both in and out of the classroom. Local businesses and institutions are more engaged in Leavenworth's history. And local residents have stronger ties to the past, and thus to each other and to the community as a whole.

Especially through its primary offering of the Greater Leavenworth Museum, UVHS brings the story of Leavenworth and the Upper Valley to a broad base of visitors and new residents, encouraging connection, empathy, and awareness among guests for the various peoples, cultures, and stories of the region's past and present.

UVHS is committed to the values of integrity, fairness, vitality, and fun. They aim to weave these values into organizational practices, and to reach people of all ages, serving the area as a community resource, leader, educator, and catalyst.

Mission Statement

To preserve and promote the heritage and history of the Upper Wenatchee Valley.

We are a museum on the move!

Strategic Plan

This Strategic Plan was developed by the Board of Directors as a guide for the next several years of strategic direction and priority for UVHS and the Museum. It was informed by the input of a number of key stakeholders who contributed their advice and expertise, including local civic leaders, businesses, philanthropic funders, and key partners of the Museum.

This document was prepared over a four month period with the help and facilitation of consultant, Andy Fife of Fife Consulting. Fife's work was paid for through a grant by the Icicle Fund and Community Foundation of North Central Washington. It was approved by the UVHS board of directors on April 15, 2022.

Current Conditions *(Diagnostic Assessment)*

Generally, UVHS is in a good position to take advantage of the growth and changes in tourism, culture, and economy for the area. Their biggest challenge lies in the development of the capacities required to take advantage of the abundant opportunities before the organization.

The strengths are clear for UVHS. The new location for the Museum in downtown Leavenworth provides strong visibility among both visitors and locals, including especially other businesses and civic partners downtown. Funders and other key stakeholders in the region perceive the organization as headed in the right direction, and the greater community is full of engaged people who are potential new supporters and participants.

Finances and volunteer capacity are stable, although both are fairly limited. Digital presence is growing, aided by an improving base of promotional assets, along with the strategic use of content from the collection.

In particular, a key opportunity is available in the number of philanthropic resources in the area, with many untapped potential donors, both among potential major patrons as well as smaller, more community-based levels of donor support, a group which also may yield potential volunteers.

Otherwise, local residents will need fresh and/or changing programmatic offerings if they are to engage and remain engaged over time. But with any programmatic growth, there are many opportunities to bring in local residents through partnerships with schools, community groups, businesses, civic organizations, and other groups, especially those with a committed and active membership base.

By far the greatest challenge for UVHS is in finding the capacity to properly and sustainably pursue the great number of opportunities available today. Board and other volunteers are often heavily burdened with responsibility, and there is a very real potential for burnout and loss of personnel.

Though they are less prominent, other threats are important to recognize as well.

The COVID-19 Pandemic dramatically affected attendance and revenues. Such large-scale public health and natural disasters should be considered in all planning and readiness.

Of greater concern is the constant loss of stories and memories as local elders age and pass away. As a history organization, UVHS is keenly aware of the constant need to urgently prioritize the collection of information and artifacts before time and entropy steal them away from the community. An opportunity here may be to develop a stronger system and practice of intake and promotion of the collection among residents.

Strategic Goals & Objectives *(Prescriptive Direction)*

Goal 1: Increase volunteer and board capacity.

Since the vast majority of work at UVHS and the Museum is not performed by paid staff members, “increasing capacity” mostly means increasing the number of volunteers with the skills and experience that are needed to do the work. However, it also means better utilizing those volunteers.

For UVHS, the need for additional people is clear both in the staff and the board. Intentional and structured recruitment is needed to not just bring in relief for the current board and volunteers, but to grow the overall numbers over time. Also, further refinement is needed for the roles and responsibilities, in order to maximize satisfaction and productivity.

Increase board size through active recruitment.

(Target 50% increase in board membership by 2024)

- Identify and clarify general board responsibilities and qualifications (job description)
- Identify specific target skills, abilities, and/or backgrounds desired (ie “legal experience,” “business community,” or “P’squosa.”)
- Assemble a list of candidates and articulate a structured project plan for recruitment and onboarding.
- Conduct recruitment and onboarding, reporting on progress and adjusting as necessary.
- Repeat, adopting the tactics as a consistent and ongoing practice of board cultivation, recruitment, and training.

Clarify and streamline systems, roles, and responsibilities.

(Target: 100% achievement of following tasks by 2025)

- Establish a clear organizational chart, job descriptions for general and discrete roles within the board, committees and volunteer system.

- Document roles, responsibilities, policies, and processes into clear handbooks and manuals.
- Conduct annual reviews to identify improvements, clarify roles and goals, and collect satisfaction rankings
- Collect, survey, synthesize and report on volunteer and employee satisfaction, identifying and making adjustments to systems and roles as needed.

Invest in a scalable staffing program.

(Target: staffing of museum 100% met through paid and/or volunteers by 2024)

- Identify target volunteer metrics.
 - # of volunteers available
 - Number of volunteer positions / types
 - Number of hours per month per volunteer
 - Cross-training % (across types/positions)
- Adjust and/or articulate volunteer roles and positions
- Update onboarding and training materials
- Conduct volunteer program promotion and outreach
- Continue to recruit and train new volunteers.

Goal 2: Increase public awareness and engagement

Even in order to begin to accomplish the capacity increases of the first goal above, UVHS will need to increase awareness and engagement among the public, both as potential audience and as potential partners, volunteers and board members. And once the capacity begins to increase, promotions and communications will remain a top priority, in order to elevate the public profile and attract a broad base of support and participation.

Establish consistent brand and messaging platform / communications plan

(Target new communications plan drafted in 2022)

- Determine baselines and metric targets for marketing and communications
- Define primary and secondary audiences
- Compose key messages
- Identify key ambassadors and stakeholders
- Determine key channels
- Outline timing and delivery

Develop the portfolio of promotional assets.

(Target of 1 asset per key ambassador per channel by 2024)

The specific deliverables will be defined by the communications plan above, but will likely include the following:

- Outreach presentation slide decks
- Information sheet for tourism, hotel and hospitality workers

- Promotional brochures for museum, walking tours, other programs
- Title cards and graphics for short online videos
- Stickers, t-shirts, coasters, water bottles, and/or other member collateral

Engage in regular and various digital and social media activities.

(Targets: 25% increase in traditional social media metrics)

The specific targets and methods for social media are to be defined later by the communications plan mentioned above. However, it is likely to include the following:

- Conduct an audit of the current and available social media channels
- Develop a segmented and maintained email list and deliver targeted e-newsletters at least monthly
- Develop regular and efficient practices for sharing and promotions on Facebook and Instagram
- Explore additional platforms such as YouTube and others
- Commit to continuous cultivation of social media channels for growth of reach and conversion of readers into participants.

Establish and tend to key local and relationships and partnerships.

(Targets to be determined, likely amount of outreach and number of partnerships)

The specific targets and methods for outreach and partnership are to be defined later by the communications plan mentioned above. However, it is likely to include the following:

- Use goals and objectives to establish a list of key stakeholders and speakers
- Develop or adapt promotional materials and standard “roadshow” presentations
- Structure outreach tactics so they are efficient, repeatable, trackable and reportable
- Establish baseline metrics and targets for engagement
- Conduct outreach to key stakeholders

Goal 3: Programmatic investments

Structuring the activities of UVHS as a set of programs with specific segmented resources, outputs and outcomes will allow for stronger program planning, development, and implementation, leading ultimately to a more effective use of resources and increased impact. This strategic plan recommends articulating the following four programs: the Museum, the Oral History project, an Education program, and Event programs.

Write a programming and evaluation plan

(Target is four plans by 2023, for Museum, Oral History, Education, and Events.)

Structuring the activities of UVHS as a set of programs with specific segmented resources, outputs and outcomes will allow for stronger program planning, development, resourcing, management, and evaluation.

- Segment activities by program

- Identify resources, activities and outputs
- Articulate expected short term (learning, exposure, etc) and long term outcomes (behavior, action)
- Outline development, management, operation, and evaluation plans for each program
- Regularly (quarterly and/or annually) produce evaluation reports and use input to plan further program adjustment and development.

Develop and expand oral history program

(Targets to be determined, likely number of interviews, number of transcriptions, number of oral histories accessed or distributed, number of people reached)

With the constant ravages of time, age, and entropy, many of the stories and artifacts of history go uncollected and unpreserved. UVHS will prioritize quick and easy ongoing collection of local stories through the expansion of oral history activities.

- Take stock of what has already been done
- Identify potential subjects and prioritize
- Reach out to GLM communities to identify other elders to interview
- Recruit volunteer(s) to manage the oral history process
- Define interview process methodology and quality standards
- Acquire required resources

Education Outreach

(Targets to be determined, likely number of schools, percentage of schools, number of students, number of classrooms, teacher and student self-reported outcomes)

- Outreach to develop awareness and relationship with school district and teachers
- Develop age-appropriate programs for students in partnership with the school district
- Explore student and youth opportunities, such as the following:
 - junior historian program
 - youth advisory board
 - research lab internships

Events & Programs - lab/development

(Targets to be determined, likely number of events, number of events per month, geography reached, number of attendees, demographics of participants)

- Identify program event ideas and possibilities
- Prioritize and plan event projects
- Produce and evaluate new events and programs
- Report on past events and use to guide future event programming
- Ideas to explore include the following:
 - Re-visit past tea history events

- Academic, historian partnerships (such as Rollie Schmitt's Lake Wenatchee History event)
- Special guest walking tours

Goal 4: Cultivation and stewardship of supporters

Across the goals of increased capacity, improved communications, and more structured programming comes the need for increased resources and support. UVHS will engage in smart and intentional fundraising, using **best practices** to focus on those members of the community and supporters that are most likely to deepen their engagement levels.

Maximize the membership base

(25% increase by EOY 2022)

Grow membership through improvement of the membership program and increased promotions and “entryways” that convert awareness and engagement into membership.

- Assess current membership program
- Plan and prioritize multiple improvements to benefits, messaging, and promotions
- Develop membership program through iterative discrete improvements so that the changes can be monitored and evaluated for effectiveness
- Scale up effective changes throughout the outputs of UVHS until membership is a natural and seamless next step for participants

Converting members to donors

(10% increase in donors by EOY 2022)

Grow the base of individual donors by cultivating donations from the growing membership base with both targeted and blanket donation requests. Look to public media and other familiar community support programs for broader solicitation of contributions.

- Review current fundraising systems and activities, including the database, fundraising messages, receipts and recognition.
- Develop baseline numbers of historic donors vs. membership records
- Plan and prioritize multiple improvements to donor relations and fundraising administration
- Develop community fundraising activities through campaign-based planning and evaluation
- Engage existing donors by cultivating a community of support, recognition, gratitude, and celebration.
- Review previous capital campaign strategies and successes for possible future replication

- Repeat successful membership campaigns on a regular seasonal and/or annual cycle

Recruiting major donor patronage

(Target to be determined... number of major donors, % conversion from donor base)

Cultivate one or more cohorts of committed major donors who will sustain their support and patronage over time. These generous supporters will be cultivated from the greater base of supporters, community members, volunteers and partners.

- Review member, donor and partner lists of UVHS and peer organizations to identify prospective donors
- Prioritize and plan outreach to build and strengthen relationships with prospective donors.
- Develop fundraising pitch materials and messages, as well as elevated donor benefits and recognition that stewards sustained relationships over time.
- Train and develop board members to use materials and conduct major donor outreach.
- Engage existing patron relationships with recognition, gratitude, and inclusion.
- Track and record results and notes for future relationship management.

Addenda

[Attachment A - Stakeholder Engagement Report](#)

[Attachment B - Retreat SWOT Notes](#)

[Attachment C - Retreat Memo on Capacity](#)

[Attachment D - Retreat Memo on Strategic Direction](#)

Attachment A

Upper Valley Historical Society & The Greater Leavenworth Museum Strategic Planning **Stakeholder Engagement Report**

Stakeholder engagement

We held one focus group and 3 interviews to explore stakeholder knowledge and input regarding the organization's facility, activity, impacts, communications, fundraising, governance and direction. In total, 10 people engaged, representing a limited cross section of local stakeholders:

- Troy Campbell, Executive Director of Leavenworth Chamber of Commerce
- Christine Morgan, Executive Director of Icicle Fund
- Carolyn Griffin-Bugert, Executive Director of Wenatchee River Institute
- Wade Nash, local volunteer & supporter with UVHS and Cascade Medical
- Kevin Rieke, Shop owner and Chamber Board member
- Pam Brulotte, owner, Icicle Brewing
- Rollie Schmitt, Local author and historian
- Strode Weaver, Educator and volunteer, Friends of the Library

Summary of Findings

- Generally, the Museum is seen to be headed in the right direction by the stakeholders.
- Consensus is that the new exhibit is of excellent quality and professionalism and that the new location is a huge asset in visibility and accessibility.
- Stakeholders see opportunity to build relationships and visibility through more and continued outreach, engagement and off site programming.
- Participants agreed that there are untapped resources waiting in the cultivation of more individual donors and sponsors.
- People see the Museum in a unique and potentially important position, bridging across the often negative divide of residents and visitors.

Exhibit, Location, and Building

The Museum exhibit is strongly appreciated and sets a good bar for future development. Any changes, additional activities, growth, new spaces or other additional programming should strive for the quality and professionalism of the current exhibit.

The Museum location on the main strip of downtown Leavenworth is a major asset. Its location in town is very visible for discovery by visitors, with a lot of foot traffic.

However, there isn't much room or ability to increase visibility due to restrictions on signage.

Being on the second floor likely decreases attendance just simply due to the barrier of climbing steps. While the elevator helps with ADA accessibility, it is more an issue of public behavior, where people are just less likely to climb stairs, which is why first floor retail leases at a much higher amount in Leavenworth.

The space inside is seen as adequate for the existing exhibit, but too cramped to accommodate much new or changed activity. It offers significant challenges due to the space limits for any kind of gatherings, programs or other activities.

Awareness and visibility in the community

With the new location and exhibit, along with the efforts of the board to get the word out, awareness is spreading naturally in the local community. However, it could be sped up with key programmatic and promotional investments.

Local residents may need a reason to return. One idea is to rotate elements of the exhibit, from the collection or otherwise provide changing programming to bring people back. The museum could become known as a place you want to visit once per year to see the new exhibit. And if it is on a predictable schedule, that awareness will build. (Maybe in the spring?)

Many people mentioned the opportunity for school partnerships – school trips to the museum, presentations and programs by UVHS in the schools, and UVHS partnership to bring an historical perspective to other school trips in the area. In addition to contributing to the museum's impact, it also raises awareness as student awareness leads to parental awareness and interest.

More and continued outreach to local civic groups that have group meetings, such as the Chamber, Rotary, and Lyons. The limitations of the space means it is hard to hold meetings there. But maybe there is a meeting nearby and there is a museum walk-through. And/or maybe there are different presentations designed to be performed off-site.

As per the last note, there is opportunity for more off-site programming. One example from the past is Rollie Schmitt's presentation on the history of Lake Wenatchee based upon his book. The free event had more than 100 attendees. With a new book coming,

Rollie is interested in another event, possibly adding admission charges. This could be a program of the museum held off-site in partnership.

Participants also saw the value of developing a series of slide deck or video presentations on local history that could appear at other meetings and events. Special topics. Customizable. Partner with historians like Rollie.

Communication tools and assets could use an update, such as the website, newsletter, social media. Not just posting from the Museum but also posting to specific Leavenworth groups and lists (on Facebook, for example). Promotional partners.

Friday photo day on Facebook is appreciated by those who knew about it. Maybe a way to go farther? Or across platforms. Perhaps short video stories?

Raising Funds

The museum is known to be working on a shoestring budget with the primary currency being found in volunteer hours. With increased awareness comes increased visitors, which in turn increases admissions revenue. But the admissions are not seen to be an opportunity for significant growth. Instead, stakeholders agreed that there is a considerable untapped resource in potential individual donors. Along with some potential for business support. But people felt overwhelmingly that individual philanthropic patronage holds the greatest potential.

UVHS has the opportunity to seek out major donors through philanthropic patronage from “guardian angels” as one person put it. Specifically, stakeholders suggested pursuing support from families and people tied to the history of Leavenworth. “History is full of names and some of those names have the resources to give,” said one of the participants.

Another stakeholder suggested that a nonprofit organization’s business model is only as good as the database of past and current donors. And suggested that UVHS pursue a large database of donors through the years, cultivating especially repeating donors.

In order to attract and build relationships with donors, several tactics were suggested, including the development of events, programs and activities that might cater specifically to a higher price point donor experience. (examples... history gala, wine events)

While individual donors were seen as the biggest opportunity, businesses and institutions were mentioned as well. One participant reinforced a sense of duty, suggesting that Leavenworth institutions could be pressured to rally around the museum as a point of pride. Business/institutional memberships should be promoted. If you love Leavenworth, support the Museum.

An additional suggestion was to partner with other organizations who have major donor base and share. Get names and data. Create relationships. Commission a play about Leavenworth history? Joint projects, exhibits, media, etc with Cashmere Museum, Wenatchee Museum and/or other locals?

Finally, one stakeholder suggested naming opportunities, such as a donor recognition board or other recognition of donor names.

Unique positioning and other ideas

One thread that came up several times regards the Museum's interesting position in the community. While Leavenworth is generally challenged by the divide between tourists and local residents, the Museum serves both critically. As one person put it, "Tourists drive the economy, but they just trample everything." Clearly, the Museum is an attraction well-positioned for visitors. But it is specifically presenting the story of the residents. Therefore, the Museum has the opportunity to serve an important outcome by sharing the community's story to visitors and new residents, reinforcing culture and history, inviting empathy and building understanding. Inviting visitors to be a part of the Leavenworth story.

One person suggested that the organization might have a branding opportunity in the dynamic of UVHS vs Greater Leavenworth Museum. The Museum could continue to be a single program of the UVHS and that it is pretty stable. There might be some tweaks going forward, but it's pretty good. Instead, the big growth is in the UVHS now in building outreach, partnership, and fundraising. Maybe there will be another physical site project called something else. Maybe there is a podcast, documentary series, or class. Focus on relationships under the UVHS brand and discover the next program.

Find ways to work with as many structures and organizations in town as possible.

Other ideas of note:

- Local history audio tours (partner with History Link? And/or Tread?)
- More partnership with Winter Sports Club.
- A question came up about the archives of The Leavenworth Echo. Opportunity to partner on preserving the archive.

- WVMCC is the flagship history museum / institution in the region. The connection to them is important. Leadership transition is critical.
- Satisfaction and interest in the Native American engagement and inclusion. More work with tribes.
- Opportunity/interest in Latinx engagement and involvement. Big part of the region but not included in many of the institutions.

Specific Stakeholder Notes

Icicle Fund is excited by the current direction. Generally, IF wants to see two things when they are considering funding... impact and organizational capacity. They want to see firstly a significant contribution in their mission areas, showing that their funding leads to increased depth and breadth of impact, along with contributions to diversity, equity and inclusion. And otherwise, they look for strong institutions with adequate capacity to succeed and grow, including board size and diversity, leadership development, financial position, and long-term planning. Christine had this advice:

- Keep growing the board in size and diversity.
- Build a broad funding base with mixture of donors, funders, sponsors.
- Know and share your metric indicators for the success of your strategic plan. Not just finance or attendance numbers.

Generally, the Chamber is on board to help and sees the relationship going in a good direction. This summer, they are planning to install a visitor kiosk directly in the park and sees it as an opportunity for the Museum to gain visibility. Otherwise, they would like to help the Museum incorporate social media influencers into the communication strategy. And they are available to help broker partnerships among other visitor experiences like the Reindeer Farm. Finally, they are currently working on building a curated list of frontline service personnel locally (front desk, concierge, restaurant managers, etc) in order to be able to communicate around COVID and other issues, which can be used for sharing information and promotions goi

Upper Valley Historical Society & The Greater Leavenworth Museum Strategic Planning **Retreat Memo on Capacity**

By Neil & Brian

The assignment for our team (Brian and I) was to provide ideas on how to address the issue of “increase capacity” in order to support the other strategies in the new strategic plan. In most nonprofit organizations, increasing capacity means increasing the number of volunteers with the focus on the skills and experience that you need to implement the plan’s strategies.

It starts with the board. The current board is smaller than a typical nonprofit board. That doesn’t mean adding board members just to be increasing the board size. However, you need more board members to do more things in a nonprofit with limited staffing. A board should determine what skills and experience that will be needed to address the goals of the strategic plan. It should be a variety of skills and experience, from fundraising to knowing the history of the area you are serving and knowing people who will be willing to help. Or it could be financial management skills, marketing experience, communications or good contacts with many organizations who could be partners or who provide help at critical times. Also, it is helpful to have at least some of the board members with solid board experience who understand a board’s role and how it should operate effectively. You likely have some of the needed skills now so the focus should be on what other skills and experience you need.

I guess the question from those who had no or limited board experience is: why even have a board? Good boards bring another perspective to the agency’s management and to the board itself as well as providing their oversight responsibilities. If you are dealing with the public as much as a museum does, then having people who understand what the community needs and wants is very important. Of course, experienced board members will help a board do what a good board does and keep the board on track.

Where do you get good board members? The best ones don’t come by running ads in the newspaper or radio or whatever you mass communication vehicles are. The best way is to have your current board members to identify and help recruit board members that meet the list of skills and experience that you have agreed upon. In recruiting, one of the best tools to use in talking with a prospective board member is to give them a list of board expectations BEFORE you ask them to join the board. You give the impression that the organization has its act together because not many small nonprofits use this approach. The second benefit: If they agree after doing that, they are more likely to be good board members because they feel morally obligated.

I could go on and on how to build a board but we can talk about that later. But this brief description should give an idea of what is needed to recruit a good volunteer board.

Secondly, how about recruiting other volunteers to help but not serve on the board initially? Many of the same practices you use for board members apply to recruiting volunteers in general. One of the big differences is that you don't expect as much out of your volunteers as you do from your board members. But you still need to focus on what type of people you want as volunteers and get your board and staff to identify potential candidates, and then design a recruiting process. If your board members are well connected in the area the museum serves, they should have lots of ideas. An effective strategy is to spread the word about your recruiting efforts to the movers-and-shakers in your community and ask them for names. If the individual or their organization has a stake in the success of the museum, they will have good ideas and in many cases, they help you recruit them.

The overall approach you need in talking with potential volunteers is to create excitement and optimism about what you are doing and how they will be part of something special in the Greater Leavenworth area. Don't focus on how hard it is to find volunteers to staff the museum and other similar examples. Talk about it as an opportunity, not a chore to tell the wonderful story of Leavenworth, from logging and ski jumping to the Bavarian turnaround and the success as a tourist destination.

Upper Valley Historical Society &
The Greater Leavenworth Museum Strategic Planning

Retreat Memo on Strategic Directions

By Margaret & Ann

What are the biggest issues, the strategies to meet them and the metrics to measure success:

1. Lack of awareness:
 - a. Use the strength of committed supporters and community
 - b. Communicate more effectively: Newsletter, email
 - c. Build partnerships
 - d. Roadshows out to entire area
 - e. Possible Metrics: More local visitors to the museum, volunteers and donors.
2. Burnout of volunteers and board members: increase capacity!
 - a. Recruit engaged board members and volunteers via streamlining routes for individuals to become members and volunteers.
 - b. Merch/benefits (I think this means we need to better convey “what’s in it for them.”)
 - c. Possible Metrics: Museum is seen as an organization people want to be part of! Board has sufficient membership to handle our “to do’s” (7-to 8 with candidates waiting in the wings).
3. Death/erasure (loss) of memories: Build on what has been done with oral history project.
 - a. Identify what has been done.
 - b. Identify who should be interviewed and prioritize
 - c. Reach out to GLM communities to identify other elders to interview
 - d. Recruit volunteer to manage the oral history process
 - e. Define interview process including methods (i.e., recording interviews, remote, written, etc.)
 - f. Find tools to assist
 - g. Establish standards for quality
 - h. Possible Metrics: # of people interviewed, # of outreach events, # of interviews transcribed, oral histories being used as part of our displays, road shows and events.

	YTD as of 6/30/22	Estimate six months ending 12/31/22	Estimate for 2022	Revised 2022 Budget
Revenue				
400 INCOME				
411 Donations-Restricted	2,500	-	2,500	2,500
416 City of Leavenworth	-	18,500	18,500	18,500
417.5 Chamber Ambassador Program	2,500	4,000	6,500	6,500
425 Grants - Unrestricted	-	-	-	-
425.0 SBA PPP Loan Forgiven	-	-	-	-
427.4 Humanities Washington	2,500	-	2,500	2,500
425.2 Icicle Fund	12,500	5,000	17,500	17,500
425.5 Chelan County Grant	12,000	-	12,000	12,000
425.6 Community Foundation	10,000	-	10,000	10,000
Total 425 Grants - Unrestricted	37,000	5,000	42,000	42,000
426 Grants - Restricted				
Restricted - City of Leavenworth - p'squosa	-	-	-	-
Restricted - Chelan County - p'squosa	-	-	-	-
426.0 Restricted - The Colonial Dames	-	-	-	-
426.2 CFNCW-Wood Family Grant	-	-	-	-
426.3 CFNCW-Youth Grant	-	1,000	1,000	1,000
Total 426 Grants - Restricted	-	1,000	1,000	1,000
430 Membership - business	200	2,100	2,300	2,300
432 Membership - individual	2,745	360	3,105	3,000
Total 400 INCOME	44,945	30,960	75,905	75,800
401 Donations	-	-		
402 Donations - Capital Fund	15,027	2,700	17,727	18,000
410 Donations	1,681	1,800	3,481	2,500
Total 401 Donations	16,708	4,500	21,208	20,500
500 Museum Revenues	-	-		
405 Admissions	12,159	24,840	36,999	37,000
501 Gift Shop Sales	1,887	3,726	5,613	5,550
Tours - Bavarian	158	500	658	600
Total 500 Museum Revenues	14,204	29,066	43,270	43,150
590 Interest Income	97	-	97	100
Total Revenue	75,954	65,526	141,480	140,550
Expenditures				
602 Purchases for Gift Shop	2,676	1,863	4,539	4,500
610 Accounting & consulting fees	-	-	-	500
Bookkeeping	1,310	3,000	4,310	6,000
612 Advertising	4,104	1,200	5,304	5,500
613 Archiving supplies	4,433	1,300	5,733	5,800
616 Business Fees & licenses	29	50	79	150
621 Credit card fees	332	727	1,059	1,100
625 Exhibits	626	40,000	40,626	41,000

	YTD as of 6/30/22	Estimate six months ending 12/31/22	Estimate for 2022	Revised 2022 Budget
630 Insurance	336	2,830	3,166	3,200
632 Memberships and Dues	120	500	620	500
645 Computer Supplies	66	1,800	1,866	2,200
646 Museum Supplies	44	150	194	250
647 Office Supplies	1,152	300	1,452	1,500
648 Volunteer Supplies and Expense	231	150	381	400
648 Volunteering Parking	1,192	894	2,086	2,100
649 Postage, Mailing Service	437	450	887	1,000
650 Printing	-	900	900	900
651 Rent - Museum	12,000	12,000	24,000	24,000
Rent - River Haus	150	150	300	300
652 Repairs and Maintenance	-	1,500	1,500	1,500
652.9 Carpet Cleaning	610	442	1,052	1,100
653 Cleaning Supplies	-	300	300	300
Payroll Expense	-	-	-	-
666 Wage Expense	4,232	13,200	17,432	17,500
666 Payroll Tax Expense	492	1,320	1,812	1,750
Total 651 Payroll Expense	4,724	14,520	19,244	19,250
667 Payroll Processing	701	600	1,301	1,300
669 Business Taxes and Licenses	-	-	-	200
672 Telephone & Internet	536	648	1,184	1,400
673 Security	623	300	923	1,000
Special Events	-	-	-	-
684.2 Grand Opening	1,242	-	1,242	1,300
684.4 Open House	2,176	-	2,176	2,200
Total Special Events Expense	3,418	-	3,418	3,500
690 Website & Domain Registration	61	100	161	200
692 Utilities	535	600	1,135	1,200
Total Expenditures	40,446	87,274	127,720	131,850
	-	-		
Net Income (Loss)	35,508	(21,748)	13,760	8,700
Attendance				
2021 Actual	1,673	4,588	6,261	
Attendance - Projected	3,400	6,900	10,300	
Attendance - Actual	4,067	6,900	10,967	
Over (Under)	667	-	667	
Admission Revenues				
Admission Revenues -Projected	12,750	24,840	37,590	
Admission Revenues -Actual	12,159	24,840	36,999	
Over (Under)	(591)	-	(591)	

	Revised 2022 Budget	2023 Budget
Revenue		
400 INCOME		
411 Donations-Restricted	2,500	2,000
416 City of Leavenworth	18,500	16,000
417.5 Chamber Ambassador Program	6,500	7,000
425 Grants - Unrestricted	-	-
425.0 SBA PPP Loan Forgiven	-	-
427.4 Humanities Washington	2,500	-
425.2 Icicle Fund	17,500	10,000
425.5 Chelan County Grant	12,000	14,000
425.6 Community Foundation	10,000	2,500
Total 425 Grants - Unrestricted	42,000	26,500
426 Grants - Restricted	-	
Restricted - City of Leavenworth - p'squosa	-	
Restricted - Chelan County - p'squosa	-	
426.0 Restricted - The Colonial Dames	-	
426.2 CFNCW-Wood Family Grant	-	
426.3 CFNCW-Youth Grant	1,000	1,000
Total 426 Grants - Restricted	1,000	1,000
430 Membership - business	2,300	3,500
432 Membership - individual	3,000	3,000
Total 400 INCOME	75,800	59,000
401 Donations		
402 Donations - Capital Fund	18,000	20,000
410 Donations	2,500	3,000
Total 401 Donations	20,500	23,000
500 Museum Revenues		
405 Admissions	37,000	54,000
501 Gift Shop Sales	5,550	8,800
Tours - Bavarian	600	1,000
Total 500 Museum Revenues	43,150	63,800
590 Interest Income	100	100
Total Revenue	140,550	146,900
Expenditures		
602 Purchases for Gift Shop	4,500	4,400
610 Accounting & consulting fees	500	500
Bookkeeping	6,000	6,000
612 Advertising	5,500	
613 Archiving supplies	5,800	3,000
616 Business Fees & licenses	150	200
621 Credit card fees	1,100	1,595
625 Exhibits	41,000	5,000

	Revised 2022 Budget	2023 Budget
630 Insurance	3,200	3,500
632 Memberships and Dues	500	750
645 Computer Supplies	2,200	2,500
646 Museum Supplies	250	550
647 Office Supplies	1,500	2,200
648 Volunteer Supplies and Expense	400	600
648 Volunteering Parking	2,100	2,500
649 Postage, Mailing Service	1,000	1,500
650 Printing	900	1,200
651 Rent - Museum	24,000	24,000
Rent - River Haus	300	300
652 Repairs and Maintenance	1,500	2,000
652.9 Carpet Cleaning	1,100	1,500
653 Cleaning Supplies	300	400
Payroll Expense	-	
666 Wage Expense	17,500	43,600
666 Payroll Tax Expense	1,750	4,360
Total 651 Payroll Expense	19,250	47,960
667 Payroll Processing	1,300	1,500
669 Business Taxes and Licenses	200	300
672 Telephone & Internet	1,400	1,700
673 Security	1,000	1,000
Special Events		
684.0 Other	1,300	2,500
684.2 Grand Opening	1,300	-
684.4 Open House	2,200	2,500
Total Special Events Expense	3,500	5,000
690 Website & Domain Registration	200	300
692 Utilities	1,200	1,400
Total Expenditures	133,150	123,355
Net Income (Loss)	7,400	23,545

List Sources of Support

- City of Leavenworth – Lodging Tax Advisory Committee
- Chelan County – Lodging Tax Advisory Committee
- Icicle Fund
- Community Foundation of North Central Washington

Upper Valley Historical Society Board Members - 2022

Current Position	Name	Affiliations	Years on Board
President/Treasurer	Matt Cade	Retired	Four years
Vice President/Secretary	Ann Peavey	Retired	Two year
Board Member	Mary Nelson	Retired	One years
Board Member	Brian Praye	Retired	Three years
Board Member	Sharon Waters	City of Leavenworth Council Member	Two years

Memo

To: Board of Directors

From: Stacie de Mestre

Date: September 7, 2022

Re: Malaga Vicinity Test Well 1 Project – Authorization to Award

At Tuesday's meeting you will be presented with a bid tab for the Malaga Vicinity Test Well 1 Project. RH2 Engineers will summarize their review and evaluation of the bid(s). As a reminder, the Engineer's Estimate was \$200,000. Staff will be seeking authorization to award the construction contract.

Memo

To: Board of Directors

From: Ron Russ

Date: September 9, 2022

Re: Authorization to Solicit Bids and Award Contract for Malaga Mobile Home and Outbuilding Demolition and Disposal

Pursuant to the purchase and sale agreements with Microsoft for the former Curtis and Torres properties, the CDRPA made a commitment to remove all mobile homes, outbuildings and personal property prior to closing.

As of August 31, all residents have vacated the properties and CDRPA staff have begun cleaning up abandoned personal property and some demolition debris from outbuildings that were removed by the former property owner(s). To date, CDRPA maintenance personnel have removed a little over 15 tons of debris and refuse from the properties.

The remaining work will require more resources than our staff can bring to bear. Therefore, we will need to invite bids from qualified contractors on the CDRPA small works roster to complete the rest of the demo and debris removal. This work includes asbestos abatement, demolition and disposal of 4 mobile homes, a motorhome, several outbuildings, several travel trailers, and the decommissioning of 6 septic systems.

We estimate the total cost to complete this work at \$150,000, including WSST. This expenditure is reimbursable and we anticipate recovering all costs.

Staff is seeking authorization to solicit bids for the Malaga Mobile Home and Outbuilding Demolition and Disposal; authorization for the CEO to award a contract for this work; and to establish an overall project budget of \$150,000.

Memo

To: Board of Directors

From:  Jim Kuntz

Date: September 8, 2022

Re: Chelan Airport Waterline Extension Project

Over the last several months, the Regional Port has been leading the efforts to jumpstart the Chelan Airport Waterline Extension Project. Despite a large State Capital Appropriation, additional funding needs to be secured for this project to proceed.

As a result of several meetings with the City of Chelan and Chelan County, the attached draft funding formula has been developed. It is a draft concept subject to the approval of all parties.

I will provide additional details at Tuesday's meeting.

Chelan Airport - Water Line Extension Project
Cost Allocation with Additional State Funding

Total Cost Estimate **\$8,500,000**

Funding Sources

State Capital Appropriation **\$6,500,000**
(Current State Funding \$5,660,000)

Chelan County .09 Sales Tax Fund **\$ 666,666**

City of Chelan **\$ 666,666**

Regional Port **\$ 666,666**

\$8,500,000

Chelan Airport Transmission Main - HDPE Pipe Option						
Item Number	Total Quantity	Unit	Item	City	Unit Cost	Engr. Est.
PREPARATION						
1	1	L.S.	MOBILIZATION	1	\$ 392,000.00	\$ 392,000.00
2	1	L.S.	REMOVAL OF STRUCTURES AND OBSTRUCTION	1	\$ 54,000.00	\$ 54,000.00
3	7.1	AC.	CLEARING AND GRUBBING	7.10	\$ 5,000.00	\$ 35,500.00
WATER						
4	15300	L.F.	HDPE PIPE WATER MAIN 2 IN. DIAM.	15300	\$ 30.00	\$ 459,000.00
5	12640	L.F.	SDR 11 HDPE PIPE FOR WATER MAIN 20 IN. DIAM. (16.145 IN. ID)	12640	\$ 170.00	\$ 2,148,800.00
6	2660	L.F.	SDR 11 HDPE PIPE FOR WATER MAIN 22 IN. DIAM. (17.8 IN. ID)	2660	\$ 200.00	\$ 532,000.00
7	8	EA.	CURB STOP 2 IN. DIAM.	8	\$ 500.00	\$ 4,000.00
8	6	EA.	GATE VALVE 12 IN. DIAM.	6	\$ 3,500.00	\$ 21,000.00
9	10	EA.	BUTTERFLY VALVE 16 IN. DIAM.	10	\$ 4,000.00	\$ 40,000.00
10	5	EA.	BUTTERFLY VALVE 18 IN. DIAM.	5	\$ 5,000.00	\$ 25,000.00
11	3	EA.	AIR VALVE ASSEMBLY	3	\$ 10,000.00	\$ 30,000.00
12	10	EA.	HYDRANT ASSEMBLY AND LATERAL	10	\$ 8,000.00	\$ 80,000.00
13	1	L.S.	CONNECTION TO EXISTING	1	\$ 15,000.00	\$ 15,000.00
14	20	EA.	SERVICE CONNECTION 1 IN. DIAM.	20	\$ 5,000.00	\$ 100,000.00
15	1	L.S.	ABANDONMENT OF TERMINATED WATER FACILITIES	1	\$ 5,000.00	\$ 5,000.00
16	2900	C.Y.	ROCK EXCAVATION	2900	\$ 100.00	\$ 290,000.00
17	1	L.S.	RECIRCULATION PUMP STATION - MECHANICAL	1	\$ 35,000.00	\$ 35,000.00
18	1	L.S.	RECIRCULATION PUMP STATION - ELECTRICAL	1	\$ 35,000.00	\$ 35,000.00
SURFACING/PAVING						
19	6330	TON	CRUSHED SURFACING BASE COURSE	6330	\$ 30.00	\$ 189,900.00
20	830	TON	CRUSHED SURFACING TOP COURSE	830	\$ 40.00	\$ 33,200.00
21	1950	TON	HMA CL. 1/2" PG 58H-28	1950	\$ 200.00	\$ 390,000.00
EROSION CONTROL AND PLANTING						
22	1	L.S.	EROSION CONTROL AND WATER POLLUTION PREVENTION	1	\$ 15,000.00	\$ 15,000.00
23	10	EA.	INLET PROTECTION	10	\$ 100.00	\$ 1,000.00
24	1500	L.F.	SILT FENCE	1500	\$ 5.00	\$ 7,500.00
25	7.1	AC.	SEEDING AND FERTILIZING	7.10	\$ 5,000.00	\$ 35,500.00
TRAFFIC						
26	100	L.F.	PAINTED STOP LINE	100	\$ 15.00	\$ 1,500.00
27	1000	L.F.	PAINT LINE	1000	\$ 5.00	\$ 5,000.00
28	1	L.S.	PROJECT TEMPORARY TRAFFIC CONTROL	1	\$ 140,000.00	\$ 140,000.00
29	1	L.S.	PERMANENT SIGNING	1	\$ 5,000.00	\$ 5,000.00
OTHER ITEMS						
30	29	EA.	ADJUST WATER VALVE	29	\$ 400.00	\$ 11,600.00
31	10	EA.	ADJUST MONUMENT CASE AND COVER	10	\$ 1,250.00	\$ 12,500.00
32	1	L.S.	ROADWAY SURVEYING	1	\$ 75,000.00	\$ 75,000.00
33	1	L.S.	SHORING OR EXTRA EXCAVATION CLASS B	1	\$ 3,000.00	\$ 3,000.00
34	1	L.S.	RECORD DRAWINGS	1	\$ 7,500.00	\$ 7,500.00
35	25000	DOL	UNKNOWN UTILITY REPAIR	25000	\$ 1.00	\$ 25,000.00
36	25000	DOL	ROADSIDE CLEANUP	25000	\$ 1.00	\$ 25,000.00

Construction Subtotal \$ 5,284,500.00

WSST (8.30%) \$ 438,613.50

Construction Subtotal with WSST \$ 5,723,113.50

Items Outside of Construction Contract

	78000	S.F.	Easement Acquisition	78000	\$ 2.00	\$ 156,000.00
						Easement Appraisal and Negotiation \$ 23,400.00

Design Engineering (12.0%) \$ 634,140.00

Construction Engineering (7.0%) \$ 369,915.00

Subtotal with Easement Acquisition and Engineering (rounded) \$ 6,910,000.00

Market Contingency on Construction (20%) \$ 1,056,900.00

General Contingency (10%) \$ 528,450.00

Project Total (rounded) \$ 8,500,000.00

Assumptions

- 1) Recirculation rate of 25 gpm required to turnover water in pipeline water within 4 days
- 2) 18-inch ID pipe required minimum between SW connection to City system and high point at Willmorth Dr. to maintain minimum pressure required.
- 3) On WSDOT right-of-way the pipeline will be outside of pavement except for crossings.
- 4) The City will attempt to acquire easements at zero cost due to mutual benefit with property owners gaining fire flow protection.
- 5) Apple Acres Mobile Home Park will not be connected immediately until system improvements are completed.
- 6) Configuration shown here supports approximately 750 ERUs plus fire flow at airport.
- 7) Estimate assumes spring 2024 construction.

Time Frame

1. We Should Start the Design Now

- **Get Cultural Resource Review Done**
- **Get a More Complete Design Done & Cost Estimate**
- **Acquire Needed Easements**

2. Target a bid opening in March/April before the State Legislative Session ends.



Airport Operations Tracking

VirTower LLC

13721 Jetport Commerce Pkwy, Suite 2
Fort Myers FL 33913
Phone +1 888 31 70 747
virtower.com | info@virtower.com

Airport Operations
Snapshot Local Time

Start Date 08/01/2022 0:01 LT
End Date 08/31/2022 23:59 LT

Creation 09/01/2022 16:45
User trent_moyers
Customer ID

PANGBORN

Landings		Take-Offs		Totals	
Airline	60	Airline	62	Airline	122
Business Jet	63	Business Jet	63	Business Jet	126
Helicopter	42	Helicopter	45	Helicopter	69
Military	2	Military	2	Military	4
Multi Engine	118	Multi Engine	113	Multi Engine	231
Other	0	Other	0	Other	0
Single Engine	833	Single Engine	826	Single Engine	1659
TOTAL	1110	TOTAL	1101	TOTAL	2211

LAKE CHELAN

Landings		Take-Offs		Totals	
Business Jet	10	Business Jet	9	Business Jet	19
Helicopter	74	Helicopter	96	Helicopter	170
Multi Engine	6	Multi Engine	6	Multi Engine	12
Single Engine	337	Single Engine	319	Single Engine	656
TOTAL	427	TOTAL	430	TOTAL	857

MANSFIELD

Landings		Take-Offs		Totals	
Single Engine	8	Single Engine	7	Single Engine	15
TOTAL	8	TOTAL	7	TOTAL	15

Chelan Douglas Regional Port Authority - Lease Report
Leases & Renewals - Reporting Period AUGUST 2022 | Aviation Related
Meeting: September 13, 2022

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
T-O Engineers	Executive Flight Building	460	8/1/2022	M-2-M	\$787.00
C&E Aviation Eddy Hahn	T-Hangar C-20 3704 Aiport way		8/1/2022	M 2 M	\$216.00

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
None Reported for this Period					

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	
Addleman Property Management	T-Hanger C-20 3704 Aiport way		8/31/2022	\$216.00	
Gates Constuction	One Campbell Parkway / Hanger		8/31/2022	\$600.00	
Jack Lodato	T-Hanger B-14 3706 Aiport way		8/31/2022	\$205.00	
Paul Alley	Tie-Down East Wenatchee, WA		8/31/2022	\$64.00	

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

Lease payments of \$5,000 per month or less.

Chelan Douglas Regional Port Authority - Lease Report
Leases & Renewals - Reporting Period AUGUST 2022 | CTC
Meeting: September 13, 2022

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
None Reported for this Period					

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
None Reported for this Period					

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	
None Reported for this Period					

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

Lease payments of \$5,000 per month or less.

Chelan Douglas Regional Port Authority - Lease Report
Leases & Renewals - Reporting Period AUGUST 2022 | CDRPA
Meeting: September 13, 2022

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
Pybus Market Charitable Foundation	3 North Worthen	1950 SQFT (added 1308 SQFT)	8/1/2022	8/1/2022 - 9/30/2023 Addendum Terms	\$2,762.50 (from \$1,070.00)

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
None Reported for this Period					

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	
Michael Fain	Parcel 22210840024		8/31/2022	\$40.00	

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

Lease payments of \$5,000 per month or less.



CHELAN COUNTY

September 6, 2022

Contact: Rachel Hansen
(509) 661-4320

Traffic flow changes coming to Olds Station

WENATCHEE – Construction of Chelan PUD’s new Service Center in Olds Station is well underway. The phased move-in plan calls for employees to start relocating to the Service Center in summer of 2023. That means road construction will begin soon on some of the surface streets near the Service Center.

Chelan PUD, City of Wenatchee, Chelan County and the Washington State Department of Transportation (WSDOT) are working together to coordinate traffic changes planned for the Highway 2/97, Easy Street and Penny Road exits and interchanges before the new PUD Service Center opens. These changes will help improve the traffic flow in and access to Olds Station for all motorists, especially during peak commute hours.

Road construction work near the PUD’s new Service Center will begin in mid-September. The PUD contracted with Smith Excavation of Wenatchee to provide road construction and paving. PUD commissioners reviewed the plan at the Tuesday board meeting. ([Audio available at 01:36:00 of the board audio recording](#))

“The PUD is doing considerable outreach with employers located in the affected areas to make sure they know what to expect,” Project Manager John Goodwill said.

The attached map and flyer are being distributed to all businesses located in the Olds Station area. Here are the main traffic mitigation highlights:

1. Easy Street will become two-way from the Penny Road intersection south to a new extended Technology Center Way.
2. Traffic signal updates at Easy Street and Penny Road will be made to accommodate the new lane configurations
3. Technology Center Way will be extended to Easy Street
4. Chester-Kimm Road northbound will be right turn only onto Penny Road during peak traffic hours: 7-9 a.m. and 4-6 p.m.
5. The on-ramp at Olds Station Road and Easy Street will be removed and a three-way stop sign will be installed at Olds Station Road and Chester-Kimm Road

The first northbound Easy Street exit off of Highway 285 will close starting sometime in mid-October. This closure will last approximately two weeks and is designed to allow for reconfiguring Easy Street south of Penny Road into a two-way road.

The PUD is coordinating with WSDOT, Chelan County and the City of Wenatchee to notify motorists in advance. An electronic signboard will be installed temporarily on the south end of the Highway 285 near Wenatchee River Bridge a week before the closure begins.

[Here's](#) more information about the PUD's new Service Center.

#

***Here for you, providing the best value for the most people for the longest time
chelanpud.org***

What You Will See

Road construction work will begin in mid-September, 2023 with the traffic revisions completed by mid-November, 2023.

Some of the biggest changes include:

NOTE: numbers below correspond to numbers on the reverse side map.

1. Easy Street will become two-way from the Penny Road intersection south to a new extended Technology Center Way
2. Traffic signal updates at Easy Street and Penny Road will be made to accommodate the new lane configurations
3. Technology Center Way will be extended to Easy Street
4. Chester-Kimm Road northbound will be right turn only onto Penny Road during rush hour: 7-9 a.m. and 4-6 p.m.
5. The on-ramp at Olds Station Road and Easy Street will be removed and a three-way stop sign will be installed at Olds Station Road and Chester-Kimm Road

The included map diagrams the changes that will occur.

Minimizing Traffic Impacts

Peak traffic at the PUD Service Center is expected to be between 7:30-8:30 a.m. and 4:15-5:15 p.m., with about 300 employees arriving or departing during these times. The traffic construction and mitigation measures described above are intended to reduce traffic congestion for all Olds Station commuters.

New Service Center Benefits

Planning for a new, consolidated service center has been underway by Chelan PUD since 2015. Working with community leaders and a customer advisory group, the PUD identified ways to better service its customers and to provide a number of community benefits:

- A **one-stop location** for customer transactions
- **Centralized operations** that will reduce crew response times
- **Consolidated operations** and administrative functions to maximize efficiencies
- **Support of local jobs** and contributions to local sales tax revenues during and after construction
- **Opportunity for expanded downtown revitalization** on the site of the current PUD headquarters location at Fifth Street and Wenatchee Avenue

At the new Service Center, customers will be able to pay their bill, talk to an energy efficiency expert, apply for new electrical and water/wastewater services; check fiber optic internet options, grab a cup of coffee in a new café area and attend Commission meetings.

Parking

There will be dedicated customer parking next to the lobby and walkways to the Service Center. A payment drop box also is planned in the parking area. These improvements will provide safer and more convenient customer access.

QUESTIONS: Email contactus@chelanpud.org

Traffic Changes Coming to Olds Station

Chelan PUD's new Service Center in Olds Station is taking shape. That means some traffic changes will take place this year to improve the circulation for all businesses in the Olds Station area. The PUD's phased move-in is scheduled to begin Summer of 2023.



CHELAN COUNTY
www.chelanpud.org

2022 Olds Station Road Improvements

2

TRAFFIC SIGNAL UPDATES TO ACCOMMODATE LANE CONFIGURATIONS

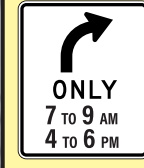
4

PENNY ROAD

1



CONVERT EASY STREET TO TWO-WAY TRAFFIC TO TECHNOLOGY CENTER WAY



CHESTER-KIMM ROAD AND PENNY ROAD INTERSECTION: RIGHT TURN ONLY DURING PEAK HOURS

CHESTER-KIMM ROAD

3

TECHNOLOGY CENTER WAY CONNECTION

TECHNOLOGY CENTER WAY

ON-RAMP TO BE REMOVED

CHESTER-KIMM ROAD

5

THREE-WAY STOP AT OLDS STATION & CHESTER-KIMM ROADS



OLDS STATION ROAD

CHELAN COUNTY PUD HEADQUARTERS

HIGHWAY 285

DEVELOPED IN COLLABORATION WITH WSDOT AND THE CITY OF WENATCHEE



CHELAN COUNTY



SCALE: NTS
0' 1/2" 1'
DRAWING IS FULL SCALE WHEN BAR MEASURES 1"

RECEIVED

SEP 08 2022

CHELAN DOUGLAS
REGIONAL PORT AUTHORITY

DOUGLAS COUNTY COMMISSIONERS

DAN SUTTON 1ST DISTRICT

KYLE STEINBURG 2ND DISTRICT

MARC S. STRAUB 3RD
DISTRICT

September 6, 2022

Chelan Douglas Regional Port Authority
One Campbell Parkway, Suite A
East Wenatchee, WA. 98802

To the Chelan Douglas Port Authority,

Please accept this letter of support from the Douglas County Commissioners for the Community Center at Lake Chelan.

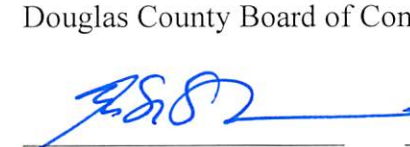
The Seven Acres Foundation is creating a new regional facility driven by the Core Values of Wellness, Relationships, Compassion, Service, and Connection. Many larger cities take for granted the community services that are not offered in rural communities. The Community Center at Lake Chelan will create space to connect individuals, resources, and organizations in Chelan, Douglas, and other rural counties especially north of Wenatchee.

Many non-profit businesses are partnering with the Community Center to serve the complete needs of the isolated communities that surround the Chelan Valley and beyond. Rural communities in Douglas County will have access to these resources and amenities offered at CCLC. The current lack of such facility directly affects the low to moderate income levels the most. The Community Center will be open to all who work, visit, need, or play in the Lake Chelan valley.

We encourage your involvement in the Community Center at Lake Chelan.

Sincerely,

Douglas County Board of Commissioners



Marc S. Straub, Chair



Dan Sutton, Vice Chair



Kyle Steinburg, Member

Letter of Intent

To the Board of the Chelan Douglas Regional Port Authority,

My name is Jacob Acheson and my father and I are the owners of a local family business, Traditional Woodcraft. We have been serving the Upper Valley making custom cabinetry for over 40 years. We would like to make a cash offer of \$235,000 to purchase and develop lots #63091 & 63093 at the Cashmere Mill Site in an effort to expand our manufacturing and provide additional space to lease for local business growth.

Our 3400 sq ft. shop is currently located in Leavenworth and provides full time employment to 4 individuals. The current space, while functional, is putting limits on our production capacity and efficiency so we are seeking room to update and expand our operation.

We would like to construct a roughly 10,000 sq ft. building, divided into three sections. Our operation would use roughly 5000 sq ft and the rest would be leased, as needed, to up to two other local businesses. This would not only be enough room to accommodate our operation but it would also help provide needed industrial/commercial space; as well as create room for future business growth and job opportunities for the Cashmere area.

With this expansion we would expect to be able to better serve our customers in the county as well as expand our employment base. The leasable manufacturing space we don't use for our cabinet shop would be designed to accommodate a wide range of business to encourage job growth and business development locally.

We have already contacted a local commercial lender and would finance the project through Traditional Woodcraft. Our goal is to complete this project in the next 2-3 years. Beyond that our hope is to continue to grow and develop the site as finances allow. We see a future of nurturing businesses in the valley for decades to come, developing the site to its full potential.

Our business prides itself on quality and detail. The same attention would be given to any building developed on the property, preferably designed to compliment the buildings the Port has already built at the Cashmere Mill site. We have received quotes from local builders in a desire to promote and support the local economy.

We would be honored to expand our long standing business in our hometown and support other small businesses in the community by providing much needed manufacturing space.

Sincerely,

Jacob Acheson 509 670 9779

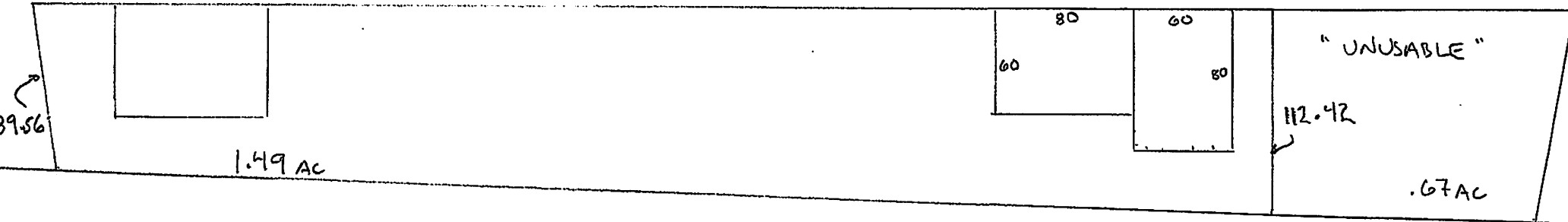
Jay Acheson 509 670 4382

Traditional Woodcraft
10393 North Road
Leavenworth, WA 98826

traditionalwoodcraft.com

← B.N. TRACKS →

679.55



1.49 AC

80
60

60
80

"UNUSABLE"

112.42

.67 AC

← SUNSET HWY →