



*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
April 11th, 2023
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 March 28th, 2023 Meeting Minutes and Check Register Pages #2023-11 through #2023-14, including Electronic Transfers.
- **POCC:** Approval of Port of Chelan County Check Register Page #2023-03.

VI. PRESENTATION

- Small Business Development Center – 1st Quarter Update

VII. CDRPA ACTION ITEMS

- (1) Authorization to enter into a contract with Berry, Dunn, McNeil, and Park, LLC for the Regional Sports Complex Feasibility Study
- (2) Malaga Vicinity Test Well 1 Project – Change Order 3
- (3) 2023 Partners in Economic Development – Funding Request – Wenatchee Outdoors

VIII. PUBLIC COMMENT

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

- (4) Taxiway B/Hangar Site Development Update
- (5) Taxiway A NAVAID Shutdown

X. SUGGESTED BREAK: 10 MINUTES (APPROXIMATELY 10:30AM)

XI. MISCELLANEOUS STAFF REPORTS

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

XII. PUBLIC COMMENT

XIII. REVIEW CALENDAR OF EVENTS

XIV. ITEMS FROM BOARD OF DIRECTORS

- XV. 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))

XVI. 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
March 28th, 2023
9:00 am**

Present:

Directors:

*Donn Etherington, Director
Jim Huffman, Director
JC Baldwin, Director (Zoom)*

*W. Alan Loeb sack, Director
Mark Spurgeon, Director
Richard DeRock, Director*

Staff:

*Jim Kuntz, Chief Executive Officer
Ron Cridlebaugh, Director of Econ. Dev.
Craig Larsen, Business Dev. Mngr.
Stacie de Mestre, Capital Projects Mngr.
Ron Russ, Property & Maintenance Mngr.
Tricia Degnan, CTC Manager (Zoom)*

*Ryan Fancher, Project Manager (Zoom)
Colby Goodrich, FBO Manager (Zoom)
Sarah Deenik, Comm. Coordinator
Brooke Lammert, Executive Assistant
Laura Camarillo-Reyes, Admin Asst. (Zoom)
Julie Avis, Acct. Specialist (Zoom)
Lorena Amador, Acct. Specialist (Zoom)*

Legal Counsel:

Quentin Batjer, Davis Arneil Law Firm, LLP

Guests:

*Bart Tilly, TEAM
Mike Mackey
Greg Brizendine, Spirit of Wenatchee
Adam Brizendine, JAB
Jennifer Brizendine
Emily Thornton, Wenatchee World (Zoom)*

*Kalie Worthen, Wenatchee World (Zoom)
Jason Taylor, KPQ (Zoom)
Steve Wilkinson, WVCC (Zoom)*

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

Introductions were made.

Kuntz requested to add Diamond Foundry's Letter of Intent to the meeting agenda. Commissioner Spurgeon concurs.

PUBLIC COMMENTS: Greg Brizendine with the Spirit of Wenatchee presented to the Board their request to improve the driveway approach and add parking at the Miss Veedol hangar. The group would like to complete the project in the Spring/Summer of 2023.

Conflicts of Interest: None

CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA

The Chelan Douglas Regional Port Authority Consent Agenda consisting of March 14th, 2023 Meeting Minutes, CDRPA Resolution #2023-03 Voiding Check 11253, and February 2023 Commission Calendar was presented.

Motion No.

Moved by:

Seconded by:

03-06-23 CDRPA

Donn Etherington

Richard DeRock

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the March 14th, 2023 Meeting, CDRPA Resolution #2023-03 Voiding Check 11253; and February 2023 Commission Calendar.

Motion Passed 6-0

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

Lineage Building H Proposals

Kuntz reviewed with the Board the Request for Proposal (RFP) from May 2020 for Lineage Building H. The Board approved RFP focused on needed architectural improvements, public parking, and the minimum sale price of \$2,100,000. Kuntz shared the TEAM proposal and JAB, LLC's Letter of Intent. Bart Tilly, representing TEAM, and Adam Brizendine, representing JAB, LLC, made presentations to the Board. Discussion ensued and the following action was taken:

Motion No.

Moved by:

Seconded by:

03-07-23 CDRPA

Donn Etherington

Richard DeRock

To authorize the CEO to enter into a Letter of Intent with JAB, LLC.

Motion passed 6-0

Letter of Intent – Diamond Foundry

Kuntz gave a brief review of the former Fibro property and shared that Diamond Foundry is looking to enter into a Letter of Intent with the Regional Port to lease a portion of the property. Diamond Foundry is requesting that the Regional Port take the property off the market for a year in exchange for 50% rent on a non-refundable basis (\$130,000). Kuntz shared that, additionally, a non-named firm is interested in purchasing the same property at \$135,000 per acre. Regional Port staff is already in discussion with said firm on additional property options to ensure that they establish in the region. Discussion ensued and the following action was taken:

Motion No.

Moved by:

Seconded by:

03-08-23 CDRPA

Richard DeRock

W. Alan Loeb sack

To authorize the CEO to enter into a Letter of Intent with Diamond Foundry for 17 acres located in Batterman Business Park.

Motion passed 6-0

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

At 10:06 a.m. Commissioner Spurgeon called for a 10-minute break.

PORT OF CHELAN COUNTY ACTION ITEMS:

Authorizing the Executive Director to enter into a Purchase and Sale Agreement with Tom and Sharon Utigard/Malaga Springs, LLC for property in Malaga

Kuntz reviewed the Purchase and Sale Agreement with the Board. Discussion ensued and the following action was taken:

Motion No.

Moved by:

Seconded by:

03-09-23 POCC

Richard DeRock

JC Baldwin

To authorize the Executive Director to enter into a Purchase and Sale Agreement with Tom and Sharon Utigard/Malaga Springs LLC for property in Malaga.

Motion passed 3-0

CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONCURRENT ACTION ITEMS:

Authorizing the CEO to enter into a Purchase and Sale Agreement with Tom and Sharon Utigard/Malaga Springs, LLC for property in Malaga

The Purchase and Sale Agreement was reviewed during the Port of Chelan County Action Items.

Motion No.

Moved by:

Seconded by:

03-10-23 CDRPA

W. Alan Loeb sack

Jim Huffman

To authorize the CEO to enter into a Purchase and Sale Agreement with Tom and Sharon Utigard/Malaga Springs LLC for property in Malaga.

Motion passed 6-0

INFORMATIONAL ITEMS:

2022 Budget versus Actual Review – Kuntz reviewed with the Board final revenues and expenses from the 2022 budget. It was noted that only 13% of Regional Port revenues come from property taxes. Additionally, 74% of the Regional Port expenses in 2022 were dedicated to capital projects. Kuntz also shared with the Board a breakdown of the revenues and expenses by business park.

RiverCom – CTC Lease Update – de Mestre shared with the Board an update on how meetings and showings of the Confluence Technology Center to RiverCom have gone. Additionally, the Board reviewed a draft lease term sheet. RiverCom's Board will discuss lease options at their upcoming meeting on April 19th, 2023.

Trent Moyers – Congressional Testimony – Commissioner Spurgeon gave high compliments to Moyers on the quality of his work and testimony. A brief recording of his testimony was shared with the Board.

Partners in Economic Development – Breakfast and Lunch Recap – Kuntz shared with the Board that the Regional Port had record attendance for the March 22nd Breakfast and March 23rd Lunch with speaker John Mitchell.

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

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Kuntz shared an update on which Regional Port projects were included in the proposed operating and capital budgets. The Legislative Session should conclude on April 28th.

de Mestre provided information and updates including:

- Shared with the Board that BerryDunn was chosen as the firm to conduct the Regional Sports Complex feasibility study. de Mestre is working on finalizing a contract to bring to the Board for approval at the April 11th, 2023 meeting.
- Updated the Board that the Regional Port is waiting on signatures from the City of Wenatchee and the PFD to complete the Interlocal Agreement outlining funding obligations for the Regional Sports Complex study.
- de Mestre shared with the Board that CAFÉ has been a great partner for the Trades District project and that staff will be attending their upcoming meeting to present on the Trades District to their members and conduct surveys.
- Updated the Board on the Taxiway A project and shared new information from the FAA on a potential shutdown of the ILS system.

Russ provided information and updates including:

- Shared with the Board that the water leak in the Executive Flight building maintenance hangar caused no damage to the compressor.

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

REVIEW CALENDAR OF EVENTS: Several dates and events were reviewed.

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

EXECUTIVE SESSION:

Executive Session was announced at 11:47 a.m. for a period of twenty minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.110(1)(b) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price and RCW 42.30.110 (1)(c) 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 shall be taken in a meeting open to the public). Executive Session was extended for an additional ten minutes at 12:07 p.m. Executive Session concluded at 12:17 p.m.

Meeting reconvened in Regular Session and was immediately adjourned at 12:18 p.m. with no action taken.

Signed and dated this 11th day of April 2023.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

Mark Spurgeon, Director

Richard DeRock, Director

Donn Etherington, Director

JC Baldwin, Director

Jim Huffman, Director

W. Alan Loeb sack, Director

Chelan Douglas Regional Port Authority
Check Register Listing
2023-March

Date Issued	Register #	Reason	First #	Last #	Amount
03/01/23	2023-11	Earnest Money - Ford Purchase & Sale Agr.	11200	11200	\$25,000.00
03/15/23		Mid-Month Employee Advances		ACH	\$3,000.00
03/15/23	2023-12	Mid-Month Payables	11201	11285	\$322,675.07
03/24/23		FAA Reimbursable Agreement - Taxiway A		ACH	\$7,575.45
03/28/23		WA Dept of Revenue - Sales Tax		ACH	\$5,184.21
03/31/23	2023-13	March 2023 Payroll	11286	11287	\$317,593.50
03/31/23	2023-14	Month-End Payables	11288	11353	\$997,449.78

Transactions for approval April 11, 2023 total:

\$1,678,478.01

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. _____

Monica Kough

Director Etherington _____

Director DeRock _____

Director Baldwin _____

Director Loeb sack _____

Director Spurgeon _____

Director Huffman _____

Chelan Douglas Regional Port Authority
Check Register
2023-11

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 March 1, 2023 check 11200 in the amount of

\$ **25,000.00**

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin



Date Issued	Claimant	Purpose	Check Number	Amount
	<u>CAPITAL PROJECTS</u>			
03/01/2023	CW Title and Escrow	Earnest Money - Ford Purchase & Sale Agr.	11200	25,000.00
	Net Capital Projects			<u>\$25,000.00</u>
	TOTAL			<u>\$25,000.00</u>

VOID: 11199

Chelan Douglas Regional Port Authority
Check Register
2023-12

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 March 15, 2023 checks 11201 - 11285 in the amount of

\$322,675.07

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
3/15/2023	City of Cashmere	Utilities	11226	361.21
3/15/2023	Waste Management	Utilities	11278	421.43
	Net Cashmere Mill District			782.64
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
3/15/2023	B&C Snowplowing	Snow Removal	11208	1,169.88
3/15/2023	Banner Bank - TD	Office Supplies/Maintenance Supplies	11218	1,957.10
3/15/2023	Chelan County PUD	Utilities	11223	10,503.27
3/15/2023	City of Wenatchee	Utilities	11227	860.54
3/15/2023	Crown Paper & Janitorial Supply	Custodial Supplies	11231	425.48
3/15/2023	Express Services, Inc.	Admin Assistant	11238	390.13
3/15/2023	Firefly	Special Projects	11241	1,234.75
3/15/2023	GFC Services	Meeting Room Setups/Janitorial Services	11243	6,211.82
3/15/2023	Kelley Connect	Copier Maintenance	11251	169.53
3/15/2023	North Cascades Heating & A/C, Inc.	HVAC Maintenance	11260	800.30
3/15/2023	North Central ESD	Contract Service - February	11261	7,635.50
3/15/2023	Standard Paint & Flooring	Building Repairs	11271	3,881.48
3/15/2023	Stoneway Electric Supply	Maintenance Supplies	11273	220.24
3/15/2023	Waste Management	Utilities	11278	1,158.85
3/15/2023	Weinstein Beverage Co.	Coffee Supplies	11279	621.97
	Net Confluence Technology Center			37,240.84
<u>DOWNTOWN WENATCHEE SOUTH</u>				
3/15/2023	Chelan County PUD	Utilities	11223	1,369.97
3/15/2023	City of Wenatchee	Utilities	11227	765.38
	Net Downtown Wenatchee South			\$2,135.35
<u>OLDS STATION BUSINESS PARK</u>				
3/15/2023	B&C Snowplowing	Snow Removal	11208	1,112.46
3/15/2023	Banner Bank - RR	Building Maintenance	11215	314.17
3/15/2023	Chelan County PUD	Utilities	11223	3,951.77
3/15/2023	Chelan County Treasurer	Irrigation	11224	836.00
3/15/2023	City of Wenatchee	Utilities	11227	969.54
3/15/2023	North Cascades Heating & A/C, Inc.	Building Maintenance	11260	500.02
3/15/2023	Waste Management	Utilities	11278	139.88
	Net Olds Station Business Park			7,823.84

**Chelan Douglas Regional Port Authority
Check Register
2023-12**

PANGBORN AIRPORT

3/15/2023	Ag Supply Co.	Fuel, Propane	11202	2,510.62
3/15/2023	Airside Solutions, Inc.	Airfield Maintenance	11203	4,191.73
3/15/2023	Anatek Labs, Inc.	Winter Operations	11205	258.00
3/15/2023	Banner Bank - TF	Equipment Supplies	11219	720.67
3/15/2023	Banner Bank - TM	Phone Service, Membership, AAAE Conference	11220	1,941.95
3/15/2023	Door Tech, Inc.	Aviation Maintenance	11233	2,149.76
3/15/2023	Douglas County PUD	Utilities	11234	4,538.00
3/15/2023	Douglas County Treasurer	Pest Control	11235	137.20
3/15/2023	Federal Express Corp	Glycol Samples	11239	47.59
3/15/2023	Firefly	MFA/DUO Setup	11241	338.44
3/15/2023	FlashParking, Inc.	Parking Fees	11242	4.93
3/15/2023	Jerry's Auto Supply	Vehicle Maintenance	11248	299.39
3/15/2023	John Deere Financial	Equipment Maintenance	11249	563.17
3/15/2023	Lowe's	Maintenance Supplies	11257	929.20
3/15/2023	Moon Security Services, Inc	Security Expenses	11259	47.65
3/15/2023	Omnipark Inc.	Parking Software	11263	366.05
3/15/2023	ProDIGIQ, Inc.	Regulatory Compliance	11267	750.00
3/15/2023	Rick Morris	Tenant Deposit Refund	11268	215.00
3/15/2023	Rodda Paint Co.	Airfield Maintenance	11269	10,565.64
3/15/2023	Schmitt Electric, Inc.	Terminal Maintenance	11270	2,012.37
3/15/2023	Star Rentals, Inc.	Equipment Rental	11272	402.59
3/15/2023	Two-Rivers Terminal, LLC	Winter Operations	11275	11,623.61
3/15/2023	Vaisala	Airfield/Terminal Maintenance	11276	9,570.15
3/15/2023	Volaire Aviation Inc	Air Service Dev Retainer	11277	4,000.00
3/15/2023	Waste Management	Utilities	11278	660.74
3/15/2023	Wenatchee Valley Fire Department	Utilities/Regulatory Compliance	11281	1,150.67
	Net Pangborn Airport			<u>59,995.12</u>

PANGBORN FBO

3/15/2023	AvFuel Corp	Av Gas/Jet A Fuel	11206	60,975.58
3/15/2023	AvLab	Resale Supplies	11207	209.91
3/15/2023	Banner Bank - CG	FBO Supplies	11209	724.28
3/15/2023	Banner Bank - TM	Lodging; NW Aviation Conference	11220	559.58
3/15/2023	Cintas Corporation	Uniforms	11225	99.71
3/15/2023	Jerry's Auto Supply	FBO Supplies	11248	177.22
3/15/2023	Keyhole Security Inc.	FBO Equipment Repairs	11252	749.98
3/15/2023	Les Schwab Tire Center	FBO Equipment Repairs	11253	23.85
3/15/2023	Oxarc Inc.	FBO Supplies	11265	81.11
3/15/2023	Trent Moyers	NW Aviation Conference; Meals	11274	138.00
3/15/2023	Waste Management	Utilities	11278	174.37
	Net Pangborn FBO			<u>63,913.59</u>

PANGBORN BUSINESS PARK

3/15/2023	Banner Bank - TF	Building Repairs	11219	372.01
3/15/2023	Douglas County PUD	Utilities	11234	1,990.00
3/15/2023	York Building Services, Inc.	Janitorial Service	11285	1,535.00
	Net Pangborn Business Park			<u>3,897.01</u>

RPA OFFICE/AVIATION CENTER

3/15/2023	Amazon Capital Services	Building Maintenance	11204	50.63
3/15/2023	Banner Bank - RR	Building Maintenance	11215	264.52
3/15/2023	Banner Bank - TF	Building Maintenance	11219	737.73
3/15/2023	Community Glass Company, Inc.	Building Maintenance	11229	258.19
3/15/2023	Douglas County PUD	Utilities	11234	1,749.00
3/15/2023	Ferguson Enterprises, Inc.	Building Maintenance	11240	3,020.34
3/15/2023	Platt Electric Supply	Maintenance Supplies	11266	105.60
3/15/2023	Waste Management	Utilities	11278	387.64
	Net RPA Office/Aviation Center			<u>6,573.65</u>

**Chelan Douglas Regional Port Authority
Check Register
2023-12**

<u>LAKE CHELAN AIRPORT</u>				
3/15/2023	Chelan County PUD	Utilities	11223	23.94
	Net Lake Chelan Airport			23.94
<u>MANSFIELD AIRPORT</u>				
3/15/2023	Douglas County PUD	Utilities	11234	44.00
	Net Mansfield Airport			44.00
<u>WATERVILLE AIRPORT</u>				
3/15/2023	Banner Bank - RR	Maintenance Supplies	11215	164.85
	Net Waterville Airport			164.85
<u>BUSINESS PARK MAINTENANCE</u>				
3/15/2023	Coleman Oil Company	Fuel	11228	56.55
	Net Business Park Maintenance			56.55
<u>ADMINISTRATIVE & GENERAL</u>				
3/15/2023	1st Class Office Solutions, LLC	Office Supplies	11201	223.99
3/15/2023	Amazon Capital Services	Office Supplies	11204	171.00
3/15/2023	Banner Bank - DE	Travel/Meals/Lodging; DC Delegation Trip	11210	1,109.08
3/15/2023	Banner Bank - MS	Lodging; DC Delegation Trip	11211	962.13
3/15/2023	Banner Bank - PE	Registration/Lodging/Travel/Meals; Board Mtg Lunch	11212	4,537.41
3/15/2023	Banner Bank - RD	Lodging/Travel; DC Delegation Trip	11214	1,460.03
3/15/2023	Banner Bank - RR	Subscription/Software	11215	1,310.41
3/15/2023	Banner Bank - TC	Subscription/Software	11217	233.36
3/15/2023	Cascade Loop Association	Membership	11221	249.00
3/15/2023	Cascade Quality Water	Bottled Water - Office	11222	49.33
3/15/2023	CPI Printing	Office Supplies; AP Checks	11230	877.71
3/15/2023	Elevate Government Affairs, LLC	Governmental Affairs Federal Contract	11237	8,500.00
3/15/2023	Firefly	Computer Setups	11241	1,740.59
3/15/2023	Julie Burdick-Avis	Mileage	11250	4.06
3/15/2023	Local Tel Communications	Phone Installation - R. Fancher	11254	121.57
3/15/2023	Lodestar Strategic LLC	Governmental Affairs State Contract	11255	6,000.00
3/15/2023	Lorena Amador	Mileage	11256	45.98
3/15/2023	ODP Business Solutions LLC	Office Supplies	11262	78.94
3/15/2023	Wenatchee Downtown Assoc.	Registration - J. Kuntz	11280	35.00
3/15/2023	Xerox Corporation	Copier Maintenance	11284	145.22
	Net Administrative & General			\$27,854.81
<u>BUSINESS DEVELOPMENT & MARKETING</u>				
3/15/2023	Banner Bank - PE	Marketing, Advertising; Maintenance Assistant	11212	398.07
3/15/2023	Banner Bank - RC	Marketing/Travel/Meals; World Ag Expo	11213	2,442.11
3/15/2023	Banner Bank - SD	Marketing; Project Manager	11216	138.48
3/15/2023	Go USA, Inc.	Logo Wear - B. Lammert	11244	247.51
	Net Business Development & Marketing			\$3,226.17
<u>ECONOMIC DEVELOPMENT CONTRACTS - NONPROFITS</u>				
3/15/2023	Greater Leavenworth Museum	Economic Development Contract	11246	6,800.00
3/15/2023	Wenatchee Valley Sports Foundation	Economic Development Contract	11282	7,000.00
	Net Economic Development Contracts - Nonprofits			\$13,800.00

**Chelan Douglas Regional Port Authority
Check Register
2023-12**

CAPITAL PROJECTS

3/15/2023	Design West Architects	Trades District Project	11232	50,625.00
3/15/2023	East Wenatchee Water District	Taxiway B and Utility Project	11236	6,750.00
3/15/2023	Granite Petroleum, Inc.	EFI Fuel System - Retainage Release	11245	6,751.41
3/15/2023	Greater Wenatchee Irrigation Dist.	PMA GWID Annexation	11247	1,036.75
3/15/2023	Lowe's	CTC VCC Audio System Upgrade	11257	119.18
3/15/2023	Maul Foster Alongi, Inc.	EPA Brownsfields Coalition Grant	11258	25,493.75
3/15/2023	Otis Elevator Company	CTC - Repaired Stainless Door	11264	4,132.33
3/15/2023	Wenatchee World	Legal Notice - CTC Space Planning	11283	234.29
				<u>95,142.71</u>
				<u><u>322,675.07</u></u>

VOID:

Chelan Douglas Regional Port Authority
Check Register
2023-13

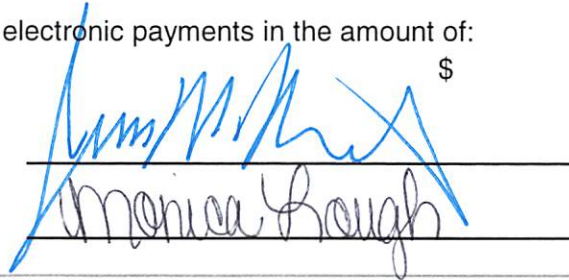
We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval March 31, 2023, checks 11286 - 11287 and electronic payments in the amount of:

\$ 317,593.50

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin



Date Issued	Claimant	Purpose	Check Number	Amount
<u>Payroll</u>				
03/31/23	Amador Lopez, Lorena	March 2023 Payroll	EFT	4,082.31
03/31/23	Asplund, Randy L	March 2023 Payroll	EFT	863.47
03/31/23	Baldwin, Janet L	March 2023 Payroll	EFT	1,537.89
03/31/23	Beidler, Camryn N	March 2023 Payroll	EFT	3,553.82
03/31/23	Blake, Kenny R	March 2023 Payroll	EFT	461.75
03/31/23	Burdick-Avis, Julie A	March 2023 Payroll	EFT	3,859.62
03/31/23	Camarillo-Reyes, Laura	March 2023 Payroll	EFT	3,444.28
03/31/23	Chatriand, Bobbie J	March 2023 Payroll	EFT	3,652.30
03/31/23	Cridlebaugh, Ronald W	March 2023 Payroll	EFT	15,532.01
03/31/23	Day, Skylar	March 2023 Payroll	EFT	3,252.98
03/31/23	de Mestre, Stacie C	March 2023 Payroll	EFT	6,621.34
03/31/23	Deenik, Sarah K	March 2023 Payroll	EFT	5,665.67
03/31/23	Degnan, Tricia E	March 2023 Payroll	EFT	5,148.27
03/31/23	DeRock, Richard A	March 2023 Payroll	EFT	2,056.63
03/31/23	Downs, Paul J	March 2023 Payroll	EFT	411.75
03/31/23	Etherington, Donn	March 2023 Payroll	EFT	1,527.81
03/31/23	Fancher, Ryan W	March 2023 Payroll	EFT	4,684.31
03/31/23	Flaget, Todd R	March 2023 Payroll	EFT	5,175.86
03/31/23	Gamache, Raymond B	March 2023 Payroll	EFT	461.75
03/31/23	Goodrich, Colby A	March 2023 Payroll	EFT	4,770.13
03/31/23	Huffman, James D	March 2023 Payroll	EFT	1,315.60
03/31/23	Kern, Dana	March 2023 Payroll	EFT	2,937.08
03/31/23	Kuntz, James M	March 2023 Payroll	EFT	12,606.88
03/31/23	Lamb, Kenneth R	March 2023 Payroll	EFT	4,948.49
03/31/23	Lamb, Shane C	March 2023 Payroll	EFT	3,710.64
03/31/23	Lammert, Emily B	March 2023 Payroll	EFT	2,392.44
03/31/23	Larsen, Craig N	March 2023 Payroll	EFT	6,698.55
03/31/23	Loesack, W Alan	March 2023 Payroll	EFT	1,211.18
03/31/23	Lough, Monica D	March 2023 Payroll	EFT	8,374.11

03/31/23	Martinez, Rafael	March 2023 Payroll	EFT	3,420.69
03/31/23	Moyers, Trent D	March 2023 Payroll	EFT	8,436.19
03/31/23	Orr, Marcus J	March 2023 Payroll	EFT	4,981.33
03/31/23	Rumburg, Concetta A	March 2023 Payroll	EFT	1,630.39
03/31/23	Russ, Ronald R	March 2023 Payroll	EFT	6,684.61
03/31/23	Russell, Justin L	March 2023 Payroll	EFT	3,904.43
03/31/23	Ruud, David K.	March 2023 Payroll	EFT	461.75
03/31/23	Smith, Charles B	March 2023 Payroll	EFT	4,145.81
03/31/23	Spurgeon, Mark M	March 2023 Payroll	EFT	914.93
03/31/23	Stutzman, Lynn A	March 2023 Payroll	EFT	411.75
03/31/23	Vargas-Mata, Manuel A	March 2023 Payroll	EFT	4,833.08
03/31/23	Warren, Kole A	March 2023 Payroll	EFT	3,307.51
03/31/23	HRA VEBA Trust	March VEBA	EFT	1,750.00
03/31/23	Bobbie Chatriand	March Sunshine Fund	11286	135.00
03/31/23	Health Care Authority	April Insurance	11287	49,311.99
03/31/23	Department of Retirement Systems	March Retirement	ACH	40,708.12
03/31/23	US Treasury	March Payroll Taxes	EFTPS	61,597.00
	Net Payroll			<u>317,593.50</u>

Chelan Douglas Regional Port Authority
Check Register
2023-14

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 March 31, 2023 checks 11288 - 11353 in the amount of

\$997,449.78

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
3/31/2023	Chelan County PUD	Utilities	11295	3,258.03
3/31/2023	DGS Landscaping	Snow Removal	11302	638.97
3/31/2023	Inland Fire Protection, Inc.	Building Maintenance	11321	136.64
3/31/2023	Local Tel Communications	Fire Alarm Service	11328	75.96
	Net Cashmere Mill District			<u>\$4,109.60</u>
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
3/31/2023	Chelan County PUD	Utilities	11295	202.26
3/31/2023	Consolidated Electrical Distributors, Inc	Maintenance Supplies	11299	1,729.81
3/31/2023	Crown Paper & Janitorial Supply	Janitorial Supplies	11300	865.49
3/31/2023	Door Tech, Inc.	Building Repairs	11305	828.85
3/31/2023	Express Services, Inc.	Admin Assistant	11313	917.71
3/31/2023	Firefly	Security System, Managed Services	11316	4,124.24
3/31/2023	Graybeal Signs, Inc.	Maintenance Supplies	11317	466.65
3/31/2023	Home Depot Pro	Maintenance Supplies	11319	72.74
3/31/2023	Kelley Connect	Kyocera Copier Contract	11326	627.75
3/31/2023	Local Tel Communications	Fire Suppression/Telephone	11328	559.57
3/31/2023	Lowe's	Landscaping Supplies	11329	49.49
3/31/2023	Pacific Security	Patrol Services	11338	444.00
3/31/2023	Weinstein Beverage Co.	Coffee Supplies	11351	584.45
	Net Confluence Technology Center			<u>\$11,473.01</u>
<u>DOWNTOWN WENATCHEE SOUTH</u>				
3/31/2023	Local Tel Communications	Utilities	11328	384.67
	Net Downtown Wenatchee South			<u>\$384.67</u>
<u>OLDS STATION BUSINESS PARK</u>				
3/31/2023	Chelan County PUD	Utilities	11295	573.13
3/31/2023	Jerry's Auto Supply	Maintenance Supplies	11352	27.15
3/31/2023	Local Tel Communications	Alarm Systems	11328	392.43
3/31/2023	Pacific Security	Patrol Services	11338	888.00
	Net Olds Station Business Park			<u>1,880.71</u>

**Chelan Douglas Regional Port Authority
Check Register
2023-14**

PANGBORN AIRPORT

3/31/2023	Ag Supply Co.	Fuel, Diesel, Maintenance Supplies	11289	4,129.90
3/31/2023	Anatek Labs, Inc.	Winter Operations	11292	370.00
3/31/2023	Douglas County Sewer District No. 1	Sewer	11307	199.82
3/31/2023	Douglas County Treasurer	Irrigation/Storm Water	11308	103,744.56
3/31/2023	East Wenatchee Water District	Water	11309	505.00
3/31/2023	EDMO Distributors, Inc.	Equipment Maintenance	11310	920.08
3/31/2023	Federal Express Corp	Winter Operations	11314	48.21
3/31/2023	Firefly	Managed Services	11316	2,951.73
3/31/2023	Home Depot Pro	Maintenance Supplies	11319	1,299.36
3/31/2023	Jerry's Auto Supply	Vehicle/Equipment Maintenance	11352	406.41
3/31/2023	Local Tel Communications	Phone/Internet/Cable	11328	516.57
3/31/2023	Lowe's	Maintenance Supplies	11329	531.02
3/31/2023	Moon Security Services, Inc	Security Expenses	11333	47.65
3/31/2023	NuClear Property Maintenance	Window Cleaning	11335	1,896.16
3/31/2023	Ogden Murphy Wallace, PLLC	Professional Fees	11337	124.00
3/31/2023	Pacific Security	Patrol Services	11338	444.00
3/31/2023	Rodda Paint Co.	Maintenance Supplies	11342	1,217.44
3/31/2023	Virtower LLC	VirTower Tracking Software	11349	400.00
	Net Pangborn Airport			<u>119,751.91</u>

PANGBORN FBO

3/31/2023	Avfuel Corp	Refueler Shipment	11293	1,300.00
3/31/2023	Cintas Corporation	Uniforms	11297	146.82
3/31/2023	Graybeal Signs, Inc.	Marketing	11317	254.09
3/31/2023	Local Tel Communications	FBO Utilities	11328	247.26
	Net Pangborn FBO			<u>1,948.17</u>

PANGBORN BUSINESS PARK

3/31/2023	Douglas County Sewer District No. 1	Sewer	11307	97.00
3/31/2023	Douglas County Treasurer	Storm Water	11308	3,667.50
3/31/2023	East Wenatchee Water District	Water	11309	407.70
3/31/2023	Ferguson Enterprises, Inc.	Building Repairs	11315	394.33
3/31/2023	Harvest Valley Pest Control, Inc.	Pest Control	11318	259.69
3/31/2023	Local Tel Communications	Fire Alarm Service	11328	37.74
3/31/2023	NuClear Property Maintenance	Window Cleaning	11335	496.89
	Net Pangborn Business Park			<u>\$5,360.85</u>

RPA OFFICE/AVIATION CENTER

3/31/2023	Douglas County Sewer District No. 1	Sewer	11307	403.52
3/31/2023	Douglas County Treasurer	Storm Water	11308	1,417.50
3/31/2023	East Wenatchee Water District	Water	11309	202.00
3/31/2023	NuClear Property Maintenance	Window Cleaning	11335	1,274.68
	Net RPA Office/Aviation Center			<u>3,297.70</u>

MANSFIELD AIRPORT

3/31/2023	Virtower LLC	VirTower Tracking Software	11349	400.00
	Net Mansfield Airport			<u>\$400.00</u>

BUSINESS PARK MAINTENANCE

3/31/2023	Coleman Oil Company	Fuel	11298	134.82
	Net Business Park Maintenance			<u>134.82</u>

**Chelan Douglas Regional Port Authority
Check Register
2023-14**

<u>WATERVILLE AIRPORT</u>					
3/31/2023	Douglas County PUD	Utilities	11306	53.00	
3/31/2023	Virtower LLC	VirTower Tracking Software	11349	400.00	
	Net Waterville Airport			453.00	
<u>LAKE CHELAN AIRPORT</u>					
3/31/2023	Virtower LLC	VirTower Tracking Software	11349	400.00	
	Net Lake Chelan Airport			\$400.00	
<u>ORONDO RIVER PARK</u>					
3/31/2023	Douglas County PUD	Utilities	11306	58.00	
3/31/2023	Local Tel Communications	Internet	11328	65.90	
	Net Orondo River Park			\$123.90	
<u>MALAGA PROPERTIES</u>					
3/31/2023	Chelan County PUD	Utilities	11295	85.81	
	Net Malaga Property			\$85.81	
<u>ADMINISTRATIVE & GENERAL</u>					
3/31/2023	Alan Loeb sack	Mileage	11290	102.44	
3/31/2023	Amazon Capital Services	Office Supplies	11291	287.68	
3/31/2023	Cashmere Valley Record	Subscription Renewal	11294	40.00	
3/31/2023	Davis Arneil Law Firm, LLP	Legal Services	11301	8,587.00	
3/31/2023	Donn Etherington	Washington DC; Meals/Travel	11304	186.59	
3/31/2023	Emily B. Lammert	Mileage, Supplies	11311	74.94	
3/31/2023	Firefly	Managed Services/Maintenance	11316	4,532.21	
3/31/2023	Graybeal Signs, Inc.	Supplies	11317	463.50	
3/31/2023	J. C. Baldwin	Mileage	11323	371.39	
3/31/2023	James Kuntz	Olympia; Mileage/Parking	11324	516.90	
3/31/2023	Laura Camarillo Reyes	MRSC Training; Mileage/Lodging	11327	421.06	
3/31/2023	Local Tel Communications	Telephone	11328	896.66	
3/28/2023	Mark M Spurgeon	Mileage	11331	28.69	
3/31/2023	Monica Lough	ADO Meeting; Travel/Meals	11332	541.19	
3/31/2023	ODP Business Solutions, LLC	Office Supplies	11336	39.74	
3/31/2023	Ogden Murphy Wallace, PLLC	Legal Services	11337	1,780.00	
3/31/2023	Quadient Leasing USA, Inc.	Postage Lease	11339	220.80	
3/31/2023	RH2 Engineering, Inc.	Engineering Services	11340	3,449.76	
3/31/2023	Richard DeRock	Olympia; Mileage/Meals	11341	215.75	
3/31/2023	Ron Cridlebaugh	Mileage	11343	86.79	
3/31/2023	Ryan Fancher	MRSC Training; Mileage/Meals	11344	305.61	
3/31/2023	Sarah K. Deenik	Mileage	11345	63.93	
3/31/2023	Shane Lamb	Mileage	11353	108.73	
3/31/2023	Tricia Degnan	Mileage	11348	32.75	
3/31/2023	Washington Economic Development Assn	2023 Membership	11350	940.00	
	Net Administrative & General			\$24,294.11	
<u>BUSINESS DEVELOPMENT & MARKETING</u>					
3/31/2023	M & H Economic Consultants	John Mitchell Presentations	11330	3,021.67	
3/31/2023	NCW Tech Alliance	Flywheel Sponsorship	11334	1,000.00	
3/31/2023	Sarah K. Deenik	Marketing Materials	11345	139.50	
3/31/2023	Skylar J. Day	Logo Wear	11347	65.09	
	Net Business Development & Marketing			4,226.26	

**Chelan Douglas Regional Port Authority
Check Register
2023-14**

CAPITAL PROJECTS

3/31/2023	Absher Construction Company	CTC - Salvage, Demo & Restoration	11288	644,729.08
3/31/2023	Christopher Lytle	Nonresidential Relocation Assistance	11296	15,411.93
3/31/2023	DOH Associates	CTC Shell Restoration	11303	3,603.14
3/31/2023	Enduris	Malaga Land Cleanup	11312	1,000.00
3/31/2023	Hurst Construction LLC	Retainage - Malaga Trailer Removal	11320	12,250.00
3/31/2023	J-U-B Engineers, Inc.	Waterville Runway Lighting System	11322	5,578.92
3/31/2023	Ogden Murphy Wallace, PLLC	Trades District	11337	527.00
3/31/2023	Ogden Murphy Wallace, PLLC	Malaga Properties	11337	93.00
3/31/2023	Ogden Murphy Wallace, PLLC	Malaga LAMIRD	11337	1,116.00
3/31/2023	Ogden Murphy Wallace, PLLC	South End Utilities - LAMIRD	11337	3,441.00
3/31/2023	Ogden Murphy Wallace, PLLC	Santa Cruz Farm, LLC Property Purchase	11337	372.00
3/31/2023	Ogden Murphy Wallace, PLLC	Adcock Property Purchase	11337	1,209.00
3/31/2023	Ogden Murphy Wallace, PLLC	Kemah Management Property Purchase	11337	3,130.50
3/31/2023	Ogden Murphy Wallace, PLLC	Quilter Properties Purchase	11337	2,943.00
3/31/2023	Ogden Murphy Wallace, PLLC	Shaffer Lease Co Property Purchase	11337	1,705.00
3/31/2023	RH2 Engineering, Inc.	Local Water System Improvements to LOJO	11340	121,502.68
3/31/2023	RH2 Engineering, Inc.	National Guard Site Planning	11340	513.01
	Net Capital Projects			<u>\$819,125.26</u>

TOTAL

\$997,449.78

VOID: 11325, 11346

**Port of Chelan County
Check Register Log
2023 - March**

<u>Date Issued</u>	<u>Register #</u>	<u>Reason</u>	<u>First #</u>	<u>Last #</u>	<u>Amount</u>
3/9/2023	2023-03	Earnest Money - Adcock Property	5142	5142	\$ 10,000.00

One Transaction for approval April 11, 2023 total:

\$10,000.00

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.

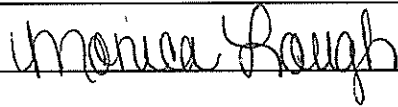
Executive Director

Dir. of Finance & Admin.

Commissioner Etherington

Commissioner DeRock

Commissioner Baldwin



Port of Chelan County
Check Register
2023-03

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 March 9, 2023 - Check 5142 in the amount of \$

10,000.00

Jim Kuntz, Executive Director

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check #	Amount
3/9/2023	CW Title and Escrow	Earnest Money - T. & M. Adcock	5142	\$ 10,000.00

Voided Checks: None



CDRPA

Wenatchee SBDC 1st Quarter & Year to Date Report 2023

Wenatchee SBDC 1st Quarter & Year to Date Report

	1st Quarter		YTD 2023
Total Clients Advised	39		39
New Clients Advised	16		16
Pre Venture	21		21
Startups	3		3
In Business	15		15
Contact Hours	246		246
New Client Contact Hours	41		41

Wenatchee SBDC 1st Quarter & Year to Date Report

	1st Quarter		YTD 2023
Business Starts	0		0
Jobs Created	0		0
Jobs Saves	0		0
Jobs Supported	95		95
Capital Infusion	\$ -		\$ -

Historical Information SBDC Levels of Activity

	Year To Date		
	Contact		Clients
	Hours		Advised
2017	201		33
2018	199		33
2019	108		28
2020	131		28
2021	147		32
2022	111		17
2023	246		39
7 Year Average	163		30

Wenatchee SBDC 1st Quarter & Year to Date Report

- Thank you for your time today
 - Questions?



Search

3



Kirk Duncan

Washington SBDC Wenatchee

View Activity Manage Help

You have 2 new messages.

Scorecards / Scorecard Run Definitions / Definition for Stakeholder Primary Scorecard

Layout: Stakeholder Primary Scorecard

Name: Definition for Stakeholder Primary Scorecard

Cumulative Period Start: 1/1/2023

Current Period Start: 3/31/2023

Scorecard End: 3/31/2023

Funding Source(s): All

Sub-funding Source(s): ALL

Centers: [Bellevue](#), [Bellingham SBDC](#), [Bremerton](#), [CCD Seattle](#), [Center for Inclusive Entrepreneurship \(CIE\)](#), [Clark](#), [Green River College SBDC](#), [Highline College SBDC](#), [Inactive legacy - Green River Community College](#), [Kitsap County SBDC](#), [Lead Office](#), [Lewis County](#), [Minority Progra](#), [Okanogan SBDC](#), [Olympia SBDC](#), [Pierce](#), [Research](#), [Skagit Training](#), [Spokane - CCS - INACTIVE](#), [Washington SBDC Aberdeen](#), [Washington SBDC Cle Elum/Ellensburg](#), [Washington SBDC Coupeville/Island County](#), [Washington SBDC Goldendale/Stevenson](#), [Washington SBDC Kennewick](#), [Washington SBDC Longview](#), [Washington SBDC Moses Lake](#), [Washington SBDC Mount Vernon](#), [Washington SBDC Pasco](#), [Washington SBDC Port Angeles/Port Townsend](#), [Washington SBDC Pullman](#), [Washington SBDC Redmond](#), [Washington SBDC Seattle](#), [Washington SBDC Shoreline](#), [Washington SBDC Snohomish County](#), [Washington SBDC South Seattle](#), [Washington SBDC Spokane](#), [Washington SBDC Tacoma/Puyallup](#), [Washington SBDC Vancouver](#), [Washington SBDC Walla Walla](#), [Washington SBDC Wenatchee](#), [Washington SBDC Yakima](#), [Western WA Export Center](#), [Whatcom](#)

Additional Filtering: Client filter

Filter: Scorecard County Filter - Chelan

Processing Mode: Normal

Restrict to only reportable records? ☒Center: [Washington SBDC Wenatchee](#)Run once and discard this definition? ☒

Last Run: 4/3/2023 6:49 AM

	Data Element(s)	Current Value	Cumulative to Date
1.	CASE TOTALS (Clients)		
2.	Number of Clients Counseled	2	32
3.	Number of New Clients	0	12
4.	Company Status		
5.	Pre-venture/Nascent	0	18
6.	Startups	0	3
7.	In Business	2	11
8.	CASE TOTALS (Total Hours)		

	Data Element(s)	Current Value	Cumulative to Date
9.	All Prep + Contact Client Hours	4	193
10.	New Client Hours	0	25
11.	CASE TOTALS (Impacts)		
12.	Capital Infusion	0	0
13.	Number Businesses Created	0	0
14.	Jobs Created	0	0
15.	Jobs Saved/Retained	0	0
16.	Jobs Supported (In Business)	3	72
17.	DEMOGRAPHICS (Type of Business, # of Clients)		
18.	Accommodation and Food Services	0	3
19.	Agriculture, Forestry, Fishing and Hunting	0	1
20.	Arts and Entertainment	0	2
21.	Construction	0	0
22.	Educational Services	1	2
23.	Finance and Insurance	0	0
24.	Healthcare and Social Assistance	0	2
25.	Management of Companies and Enterprises	0	0
26.	Manufacturing	0	2
27.	Professional/Technical Services	0	1
28.	Real Estate, Rental and Leasing	0	0
29.	Research and Development	0	0
30.	Retail	1	3
31.	Service	0	0
32.	Technology Services	0	0
33.	Transportation and Warehousing	0	0
34.	Wholesale	0	0
35.	No Response	0	16
36.	DEMOGRAPHICS (Business Ownership Gender)		
37.	Male	0	5
38.	Female	1	10
39.	Male/Female	1	3
40.	No Response	0	14
41.	DEMOGRAPHICS (Ethnic Background - Race)		
42.	American Indian or Alaskan Native	0	1
43.	Asian	0	0
44.	Black or African American	0	0
45.	Native Hawaiian or Pacific Islander	0	0
46.	Multiracial	0	1
47.	White	2	22
48.	No Response	0	8
49.	DEMOGRAPHICS (Ethnicity)		
50.	Hispanic	0	7
51.	Non-Hispanic	1	18
52.	No Response	1	7
53.	DEMOGRAPHICS (Business Ownership Vet. Status)		

	Data Element(s)	Current Value	Cumulative to Date
54.	Veteran	0	0
55.	Service-Disabled Veteran	0	0
56.	Non-veteran	2	14
57.	No Response	0	18
58.	COUNSELING ACTIVITY (Areas of Counseling, # of Sessions)		
59.	Business Accounting/Budget	0	0
60.	Business Plan	0	26
61.	Buy/Sell Business	0	2
62.	Cash Flow Management	0	4
63.	COVID-19 Related	0	0
64.	Financing/Capital	0	0
65.	Human Resources/Employee Mg't	0	1
66.	International Trade	0	3
67.	Managing a Business	1	5
68.	Marketing/Sales	1	2
69.	Start-up Assistance	0	3
70.	No Response	0	0
71.	Other	2	32



Search

3



Kirk Duncan

Washington SBDC Wenatchee

View Activity Manage Help

You have 2 new messages.

Scorecards / Scorecard Run Definitions / Definition for Stakeholder Primary Scorecard

Layout: Stakeholder Primary Scorecard

Name: Definition for Stakeholder Primary Scorecard

Cumulative Period Start: 1/1/2023

Current Period Start: 1/1/2023

Scorecard End: 3/31/2023

Funding Source(s): All

Sub-funding Source(s): ALL

Centers: [Bellevue](#), [Bellingham SBDC](#), [Bremerton](#), [CCD Seattle](#), [Center for Inclusive Entrepreneurship \(CIE\)](#), [Clark](#), [Green River College SBDC](#), [Highline College SBDC](#), [Inactive legacy - Green River Community College](#), [Kitsap County SBDC](#), [Lead Office](#), [Lewis County](#), [Minority Progra](#), [Okanogan SBDC](#), [Olympia SBDC](#), [Pierce](#), [Research](#), [Skagit Training](#), [Spokane - CCS - INACTIVE](#), [Washington SBDC Aberdeen](#), [Washington SBDC Cle Elum/Ellensburg](#), [Washington SBDC Coupeville/Island County](#), [Washington SBDC Goldendale/Stevenson](#), [Washington SBDC Kennewick](#), [Washington SBDC Longview](#), [Washington SBDC Moses Lake](#), [Washington SBDC Mount Vernon](#), [Washington SBDC Pasco](#), [Washington SBDC Port Angeles/Port Townsend](#), [Washington SBDC Pullman](#), [Washington SBDC Redmond](#), [Washington SBDC Seattle](#), [Washington SBDC Shoreline](#), [Washington SBDC Snohomish County](#), [Washington SBDC South Seattle](#), [Washington SBDC Spokane](#), [Washington SBDC Tacoma/Puyallup](#), [Washington SBDC Vancouver](#), [Washington SBDC Walla Walla](#), [Washington SBDC Wenatchee](#), [Washington SBDC Yakima](#), [Western WA Export Center](#), [Whatcom](#)

Additional Filtering: Client filter

Filter: Scorecard County Filter - Douglas

Processing Mode: Normal

Restrict to only reportable records? ☒Center: [Washington SBDC Wenatchee](#)Run once and discard this definition? ☒

Last Run: 4/3/2023 6:57 AM

	Data Element(s)	Current Value	Cumulative to Date
1.	CASE TOTALS (Clients)		
2.	Number of Clients Counseled	7	7
3.	Number of New Clients	4	4
4.	Company Status		
5.	Pre-venture/Nascent	3	3
6.	Startups	0	0
7.	In Business	4	4
8.	CASE TOTALS (Total Hours)		

	Data Element(s)	Current Value	Cumulative to Date
9.	All Prep + Contact Client Hours	53	53
10.	New Client Hours	16	16
11.	CASE TOTALS (Impacts)		
12.	Capital Infusion	0	0
13.	Number Businesses Created	0	0
14.	Jobs Created	0	0
15.	Jobs Saved/Retained	0	0
16.	Jobs Supported (In Business)	23	23
17.	DEMOGRAPHICS (Type of Business, # of Clients)		
18.	Accommodation and Food Services	0	0
19.	Agriculture, Forestry, Fishing and Hunting	0	0
20.	Arts and Entertainment	1	1
21.	Construction	0	0
22.	Educational Services	0	0
23.	Finance and Insurance	0	0
24.	Healthcare and Social Assistance	1	1
25.	Management of Companies and Enterprises	0	0
26.	Manufacturing	0	0
27.	Professional/Technical Services	0	0
28.	Real Estate, Rental and Leasing	0	0
29.	Research and Development	0	0
30.	Retail	1	1
31.	Service	0	0
32.	Technology Services	0	0
33.	Transportation and Warehousing	0	0
34.	Wholesale	0	0
35.	No Response	4	4
36.	DEMOGRAPHICS (Business Ownership Gender)		
37.	Male	1	1
38.	Female	2	2
39.	Male/Female	0	0
40.	No Response	4	4
41.	DEMOGRAPHICS (Ethnic Background - Race)		
42.	American Indian or Alaskan Native	0	0
43.	Asian	0	0
44.	Black or African American	0	0
45.	Native Hawaiian or Pacific Islander	0	0
46.	Multiracial	1	1
47.	White	5	5
48.	No Response	1	1
49.	DEMOGRAPHICS (Ethnicity)		
50.	Hispanic	0	0
51.	Non-Hispanic	5	5
52.	No Response	2	2
53.	DEMOGRAPHICS (Business Ownership Vet. Status)		

	Data Element(s)	Current Value	Cumulative to Date
54.	Veteran	0	0
55.	Service-Disabled Veteran	0	0
56.	Non-veteran	3	3
57.	No Response	4	4
58.	COUNSELING ACTIVITY (Areas of Counseling, # of Sessions)		
59.	Business Accounting/Budget	0	0
60.	Business Plan	7	7
61.	Buy/Sell Business	1	1
62.	Cash Flow Management	0	0
63.	COVID-19 Related	0	0
64.	Financing/Capital	1	1
65.	Human Resources/Employee Mg't	0	0
66.	International Trade	0	0
67.	Managing a Business	1	1
68.	Marketing/Sales	0	0
69.	Start-up Assistance	2	2
70.	No Response	0	0
71.	Other	7	7

	2023					
	1st Quarter			Year to Date		
	Chelan	Douglas	Total	Chelan	Douglas	Total
Total Clients Advised	32	7	39	32	7	39
New Clients Advised	12	4	16	12	4	16
Pre Venture	18	3	21	18	3	21
Startups	3	0	3	3	0	3
In Business	11	4	15	11	4	15
Contact Hours	193	53	246	193	53	246
New Client Hours	25	16	41	25	16	41
Capital Infusion	\$ -	\$ -	0	0	0	\$ -
Business Starts	0	0	0	0	0	0
Jobs Created	0	0	0	0	0	0
Jobs Saved/Retained	0	0	0	0	0	0
Jobs Supported	72	23	95	72	23	95

	1st Quarter		# of Clients Advised	
	Contact Hours			
	Quarter	YTD	Quarter	YTD
2017	201	201	33	33
2018	199	199	33	33
2019	108	108	28	28
2020	131	131	28	28
2021	147	147	32	32
2022	111	111	17	17
2023	246	246	39	39
	163	163	30	30

GUEST COLUMN

SBDC advisors focus on goals of small-business people



**Kirk
Duncan**

*Small Business
Development
Center*

You may have heard these two common statements: “There’s no free lunch” and “I’m from the government and I’m here to help.” While lunch is not provided, there is a governmental entity that provides free business advising services and really is here to help you. The Small Business Development Center (SBDC) offers no-cost, confidential advising services to both existing businesses and to people who want to start a business. The SBDC is a statewide network with over 40 advisors in 27 offices. Each advisor has been certified and goes through extensive continuous training.

Over the past six years, SBDC advisors in Wenatchee have provided one-on-one assistance to more than 390 business owners and helped 35 entrepreneurs start new businesses. They also helped clients secure nearly \$9 million in capital to expand their businesses.

The advisors assist on diverse business topics, including financial reviews, business plan development, marketing, acquiring capital and cash flow management, buying and selling a business, succession planning, exporting,

market research, social media strategies and implementation, to name just a few.

SBDC services are completely customized and client-centric. That means that the advisor’s only agenda is to help the client achieve their own goals, whatever those goals may be.

SBDC advisors are business experts, but every business owner is the expert on their own business. Advisors take the time to listen closely and ask questions and then listen some more so that they understand the client’s concerns and the context for the challenges they face. Many clients are so focused on the day-to-day operation of their business that speaking with an advisor allows them to relax and look at “the big picture.”

For existing businesses, an SBDC business advisor might also ask to review three years of tax returns. (Remember, SBDC services are completely confidential. Even the fact that someone is an SBDC client is confidential unless the client gives permission for their name to be shared publicly.)

With this information, the advisor develops a historical perspective of the business. Are sales increasing and profits increasing? What areas of the company are financially strong? What areas are doing poorly?

With a fresh set of eyes, the advisor often spots facts or trends that the client may have missed. How is their marketing

doing? Is social media effective? Are their management information systems proving the tools needed? The ultimate goal is to create a plan that the client can use to monitor the progress of the business, increase profits and create a viable economic driver for the local economy.

This plan is not some off-the-shelf set of papers, but rather an individually created document that will set measurable goals and key performance indicators to allow the business owner to track progress. The client can meet with the advisor on a monthly or quarterly basis to discuss progress and make course corrections as needed.

For people who want to start a business, the advisor starts by listening to the client. What is their idea? By asking open-ended questions, the advisor starts to gain a well-rounded concept of the client’s business idea. What does the market for the product or service look like? What is the competition? What amount of capital is needed to start the business? Why does the client want to start the business? Where does the client want to be in five years?

The goal of working with a startup client is to create a business plan with three years of financial projections and a set of assumptions, an operations and marketing plan and a synopsis of the business that can be used when conveying the idea to potential investors

or customers. While the advisor will not tell the client whether their idea is good or bad, together they will look at relevant data. By going through the process with the advisor, the client will have a much better understanding of the challenges and/or opportunities they face and can make an informed decision about whether or how to move forward.

Whatever the outcome, the client has a better understanding of what is involved in creating and operating a business. These valuable lessons will assist the client in refining their goals and possibilities in the business world.

Funding for SBDC services in Wenatchee is provided by the Chelan Douglas Regional Port Authority and the U.S. Small Business Administration, through a cooperative agreement between the SBA and Washington State University, the statewide host of the SBDC.

Kirk Duncan is a certified business advisor and has been with the Small Business Development Center for more than a year, having retired after 25 years in the private sector as a self-employed businessman and 15 years with the City and Borough of Juneau, Alaska, serving as ski area manager, director of Public Works as well as director of Parks and Recreation. He can be reached at kirk.duncan@wsbdc.org or 509-213-6159.

Memo

To: Board of Directors

From: Stacie de Mestre

Date: April 6, 2023

Re: Regional Sports Complex Feasibility Study – Professional Services Agreement – BerryDunn

On February 23, 2023 the following seven firms submitted statements of qualifications in response to a request for qualifications for consulting services for the Regional Sports Complex Feasibility Study:

- ALSC Architects
- BerryDunn
- Design West Architects
- Hunden Strategic Partners
- Johnson Consulting
- SF Companies
- Victus Advisors

On February 28, 2023 a sub-committee shortlisted the following three firms to provide a presentation and be interviewed on March 15, 2023:

- BerryDunn
- Hunden Strategic Partners
- Johnson Consulting

On March 23, 2023 the sub-committee selected BerryDunn as the preferred consultant due to their data driven approach to public

engagement, general understanding of the scope of work, having experience in similar markets, and their focus on evaluating between a centralized facility vs. decentralized facilities.

Staff had budgeted \$300,000 for this study which would be funded through an interlocal agreement between the following entities: City of Wenatchee, City of East Wenatchee, Chelan County, Douglas County, the Greater Wenatchee Public Facilities District, and the Chelan Douglas Regional Port Authority. Contract negotiations to finalize the scope of work, schedule, and fee with BerryDunn have taken place over the past two weeks resulting in the attached proposed contract.

Staff is seeking Board approval to execute a professional services agreement with Berry, Dunn, McNeil, and Parker, LLC in the amount of \$298,981 conditioned upon the Regional Sports Complex Steering Committee's contract approval and having a fully executed interlocal agreement.

PROFESSIONAL SERVICES AGREEMENT
(Architects, Engineers, Land Surveyors, Landscape Architects)
BETWEEN THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY
AND BERRY, DUNN, MCNEIL, & PARKER, LLC

THIS AGREEMENT is made by and between the CHELAN DOUGLAS REGIONAL PORT AUTHORITY, a Washington municipal corporation (the “Port”), and Berry, Dunn, McNeil & Parker, LLC (the “Consultant”). The Port and the Consultant are referred together as “Parties” or individually as “Party.”

RECITALS

WHEREAS, the Port is presently engaged in a qualifications-based solicitation process for a consultant to provide consulting services for the proposed Regional Sports Complex Feasibility Study project and desires to retain a consultant to perform the services as described in this Agreement; and

WHEREAS, the Consultant participated in said qualifications-based solicitation process and has represented to the Port that the Consultant has the requisite training, skill, and experience necessary to perform the services and is appropriately accredited and licensed by all applicable agencies and governmental entities;

WHEREAS, the Port desires to retain the Consultant to perform the services and Consultant agrees to perform the services;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the Parties as follows:

AGREEMENT

1. Retention of Consultant - Scope of Services.

- A. The Port hereby retains the Consultant to provide professional services (“Services”) as defined in this Agreement and as necessary to accomplish the scope of Services attached hereto as **Exhibit A** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all Services, labor, and related equipment necessary to conduct and complete the Services, except as specifically noted otherwise in this Agreement. Consultant will perform all Services consistent with recognized standards of professionals in the same locality and involving similar conditions.
- B. It is recognized that the Consultant may or will be performing professional services during the term of this Agreement for other parties; however, such performance of other services shall not conflict with or interfere with the Consultant’s ability to perform the Services. The Consultant agrees to resolve any such conflicts of interest

in favor of the Port. The Consultant confirms that it does not have a business interest or a close family relationship with any Port officer or employee who was, is, or will be involved in the Consultant's selection, negotiation, drafting, signing, administration, or evaluating the Consultant's performance.

2. **Compensation.**

- A. The Port shall pay the Consultant an amount not to exceed a maximum amount and according to a rate or method as described on **Exhibit B**, attached hereto and incorporated by this reference. The Consultant's staff and billing rates shall be as described on **Exhibit B**. The Consultant agrees that any hourly or flat rate charged by it for its Services contracted for herein shall remain locked at the negotiated rate until completion of the Services. Except as otherwise provided in **Exhibit B**, the Consultant shall be solely responsible for the payment of any taxes imposed by any lawful jurisdiction as a result of the performance and payment of this Agreement. The Consultant shall not bill for Consultant's staff not identified or listed in **Exhibit B** or bill at rates in excess of the hourly rates shown in **Exhibit B**, unless the Parties agree to a modification of this Agreement, pursuant to Section 21 herein.
- B. The Consultant shall submit monthly invoices to the Port after such Services have been performed, and a final bill upon completion of all the Services described in this Agreement. The Port shall pay the full amount of an invoice within thirty (30) days of receipt. If the Port objects to all or any portion of an invoice, it shall so notify the Consultant of the same within fifteen (15) days from the date of receipt and shall pay that portion of the invoice not in dispute, and the Parties shall immediately make every effort to settle the disputed portion.

3. **Relationship of Parties.** The Parties intend that an independent contractor-client relationship will be created by this Agreement. As the Consultant is customarily engaged in an independently established trade which encompasses the specific service provided to the Port hereunder, no agent, employee, representative or subconsultant of the Consultant shall be or shall be deemed to be the employee, agent, representative or subconsultant of the Port. In the performance of the Services, the Consultant is an independent contractor with the ability to control and direct the performance and details of the Services, the Port being interested only in the results obtained under this Agreement. None of the benefits provided by the Port to its employees, including, but not limited to, compensation, insurance, and unemployment insurance are available from the Port to the employees, agents, representatives, or subconsultants of the Consultant. The Consultant will be solely and entirely responsible for its acts and for the acts of its agents, employees, representatives and subconsultants during the performance of this Agreement. The Port may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

4. **Duration of Work.** The Port and the Consultant agree that the Services will begin

on the tasks described in **Exhibit A** immediately upon the effective date this Agreement as stated in Section 22. The Parties agree that the Services described in **Exhibit A** shall be completed by February 14, 2024; provided however, that additional time shall be granted by the Port for excusable delay or extra work.

5. Termination. The Port reserves the right to terminate this Agreement at any time, with or without cause, upon thirty (30) days written notice to the Consultant. Any such notice shall be given to the address specified in Section 16. In the event that this Agreement is terminated by the Port without cause, a final payment shall be made to the Consultant for all Services performed. No payment shall be made for any Services completed after thirty (30) days following receipt by the Consultant of the notice to terminate. In the event that Services of the Consultant are terminated by the Port for cause, the amount to be paid shall be determined by the Port with consideration given to the actual cost incurred by the Consultant in performing the Services to the date of termination, the amount of Services originally required which would satisfactorily complete it to date of termination, whether that service is in a form or type which is usable to the Port at the time of termination, the cost of the Port of employing another firm to complete the Services required, and the time which may be required to do so.

The Port may terminate this Agreement immediately if the Consultant fails to maintain required insurance policies in Section 8, or violates Section 6; and such may result in ineligibility for further Port agreements. In the event Consultant violates the terms of this Agreement, the Port shall provide written notice of the violation to the Consultant. If Consultant does not cure the alleged violation in fifteen (15) business days, the Port shall have the right to terminate the Agreement.

6. Non-Discrimination. The Consultant agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, national origin, marital status, sex, sexual orientation, age or handicap, except for a bona fide occupational qualification. The Consultant understands that if it violates this provision, this Agreement may be immediately terminated by the Port, where such termination shall be deemed “for cause,” and that the Consultant may be barred from performing any services for the Port now or in the future.

7. Indemnification.

- A. The Consultant shall defend, indemnify and hold the Port, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, arising out of or resulting from the actual or alleged negligent acts, errors or omissions of the Consultant in performance of this Agreement, to the extent that Consultant is responsible for such claims, injuries, damages, losses or suits on a comparative basis of fault and responsibility..
- B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from

the concurrent negligence of the Consultant and the Port, its officers, officials, employees or volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Title 51 RCW, solely for the purposes of this indemnification. **This waiver has been mutually negotiated by the Parties.**

- C. The provisions of this Section shall survive the expiration or termination of this Agreement.

8. Insurance.

- A. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Consultant's own Services including the work of the Consultant's agents, representatives, employees, subconsultants or subcontractors.
- B. Before beginning its Services on the project described in this Agreement, the Consultant shall provide evidence, in the form of a Certificate of Insurance, of the following insurance coverage and limits (at a minimum):
 - 1. Business auto coverage for any auto no less than a \$1,000,000 each accident limit, and
 - 2. Commercial General Liability insurance no less than \$1,000,000 per occurrence with a \$2,000,000 aggregate. Coverage shall include, but is not limited to, contractual liability, products and completed operations, property damage, and employer's liability, and
 - 3. Professional Liability insurance with no less than \$1,000,000 per occurrence. All policies and coverages shall be by an 'A' rated company licensed to conduct business in the State of Washington. If such coverage is written on a claims made form, then a minimum of a three (3) year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the Port.
- C. The Consultant is responsible for the payment of any deductible or self-insured retention that is required by any of the Consultant's insurance. If the Port is required to contribute to the deductible under any of the Consultant's insurance policies, the Consultant shall reimburse the Port the full amount of the deductible within ten (10) working days of the Port's deductible payment.
- D. The Chelan Douglas Regional Port Authority, Port of Chelan County, and Port of Douglas County shall be named as additional insureds on the Consultant's

commercial general liability policy. This additional insured endorsement shall be included with evidence of insurance in the form of a Certificate of Insurance for coverage necessary in this Section 8B. The Port reserves the right to receive a certified and complete copy of all of the Consultant's insurance policies upon request.

- E. Under this Agreement, the Consultant's insurance shall be considered primary in the event of a loss, damage or suit. The Port's own comprehensive general liability policy will be considered excess coverage with respect to defense and indemnity of the Port only and no other party. Additionally, the Consultant's commercial general liability policy must provide cross-liability coverage as could be achieved under a standard ISO separation of insured's clause.
- F. The Consultant shall request from his insurer a modification of the ACORD certificate to include language that prior written notification will be given to the Port at least thirty (30) days in advance of any cancellation, suspension or material change in the Consultant's coverage.
- G. The Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the Port's recourse to any remedy available at law or in equity.

9. Ownership and Use of Work Product. Any and all documents, drawings, reports, and other work product produced by the Consultant under this Agreement shall become the property of the Port upon payment of the Consultant's fees and charges therefore. No work product produced by the Consultant, in whole or in part, under this Agreement shall be the subject of an application for copyright by or on behalf of Consultant. The Port shall have the complete right to use and re-use such work product in any manner deemed appropriate by the Port, provided, that use on any project other than that for which the work product is prepared shall be at the Port's risk unless such use is agreed to by the Consultant.

10. Port's Right of Inspection. Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the Port and shall be subject to the Port's general right of inspection to secure the satisfactory completion thereof. The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

11. Records. The Consultant shall keep all records related to this Agreement for a minimum period of six (6) years following completion of the work for which the Consultant is retained. The Consultant shall permit any authorized representative of the

Port, and any person authorized by the Port for audit purposes, to inspect such records at all reasonable times during regular business hours of the Consultant. Upon request, the Consultant will provide the Port with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the Consultant, but the Consultant may charge the Port for copies requested for any other purpose.

12. Non-Disclosure of Confidential Information.

- A. **Disclosure of Confidential Information.** From time to time, the Port may disclose Confidential Information to the Consultant. The Consultant will: (a) limit disclosure of any Confidential Information to its directors, officers, employees, agents or representatives (collectively “**Representatives**”) who have a need to know such Confidential Information in connection with the current or contemplated Services to which this Agreement relates, and only for that purpose; (b) advise its Representatives of the proprietary nature of the Confidential Information and of the obligations set forth in this Agreement, require such Representatives to be bound by written confidentiality restrictions no less stringent than those contained herein, and assume full liability for acts or omissions by its Representatives that are inconsistent with its obligations under this Agreement; (c) keep all Confidential Information strictly confidential by using a reasonable degree of care, but not less than the degree of care used by it in safeguarding its own confidential information; and (d) not disclose any Confidential Information received by it to any third parties (except as otherwise provided for herein).
- B. **Use of Confidential Information.** The Consultant agrees to use the Confidential Information solely in connection with the performance of the Services and not for any purpose other than as authorized by this Agreement without the prior written consent of an authorized representative of the Port. No other right or license, whether expressed or implied, in the Confidential Information is granted to the Consultant hereunder. Title to the Confidential Information will remain solely in the Port. All use of Confidential Information by the Consultant shall be for the benefit of the Port and any modifications and improvements thereof by the Consultant shall be the sole property of the Port.
- C. **Compelled Disclosure of Confidential Information.** Notwithstanding anything in the foregoing to the contrary, the Consultant may disclose Confidential Information pursuant to any governmental, judicial, or administrative order, subpoena, discovery request, regulatory request or similar method, provided that the Consultant promptly notifies, to the extent practicable, the Port in writing of such demand for disclosure so that the Port, at its sole expense, may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the Confidential Information; provided that the Consultant will disclose only that portion of the requested Confidential Information that, in the written opinion of its legal counsel, it is required to disclose. The Consultant agrees that it shall not oppose and shall cooperate with efforts by, to the extent practicable, the Port with respect to any such request for a protective order or other relief.

- D. **Survival of Duty.** Consultant's duty to hold in confidence the Confidential Information that was disclosed during term of this Agreement shall remain in effect for ten (10) years.
- E. **Return of Confidential Information.** The Consultant shall immediately return to the Port or destroy, upon the Port's request, all tangible material embodying any Confidential Information provided hereunder and all notes, summaries, memoranda, drawings, manuals, records, excerpts or derivative information deriving therefrom, and all other documents or materials (and all copies of any of the foregoing, including "copies" that have been converted to computerized media in the form of image, data, word processing, or other types of files either manually or by image capture) based on or including any Confidential Information, in whatever form of storage or retrieval. Notwithstanding the aforementioned, Consultant may retain a copy of the Confidential Information on a confidential basis in accordance with this Agreement: (a) for its own records, internal auditing or legal purposes; or (b) embedded in computer backup archives which are not practicably able to be returned, destroyed or erased.
- F. **Definition of Confidential Information.** For purposes of this Agreement, "Confidential Information" means any data or information that is proprietary to the Port and not generally known to the public, whether in tangible or intangible form, in whatever medium provided, whether unmodified or modified by the Consultant or its Representatives (as defined herein), whenever and however disclosed, including, but not limited to: (a) any marketing strategies, plans, financial information, or projections, operations, sales estimates, business plans and performance results relating to the past, present or future business activities of such party, its affiliates, subsidiaries and affiliated companies; (b) plans for products or services, and customer or supplier lists; (c) any scientific or technical information, invention, design, process, procedure, formula, improvement, technology or method; (d) any concepts, reports, data, know-how, works-in-progress, designs, development tools, specifications, computer software, source code, object code, flow charts, databases, inventions, information and trade secrets; (e) any other information that should reasonably be recognized as confidential information of the Port; (f) any information disclosed to the Consultant by the Port's legal counsel; and (g) any information generated by the Consultant or by its Representatives that contains, reflects, or is derived from any of the foregoing. Confidential Information need not be novel, unique, patentable, copyrightable or constitute a trade secret in order to be designated Confidential Information. The Consultant acknowledges that the Confidential Information is proprietary to the Port and has been developed and obtained through great efforts by the Port.

13. Work Performed at the Consultant's Risk. The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subconsultants in the performance of the Services hereunder and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

14. Non-Waiver of Breach. The failure of the Port to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements, or options, and the same shall be and remain in full force and effect.

15. Resolution of Disputes and Governing Law. In the event the Parties cannot agree on any matter set out in this Agreement, they shall consult together and attempt to resolve the dispute. In the event they cannot agree upon a resolution of the dispute, the same shall be settled pursuant to RCW Chapter 7.04, et. seq. except as herein modified. Such arbitration shall be before one disinterested arbitrator, if one can be agreed upon, otherwise before three disinterested arbitrators, one named by the Port, one by the Contractor, and one by the two thus chosen. If all arbitrators have not been appointed within fifteen (15) calendar days after demand for arbitration, then either side may apply to the Chelan County Superior Court, upon ten (10) calendar days written notice to the other, for appointment of the necessary arbitrators remaining to be appointed, and the judicial appointment shall be binding and final. The arbitrator or arbitrators shall determine the controversy in accordance with the laws of the State of Washington as applied to the facts found by him/her or them. The arbitrator or arbitrators may grant injunctions or other relief in such controversy or claims. The decision of the arbitrator or arbitrators shall be final, conclusive and binding on the Parties and a judgment may be obtained in any court having jurisdiction.

16. Written Notice. All notices required to be given by either Party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth below. Notice by mail shall be deemed given three (3) business days after the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

Chelan Douglas Regional Port Authority:
Atten: Stacie de Mestre
One Campbell Pkwy, Suite A
East Wenatchee, WA 98802

Consultant:
Atten: _____

17. Subcontracting or Assignment. The Consultant may not assign or subcontract any portion of the Services to be provided under this Agreement without the express written consent of the Port. This Agreement is made and entered into for the sole protection and benefit of the Parties hereto. If the Port gives its consent to any assignment, the terms of this Agreement shall continue in full force and effect and no further assignment shall be made without additional written consent. Subject to the foregoing, the rights and obligations of the Parties shall inure to the benefit of and be binding upon their respective successors in interest, heirs and assigns. No other person or entity shall have any right of action or interest in this Agreement based on any provision set forth herein.

18. Attorney's Fees. In the event it is necessary for either Party to utilize the services of an attorney to enforce any of the terms of this Agreement, such enforcing Party shall be entitled to compensation for its reasonable attorneys' fees and costs. In the event of litigation regarding any of the terms of this Agreement, the substantially prevailing Party shall be entitled,

in addition to other relief, to such reasonable attorneys' fees and costs as determined by the court.

19. **Interpretation.** This Agreement and any other documents related to it will be interpreted in a fair and neutral manner, without favoring one Party over the other. No provision of this Agreement or any other document related to it will be interpreted for or against any Party because the provision was drafted by the Party or its legal representative.

20. **Severability.** If a court of competent jurisdiction finds any provision in this Agreement to be invalid or unenforceable as to any person or circumstance, such finding shall not render that provision invalid or unenforceable as to any other persons or circumstances. If feasible, any such offending provision shall be deemed modified to be within the limits of enforceability or validity; however, if the offending provision cannot be so modified, it shall be stricken and all other provisions of this Agreement in all other respects shall remain valid and enforceable.

21. **Entire Agreement.** The recitals are incorporated into this Agreement by this reference. This Agreement represents the entire integrated agreement between the Port and the Consultant, superseding all prior negotiations, representations or agreements, written or oral. This Agreement may be modified, amended, or added to, only by written instrument properly signed by both Parties hereto.

22. **Execution and Effective Date.** Each individual executing this Agreement on behalf of the Port and the Consultant represents and warrants that such individual is duly authorized to execute and deliver this Agreement. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and with the same effect as if all Parties hereto had signed the same document. All such counterparts shall be construed together and shall constitute one instrument. The date upon which the last of both of the Parties have executed a counterpart of this Agreement shall be the “date of mutual execution” hereof and shall be construed as the “effective date” of the Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the following dates:

DATED _____

DATED _____

CHELAN DOUGLAS REGIONAL
PORT AUTHORITY

BERRY, DUNN, MCNEIL,
& PARKER, LLC

By: _____
Its: _____

By: _____
Its: _____

Contract Number: 2023-05

EXHIBIT A – Scope of Services

Regional Sports Complex Feasibility Study

Scope of Work

PHASE I – Complete by September 30, 2023

1. Executive Summary
2. Existing Conditions
 - a. Public Facilities
 - b. Private Facilities
3. Demographics
 - a. Gap Analysis on Available Data
 - b. Population Growth
 - c. Age Distribution
 - d. Residents with Disabilities
4. Market Analysis
 - a. State of Aquatics and Athletics in Region
 - b. Participation Estimates
 - c. Aquatic and Athletics Trends
 - d. Market Segments
 - e. Aquatic and Athletic Event Analysis
 - f. Projected Return on Investment/Economic Impact (completed by economic specialist/consultant)
5. Public Input
 - a. Steering Committee
 - b. Focus Groups
 - c. Public Interest Survey(s) (Statistically Valid)

PHASE II – Complete by February 14, 2024

6. Goals and Objectives (Based on data from Phase I)
7. Regional and Local Facility Comparison
 - a. Size and Features
 - b. Feasibility to Support Existing Local Facilities
 - i. Financial/Operational Support
 - ii. Ownership
8. Facility Options, Programs, and Capital Costs (Facility options may change based on data collected in Phase I)
 - a. Sports Complex and Aquatic Center
 - i. Baseball 4-Plex, Sport Courts, Turf Fields, etc.
 - ii. Indoor Olympic Size Pool
 - iii. Leisure and Therapy Pools – Indoor/Outdoor
 - b. Year-Round Aquatic Center
 - i. Indoor Olympic Size Pool
 - ii. Leisure and Therapy Pools – Indoor/Outdoor
 - c. Outdoor Aquatic Center
 - i. Outdoor Olympic Size Pool

Regional Sports Complex Feasibility Study

Scope of Work

- ii. Leisure and Therapy Pools – Outdoor
- 9. Site Analysis
 - a. Possible Sites
 - b. Required Infrastructure Improvements
- 10. Estimated Financial Performance of Each Facility
 - a. Operational Assumptions
 - i. Opportunities to Improve Revenue
 - ii. Alternates to Control Cost
 - b. Financial Performance of Other Aquatics and Athletic Facilities
 - c. Revenue and Attendance Projections
 - d. Expenditure Projections
 - e. Demand Projection Analysis
- 11. Economic Impact of Each Facility
 - a. Events, Jobs, Catalyze Other Development
 - b. Impact on Small Surrounding Communities
- 12. Funding Options
 - a. Voter Approved Funding Options
 - i. Regional Aquatics District
 - ii. Public Facilities District
 - iii. Levy
 - iv. Public Development Authority
 - b. Capital Funding Sources
 - i. Private Fundraising
 - ii. Corporate Gifts and Sponsorship (Naming Rights)
 - iii. Private Foundation Grants
 - iv. Public Grants

PHASE III (Not in Contract)

- 13. Survey of Voter Support (By Others)

EXHIBIT B – Compensation and Billing Rates



March 30, 2023

Attention: Stacie de Mestre
Public Works and Capital Projects Manager
Chelan Douglas Regional Port Authority
1 Campbell Parkway, Suite A
East Wenatchee, WA 98802

Dear Stacie de Mestre:

Thank you for providing BerryDunn with the opportunity to submit cost information on how our team may assist Chelan Douglas Regional Port Authority (CDRPA) in conducting a Regional Sports Complex Feasibility Study project. We appreciate the time you have taken to discuss CDRPA's goals for this project, and we look forward to moving forward in partnership.

Below, we detail the costs associated with our work plan described in our Statement of Qualifications dated February 23, 2023, which align and adhere to the scope details provided by CDRPA.

Phase	Task	Task Description	Cost
Phase 1	Task 1	Initial Project Planning	\$20,903
	Task 2	Competitive Analysis	\$16,990
	Task 3	Market Analysis	\$13,560
	Task 4	Engagement	\$31,624
Phase 2	Task 5	Site Analysis and Concept Plans	\$126,100
	Task 6	Financial Modeling	\$48,000
	Task 7	Draft, Final Plans, Presentations, and Deliverables	\$41,804
Total			\$298,981

We value CDRPA's openness and flexibility in discussing our proposed services. No matter how many organizations we assist, we will always take care to ensure the experience is tailored to the nuanced needs and resources of our clients.

Should you have any questions or wish to discuss CDRPA's needs in more detail, please feel free to contact me directly using the information provided below.

Sincerely,

Chad Snow, Principal

Chief Operating Officer, Consulting Services Team
207-541-2294 | csnow@berrydunn.com

Memo

To: Board of Directors

From: Stacie de Mestre

Date: April 6, 2023

Re: Malaga Vicinity Test Well 1 Project – Change Order 3

Below is CDRPA motion 09-06-22 from the September 13, 2022 Board of Directors meeting regarding the Malaga Vicinity Test Well 1 Project:

To authorize the CEO to award and sign the contract with Empire Well Drilling, LLC in the amount of \$197,376.75 (including WSST), to establish an overall project budget of \$217,115.00 for the Malaga Vicinity Test Well #1 Project, and to authorize the CEO to add drilling a monitoring well to the scope of work, if favorable conditions exist, so along as the total added cost does not exceed \$50,000.00.

The test well has been drilled and favorable conditions were encountered, so on December 15, 2022, staff approved change order 1 to the project in the amount of \$41,652.18. On March 30, 2023, change order 2 was issued extending the contract end date due to manufacturer delays on the well screen.

Attached is proposed change order 3 in the amount of \$50,251.20 (including WSST) for 29 feet of additional screen and well development length that was needed to take full advantage of the aquifer. RH2 Engineers has reviewed the request and verified the length. The proposed cost is based upon the unit prices stated in the contract.

If approved, staff would propose the following new overall project budget:

Current Contract Amount:	\$239,028.93
Change Order 3:	<u>\$ 50,251.20</u>
New Contract Amount:	\$289,280.13
10% Contingency:	<u>\$ 28,928.00</u>
Total Project Budget:	\$318,210.00 (rounded)

Also attached is an updated budget tracking spreadsheet for all projects covered under reimbursable agreement #1 with Microsoft – this was last reviewed on February 16, 2023. Please note, the spreadsheet assumes change order 3 is approved.

Staff is seeking Board approval to execute change order 3 to the Malaga Vicinity Test Well 1 Project in the amount of \$50,251.20 (including WSST) and to establish a new overall project budget of \$318,210.00

Change Order

RH2 Contract Number 20-0026-17	Contract Title Malaga Vicinity Test Well 1 Project	
Change Order Number 3	Change Description Increase well screen depth	
Prime Contractor Empire Well Drilling		Date 4/4/2023
<input checked="" type="checkbox"/> Ordered by Engineer under the terms of Section 1-04.4 of the Standard Specifications <input type="checkbox"/> Change proposed by Contractor		

Change Description

This change order will accomplish the following:

1. Increase the length of the well screen and add necessary well development.

The aquifer is thicker than anticipated. In order to fully take advantage a longer well screen and additional development is needed.

<u>Item Number</u>	<u>Item Description</u>	<u>Amount</u>	
3	Increase well screen length	29LF @ \$625 per LF = \$	18,125.00
4	Increase development length	29LF @ \$975 per LF = \$	28,275.00
		Sales Tax @ 8.3% = \$	3,851.20
		Subtotal = \$	50,251.20

Change Order Total \$ 50,251.20

Verbal Approval Date 3/29/2023		Working Days +/- Extend Contract End time to 5/31/23	
Original Contract Amount \$ 197,376.75	Current Contract Amount \$ 239,028.93	Est. Net Change This C.O. \$ 50,251.20	Est. Contract Amount \$ 289,280.13

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div>Project Engineer</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">4/5/23</div> <div>Date</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"> </div> <div>By Prime Contractor</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">4-5-23</div> <div>Date</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>Contracting Agency</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>Date</div>
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Microsoft/CDRPA Malaga Water System Projects Budget Tracking 4/6/23

Item	Description	Sched Value	Prev Request	Bal to Finish
1	Test Wells	\$ 1,350,278.00	\$ 190,347.68	\$ 1,159,930.32
2	Monitoring Wells (4)	\$ 257,400.00		\$ 257,400.00
3A	Reservoir Site Geotechnical Exploration	\$ 75,000.00	\$ 17,712.88	\$ 57,287.12
3B	Reservoir Land Purchase	\$ 123,750.00	\$ 4,717.78	\$ 119,032.22
4	18" Watermain	\$ 4,279,176.00	\$ 192,798.90	\$ 4,086,377.10
14	Two Production Wells	\$ 1,932,288.00		\$ 1,932,288.00
	General Engineering	\$ 275,000.00	\$ 127,409.64	\$ 147,590.36
	Legal Fees	\$ 100,000.00	\$ 87,345.00	\$ 12,655.00
	Reimbursables	\$ 200,000.00	\$ 2,496.30	\$ 197,503.70
	Subtotal	\$ 8,592,892.00	\$ 622,828.18	\$ 7,970,063.82
	Contingency	\$ 907,108.00		\$ 907,108.00
	Total	\$ 9,500,000.00	\$ 622,828.18	\$ 8,877,171.82

Committed Costs

Item	Description	Value	N/A	Bal to Finish
1, 2, 3A, 3B, 4, 14	Remaining Approved RH2 Tasks	\$ 724,237.00		\$ 724,237.00
1	Test well #1 (remaining)	\$ 144,807.93		\$ 144,807.93
2	Monitoring Well #1	\$ 41,652.18		\$ 41,652.18
3B	Proposed Reservoir Land Purchase Price	\$ 479,050.00		\$ 479,050.00
4	Watermain Materials	\$ 722,462.53		\$ 722,462.53
4	Watermain Install	\$ 1,754,795.75		\$ 1,754,795.75
	Total	\$ 3,867,005.39		\$ 3,867,005.39

Total Incurred and Committed: \$ 4,489,833.57

Remaining Budget: \$ 4,387,338.25

Memo

To: Board of Directors

From: Sarah Deenik

Cc: Jim Kuntz

Date: April 6, 2023

Re: Partners in Economic Development Request – Wenatchee Outdoors

We have received a 2023 Partners in Economic Development funding request from Wenatchee Outdoors.

- Please find their application materials attached, as well as email correspondence discussing the details of the request.
- The organization is requesting funding for an Outings Program:
 - \$2,000 for Paid Guides
 - \$5,000 for Website Development
 - \$4,000 for Outings Program Director

Also included for your review:

- A summary recap sheet showing prior year commitments and available 2023 funding that has been set aside for the non-profit category.



2023 Partners in Economic Development
Non-Profits

<u>Budget:</u>	\$ 93,222
<u>Projects Approved:</u>	
Cashmere Chamber of Commerce	\$ 12,000
Greater Leavenworth Museum (2022/2023)	\$ 6,800
Greater Leavenworth Museum (2023)	\$ 6,500
Lake Chelan Wine Alliance (estimated 75% in 2023 - \$14,830 approved in total)	\$ 11,123
Our Valley Our Future (\$20k Pass Thru)	\$ 20,000
TREAD	\$ 20,000
Wenatchee Downtown Association	\$ 4,000
WV Sports Foundation - Winter Special Olympics (Prior Year Approval)	\$ 7,000
	\$ 87,423
<u>Available Funding:</u>	\$ 5,800
<u>Pending Requests:</u>	
Wenatchee Outdoors	\$5,000 - \$11,000

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.**

Sarah Deenik

From: Sarah Shaffer <sarah@wenatcheeoutdoors.org>
Sent: Friday, March 31, 2023 1:10 PM
To: Sarah Deenik
Subject: Re: Partners in Economic Development Program - Follow Up

Sarah,

Thank you for reaching out and for the grant clarification. If we could go ahead and submit the application "as-is" with the premise that we understand two of the areas of requested funds we now know will not be allocated for, that would be fine. If you could share the situation of the application with the board so that they are aware of what happened with our cost allocation situation it would be most appreciated. We would still like to go ahead with requesting funds for the Website Development.

Thank you,
Sarah

Executive Director of Wenatchee Outdoors
sarah@wenatcheeoutdoors.org
(406) 239-8924
<http://www.wenatcheeoutdoors.org>



From: Sarah Deenik <Sarah@cdrpa.org>
Sent: Wednesday, March 29, 2023 12:19 PM
To: Sarah Shaffer <sarah@wenatcheeoutdoors.org>
Cc: Jim Kuntz <Jim@cdrpa.org>; Monica Lough <Monica@cdrpa.org>
Subject: Partners in Economic Development Program - Follow Up

Good Afternoon Sarah,

Thank you for submitting the Partners in Economic Development Non-Profit Grant Application on behalf of Wenatchee Outdoors. I wanted to follow up on a couple program details before staff takes this request to our Board of Directors for review.

- The Outings Program lists:
 - \$2,000 for Paid Guides
 - \$5,000 for Website Development
 - \$4,000 for Outings Program Director

Historically the Board has approved projects that were for expenses related to programming and not employee costs. The Board has made it their policy to not pay employee wages. The intent is to scale-up/assist with projects that have longevity rather than funding wages. The "paid guides" and

“Outings Program Director” likely will not meet our vision for long-term sustainability. With that said, the cost of the website would be an acceptable expense to submit for reimbursement, if the Board approved the request.

Please let me know if you would like to adjust the application just for the website development portion or submit as is?

I apologize that this wasn’t clearly listed in the program description prior to completing the application. Changes will be made on our end to reflect this.

Please let me know if you have any questions.

Thank you,

Sarah Deenik

Communications Coordinator/Finance Specialist

One Campbell Parkway, Suite A, East Wenatchee, WA 98802

☎ 509.884.4700 | www.cdrpa.org





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 2023, the CDRPA has set aside \$50,000. 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.
- 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.

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 provided to the Board of Directors during an open public meeting 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.



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

Organization Name:

Organization Address:

Organization Phone Number:

Program Title:

Program Contact:

Contact Phone:

Contact E-mail:

Contact Title/Position:

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.

Program Start Date (if applicable):

Program End Date (if applicable):

Program timeline/milestones (by quarter):

Total Program Cost:

Requested Port Funding:

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

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).

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?

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

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

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:

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



2023 Work Plan

1. **Community:** Take steps to develop the WenOut community for in-person events. We will provide a platform for folks to plan and lead many types of outdoor adventures (e.g hiking, climbing, biking, kayaking, camping, etc)
 - a. Add functionality to the website and calendar for facilitated communitywide and/or member-only outings. (Board/Committee Responsibility)
 - b. Facilitate 30 member-led outings by the end of 2023.
 - c. Hold monthly member events beginning in March 2023. Average 20+ participants for Q3 & Q4. (Board/Committee Responsibility)
 - d. Make use of technology that enables local outdoor events to be automatically added to the WenOut calendar by May 15th.
 - e. Introduce and promote the improved Wenatchee Outdoors membership by March 1st that includes access to membership outings and current discounts.
 - f. Develop funding to support contracted help that will spearhead these community-building efforts. (Board/Committee Responsibility)
2. **Advocacy:** Focus on an advocacy effort for 2023 (choosing a different focus area each year). The proposed focus area for this year is: [Non-motorized, winter recreation area in Stemilt Basin](#). The Stemilt Basin is a vast area of underutilized human-powered outdoor recreation for our growing Wenatchee region population. It is only a 20-minute drive from Wenatchee. El Sendero along with Wenatchee Outdoors and others in the past helped promote the establishment of a non-motorized winter recreation area in the Stemilt Basin. For wintertime, non-motorized access the Lower Stemilt Basin

area needs a few pullouts plowed for parking, some clean-up, signage marking the parking and the non-motorized nature of the roads/trails, and maps marking different trip options in the area. Working and coordinating with Chelan County and the Washington Department of Fish and Wildlife will be necessary to achieve most of these goals. Some additional ways in which WenatcheeOutdoors can help:

- a. Place signage at the parking areas and along the lower portion of the trails highlighting the non-motorized use of the Stemilt Basin winter recreation area.
 - b. Develop and feature guidebook posts for the website highlighting the area, its non-motorized status in winter, and the types of outings possible here.
 - c. Develop a georeferenced map of the area with a copy of that map on location with a QR code allowing the map to be downloaded to a smartphone.
 - d. Put on 3 events that either help clean-up/maintain the Lower Stemilt Basin area or expose people to its recreational opportunities.
3. **Education:** Continue to create and promote outdoor guide content. Create new guidebook posts, new articles including interviews for the “Athletic Life Series”, articles on Leave No Trace, Stemilt Basin related articles and more.
 - a. Create 26 new articles/guidebook posts in 2023.
4. **Operations & Support:** While not rising to the level of importance as the 3 focus areas above, certain supporting activities are required to help enable achieving the goals above. **These items are not in an order of priority.*
 - a. Publish 6 email newsletters in 2023.
 - b. Continue to grow our membership program. In 2021 we had 165 members and in 2022 we had 173 members. For 2023 we would like to grow this to 185 members.
 - c. Continue to grow our donor base. In 2021 we had 56 donors and in 2022 we had 38 donors. For 2023 we would like 60 donors.

- d. Grow Facebook followers to 7,000.
- e. Grow Facebook page likes to 6,000.
- f. Post 50 times to Instagram in 2023 (once per week)
- g. Create 2 new partnerships with local businesses to provide perks for new members.
- h. Acquire 3 net new sponsors. (Board and E.D. Shared Responsibility)
- i. Establish 3 strategic partnerships in 2023 that would help Wenatchee Outdoors accomplish our goals and provide member benefits (for example, El Sendero Backcountry Ski and Snowshoe Club might be a good partner for our Advocacy effort, reciprocal discounts on the membership at Wenatchee Row & Paddle Club would benefit members of both groups). (Board/Committee Responsibility)
- j. By the end of Q1, tweak website information architecture and visual design to better represent the organization's mission and vision, make it easier to access information and simplify offering.
- k. Increase website calendar visits by 50% by the end of 2023.
- l. Ascertain the areas that are most in need of resources (either money or time) and determine from where volunteer, hired help, or sponsorship resources might be found (examples, web development, writing, event coordination and outing leaders).
- m. Recruit 4 volunteers in each of the "need" areas identified.
- n. Recruit 2-3 new board members to help in the governance and oversight of the organization. (Board/Committee Responsibility)

2023 Budget Proposal

Wenatchee Outdoors

Income	2022 Year End	2023 Budget Proposal	Notes
General Income (Merch, Amazon, Fred Meyer, Guidebooks, Misc...)	\$338.75	\$350.00	
Grant Income	\$1,250.00	\$3,000.00	Anticipate applying for 3 different grants this year. If we receive at least one of them I project it will be for 3k or more.
Interest Income	\$1.33	\$1.50	
Membership Income	\$11,821.92	\$12,200.00	Expecting our membership to increase some as have started offering more discounts for memberships, which has been bringing us new members.
Private Donations	\$26,501.01	\$26,505.00	Doug Pauly again donated 20k to us for 2023. He also donated \$20k in 2022.
Sponsorship - General	\$19,500.00	\$22,500.00	Aiming for 2 more basic (smaller package chosen) sponsors for 2023.
Total Income	\$59,413.01	\$64,556.50	
Operating Expenses			Notes
Accounting Fees	\$450.00	\$465.00	
Advertising / Marketing	\$523.09	\$523.00	
Executive Director Salary	\$40,000.00	\$43,000.00	WA state L & I COLA is 7.5% for 2023. The 3k increase in wage for 2023 reflects the COLA adjustment. This does not reflect a bonus or wage increase.
Independent Contract Services	\$585.00	\$585.00	
Meals & Entertainment	\$12.32	\$20.00	
Membership Dues	\$225.00	\$225.00	
Misc (Merch, Travel, etc..)	\$28.12	\$30.00	
Office Supplies	\$120.82	\$140.00	
Payment Processing Fees (PayPal, Stripe)	\$216.84	\$220.00	
Postage & Delivery	\$188.35	\$200.00	
Website Maintenance / Subscriptions	\$4,276.55	\$4,300.00	
Member Calendar Buildout		\$5,000.00	
Total Operating Expenses	\$46,626.09	\$54,708.00	
Net Profit	\$12,786.92	\$9,848.50	

Income by Sponsor

Wenatchee Outdoors

Income			Notes
Biomechanical Sports Therapy, Inc.	\$1,000.00	\$1,000.00	
Cascade Auto Center	\$2,250.00	\$3,000.00	
Chamber of Commerce	\$1,000.00	\$1,000.00	
Confluence Health	\$12,000.00	\$12,000.00	
North Forty Productions	\$250.00	\$500.00	
PUD - Public Utility District (Chelan)	\$1,000.00	\$1,000.00	
Shaunna Larson	\$1,000.00	\$1,000.00	
New Sponsors	\$0.00	\$2,000.00	Aiming for 2 new basic sponsors to join us at the 1k level.
Volyn Law Firm LLC	\$1,000.00	\$1,000.00	
Total Income	\$19,500.00	\$22,500.00	



Wenatchee Outdoors Board Members 2023

Andy Dappen

Gary Kamen

Ben Edwards

Keri Davis

Coby Trudell

Memo

To: Board of Directors

From: Stacie de Mestre

Date: April 6, 2023

Re: Taxiway B/Hangar Site Development Update

On April 5, 2023 staff and Ardurra met to review the final design documents for the Taxiway B Extension and Executive Hangar Site Development Project. The documents were also transmitted to Jacob Hamilton at the FAA for his review and approval – which he has given a verbal commitment to completed in one week.

Included in the documents is an updated engineer's estimate (attached). There are three bid schedules – A, B, and C. Ardurra believes schedules A and B (\$3,206,442) are AIP eligible – previous project budgets assumed only bid schedule A would be eligible. Please note, the FAA has not concurred on eligible items. According to our CIP, the AIP eligible portion of this project will be funded with our BIL allocated funds which has an available balance of \$2,083,301. Prior to seeking authorization to bid, a complete project budget will be presented and we will have FAA concurrence on AIP eligible items.

Below is the current proposed schedule:

Authorization to Bid:	April 25, 2023
Award Contract:	May 23, 2023
Start Construction:	June 19, 2023
Substantial Completion:	September 14, 2023

PANGBORN MEMORIAL AIRPORT
FAA AIP No. 3-53-0084-xxx-2023
TAXIWAY B & EXECUTIVE HANGAR SITE
BID SCHEDULE A - AIP Eligible

Last Updated By:
Chris Mansfield, Ardurra Inc.
3/17/2023

Item No.	Item Description	Spec Section	Est. Quantity	Unit of Measure	Engineer's Estimate	
A-1	General Construction					
	A) Mobilization	C-105	1	L.S.	\$ 150,000.00	\$ 150,000.00
	B) Safety and Compliance	013513	1	L.S.	\$ 15,000.00	\$ 15,000.00
	C) Contractor Survey	017123	1	L.S.	\$ 15,000.00	\$ 15,000.00
	D) Contractor Quality Control Program (CQCP)	C-100	1	L.S.	\$ 15,000.00	\$ 15,000.00
A-2	Sitework					
	A) Pavement Removal	P-101	100	S.Y.	\$ 10.00	\$ 1,000.00
	B) Cold Milling, 1" to 3" Thick	P-101	11,000	S.Y.	\$ 14.00	\$ 154,000.00
	C) Removal of Pipe and other Buried Structures	P-101	1	L.S.	\$ 10,000.00	\$ 10,000.00
	D) Place and Compact Millings	P-101	5,000	S.Y.	\$ 15.00	\$ 75,000.00
	E) Unclassified Excavation	P-152	500	C.Y.	\$ 15.00	\$ 7,500.00
	F) Unsuitable Excavation - Remove and Replace	P-152	500	C.Y.	\$ 35.00	\$ 17,500.00
	G) Subgrade Preparation	P-152	8,000	S.Y.	\$ 2.00	\$ 16,000.00
	H) Recycled Aggregate Subbase Course (P-154)	P-154	1,140	C.Y.	\$ 70.00	\$ 79,800.00
	I) Aggregate Subbase Course (P-154)	P-154	360	C.Y.	\$ 70.00	\$ 25,200.00
A-3	Base Courses					
	A) Crushed Aggregate Base Course (P-209)	P-209	1,500	C.Y.	\$ 80.00	\$ 120,000.00
A-4	Flexible Pavements					
	A) Hot Mix Asphalt for Taxiway (P-401)	P-401	2,200	Tons	\$ 140.00	\$ 308,000.00
A-5	Miscellaneous					
	A) Runway and Taxiway Marking	P-620	1,200	S.F.	\$ 5.00	\$ 6,000.00

A-6 Fencing							
A) Chain-Link Fence	F-162	1,900	L.F.	\$	100.00	\$	<u>190,000.00</u>
B) Vehicle Gate, Sliding	F-162	1	Each	\$	75,000.00	\$	<u>75,000.00</u>
C) Remove and Relocate Swing Gate	F-162	1	Each	\$	1,000.00	\$	<u>1,000.00</u>
A-7 Drainage							
A) Storm Sewer Pipe, 12-inch Diam. DI Class 50	D-701	50	L.F.	\$	125.00	\$	<u>6,250.00</u>
B) Storm Sewer Pipe, 18-inch Diam. CPEP Type S	D-701	300	L.F.	\$	150.00	\$	<u>45,000.00</u>
C) Storm Sewer Pipe, 24-inch Diam. RCP Class V	D-701	300	L.F.	\$	200.00	\$	<u>60,000.00</u>
D) Flared End Section, 18-inch	D-701	1	Each	\$	500.00	\$	<u>500.00</u>
E) Underdrain Pipe, 6-inch Diam. Corrugated HDPE, Type SP Perforated	D-705	820	L.F.	\$	20.00	\$	<u>16,400.00</u>
F) Underdrain Pipe, 6-inch Diam. Corrugated HDPE, Type S Solid	D-705	40	L.F.	\$	20.00	\$	<u>800.00</u>
G) Connection to Existing Drainage Structure	D-751	4	Each	\$	2,500.00	\$	<u>10,000.00</u>
H) Plugging Existing Pipe	D-751	2	Each	\$	1,500.00	\$	<u>3,000.00</u>
I) Catch Basin, WSDOT Type 1	D-751	3	Each	\$	5,500.00	\$	<u>16,500.00</u>
J) Catch Basin, WSDOT Type 2, 60-inch Diam.	D-751	1	Each	\$	6,000.00	\$	<u>6,000.00</u>
K) Manhole, WSDOT Type 3, 48-inch Diam.	D-751	2	Each	\$	7,500.00	\$	<u>15,000.00</u>
L) Replace Existing Structure Lid	D-751	1	Each	\$	2,500.00	\$	<u>2,500.00</u>
A-8 Turfing							
A) Seeding, Mulching, and Fertilizer	T-901	6	Acre	\$	10,000.00	\$	<u>60,000.00</u>
B) Topsoiling (Obtained On-Site)	T-905	3,225	C.Y.	\$	20.00	\$	<u>64,500.00</u>
A-9 Lighting Installation							
A) Taxiway Reflector	L-125	25	Each	\$	200.00	\$	<u>5,000.00</u>
B) Taxiway Ending Marker	L-125	1	Each	\$	500.00	\$	<u>500.00</u>

SUBTOTAL BID SCHEDULE A \$ 1,592,950.00

Sales Tax @ 8.3% \$ 132,214.85

TOTAL BID SCHEDULE A (Including Tax) \$ 1,725,164.85

PANGBORN MEMORIAL AIRPORT
 FAA AIP # 3-53-0084-0XX-2023
 TAXIWAY B & EXECUTIVE HANGAR SITE
 SCHEDULE B - AIP Eligible

Last Updated By:
 Erik Howe, RH2 Engineering
 3/16/2023

Item No.	Item Description	Spec Section	Est. Quantity	Unit of Measure	Engineer's Estimate	
B-1	General Construction - Preparation					
	A) Mobilization	1-09.7	1	L.S.	\$ 100,000.00	\$ 100,000.00
B-2	Utility Work - Drainage					
	A) Class V Reinforced Concrete Culvert Pipe, 12 IN.	7-04.5	44	L.F.	\$ 125.00	\$ 5,500.00
	B) Corrugated Polyethylene Pipe, 12 IN.	7-04.5	240	L.F.	\$ 100.00	\$ 24,000.00
	C) Corrugated Polyethylene Pipe, 24 IN.	7-04.5	210	L.F.	\$ 120.00	\$ 25,200.00
	D) Class III Reinforced Concrete Culvert Pipe, 24 IN.	7-04.5	20	L.F.	\$ 200.00	\$ 4,000.00
	E) Grate Inlet, Type 2	7-05.5	2	EA	\$ 3,300.00	\$ 6,600.00
	F) Catch Basin, Type 2, 60 IN.	7-05.5	3	EA	\$ 6,000.00	\$ 18,000.00
	G) Connection to Existing Drainage Structure	7-05.5	1	EA	\$ 2,500.00	\$ 2,500.00
	H) Quarry Spalls	8-15.5	100	TN	\$ 55.00	\$ 5,500.00
B-3	Utility Work - Water					
	A) Hydrant Assembly	7-14.5	4	EA	\$ 6,000.00	\$ 24,000.00
	B) Hydrant Guard Post	7-14.5	8	EA	\$ 500.00	\$ 4,000.00
	C) Ductile Iron Pipe for Watermain, 6 IN.	7-09.5	95	L.F.	\$ 125.00	\$ 11,875.00
	D) Ductile Iron Pipe for Watermain, 12 IN.	7-09.5	1,577	L.F.	\$ 150.00	\$ 236,550.00
	E) HDPE Pipe for Watermain, 2 IN.	7-09.5	572	L.F.	\$ 60.00	\$ 34,320.00
	F) Gate Valve 6 IN.	7-12.5	4	EA	\$ 3,500.00	\$ 14,000.00
	G) Gate Valve 12 IN.	7-12.5	1	EA	\$ 5,000.00	\$ 5,000.00
	H) Connect to Existing - Executive Flight	7-09.5	1	L.S.	\$ 2,500.00	\$ 2,500.00
	I) Connect to Existing - 8th Street SE	7-09.5	1	L.S.	\$ 2,500.00	\$ 2,500.00
	J) Connect to Existing - Campbell Parkway	7-09.5	1	L.S.	\$ 2,500.00	\$ 2,500.00
	K) Pipe Bedding	7-09.5	30	TN	\$ 55.00	\$ 1,650.00
	L) Shoring or Extra Trench Excavation	7-09.5	1	L.S.	\$ 2,500.00	\$ 2,500.00

B-4 Sitework - Surfacing/Paving

A) Crushed Surfacing Base Course	4-04.5	790	CYD	\$	65.00	\$ <u>51,350.00</u>
B) Crushed Surfacing Top Course	4-04.5	1,460	CYD	\$	85.00	\$ <u>124,100.00</u>
C) Crushed Surfacing Salvage	4-04.5	1,200	CYD	\$	45.00	\$ <u>54,000.00</u>
D) Access Road HMA Class 3/8" PG 64H-28	5-04.5	1,040	TON	\$	140.00	\$ <u>145,600.00</u>
E) Commercial HMA	5-04.5	5	TON	\$	350.00	\$ <u>1,750.00</u>

B-5 Sitework - Grading

A) Roadway - Unclassified Excavation	2-03.5	2,460	C.Y.	\$	45.00	\$ <u>110,700.00</u>
B) Embankment Compaction	2-03.5	780	C.Y.	\$	5.00	\$ <u>3,900.00</u>

B-6 Miscellaneous - Erosion Control and Planting

A) Erosion Control And Water Pollution Prevention	8-01.5	1	L.S.	\$	5,000.00	\$ <u>5,000.00</u>
B) Inlet Protection	8-01.5	2	EA	\$	100.00	\$ <u>200.00</u>
C) Silt Fence	8-01.5	1,840	L.F.	\$	5.00	\$ <u>9,200.00</u>
D) Seeding and Fertilizing	8-02.5	1.40	AC.	\$	10,000.00	\$ <u>14,000.00</u>

B-7 Miscellaneous - Traffic

A) Cement Conc. Traffic Curb and Gutter	8-04.5	90	L.F.	\$	35.00	\$ <u>3,150.00</u>
B) Painted Stop Line	8-22.5	50	S.F.	\$	9.00	\$ <u>450.00</u>
C) Illumination System	8-20.5	1	L.S.	\$	71,000.00	\$ <u>71,000.00</u>
D) Permanent Signing	8-21.5	1	L.S.	\$	1,000.00	\$ <u>1,000.00</u>

B-8 Miscellaneous

A) Cement Conc. Sidewalk	8-14.5	20	S.Y.	\$	110.00	\$ <u>2,200.00</u>
B) Detectable Warning Surface	8-14.5	10	S.F.	\$	50.00	\$ <u>500.00</u>
C) Vinyl Coated Chain Link Fencing	8-12.5	30	L.F.	\$	65.00	\$ <u>1,950.00</u>
D) 575 Vault Installation	8-20.5	2	EA	\$	9,000.00	\$ <u>18,000.00</u>
E) Fiber Vault Installation	8-20.5	1	EA	\$	7,500.00	\$ <u>7,500.00</u>
F) Connection to Existing Vaults	8-20.5	1	L.S.	\$	3,000.00	\$ <u>3,000.00</u>
G) Conduit Pipe, 2 IN.	8-20.5	5,420	L.F.	\$	7.00	\$ <u>37,940.00</u>
H) Conduit Pipe, 3 IN.	8-20.5	7,230	L.F.	\$	10.00	\$ <u>72,300.00</u>
I) Primary Power Trench	8-20.5	1,806	L.F.	\$	20.00	\$ <u>36,120.00</u>
J) Cement Conc. Driveway Entrance, Type 1	8-06.5	20	S.Y.	\$	200.00	\$ <u>4,000.00</u>
K) Adjust Storm Structure	7-05.5	1	EA	\$	650.00	\$ <u>650.00</u>
L) Retaining Wall	6-13.5	100	S.F.	\$	70.00	\$ <u>7,000.00</u>
M) Roadway Surveying	1-05.4	1	L.S.	\$	23,500.00	\$ <u>23,500.00</u>
N) Shoring or Extra Excavation, Class B	2-09.5	1	L.S.	\$	10,000.00	\$ <u>10,000.00</u>
O) Record Drawings	1-05.18	1	L.S.	\$	5,000.00	\$ <u>5,000.00</u>
P) Roadside Cleanup	1-09.6	10,000	DOL	\$	1.00	\$ <u>10,000.00</u>

SUBTOTAL BID SCHEDULE B \$ 1,367,755.00

Sales Tax @ 8.3% \$ 113,523.67

TOTAL BID SCHEDULE B (Including WSST) \$ 1,481,278.67

PANGBORN MEMORIAL AIRPORT
FAA AIP # 3-53-0084-0XX-2023
TAXIWAY B & EXECUTIVE HANGAR SITE
SCHEDULE C - Non-AIP

Last Updated By:
Erik Howe, RH2 Engineering
3/16/2023

Item No.	Item Description	Spec Section	Est. Quantity	Unit of Measure	Engineer's Estimate	
C-1	General Construction - Preparation					
	A) Mobilization	1-09.7	1	L.S.	\$ 30,000.00	\$ <u>30,000.00</u>
	B) Removal of Structures and Obstructions	2-02.5	1	L.S.	\$ 17,000.00	\$ <u>17,000.00</u>
	C) Project Temporary Traffic Control	1-10.5	1	L.S.	\$ 5,000.00	\$ <u>5,000.00</u>
C-2	Utility Work - Sewer					
	A) PVC Sanitary Sewer Pipe 8 IN.	7-17.5	1,434	L.F.	\$ 120.00	\$ <u>172,080.00</u>
	B) Connect to Existing - Campbell Parkway	7-17.5	1	L.S.	\$ 2,500.00	\$ <u>2,500.00</u>
	C) Manhole, 48 IN., Type 1	7-05.5	8	EA	\$ 6,400.00	\$ <u>51,200.00</u>
	D) Sanitary Sewer Future Connection	7-18.5	9	EA	\$ 6,000.00	\$ <u>54,000.00</u>
C-3	Utility Work - Water					
	A) Casing Sleeve, 6 IN.	7-08.5	40	L.F.	\$ 40.00	\$ <u>1,600.00</u>
	B) Double Service Connection 5/8 IN. X 3/4 IN.	7-15.5	4	EA	\$ 5,500.00	\$ <u>22,000.00</u>
C-4	Miscellaneous					
	A) Secondary Power Trench	8-20.5	1,115	L.F.	\$ 20.00	\$ <u>22,300.00</u>
	B) Unknown Utility Repair	1-09.6	5,000	DOL	\$ 1.00	\$ <u>5,000.00</u>
SUBTOTAL BID SCHEDULE C					\$	<u>382,680.00</u>
Sales Tax @ 8.3%					\$	<u>31,762.44</u>
TOTAL BID SCHEDULE C (Including WSST)					\$	<u>414,442.44</u>

From: [Stacie De Mestre](#)
To: jacob.hamilton@faa.gov
Cc: [Trent Moyers](#); [Dave Mitchell](#); [Aaron Buob](#); [Mansfield, Chris](#)
Bcc: [Monica Lough](#); [Jim Kuntz](#)
Subject: EAT - Shutdown of NAVAIDs
Date: Thursday, April 6, 2023 10:41:00 AM
Attachments: [Limiting Interruptions to Pangborn Memorial Navigation Facilities V12_040423.pdf](#)
[image001.png](#)

Good morning, Jacob. As a follow up to our meeting on March 28, 2023 regarding the shut down of our VOR and ILS for the duration of the Taxiway A project, we engaged Spohnheimer Consulting to analyze the NAVAIDs and our proposed construction activities. Please see attached for the resulting technical memo. Please share with your team, including all of the participants in the March 28th meeting (if you need a list of attendees Aaron can provide one), and reevaluate the determination on the NAVAIDs shutdown. If you would like to have a follow up meeting, please let me know. Thank you.

Stacie de Mestre
Public Works and Capital Projects Manager
One Campbell Parkway Suite A, East Wenatchee, WA 98802
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**Navigation Effects of construction work on Parallel Taxiway,
Pangborn Memorial, Wenatchee, WA**

April 4, 2023

Issue:

Construction/paving work on the parallel taxiway at Pangborn Memorial (identifier KEAT), Wenatchee, WA, may impact the on-field Localizer (LOC) and Very High Frequency OmniRange (VOR). This brief paper examines the extent to which the LOC and VOR may remain in service during the project.

Background:

Figure 1 illustrates the relevant portions of the airport. The work area for the taxiway is shown in blue-green – work begins this spring on the south end, and ends in mid-late summer on the north end. The ILS Localizer (identifier ADJ) is shown at bottom right with its critical area shown in magenta. The VOR/DME is at upper left with a 1000' radius circle depicting the typical restrictive easement area. The yellow area roughly centered on the 1000' circle south of the VOR/DME is the planned excess material dump area for the taxiway project in an existing low elevation area.

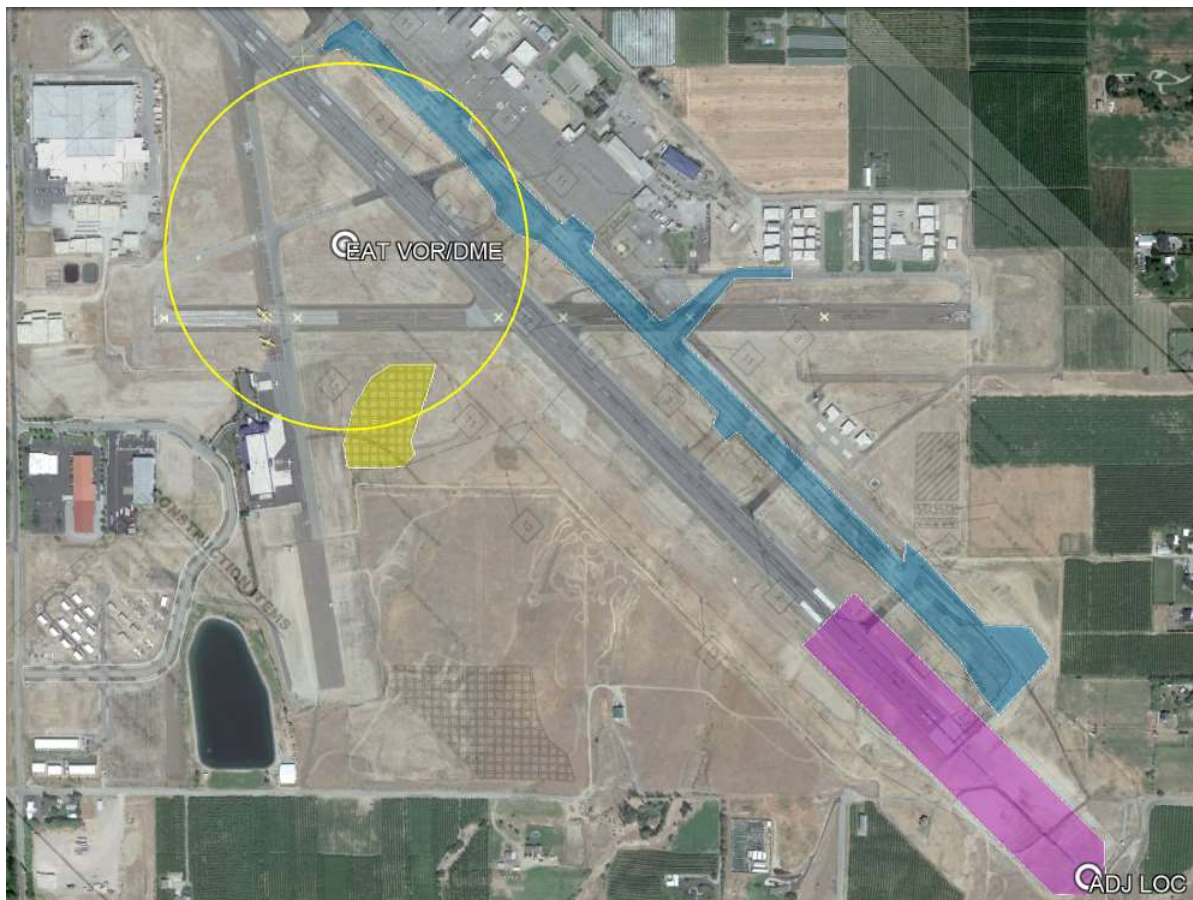


Figure 1. Image of Project Area with two Navigational Aids

The taxiway project will have numerous construction vehicles moving about the airfield. Reflections from these vehicles may affect the radiated signals from the LOC and VOR. The airport wishes to keep the runway's instrument approach procedures in service as much as feasible.

Discussion:

Instrument Approach Procedures. **Table 1** lists the published procedures with the best/lowest minima (applicable to Category A aircraft) for each procedure. The two RNAV procedures require special authorization and Required Navigation Performance (RNP) equipage. The four ground-based procedures (VOR, ILS) all rely on the VOR, while the ILS Z procedure presents the best/lowest overall minima. As a result, removing the VOR from service eliminates all ground-based procedures, and removing the LOC from service eliminates the two procedures of the four with the lowest minima.

Table 1. Published Approach Procedures for KEAT

Approach Procedure	Best minima (Category A Aircraft)	Remarks
VOR-A	2000-1 ¼	
VOR-B	1500-1 ¼	
ILS Y Rwy 12	1200-4	DME Required Miss requires VOR
ILS Z Rwy 12	400-1	DME Required Sole IAF requires VOR
RNAV (RNP) Rwy 12	1200-5 (RNP 0.3) 800-3 (RNP 0.15)	Special Authorization
RNAV (RNP) Z Rwy 30	500-1 3/8 (RNP 0.3) 400-1 (RNP 0.17)	Special Authorization

ILS Critical Areas. A Localizer (and Glide Slope, not relevant in this discussion) Critical Area is a defined area around a Localizer antenna system that must be protected from the effects of uncontrolled transient conditions on the LOC guidance signals too numerous to flight inspect. The formal definition is found in the siting handbook for ILS facilities:

Excerpt 1, 6750.16E, Siting Criteria for Instrument Landing Systems

16. ILS Critical Areas.

a. Definition. A critical area is a specific ground area near a radiating localizer or glide slope antenna array, which must be protected from aircraft and vehicle parking and the unlimited movement of surface and air traffic, to ensure the continuous integrity of the signal received by the user aircraft.

b. Application. The critical area is intended to protect the ILS signal in space from moving and stopped aircraft and vehicles, and does not apply to stationary objects whose permanent effects on the signals have been flight inspected.

Critical Areas (CA's) are managed by Air Traffic Control (ATC) personnel when a local tower is in operation. At other times or locations, CA's are self-managed by pilots using the CTAF/Unicom frequency. The CA's must remain clear of surface traffic when the "...equipment is in operation." If non-aviation users must

penetrate the CA's, the effects of their movement must be modeled and approved, tested, or managed (e.g., controlled traffic along the route).

Excerpt 2, 6750.16E, Siting Criteria for Instrument Landing Systems

f. Restrictions. Although it is desirable to completely restrict the critical areas from all surface traffic, this is generally not feasible since access to and from the runway, terminal areas, ramp, and hangar areas may necessitate traffic movement through these regions. The restrictions must therefore be sufficiently permissive, as delineated in the following subparagraphs, to permit this traffic flow under controlled conditions.

(1) Surface Traffic. Except as provided below, and in the latest edition of Order 7110.65, Air Traffic Control, all surface traffic must remain clear of the localizer and glide slope critical areas whenever the equipment is in operation. **Parking of unattended vehicles or aircraft within this area is prohibited at all times,** except for maintenance technician vehicles, which may be parked adjacent to the equipment shelter.

(2) Non-Aviation Users. Where non-aviation users pass through the critical area and unacceptable degradation is expected from traffic movement along these routes (e.g., on roads, highways, railroad tracks, etc.), effective measures must be taken to overcome the condition. **Such measures may include math modeling and/ or flight inspection (to determine the magnitude of the degradation), controlling traffic along the route, or elevation/ relocation of the antenna array.**

The Air Traffic Control handbook defines "equipment in operation" as a condition when the official weather observation is a ceiling of less than 800 feet or a visibility less than 2 miles, and includes a few exceptions to CA management.

Excerpt 3, Order 7110.65Z, Air Traffic Control, para 3-7-5a:

1. LOCALIZER CRITICAL AREA

(a) Do not authorize vehicle or aircraft operations in or over the area when an arriving aircraft is inside the ILS OM or the fix used in lieu of the OM when the official weather observation is a ceiling of less than 800 feet or visibility less than 2 miles, except:

(1) A preceding arriving aircraft on the same or another runway that passes over or through the area while landing or exiting the runway.

(2) A preceding departing aircraft or missed approach on the same or another runway that passes through or over the area.

(b) In addition to subparagraph a1(a), when the official weather observation indicates a ceiling of less than 200 feet or RVR 2,000 feet, do not authorize vehicles or aircraft operations in or over the area when an arriving aircraft is inside the middle marker, or in the absence of a middle marker, 1/2 mile final.

The desired penetration route through the critical area for the trucks hauling excess/fill material enters the 400' wide area from the northeast (Top in **Figure 2**) and runs generally perpendicularly (yellow) across the 400' CA width. Nationally, the 400' CA width was defined by repeated testing of "small aircraft" (up to 60' in length and 20' in height) towed to various locations throughout the defined area. An aircraft is not considered as penetrating the CA if its longitudinal axis remains on the perimeter of the area.

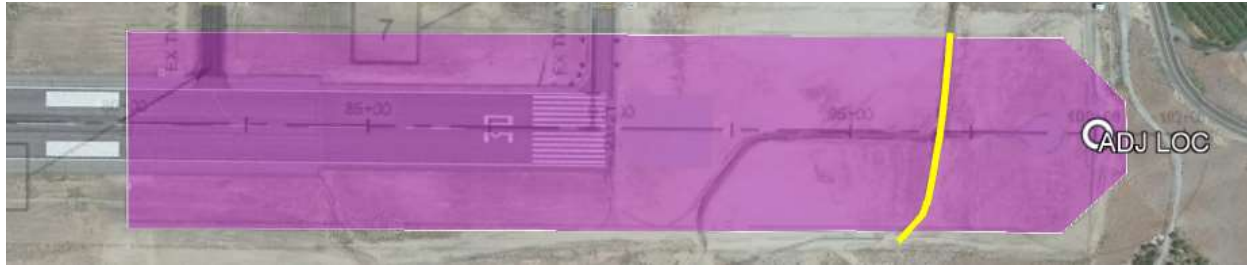


Figure 2. Approximate Haul Route (yellow) through LOC Critical Area

Existing taxiways already penetrate the LOC and GS critical areas at KEAT, which is an uncontrolled (non-towered) field. In such cases, pilots are required to self-announce their intentions on the CTAF/UNICOM frequency and self-police penetration of critical areas on the ground.

Common methods of controlling critical area penetrations in such cases include traffic lights, flagging personnel managing access to the penetrating route, and air-ground radios in the penetrating vehicles. Both flagging personnel with radios and radios in each penetrating vehicle are proposed for the taxiway project to prevent penetrations when aircraft are on approach in lower visibility conditions (i.e., 800 ceiling and 2 miles).

The trucks making repeated trips to the fill area on the opposite side of the runway from the taxiway project can of course create wear and low spots along the route. Such surface irregularities are normally of concern for the ILS Glide Slope which generates vertical guidance signals, in contrast to the lateral guidance from the LOC. The LOC signal wavelength is about three times as long as for the GS. As a result, signal generation surface roughness of several feet can be tolerated for the LOC, since the area of the roughness is commonly a very small fraction of the first Fresnel Zone (signal generation boundary) area. (Using Google Earth terrain data, the LOC critical area already has 3-5' of surface variation/irregularities in the area of the proposed haul route.)

VOR Signal Protection from Vehicle Effects. Unlike ILS equipment used for precision approaches, VORs support non-precision approaches and do not have published critical areas, either internationally or in the U.S. They do have restrictive easements to their land owners to limit permanent degradation of the signals from nearby trees, wires, fences, and structures. The common restrictions are outlined in Chapter 4 of Order 6720.10, colloquially referred to as the VOR Siting Handbook. (The easement restrictions are not siting criteria, since for example they apply only out to 1000' or occasionally 1200'.) Unlike for ILS, the VOR siting handbook does not address transient conditions such as those caused by passing vehicles or even vehicles that transit the restrictive easement circle.

To illustrate that VORs do not normally enjoy protection from transient conditions, consider that for nearly every on-field VOR (including the one on KEAT), taxiing aircraft as well as departing/arriving aircraft routinely pass through a typical restrictive easement circle. As shown in **Figure 3** by the 1000' radius circle around the VOR, any aircraft departing or arriving on the runway or taxiing to the western side of the runway via the diagonal taxiway penetrates the restrictive easement circle.



Figure 3. KEAT VOR and its Restrictive Easement Circle

Similarly, the construction vehicles (e.g., graders, bulldozers, etc. other than dump trucks) that will be used to level and compact the new material in the lower-than-VOR fill area are of the same size as those (“small aircraft”) already penetrating the easement area on a regular basis.

Figure 4 illustrates the portions of the work area (blue-green) and fill area (yellow) that are within the 1000’ restrictive easement circle. The previous discussion focused on transient aircraft and haul vehicles briefly penetrating the LOC critical area and the VOR easement area. In contrast, the taxiway work on the portion within the easement circle has potential for semi-stationary construction vehicles that can be present for a few minutes at a time without much or any movement. Although this is not substantially different than a taxiing aircraft stopping for a few minutes to wait for access to a taxiway or ramp, if there are significant concerns about the less-momentary nature of the construction vehicles, the VOR on a daily basis could be removed from service during the work and restored when work ceases, assuming the vehicles will be moved out of the circular area. Fortunately, this portion of the taxiway work will occur during the summer when removing the VOR from service for hours at a time will be less impactful.

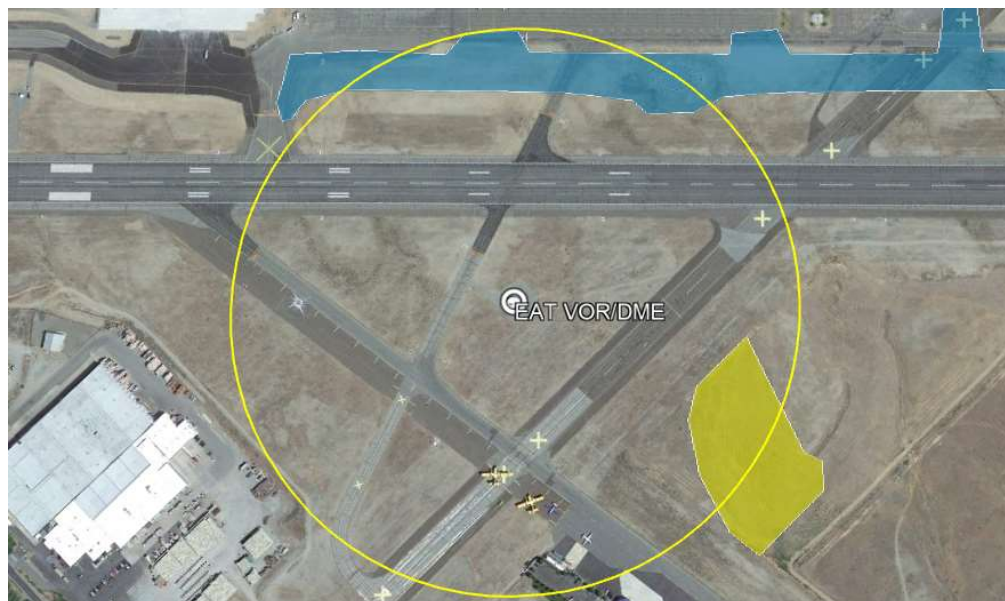


Figure 4. Taxiway Project and Fill Areas on edge of Easement Circle

VOR Effects from Excess/Fill Material. The remaining concern might be for the potential effects of the fill material being permanently added to an existing swale area (yellow in Figure 4) that is lower than the generally planar surface otherwise surrounding the VOR. Based on Google Earth terrain data, the highest portion of the yellow area is on the VOR end (approximately 1218') and the lowest portion is on the side farthest from the VOR (approximately 1190'). The VOR itself is listed in FAA and public databases as being at an elevation of 1222'. There are no plans to fill above the VOR elevation. Adding fill up to an approximately elevation of 1220' throughout some or all of the yellow area will make the entire VOR area more planar, which is generally a desirable situation. In the Wenatchee case, however, with the high terrain on most sides of the airport, this change will not be materially noticed by VOR users or the flight inspection aircraft.

Conclusions and Recommendations:

1. The Wenatchee VOR and LOC facilities are near the proposed taxiway improvement project. The presence of temporary/transient conditions from the work must be considered unless the facilities will be taken out of service for the duration of the project.
2. Analysis of the available ground-based instrument approach procedures shows that all four procedures rely on the VOR, and the best landing minima are provided by the ILS Z Runway 12 Approach which also uses the LOC. (The two satellite-based procedures require special authorization.) The impact of removing the VOR and/or the LOC from service will be substantial during low-visibility periods.
3. VOR facilities do not have a published critical area that must be protected from uncontrolled movement such as from surface vehicles of aircraft.
4. VORs support enroute flight and non-precision approaches. Many VORs are located on an airfield, where departing, arriving, and taxiing aircraft routinely pass close to the VOR; VOR users are accustomed to the momentary signal fluctuations which result.
5. The impact of hauling dirt to the fill area about 1000' from the VOR will not be materially different than that from moving aircraft in the area. At Wenatchee, departures and arrivals from the runway and use of the diagonal and parallel taxiways already routinely place such moving aircraft as close as or closer than the proposed truck route supporting the fill area.
6. The use of construction vehicles to shape and compact the new fill area are at elevations lower than the VOR and are similar or smaller in size than "small aircraft", which are already routinely penetrating the VOR easement area during use of taxiways and the runway.
7. The addition of the fill material near the VOR serves to make the general area more planar and will not materially affect the VOR performance. It likely will improve the performance in minor ways, by limiting lateral multipath from the sloping terrain surfaces.
8. The proposed haul route for the fill material penetrates and crosses the LOC critical area. These occurrences can be managed by the frequently used procedure of using flagging personnel and air-ground radios to monitor incoming traffic and prevent critical area penetrations during relevant approaches.

9. Although Pangborn Memorial is a non-towered field, the flagging procedure that limits critical area penetrations during periods of ILS use when the observed weather is worse than 800' ceiling and 2 miles visibility is functionally identical to the critical area management implemented by ATC personnel at a towered airport or by self-policing pilots at a non-towered airport.
10. Documenting and implementing the approach monitoring and flagging procedure will enable the runway project to proceed without the significant aviation impacts that would result from implementing lengthy VOR and LOC shutdowns. Such procedures are included in existing FAA publications.

L. Nelson Spohnheimer



References:

1. FAA Order 6750.16E, *Siting Criteria for Instrument Landing Systems*
2. FAA Order 7110.65Z, *Air Traffic Control*
3. FAA order 6820.10, *VOR, VOR/DME, and VORTAC Siting Criteria*

--- end ---

Chelan Douglas Regional Port Authority - Lease Report
Leases & Renewals - Reporting Period MARCH 2023 | CDRPA Related
Meeting: April 11, 2023

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
Absher Construction Co	Land Lease – Olds Station	Parcel #232 028 120 120 160 Portion of 3.9 acres	3/7/2023	M2M	\$1,000.00
Selland Construction	Site Access License Agreement South Union	#42900800100 Lot 1	3/27/2023	M2M	\$500.00

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	
Service Driven Transport	Parking-NonTerminal	Oversize Parking 3-Trucks @ \$125.00	3/31/2023	M2M	\$125.00

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 MARCH 2023 | CTC Related
Meeting: April 11, 2023

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
Crestview Law	CTC Building Suite 139	138 sq ft	3/1/2023	3/1/2023 - 3/1/2024	\$332.29

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

Tenants Moving Out		
	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 MARCH 2023 | AVIATION Related
Meeting: April 11, 2023

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
Anders & Joanna Wiggum	Executive Flight / Hangar One Campbell Parkway	Aviation Hangar	3/17/2023	3/17/2023 - 12/31/2023	\$385.00

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	
Ben Peters	Tie-Down		3/1/2023	M2M	\$64.00
Don Eikenberry	Tie-Down		3/13/2023	M2M	\$64.00
Kevin Jensen	Tie-Down		3/31/2023	M2M	\$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.

2023 CDRPA Calendar of Events

APRIL 2023

Date:	Time:	Event:	Location:	Attending:
11-Apr	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
14-Apr	10:00am	Chris Green, Assistant Director, Dept of Commerce - Office of Economic Dev. And Competitiveness - CDRPA Visit	Executive Flight	Kuntz, Lough, Larsen and Fancher
18-Apr	6:30am	WVCC Board Meeting - Trades District Presentation	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington; Kuntz, de Mestre and Deenik
19-21 Apr	9am-5pm (Main Day)	Flywheel Investment Conference	Wenatchee Conv. Center	Commissioners Baldwin & Etherington
21-Apr	5:30pm-8:30pm	Cashmere Chamber Banquet	Chelan County Expo Center	Commissioners Baldwin, Etherington & DeRock
25-Apr	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

MAY 2023

Date:	Time:	Event:	Location:	Attending:
8-10 May	All Day	WAMA Annual Conference	Spokane, WA	Commissioner Baldwin and Moyers
8-11 May	All Day	Data Center World Conference	Austin, TX - Convention Center	Commissioner Spurgeon and Kuntz
9-May	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
11-May	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
16-May	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
17-19 May	All Day	WPPA 2023 Spring Meeting	Davenport Hotel	Commissioners Baldwin, Spurgeon, Etherington & DeRock; Kuntz and de Mestre
21-24 May	All Day	117th Annual Conference - Gov. Fin. Officers Association	Portland, OR	Lough
23-May	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
29-May	All Day	Memorial Day - Office Closed	All Offices	CDRPA Staff

JUNE 2023

Date:	Time:	Event:	Location:	Attending:
3-5 Jun	All Day	AAAE Annual Conference	Denver, CO	Commissioners Baldwin & DeRock; Moyers
7-9 Jun	All Day	WPPA Fin. & Admin Seminar	Alderbrook Resort	Deenik
8-Jun	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
13-Jun	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
14-Jun	2:30pm-4:00pm	Douglas County Community Leadership Advisory Group	Executive Flight	Commissioner DeRock, Commissioner Huffman and Kuntz; Advisory Group members
20-Jun	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
27-Jun	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

JULY 2023

Date:	Time:	Event:	Location:	Attending:
4-Jul	All Day	Independence Day - Office Closed	All Offices	CDRPA Staff
8-Jul	All Day	Pangborn Festival of Flight	Pangborn Airport	Commissioners Baldwin & DeRock; CDRPA Staff
11-Jul	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
13-Jul	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
13-14 Jul	All Day	WPPA 2023 Directors' Seminar	Hotel Indigo, Everett	Kuntz

18-Jul	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	
24-26 Jul	All Day	WPPA 2023 Commissioner Seminar	Alderbrook Resort	Commissioners Baldwin & DeRock
25-Jul	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
AUGUST 2023				
Date:	Time:	Event:	Location:	Attending:
8-Aug	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
8-11 Aug	All Day	Brownfields 2023 Conference	Detroit, MI	Commissioner Baldwin
10-Aug	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
13-15 Aug	All Day	Routes Takeoff (Airline Meetings)	Atlantic City, NJ	Moyers
15-Aug	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
22-Aug	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
SEPTEMBER 2023				
Date:	Time:	Event:	Location:	Attending:
4-Sep	All Day	Labor Day - Office Closed	All Offices	CDRPA Staff
10-12 Sep	All Day	National Airports Conference	Spokane, WA	Moyers
12-Sep	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
13-Sep	2:30pm-4:00pm	Douglas County Community Leadership Advisory Group	Executive Flight	Commissioner DeRock, Commissioner Huffman and Kuntz; Advisory Group members
14-Sep	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
19-Sep	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
19-22 Sep	All Day	2023 WFOA 68th Annual Conf.	Spokane Convention Ctr.	Lough
20-22 Sep	All Day	NWAAAE Annual Conference	Kelowna, BC	Moyers
26-Sep	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
OCTOBER 2023				
Date:	Time:	Event:	Location:	Attending:
10-Oct	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
12-Oct	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
17-Oct	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
24-Oct	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
26-27 Oct	All Day	Small Ports Seminar	Campbell's Resort	Commissioner Baldwin
NOVEMBER 2023				
Date:	Time:	Event:	Location:	Attending:
9-Nov	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
14-Nov	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
21-Nov	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
23-Nov	All Day	Thanksgiving Holiday - Office Closed	All Offices	CDRPA Staff
24-Nov	All Day	Thanksgiving Holiday - Office Closed	All Offices	CDRPA Staff
28-Nov	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
DECEMBER 2023				
Date:	Time:	Event:	Location:	Attending:
6-8 Dec	All Day	WPPA 2023 Annual Meeting	Hilton: Vancouver	Commissioner Baldwin & DeRock
12-Dec	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

3-Dec	2:30pm-4:00pm	Douglas County Community Leadership Advisory Group	Executive Flight	Commissioner DeRock, Commissioner Huffman and Kuntz; Advisory Group members
14-Dec	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
19-Dec	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
25-Dec	All Day	Christmas - Office Closed	All Offices	CDRPA Staff
26-Dec	All Day	Christmas - Office Closed	All Offices	CDRPA Staff