



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
August 8th, 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 the July 11th, 2023 Meeting Minutes, CDRPA Resolution 2023-06 Voiding Check No. 11592, May 2023 Commission Calendar, June 2023 Commission Calendar, Approval of the Calendar of Events, and Check Register Pages 2023-29 through 2023-34, including Electronic Transfers.
- **PODC:** Approval of Check Register Page 2023-01.

VI. PRESENTATIONS

- **Small Business Development Center – Quarterly Report**
- **WPPA Commissioners Seminar Recap**

VII. POCC ACTION ITEMS (Public Comment Opportunity)

- (1) POCC Resolution No. 2023-02 – Operating Line of Credit

VIII. CDRPA ACTION ITEMS (Public Comment Opportunity)

- (2) Operating Line of Credit Concurrence
- (3) City of Entiat – Partners in Economic Development Funding Request
- (4) Property Insurance Renewals
- (5) Travel Policy Update
- (6) Authorization to Bid - The Trades District

- (7) Chelan Airport – FAA Grant/Apron and Taxiway Pavement Maintenance Project
- (8) Pangborn Airport – Taxiway A Realignment Revised Budget Request

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

- (9) FAA 5-Year Capital Improvement Plan
- (10) CDRPA Investment Report
- (11) Sports Complex Public Outreach – Update
- (12) RiverCom – Update
- (13) Child Care Partnership – Grant Application
- (14) 2023 CDRPA Board Retreat
- (15) Cascade Public Infrastructure Fund – Update
- (16) Central Washington Regional Tech and Innovation Hub – Letter of Commitment

X. MISCELLANEOUS STAFF REPORTS

- CEO
- Director of Finance & Administration
- Director of Airports
- Director of Economic Development & Capital Projects
- Community Relationship Manager
- Property & Maintenance Manager
- CTC Manager

XI. PUBLIC COMMENT

XII. REVIEW CALENDAR OF EVENTS

XIII. ITEMS FROM BOARD OF DIRECTORS

XIV. 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
July 11th, 2023
9:00 am**

Present:

Directors:

*Donn Etherington, Director
Jim Huffman, Director
JC Baldwin, Director*

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

Staff:

*Jim Kuntz, Chief Executive Officer
Monica Lough, Director of Finance & Admin
Trent Moyers, Director of Airports
Stacie de Mestre, Dir. of Econ Dev.
Ron Russ, Maint. & Prop. Mngr
Craig Larsen, Community Rel. Mngr.
Tricia Degnan, CTC Manager*

*Colby Goodrich, FBO Mngr.
Sarah Deenik, Comm. Coordinator
Brooke Lammert, Executive Assistant
Laura Camarillo-Reyes, Admin. Asst. (Zoom)
Julie Avis, Acct. Specialist (Zoom)
Lorena Amador, Acct. Specialist (Zoom)
Ella Crawford, Intern*

Legal Counsel:

Quentin Batjer, Davis Arneil Law Firm LLP

Guests:

*Mike Mackey
Vince Johnston, East Wenatchee Water Dist.
Anna Colin, East Wenatchee Water Dist.
Bernita Landers, Douglas Co. Sewer Dist.
Darrell Winan, Douglas Co. Sewer Dist.
Morgan Shook, ECONorthwest*

*Dave Mitchell, Ardurra (Zoom)
Chris Mansfield, Ardurra (Zoom)
Stephanie Krabbe, Ardurra (Zoom)
Kalie Worthen, Wenatchee World (Zoom)
Terra Sokol, KPQ (Zoom)
Steve Wilkinson, Wenatchee Valley Chamber (Zoom)*

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

Introductions: Kuntz introduced new employee Ella Crawford. Crawford is interning at the Chelan Douglas Regional Port Authority for the summer.

Kuntz congratulated Sarah Deenik and Colby Goodrich for being selected by the Wenatchee World for being the top 30 under 35 business professionals in the Wenatchee Valley.

Conflicts of Interest: None

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

CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA

The Chelan Douglas Regional Port Authority Consent Agenda consisting of June 27th, 2023 Meeting Minutes and Check Register Pages 2023-25 through 2023-28, including Electronic Transfers were presented.

Motion No.

Moved by:

Seconded by:

07-01-23 CDRPA

JC Baldwin

W. Alan Loeb sack

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the June 27th, 2023 Meeting and Check Register Pages 2023-25 through 2023-28, including Electronic Transfers.

Motion Passed 6-0

PORT OF CHELAN COUNTY CONSENT AGENDA

The Port of Chelan County Consent Agenda consisting of Check Register Page 2023-06 was presented.

Motion No.

Moved by:

Seconded by:

07-02-23 POCC

JC Baldwin

Richard DeRock

To approve the Port of Chelan County Consent Agenda consisting of Check Register Page 2023-06.

Motion Passed 3-0

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

Authorization to Bid Snow Removal Equipment

Moyers discussed the need to seek bids for new snow removal equipment for Pangborn Airport. He said the buildout time will be 360-to-400-days once the bid is awarded. Specifications have been written into the bid request to ensure quality equipment is solicited. Staff will continue to use the snow blower purchased from Pullman Moscow Airport this year and will surplus the oldest piece of equipment once the new equipment arrives. After some discussion over the buildout time amongst Commissioners, Dave Mitchell shared that penalties can be written into the RFP for any incurred delays.

Motion No.

Moved by:

Seconded by:

07-03-23 CDRPA

Richard DeRock

W. Alan Loeb sack

To authorize the CEO to seek bids for Pangborn Memorial Airport Snow Removal Equipment.

Motion passed 6-0

Approval of the 2022 Financial Statements - CDRPA

Lough provided an overview of the 2022 Financial Statements for the Chelan Douglas Regional Port Authority. Discussion ensued and the following action was taken:

Motion No.

Moved by:

Seconded by:

07-04-23 CDRPA

Jim Huffman

Richard DeRock

To approve the Chelan Douglas Regional Port Authority 2022 Financial Statements, as presented.

Motion passed 6-0

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

INFORMATIONAL ITEMS:

CTC Restoration Update and Quarterly Meeting Room Activity – de Mestre reviewed the project’s budget versus actual numbers, including incurred costs due to unforeseen changes in the project plan. Shared that the project is a month out from completion and is within the overall project budget as approved by the Board. Degnan gave a review of the quarterly meeting room activity report.

FAA Land Release – Pangborn Update – Moyers discussed the need for an FAA land release in preparation for the Army National Guard’s future site. FAA protocol requires the Regional Port to demonstrate that the property is no longer needed for Airport use. Further updates will be provided at future meetings.

At 10:34 a.m. Commissioner Spurgeon called for a 10-minute break.

Pangborn Festival of Flight – Event Recap – Kuntz thanked staff for their work on the event. Moyers shared details on the event activities, including an outreach table dedicated to the GA Terminal Building to serve as community engagement for the Environmental Assessment. Mike Mackey noted that an air aviation demonstration would be a positive addition to next year’s event.

Olds Station Business Park – Irrigation System – Kuntz shared the known history of the irrigation system in place for the Old Stations Business Park. Russ discussed the time and money the Regional Port has incurred to repair and maintain the system in 2023. Staff is working on the process of updating user agreements and a plan to recover some of the irrigation repair costs to date.

PRESENTATION: Morgan Shook with ECONorthwest gave a presentation of the proposed formation of a TIF District in Douglas County. Shook gave an overview of the steps to establish a TIF District, as well as answered Board questions before Kuntz further discussed the potential project.

Commissioner Baldwin left the meeting at 11:30 p.m. for a previous commitment.

Malaga – GBI Cooling Water Infrastructure Improvement – Kuntz shared that discussions are ongoing with Microsoft regarding a cooling water agreement on the former GBI property. Kuntz is optimistic an agreement will be completed by the end of August.

Travel Policy Review – Lough reviewed with the Board specific items in the current travel policy. Discussion ensued on possible revisions needed and a formal update on the policy will be presented at the August 8th meeting for Commissioners consideration.

Commissioner Spurgeon left the meeting at 1:08 p.m. for a previous commitment.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Shared ABC Learning Center (childcare facility) plans to renew the lease and a meeting was held on potential upgrades to the exterior of the building.
- Discussed a meeting held with Jack Louws regarding the Cashmere Mill District.

Lough provided information and updates including:

- Reviewed the prior Unified Tax Levy calculation presented in December before sharing her updated calculation.
- Shared that the Regional Port's property liability insurance coverages with Enduris is due to renew in September. The Port is looking at a higher deductible to offset rising insurance costs.
- Discussed the recent entrance conference held with Washington State Auditors. Encouraged the Board to review the guide sent to them regarding fraud prevention.

Moyers provided information and updates including:

- Shared that the Regional Port has joined a coalition to restore air service alongside other entities based in small communities facing the same issue.
- Shared that the load factor with Alaska Airlines was at 83% in June compared to 76% in May.
- Updated the Board on the VIRtower count for Mansfield Airport, as well as let the Board know that the Waterville VIRtower is not yet up and running. Staff is hopeful to have this up and running in August.

de Mestre provided information and updates including:

- Discussed the draft list of permitted uses for the Trades District.
- Shared that the Regional Port applied for the Chelan County Cascade Public Infrastructure Grant for infrastructure improvements at the Cashmere Business Park.
- Invited the Board to an upcoming CAFÉ event in which staff will be giving a presentation on the Trades District.
- Updated the Board on the Regional Sports Complex Study and plans for additional outreach at the beginning of August.

Degnan provided information and updates including:

- Discussed the potential use of the indoor patio/kitchen area at the CTC as a café or space for private events – i.e., baby showers, birthdays, etc.

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.

Meeting adjourned at 1:27 p.m.

Signed and dated this 8th day of August 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
RESOLUTION NO. 2023-06
RESOLUTION TO VOID CHECK NO. 11592**

Whereas Check No. 11592 in the amount of \$23.71, payable to Emily B Lammert, on Register Page No. 2023-24 was created and signed on May 31, 2023.

Whereas check issued is lost, and replacement check No. 1075 will be issued for same amount.

Now, therefore be it resolved by the Board of Directors of the Chelan Douglas Regional Port Authority, a municipal corporation of the State of Washington, that Check No. 11592 be declared VOID.

Dated this 8th day of August 2023.

Chelan Douglas Regional Port Authority

Donn Etherington, Director

W. Alan Loeb sack, Director

Richard DeRock, Director

Mark Spurgeon, Director

JC Baldwin, Director

Jim Huffman, Director

Chelan Douglas Regional Port Authority

Board of Directors Calendar

May 2023

Date	Meeting	Location	DE	RD	JCB	AL	MS	JH
5/1	State Capitol Bill Signings	Olympia, WA			X		X	
5/4	NCW EDD/Seattle EDA Luncheon	Badger Mtn Brewery					X	
5/4	Malaga Community Council Meeting	Malaga Fire Station	X					
5/5	Regional Sports Complex Kickoff Meeting	Zoom/CTC	X					X
5/5	Meeting w/ Jim Kuntz	CDRPA					X	
5/5	Commissioner Meeting	Chelan, WA		X				
5/8	WAMA Conference	Spokane, WA			X			
5/8	Data Center World Conference	Austin, TX					X	
5/9	Wenatchee Downtown Walking Tour	Wenatchee Convention Center	X					
5/9	WAMA Conference	Spokane, WA			X			
5/9	Data Center World Conference	Austin, TX					X	
5/9	Reimagine Wenatchee Downtown	Pybus	X*					
5/10	District 1 Meeting	Zoom	X					
5/10	WAMA Conference	Spokane, WA			X			
5/10	NCWEDD Board Meeting	Chelan, WA						X
5/10	Data Center World Conference	Austin, TX					X	
5/11	Data Center World Conference	Austin, TX					X	
5/11	CDTC Board Meeting	CTC			X			
5/16	WVCC Board Meeting	WVCC	X				X	
5/16	Travel to WPPA Spring Meeting	Spokane, WA			X		X*	
5/17	WPPA Spring Meeting	Spokane, WA	X		X		X	
5/18	WPPA Spring Meeting	Spokane, WA	X		X		X	
5/19	Travel from WPPA Spring Meeting	Spokane, WA	X		X		X	
5/23	CDRPA Board Meeting	CTC	X	X	X	X	X	X
5/24	Meeting w/ Mayor Fletcher	Almond Blossom			X			
5/24	TREAD Meeting	CTC	X					X
5/25	CARB Board Meeting	Bremerton Int'l Airport			X			
5/31	Live Fire Exercise	PMA/CDRPA					X	
5/24	Revised calendar to add meeting in bold.							
*	denotes multiple meetings on same day							

Chelan Douglas Regional Port Authority

Board of Directors Calendar

June 2023

Date	Meeting	Location	DE	RD	JCB	AL	MS	JH
6/1	Airport Way Utility Development Meeting	CDRPA		X			X	
6/2	AAAE Conference	Denver, CO			X			
6/3	AAAE Conference	Denver, CO		X	X			
6/4	AAAE Conference	Denver, CO		X	X			
6/5	AAAE Conference	Denver, CO		X	X			
6/6	AAAE Conference	Denver, CO		X	X			
6/7	Commissioners Meeting w/ Gering, Allen, Bergen	Chelan - Vogue		X				
6/7	District 1 Meeting	Steamers West	X					
6/7	Meeting w/ S. Cusick	Cusick's Office	X*					
6/8	CDTC Board Meeting	CTC			X		X	
6/8	AWB Town Hall	Pybus					X*	
6/8	Chamber - Washington in the Making	Pybus	X					
6/9	Meeting w/ Jim Kuntz	CDRPA					X	
6/12	Economic Development Discussion	Leavenworth City Hall			X			
6/13	CDRPA Board Meeting	CTC	X	X	X	X	X	X
6/14	Possibilities Tour - WDA	Lineage H Building	X		X			
6/14	Regional Sports Complex - Open House	CTC				X		
6/15	Regional Sports Complex Interviews	CTC	X					X
6/15	Historic Chelan	Lake Chelan Chamber	X*	X				
6/20	Wenatchee Valley Chamber Committee	WVCC	X				X	
6/20	Eunice Youmans Chelan-Douglas Land Trust	Stones Gastro Pub			X			
6/21	CARB Loan Application	CDRPA					X	
6/21	District 1 Meeting	Steamers West	X					
6/21	WPPA Executive Committee Meeting	Zoom			X			
6/22	Meeting w/ Jim Kuntz	CDRPA					X	
6/22	EDD Executive Comm Meeting	Zoom						X
6/23	Breakfast/Airport Tour w/ Upper Valley Commissioners	CDRPA			X			
6/24	Cashmere Founders Day Parade	Cashmere		X	X		X	
6/27	CDRPA Board Meeting	CDRPA	X	X	X	X	X	X
6/28	Risk Assessment Interview, Jamie Ginter, SAO	Phone					X	
*	denotes multiple meetings on same day							

Chelan Douglas Regional Port Authority
Check Register Listing
2023-July

Date Issued	Register #	Reason	First #	Last #	Amount
07/05/23	2023-29	Payables	11789	11790	\$43,034.11
07/14/23		Mid-Month Employee Advances		ACH	\$4,000.00
07/14/23	2023-30	Mid-Month Payables	11791	11861	\$741,481.01
07/19/23	2023-31	Evergreen Manufacturing Growth Grant	11862	11862	\$147,621.39
07/20/23	2023-32	Q2 2023 Payroll Taxes	11863	11864	\$13,639.34
07/26/23		Q2 2023 Leasehold Tax		ACH	\$99,884.08
07/26/23		WA Dept of Revenue - Sales Tax		ACH	\$7,979.91
07/31/23	2023-33	July 2023 Payroll	11865	11866	\$288,286.18
07/31/23	2023-34	Month-End Payables	11867	11934	\$433,542.75

Transactions for approval August 8, 2023 total: \$1,779,468.77

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

Chief Executive Officer

Dir of Finance & Admin.

Director Etherington _____

Director DeRock _____

Director Baldwin _____

Director Loeb sack _____

Director Spurgeon _____

Director Huffman _____

**Chelan Douglas Regional Port Authority
Check Register
2023-29**

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 July 05, 2023 check 11789-11790 in the amount of

\$ **43,034.11**

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check Number	Amount
<u>ADMINISTRATIVE & GENERAL</u>				
07/05/2023	Informa Markets (UK) Limited	Routes World 2022	11790	5,443.20
	Net Administrative & General			<u>5,443.20</u>
<u>DEPT. OF COMMERCE PASS-THRU GRANT</u>				
07/05/2023	Beta Hatch	Evergreen Manufacturing Growth Grant	11789	37,590.91
	Net Dept. of Commerce Pass-Thru Grant			<u>37,590.91</u>
	TOTAL			<u>43,034.11</u>

**Chelan Douglas Regional Port Authority
Check Register
2023-30**

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 July 14, 2023 checks 11791 - 11861 in the amount of

\$741,481.01

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
7/14/2023	City of Cashmere	Utilities	11809	745.34
7/14/2023	Home Depot Pro	Maintenance Supplies	11825	180.63
7/14/2023	Local Tel Communications	Fire Alarm Services	11834	781.32
7/14/2023	North Cascades Heating & A/C, Inc	Building Maintenance	11838	715.32
7/14/2023	Waste Management	Utilities	11856	421.43
	Net Cashmere Mill District			<u>2,844.04</u>
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
7/14/2023	Banner Bank - TD	Landscaping/Office & Janitorial Supplies	11804	790.77
7/14/2023	Chelan County PUD	Utilities	11807	10,909.83
7/14/2023	City of Wenatchee	Utilities	11810	836.74
7/14/2023	Consolidated Electrical Distributors, Inc	Maintenance Supplies	11813	555.53
7/14/2023	Crown Paper & Janitorial Supply	Custodial Supplies	11814	782.84
7/14/2023	Express Services, Inc.	Admin Assistant	11820	517.67
7/14/2023	GFC Services	Meeting Room Setups/Janitorial Services	11823	5,976.75
7/14/2023	Home Depot Pro	Maintenance Supplies	11825	298.89
7/14/2023	Kelley Connect	Kyocera Copier Usage	11829	145.62
7/14/2023	Lowe's	Landscaping Supplies	11836	95.16
7/14/2023	North Central ESD	Video Conference Operator	11839	4,619.00
7/14/2023	Pacific Security	Patrol Service	11842	444.00
7/14/2023	Stoneway Electric Supply	Maintenance Supplies	11850	23.48
7/14/2023	Waste Management	Utilities	11856	1,208.44
	Net Confluence Technology Center			<u>27,204.72</u>
<u>DOWNTOWN WENATCHEE SOUTH</u>				
7/14/2023	City of Wenatchee	Utilities	11810	755.38
	Net Downtown Wenatchee South			<u>\$755.38</u>
<u>OLDS STATION BUSINESS PARK</u>				
7/14/2023	Chelan County PUD	Utilities	11807	2,533.77
7/14/2023	City of Wenatchee	Utilities	11810	964.78
7/14/2023	Local Tel Communications	Alarm Systems	11834	196.75
7/14/2023	Lowe's	Maintenance Supplies	11836	74.67
7/14/2023	Pacific Security	Patrol Service	11842	888.00
7/14/2023	S & W Irrigation Supply	Irrigation Supplies	11846	1,140.05
7/14/2023	Stemilt World Famous Compost	Landscaping	11849	90.00
7/14/2023	Waste Management	Utilities	11856	146.83
	Net Olds Station Business Park			<u>6,034.85</u>

**Chelan Douglas Regional Port Authority
Check Register
2023-30**

<u>PANGBORN AIRPORT</u>				
7/14/2023	Ag Supply Co.	Fuel, Diesel, Propane, Maintenance Supplies	11793	3,121.63
7/14/2023	Amazon Capital Services	Charging Power Cords	11794	28.14
7/14/2023	Banner Bank - PE	Festival of Flight; Marketing	11799	145.00
7/14/2023	Banner Bank - RR	Small Tools	11801	1,077.68
7/14/2023	Banner Bank - TF	Maintenance Supplies	11805	741.05
7/14/2023	Banner Bank - TM	Phone Service/TakeOff North America & AAE Conferences	11806	1,917.12
7/14/2023	Douglas County PUD	Utilities	11816	1,739.00
7/14/2023	Firefly	Projects; Replacement to Move VMS Off Server	11821	1,690.83
7/14/2023	FlashParking, Inc.	Parking Fees	11822	3.03
7/14/2023	Harvest Valley Pest Control, Inc.	Pest Control	11824	81.23
7/14/2023	Home Depot Pro	Terminal Maintenance	11825	541.98
7/14/2023	Informa Princeton LLC	TakeOff North America 2023	11827	1,065.00
7/14/2023	Les Schwab Tire Center	Vehicle Maintenance	11832	86.69
7/14/2023	Lets Color Art Studio	Festival of Flight; Face Painting Service	11861	324.90
7/14/2023	Lowe's	Maintenance Supplies	11836	3.27
7/14/2023	Omnipark Inc.	Parking Software	11841	366.05
7/14/2023	Pacific Security	Patrol Service	11842	444.00
7/14/2023	Platt Electric Supply	Aviation Maintenance	11843	67.91
7/14/2023	USDA, APHIS	Regulatory Compliance	11852	1,032.59
7/14/2023	Valley Tractor & Rentals, Inc.	Equipment Maintenance	11853	36.46
7/14/2023	Voltaire Aviation Inc	Air Service Dev Retainer	11854	4,000.00
7/14/2023	Waste Management	Utilities	11856	672.31
7/14/2023	Wilbur-Ellis Company LLC	Airfield Maintenance	11858	7,460.61
	Net Pangborn Airport			<u><u>26,646.48</u></u>
<u>PANGBORN FBO</u>				
7/14/2023	AvFuel Corp	Jet A Fuel	11795	103,964.90
7/14/2023	Banner Bank - CG	Equipment Maintenance Supplies	11796	2,085.00
7/14/2023	Banner Bank - PE	FBO Supplies	11799	108.78
7/14/2023	Cintas Corporation	Uniforms	11860	105.60
7/14/2023	Waste Management	Utilities	11856	177.43
	Net Pangborn FBO			<u><u>106,441.71</u></u>
<u>PANGBORN BUSINESS PARK</u>				
7/14/2023	Douglas County PUD	Utilities	11816	1,446.00
7/14/2023	Wells and Wade Mechanical	Building Maintenance	11857	2,181.44
7/14/2023	Young Bucks Landscaping LLC	Landscaping	11859	3,145.03
	Net Pangborn Business Park			<u><u>6,772.47</u></u>
<u>RPA OFFICE/AVIATION CENTER</u>				
7/14/2023	Ag Supply Co.	Maintenance Supplies	11793	9.75
7/14/2023	Banner Bank - RR	Building Maintenance	11801	275.53
7/14/2023	Banner Bank - TF	Building Maintenance	11805	234.96
7/14/2023	Douglas County PUD	Utilities	11816	1,082.00
7/14/2023	Waste Management	Utilities	11856	393.16
7/14/2023	Young Bucks Landscaping LLC	Landscaping	11859	2,096.69
	Net RPA Office/Aviation Center			<u><u>4,092.09</u></u>
<u>LAKE CHELAN AIRPORT</u>				
7/14/2023	Chelan County PUD	Utilities	11807	24.17
7/14/2023	Lake Chelan Airport	3rd Qrt Airport Operations	11830	11,778.96
	Net Lake Chelan Airport			<u><u>11,803.13</u></u>
<u>MANSFIELD AIRPORT</u>				
7/14/2023	Douglas County PUD	Utilities	11816	32.00
7/14/2023	Valley Tractor & Rentals, Inc.	Equipment Rental	11853	807.75
	Net Mansfield Airport			<u><u>839.75</u></u>
<u>WATERVILLE AIRPORT</u>				
7/14/2023	Banner Bank - RR	Maintenance Supplies	11801	336.50
	Net Waterville Airport			<u><u>336.50</u></u>

**Chelan Douglas Regional Port Authority
Check Register
2023-30**

<u>ORONDO RIVER PARK</u>				
7/14/2023	Banner Bank - RR	Maintenance Supplies	11801	1,663.63
7/14/2023	Pacific Security	Patrol Service	11842	1,056.00
7/14/2023	Waste Management	Utilities	11856	128.62
	Net Orondo River Park			2,848.25
<u>MALAGA PROPERTY</u>				
7/14/2023	Enduris	Property Insurance	11819	110.00
	Net Malaga Property			110.00
<u>BUSINESS PARK MAINTENANCE</u>				
7/14/2023	Banner Bank - RR	Small Equipment	11801	75.93
7/14/2023	Coleman Oil Company	Fuel	11811	693.83
	Net Business Park Maintenance			769.76
<u>ADMINISTRATIVE & GENERAL</u>				
7/14/2023	Banner Bank - JC	Lodging; AAAE Conference	11797	1,060.28
7/14/2023	Banner Bank - JK	Lodging; Brownsfield Conference Meals; Board Mtg Lunch	11798	614.86
7/14/2023	Banner Bank - PE	Office Supplies/Meals; Board Mtg Lunch	11799	1,152.64
7/14/2023	Banner Bank - RD	Travel/Lodging; AAAE Conference	11800	705.67
7/14/2023	Banner Bank - RR	Software	11801	119.12
7/14/2023	Banner Bank - TC	Subscriptions/Software	11803	211.62
7/14/2023	Dept. of Commerce	Northwest Economic Dev. Course; S Deenik & B Lammert	11815	1,200.00
7/14/2023	Elevate Government Affairs, LLC	Governmental Affairs Federal Contract	11818	8,500.00
7/14/2023	Julie Burdick-Avis	Mileage	11828	3.60
7/14/2023	Lodestar Strategic LLC	Governmental Affairs State Contract	11835	6,000.00
7/14/2023	ODP Business Solutions LLC	Office Supplies	11840	286.85
7/14/2023	State Auditor's Office	Audit Services 05/2023	11848	10,440.15
7/14/2023	Washington Public Ports Association	Finance & Administration Seminar Registration; S Deenik	11855	460.00
	Net Administrative & General			\$30,754.79
<u>BUSINESS DEVELOPMENT & MARKETING</u>				
7/14/2023	Banner Bank - JK	Promotional Hosting; Army National Guard	11798	422.46
7/14/2023	Banner Bank - PE	Marketing Supplies, Construction Project Manager Ads	11799	2,885.17
7/14/2023	Banner Bank - SD	Regional Sports Complex Meetings Refreshments	11802	265.67
7/14/2023	Banner Bank - TC	Adobe Subscription	11803	22.77
7/14/2023	Julie Burdick-Avis	Logo Wear	11828	55.61
	Net Business Development & Marketing			\$3,651.68
<u>ECONOMIC DEVELOPMENT CONTRACTS - NONPROFITS</u>				
7/14/2023	Lake Chelan Wine Valley	Economic Development Contract	11831	3,707.50
7/14/2023	TREAD	Economic Development Contract	11851	3,309.60
	Net Economic Development Contracts - Nonprofits			\$7,017.10
<u>CAPITAL PROJECTS</u>				
7/14/2023	Absher Construction Company	CTC - Salvage, Demo and Restoration	11792	437,709.63
7/14/2023	Banner Bank - SD	Malaga Water Improv; Chelan County PUD	11802	2,150.00
7/14/2023	Banner Bank - TD	CTC Security System Camera Monitor	11804	141.30
7/14/2023	Column Software PBC	Airlift NW Hangar Legal Notice	11812	213.27
7/14/2023	Douglas County Transp & Land Services	Taxiway B/Executive Hangar	11817	268.00
7/14/2023	Home Depot Pro	CTC Camera System Upgrage	11825	24.13
7/14/2023	Hurst Construction LLC	OSBP Irrigation Repairs	11826	8,345.55
7/14/2023	Maul Foster Alongi, Inc.	EPA Brownsfields Coalition Grant Consulting Services	11837	18,807.50
7/14/2023	North Central ESD	CTC VCC Camera System Upgrade	11839	2,849.00
7/14/2023	North Central ESD	CTC VCC Audio System Upgrade	11839	616.00
7/14/2023	Ridgeline Graphics, Inc	Taxiway B Expan Spec Books	11844	1,460.12
7/14/2023	Rudnick & Sons LLC	OSBP Irrigation Repairs	11845	12,650.67
7/14/2023	Smith Excavation, Inc.	OSBP Irrigation Repairs	11847	17,323.14
				502,558.31
				741,481.01

VOID: 11791, 11808, 11833

**Chelan Douglas Regional Port Authority
Check Register
2023-31**

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 July 19, 2023 check 11862 in the amount of

\$ 147,621.39

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
07/19/2023	<u>DEPT. OF COMMERCE PASS-THRU GRANT</u> Beta Hatch	Evergreen Manufacturing Growth Grant	11862	147,621.39
	Net Dept. of Commerce Pass-Thru Grant			<u>\$147,621.39</u>
	TOTAL			<u>\$147,621.39</u>

**Chelan Douglas Regional Port Authority
Check Register
2023-32**

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

For approval July 20, 2023 checks 11863 - 11864 in the amount of \$ 13,639.34

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check Number	Amount
<u>ADMINISTRATIVE & GENERAL</u>				
07/20/2023	Department of L&I	2Q23 Payroll Taxes	11863	10,069.85
07/20/2023	Employment Security Department	2Q23 Payroll Taxes - Paid Family Medical Leave	11864	3,569.49
TOTAL				<u><u>\$13,639.34</u></u>

Chelan Douglas Regional Port Authority
Check Register
2023-33

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

For approval July 31, 2023, checks 11865 - 11866 and electronic payments in the amount of:

\$ 288,286.18

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
Payroll				
07/31/23	Amador Lopez, Lorena	July 2023 Payroll	EFT	3,812.64
07/31/23	Asplund, Randy L	July 2023 Payroll	EFT	1,320.61
07/31/23	Baldwin, Janet L	July 2023 Payroll	EFT	1,432.67
07/31/23	Beidler, Camryn N	July 2023 Payroll	EFT	3,794.79
07/31/23	Blake, Kenny R	July 2023 Payroll	EFT	378.64
07/31/23	Burdick-Avis, Julie A	July 2023 Payroll	EFT	3,629.14
07/31/23	Camarillo-Reyes, Laura	July 2023 Payroll	EFT	3,444.26
07/31/23	Chatriand, Bobbie J	July 2023 Payroll	EFT	4,090.63
07/31/23	Crawford, EllaBeth X	July 2023 Payroll	EFT	1,593.09
07/31/23	Day, Skylar	July 2023 Payroll	EFT	3,226.06
07/31/23	de Mestre, Stacie C	July 2023 Payroll	EFT	7,420.13
07/31/23	Deenik, Sarah K	July 2023 Payroll	EFT	5,882.01
07/31/23	Degnan, Tricia E	July 2023 Payroll	EFT	5,148.27
07/31/23	DeRock, Richard A	July 2023 Payroll	EFT	2,169.85
07/31/23	Etherington, Donn	July 2023 Payroll	EFT	1,843.43
07/31/23	Flaget, Todd R	July 2023 Payroll	EFT	5,659.58
07/31/23	Gamache, Raymond B	July 2023 Payroll	EFT	230.87
07/31/23	Goodrich, Colby A	July 2023 Payroll	EFT	4,770.13
07/31/23	Huffman, James D	July 2023 Payroll	EFT	1,433.80
07/31/23	Kern, Dana	July 2023 Payroll	EFT	3,643.54
07/31/23	Kuntz, James M	July 2023 Payroll	EFT	12,606.88
07/31/23	Lamb, Kenneth R	July 2023 Payroll	EFT	4,306.93
07/31/23	Lamb, Shane C	July 2023 Payroll	EFT	4,976.15
07/31/23	Lammert, Emily B	July 2023 Payroll	EFT	2,003.88
07/31/23	Larsen, Craig N	July 2023 Payroll	EFT	5,412.22
07/31/23	Loebsack, W Alan	July 2023 Payroll	EFT	1,317.39
07/31/23	Lough, Monica D	July 2023 Payroll	EFT	8,374.10
07/31/23	Martin, Kole R	July 2023 Payroll	EFT	2,319.03
07/31/23	Martinez, Rafael	July 2023 Payroll	EFT	3,163.81

07/31/23	Moyers, Trent D	July 2023 Payroll	EFT	8,432.40
07/31/23	Orr, Marcus J	July 2023 Payroll	EFT	5,251.57
07/31/23	Rumburg, Concetta A	July 2023 Payroll	EFT	1,440.67
07/31/23	Russ, Ronald R	July 2023 Payroll	EFT	6,691.38
07/31/23	Russell, Justin L	July 2023 Payroll	EFT	4,448.68
07/31/23	Smith, Charles B	July 2023 Payroll	EFT	4,271.05
07/31/23	Spurgeon, Mark M	July 2023 Payroll	EFT	914.92
07/31/23	Vargas-Mata, Manuel A	July 2023 Payroll	EFT	4,920.86
07/31/23	Warren, Kole A	July 2023 Payroll	EFT	3,328.93
07/31/23	HRA VEBA Trust	July VEBA	EFT	1,750.00
07/31/23	Bobbie Chatriand	June Sunshine Fund	11865	125.00
07/31/23	Health Care Authority	August Insurance	11866	48,341.89
07/31/23	Department of Retirement Systems	July Retirement	ACH	36,372.66
07/31/23	US Treasury	July Payroll Taxes	EFTPS	52,591.64
	Net Payroll			<u>288,286.18</u>

**Chelan Douglas Regional Port Authority
Check Register
2023-34**

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

For approval July 31, 2023 checks 11867 - 11934 in the amount of

\$433,542.75

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
7/31/2023	Chelan County PUD	Utilities	11880	751.95
7/31/2023	Local Tel Communications	Fire Alarm Service, Annual Fire Inspection	11912	656.45
	Net Cashmere Mill District			<u>1,408.40</u>
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
7/31/2023	Cascade Natural Gas	Utilities	11879	13.78
7/31/2023	Chelan County PUD	Utilities	11880	211.33
7/31/2023	Crown Paper & Janitorial Supply	Janitorial Supplies	11887	501.60
7/31/2023	Express Services, Inc.	Admin Assistant	11897	630.21
7/31/2023	Glacier Supply Group	Maintenance Supplies	11900	48.54
7/31/2023	Local Tel Communications	Annual Fire Inspection, Telephone	11912	5,992.43
7/31/2023	Lowe's	Landscaping Supplies	11914	208.46
7/31/2023	S & W Irrigation Supply	Landscaping Supplies	11924	603.40
7/31/2023	Weinstein Beverage Co.	Coffee Supplies	11930	225.19
7/31/2023	WSU	Customer Refund	11932	1,209.08
	Net Confluence Technology Center			<u>9,644.02</u>
<u>DOWNTOWN WENATCHEE SOUTH</u>				
7/31/2023	Cascade Natural Gas	Utilities	11879	421.57
7/31/2023	Chelan County PUD	Utilities	11880	1,075.11
7/31/2023	D&B Backflow LLC	Building Maintenance	11888	534.89
7/31/2023	Local Tel Communications	Utilities	11912	383.93
	Net Downtown Wenatchee South			<u>2,415.50</u>
<u>OLDS STATION BUSINESS PARK</u>				
7/31/2023	BNSF Railway Company	Spur Track Lease	11877	1,200.00
7/31/2023	Cascade Natural Gas	Utilities	11879	13.78
7/31/2023	Chelan County PUD	Utilities	11880	611.45
7/31/2023	D&B Backflow LLC	Building Maintenance	11888	160.79
7/31/2023	Home Depot Pro	Landscaping Supplies	11904	67.67
7/31/2023	Jerry's Auto Supply	Maintenance Supplies	11907	15.17
7/31/2023	Local Tel Communications	Alarm Systems	11912	152.20
7/31/2023	Lowe's	Maintenance Supplies	11914	759.75
7/31/2023	Stemilt World Famous Compost	Landscaping	11928	60.00
	Net Olds Station Business Park			<u>3,040.81</u>

**Chelan Douglas Regional Port Authority
Check Register
2023-34**

PANGBORN AIRPORT

7/31/2023	Ag Supply Co.	Fuel, Maintenance Supplies	11868	210.76
7/31/2023	ARDURRA	Engineering Services	11873	5,807.50
7/31/2023	AvFuel Corp	Refueler Shipment	11875	4,956.50
7/31/2023	Bobbie Chatriand	Festival of Flight Dance Decorations	11878	238.22
7/31/2023	Confluence Health	ARFF Testing	11885	176.00
7/31/2023	Douglas County PUD	Airfield Electricity	11892	19.00
7/31/2023	Douglas County Sewer District No. 1	Sewer	11893	199.82
7/31/2023	East Wenatchee Water District	Water	11894	370.40
7/31/2023	Dick's Towing & Repair	Towing Service	11898	103.27
7/31/2023	FlashParking, Inc.	Parking Software License Renewal	11899	1,981.89
7/31/2023	Gonzalez Garage Door & Seamless Gutters	PMA Fire Station Door Repair	11902	3,703.86
7/31/2023	L N Curtis & Sons Inc	ARFF Annual eDrualic Service	11909	297.83
7/31/2023	Local Tel Communications	Phone/Internet/Cable	11912	518.23
7/31/2023	Lowe's	Maintenance Supplies	11914	206.82
7/31/2023	Moon Security Services, Inc	Security Expenses	11916	47.65
7/31/2023	Ogden Murphy Wallace, PLLC	Legal Fees	11918	6,045.00
7/31/2023	Pape Machinery, Inc.	Equipment Repair	11920	579.42
7/31/2023	Rodda Paint Co.	Maintenance Supplies	11923	559.81
7/31/2023	Virtower LLC	VirTower Tracking Software	11929	400.00
	Net Pangborn Airport			26,421.98

PANGBORN FBO

7/31/2023	Airspace Coffee Co.	FBO Supplies	11869	150.00
7/31/2023	Avfuel Corp	Jet Fuel, Av Gas	11875	169,924.08
7/31/2023	Aviation Laboratories	FBO Supplies	11876	234.16
7/31/2023	Cintas Corporation	Uniforms	11881	162.34
7/31/2023	Local Tel Communications	Utilities	11912	250.20
7/31/2023	ODP Business Solutions LLC	FBO Printer	11917	75.71
	Net Pangborn FBO			170,796.49

PANGBORN BUSINESS PARK

7/31/2023	D&B Backflow LLC	Building Maintenance	11888	276.11
7/31/2023	Douglas County Sewer District No. 1	Sewer	11893	97.00
7/31/2023	East Wenatchee Water District	Water	11894	728.60
7/31/2023	Local Tel Communications	Fire Alarm Service	11912	37.74
7/31/2023	Young Bucks Landscaping LLC	Landscape Maintenance	11934	2,025.10
	Net Pangborn Business Park			\$3,164.55

RPA OFFICE/AVIATION CENTER

7/31/2023	Cascade Natural Gas	Utilities	11879	65.54
7/31/2023	D&B Backflow LLC	Building Maintenance	11888	275.50
7/31/2023	Douglas County Sewer District No. 1	Sewer	11893	403.52
7/31/2023	East Wenatchee Water District	Water	11894	288.40
7/31/2023	Young Bucks Landscaping LLC	Landscape Maintenance	11934	1,350.07
	Net RPA Office/Aviation Center			2,383.03

MANSFIELD AIRPORT

7/31/2023	Virtower LLC	VirTower Tracking Software	11929	400.00
	Net Mainsfield Airport			\$400.00

**Chelan Douglas Regional Port Authority
Check Register
2023-34**

<u>BUSINESS PARK MAINTENANCE</u>			
7/31/2023	Coleman Oil Company	Fuel	11884 422.72
	Net Business Park Maintenance		<u>422.72</u>
<u>WATERVILLE AIRPORT</u>			
7/31/2023	Douglas County PUD	Utilities	11892 39.00
7/31/2023	Virtower LLC	VirTower Tracking Software	11929 400.00
	Net Waterville Airport		<u>439.00</u>
<u>LAKE CHELAN AIRPORT</u>			
7/31/2023	Virtower LLC	VirTower Tracking Software	11929 400.00
7/31/2023	Young Bucks Landscaping LLC	Landscape Maintenance	11934 1,786.95
	Net Lake Chelan Airport		<u>\$2,186.95</u>
<u>ORONDO RIVER PARK</u>			
7/31/2023	Alpine Environmental	Management Services	11871 410.00
7/31/2023	Douglas County PUD	Utilities	11892 107.00
7/31/2023	Local Tel Communications	Internet	11912 65.90
7/31/2023	Young Bucks Landscaping LLC	Landscape Maintenance	11934 1,191.30
	Net Orondo River Park		<u>\$1,774.20</u>
<u>ADMINISTRATIVE & GENERAL</u>			
7/31/2023	Alan Loeb sack	Mileage	11870 146.20
7/31/2023	Amazon Capital Services	Office Supplies, Conference/Board Supplies	11872 142.46
7/31/2023	Davis Arneil Law Firm, LLP	Legal Services	11889 12,772.00
7/31/2023	Donn Etherington	Mileage	11891 173.18
7/31/2023	Emily B. Lammert	Mileage	11895 118.16
7/31/2023	J. C. Baldwin	Mileage, Meals; AAAE Conference	11905 303.61
7/31/2023	James Kuntz	Mileage	11906 169.65
7/31/2023	Julie Burdick-Avis	Mileage	11908 2.95
7/31/2023	Laura Camarillo Reyes	Mileage, Postage Reimbursement	11911 76.50
7/31/2023	Local Tel Communications	Telephone	11912 894.66
7/31/2023	Lorena Amador	Mileage	11913 27.84
7/31/2023	Mark M Spurgeon	Mileage	11915 80.43
7/31/2023	ODP Business Solutions LLC	Office Supplies	11917 245.57
7/31/2023	Ogden Murphy Wallace, PLLC	Legal Services	11918 62.00
7/31/2023	RH2 Engineering, Inc.	Engineering Services	11921 667.49
7/31/2023	Richard DeRock	Mileage, Travel/Meals; AAAE Conference	11922 362.53
7/31/2023	Sarah K Deenik	Mileage	11925 51.09
7/31/2023	Stacie de Mestre	Mileage	11926 99.56
7/31/2023	State Auditor's Office	Audit Services 06/2023	11927 4,931.85
7/31/2023	Xerox Corporation	Printer Usage	11933 163.23
	Net Administrative & General		<u>\$21,490.96</u>
<u>BUSINESS DEVELOPMENT & MARKETING</u>			
7/31/2023	Amazon Capital Services	Regional Sports Complex Feasibility Supplies	11872 84.91
7/31/2023	City of Chelan	Destination Development	11882 2,000.00
7/31/2023	Davis Arneil Law Firm, LLP	Public Record Request	11889 2,170.00
7/31/2023	Go USA, Inc.	Logo Wear	11901 520.84
7/31/2023	Stacie de Mestre	Consulting Sessions	11926 1,500.00
7/31/2023	Wenatchee World	30 under 35 Sponsorship	11931 200.00
	Net Business Development & Marketing		<u>6,475.75</u>

**Chelan Douglas Regional Port Authority
Check Register
2023-34**

<u>ECONOMIC DEVELOPMENT CONTRACTS</u>			
7/31/2023	Lake Chelan Wine Valley Net Economic Development Contracts	Q2 2023 Partners Contribution	11910 <u>3,707.50</u> <u>3,707.50</u>

<u>CAPITAL PROJECTS</u>			
7/31/2023	A1 Asbestos	CTC Mold Inspection	11867 1,087.00
7/31/2023	Aspect Consulting, LLC	CTC Soil Testing	11874 1,173.00
7/31/2023	Consolidated Supply Company	Malaga Water System Improvements	11886 30,041.35
7/31/2023	DOH Associates	CTC Shell Restoration	11890 4,775.06
7/31/2023	Enduris	Malaga Water - Policy Increase	11896 146.00
7/31/2023	Dick's Towing & Repair	Towing Service - Malaga Land	11898 131.40
7/31/2023	Graybeal Signs, Inc.	CTC Sign Outage	11903 668.51
7/31/2023	Ogden Murphy Wallace, PLLC	Trades District	11918 806.00
7/31/2023	Ogden Murphy Wallace, PLLC	Malaga Property	11918 186.00
7/31/2023	Ogden Murphy Wallace, PLLC	LOJO Orchards, LLC Property	11918 584.50
7/31/2023	Ogden Murphy Wallace, PLLC	Microsoft	11918 2,852.00
7/31/2023	Ogden Murphy Wallace, PLLC	South End Utilities - LAMIRD	11918 620.00
7/31/2023	Ogden Murphy Wallace, PLLC	Malaga Cooling Water Agreement	11918 1,643.00
7/31/2023	Ogden Murphy Wallace, PLLC	National Guard Lease	11918 124.00
7/31/2023	Ogden Murphy Wallace, PLLC	Firing Range Assoc Property	11918 93.00
7/31/2023	Ogden Murphy Wallace, PLLC	Kemah Management Property	11918 486.00
7/31/2023	Ogden Murphy Wallace, PLLC	Malaga Springs Property	11918 558.00
7/31/2023	Ogden Murphy Wallace, PLLC	C. Quilter Property	11918 138.00
7/31/2023	Ogden Murphy Wallace, PLLC	J. Quilter Property	11918 62.00
7/31/2023	Pacific Engineering	Executive Flight Apron Repair	11919 12,629.21
7/31/2023	RH2 Engineering, Inc.	Malaga Water System Improvements	11921 86,578.09
7/31/2023	RH2 Engineering, Inc.	LOJO Cooling Water Disposal Evaluation	11921 3,893.29
7/31/2023	RH2 Engineering, Inc.	National Guard Site Planning	11921 2,713.44
7/31/2023	RH2 Engineering, Inc.	Firing Range Assoc Property EA	11921 20,055.67
7/31/2023	RH2 Engineering, Inc.	Malaga Springs Property EA	11921 5,079.34
7/31/2023	RH2 Engineering, Inc.	Schoenwaid Property EA	11921 247.03
	Net Capital Projects		<u><u>\$177,370.89</u></u>

TOTAL \$433,542.75

VOID: 11883

**Port of Douglas County
Check Register Log
2023 - July**

<u>Date Issued</u>	<u>Register #</u>	<u>Reason</u>	<u>First #</u>	<u>Last #</u>	<u>Amount</u>
7/6/2023	2023-01	Sewer Construction Loan	5081	5081	\$ 82,263.74


Transactions for approval August 8, 2023 total:

\$ 82,263.74

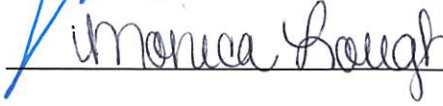
Voided checks: None

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

Executive Director



Dir. of Finance & Admin.



Commissioner Baldwin

Commissioner Huffman

Commissioner Loeb sack

**Port of Douglas County
Check Register
2023-01**

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

For approval August 8, 2023 check 5081 in the amount of \$ 82,263.74

Jim Kuntz, Chief Executive Officer



Monica Lough, Director of Finance & Admin



Date Issued	Claimant	Purpose	Check Number	Amount
07/06/23	Douglas County Sewer District No 1	Sewer Construction Loan	5081	82,263.74

TOTAL 82,263.74

Memo

To: Board of Directors
From: Monica Lough
cc: Jim Kuntz
Date: August 8, 2023
Re: Line of Credit

Per discussion at the last Board meeting, I have been working with legal counsel regarding a Line of Credit (LOC) for the Port Authority. Since the Chelan Douglas Regional Port Authority was formed through an Interlocal Agreement, it does not have the legal capacity to take on debt. We have the option to establish two separate LOC's, with each individual Port District named as debtors. To reduce legal fees, staff time, and have the least impact to debt capacity, the LOC has been set up exclusively through the Port of Chelan County, with the Regional Port Authority managing all transactions.

The note has the capacity for taxable and tax-exempt draws, at different interest rates, depending on the use of funds. As of July 31st, the tax-exempt rate was 6.25%, and the taxable rate was 7.75%.

Staff is requesting approval of the terms of the Line of Credit as provided in the attached Resolution prepared by K&L Gates.

PORT OF CHELAN COUNTY

LIMITED TAX GENERAL OBLIGATION NOTE, 2023 SERIES A (TAX-EXEMPT)
LIMITED TAX GENERAL OBLIGATION NOTE, 2023 SERIES B (TAXABLE)

RESOLUTION NO. 2023-02

A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF CHELAN, WASHINGTON, PROVIDING FOR THE ISSUANCE AND SALE OF ONE OR MORE NOTES TO EVIDENCE A REVOLVING LINE OF CREDIT IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED \$5,000,000; PROVIDING THE DATE, FORMS, TERMS AND MATURITY OF THE NOTES; AUTHORIZING THE DESIGNATED PORT REPRESENTATIVE AUTHORITY TO MANAGE THE REVOLVING LINE OF CREDIT; AND APPROVING THE SALE OF SUCH NOTE TO BANNER BANK.

ADOPTED ON AUGUST 8, 2023

PREPARED BY:

K&L GATES LLP
Seattle, Washington

PORT OF CHELAN COUNTY
RESOLUTION NO. ____
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* This Table of Contents is provided for convenience only and is not a part of this resolution.

RESOLUTION NO. 2023-02

A RESOLUTION OF THE PORT COMMISSION OF THE PORT OF CHELAN COUNTY, WASHINGTON, PROVIDING FOR THE ISSUANCE AND SALE OF ONE OR MORE NOTES TO EVIDENCE A REVOLVING LINE OF CREDIT IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED \$5,000,000; PROVIDING THE DATE, FORMS, TERMS AND MATURITY OF THE NOTES; AUTHORIZING THE DESIGNATED PORT REPRESENTATIVE AUTHORITY TO MANAGE THE REVOLVING LINE OF CREDIT; AND APPROVING THE SALE OF SUCH NOTES TO BANNER BANK.

WHEREAS, Port of Chelan County, Washington (the “Port”), a municipal corporation of the State of Washington, operates cooperatively with the Port of Douglas County under an interlocal agreement, known as the Chelan Douglas Regional Port Authority (“CDRPA”) providing for functional consolidation, operating an airport and other industrial properties, which properties are from time to time in need of improvement and maintenance within and as a part of its comprehensive plan (the “Improvements”); and

WHEREAS, the Port Commission of the Port (the “Commission”) has determined to issue one or more short term notes to finance a portion of the costs of the Improvements and to maintain a revolving line of credit to provide financing for all or portion of additional Improvements; and

WHEREAS, the Port has received the offer of the Bank to provide a revolving line of credit in a commitment letter dated July 31, 2023 (the “Term Sheet”) to be supported by the Notes authorized herein under the terms and conditions set forth in the Term Sheet and this resolution; and

WHEREAS, the Port is authorized by RCW 53.36.030 and Ch. 39.46 RCW to borrow money and issue general obligation notes payable, *inter alia*, from regular tax levies of the Port;

NOW, THEREFORE, BE IT RESOLVED BY THE PORT COMMISSION OF THE PORT OF CHELAN COUNTY, WASHINGTON, as follows:

Section 1. Definitions. As used in this resolution, the following words shall have the following meanings, unless a different meaning clearly appears from the context.

Applicable Spread – Tax-Exempt means 2.25%

Applicable Spread-Taxable means .75%.

Bank means Banner Bank, Wenatchee, Washington.

Commission means the Port Commission, as general legislative authority of the Port as the same shall be duly and regularly constituted from time to time.

Designated Port Representative means either the Chief Executive Officer of the CDRPA, also functioning *ex officio* as the Chief Executive Officer of the Port or the Director of Finance.

Delivery Date means the date of issuance and delivery of the Notes to the Bank.

Director of Finance means the Director of Finance of CDRPA, also functioning *ex officio* as the Director of Finance of the Port, or any successor to the functions of her office.

Improvements mean capital improvements to Port facilities and as part of the capital budget of the Port.

Interest Rate means (a) with respect to the Series A Note, the Variable Rate minus the Applicable Spread – Tax-Exempt; provided, however, that the minimum Interest Rate with respect to the Series A Note is 5.50%, and (b) with respect to the Series B Note, the Variable Rate minus the Applicable Spread; provided, however, that the minimum Interest Rate with respect to the Series B Note is 7.0%. The Interest Rate shall be adjusted on the effective date of any change in the Variable Rate.

Loan Draw Record means the administrative records kept by the Bank to record the date and dollar amounts of the Draws on each Note and the loan repayments made by the Port.

Note Fund means the Port of Chelan County Note Redemption Fund, created or maintained in the office of the Director of Finance of the Port pursuant to Section 11 of this resolution.

Note Register means the books or records maintained by the Note Registrar containing the name and mailing address of the owner of the Notes or nominee of such owner and the principal amount outstanding.

Note Registrar means the Director of Finance.

Notes mean the Series A Note and the Series B Note.

Outstanding Principal Balance of each Note means on any particular day the aggregate dollar amount of all Draws that the Port has made under that Note to that day.

Port means Port of Chelan County, Washington, a political subdivision duly organized and existing under and by virtue of the laws of the State of Washington.

Request for Draw or Draws means incremental draws for the Improvements as requested by a Designated Port Representative in the form attached hereto as Exhibit A.

Series A Note means the Port of Chelan County, Washington, Limited Tax General Obligation Note, 2023 Series A (Tax-Exempt), issued pursuant to this resolution.

Series B Note means the Port of Chelan County, Washington, Limited Tax General Obligation Note, 2023 Series B (Taxable), issued pursuant to this resolution.

Term Sheet means the commitment letter or proposal dated July 31, 2023 from the Bank, and included as Exhibit B.

Variable Rate means a rate of interest equal to the Wall Street Journal Prime Rate (Index).

Rules of Interpretation. In this resolution, unless the context otherwise requires:

(a) The terms “hereby,” “hereof,” “hereto,” “herein,” “hereunder” and any similar terms, as used in this resolution, refer to this resolution as a whole and not to any particular article, section, subdivision or clause hereof, and the term “hereafter” shall mean after, and the term “heretofore” shall mean before, the date of this resolution;

(b) Words of the masculine gender shall mean and include correlative words of the feminine and neuter genders and words importing the singular number shall mean and include the plural number and vice versa;

(c) Words importing persons shall include firms, associations, partnerships (including partnerships), trusts, corporations and other legal entities, including public bodies, as well as natural persons;

(d) Any headings preceding the text of the several articles and sections of this resolution, and any table of contents or marginal notes appended to copies hereof, shall be solely for convenience of reference and shall not constitute a part of this resolution, nor shall they affect its meaning, construction or effect;

(e) All references herein to “articles,” “sections” and other subdivisions or clauses are to the corresponding articles, sections, subdivisions or clauses hereof.

Section 2. Authorization of Notes. For the purpose of establishing a line of credit to finance and refinance the Improvements, the Port shall issue its limited tax general obligation notes, in the form of a revolving draw down obligation, in the aggregate initial principal amount collectively of not to exceed \$5,000,000 (the “Notes”). The Notes shall be sold in two series, with one series bearing interest at a federally tax-exempt rate (the “Series A Note”) and one series bearing interest at a federally taxable rate (the “Series B Note”).

(a) *Note Details.* The Series A Note shall be designated as the “Port of Chelan County, Washington, Limited Tax General Obligation Note, 2023 Series A (Taxable),” and the Series B Note shall be designated as the “Port of Chelan County, Washington, Limited Tax General Obligation Note, 2023 Series B. Each Note shall be dated as of its Delivery Date, shall be issued as a single instrument, in fully registered form in the denomination of not to exceed \$5,000,000, provided that the principal amount due and owing thereunder shall be measured by the total Drawings made, as evidenced by the Loan Draw Record attached to the Notes. The Outstanding Principal Balance of the Notes collectively shall not exceed \$5,000,000. The Notes shall bear interest on unpaid principal from the date of each Draw thereunder at the Interest Rate, payable quarterly on each January 15, April 15, July 15, and October 15, commencing on October 15, 2023, with final payment of all outstanding and unpaid principal and interest due at maturity on October 15, 2024. Interest shall be calculated on an actual number of days elapsed over a year of 360 days basis. Payments made to the Bank shall be applied first to accrued interest and then to principal as of the date actually received by the Bank.

(b) *Draws.* The Notes are intended to be revolving obligations, so that principal amounts repaid may be re-paid and re-borrowed until the maturity of the Notes; provided, however that the aggregate Outstanding Principal Balance may not exceed \$5,000,000. The available principal of the Note shall be disbursed as borrowings from time to time by the Bank upon request from the Port (each such disbursement herein referred to as a “Draw”), as provided in Section 8 of this resolution. Draws shall be recorded on the Loan Draw Record attached to the Note, or in such other form as the Port and the Bank may agree. Interest on each Draw shall accrue from the date of that Draw and shall be computed on the basis as described above on the principal amount of the Draw outstanding for the actual number of days the principal amount of the Draw is outstanding.

(c) *Delegation to the Designated Port Representative.* The Designated Port Representative is hereby authorized to determine for the Port the amount and the timing of Draws and repayments under the Notes, in accordance with procedures agreed to by the Bank.

(d) *Renewal of the Notes.* The Notes are renewable upon request of the Port and the consent of the Bank, which may be withheld by the Bank in its sole discretion.

Section 3. Prepayment. The Notes may be prepaid in whole or in part at any time without penalty, with prepayments to apply first to interest and then to principal as of the date actually received by the Bank.

Section 4. Registration. The Director of Finance shall act as the Note Registrar. The duties of the Note Registrar hereunder shall be limited to authenticating the Notes and to remitting money to the Bank on the payment dates as provided therein. The Director of Finance may determine at any time that she no longer wishes to act as Note Registrar and thereupon appoint a successor Note Registrar, which may or may not be the fiscal agent of the State of Washington. The Note Registrar is authorized, on behalf of the Port, to authenticate and deliver the Notes and to carry out all of Note Registrar's powers and duties under this resolution.

Principal of and interest on the Notes shall be payable in lawful money of the United States of America. Installments of principal of and interest on the Notes shall be paid by check, wire, or electronic transfer on the date due to the Notes; *provided, however*, the final installment of principal on the Notes shall be payable only upon presentation and surrender of the Notes by the Bank at the principal office of the Note Registrar.

Section 5. Security for the Notes. The Note is a general obligation of the Port. The Port hereby irrevocably covenants and agrees for as long as the Notes are outstanding it will provide for the payment when due of each installment of interest and the principal upon maturity

of the Notes. The full faith, credit and resources of the Port are hereby irrevocably pledged for the prompt payment of such principal and interest.

Section 6. Execution and Delivery of Notes. The Notes shall be executed on behalf of the Port by the manual or facsimile signatures of the President and Secretary of its Commission. In case any officer whose signature shall appear on a Note shall cease to be an officer before the delivery of such Note, such signature shall nevertheless be valid and sufficient for all purposes, and such Note may be authenticated and delivered as if such officer had remained in office until such delivery.

The Notes shall not be valid for any purpose unless Certificate of Authentication in the form hereinafter specified in Section 9 has been manually executed by the Note Registrar. Such Certificate of Authentication shall be conclusive evidence that a Note so authenticated has been duly executed, authenticated and delivered hereunder and is entitled to the benefits of this resolution.

Section 7. Sale of the Notes and Authorization to Port Officials. The Port hereby ratifies and confirms its acceptance of the Bank's Term Sheet and to issue the Notes on the terms specified therein and in this resolution. The proper officials of the Port are hereby authorized and directed to do all things necessary for the prompt execution and delivery of the Notes and the items required to be delivered to the Bank under the terms of the Term Sheet and for proper use and application of the proceeds of sale thereof. In accordance with the Term Sheet, the Port will reimburse the Bank for its legal fees incurred in reviewing all documentation relating to the issuance of the Notes, in an amount not to exceed \$3,500.00.

Section 8. Disposition of Drawings Under the Notes. Following the execution and delivery of the Notes, the Designated Port Representative shall notify the Bank in writing each time that a Draw is required to pay costs of the Improvements or costs of issuance of the Notes.

It is anticipated that Draws will be on no more than a monthly basis. The Director of Finance shall maintain records to confirm the use of each Drawing and separate maintain the proceeds of the Series A Note and the Series B Note. The Drawings under the Notes shall be used, together with other moneys on deposit therein and available therefor, for the undertaking of the Improvements and for paying all expenses incidental thereto (including but not limited to costs of issuance of the Notes, engineering, financing, legal or any other incidental costs) and for repaying any advances heretofore or hereafter made on account of such costs or for redeeming the Notes.

Section 9. Form of Notes. The Notes shall be in substantially the following form:

UNITED STATES OF AMERICA

NO. N-1

not to exceed \$5,000,000
(or as much thereof as is
shown on the attached
Loan Draw Record)

STATE OF WASHINGTON

PORT OF CHELAN COUNTY
LIMITED TAX GENERAL OBLIGATION NOTE, 2023 [SERIES A (TAX-
EXEMPT)][SERIES B (TAXABLE)]

INTEREST RATE: Variable Rate, as provided in the Note Resolution

MATURITY DATE: OCTOBER 15, 2024

REGISTERED OWNER: BANNER BANK
322 S. DIVISION ST.
MOSES LAKE, WA 98837

TAX IDENTIFICATION #: 91-1645638

PRINCIPAL AMOUNT: NOT TO EXCEED FIVE MILLION DOLLARS (or as much
thereof as is shown on the Loan Draw Record)

The PORT OF CHELAN COUNTY, a municipal corporation organized and existing under and by virtue of the laws of the State of Washington (herein called the "Port"), hereby acknowledges itself to owe and for value received, promises to pay to the Registered Owner identified above, or registered assigns, the Outstanding Principal Balance (as defined in the Note

Resolution) of this note, in an amount not to exceed the Principal Amount specified above. The Outstanding Principal Balance on any particular day shall be the aggregate of all funds that the Port has Drawn from the date of this note to that day less the aggregate of all principal payments made by the Port on or before that day.

Draws made upon this note shall bear interest at the Interest Rate as defined in the Note Resolution and shall accrue from the date of each Draw on the principal amount of such Draw is outstanding (calculated on an actual number of days elapsed over a year of 360 days basis) and shall accrue from the date of each Draw on the principal amount of such Draw outstanding. The amount of interest due on this note shall be calculated as provided in the Note Resolution (hereinafter defined). Interest on the Outstanding Principal Balance of this note shall be paid quarterly on each January 15, April 15, July 15, and October 15, commencing on October 15, 2023, with final payment of all outstanding and unpaid principal and interest due at maturity on October 15, 2024. Draws may be made to make interest payments on this note.

The Port may make Draws upon this note at any time pursuant to the Note Resolution. Draws shall be recorded on the Loan Draw Record attached to this note, or in such other form as the Port and the Registered Owner may agree. Simultaneously herewith, the Port is issuing its Limited Tax General Obligation Note, 2023 [Series A (Tax-Exempt)][Series B (Taxable)], together, the “Notes”). The Port may borrow from time to time hereunder; provided that the Outstanding Principal Balance of the Notes may at no time exceed \$5,000,000.

Both principal of and interest on this note are payable in lawful money of the United States of America. Upon the final payment of principal and interest of this Note, the Registered Owner shall present and surrender this note to the Director of Finance of the Port, as “Note Registrar”.

This note is issued pursuant to Resolution No. 2023-02 (the “Note Resolution”) to finance and refinance the costs of improvements to Port facilities. Capitalized terms appearing on this note and not otherwise defined herein shall have the meanings given such terms in the Note Resolution.

The Port reserves the right to prepay principal of this note in advance of the scheduled maturity set forth above, in whole or in part, at any time, with no prepayment penalty.

This note is issued under and in accordance with the provisions of the Constitution and applicable statutes of the State of Washington and resolutions of the Port, including the Note Resolution. This note is issued pursuant to the Note Resolution for the purpose of stated therein.

This note is not transferable, except to a successor to the business and assets of the Registered Owner, conditioned on such successor assuming all obligations to provide the revolving line of credit evidenced by this note.

[The Port has designated this note as a qualified tax-exempt obligation under Section 265(b) of the Income Tax Code of 1986, as amended.][The Port has taken no action to cause the interest on this note to be exempt from federal income taxation.]

The Port hereby irrevocably covenants that it will levy taxes annually upon all the taxable property in the Port within the levy limits permitted to the Port without a vote of the electors and in amounts sufficient, with other monies legally available therefor, to pay the principal of and interest on this note as the same shall become due. The full faith, credit and resources of the Port are hereby irrevocably pledged for the annual levy and collection of such taxes and the prompt payment of such principal and interest. The pledge of tax levies may be discharged prior to maturity of this note by making provision for the payment thereof on the terms and conditions set forth in the Note Resolution.

This note shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Note Resolution until the Certificate of Authentication hereon shall have been manually signed by or on behalf of the Note Registrar or its duly designated agent.

This note is issued under and in accordance with the provisions of the Constitution and applicable statutes of the State of Washington and resolutions duly adopted by the Port Commission including the Note Resolution.

It is hereby certified that all acts, conditions and things required by the Constitution and statutes of the State of Washington to exist, to have happened, been done and performed precedent to and in the issuance of this note have happened, been done and performed and that the issuance of this note does not violate any constitutional, statutory or other limitation upon the amount of bonded indebtedness that the Port may incur.

IN WITNESS WHEREOF, the Port of Chelan County, Washington, has caused this Note to be executed by the manual or facsimile signatures of the President and Secretary of the Port Commission and the seal of the Port imprinted, impressed or otherwise reproduced hereon as of the ___ day of August, 2023.

[SEAL]

PORT OF CHELAN COUNTY,
WASHINGTON

By _____/s/_____
President, Port Commission

ATTEST:

_____/s/_____
Secretary, Port Commission

The Note Registrar’s Certificate of Authentication on the Note shall be in substantially the following form:

CERTIFICATE OF AUTHENTICATION

Date of Authentication: August __, 2023

This note is the note described in the within-mentioned Note Resolution and is the Limited Tax General Obligation Note, 2023 [Series A (Tax-Exempt)][Series B (Taxable)] of the Port of Chelan County), Washington, dated August __, 2023.

DIRECTOR OF FINANCE OF THE PORT
OF CHELAN COUNTY,
Note Registrar

By _____
Director of Finance

The Loan Draw Record shall be substantially in the following form:

PORT OF CHELAN COUNTY, WASHINGTON
LIMITED TAX GENERAL OBLIGATION NOTE, 2023 [SERIES A (TAX-
EXEMPT)][SERIES B (TAXABLE)]

LOAN DRAW RECORD

	Date	Amount	Total
[Draw][Repayment]	_____	_____	_____
[Draw][Repayment]	_____	_____	_____
[Draw][Repayment]	_____	_____	_____
[Draw][Repayment]	_____	_____	_____
[Draw][Repayment]	_____	_____	_____
[Draw][Repayment]	_____	_____	_____
Repayment	_____	_____	_____

Section 10. Tax Status.

(a) *Series A Note.* The Port covenants that it will not take or permit to be taken on its behalf any action that would adversely affect the exclusion from gross income for federal income tax purposes of the interest on the Series A Note issued on a federally tax-exempt basis and will take or require to be taken such acts as may reasonably be within its ability and as may from time to time be required under applicable law to continue the exclusion from gross income for federal

income tax purposes of the interest on the Series A Note issued on a federally tax-exempt basis. The Port hereby designates the Series A Note as a “qualified tax-exempt obligation” under Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, for banks, thrift institutions and other financial institutions.

(b) *Series B Note.* The Port has taken no action to cause the interest on the Series B Note to be exempt from federal income taxation.

Section 11. Note Fund. A special fund of the Port known as the “Port of Chelan County Note Redemption Fund” (the “Note Fund”) shall be maintained in the office of the Director of Finance. The Note Fund shall be Drawn upon for the sole purpose of paying the principal of and interest on the Notes.

The Port hereby further irrevocably covenants that, unless the principal of and interest on the Notes are paid from other sources, it will make annual levies of taxes upon all of the property within the Port subject to taxation within and as a part of the tax levy permitted to the Port without a vote of the electors in amounts sufficient to pay such principal and interest as the same shall become due. The full faith, credit and resources of the Port are hereby irrevocably pledged for the annual levy and collection of such taxes and for the prompt payment of such principal and interest.

Section 12. No Undertaking to Provide Ongoing Disclosure; Information Provided to the Bank. The Port is exempt from the ongoing disclosure requirements of Securities and Exchange Commission Rule 15c2-12 by reason of the exemption set forth in subsection (d)(i) of that rule with respect to the issuance of securities in authorized denominations of \$100,000 or more.

For as long as the Notes are outstanding, the Port will provide the information currently provided to the Bank.

Section 13. Lost, Stolen or Destroyed Note. In case either Note shall be lost, stolen or destroyed, the Port may execute and the Note Registrar may deliver a new Note of like series, date and tenor to the Bank and upon its filing with the Note Registrar evidence satisfactory to said Note Registrar that the Note was actually lost, stolen or destroyed, and upon furnishing the Note Registrar with indemnity satisfactory to the Note Registrar.

Section 14. Severability. If any one or more of the covenants or agreements provided in this resolution to be performed on the part of the Port shall be declared by any court of competent jurisdiction to be contrary to law, then such covenant or covenants, agreement or agreements, shall be null and void and shall be deemed separable from the remaining covenants and agreements in this resolution and shall in no way affect the validity of the other provisions of this resolution or of the Note.

Section 15. Resolution and Laws a Contract with the Bank. This resolution is adopted under the authority of and in full compliance with the Constitution and laws of the State of Washington. In consideration of the line of credit provided by the Bank, evidenced by the Notes, the provisions of this resolution shall constitute a contract with the Bank, and the obligations of the Port and its Commission under said laws and under this resolution shall be enforceable by any court of competent jurisdiction; and the covenants and agreements herein and in the Notes set forth shall be for the equal benefit of the Bank and any permitted transferee or assignee.

Section 16. Effective Date. This resolution shall become effective immediately upon its adoption.

ADOPTED AND APPROVED at a meeting of the Commission of the Port of Chelan
County, Washington held this 8th day of August, 2023.

PORT OF CHELAN COUNTY

By _____
President and Commissioner

By _____
Vice President and Commissioner

By _____
Secretary and Commissioner

Exhibit A

Form of Request for Draw

[Date]

Banner Bank

(509) 886-8288

Attention: Kevin J. Vitulli, Vice President

Email: kvitulli@bannerbank.com

Ladies and Gentlemen:

The undersigned, **[Insert Name of Undersigned]** the _____ of the Port of Chelan County, Washington, a public body corporate and politic duly organized and existing under the Constitution and laws of the State of Washington (the “Port”), under that Resolution No. ____ (the “Resolution”) hereby gives notice irrevocably, pursuant to Section 8 of the Resolution, of the Draw specified below. Capitalized terms used herein have the meanings set forth in the Resolution.

1. The date of the proposed Draw is _____, 20__ (the “Draw Date”).

2. The principal amount of the proposed Draw is \$_____.

3. The Draw is to be made from upon the Port’s Limited Tax General Obligation Note, 2023 (Check one)

_____ Series A (Tax-Exempt)

_____ Series B (Taxable)

4. Wire transfer to:

Bank Name: _____

ABA Routing No. _____

Credit to: Port of Chelan County

Account No.: _____

Notify: _____ [person contact]

() ___ - ___

Reference: Port of Chelan County

4. The undersigned, hereby certifies that the following statements are true on the date hereof, and will be true on the Draw Date, before and after giving effect thereto.

(a) the representations of the Port set forth the Resolution (including those incorporated by reference) are true and correct in all material respects on and as of the date hereof, and shall be deemed to have been made on the date hereof;

(b) after giving effect to the proposed Draw, the aggregate principal amount of all outstanding Draws on the Notes will not exceed \$5,000,000.

PORT OF CHELAN COUNTY, WASHINGTON

By: _____
Name: _____
Title: _____

Exhibit B Term Sheet



July 31, 2023

Ms. Monica Lough, Director of Finance & Administration
Chelan Douglas County Regional Port Authority
One Campbell Parkway, Suite A
East Wenatchee, WA 98802-9290

RE: Proposal Letter for \$5,000,000 Revolving Line of Credit

Dear Ms. Lough:

As discussed, we are pleased to offer the Chelan Douglas County Regional Port Authority (“CDRPA”) this financing proposal from Banner Bank (“Bank”) in the form of a \$5,000,000 Revolving Line of Credit (“RLOC”).

This proposal letter does not constitute a commitment by the Bank but provides terms and conditions substantially representing a potential commitment. These terms and conditions are not all-inclusive, but generally describe the Bank’s offer to you.

Borrower: Port of Chelan County (“Port”).

Maximum Amount: \$5,000,000 Revolving Line of Credit.

Term: Twelve (12) months with renewal annually (subject to approval by the Bank).

Purpose and Form: A revolving line of credit to be used in any amount up to the maximum amount and purpose as needed by the Port, but generally to support funding gaps for existing Port projects and potential future projects. The Port may choose either or both Pricing Options as show below.

Pricing Options: Option 1: Tax-Exempt Rate: Wall Street Journal Prime Rate (Index) minus 2.25% (today that rate would be 6.25%). The rate will change with any change in the Index. With a minimum rate of 5.50%.

Option 2: Taxable Rate: Wall Street Journal Prime Rate (Index) minus .75% (today that rate would be 7.75%). The rate will change with any change in the Index. With a minimum rate of 7.0%.

**Repayment/
Maturity:**

Interest shall be due and payable 15 days after the fiscal quarter end. Interest will be calculated on the outstanding balance of the facility based on the actual number of days elapsed over a year of 360 days. Payments will be applied to accrued interest on the date payments are received at the Bank.

Any outstanding principal and interest balance will be due in full at Maturity (12 months). Unless renewed by the Bank and Borrower prior to maturity. Principal may be repaid at any time without penalty.

Fees/Expenses:

The Port is responsible for its Bond counsel fees and other costs of issuance, including the Bank's attorney fees estimated at \$3,500. On this issue, the Bank is represented by attorney Chris R. Graving with the law firm of Stokes Lawrence, P.S. in Seattle, WA. No unused Line of Credit fee shall be due.

Draws:

Draws requested as needed will be available from the date of closing through maturity. Draws generally will be deposited on the same day requested to a specified Banner Bank account. Or if wires or ACH are needed, draws will be processed in the manner that is currently in place for the CDRPA. This RLOC may be viewed in the current Banner Bank online banking profile for draws to be requested.

Security:

The RLOC constitutes a general indebtedness of the Port and is payable from tax revenues of the Port and such other money as is lawfully available and pledged by the Port for the payment of principal and interest on the RLOC. For as long as the RLOC is outstanding, the Port irrevocably pledges that it shall, in the manner provided by law within the constitutional and statutory limitations provided by law without the assent of the voters, include in its annual property tax levy amounts sufficient, together with other money that is lawfully available, to pay principal of and interest on the RLOC as the same become due. The full faith, credit, and resources of the Port are pledged irrevocably for the prompt payment of the principal of and interest on the RLOC and such pledge shall be enforceable in mandamus against the Port. The Port may, subject to applicable laws, apply other money legally available to make payments with respect to the Bond and thereby reduce the amount of future tax levies for such purpose.

Documentation: Bank shall receive a legal opinion from the Port's bond counsel, satisfactory to the Bank, (1) stating that the Port's RLOC indebtedness and all the terms and conditions of applicable RLOC documents and transactions described therein are in full compliance with Washington State and Federal Law, are binding upon and enforceable against the Port and do not violate the Port's formation or constituent documents, or any applicable law; (2) stating that the indebtedness being incurred is a legal and valid obligation of the Port; (3) if applicable, stating the interest income to the Bank is excluded from federal income tax pursuant Section 103 of the Code and the RLOC has been designated a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended; (4) confirming the authority of the Port to incur the indebtedness and issue the RLOC; and (5) confirming that the Port's resolution authorizing this indebtedness and irrevocably pledging the security for repayment of this indebtedness is valid and authorized.

Financial Info: Bank shall receive financial information as currently required by the Bank, including the CDRPA annual financial statements/reports, audit reports, and audited financial statements, as available.

Other Terms and Conditions: The RLOC shall be subject to the execution and delivery of attorney prepared loan documents and other documents as Bank requires. All required documentation shall be completed to the Bank's satisfaction prior to any draws or advances.

Thank you for the opportunity to partner with the Port on this financing.

Please contact Kevin Vitulli with questions about the Bank's financing proposal and/or with suggestions to make Banner Bank's proposal more responsive to the Port's needs.

Please acknowledge the Port's approval and acceptance of the Bank's proposal by signing the acknowledgment below and returning a copy of this letter by August 7, 2023.

Sincerely,

Kevin J. Vitulli

Kevin J. Vitulli
Vice President
Senior Commercial Relationship Manager
Email: kvitulli@bannerbank.com
Phone: 509-886-8288 (Office)
Phone: 509-670-7224 (Mobile)

ACKNOWLEDGEMENT AND ACCEPTANCE

Please acknowledge the Port's approval and acceptance of this financing proposal by signing and returning a copy of this letter.

By: _____ Date: _____

Title: _____

The contents of this document are confidential and are not to be shared with outside third parties apart from the Port's accountants and attorneys unless required to do so by a public record request pursuant to the Washington Public Records Act.

ORAL AGREEMENTS OR ORAL COMMITMENTS TO LOAN MONEY, EXTEND CREDIT, OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT ARE NOT ENFORCEABLE UNDER WASHINGTON LAW.

CERTIFICATE

I, the undersigned, Secretary of the Port Commission (the “Commission”) of the Port of Chelan County) (the “Port”) and keeper of the records of the Commission, DO HEREBY CERTIFY:

1. That the attached resolution is a true and correct copy of Resolution No. ____ of the Port Commission (the “Resolution”), duly adopted at a meeting thereof held on the 8th day of August, 2023; and

2. That said meeting was duly convened and held in all respects in accordance with law, due and proper notice of such meeting was given, that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Commission voted in the proper manner for the adoption of the Resolution; that all other requirements and proceedings incident to the proper adoption of the Resolution have been duly fulfilled, carried out and otherwise observed, and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this 8th day of August, 2023.

Secretary, Port Commission

Memo

To: Board of Directors

From: Sarah Deenik

Cc: Jim Kuntz

Date: August 8, 2023

Re: Partners in Economic Development Request – City of Entiat

The Regional Port has received a 2023 Partners in Economic Development funding request from the City of Entiat.

- Please find their application materials attached.
- The City of Entiat is requesting \$35,000 from the CDRPA for the Entiat Park & Commercial Site Development Improvement Project to plat out future commercial lots, irrigation, landscaping, pedestrian illumination lights, picnic tables, and signage. The City of Entiat plans to contribute \$15,000 toward the Project that has a total budget of \$50,000.

Also included for your review:

- A summary recap sheet showing prior year commitments and available 2023 funding that has been set aside for local municipalities.



**2023 Partners in Economic Development
Municipalities**

<u>Budget:</u>	\$ 40,000
<u>Projects Approved:</u>	
Douglas County (Prior Year Approval - \$50,000 for 2024)	\$ -
<u>Available Funding:</u>	<u>\$ 40,000</u>
<u>Pending Requests:</u>	
City of Entiat - Entiat Park & Commercial Site Development Improvements	\$ 35,000

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.



PARTNERS IN ECONOMIC DEVELOPMENT LOCAL GOVERNMENTS/MUNICIPALITIES

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 local governments play an important role in economic development. The CDRPA has created the Partners in Economic Development Program to make strategic economic development investments in rural communities in Chelan and Douglas Counties.

ELIGIBLE ORGANIZATIONS

To qualify for potential funding through this program, an organization must be a municipal corporation located in Chelan or Douglas County and recognized by the Washington Secretary of State as an active municipal corporation.

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;

- Local governmental match as a percentage of the overall project cost;
- Clearly contributes to the economic vitality of the local community;
- Economic development projects in rural communities in Chelan and Douglas Counties.

REQUEST GUIDELINES

- Proposals are typically funded between \$5,000 and \$30,000.
- Partial funding for a larger project may be requested; however, the proposal must clearly demonstrate how the remainder of the project will be funded.
- Multi-year projects 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

- The CDRPA has set aside \$40,000 as an opportunity fund to assist with emerging projects during fiscal year 2023.
- Applications can be submitted at any time until the fund is fully allocated.
- The CDRPA will reimburse after the project has been completed. If a quarterly or up-front investments are required, the local government should indicate the distribution plan necessary (and why) on the Application Form.

PROPOSAL REQUIREMENTS

Local government must submit the attached **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: Sarah Deenik
One Campbell Parkway, Suite A
East Wenatchee, WA 98802-9290.

EVALUATION CRITERIA

- Overall merit and quality of proposal
- Clear expectation of how program achieves measurable economic development impact
- Likelihood of achieving defined metrics/deliverables
- Demonstrated justification of requested funds

FUNDED PARTNER EXPECTATIONS

- Local government will need to enter into a Partner Agreement defining expectations and Scope of Work
- Final report completed and 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 Sarah Deenik, Communications Coordinator & Finance Specialist, 509-884-4700 or via email at sarah@cdrpa.org.



**Partners in Economic Development Program
Local Governments/Municipalities
Application Form**

Organization Name: City of Entiat
Organization Address: PO Box 228, 14070 Kinzel Street, Entiat, WA. 98822
Organization Phone Number: 509/784-1500
Program Title: Entiat Commercial Site Developments
Program Contact: Mark Botello
Contact Phone: 509/784-1500
Contact E-mail: Mbotello@entiatwa.us
Contact Title/Position: Public Works/ Community Development Director

Investment request is to fund:

The City of Entiat (City) is requesting \$35,000 from the Chelan Douglas Regional port Authority for the Entiat Park & Commercial Site Development Improvements. The City contribution share would be \$15,000 for a total project amount of \$50,000.

The \$50,000 would be used for platting out the future commercial lots and for Irrigation, landscaping, two pedestrian illumination lights, topsoil, trees and picnic tables and signage.

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

This project is the first phase of the Waterfront Master Plan development as approved by Entiat Council. This semi-undeveloped area is currently used as the overflow camping for Entiat's existing RV park. The Economic opportunities this project would provide are "Public Waterfront Access", "Future Marina", "Pedestrian and Bicycle- Friendly Commercial Area Development" and "Increase Opportunities for Recreational". The project will be owned and maintained by the City of Entiat. Work to date includes engineering / architectural plans, installed public restrooms and paved parking lot and trail connections.

Project Start Date (if applicable): September 2023

Project End Date (if applicable): October 2024

Program timeline/milestones (by quarter):

3rd quarter 2023- Project Planning and purchasing trees, picnic tables, irrigation supplies and initial platting for the future lots.

4rd quarter 2023- Installation of irrigation and plantings and purchase of two pedestrian illumination lights.

1st quarter 2024- installation of picnic tables and finalizing survey for platting future lots.

2nd &3rd quarter 2024- Final installation site amenities final lot platting. Site finished

Total Project Cost: \$50,000

Requested CDRPA Funding: \$35,000

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

Irrigation supplies- \$5,000

Landscaping- trees- \$5,000

Topsoil & Dirt- \$20,000

Picnic tables and benches and business signage- \$10,000

2 pedestrian illumination lights- \$5,000

Survey for platting lots- \$5,000

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).

This project is part of the City of Entiat's overall Downtown Waterfront Master Plan development, which the City has been planning and gradually working on over the past 10- plus years. Over the years, the City received funding from Chelan / Port Authority and State Recreation Conservation Office Funds and State Transportation Improvement Board.

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

This portion of the project would be completed by 3rd quarter of 2024 or sooner.

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

If this project is not funded, the City will just install irrigation and grass seed the site. The rest of the work would not happen at this time.

Expenses are reimbursed after the project is completed by invoice/report; explain if another option is needed:

We would request, if possible, monthly or quarterly invoicing to the Port if possible. This would help the City with cash flow.

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

Success of the project would come in multiple forms:

Greening the Waterfront- Streets will be planted along parking lot and roadway and trails, and open grassy areas and ornamental shrubs.

Economic Development- New businesses in the project area, platted future lots, will increase the City's tax base and could draw additional businesses to a revitalized Entiat.

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

The Port provided funds about 10-years ago for the Waterfront Master Plan and Marina Plans.

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



July 5, 2023

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

RE: Entiat Commercial Site Developments

Dear Jim Kuntz:

As the Chair of the Entiat Valley Chamber of Commerce, I am writing in support of the city of Entiat's grant application for the Entiat Commercial Site Development project. This project aligns with the Entiat Valley Chamber's business development vision and is consistent with the approved Entiat Waterfront Master Plan. This project would be the first phase of commercial development and enhancement within the Entiat future waterfront area.

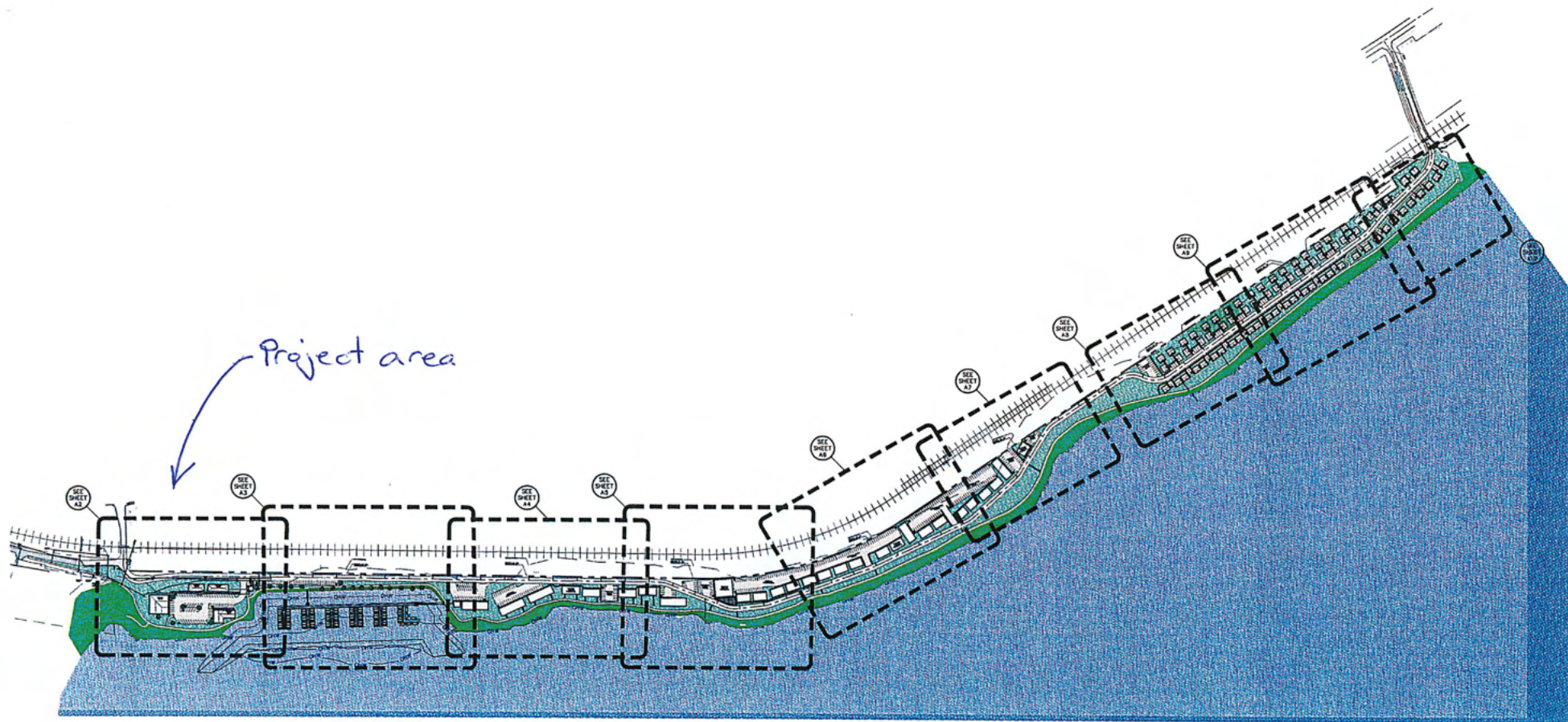
The proposed project would provide the initial infrastructure seed in this phase for the future waterfront development business area and also provide a safe linkage for park users and trail users and the existing RV park and the existing downtown area of Entiat.

I sincerely appreciate your consideration of this application. If you have questions, please don't hesitate to call me.

With gratitude,

A handwritten signature in cursive script that reads 'Renee Swearingen'.

Renee Swearingen
Entiat Chamber Chair



SITE PLAN -

SCALE: 1" = 100'



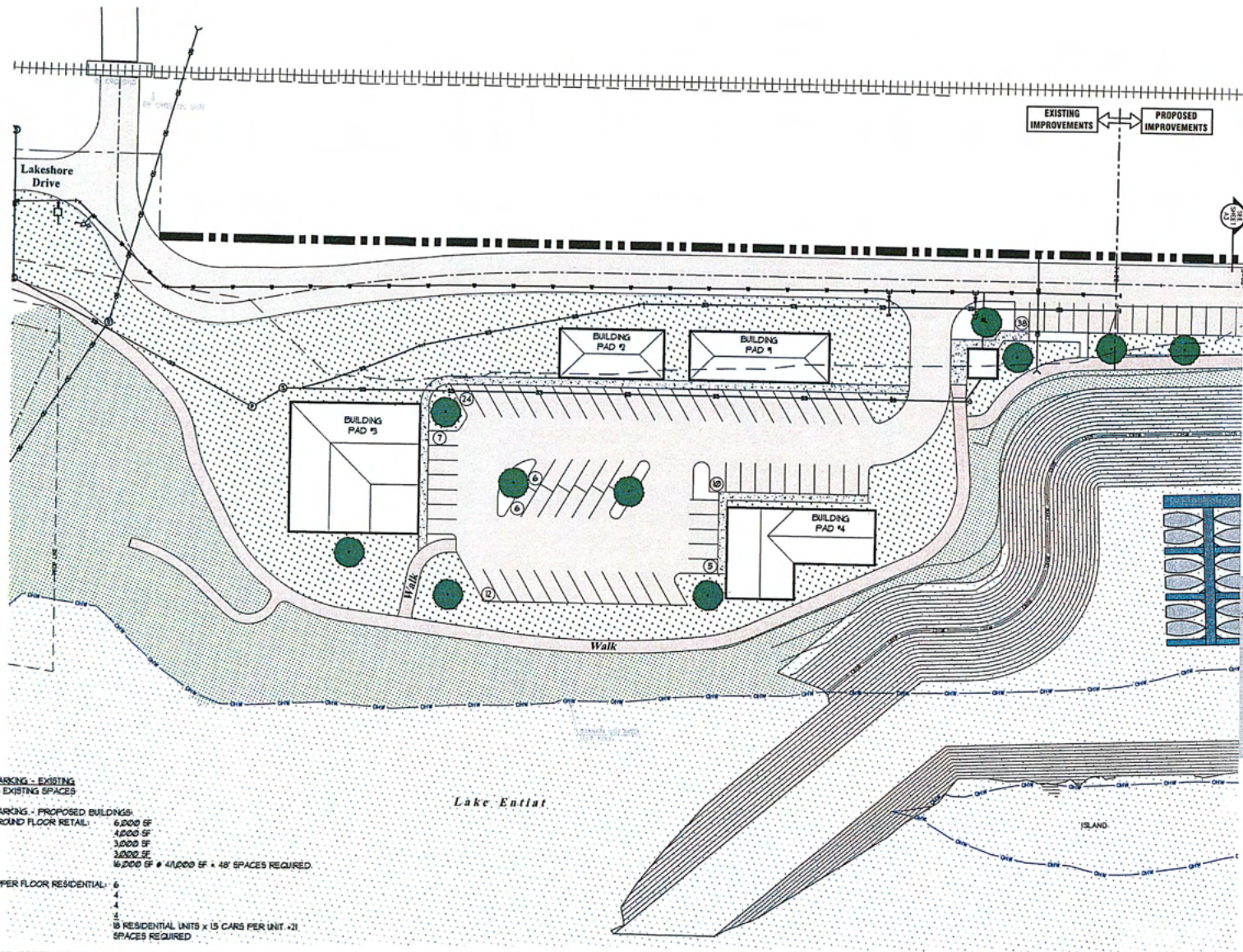
PRELIMINARY



509.663.6455
 MJNEAL@MJNEALAA.COM
 WWW.MJNEALAA.COM
 P.O. BOX 1945
 WENATCHEE, WA 98907

A1





PARKING - EXISTING
 23 EXISTING SPACES

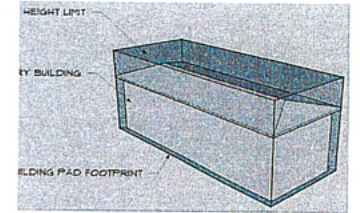
PARKING - PROPOSED BUILDINGS
 GROUND FLOOR RETAIL:
 4,200 SF
 4,200 SF
 3,000 SF
 3,000 SF
 16,200 SF = 41,000 SF = 48' SPACES REQUIRED.

UPPER FLOOR RESIDENTIAL:
 6
 4
 2
 16 RESIDENTIAL UNITS x 1.5 CARS PER UNIT = 24
 SPACES REQUIRED

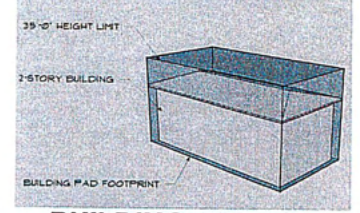
TOTAL PARKING REQUIRED:
 23 GRANT FINCED EXISTING
 24 FOR PROPOSED BUILDINGS
 47 SPACES REQUIRED

94 TOTAL SPACES PROVIDED W/ 2 ADA SPACES

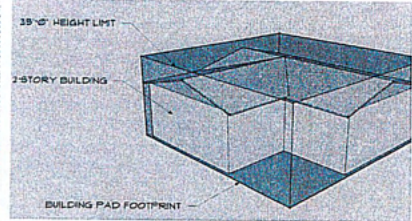
SITE PLAN
 SCALE: 1" = 30'-0"



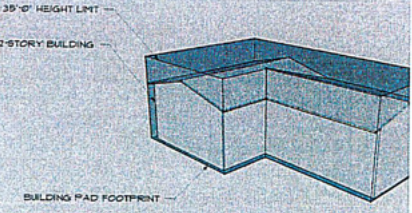
BUILDING PAD #1



BUILDING PAD #2



BUILDING PAD #3



BUILDING PAD #4

DEVELOPMENT ENVELOPE

PRELIMINARY

MJ NEAL ASSOCIATES
 509.663.6455
 MINELOP@MINEAL.COM
 WWW.MINEAL.COM
 P.O. BOX 1945
 WENATCHEE, WA 98807

Memo

To: Board of Directors
From: Monica Lough
cc: Jim Kuntz
Date: August 8, 2023
Re: Enduris Renewal

Attached is a breakdown of our Enduris insurance premiums for the fiscal year September 1, 2023 through August 31, 2024. Our premiums continue to increase, in part due to adding additional properties and buildings, and also due to increased risk the insurance industry as a whole is facing. In an attempt to keep our insurance costs manageable, we have requested quotes from Enduris on the premium savings we could experience if we increase our deductible on properties. We do not have the option of choosing different deductibles for different properties, but rather one deductible that applies to all. Along with the potential reduction in our premium, I have included a ten-year claim history for analysis.

Staff would recommend the Board approve a higher property deductible for the upcoming renewal.

**Chelan Douglas Regional Port Authority
Enduris Invoice Recap
Renewal as of September 1, 2023**

	<u>Increase/ (Decrease)</u>		<u>2023/2024 CDRPA</u>	<u>2022/2023 CDRPA</u>	<u>2021/2022 CDRPA</u>	<u>2020/2021 CDRPA</u>
General Liability	11,730.00	12.47%	105,827.00	94,097.00	88,109.00	89,210.00
Property	46,488.00	15.06%	355,268.00	308,780.00	254,040.00	241,566.00
Auto Physical Damage	2,838.00	10.89%	28,906.00	26,068.00	24,045.00	20,609.00
Crime	<u>1,485.00</u>	53.13%	<u>4,280.00</u>	<u>2,795.00</u>	<u>2,590.00</u>	<u>2,355.00</u>
			<u>494,281.00</u>	<u>431,740.00</u>	<u>368,784.00</u>	<u>353,740.00</u>
Increase	62,541.00	14.49%		17.07%	4.25%	

Additions after 08/31/2022:

Hayes Parcel, Malaga
 Parcels Hangar, Waterville
 C. Quilter Parcel, Malaga
 J. Quilter Parcel, Malaga
 Schoenwald Parcel, Malaga
 Kemah Management Parcel, Malaga
 2023 GMC Sierra 3500HD
 2021 Ford F150 (maintenance)
 2023 John Deere Excavator

**Chelan Douglas Regional Port Authority
Enduris Deductible Analysis
Renewal as of September 1, 2023**

	<u>Property Premium</u>	<u>Deductible</u>	<u>Premium Reduction</u>
Current (Historical)	\$ 355,268	\$ 5,000	
Option A	\$ 337,489	\$ 10,000	\$ (17,779)
Option B	\$ 317,773	\$ 25,000	\$ (37,495)
Option C	\$ 301,994	\$ 50,000	\$ (53,274)

10-Year Loss History

Chelan Douglas Regional Port Authority		\$ -
Pangborn Memorial Airport		\$ -
Port of Douglas County		\$ -
Port of Chelan County:		
210 Olds Station Road - HVAC Fire	12/13/2017	\$ 67,951
CTC - Party Eluding Police Damage	4/18/2017	\$ 12,339
CTC - Tenant Cooling System Water Damage	12/11/2013	\$ 752,792

Memo

To: Board of Directors
From: Monica Lough
cc: Jim Kuntz
Date: August 8, 2023
Re: Updated Travel Policy

Per our last Board meeting, I have attached proposed amendments to the Policy and Procedures for Travel and Meals. Changes consist of the following:

- **Section 4(a) has been adjusted from “Washington state” to the “Pacific Northwest (Washington, Oregon and Idaho)”. This will bring the language to read consist with the Delegation of Authority policy.**
- **Section 7(e) has removed the valet parking restriction in order to reduce staff time in documenting exceptions.**
- **Section 8(b) removes insurance from rental vehicle authorized expenses to be consistent with 8(c).**

Staff is seeking Board approval of the proposed amendments.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY POLICY AND PROCEDURES FOR TRAVEL AND MEALS

(1) PURPOSE

This policy applies to Chelan Douglas Regional Port Authority (Port Authority) Board of Directors and employees traveling or incurring expenses on Port Authority business.

The purpose of this policy is to define allowable Port Authority business expenses and establish protocols for incurring and obtaining reimbursement for reasonable travel, local Port Authority business expenses, and educational expenses when engaged in official Port Authority business. It is expected that costs incurred are reasonable and necessary.

(2) POLICY

It is the policy of the Port Authority that all Board of Directors and employees of the Port Authority (hereafter, collectively referred to as "Port Authority Personnel") shall receive their reasonable and necessary travel and other business expenses when engaged in official Port Authority business.

(3) PROCEDURE OVERVIEW

As a general rule, all travel and business expenses must be claimed by the person incurring the expenses. Itemized receipts are required along with supporting documentation. If expenses also cover other Port Authority Personnel, then the documentation must clearly show who participated in the event/meal. In the event the Port Authority has prepaid expenses for which services are not ultimately rendered, the Director or employee is responsible to obtain the related charges or refunds. This normally occurs in connection with pre-paid transportation or accommodation expenses, where the itinerary or method of travel may require last-minute changes after purchase and payment.

Travel expenses while on Port Authority business should be paid for using the Port Authority issued charge card if available. If a Port Authority charge card is not available, Port Authority Personnel may pay travel expenses with a personal credit card, cash or check, and thereafter make a claim for reimbursement. A detailed receipt is required in addition to the form of payment (credit card slip, cancelled check).

(4) TRAVEL PLANNING

(a) Authorization:

Port Authority employee travel outside Washington must be approved in advance, and approval should be in writing, by the Chief Executive Officer. Employee travel

within Washington must be approved in advance, and may be approved verbally or in writing by the department director or the Chief Executive Officer. In the event travel is authorized verbally, the signed and approved Travel Expense Claim Form will serve as proof of authorization.

Board of Director travel within the Pacific Northwest (Washington, Oregon and Idaho) does not require approval from the Port Authority Board of Directors. Board of Director travel outside Washington-the Pacific Northwest must be approved in advance by the Port Authority Board of Directors, provided, however, the Chief Executive Officer may authorize such travel in the event of unique or unanticipated circumstances and obtaining advance approval of the Board is not possible. In this event, the Chief Executive Officer shall notify the entire Board at the next meeting.

Port Authority Personnel travel expenses in excess of \$5,000 per individual must receive prior Board of Director approval.

(b) Domestic Travel:

Travel within the United States and British Columbia, Canada is treated as domestic travel for purposes of this policy.

(c) International Travel:

With the exception of travel to British Columbia, Canada, all international travel must be authorized in advance by the Chief Executive Officer as to Port Authority employees and by the Port Authority Board of Directors, in an open public meeting, as to Board of Directors and Chief Executive Officer.

(d) Travel Reward Programs:

Travel reward programs such as frequent flier mileage, certificates for travel when bumped from a flight and hotel points programs are recognized as the Port Authority Personnel's personal property. In no instance should the acquisition of such rewards cause the Port Authority to incur additional expenses.

(5) ALLOWABLE EXPENSES

(a) Receipts and Documentation:

In general, itemized receipts are required for all expenses.

Original receipts and supporting documentation must be retained for six years to comply with the State of Washington records retention schedule. The Port Authority business purpose and location for all expenditures must be explained and documented.

(b) Business Travel Combined with Personal or non-Port Authority Travel:

Personal/non-Port Authority charges on Port Authority charge cards by Port Authority Personnel constitute a lending of the Port Authority's credit, and thus are strictly prohibited. Any misuse that results in a suspected or actual loss will be reported to the State Auditor's Office and could include revocation of the charge card and other progressive measures as deemed appropriate.

(c) Clear Separation Between Port Authority Business and Non-Port Authority Business Travel:

Any time travel to a destination for Port Authority business is combined with non-Port Authority travel before and/or after the duration of travel for official Port Authority business, all services rendered on a Port Authority issued charge card must start and stop on the start and end date of Port Authority business travel. Utilizing any services during the extended duration involving personal or non-Port Authority travel, such as lodging, rental car, parking and meals, must be billed separately and paid for personally.

Any time air travel to a destination for Port Authority business is also combined with personal or non-Port Authority travel before and/or after the duration of travel for official Port Authority business, the air travel costs must be properly segregated between the Port Authority business and personal or non-Port Authority travel portions. The Port Authority business portion should be charged to the Port Authority travel charge card. All personal or non-Port Authority related costs must be charged separately to a personal charge card, at the time of incurring the costs. For example, charges may be segregated by a travel agent or a customer service representative of a travel provider to comply with this requirement.

Combined business and extended personal or non-Port Authority travel, and time away by Port Authority employees must be authorized in advance by the Chief Executive Officer. The Port Authority assumes no responsibility or liability for personal or non-Port Authority travel taken in conjunction with Port Authority business travel.

(6) AIR TRAVEL

(a) Flight Class:

Authorized air travel arrangements shall be "Coach Class" or equivalent.

(b) Exceptions:

The Chief Executive Officer or the Director of Finance & Administration may authorize a class change to economy plus if available, business or first class or equivalent under the following conditions:

- When it is essential to conduct Port Authority business during the travel route with a customer who is ticketed in a class other than coach.
- Where the scheduled flight time, including connecting flights and change of planes, is in excess of 10 hours.
- When regularly scheduled flights between origin/destination points provide only economy plus, business or first-class accommodations, in which case the least cost upgrade would be allowed, or when time is of the essence and no coach class or equivalent rate or space is available.
- When a special condition or circumstance exists such as a physical or medical condition, or carry-on requirements (packages or equipment), which cannot be accommodated by coach class travel, or if the Board of Director or employee will be immediately conducting business upon arrival.
- When the class change results in an overall cost savings to the Port Authority by avoiding additional subsistence costs, overtime or lost productive time while awaiting coach-class accommodations.

(c) Group Travel:

When traveling on Port Authority business with a group, such as a trade mission, the traveler should attempt if possible to travel together with the group.

(d) Cost vs. Reasonable Flight Itinerary:

The most economical airfare should be purchased that also provides a practical flight itinerary and meets the requirements of the trip, with a preference for non-stop flights. Total cost consideration can also weigh the advantages of airline frequent traveler benefits, such as baggage charge waivers and business travel efficiency. Inquiry must be made about government discounts, travel agent discounts, and special rates when making reservations, as applicable. Port Authority Personnel must provide legitimate Port Authority business justification where airfare purchased is notably higher than the lowest available fare providing a reasonable flight itinerary.

(e) Travel to the Airport:

To ensure the safety and alertness of Port Authority Personnel travelling to and from SEA-TAC Airport, hotel accommodations are allowed the night before a flight that departs before 12pm or arrives after 7pm.

(f) Flight/Itinerary Changes:

When necessary, Port Authority Personnel may change an itinerary for legitimate Port Authority business reasons. Reimbursement claims for change fees shall be reviewed by, and may be approved by, the Chief Executive Officer or the Director of Finance & Administration. Any reimbursements or payments received as a result of the change must be submitted to the Port Authority. Ensure the carrier/service provider makes all payments payable to: "Chelan Douglas Regional Port Authority."

All change fees or other charges imposed for changes made by Port Authority Personnel to the itinerary for personal or non-Port Authority related reasons, whether in advance of travel or while travelling, are the personal responsibility of the traveler. Reminder, personal or non-Port Authority charges are prohibited on Port Authority charge cards.

(g) Excess Luggage/Baggage:

Charges for excess business or personal/non-Port Authority luggage are not allowed unless it is necessary to carry out official Port Authority business and at a reasonable cost.

(7) LODGING

(a) Accommodations:

Authorized lodging accommodations shall be 'Single Occupancy', except when spouses/domestic partners are required to accompany Port Authority Personnel for Port Authority business reasons. Use of prudence is required when selecting accommodations (hotel, motel, etc.) appropriate to carry out the Port Authority business purpose of travel. The location, conference hotel, overall costs, availability and quality of facilities must also be taken into consideration. Lodging will be reimbursed at cost when accompanied by an itemized receipt from the place of stay and an approved travel authorization.

(b) Same Day Travel:

To ensure the safety and alertness of Port Authority Personnel travelling to a conference/meeting/training where they would have to leave their worksite or home address (whichever is less) before 7 am, hotel accommodations are allowed and reimbursable. Similarly, if a Board of Director or employee concludes a conference/meeting/training after 7 pm, hotel accommodations are allowed and reimbursable.

(c) Discounts:

Inquiry should be made about any government rates, special rates, or discounts available to the Port Authority by the lodging establishment or service provider.

(d) Resort or Fitness Facility Fees:

Resort or facility use fees, such as for a fitness center, included in the standard rate or imposed by the hotel or place of stay are covered as a Port Authority business-related lodging expense. However, 'discretionary' guest fees for the use of facilities offered by the hotel or place of stay are a non-allowed, non-reimbursable business expense.

(e) Hotel Parking:

Actual expenses incurred for hotel parking, as appropriate, are allowable. Original receipts must accompany reimbursement requests. The cost of parking charges at the hotel must be considered when deciding whether to rent a vehicle while travelling. ~~Valet parking will be reimbursed at the self-park rates unless self-park is full, it is the only available parking, or it is approximately the same rate given the length of stay or need for in/out access.~~

(f) Non-Port Authority Expenses:

All personal or non-Port Authority expenses included on a lodging bill must be paid separately and personally, at the time of checkout by the Port Authority Director or employee. Request must be made to have the business and personal/non-Port Authority charges split into separate bills for payment. Reminder, personal or non-Port Authority charges are prohibited on Port Authority charge cards.

(8) RENTAL VEHICLES

(a) Need for Vehicle:

When necessary to carry out Port Authority business, a rental vehicle may be authorized while travelling. The Port Authority business need for use of a rental vehicle must be substantiated and documented. If the event/purpose of Port Authority business travel is held at the same location as the hotel or within reasonable walking distance, or if necessary travel is only between the airport and hotel, a rental vehicle is not allowed. In those situations, a shuttle van or taxi should be used.

(b) Vehicle Class & Costs:

A compact or mid-size vehicle should be rented, except when there are justified circumstances, such as customer, physical or group requirements. Authorized rental vehicle expenses include: the cost of rental, mileage, ~~and fuel, gasoline, and insurance as specified under Insurance Protocols.~~

(c) Rental Vehicle Insurance Protocols:

The Port Authority's auto insurance policy covers Port Authority Personnel for both liability and physical damage while renting a car for Port Authority business in both the United States and Canada. If a loss should occur while renting a car on Port Authority business, the Port Authority's auto insurance policy is primary and an employee's personal auto insurance will be secondary or utilized on an excess basis. Port Authority Personnel are encouraged to confirm and read their personal auto insurance policy as it pertains to renting a car for business purposes.

Port Authority Personnel must 'decline' the Supplemental Liability Insurance offered by the rental car agency and the Loss Damage Waiver (or the Collision Damage Waiver) as offered. Any other insurance offered by car rental companies must be declined as these insurance costs will not be reimbursed.

(d) Payment Method:

Vehicle rentals while on Port Authority business should be paid for using the Port Authority issued charge card if available. A copy of the rental contract must be included with other receipts upon filing a travel expense report. If the Port Authority Director or Employee does not have a Port Authority-issued charge card, a personal credit card can be used.

(e) Accidents & Driver Safety Policy:

In case of an incident, the appropriate authority, such as local Police and the rental agency, must be informed. The Port Authority's Administrative Office must also be informed within 24 hours following an incident. An Accident/Incident Report Form will be completed by the Port Authority Employee within 48 hours of the accident.

(f) Rental Vehicle Usage:

Rental vehicles shall be used for Port Authority business purposes only; however, depending on the location, approximately 30 mile radius within the vicinity may be

considered de minimis personal use (drive to a restaurant, shopping center, local point of interest, etc.).

(9) BUSINESS MEETINGS/CONFERENCES/SEMINARS/TRAINING

'Business Meetings' are defined as meetings with Port Authority customers or potential customers or of official groups in which the Port Authority holds memberships or is otherwise affiliated for the purposes of promotion, education, research or joint action. Legitimate expenses may include, but are not limited to, registration fees, printed materials, business phone calls, baggage handling, or such other miscellaneous items as may be reasonable and necessary in order to participate in the official proceedings.

(a) Business Need:

The travel authorization must document legitimate Port Authority business purpose for attendance. The cost of the travel must be considered as part of the decision to attend. Inquiry should be made whether the same business meeting, conference, seminar or training will be provided in-state and/or via teleconference or internet. If the same business meeting, conference, seminar or training is available in-state or online, attendance should be in-state or online, unless job requirements or circumstances preclude that or out-of-state attendance is an integral and necessary part of the job. Documenting the basis for the decision to authorize travel out-of-state is required.

(b) Arrangements & Costs:

Business meetings, conference, seminar and training arrangements may be made by the attendee or by administrative staff. Necessary and reasonable business expenses are reimbursable at cost when proper authorization to attend is received. Other miscellaneous expenses related to authorized travel may be reimbursed as incurred when accompanied by receipt and justification.

(10) MEALS

(a) Meal Expenses:

Meals while traveling on Port Authority business should be based on reasonable costs for the area of travel. The following provisions apply to meal reimbursement:

- (i) In general, the Port Authority's preference for meal reimbursements will be based on an itemized receipt. However, in an effort to create efficiencies in the reimbursement process when Port Authority business travel requires overnight lodging, the Port Authority will allow Port Authority Personnel to choose between providing itemized receipts or receiving GSA per diem allowance for the area of travel. However, when a Port Authority issued credit card is used, Port Authority Personnel must provide detailed receipts.

- (ii) In the event an itemized receipt is not available, the following options are available: a) Port Authority Personnel may submit a “Substitute Receipt” form; or b) Port Authority Personnel may elect to be paid the GSA per diem allowance. In any case, no reimbursement may exceed the GSA per diem allowance for the area of travel. Current federal per diem meal rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- (iii) Meals should not exceed approximately 200% of the federal per diem rate in the area of travel. If the meal costs exceed 200% of the federal per diem meal rate for the area of travel, Port Authority Personnel must provide a legitimate business reason and receive the written approval of the Director of Finance & Administration. If a legitimate business reason and approval is not provided, Port Authority Personnel will pay the difference or not be reimbursed.
- (iv) If the travel includes international locations, the Department of State Foreign Per Diem rates may be used. Those rates can be found at https://aoprals.state.gov/web920/per_diem.asp.
- (v) If an employee or Board of Director deems it is more beneficial to the Port Authority to have a meeting with colleagues, business partners, consultants or to work remotely versus attending a prepaid conference meal, the employee or Director should provide an explanation when requesting a meal reimbursement which is substituted for a conference meal. The Port Authority also recognizes that continental breakfasts are not always a healthy or acceptable option; in this case an itemized receipt for the substitute meals is required.
- (vi) Reimbursement for business meals on the first and last day of travel will be allowed per the following schedule:

Summary of Overnight Travel Scenarios: Travel Time	Breakfast Reimbursed	Lunch Reimbursed	Dinner Reimbursed
Leave before 7am	Yes	Yes	Yes
Leave after 7am, before 12 pm	No	Yes	Yes
Leave after 12pm, before 7 pm	No	No	Yes
Return before 12pm	Yes	No	No
Return after 12pm, before 7pm	Yes	Yes	No
Return after 7pm	Yes	Yes	Yes

(vii) Reimbursement for business meals during same day travel will be allowed per the following schedule:

Summary of Same Day Travel Scenarios: Travel Time	Breakfast Reimbursed	Lunch Reimbursed	Dinner Reimbursed
Leave before 7am return before 1 pm	Yes	No	No
Leave before 7am return before 7 pm	Yes	Yes	No
Leave before 7am return after 7 pm	Yes	Yes	Yes
Leave before 12pm, return after 7pm	No	Yes	Yes
Leave before 12pm, return before 7pm	No	Yes	No
Leave after 1pm, return before 7pm	No	No	No

(viii) Promotional hosting and business meals are excluded from these requirements.

(b) Combined Employee Expenses:

In general, Port Authority Personnel may not pay expenses of other Port Authority Personnel and be reimbursed for such expenses, unless they are a participant in the same event and it is necessary for practical purposes such as a combined restaurant bill or hotel expenses of staff attending the same event. Itemized receipts are required along with supporting documentation clearly showing who participated in the event/meal.

(c) Business Meal Expenses:

If an Employee or Director deems it is more beneficial to the Port Authority to have a meeting over a meal with a colleague, business partner, consultant or customer, the actual expenses will be utilized for reimbursement. The business purpose and names and titles of the attendees must be substantiated on the Travel Expense Claim form and receipt.

(d) Meals While Not Travelling:

Expenses incurred for meals and refreshments exclusively between and among Port Authority Personnel are not reimbursable while not travelling, except that expenses for meals and refreshments may be reimbursed for official Port Authority business purposes as follows:

- Meals and refreshments consumed for Port Authority staff meetings or Port Authority Commission retreats, workshops or meetings lasting more than a half day or extending past 1pm for lunch and 6pm for dinner.

- Meals and refreshments consumed on-site when an integral part of a job-related meeting (consultant, attorney or business partner is present and business is continued through the meal period), conference, convention or training.
- Working meetings with or between Port Authority Board of Directors and Chief Executive Officer, where Port Authority business schedules necessitate.
- Meals to encourage voluntary participation over the lunch hour to participate in a business meeting, training or other information gathering.
- Occasional meals and refreshments to facilitate working late (in excess of 10 hours) or weekend hours (in excess of 6 hours) to meet deadlines or complete an important project, grant application, etc.

(e) Special Exceptions for Working Meals:

Expenses incurred for meals and refreshments during a public safety emergency, storm, or event that requires deployment of Port Authority Personnel, where it is not in the public safety interest for them to leave their assignment for meal breaks, may be reimbursed when approved by Chief Executive Officer.

(f) Not Allowable & Non-Reimbursable:

Alcohol is not reimbursable, unless such expense is incurred during promotional hosting activities. Refer to the Port Authority Policy on Promotional Hosting for appropriate guidelines.

When a meal is provided and paid for as part of a conference, training, seminar or a lodging package, costs for a related meal elsewhere are not allowable unless sufficient justification is provided and it is approved by the Chief Executive Officer or Director of Finance & Administration.

(11) MISCELLANEOUS EXPENSES

Necessary and reasonable miscellaneous expenses and incidentals are reimbursable at cost when accompanied by receipts or an employee may elect to receive the GSA per diem allowance for incidental expenses. For domestic travel, the current GSA incidental rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>. For international travel, the Department of State Foreign Per Diem rates can be found at https://aoprals.state.gov/web920/per_diem.asp. Both domestic and international incidental expenses should be accompanied by a brief Port Authority business justification.

(a) Phone/Fax/Internet:

All such business-related expenses are reimbursable at cost. Receipts are required for all phone/fax/internet expenses. Airplane phones should be used only when absolutely necessary for Port Authority business that cannot wait until after the plane lands.

(b) Laundry and/or Dry Cleaning:

Laundry and dry cleaning costs are allowable when travelling in excess of five days. Reasonable costs are reimbursable when accompanied by a receipt, and should be based on the number of days and the location of travel.

(c) Tipping/Baggage Handling:

Reimbursement will be made for customary tips and gratuities. Tips for meals are authorized at up to 20% and are to be included as part of the meal cost. Tips of a nominal amount are authorized for taxi drivers, bellhops, housekeeping, parking attendants, etc. All tips, other than for meals, are to be accounted for as miscellaneous expenses. If available, receipts should be attached to the Travel Expense Claim Form.

(d) Public Transportation (airline, railroad, bus, etc.):

The passenger copy of the transportation itinerary or ticket must be submitted to receive reimbursement.

(12) PRIVATE VEHICLE USAGE AND MILEAGE

Port Authority Personnel are encouraged to use a Port Authority vehicle for Port Authority business whenever possible. However, an employee may be authorized to use his/her private vehicle for conducting Port Authority business as determined by the Chief Executive Officer. If a Port Authority vehicle is not available, reimbursement for mileage shall be based upon the Internal Revenue Service mileage reimbursement rate for business miles in effect at the time of travel. In the event the employee prefers to use his/her private vehicle for out-of-town travel in lieu of an available Port Authority vehicle, the employee shall receive prior approval to be reimbursed for mileage.

For all private vehicle mileage reimbursement requests, details on the date of travel, the starting and ending destinations, the purpose of travel, the miles driven, tolls and parking costs incurred must be provided and recorded on a Travel Claim Expense Form. Private vehicle mileage will not be reimbursed unless the driver has a valid and properly classed driver's license.

(a) Regular Commute:

For the purposes of this policy, an employee's regular commute in his/her private vehicle to and from his/her regular work station during the regular work week of Monday through Friday is not eligible for mileage reimbursement. Additionally, an employee's regular commute is also not considered to be 'Port Authority business' and therefore not subject to the insurance provision below.

For exempt Port Authority Employees, mileage will be reimbursed for commuting to a Port Authority facility when weekend work of at least two (2) hours is required.

(b) Insurance:

Port Authority Personnel who use their private vehicle for Port Authority business shall have a valid driver's license and vehicle insurance to protect the Port Authority in the event of an accident. In the event of an accident or loss while driving a private vehicle on Port Authority business, the following will occur:

- The Chief Executive Officer and, as applicable, the employee's immediate supervisor will be notified of the accident or loss within 24 hours.
- The Director's or Employee's automobile insurance will be viewed as the primary insurance since the insurance follows the automobile. The Port Authority's insurance policies may provide coverage in the event that the primary auto insurance policy is not adequate.
- If a Port Authority employee is injured in an auto accident while on official Port Authority business, the employee is covered by the Port Authority's worker's compensation coverage through the Washington State Department of Labor & Industries ("L&I").
- Any injured passengers in the private vehicle driven by a Port Authority Director or Employee may be covered by the driver's auto insurance, unless the injured passenger is a Port Authority employee, in which case coverage through L&I would apply.
- An Accident/Incident Report Form shall be completed by the employee or Director within 48 hours after the accident or loss, or as soon thereafter as is practicable.

When a Port Authority vehicle is available, Port Authority Personnel are strongly encouraged to utilize the Port Authority vehicle for Port Authority business.

(13) TRIP INTERRUPTION

(a) Extended Stay:

While travelling on Port Authority business, the stay may be extended or cut short at the hotel if travel plans are changed due to reasons defined in the following section.

(b) Travel or Event Cancellation:

Every reasonable effort must be made to transfer paid travel or event reservations for attendance by another Port Authority representative, with the exception of Port Authority Officers who may only transfer event reservations to another Officer.

Port Authority Personnel scheduled to travel or attend an event on Port Authority business may cancel without personal cost under the following unforeseen emergencies and conditions:

- Essential Port Authority or Board of Directors business
- Bereavement leave
- Military leave
- Jury duty leave
- Becomes ill or disabled before or during the Port Authority business travel
- Family medical leave
- An immediate family member is injured or becomes ill and requires the care of the Port Authority Officer or Employee-
- Severe weather conditions-
- Employment termination-

Other documented situations, such as legitimate unforeseen business schedule conflicts, as deemed appropriate by the Chief Executive Officer for Port Authority employees.

(14) TRAVEL TIME COMPENSATION FOR FLSA NON-EXEMPT EMPLOYEES

The time Port Authority Employees spend commuting to and from their regular place of work each day is not work time; thus, employees are not compensated for this time. Work time does include time spent traveling to another location for a special assignment, travel for an emergency outside the normal working hours, and time spent traveling during regular work hours as part of the employee's principal job duties. Overnight travel or travel away from home is work time when it cuts across the employee's normal workday and/or requires the employee to work on weekends or days when he or she would not otherwise be required to work. Regular meal periods and time spent sleeping or in other leisure activities while traveling is not work time, and employees are not compensated for this time.

(15) HOW TO OBTAIN REIMBURSEMENT

Reimbursement claims shall be made by submitting a completed Travel Expense Claim Form.

Instructions for completing Travel Expense Claim Form:

- When practical, all Port Authority charge card expenses should be submitted by the 15th of the month on a Travel Expense Claim Form to support the processing of credit card statements.
- Complete and approved Travel Expense Claim Forms must be submitted to the accounting department within 30 days after the end of your travel.
- Expenses must be individually itemized by date and type of expenditure with expense descriptions included for items listed under dues, miscellaneous, or other non-specific categories.
- Expenses must be supported by receipts, documents, or other evidence which is specifically required.
- If a conference or training was attended, please attach a detailed copy of the agenda to the Travel Expense Claim Form.
- Travel authorization must have appropriate levels.
 - International travel must be authorized by the Board of Directors and supported by documentation, such as the minutes from the Board of Director meeting.
 - Out-of-state travel must be authorized by the Chief Executive Officer either on the expense claim form, by e-mail, or other correspondence.
 - Travel expense claims are approved by the employee's supervisor or the Director of Finance & Administration.
 - If travel arrangements are made by the Executive Assistant instead of the employee, they may be approved by the Director of Finance & Administration.
- Submit each complete and approved Travel Expense Claim Form with appropriate receipts to the accounting department for processing. For travel outside the U.S., submit the Travel Expense Claim form in U.S. dollar amounts and provide documentation of the exchange rate.

(16) PROPRIETY OF TRAVEL EXPENSE CLAIMS

In auditing the claim for technical compliance with statutory and Port Authority procedural requirements, the Director of Finance & Administration is authorized to refuse payment of any expense claims, or portions thereof, which are not properly authorized or reimbursable, or which are not submitted in accordance with the requirements established in this policy.

Adopted by the Chelan Douglas Regional Port Authority Board of Directors

on September 10th, 2019.

Revised by the Chelan Douglas Regional Port Authority Board of Directors

on _____.

Memo

To: Board of Directors

From: Stacie de Mestre

Date: August 2, 2023

Re: The Trades District – Authorization to Solicit Bids

The approved 2023 budget included a capital projects line item for the Trades District project in the amount of \$5,972,500. Two non-operating revenue line items were also included in the budget in the amount of \$5,972,500 for federal and state funding related to this project.

This project spans two fiscal years and includes retrofitting 12 existing and partially completed buildings to create 10 larger buildings as well as an internal road for circulation and landscaping. The retrofit includes enclosing each pod's covered area, adding rollup doors, adding square footage, adding an ADA restroom, and meeting energy standards. The 10 completed buildings will create 12 leasable spaces ranging from approximately 1,600 to 2,300 s/f. See attached for a site plan, building floor plans, the landscaping plan, and updated renderings.

Below is the proposed project schedule:

Advertise for Bids:	8/10/23
Pre-Bid Meeting:	8/22/23
Bids Due:	9/19/23
Start Construction:	10/15/23
Construction Complete:	8/1/24

Also attached is the current engineer’s estimate of \$11,942,846.91 for the construction portion only. Please note, this estimate includes \$591,102 of bid alternates. In addition to the construction costs, we will have special inspection fees estimated at \$50,000 and the Design West contract in the amount of \$1,125,000. These costs exceed our original overall project budget of \$11,600,000 by approx. \$1.5 million.

As a reminder, below are the funding commitments for the project:

EDA Grant	\$ 4,990,967.00
Regional Port (via CERB Loan)	\$ 2,500,000.00
Small Business Innovation Fund	\$ 1,000,000.00
State Capital Budget	<u>\$ 2,950,000.00</u>
Total Financial Commitments	\$11,440,967.00

Staff is seeking Board authorization to solicit bids for the Trades District project.

Project Name: CDRPA Trades Dist. - Phase One
 Project Number: 22122

Construction Document Estimate

Design West Architects

8/3/2023 15:32

General Information

Project Scope
 Phase One: Addition to Existing SF
 8,381 New Construction
 Phase One: Renovation of Existing
 13,824 Renovation Area
 Project Schedule
 Anticipated Construction Duration = 10 Months
 Anticipated NTP / Duration / Complete Dates = 10/1/2023 7/27/2024

Estimate Summary

Division	Title	Quan.	Unit	Category % by Division	Division Total
Division 01	General Requirements			2.09%	\$ 187,500.00
Division 02	Existing Conditions			2.54%	\$ 227,926.00
Division 03	Concrete			3.67%	\$ 329,800.00
Division 04	Masonry			0.00%	\$ -
Division 05	Metals			2.78%	\$ 249,096.00
Division 06	Wood, Plastics, and Composites			6.80%	\$ 610,637.50
Division 07	Thermal and Moisture Protection			16.29%	\$ 1,462,084.60
Division 08	Openings			3.01%	\$ 269,975.00
Division 09	Finishes			9.31%	\$ 835,362.50
Division 10	Specialties			0.00%	\$ -
Division 11	Equipment			0.00%	\$ -
Division 12	Furnishings			0.64%	\$ 57,400.00
Division 13	Special Construction			0.00%	\$ -
Division 14	Conveying Equipment			0.00%	\$ -
Division 20	Mechanical Commissioning			0.00%	\$ -
Division 21	Fire Suppression			0.00%	\$ -
Division 22	Plumbing			5.50%	\$ 493,820.00
Division 23	Heating, Ventilating, and Air Conditioning			9.46%	\$ 849,300.00
Division 25	Integrated Automation			0.00%	\$ -
Division 26	Electrical			7.84%	\$ 703,650.00
Division 27	Communications			0.28%	\$ 25,000.00
Division 28	Electronic Safety and Security			0.23%	\$ 21,000.00
Division 31	Earthwork			0.00%	\$ -
Division 32	Exterior Improvements			29.55%	\$ 2,789,228.00
Division 33	Utilities			0.00%	\$ -
MATERIALS & LABOR COST					\$ 9,111,779.00
	Contractor Taxes, Bonds, & Insurance	2.30%	percentage		\$ 209,570.92
	Contractor Overhead & Profit	8.00%	percentage		\$ 728,942.32
	Permits - By Douglas County	1	LS	\$ - \$	\$ 206,410.73
	Design Contingency (CD level)	7.00%	percentage		\$ 637,824.53
	Escalation (estimated 9.0% annual = 0.75% monthly,	1.9	months	0.75%	\$ 133,031.97
ESTIMATED CONTRACT COST					\$ 11,027,559.47
	State Sales Tax (8.3%)	8.30%	percentage		\$ 915,287.44
ESTIMATED CONTRACT COST + SALES TAX					\$ 11,942,846.91

Estimate Detail

Division	Specification	Item	Quan.	Unit	Unit Cost	Extended Cost	Division Total
01 GENERAL REQUIREMENTS							
01 31 00		Supervision - Superintendent & support	10.0	month	\$ 10,000.00	\$ 100,000.00	\$ 187,500.00
		Building layout & staking	1	LS	\$ 10,000.00	\$ 10,000.00	
01 50 00		Work base / office set up	1	LS	\$ 500.00	\$ 500.00	
		Field Office Rental	10.0	month	\$ 250.00	\$ 2,500.00	
		Temp Utility Hookup & Usage	10.0	month	\$ 300.00	\$ 3,000.00	
		Temp Sanitation Facilities	10.0	month	\$ 500.00	\$ 5,000.00	
		Temp Enclosures, Heat, & Weather Protection	10.0	month	\$ 250.00	\$ 2,500.00	
		Temp Construction Fencing	5,000	LF	\$ 3.00	\$ 15,000.00	
		Temp Gates	6	EA	\$ 1,000.00	\$ 6,000.00	
01 73 00		Small Tools, Rental and Hoisting Equipment	10.0	month	\$ 1,500.00	\$ 15,000.00	
		Daily & Final Clean-up	10.0	month	\$ 1,000.00	\$ 10,000.00	
		Dumpster - Disposal Costs	10	month	\$ 800.00	\$ 8,000.00	
01 77 00		Project Closeout - As-built Drawings, O&M Manuals	1	LS	\$ 5,000.00	\$ 5,000.00	
		Punch List, Warranty, Site Closeout	1	LS	\$ 5,000.00	\$ 5,000.00	
02 EXISTING CONDITIONS							
02 41 00		Demolition	22,205	SF	\$ 8.00	\$ 177,640.00	\$ 227,926.00
		Patch & Repair of existing	8,381	SF	\$ 6.00	\$ 50,286.00	
03 Concrete							
03 30 00		Concrete patch at existing foundation	1,300	SF	\$ 15.50	\$ 20,150.00	\$ 329,800.00
03 30 00		Concrete Cutting & Patching	10	LOT	\$ 6,000.00	\$ 60,000.00	
03 30 00		Concrete New SOG at buildings	15,600	SF	\$ 12.00	\$ 187,200.00	
03 30 00		Concrete New footing & stem wall w/ drain	2,350	LF	\$ 17.00	\$ 39,950.00	
03 30 00		New foundation drains at existing footing	1,800	LF	\$ 12.50	\$ 22,500.00	
04 Masonry							
		NOT USED	-	SF	\$ 40.00	\$ -	\$ -
05 Metals							
05 12 00		Structural Steel	8,381	SF	\$ 16.00	\$ 134,096.00	\$ 249,096.00
05 50 00		Metal Fabrications (general, Lintels, misc.)	10	LOT	\$ 5,000.00	\$ 50,000.00	
05 50 00		Metal Fabrications (anchors, railings etc.)	10	LOT	\$ 6,500.00	\$ 65,000.00	
06 Wood, Plastics, and Composites							
06 10 00		Rough Carpentry (Undefined & GC Labor)	22,205	SF	\$ 4.50	\$ 99,922.50	\$ 610,637.50
		Wood framing (roof)	22,205	SF	\$ 10.00	\$ 222,050.00	
		Wood framing (sheathing)	22,205	SF	\$ 10.50	\$ 233,152.50	
06 20 00		Interior Finish Carpentry	22,205	SF	\$ 2.50	\$ 55,512.50	
07 Thermal and Moisture Protection							
07 21 16		Wall Insulation	22,205	SF	\$ 6.25	\$ 138,781.25	\$ 1,462,084.60
07 21 29		Spray Insulation	8,381	SF	\$ 1.25	\$ 10,476.25	
07 22 16		Roof Board Insulation	22,205	SF	\$ 8.75	\$ 194,293.75	
07 26 00		Vapor Retarders	22,205	SF	\$ 1.50	\$ 33,307.50	
07 27 00		Weather Barriers	22,205	SF	\$ 1.50	\$ 33,307.50	
07 42 93		Metal Roof & Wall Panel	48,000	SF	\$ 13.00	\$ 624,000.00	
07 62 00		Flashing & Trims	22,205	LF	\$ 16.50	\$ 366,382.50	
07 72 00		Roof Accessories	10	LOT	\$ 4,750.00	\$ 47,500.00	
07 84 13		Penetration Firestopping	8,381	SF	\$ 0.35	\$ 2,933.35	
07 92 00		Joint Sealant	22,205	SF	\$ 0.50	\$ 11,102.50	
08 Openings							
08 11 13		Hollow Metal Doors & Frames	25	EA	\$ 2,700.00	\$ 67,500.00	\$ 269,975.00
		Storefront Doors & Systems	16	EA	\$ 2,850.00	\$ 45,600.00	
08 31 13		Access Doors & Frames	12	EA	\$ 475.00	\$ 5,700.00	
		Overhead Doors	19	EA	\$ 1,450.00	\$ 27,550.00	
		Overhead Door Openers	19	EA	\$ 550.00	\$ 10,450.00	
08 71 10		Door Hardware	41	EA	\$ 1,800.00	\$ 73,800.00	
		Windows/Glazing	175	EA	\$ 225.00	\$ 39,375.00	
09 Finishes							
09 22 16		Non-Struc Wood Framing	3,000	SF	\$ 5.75	\$ 17,250.00	\$ 835,362.50
09 29 00		Gypsum Board Systems (Walls)	25,740	SF	\$ 5.75	\$ 148,005.00	
09 29 00		Gypsum Board Systems (Ceilings)	21,100	SF	\$ 7.75	\$ 163,525.00	
Bid Alt #1 09 67 23		Resinous Flooring Finish	22,205	SF	\$ 15.50	\$ 344,177.50	
09 77 00		Wall Surfacing (FRP)	1,800	SF	\$ 8.00	\$ 14,400.00	
09 91 00		Painting	25,740	SF	\$ 5.75	\$ 148,005.00	
10 Specialties							
10 00 00		NOT USED					\$ -

PROJECT: CDRPA TRADES DISTRICT

	UNIT	UNIT PRICE	QTY	TOTAL
PREPARATION				
Mobilization	LS	\$ 230,000.00	1	230,000
Clearing & Grubbing	LS	\$ 7,000.00	1	7,000
Demolition	LS	\$ 50,000.00	1	50,000
GRADING				
Erosion & Sediment Control	LS	\$ 30,000.00	1	30,000
Roadway Excavation incl. haul	CY	\$ 20.00	3000	60,000
STORM SEWER				
Storm Cleanout	EA	\$ 800.00	25	20,000
Solid Wall PVC Storm Sewer Pipe 4" Dia.	LF	\$ 41.00	850	34,850
Solid Wall PVC Storm Sewer Pipe 6" Dia.	LF	\$ 45.00	865	38,925
Solid Wall PVC Storm Sewer Pipe 8" Dia.	LF	\$ 50.00	815	40,750
Bioinfiltration Area	EA	\$ 3,200.00	26	83,200
Catch Basin	EA	\$ 2,500.00	9	22,500
Area Drains	EA	\$ 750.00	26	19,500
SEWER				
Sewer Cleanout	EA	\$ 800.00	19	15,200
Backwater Vales	EA	\$ 500.00	12	6,000
PVC Sanitary Sewer Pipe 6" Dia. Main On Site	LF	\$ 50.00	560	28,000
PVC Sanitary Sewer Pipe 6" Dia. Building	LF	\$ 50.00	330	16,500
Connect to Sewer Stub	EA	\$ 1,500.00	1	1,500
Connect to Manhole	EA	\$ 2,500.00	1	2,500
Manhole	EA	\$ 5,500.00	0	0
WATER				
Gate Valve	EA	\$ 3,000.00	5	15,000
Misc Fittings Etc.	LS	\$ 5,000.00	1	5,000
2" Water Service Line	LF	\$ 30.00	420	12,600
1.5" Water Meter & DCVA	EA	\$ 6,000.00	12	72,000
Fire Hydrant Assembly	EA	\$ 4,000.00	2	8,000
4"RPBA	EA	\$ 6,000.00	1	6,000
Replace 5/8" meter with 2" meter	EA	\$ 2,500.00	2	5,000
1" Irrigation Deduct meter	EA	\$ 2,000.00	1	2,000
PVC Pipe for water Main 4" Dia.	LF	\$ 50.00	625	31,250
PVC Pipe for water Main 6" Dia.	LF	\$ 55.00	40	2,200
PVC Pipe for water Main 8" Dia.	LF	\$ 65.00	305	19,825
SURFACING				
Rolled Curb	LF	\$ 50.00	1178	58,900
Curb: At Roadway (6")	LF	\$ 80.00	241	19,280
Curb: 4" at Crosswalk	LF	\$ 50.00	195	9,750
Crushed Surfacing Base 6"	TON	\$ 45.00	1163	52,335
Hot Mix Asphalt- Standard	TON	\$ 145.00	330	47,850
Hot Mix Asphalt- Heavy Duty	TON	\$ 175.00	587	102,725
Cement Concrete Paving (pedestrian)	SY	\$ 95.00	1317	125,115
Crushed surfacing Base 4" (pedestrian)	TON	\$ 45.00	274	12,330
Cement Concrete Paving (vehicular)	SY	\$ 140.00	2047	286,580
Crushed Surfacing Base 4" (vehicular)	TON	\$ 45.00	426	19,170
Concrete Pavers Type 1 & 2	SF	\$ 18.00	5,974	107,532
Detectable Warning Surface	EA	\$ 500.00	9	4,500
Pavement Markings	LS	\$ 15,000.00	1	15,000
BUILDING, ELECTRICAL - REFER TO DWA				
LANDSCAPE				
Planting- Container plants, topsoil and filter fabric	SF	\$ 9.00	21,000	189,000
Irrigation	SF	\$ 3.25	25,136	81,692
Temporary Irrigation	SF	\$ 2.00	58,961	117,922
River Cobble at Stormwater	SF	\$ 2.00	1,562	3,124
Rock Mulch	SF	\$ 1.75	23,062	40,359
Trees	EA	\$ 600.00	34	20,400

Erosion Control Hydroseed	SF	\$ 1.00	58,961	58,961
Lawn	SF	\$ 3.00	4,136	12,408
Fence Type 1	LF	\$ 130.00	331	43,030
Fence Type 2	LF	\$ 105.00	103	10,815
Pedestrian Gates	EA	\$ 1,000.00	5	5,000
Vehicular Gates	EA	\$ 6,500.00	2	13,000
OTHER				
Monument signs	EA	\$ 8,000.00	2	16,000
Shade Structure	EA	\$ 22,500.00	1	22,500
Removable Bollard	EA	\$ 1,000.00	6	6,000
Pole Bollard	EA	\$ 800.00	47	37,600
Illumination- Lit Bollards	EA	\$ 2,500.00	18	45,000
Sinage & Interpretive	EA	\$ 1,250.00	18	22,500
Onsite Gas Service	LF	\$ 25.00	1,265	31,625
Offsite Power Service Guestimate (No New Vaults)	LS	\$ 50,000.00	1	50,000
SUBTOTAL				2,573,303
TAX (10%)				257,330
CONTINGENCY (5%)				128,665
TOTAL				2,959,298

\$2,557,303 if you remove the highlighted duplicate items.

BID ALTERNATES

#4: ABOVE GROUND RAISED PLANTERS

Raised Planter: A	EA	\$ 2,225.00	4	8,900
Raised Planter: B	EA	\$ 3,500.00	4	14,000
Raised Planter: C	EA	\$ 4,500.00	4	18,000
				\$40,900

#3- PEDESTRIAN PATH SHADE STRUCTURES

Shade Structure	EA	\$ 22,500.00	4	90,000
				\$90,000

#5 FENCING SUBSTITUTIONS

Fence Type 2 (locations per plan)	LF	108	108.33	11,700
Fence Type 3- All panels	LF	150	12	1,800
Deducative: Sub. Vehicular Gates for Chainlink gates	EA	-3,500	2	-7,000
				\$6,500

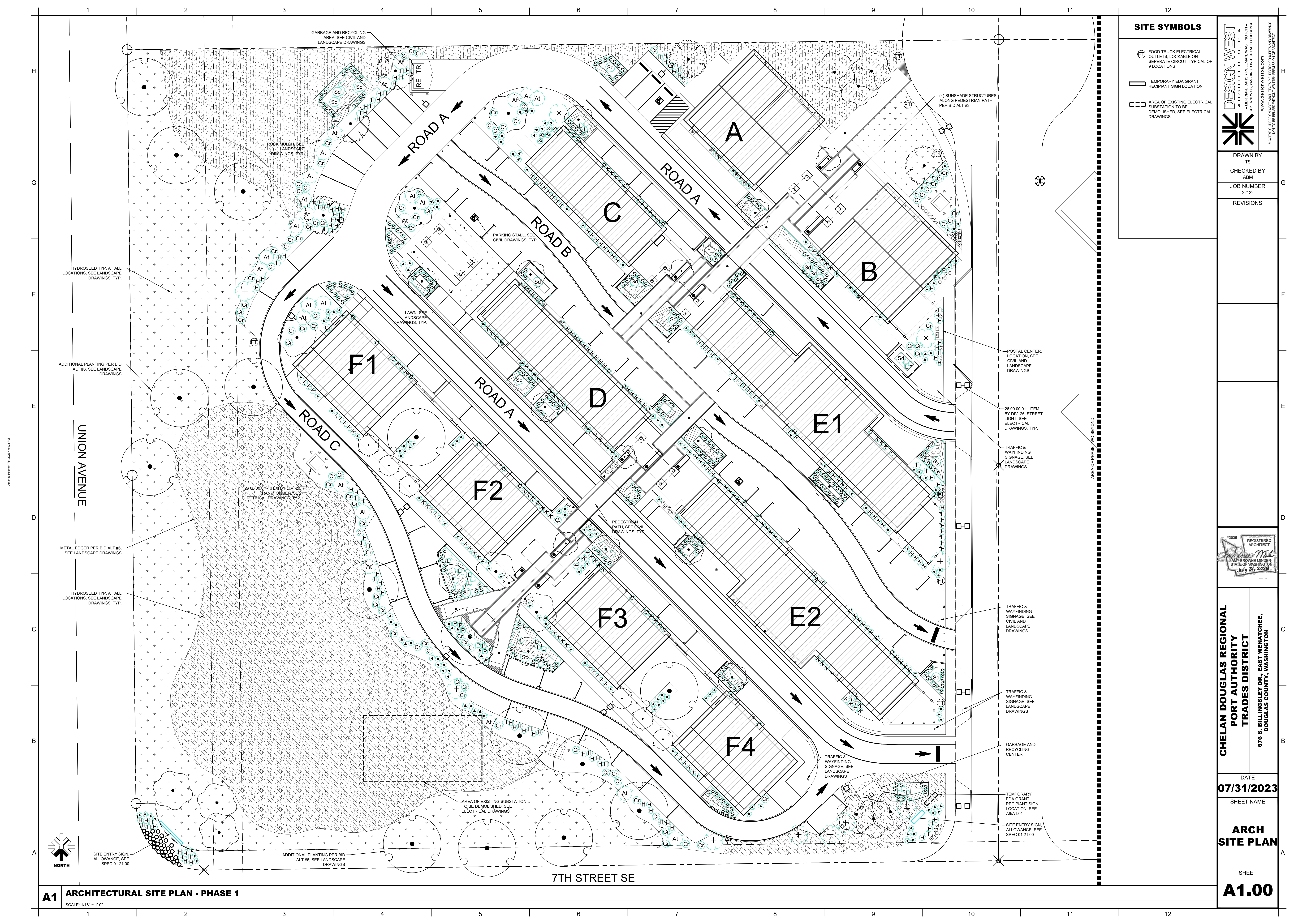
#6 Lawn Hydroseed and Trees at Union Ave.

Lawn Hydroseed	SF	3	25863	77,589
Erosion Control Hydroseed (minus)	SF	1	-25863	-25,863
Trees	EA	600	12	7,200
Edger at lawn	LF	6	545	3,270
Permanent Irrigation	SF	3.25	25863	84,055
Temporary Irrigation (minus)	SF	2	-25863	-51,726
				\$94,525

BID ALT SUBTOTAL 231,924
TAX (10%) 23192

TOTAL				3,214,415
--------------	--	--	--	------------------

\$2,789,228



SITE SYMBOLS

- FOOD TRUCK ELECTRICAL OUTLETS, LOCKABLE ON SEPARATE CIRCUIT, TYPICAL OF 9 LOCATIONS
- TEMPORARY EDA GRANT RECIPIENT SIGN LOCATION
- AREA OF EXISTING ELECTRICAL SUBSTATION TO BE DEMOLISHED, SEE ELECTRICAL DRAWINGS

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 www.designwestpa.com

DRAWN BY
 TS
 CHECKED BY
 ABM
 JOB NUMBER
 22122

REVISIONS

13035 REGISTERED ARCHITECT

 AMY BROWNE-MINDEN
 STATE OF WASHINGTON
 July 31, 2028

**CHELAN DOUGLAS REGIONAL
 PORT AUTHORITY
 TRADES DISTRICT**
 676 S. BILLINGSLEY DR., EAST WEMATCHEE,
 DOUGLAS COUNTY, WASHINGTON

DATE
07/31/2023

SHEET NAME
ARCH SITE PLAN

SHEET
A1.00

A1 ARCHITECTURAL SITE PLAN - PHASE 1

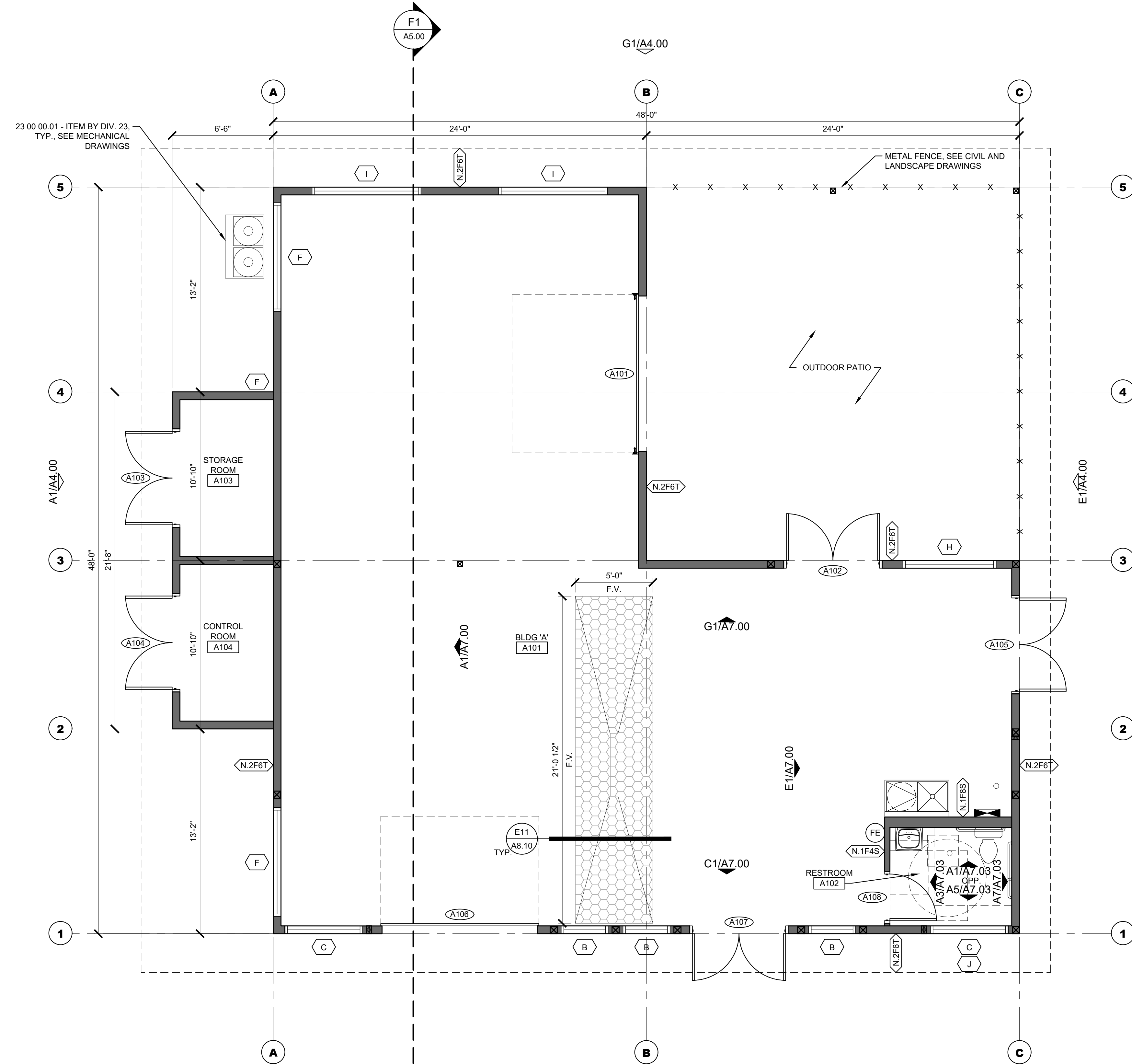
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SHEET NOTES

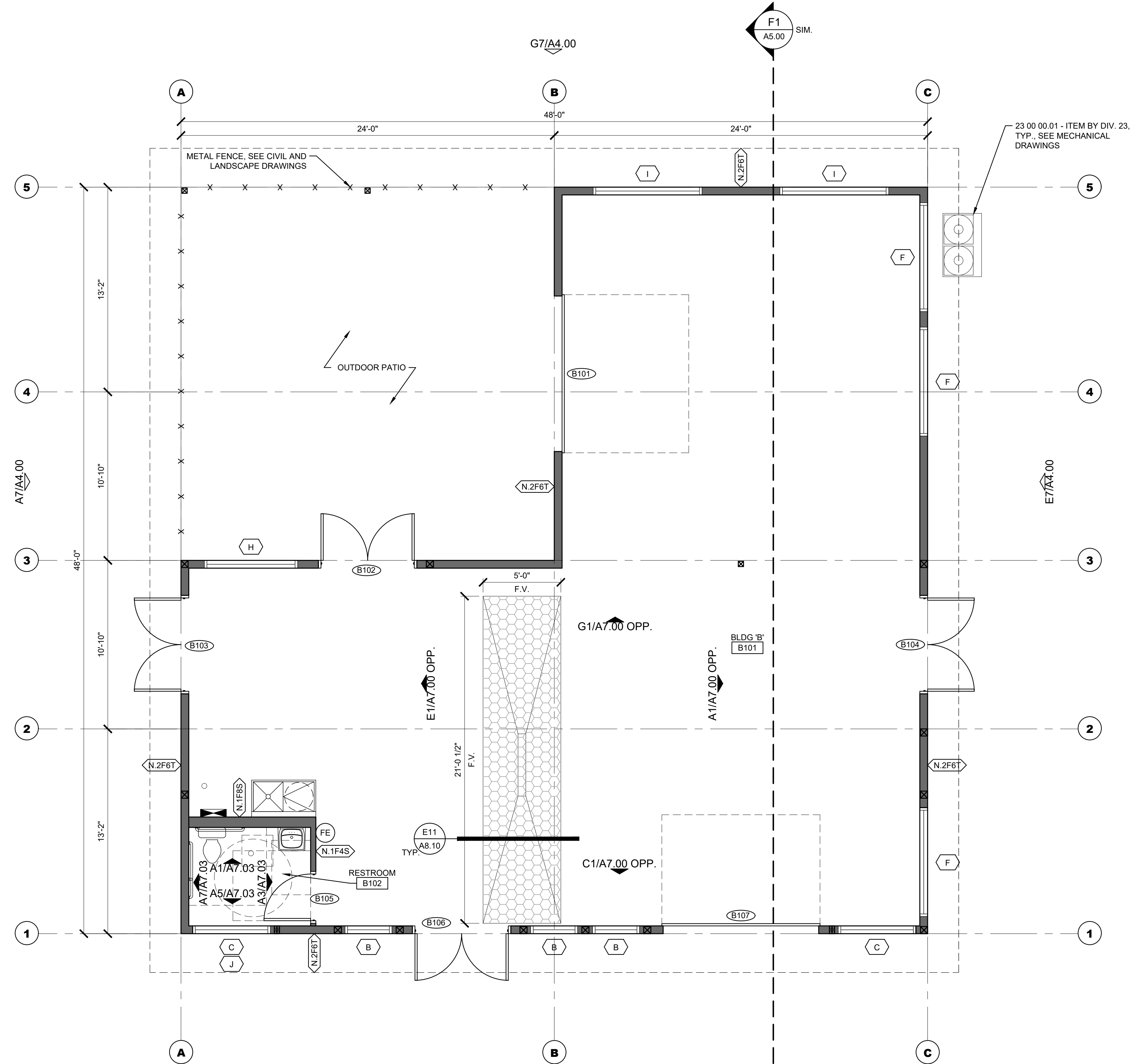
- SEE SHEET G1.00 FOR SYMBOLS AND ABBREVIATIONS.
- PROVIDE SOLID WOOD BLOCKING AS REQUIRED TO SUPPORT WALL HUNG EQUIPMENT, GRAB BARS, RAILINGS AND OTHER ACCESSORIES TO REQUIRE SUPPORT. VERIFY LOCATIONS PRIOR TO INSTALLATION OF GYPSUM BOARD. SEE C11/A7.03.
- DOORS AND CASED OPENINGS WITHOUT LOCATION DIMENSIONS ARE TO BE 3" FROM ADJACENT PARTITION.
- CONCEAL ALL EQUIPMENT, DEVICES AND PATHWAYS IN NEW CONSTRUCTION WITHIN PROJECT AREA.
- COORDINATE MECHANICAL AND ELECTRICAL EQUIPMENT BLOCK-OUT LOCATIONS AND THRU-WALL PENETRATIONS FOR GYPSUM BOARD. SEE MECHANICAL AND ELECTRICAL SHEETS.
- SEE SHEET A3.40 FOR FLOOR FINISHES.
- ALL NEW CONSTRUCTION TO ALIGN WITH EXISTING WALL FINISHES. PATCH AND PAINT TO MATCH EXISTING FINISHES.
- SEE SHEET A8.00 FOR WALL ASSEMBLIES, DETAILS, AND PARTITION HEAD TYPES.
- PROVIDE CONTINUOUS AIR BARRIER EXTENDING FROM SLAB TO ROOF AT ALL NEW EXTERIOR WALLS.
- PATCH, REPAIR, AND PAINT ALL AREAS OF WALL AND CEILING DAMAGED FROM DEMOLITION.

FLOOR PLAN LEGEND

- XX|XX.XX INTERIOR ELEVATION
- (101) DOOR NUMBER - SEE DOOR SCHEDULE
- (N.2F6T) NEW WALL TAG. SEE SHEET A8.00 FOR DETAILS
- NEW WALL LOCATION AND WALL INFILL
- ELECTRICAL PANEL LOCATIONS
- (FE) WALL MOUNTED FIRE EXTINGUISHER LOCATION
- (X) NEW WINDOW LOCATIONS - REFERENCE SHEET A6.00 FOR TYPES



A1 NEW FLOOR PLAN A
SCALE: 1/4" = 1'-0"



A7 NEW FLOOR PLAN B
SCALE: 1/4" = 1'-0"



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JOB NUMBER 22122

REVISIONS

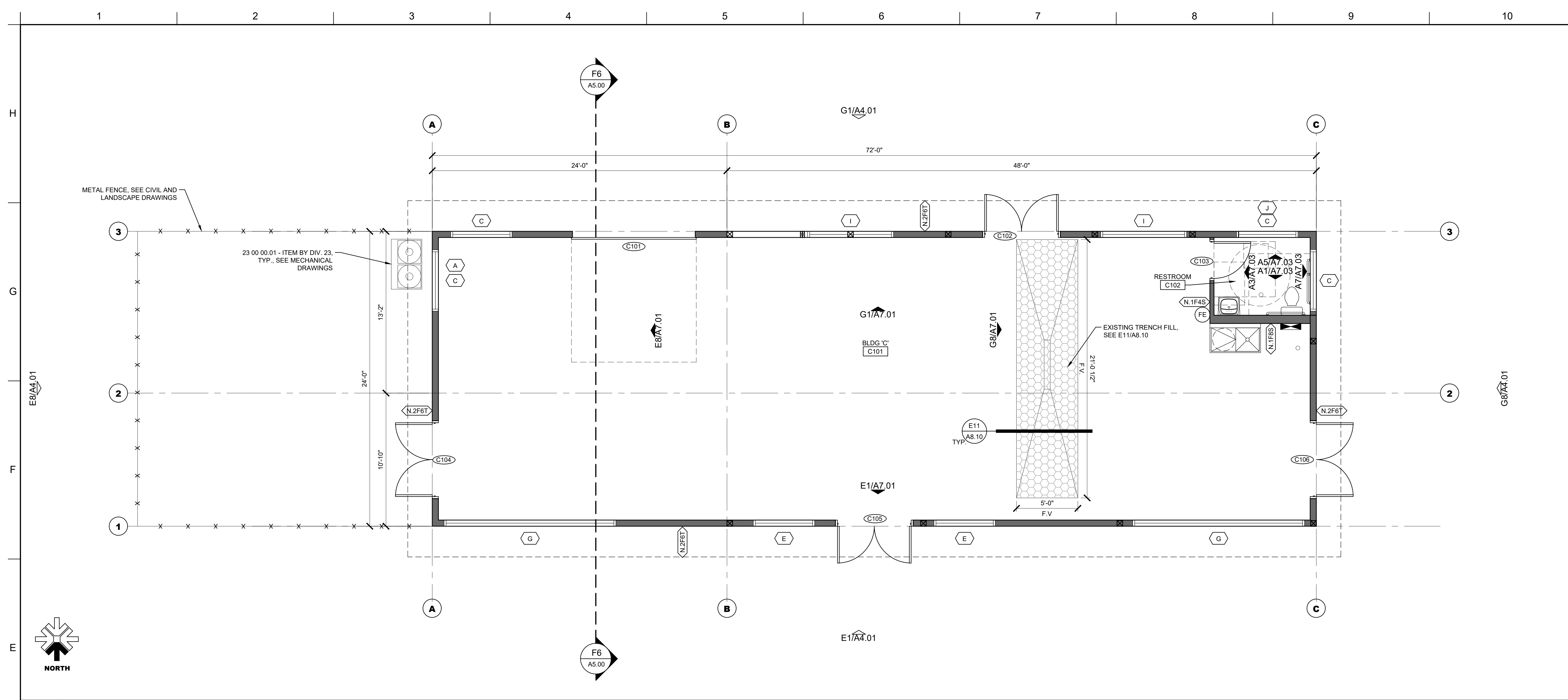


**CHELAN DOUGLAS REGIONAL
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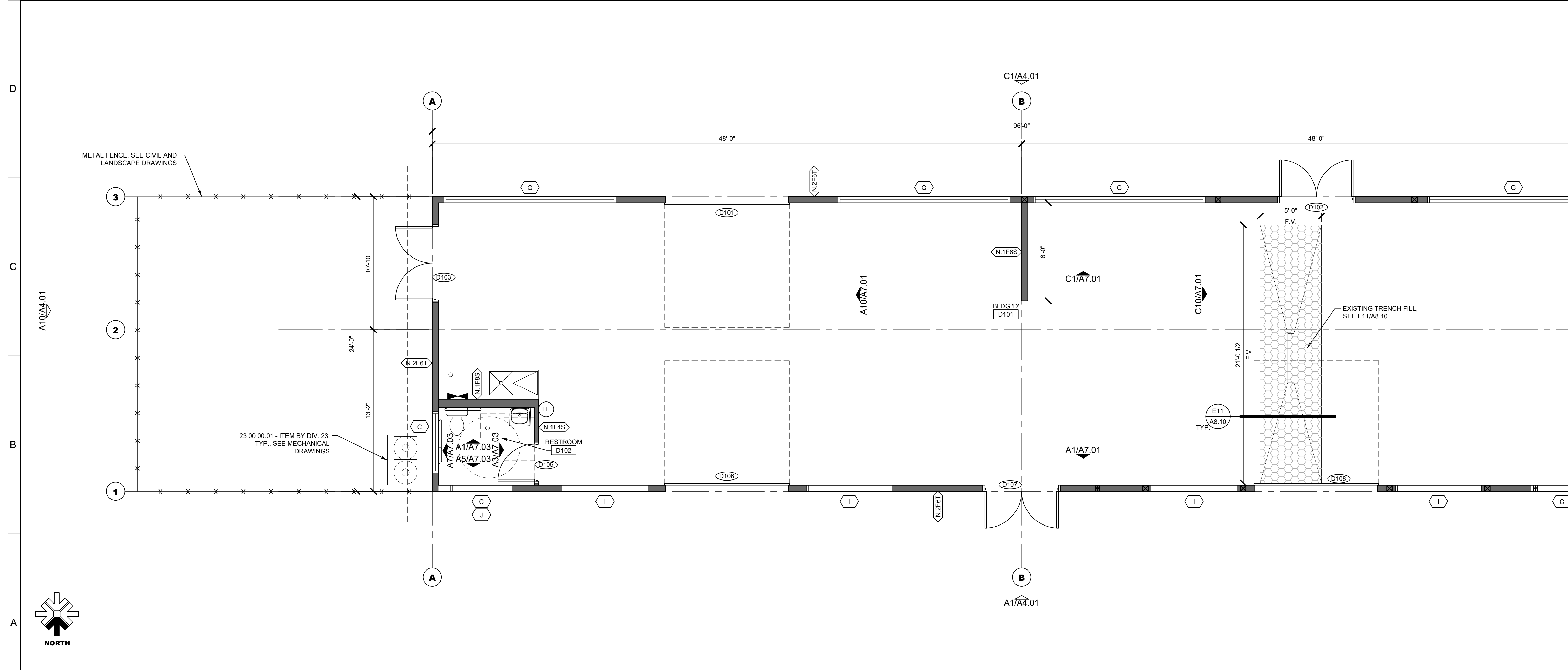
DATE
07/31/2023

SHEET NAME
FLOOR PLANS A&B

SHEET
A3.30



E1 NEW FLOOR PLAN C
SCALE: 1/4" = 1'-0"



A1 NEW FLOOR PLAN D
SCALE: 1/4" = 1'-0"

SHEET NOTES

- SEE SHEET G1.00 FOR SYMBOLS AND ABBREVIATIONS.
- PROVIDE SOLID WOOD BLOCKING AS REQUIRED TO SUPPORT WALL HUNG EQUIPMENT, GRAB BARS, RAILINGS AND OTHER ACCESSORIES TO REQUIRE SUPPORT. VERIFY LOCATIONS PRIOR TO INSTALLATION OF GYPSUM BOARD. SEE C11/A7.03.
- DOORS AND CASED OPENINGS WITHOUT LOCATION DIMENSIONS ARE TO BE 3" FROM ADJACENT PARTITION.
- CONICAL ALL EQUIPMENT, DEVICES AND PATHWAYS IN NEW CONSTRUCTION WITHIN PROJECT AREA.
- COORDINATE MECHANICAL AND ELECTRICAL EQUIPMENT BLOCK-OUT LOCATIONS AND THRU-WALL PENETRATIONS FOR GYPSUM BOARD. SEE MECHANICAL AND ELECTRICAL SHEETS.
- SEE SHEET A3.41 FOR FLOOR FINISHES.
- ALL NEW CONSTRUCTION TO ALIGN WITH EXISTING WALL FINISHES. PATCH AND PAINT TO MATCH EXISTING FINISHES.
- SEE SHEET A8.00 FOR WALL ASSEMBLIES, DETAILS, AND PARTITION HEAD TYPES.
- PROVIDE CONTINUOUS AIR BARRIER EXTENDING FROM SLAB TO ROOF AT ALL NEW EXTERIOR WALLS.
- PATCH, REPAIR, AND PAINT ALL AREAS OF WALL AND CEILING DAMAGED FROM DEMOLITION.

FLOOR PLAN LEGEND

- XX/XX.XX INTERIOR ELEVATION
- 101 DOOR NUMBER - SEE DOOR SCHEDULE
- N.2F6T NEW WALL TAG. SEE SHEET A8.00 FOR DETAILS
- NEW WALL LOCATION AND WALL INFILL.
- ELECTRICAL PANEL LOCATIONS
- FE WALL MOUNTED FIRE EXTINGUISHER LOCATION
- X NEW WINDOW LOCATIONS - REFERENCE SHEET A6.00 FOR TYPES

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TS
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ABM
JOB NUMBER
22122

REVISIONS

NO.	DESCRIPTION

13035 REGISTERED ARCHITECT
Andrus M. M...
ANDRUS M. MINDEN
STATE OF WASHINGTON
July 31, 2028

**CHELAN DOUGLAS REGIONAL
PORT AUTHORITY
TRADES DISTRICT**
676 S. BILLINGSLEY DR., EAST WEMATCHEE,
DOUGLAS COUNTY, WASHINGTON

DATE
07/31/2023

SHEET NAME
FLOOR PLANS C & D

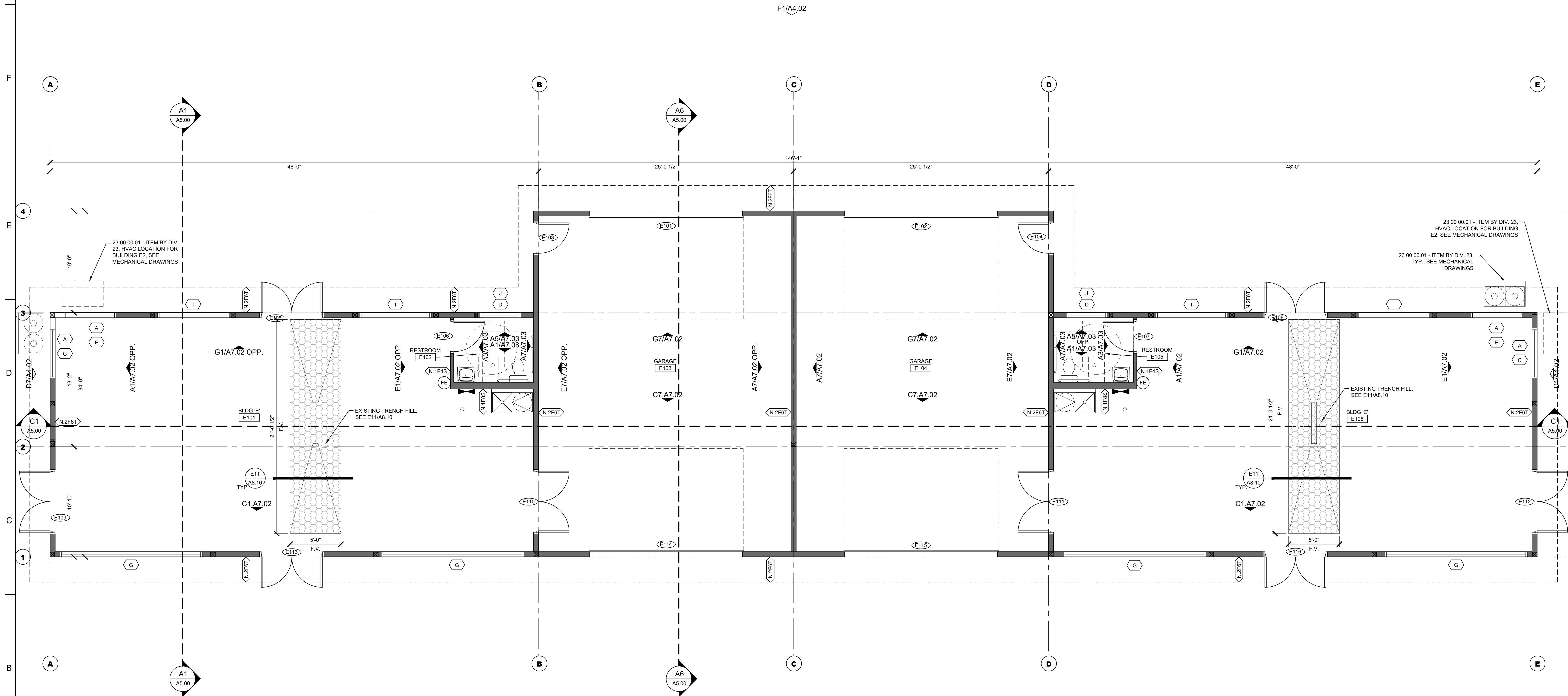
SHEET
A3.31

SHEET NOTES

FLOOR PLAN LEGEND

- SEE SHEET G1.00 FOR SYMBOLS AND ABBREVIATIONS.
- PROVIDE SOLID WOOD BLOCKING AS REQUIRED TO SUPPORT WALL HUNG EQUIPMENT, GRAB BARS, RAILINGS AND OTHER ACCESSORIES TO REQUIRE SUPPORT. VERIFY LOCATIONS PRIOR TO INSTALLATION OF GYPSUM BOARD. SEE C11/A7.03.
- DOORS AND CASED OPENINGS WITHOUT LOCATION DIMENSIONS ARE TO BE 3" FROM ADJACENT PARTITION.
- CANCEL ALL EQUIPMENT, DEVICES AND PATHWAYS IN NEW CONSTRUCTION WITHIN PROJECT AREA.
- COORDINATE MECHANICAL AND ELECTRICAL EQUIPMENT BLOCK-OUT LOCATIONS AND THRU-WALL PENETRATIONS FOR GYPSUM BOARD. SEE MECHANICAL AND ELECTRICAL SHEETS.
- SEE SHEET A3.42 FOR FLOOR FINISHES.
- ALL NEW CONSTRUCTION TO ALIGN WITH EXISTING WALL FINISHES. PATCH AND PAINT TO MATCH EXISTING FINISHES.
- SEE SHEET A8.00 FOR WALL ASSEMBLIES, DETAILS, AND PARTITION HEAD TYPES.
- PROVIDE CONTINUOUS AIR BARRIER EXTENDING FROM SLAB TO ROOF AT ALL NEW EXTERIOR WALLS.
- PATCH, REPAIR, AND PAINT ALL AREAS OF WALL AND CEILING DAMAGED FROM DEMOLITION.

- XX/XX.XX INTERIOR ELEVATION
- 101 DOOR NUMBER - SEE DOOR SCHEDULE
- N.2FBT NEW WALL TAG. SEE SHEET A8.00 FOR DETAILS
- NEW WALL LOCATION AND WALL INFILL.
- ELECTRICAL PANEL LOCATIONS
- FE WALL MOUNTED FIRE EXTINGUISHER LOCATION
- X NEW WINDOW LOCATIONS - REFERENCE SHEET A6.00 FOR TYPES



FLOOR PLAN TYPICAL OF TWO MIRRORED LOCATIONS, SEE SITE PLAN

A1 NEW FLOOR PLAN E

SCALE: 1/4" = 1'-0"



DRAWN BY TS
 CHECKED BY ABM
 JOB NUMBER 22122

REVISIONS

13035 REGISTERED ARCHITECT
 Amy Brown-Minden
 STATE OF WASHINGTON
 July 31, 2028

CHELAN DOUGLAS REGIONAL PORT AUTHORITY TRADES DISTRICT
 676 S. BILLINGSLEY DR., EAST WEMATCHEE, DOUGLAS COUNTY, WASHINGTON

DATE
07/31/2023

SHEET NAME

FLOOR PLAN E

SHEET

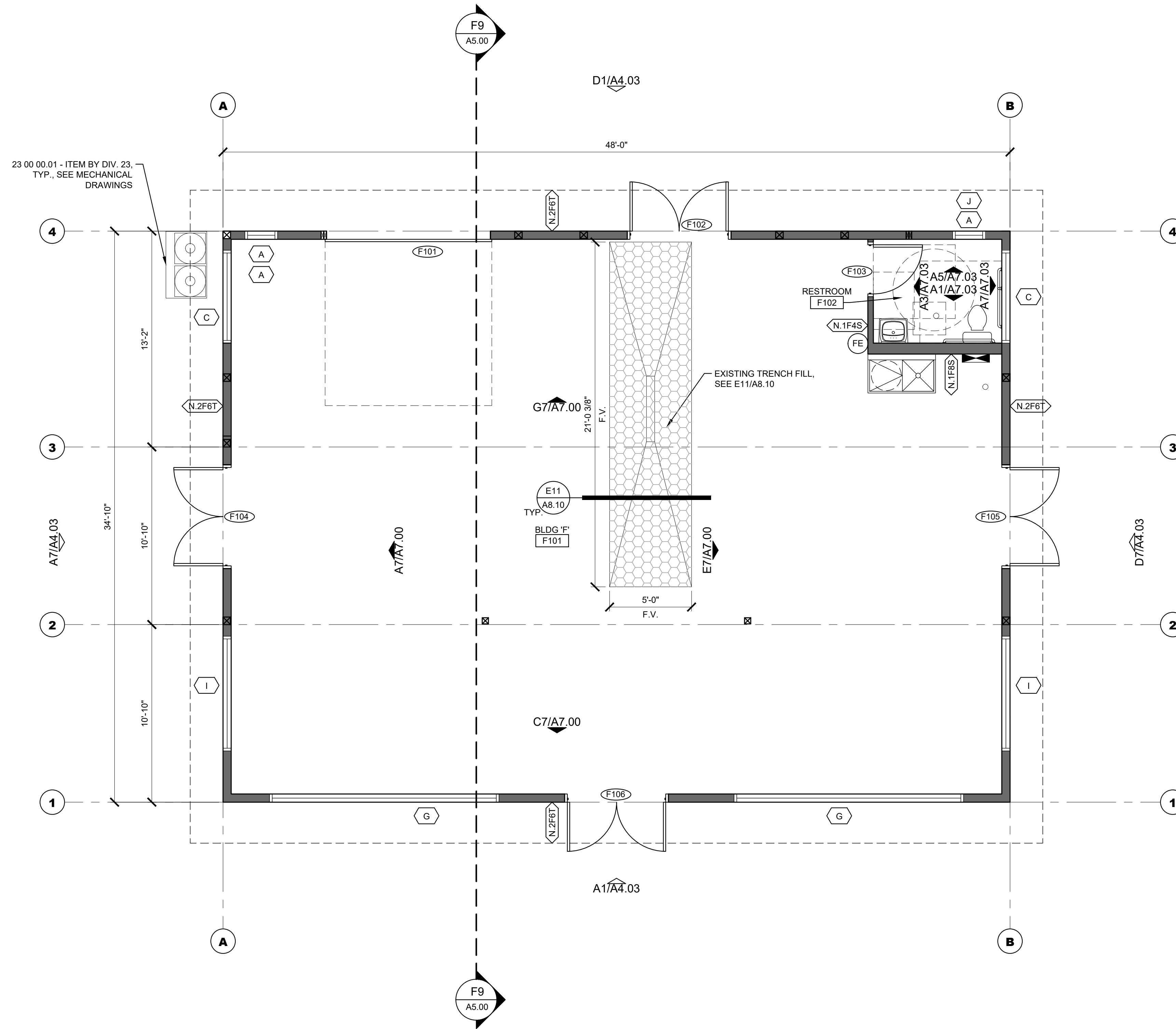
A3.32

SHEET NOTES

- SEE SHEET G1.00 FOR SYMBOLS AND ABBREVIATIONS.
- PROVIDE SOLID WOOD BLOCKING AS REQUIRED TO SUPPORT WALL HUNG EQUIPMENT, GRAB BARS, RAILINGS AND OTHER ACCESSORIES TO REQUIRE SUPPORT. VERIFY LOCATIONS PRIOR TO INSTALLATION OF GYPSUM BOARD. SEE C11/A7.03.
- DOORS AND CASED OPENINGS WITHOUT LOCATION DIMENSIONS ARE TO BE 3" FROM ADJACENT PARTITION.
- CONCEAL ALL EQUIPMENT, DEVICES AND PATHWAYS IN NEW CONSTRUCTION WITHIN PROJECT AREA.
- COORDINATE MECHANICAL AND ELECTRICAL EQUIPMENT BLOCK-OUT LOCATIONS AND THRU-WALL PENETRATIONS FOR GYPSUM BOARD. SEE MECHANICAL AND ELECTRICAL SHEETS.
- SEE SHEET A3.43 FOR FLOOR FINISHES.
- ALL NEW CONSTRUCTION TO ALIGN WITH EXISTING WALL FINISHES. PATCH AND PAINT TO MATCH EXISTING FINISHES.
- SEE SHEET A8.00 FOR WALL ASSEMBLIES, DETAILS, AND PARTITION HEAD TYPES.
- PROVIDE CONTINUOUS AIR BARRIER EXTENDING FROM SLAB TO ROOF AT ALL NEW EXTERIOR WALLS.
- PATCH, REPAIR, AND PAINT ALL AREAS OF WALL AND CEILING DAMAGED FROM DEMOLITION.

FLOOR PLAN LEGEND

- XX/XX.XX INTERIOR ELEVATION
- 101 DOOR NUMBER - SEE DOOR SCHEDULE
- N.2F6T NEW WALL TAG. SEE SHEET A8.00 FOR DETAILS
- NEW WALL LOCATION AND WALL INFILL
- ELECTRICAL PANEL LOCATIONS
- FE WALL MOUNTED FIRE EXTINGUISHER LOCATION
- X NEW WINDOW LOCATIONS - REFERENCE SHEET A6.00 FOR TYPES



FLOOR PLAN TYPICAL OF FOUR LOCATIONS, SEE SITE PLAN

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Andrus-Mick
AIRY BROOME-MINDEN
STATE OF WASHINGTON
July 31, 2028

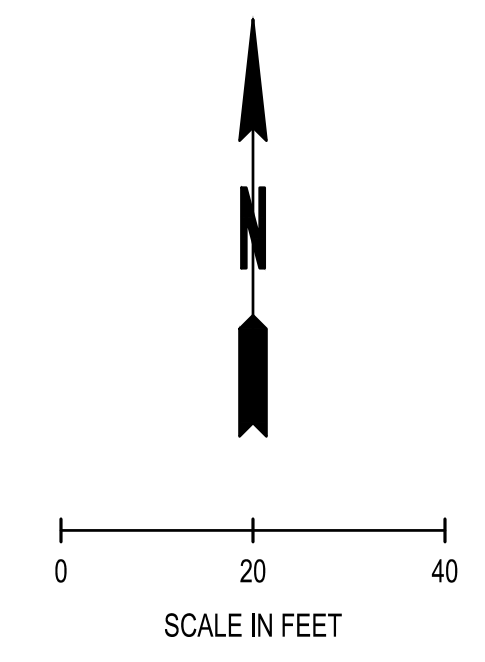
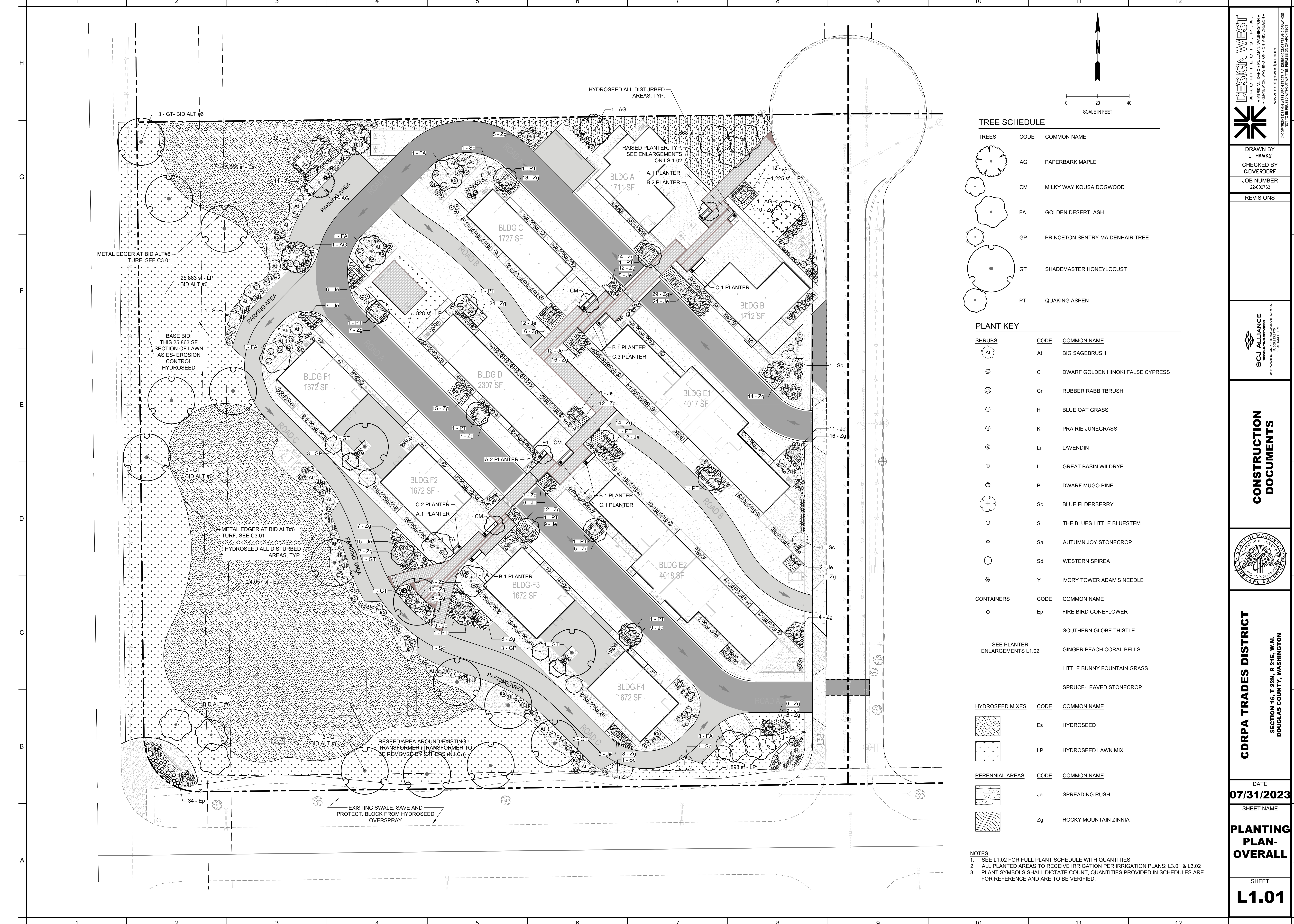
**CHELAN DOUGLAS REGIONAL
PORT AUTHORITY
TRADES DISTRICT**
676 S. BILLINGSLEY DR., EAST WEMATCHEE,
DOUGLAS COUNTY, WASHINGTON

DATE
07/31/2023

SHEET NAME
FLOOR PLAN F

SHEET
A3.33

A1 NEW FLOOR PLAN F
SCALE: 1/4" = 1'-0"



TREE SCHEDULE

TREES	CODE	COMMON NAME
	AG	PAPERBARK MAPLE
	CM	MILKY WAY KOUSA DOGWOOD
	FA	GOLDEN DESERT ASH
	GP	PRINCETON SENTRY MAIDENHAIR TREE
	GT	SHADEMASTER HONEYLOCUST
	PT	QUAKING ASPEN

PLANT KEY

SHRUBS	CODE	COMMON NAME
	At	BIG SAGEBRUSH
	C	DWARF GOLDEN HINOKI FALSE CYPRESS
	Cr	RUBBER RABBITBRUSH
	H	BLUE OAT GRASS
	K	PRAIRIE JUNEGRASS
	Li	LAVENDIN
	L	GREAT BASIN WILDRIE
	P	DWARF MUGO PINE
	Sc	BLUE ELDERBERRY
	S	THE BLUES LITTLE BLUESTEM
	Sa	AUTUMN JOY STONECROP
	Sd	WESTERN SPIREA
	Y	IVORY TOWER ADAM'S NEEDLE

CONTAINERS	CODE	COMMON NAME
	Ep	FIRE BIRD CONEFLOWER
		SOUTHERN GLOBE THISTLE
		GINGER PEACH CORAL BELLS
		LITTLE BUNNY FOUNTAIN GRASS
		SPRUCE-LEAVED STONECROP

HYDROSEED MIXES	CODE	COMMON NAME
	Es	HYDROSEED
	LP	HYDROSEED LAWN MIX.

PERENNIAL AREAS	CODE	COMMON NAME
	Je	SPREADING RUSH
	Zg	ROCKY MOUNTAIN ZINNIA

- NOTES:**
- SEE L1.02 FOR FULL PLANT SCHEDULE WITH QUANTITIES
 - ALL PLANTED AREAS TO RECEIVE IRRIGATION PER IRRIGATION PLANS: L3.01 & L3.02
 - PLANT SYMBOLS SHALL DICTATE COUNT, QUANTITIES PROVIDED IN SCHEDULES ARE FOR REFERENCE AND ARE TO BE VERIFIED.









Memo

To: Board of Directors

From:  Jim Kuntz

Date: July 23rd, 2023

Re: Chelan Airport – FAA Grant for Apron & Taxiway Crack Sealing and Slurry Sealing

At the May 23rd Board meeting, I briefed you on the Chelan Airport seeking an FAA Grant to crack seal and slurry seal the Apron and Taxiway. The Regional Port's contribution was estimated at \$10,000.

Bids have been opened and an FAA grant offer has been extended to the City of Chelan. Based on the bid results, the Regional Port's contribution would be \$15,632.00.

Historically, the Regional Port has made capital contribution to the Chelan Airport on a as needed basis. For FAA related projects with funding from WSDOT Aviation division, the local cost share is 5%. The City of Chelan and Regional Port usually split the local cost share. This particular project was not included in the Regional Port's 2023 Capital Budget. As such, I am seeking Board approval.

Jim Kuntz

From: Trent Moyers
Sent: Friday, July 21, 2023 10:40 AM
To: Jim Kuntz; Monica Lough
Subject: FW: City of Chelan - Apron and Taxiway Pavement Maintenance - AIP and BIL Grants
Attachments: Chelan Pavement Maintenance_RecommendationToAward.docx; Funding Breakdown 7.14.2023 WSDOT.xlsx

Jim,

I did not see a pavement maintenance project listed in our Capital Projects budget at Chelan. Please advise how you'd like to proceed.

Thanks,

Trent Moyers, CM | Director of Airports
Pangborn Memorial / Waterville / Mansfield
One Campbell Parkway Suite A, East Wenatchee, WA 98802
☎ 509.884.4700 | Cell 509.470.0050 | Email: trent@cdrpa.org
www.flywenatchee.com | www.cdrpa.org



All e-mail communications with the Chelan Douglas Regional Port Authority, related attachments, and any response are subject to disclosure under the Public Records Act and should be presumed to be public.

From: Mark Napier <mnapier@jub.com>
Sent: Friday, July 21, 2023 10:15 AM
To: Trent Moyers <trent@cdrpa.org>
Cc: Peri Gallucci <pgallucci@cityofchelan.us>; Wade Farris <wfarris@cityofchelan.us>; Alex DelRiccio <AAD@jub.com>; Becky Thompson <bthompson@jub.com>
Subject: FW: City of Chelan - Apron and Taxiway Pavement Maintenance - AIP and BIL Grants

Trent – attached is information regarding the bid for the Chelan pavement maintenance project. You will see in the attached recommendation for award that the bid was higher than our estimate primarily due to the milling bid item. We discussed this with Randal at FAA and he came up with the additional funds to cover the bid price. Per the attached funding breakdown, the City/Port share would then be \$15,632 which is higher than the original budget figures. The City plans to get Council approval on Tuesday. We wanted to point this out in case we need to go back to your commission for approval as well. Please let us know if you have any questions. Thanks!

Mark I. Napier, P.E.
Project Manager

J-U-B ENGINEERS, Inc.
999 W. Riverside Ave., Suite 700
Spokane, WA 99201
e mnapier@jub.com w www.jub.com
p 509 458 3727 c 509 385 2886



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GATEWAY
MAPPING
INC.

OTHER J-U-B COMPANIES

J-U-B is hiring! Click [here](#) for available career opportunities.

From: Mark Napier

Sent: Friday, July 21, 2023 9:41 AM

To: Ann Marie Ross <amross@jub.com>; Peri Gallucci <pgallucci@cityofchelan.us>

Cc: wfarris@cityofchelan.us; Alex DelRicchio <AAD@jub.com>

Subject: RE: City of Chelan - Apron and Taxiway Pavement Maintenance - AIP and BIL Grants

Peri and Wade – we will also need to have you sign the attached recommendation of award to CR Contracting stating that you agree with our recommendation. You will see in the letter that the bid was higher than our estimate primarily due to the milling bid item. We discussed this with Randal and he came up with the additional funds to cover the bid price. This will result in an increase to the City/Port share. Attached is a summary showing the updated FAA, WSDOT and local match. The City and Port shares would then be \$15,632 which is higher than the original budget figures. We wanted to point this out in case we need to go back for Council action.

Please let us know if you have any questions. Thanks!

Mark I. Napier, P.E.

Project Manager

J-U-B ENGINEERS, Inc.

999 W. Riverside Ave., Suite 700

Spokane, WA 99201

e mnapier@jub.com w www.jub.com

p 509 458 3727 c 509 385 2886



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MAPPING
INC.

OTHER J-U-B COMPANIES

J-U-B is hiring! Click [here](#) for available career opportunities.

From: Ann Marie Ross <amross@jub.com>

Sent: Thursday, July 20, 2023 5:30 PM

To: Peri Gallucci <pgallucci@cityofchelan.us>

Cc: wfarris@cityofchelan.us; Mark Napier <mnapier@jub.com>; Alex DelRicchio <AAD@jub.com>

Subject: City of Chelan - Apron and Taxiway Pavement Maintenance - AIP and BIL Grants

Hi Peri,

Attached for Wade's signature, please find the AIP and BIL Grant Applications for the Apron and Taxiway Pavement Maintenance project.

Please return the signed Grant forms at your earliest convenience.

Thanks Peri and let me know if you have any questions.

Hope all is well with you.

HELPING EACH OTHER
CREATE BETTER COMMUNITIES



THE
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GATEWAY
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INC.

J-U-B FAMILY OF COMPANIES

July 19, 2023

Wade Farris
City Administrator
City of Chelan
PO Box 1669
Chelan, WA 98816

RE: LAKE CHELAN AIRPRT – APRON AND TAXIWAY PAVEMENT MAINTENANCE
AIP #3-53-0013-017-2023, BIL #3-53-0013-018-2023

Dear Wade:

On July 6, 2023, the City of Chelan held a bid opening and received one bid for the Apron and Taxiway Pavement Maintenance project. Upon review of all documentation received, the City of Chelan and J-U-B ENGINEERS has determined that C.R. Contracting, LLC of Bend, Oregon, to be the lowest responsive and responsible bidder.

A price analysis comparing the bid items against the Engineer's Estimate has been performed. The bid tabulation is attached, and the totals of the Engineer's Estimate and the one bid are as follows:

	Base Bid Schedule 1
Engineer's Estimate	\$406,048.11
C.R. Contracting, LLC	\$499,393.39

The primary difference between the Engineer's Estimate and the bid was the micro-milling item. The Contractor explained that three sub-quotes were received for this item, and all were similar in price. They believe the higher cost is related to working around the concrete tiedown anchors and additional work phases to reduce runway closures.

It is our recommendation to award the project to C.R. Contracting, LLC in the amount of Four Hundred Ninety-Nine Thousand, Three Hundred Ninety-Three Dollars and Thirty-Nine Cents (\$499,393.39) subject to receipt of FAA funding. With your concurrence, we will prepare the necessary award documents.

Sincerely,



Alex DelRicchio, P.E., Project Manager
J-U-B ENGINEERS, Inc.

C: Randall Anton, FAA Project Manager
Enc: Bid Tabulation

I have reviewed the recommendation of our consultant J-U-B ENGINEERS, Inc. and concur with their recommendations to award the Lake Chelan Airport – Apron and Taxiway Pavement Maintenance (AIP #3-53-0013-017-2023, BIL 3-53-0013-018-2023) project to C.R. Contracting, LLC of Bend, Oregon.

Wade Farris, City Administrator
City of Chelan

Date

Lake Chelan Airport - 2023 Apron and Taxiway Pavement Maintenance AIP 3-53-0013-017-2023 BIL 3-53-0013-018-2023							
Bid Opening - July 6, 2023 11:00 am							
		BIDDER NAME:		Engineer's		C.R. Contracting, LLC	
		ADDRESS:		Estimate		64435 Strickler Ave. Suite 100	
						Bend, OR 97703	
ITEM NO.	ITEM DESCRIPTION	EST. QUAN.	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
BASE BID SCHEDULE 1:							
1	Mobilization	1	LS	\$37,500.00	\$37,500.00	\$37,850.00	\$37,850.00
2	Cold Milling (Micro-milling Surface)	28,780	SY	\$1.25	\$35,975.00	\$3.73	\$107,349.40
3	Initial Marking	11,770	SF	\$0.90	\$10,593.00	\$1.25	\$14,712.50
4	Final Marking	19,530	SF	\$0.90	\$17,577.00	\$0.70	\$13,671.00
5	Emulsified Asphalt Slurry Seal Surface Treatment	28,780	SY	\$6.30	\$181,314.00	\$6.25	\$179,875.00
6	Construction Safety	1	LS	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00
7	Contractor Provided SPCD	1	LS	\$1,200.00	\$1,200.00	\$2,500.00	\$2,500.00
8	Type 1 Crack, < 1/2" Routed	8,600	LF	\$1.80	\$15,480.00	\$1.50	\$12,900.00
9	Type 2 Crack, 1/2" and Greater	8,600	LF	\$1.40	\$12,040.00	\$1.50	\$12,900.00
10	Surface Repair	3,150	SF	\$15.00	\$47,250.00	\$15.75	\$49,612.50
11	Construction Surveying	1	LS	\$11,000.00	\$11,000.00	\$19,750.00	\$19,750.00
Subtotal					\$374,929.00		\$461,120.40
Sales Tax 8.3%					\$31,119.11		\$38,272.99
Total Base Bid Schedule 1:					\$406,048.11		\$499,393.39
Proposal Signed					N/A		Y
Bid Bond/Certified Check					N/A		Y
Bidders Pre-Qualifications					N/A		Y
Buy American Certification					N/A		Y
Trade Restriction Certification					N/A		Y
Certification of Offer/Bidder Regarding Tax Delinquency and Felony Convictions					N/A		Y
Disadvantaged Business Enterprises Letter of Intent for DBE Participation					N/A		Y
Disadvantaged Business Enterprise (DBE) Utilization					N/A		Y
Bidders List					N/A		Y
Subcontractor List					N/A		Y
Certification of Compliance with Washington State Wage Statutes					N/A		Y

		WSDOT Ineligible	WSDOT Eligible
	Total		
Admin	\$ 2,000	\$ -	\$ 2,000
Design Engr (before July 1)	\$ 36,120	\$ 36,120	\$ -
Design Engr (after July 1)	\$ 12,040	\$ -	\$ 12,040
Const Engr	\$ 39,590	\$ -	\$ 39,590
Construct	\$ 499,393	\$ -	\$ 499,393
Total	\$ 589,143	\$ 36,120	\$ 553,023
Federal Share	\$ 530,229	\$ 32,508	\$ 497,721
Local Match	\$ 31,263	\$ 3,612	\$ 27,651
WSDOT	\$ 27,651		\$ 27,651

Memo

To: Board of Directors
From: Stacie de Mestre
Date: August 2, 2023
Re: Taxiway A - Overall Project Budget Increase

At the June 13, 2023 meeting, the Board was briefed on the status of the Taxiway A project and the potential to overrun the original overall project budget (below) that had been established on March 22, 2022.

TO Engineers Task Authorization	\$3,205,091
Selland Construction Contract*	\$16,444,627
5% Contingency**	\$822,231
Total Budget	\$20,471,949
Proposed FAA Grant***	\$17,702,745
CDRPA Share	\$2,769,204

* Includes WSST

** Construction contract only

*** No contingency, \$20,000 admin. exp. included

As of June 13, 2023, \$600,408.31 of the project contingency had been committed for the following items:

- Wage rate increase due to grant award taking 6+ months (\$475k)
- Ardurra's cost to track the wage rate increase

- Relocation of the FAA communications line – location unknown during design
- Grading changes at the warmup apron

On July 19, 2023, Staff received Change Order 3 in the amount of \$384,529.12 (attached) which will exceed the approved project budget.

Staff is proposing to add an additional 5% contingency which is \$822,231 to the overall project budget bringing the not to exceed cost to \$21,294,180. Please note, our standard practice is to apply a 10% contingency when formulating overall project budgets. At Tuesday's meeting Staff will present the current estimated cost at completion which details the total out of pocket cost to the CDRPA.

This document shall become an amendment to the Contract and all provisions of the Contract will apply. Supplemental information provided in the following attachments:

- Ardurra Work Change Directive 01, dated 3.13.2023
- Ardurra Work Change Directive 02, dated 3.15.2023
- Ardurra Work Change Directive 04, dated 6.27.2023
- Ardurra Work Change Directive 09, dated 6.27.2023
- Ardurra Work Change Directive 11, dated 6.22.2023
- Selland Work Change Directive 11 Proposal, dated 6.26.23
- Ardurra Work Change Directive 12, dated 6.28.2023
- Selland Work Change Directive 12 Proposal, dated 6.30.23

Recommended by:  7/18/2023
Engineer - Ardurra DATE

Approved by: _____
Owner – Chelan Douglas Regional Port Authority DATE

Accepted by: _____
Contractor – Selland Construction, Inc. DATE

Approved by: Thomas E. Richards 7/19/23
Federal Aviation Administration DATE

AIRPORT: Pangborn Memorial Airport (EAT)
LOCATION: East Wenatchee, WA

DATE: 7/18/2023
AIP PROJECT NO: 3-53-0084-049-2022

JUSTIFICATION FOR CHANGE

1. Brief description of the proposed contract change(s) and location(s).

- CO3-1: New Airfield Guidance Sign on New Base, 3-Module, Size 2: Add sign #65 and update the planned signage to the correct size, location, and nomenclature, as shown on the Part 139 Lighting, Marking, and Signage Plan SM-006, dated February 27, 2023.
- CO3-2: Salvage Existing Airfield Guidance Sign, 1-Module: Update the planned signage to the correct size, location, and nomenclature, as shown on the Part 139 Lighting, Marking, and Signage Plan SM-006, dated February 27, 2023.
- CO3-3: Relocate Airfield Guidance Sign on New Base, 1-Module: Update the planned signage to the correct size, location, and nomenclature, as shown on the Part 139 Lighting, Marking, and Signage Plan SM-006, dated February 27, 2023.
- CO3-4: Drywell 10-ft Depth, 13-ft x 13-ft Gravel Base: The original bid tabs included a bid item for "18-ft Depth, 23-ft x 23-ft Gravel Base" drywells. There are no drywells of this size on the project. The plans, however, do call for "10-ft Depth, 13-ft x 13-ft Gravel Base" drywells, which there is no bid item for. This change order item establishes unit pricing for these drywells.
- CO3-5: New Airfield Guidance Sign on New Base, 2-Module, Size 2: Update the planned signage to the correct size, location, and nomenclature, as shown on the Part 139 Lighting, Marking, and Signage Plan SM-006, dated February 27, 2023.
- CO3-6: 1W-2 Inch PVC Spare Conduit, Installed in Open Trench: Install spare electrical conduits at major crossings, alongside conduit already being installed.
- CO3-7: Relocate Elevated Runway Edge Light onto New L-867 Base Can: Runway 12-30 has a mix of elevated runway edge lights and flush-mounted runway edge lights. In Phase 9, there are three (3) runway edge lights affected by the work, two elevated and one flush mounted. The Plans call for removal of these three lights. Instead, two of these lights shall be relocated and one shall be salvaged and returned to the Owner. A fourth runway edge light is required at the R26 location on Plan Sheet 96.
- CO3-8: Relocate Elevated Runway Edge Light onto Existing L-868 Base Can: Runway 12-30 has a mix of elevated runway edge lights and flush-mounted runway edge lights. In Phase 9, there are three (3) runway edge lights affected by the work, two elevated and one flush mounted. The Plans call for removal of these three lights. Instead, two of these lights shall be relocated and one shall be salvaged and returned to the Owner. A fourth runway edge light is required at the R26 location on Plan Sheet 96.

- CO3-9: Furnish and Install Flush-Mounted L-850 Runway Edge Light on New L-868 Base Can: Runway 12-30 has a mix of elevated runway edge lights and flush-mounted runway edge lights. In Phase 9, there are three (3) runway edge lights affected by the work, two elevated and one flush mounted. The Plans call for removal of these three lights. Instead, two of these lights shall be relocated and one shall be salvaged and returned to the Owner. A fourth runway edge light is required at the R26 location on Plan Sheet 96.
- CO3-10: Place, Grade and Compact Asphalt Millings: Reduce the paving area near the old USFS logo by utilizing P-209 for the taxiway shoulder, and asphalt millings beyond that for reduction of FOD.
- CO3-11: Electrical Jumper Sawcut, Placement, and Crack Seal: Sawcut an opening across existing Taxiway A, place temporary jumper, and crack seal the opening, to accommodate the necessary temporary electrical jumper in area that is open for aircraft to taxi.

2. Reason(s) for the change(s).

- CO3-1: Approval of the Part 139 Lighting, Marking, and Signage Plan occurred on February 28, 2023, well after the March 16, 2022 Bid Opening. Plans for the project did not include Sign #65, and in some instances, called for the incorrect size, location, and/or nomenclature.
- CO3-2: Approval of the Part 139 Lighting, Marking, and Signage Plan occurred on February 28, 2023, well after the March 16, 2022 Bid Opening. Plans for the project did not include Sign #65, and in some instances, called for the incorrect size, location, and/or nomenclature.
- CO3-3: Approval of the Part 139 Lighting, Marking, and Signage Plan occurred on February 28, 2023, well after the March 16, 2022 Bid Opening. Plans for the project did not include Sign #65, and in some instances, called for the incorrect size, location, and/or nomenclature.
- CO3-4: There are no "18-ft Depth, 23-ft x 23-ft Gravel Base" Drywells on the project, but there are four "10-ft Depth, 13-ft x 13-ft Gravel Base" Drywells shown on the Plans.
- CO3-5: Approval of the Part 139 Lighting, Marking, and Signage Plan occurred on February 28, 2023, well after the March 16, 2022 Bid Opening. Plans for the project did not include Sign #65, and in some instances, called for the incorrect size, location, and/or nomenclature.
- CO3-6: The original plans did not provide for spare conduits to be installed, meaning any future work on the airfield lighting system may require new pavement to be removed and replaced to install conduit. This work item provides capacity for future airport improvements, without the need to cut into the new asphalt from this project.
- CO3-7: Runway lights removed during the course of construction must be replaced in kind. Runway edge light R26 (at Ex Taxiway A2 / Runway 12-30 intersection) does not exist, and is required by FAA standards.

- CO3-8: Runway lights removed during the course of construction must be replaced in kind. Runway edge light R26 (at Ex Taxiway A2 / Runway 12-30 intersection) does not exist, and is required by FAA standards.
- CO3-9: Runway lights removed during the course of construction must be replaced in kind. Runway edge light R26 (at Ex Taxiway A2 / Runway 12-30 intersection) does not exist, and is required by FAA standards.
- CO3-10: Proposed tie-in to existing USFS Apron pavement at STA 57+00 not required for rotorcraft. New taxiway pavement reduced accordingly, resulting in net cost savings to the project.
- CO3-11: Temporary electrical jumper for airfield circuitry across Taxiway A is required in vicinity of closed crosswind runway. The jumper must be routed across/below pavement to open surface for aircraft traffic.

3. Justifications for unit prices or total cost.

This change order establishes eleven (11) new, unit priced, pay items for this Contract. The unit costs of these new pay items are based on negotiated labor, material, and equipment rates necessary to complete the specified work. The negotiated rates align with the current industry average, and are commensurate with other existing bid items that have similar scopes of work. All costs associated with these new pay items have been reviewed and have been determined to be fair and reasonable by the Engineer.

4. The Sponsor's share of this cost is available from:

None. All costs associated with this change order are considered AIP-Eligible.

5. If this is a supplemental agreement involving more than \$2,000; is the cost estimate based on the latest wage rate decision?

Yes No Not Applicable

6. Has consent of surety been obtained?

Yes Not Necessary

7. Will this change affect the insurance coverage?

Yes No

8. If yes, will the policies be extended?

Yes No

9. Has this Change Order been discussed with FAA Officials?

Yes No When 7/18/23 With Whom Tom Richards

Comments Discussed airfield signage items with Andrew Edstrom on 2/28/23.
Discussed Runway edge lights with Tom Richards 6/28/23.

**Pangborn Memorial Airport
Capital Improvement Program (2023-2029)**

Project Description	Total Cost	Federal Funds - AIP			Federal Funds - BIL			Local		State	Comments
		Entitlement	Discretionary	AIP Eligible Shortfall	AIG - Allocated	AIG - Competitive	ATP (Airport Terminal) - Competitive	PFC	Other		
FFY 2023 (October 1, 2022 - September 30, 2023)											
Taxiway A Design & Reconstruction (II)	\$8,115,343	\$1,000,000	\$5,354,214	\$0	\$0	\$0	\$0	\$706,024	\$0	\$1,055,105	Grant 050 = 6,354,214
Rehabilitate Terminal Building (GA)	\$5,140,000	\$0	\$0	\$0	\$0	\$0	\$3,173,950	\$0	\$1,966,050	\$0	Co-located with FBO, assume 65% eligibility (FAA 95% BIL-ATP)
Taxiway B Extension	\$3,475,387	\$0	\$0	\$0	\$2,083,301	\$0	\$0	\$0	\$1,392,086	\$0	Actual bid price. No WSDOT grant reflected.
Total FFY 2023		\$1,000,000	\$5,354,214	\$0	\$2,083,301	\$0	\$3,173,950	\$706,024	\$3,358,136	\$1,055,105	
FFY 2024 (October 1, 2023 - September 30, 2024)											
Reconstruct Runway Phase 1 Design	\$1,111,112	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$111,112	\$0	Initial phase (approximately \$500K) for preliminary engineering and planning of the runway project. Additional design funds anticipated in FY 25.
Acquire Snow Removal Equipment	\$1,157,112	\$0	\$0	\$0	\$1,041,400	\$0	\$0	\$0	\$57,856	\$57,856	Assumes full amount of BIL toward multi-tasking equipment
Conduct Terminal Building (CS) Planning Study	\$350,000	\$0	\$0	\$0	\$0	\$0	\$315,000	\$0	\$35,000	\$0	Pending competitive award of ATP funds.
Reconstruct Terminal Apron - Grant Amendment	\$994,331	\$0	\$894,898	\$0	\$0	\$0	\$0	\$0	\$99,433	\$0	Grant amendment to AIP 044 due to additional electrical work and other changes.
Reconstruct Taxiway A Amendment	\$741,909	\$0	\$667,718	\$0	\$0	\$0	\$0	\$0	\$74,191	\$0	Grant amendment to AIP 049 due primarily to additional wage costs and sign changes.
Total FFY 2024		\$ 1,000,000	\$ 1,562,616	\$ -	\$ 1,041,400	\$ -	\$ 315,000	\$ -	\$ 377,592	\$ 57,856	
FFY 2025 (October 1, 2024 - September 30, 2025)											
Reconstruct Runway (R12/R30) Phase 1 - Design and Construct	\$20,000,000	\$1,000,000	\$17,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$1,000,000	Amount reflects funding available from FAA in '25. Additional funds for this project in '28.
Acquire Snow Removal Equipment	\$667,000	\$0	\$0	\$0	\$600,000	\$0	\$0	\$0	\$67,000	\$0	BIL to fund second piece of equipment bid in 2023/delivered in 2024
Land Acquisition (MALSR)	\$2,254,907	\$0	\$2,029,416	\$0	\$0	\$0	\$0	\$0	\$225,491	\$0	Reimbursement for land acquired with Port funds - end of year Discretionary request.
Land Acquisition (RPZ)	\$294,950	\$0	\$265,455	\$0	\$0	\$0	\$0	\$0	\$29,495	\$0	Reimbursement for land acquired with Port funds - end of year Discretionary request.
Land Acquisition (RPZ)	\$640,310	\$0	\$576,279	\$0	\$0	\$0	\$0	\$0	\$64,031	\$0	Reimbursement for land acquired with Port funds - end of year Discretionary request.
Total FFY 2025		\$1,000,000	\$19,871,150	\$0	\$600,000	\$0	\$0	\$0	\$1,386,017	\$1,000,000	
FFY 2026 (October 1, 2025 - September 30, 2026)											
Install Security Fence & Access Control	\$1,601,557	\$1,000,000	\$0	\$0	\$441,400	\$0	\$0	\$0	\$137,157	\$23,000	BIL funds from 2025
Design ARFF/SRE Building	\$1,157,112	\$0	\$0	\$0	\$1,041,400	\$0	\$0	\$0	\$115,712	\$0	Use AIG funds to design the SRE/ARFF building.
Expand Commercial Service Terminal Building	\$55,555,556	\$0	\$0	\$25,000,000	\$0	\$0	\$25,000,000	\$0	\$5,555,556	\$0	Pending competitive award of ATP funds. Significant shortfall anticipated.
Total FFY 2026		\$1,000,000	\$0	\$25,000,000	\$1,482,800	\$0	\$25,000,000	\$0	\$5,808,425	\$23,000	

Project Description	Total Cost	Federal Funds - AIP			Federal Funds - BIL			Local		State	Comments
		Entitlement	Discretionary	AIP Eligible Shortfall	AIG - Allocated	AIG - Competitive	ATP (Airport Terminal) - Competitive	PFC	Other		
FFY 2027 (October 1, 2026 - September 30, 2027)											
Construct ARFF Building	\$5,000,000	\$1,000,000	\$3,500,000	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000	ARFF and SRE buildings in one facility.
Construct SRE Building	\$958,600	\$0	\$758,600	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	ARFF and SRE buildings in one facility.
Total FFY 2027		\$1,000,000	\$4,258,600	\$0	\$0	\$0	\$0	\$0	\$350,000	\$350,000	
FFY 2028 (October 1, 2027 - September 30, 2028)											
Reconstruct Runway (R12/R30) Phase II - Construct	\$13,333,333	\$1,000,000	\$11,000,000	\$0	\$0	\$0	\$0	\$0	\$666,667	\$666,667	Second phase grant to complete the runway project.
TOTAL FFY 2028		\$1,000,000	\$11,000,000	\$0	\$0	\$0	\$0	\$0	\$666,667	\$666,667	
FFY 2029 (October 1, 2028 - September 30, 2029)											
Rehabilitate Apron (GA)	\$5,000,000	\$1,000,000	\$3,500,000	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000	Includes reconstruction of taxilanes adjacent to GA apron.
TOTAL FFY 2029		\$1,000,000	\$3,500,000	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000	
Total FFY 2023 to 2029		\$ 8,000,000	\$ 55,886,112	\$ 25,000,000	\$ 5,207,501	\$ -	\$ 28,488,950	\$ 1,965,972	\$ 12,796,836	\$ 3,402,628	

**Chelan Douglas Regional Port Authority
Investment Report
As of June 30, 2023**

	<u>Purchase Date</u>	<u>Face Value</u>	<u>Market Value</u>	<u>Rate</u>	<u>Yield</u>	<u>Maturity</u>	<u>2nd Qtr Interest</u>	<u>YTD Interest</u>
<u>Treasury Obligations</u>								
US Treasury Note	Jan-22	\$ 500,000	\$ 491,894.53	0.375	0.864	10.31.2023	\$ -	\$ -
US Treasury Note	Aug-21	\$ 500,000	\$ 453,437.50	0.250	0.652	08.31.2025	\$ -	\$ 2,050.00
US Treasury Note	Oct-22	\$ 570,000	\$ 511,819.92	0.500	4.430	02.28.2026	\$ -	\$ -
<u>US Government Agency Securities</u>								
Federal Natl Mortgage Assn	Feb-20	\$ 500,000	\$ 491,222.73	2.500	1.396	02.05.2024	\$ -	\$ 6,250.00
Federal Home Loan Bank	Feb-20	\$ 500,000	\$ 485,665.22	2.875	1.392	09.13.2024	\$ -	\$ 7,187.50
Federal Natl Mortgage Assn	Feb-20	\$ 500,000	\$ 473,862.40	1.625	1.423	01.07.2025	\$ -	\$ 4,062.50
Federal Farm Credit Bank	Dec-22	\$ 585,000	\$ 516,380.37	0.600	3.916	08.18.2026	\$ -	\$ -
<u>Matured</u>								
Federal Home Loan Mtg Corp	Feb-20	\$ 500,000	\$ 500,000.00	2.750	1.356	06.19.2023	\$ 6,875.00	\$ 6,875.00
		<u>\$ 4,155,000</u>	<u>\$ 3,924,282.67</u>					

Chelan and Douglas Counties Regional Sports and Aquatics Complex

Update to the Steering Committee
Phase 1



August 3, 2023

Chelan and Douglas Counties Regional Sports and Aquatics Complex

Existing Conditions



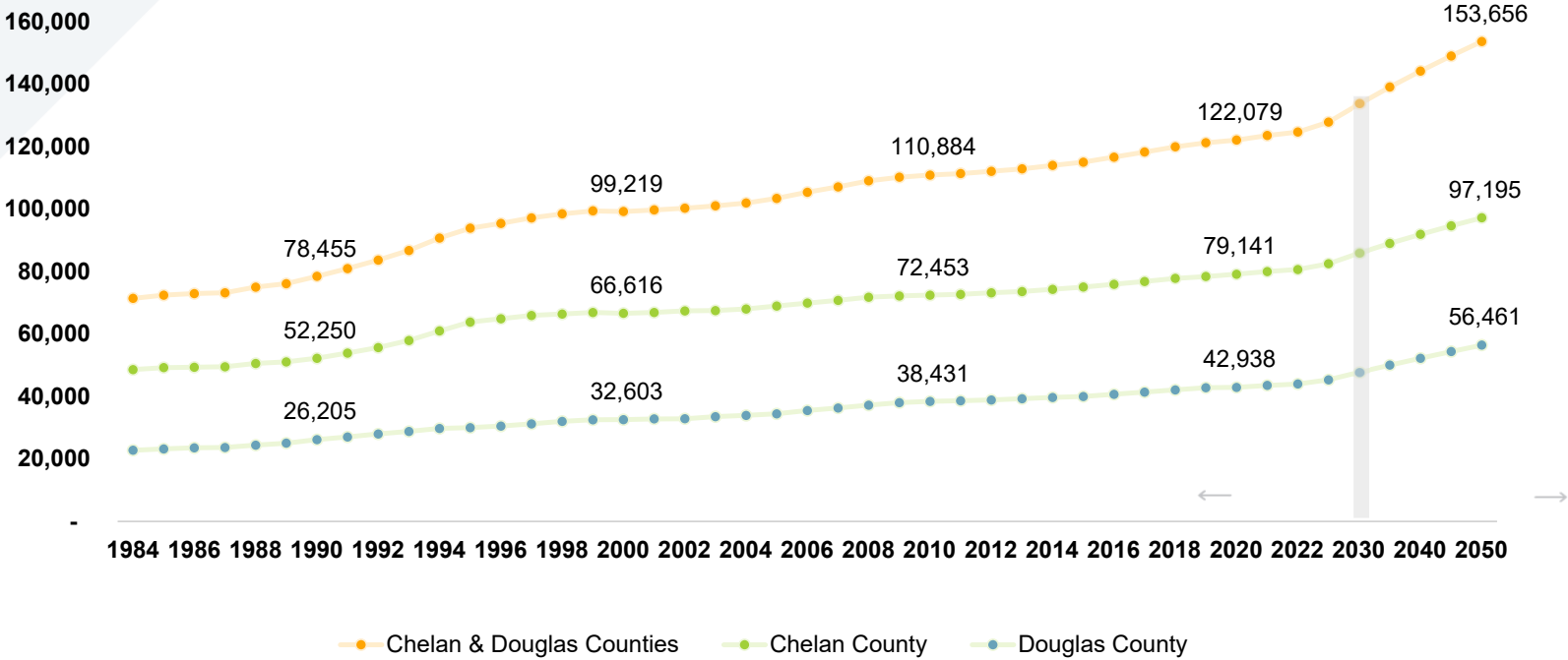
Aquatics Inventory: 15 facilities in the area, none of which provide opportunities for larger regional swim meets



Sports Facilities Inventory: In-process

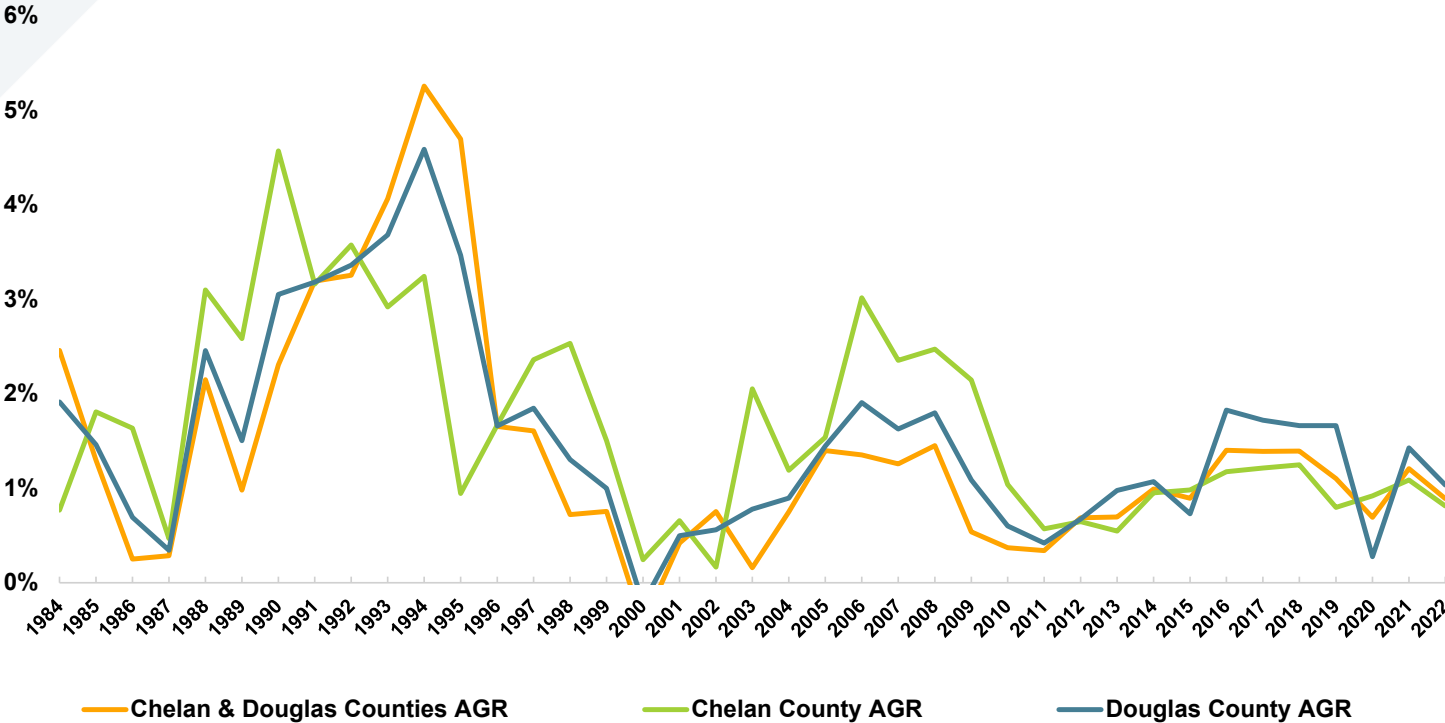
Chelan and Douglas Counties Regional Sports and Aquatics Complex

Demographics Study: Population Growth



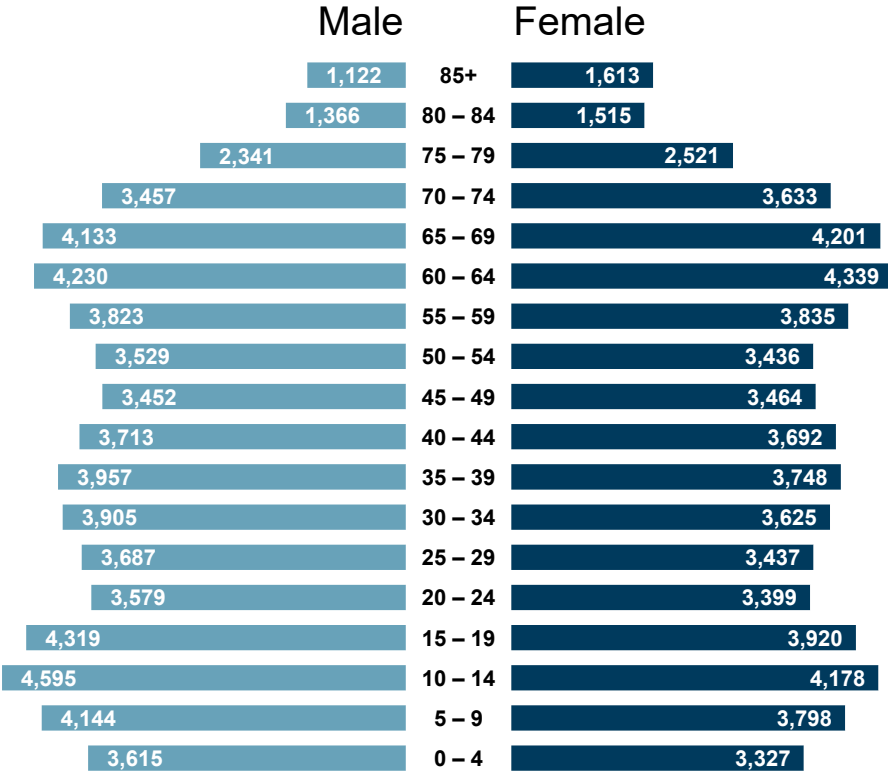
Chelan and Douglas Counties Regional Sports and Aquatics Complex

Demographics Study: Population Annual Growth Rate (AGR)



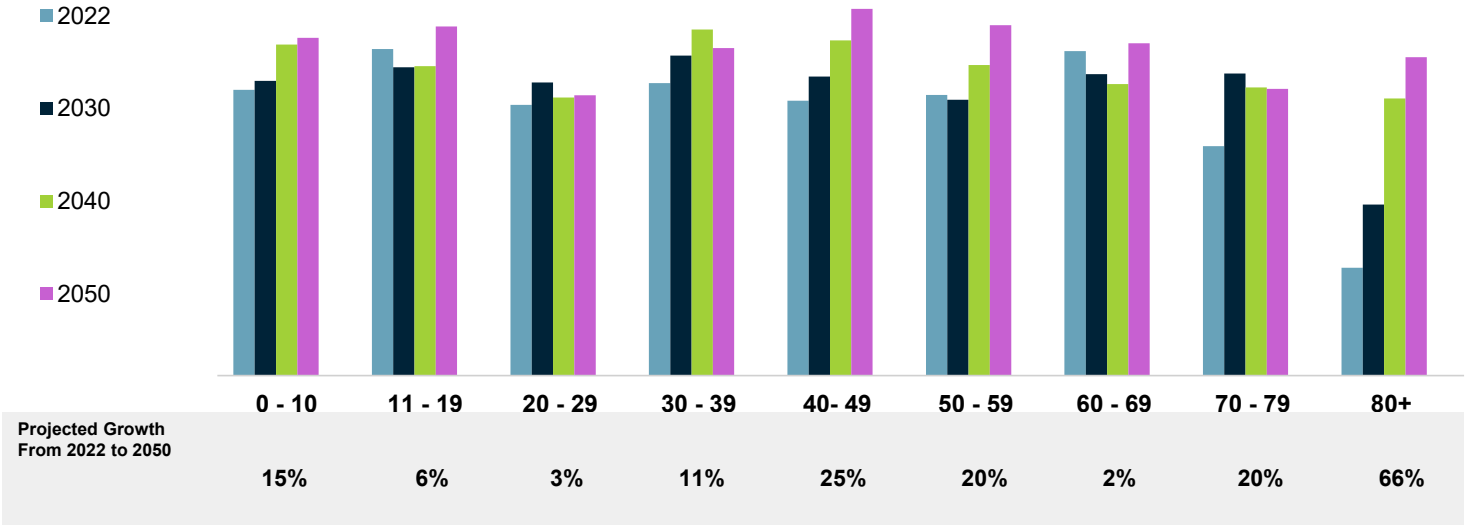
Chelan and Douglas Counties Regional Sports and Aquatics Complex

Demographics Study: Population Age and Sex



Chelan and Douglas Counties Regional Sports and Aquatics Complex

Demographics Study: Population Age Change



Chelan and Douglas Counties Regional Sports and Aquatics Complex

Demographics Study: Youth and Young Adult Population

Youth Population in Chelan and Douglas Counties 2022 – 2050				
Age	2022	2030	2040	2050
0 – 10	14,884	15,351	17,247	17,595
11 – 19	17,012	16,062	16,122	18,187
Total	31,896	31,413	33,369	35,782
Young Adult Population in Chelan and Douglas Counties 2022 – 2050				
20 – 29	14,102	15,267	14,488	14,600
30 – 39	15,236	16,668	18,028	17,066
Total	29,338	31,935	32,516	31,666



Chelan and Douglas Counties Regional Sports and Aquatics Complex

Market Analysis (1 of 3)

- Survey to sports and aquatics user groups; plan to complete by August 4.
- Participating organizations by type (47)
 - Soccer – 8
 - Baseball – 7
 - Basketball – 5
 - Football – 4
 - Softball – 4
 - Miscellaneous – 3
 - Parks and recreation – 3
 - Swimming – 3
 - Gymnastics – 2
 - Rugby – 2
 - Golf – 1
 - Hockey – 1
 - Lacrosse – 1
 - Pickleball – 1
 - Volleyball – 1
 - Wrestling – 1



Chelan and Douglas Counties Regional Sports and Aquatics Complex

Determining Demand (2 of 3)

- Types of fields, courts, and pools needed
- Current times that fields, courts, and pools are used
- Teams
- Players/swimmers
- Desired times fields, courts, and pools are used
- Lengths of seasons
- Times for regional competitions



Chelan and Douglas Counties Regional Sports and Aquatics Complex

Determining Demand (3 of 3)

- Willingness to travel
- Willingness to pay
- Kinds of fields, courts, and pools
- Preference for artificial turf/lights
- Satisfaction with current components and comfort amenities
- Need for indoor space



Chelan and Douglas Counties Regional Sports and Aquatics Complex

Community Engagement and Outreach

- Community engagement focus groups: 63 participants
- Community engagement stakeholders: 16 participants
- Open house events: 129 participants
- Events targeted Spanish-speaking community members
- National night out
- Chelan Farmers Market

“Thank you CDRPA Team and all those involved who are taking their time to ensure that all groups are actively involved in this exciting project for our community!” Community member comment



Chelan and Douglas Counties Regional Sports and Aquatics Complex

Community Engagement: Vision for a Complex

- Need indoor facilities based on season and because of wildfire smoke
- Local need for rectangle and diamond sports fields
- Regional sports complex and aquatic facility should be affordable and have equitable access
- Adds to the economic impact in the region



Chelan and Douglas Counties Regional Sports and Aquatics Complex

Community Engagement: Vision for a Complex

- Desire a sports complex in one location to eliminate driving between sports fields for tournaments and local leagues; easier to maintain and fewer operational dollars
- Need to replace the existing outdoor pool
- Need additional sports field availability for everyone – equity, fair access
- Need for all youth and adults to have access to swimming lessons



Chelan and Douglas Counties Regional Sports and Aquatics Complex

Community Engagement: Types of Fields and Facilities Desired

- Rectangle sports fields (16 fields, blend of natural and synthetic turf)
- Diamond sports fields (8 fields, 300 ft. fences)
- Indoor sports turf fields for soccer, football, lacrosse, baseball, softball, etc.
- Lighted sports fields
- Competitive pool/competitive swim meets
- Aquatic facility with swim lessons, zero-depth entry pool, competitive lap lanes, etc.
- Outdoor 50-meter pool



Chelan and Douglas Counties Regional Sports and Aquatics Complex

Community Engagement: Most-Needed Components in the Sports and Aquatics Complex (1 of 2)

- Lighted fields
- Indoor turf
- Rectangle fields is the biggest local need and we need many more
- Synthetic turf, (10 artificial fields, 75% turf, 25% grass)
- Shade
- Pickleball courts (12 courts+)



Chelan and Douglas Counties Regional Sports and Aquatics Complex

Community Engagement

Most-Needed Components in the Sports and Aquatics Complex (2 of 2)

- Additional gymnasium space needed for basketball and volleyball
- Need more and better baseball game diamond fields
- Additional parking
- One complex in one location
- Restrooms and concessions
- Indoor walking track



Chelan and Douglas Counties Regional Sports and Aquatics Complex

Community Engagement Notes

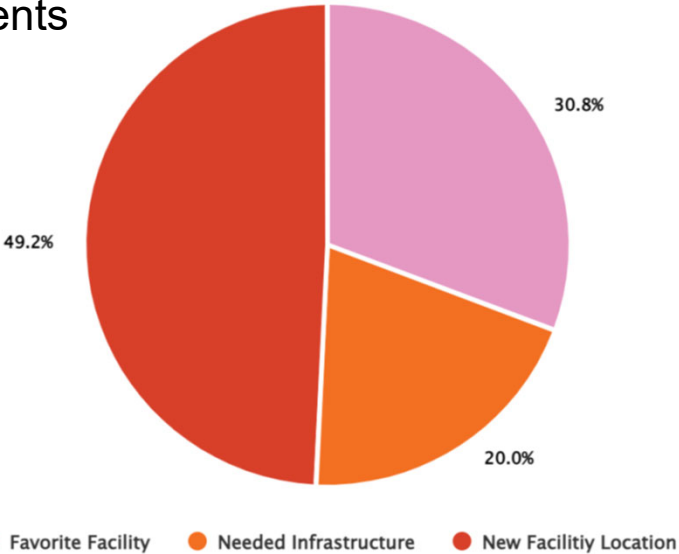
- Complex should be operated and financed through a new special facility district or park district
- Teams will travel three to four hours or 300 miles for regional competition



Chelan and Douglas Counties Regional Sports and Aquatics Complex

Social Pinpoint Interactive Map Update

- 1,007 site visits
- 378 unique users
- 117 comments



Contact Us!

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Pat O'Toole

Manager, BerryDunn
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Memo

To: Board of Directors
From: Stacie de Mestre
Date: August 1, 2023
Re: CTC/Rivercom Update

As you may recall, Rivercom hired Pacific Engineers to perform an analysis of the CTC building to determine if it could be upgraded to meet Risk Category IV requirements. On July 19, 2023 Doug Jones, Executive Director of Rivercom, provided the attached report and stated that retrofitting the CTC was not a viable option.

It is important to note that while the building does not meet Risk Category IV requirements, it does not mean the building has structural deficiencies. Please see attached for a publication outlining risk categories of buildings. The CTC building is likely classified as a Risk Category III building.

At their request, Monica and I met with Rivercom to discuss alternative options. Further details of that meeting will be discussed at Tuesday's meeting.

July 17, 2023



Chris Speten
Prime Development Services
PO Box 2538
Wenatchee, WA 98807

PROJECT: RiverCom-CTC
Project No. 23053.0SA

SUBJECT: Structural Analysis Summary Report

Dear Chris,

Per your request, we conducted a preliminary code review and subsequent structural analysis of the Confluence Technology Center building located at 285 Technology Center Way in Wenatchee, WA. The proposed change of occupancy to include emergency response communications would reclassify the building to be an essential facility as defined in RCW 18.43.020 and require it to be a Risk Category IV building. The purpose of our analysis was to determine if the existing building structure had adequate strength and stiffness to qualify as a Risk Category IV building according to the International Building Code (IBC) to accommodate the proposed change of occupancy. In addition, our investigation of the existing structure was to identify deficiencies when analyzed as a Risk Category IV building, if any, and provide conceptual retrofit options to address those deficiencies should they exist. This letter summarizes the results of our preliminary code review and structural analysis.

PRELIMINARY CODE REVIEW

For the preliminary code review phase, we conducted a cursory review of the applicable International Building Code and International Existing Building Code requirements related to the existing building structure that are triggered by the change of occupancy to Risk Category IV. In addition, we conducted a cursory review of the existing structural construction drawings to determine if any clear structural system deficiencies would have immediately disqualified the structure or prohibited it from reasonable retrofit solutions.

The code review phase confirmed that the existing building would require a complete structure analysis using 100% of current IBC snow, seismic, and wind loads applicable to a Risk Category IV structure. In addition, it was determined that the existing lateral force resisting system could qualify as special reinforced concrete shear walls, which is a permissible structural system for the site-specific seismic design category and building configuration. No items were identified that immediately disqualified the existing building for a potential change in occupancy.

STRUCTURAL ANALYSIS

The IBC requires that building structures have adequate strength and stiffness to provide structural stability, protect nonstructural components and systems, and meet specific serviceability requirements, as determined by the type of building occupancy. For Risk Category IV buildings deemed as essential facilities, the intent of the code is to ensure that the building remains functional after design-level loading events are experienced. To accomplish this, the code requires that design forces be increased by an Importance Factor for snow, wind, and earthquake (seismic) loads. The structural analysis focused on the main lateral force resisting

system with emphasis on the seismic loads, which were determined to govern critical aspects of the design.

The CTC building is comprised of three stories above grade with a single-story basement. Each floor is constructed with a composite concrete deck over structural steel framing supported by steel columns and reinforced concrete bearing walls. The roof structure is comprised of steel roof deck over structural steel framing with a composite concrete deck over the portion of the roof supporting rooftop mechanical equipment. The stairwells and elevator shafts are constructed with reinforced concrete shear walls, which provide the lateral (wind and seismic) force resisting system. The stairwells are rotated to have a plan orientation of 45 degrees relative to the elevator shafts and other concrete shear walls. The building façade includes a four-inch masonry veneer and glazing.

The seismic analysis requirements and procedures are specified in the ASCE 7 design standard, which is referenced by the IBC. The existing structural and architectural drawings were reviewed in depth to define the existing lateral force resisting elements and determine the seismic weight applicable to each level of the structure, from which the seismic base shear (total lateral load) was calculated. The analysis determined that the building configuration has both a non-parallel system irregularity and an extreme torsional irregularity, caused primarily by the orientation of the stairwells. These irregularities require additional loading configurations and a dynamic analysis known as a modal response spectrum analysis. A three-dimensional finite element computer model of the structure was developed to conduct the required dynamic analysis and determine the load requirements on the various components of the structure.

Although the structural analysis revealed that several components of the structure would have adequate capacity to meet Risk Category IV requirements, there were several key components that would not. The following elements would require retrofitting to meet the code-required strength and stiffness requirements for a Risk Category IV structure:

- Collector elements: The roof and floor decks serve as diaphragms, which transfer lateral loads to reinforced concrete shear walls with collector elements, often referred to as drag struts. The existing drag struts and their connections were determined to be structurally inadequate to resist the code-required loads, and drag struts do not exist at several locations that would be required. A retrofit solution would require the installation of steel framing members between joists at the floor and roof levels that extend from each concrete shearwall for a significant length of the building and attach to the underside of the floor or roof diaphragm.
- Shear wall tension reinforcing: The concrete shear walls were determined to have inadequate vertical steel reinforcing to resist uplift forces on the structure. To retrofit the shear walls to address this shortcoming, external vertical steel members could be attached to the corners of the concrete shear walls and extended to the foundation.
- Foundations: The foundations were determined to be inadequate to both resist overturning moments and to limit the soil bearing pressures to acceptable levels. Retrofitting the foundations would require significant sawcutting of existing concrete and excavation within the building footprint to expose the stairwell and elevator foundations and increasing the size of the existing foundations.

ANALYSIS SUMMARY

Due to structural irregularities of the existing building and limitations of its seismic force resisting elements, an extensive and significant level of retrofit work would be required to make the structure qualify as a Risk Category IV building. In addition to the deficiencies described above,

several discrepancies were found in the existing structural drawings that, in the absence of as-built drawings, may require additional investigation and testing to finalize specific retrofit requirements. Based on these findings, we have not proceeded with further calculations or specifications of the required work involved. If additional clarification or specification of the required retrofit work is requested, we are available to provide additional calculations and information.

Thank you for the opportunity to work with you on this project. Please do not hesitate to reach out if you have any questions or if we can be of further service.

Sincerely,



Micah Florea
Principal, Senior Structural Engineer



SPEAKING IN CODE

The Low Down on Testing and Special Inspection Topics

August 2020

IBC Table 1604.5 Risk Category

*Understanding **HOW** It Works...An Enthusiastically Dry Discussion*

The arcane Table 1604.5, “Risk Category of Buildings and Other Structures” is located in IBC, chapter 16, section 1604.5 and has been located there since the inception of the first International Building Code (IBC) in the year 2000. A copy of the table can be viewed on page 2. Admittedly, it can be a little tough to take in.

Risk categories are assigned to buildings to account for consequences and risks to human life (building occupants) in the event of a building failure. The intent is to **assign higher risk categories**, and hence **higher design criteria**, to buildings or structures that, if they experience a failure, would exhibit the availability of essential community services necessary to cope with an emergency situation therefore, have grave consequences to either the building occupants or the population around the building.



Section 1604.5 of the IBC building code requires risk categories to be assigned to every building and structure based on descriptions in the “**nature of occupancy**” column in Table 1604.5. The risk category serves as a threshold for a variety of code provisions related to earthquake, flood, snow, wind loads and even the magnitude of special inspections. Particularly noteworthy are the **importance factors** that are used in the calculation of design, earthquake, snow and wind loads. The value of the **importance factor** generally increases with the

importance of the **facility**. Structures assigned greater importance factors must be designed for larger forces. The result is a more robust structure that would be less likely to sustain damage under the same conditions than a structure with a lower importance factor. The intent is to enhance a structure’s performance based on its use or need to remain in operation during and after a disaster. The impact of a higher risk category classification is not limited to increasing the design loads. Compared to Risk Category I, II or III for instance, a **Risk Category IV** classification can lead to a higher seismic design category classification that can, in turn, require more stringent seismic detailing and limitations on the seismic-force-resisting system. This can also affect seismic design requirements for architectural, mechanical and electrical components. Got all that?

Table 1604.5
Risk Category of Buildings and Other Structures

Risk Category	Nature of Occupancy
I	Buildings and other structures that represent a low hazard to human life in the event of failure, including but not limited to: <ul style="list-style-type: none"> • Agricultural facilities • Certain temporary facilities • Minor storage facilities
II	Buildings and other structures except those listed in Risk Categories I, III and IV
III	Buildings and other structures that represent a substantial hazard to human life in the event of failure, including but not limited to: <ul style="list-style-type: none"> • Buildings and other structures whose primary occupancy is public assembly with an occupant load greater than 300. • Buildings and other structures containing elementary school, secondary school or day care facilities with an occupant load greater than 250. • Buildings and other structures containing adult education facilities, such as colleges and universities, with an occupant load greater than 500. • Group I-2 occupancies with an occupant load of 50 or more resident care recipients but not having surgery or emergency treatment facilities. • Group I-3 occupancies. • Any other occupancy with an occupant load greater than 5000^a • Power-generating stations, water treatment facilities for potable water, waste water treatment facilities and other public utility facilities not included in Risk Category IV. • Buildings and other structures not included in Risk Category IV containing quantities of toxic or explosive materials that: <ul style="list-style-type: none"> Exceed maximum allowable quantities per control area as given in Table 307.1(1) or 307.1 (2) or per outdoor control area in accordance with the <i>International Fire Code</i>, and Are sufficient to pose a threat to the public if released^b
IV	Buildings and other structures designated as essential facilities, including but not limited to: <ul style="list-style-type: none"> • Group I-2 occupancies having surgery or emergency treatment facilities. • Fire, rescue, ambulance and police stations and emergency vehicle garages. • Designated earthquake, hurricane or other emergency shelters. • Designated emergency preparedness, communications and operations centers and other facilities required for emergency response • Power generating stations and other public utility facilities required as emergency back up facilities for Risk Category IV structures • Buildings and other structures containing quantities of highly toxic materials that: <ul style="list-style-type: none"> Exceed maximum allowable quantities per control area given in Table 307.1(2) or per outdoor control area in accordance with the <i>International Fire Code</i> Are sufficient to pose a threat to the public if released^b • Aviation control towers, air traffic control centers and emergency aircraft hangars. • Buildings and other structures having critical national defense functions • Water storage facilities and pump structures required to maintain water pressure for fire suppression

- a. For purposes of occupant load calculation, occupancies required by Table 1004.1.2 to use gross floor area calculations shall be permitted to use net floor areas to determine the total occupant load
- b. Where approved by the building official, the classification of buildings and other structures as Risk Category III or IV based on their quantities of toxic, highly toxic or explosive materials is permitted to be reduced to Risk Category II, provided it can be demonstrated by a hazard assessment in accordance with Section 1.5.3 of ASCE 7 that a release of the toxic, highly toxic or explosive materials is not sufficient to pose a threat to the public.



Risk Category IV: These are buildings that are considered to be **essential** in that their **continuous use** is needed, particularly in response to disasters. Hospitals, fire stations, police stations and emergency vehicle garages must remain operational during and after major disaster type events. The phrase “designated as essential facilities” refers to designation by the building official that certain facilities are required for emergency response or disaster recovery. This concept provides jurisdictions the latitude to identify specific facilities that **should be considered essential** in responding to various types of emergencies.



Risk Category III: These buildings include those occupancies that have relatively **large numbers of occupants** because of the overall size of the building. They also include uses that pose an elevated life-safety hazard to the occupants such as public assembly, schools or colleges. In addition, Risk Category III includes uses where the occupants ability to respond to an emergency is restricted such as jails or otherwise impaired such as nursing homes which house patients who require skilled nursing care. Risk category III buildings are identified as **nonessential** by the code and are generally classified (within Risk Category III) based on number of occupants and the **use classification** according to IBC chapter 3, *“Occupancy Classification and Use”*.



Risk Category II: These buildings represent a lesser hazard to life because of fewer building occupants and smaller building size compared to those that are considered Risk Category III. Since Risk Categories III and IV represent buildings with higher risk or essential facilities on a relative scale, **Risk Category II** can be thought of as a **“standard occupancy”** building as evidenced by importance factors for earthquake, snow and wind that **are all equal to 1**. Most buildings and structures are considered to be Risk Category II. The buildings in Risk Category II are identified as nonessential by the code and are generally classified as category II buildings because they are not essential and therefore not classified as category IV buildings in tandem with the fact that they do not meet any of the criteria established for category III buildings. In other words, a building is identified as a Risk Category II building when it does not meet any of the code criteria for a category III building or a category IV building.



Table 1604.5.2 Importance Factors

Structural Occupancy/ Risk Category	Snow Importance Factor, I	Wind Importance Factor, I	Seismic Importance Factor, I
I	0.80	0.87	1.00
II	1.00	1.00	1.00
III	1.10	1.15	1.25
IV	1.20	1.15	1.50



Risk Category I: The buildings in this risk category group are buildings that exhibit the lowest hazard to life since they have few or no human occupants or are temporary, thus creating considerably less exposure to the hazards of earthquakes, floods, snow and wind than that of a permanent structure. This category includes agricultural facilities, temporary facilities and “minor storage facilities” but the code does not provide an explanation of which storage facilities could be considered minor.

During any discussion of **risk categories** and the various levels of the different risk categories, it is very important to understand the MEANING of **essential** facilities and **nonessential** facilities. The IBC code defines essential facilities as “buildings and other structures that are intended to remain operational in the event of extreme environmental loading from flood, wind, snow or earthquakes”. **Nonessential facilities, then, are any buildings that are not classified as essential.**

Multiple Use Occupancies: Where a building or structure is occupied by two or more occupancies not included in the same risk category, it shall be assigned the classification of the highest risk category corresponding to the various occupancies. Where buildings or structures have two or more portions that are structurally separated, each portion shall be separately classified. Where a separated portion of a building or structure provides required access to, required egress from or shares life-safety components with another portion having a higher risk category, **both portions shall be assigned to the higher risk category.**

Section 1604.5 Risk Category. Each building or structure shall be assigned a risk category in accordance with Table 1604.5. Where a reference standard specifies an occupancy category, the risk category shall not be taken as lower than the occupancy category specified therein (IBC Table 1604.5). Where a referenced standard that the assignment of a risk category be in accordance with ASCE 7, Table 1.5-1, **Table 1604.5 shall be used in lieu of ASCE 7, Table 1.5-1.**



Section 1604.5 Exception: The assignment of buildings and structures to Tsunami Risk Categories III and IV is permitted to be in accordance with Section 6.4 of ASCE 7.

The **code** and **Table 1604.5** establishes special provisions that allow **Risk Category IV** to include structures that would not otherwise be included in this risk category. Designated emergency shelters and designated emergency response facilities **incorporated** into secondary schools with certain occupancy loads (275) would typically be considered a Risk Category IV building rather than a category III building.

Facilities supplying emergency backup power for Risk Category IV structures would, themselves, be designated as a Risk Category IV building rather than a Risk Category III facility. Structures with quantities of highly toxic materials in excess of the quantities permitted for a control area in Table 307.1(2), "*Occupancy Classification and Use Chapter*" would also be designated as a Risk Category IV facility if the conditions comply with Table 307.1(2) criteria in chapter 3 of the IBC code.



Is the **special inspections program** for construction projects **INFLUENCED** by IBC **Table 1604.5**? The answer is yes, of course, and there are times when Table 1604.5 will even **DETERMINE** if portions of your construction project even requires special inspections in the field. An example of this is found in section **1705.4.1**, chapter 17 of the IBC code which states "Special inspections and tests for empirically designed masonry (such as masonry veneer) where the structure is classified as *Risk Category IV* (essential facility) shall be performed in accordance with TMS 402, Level B quality assurance". In this example the words quality assurance are synonymous with the term special inspections. If this (brick veneer) project were NOT classified as *Risk Category IV* according to Table 1604.5, then NO special inspections would be required in the field. This is because brick veneer construction does not require ANY field special inspections if the building is classified as a Risk Category Level 1, 2 or 3. (Level IV however requires Level B masonry special inspections). It is, generally, true that **Risk Category IV** projects will not only require MORE special inspections on the project than category II and III projects but they will also require MORE CONTINUOUS special inspections. This is primarily because **Risk Category IV** projects have greater importance factors, more robust structures and more complicated design criteria.



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CHAPTER 17

Wednesday August 19 and Thursday August 20

Presented by F&R's Alan Tuck

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Memo

To: Board of Directors

From: Stacie de Mestre

Date: July 31, 2023

Re: Department of Commerce – Child Care Partnership Grant Program

Please see attached for an email staff received from Department of Commerce outlining a grant opportunity to help address the shortage of affordable, quality child care in Washington. Also attached are five pages from the NOFO which further detail the purpose, background, funding, and performance period of the grant. If we decide to apply for the grant, staff is thinking we would form a committee/coalition with some of the large employers who are having issues hiring and retaining employees due to child care issues to head up a study that performs a needs assessment then outlines plans to fund/recruit/train additional providers. Further discussion will be had at Tuesday's meeting.

Stacie De Mestre

From: Washington State Department of Commerce <WASStateCommerce@public.govdelivery.com>
Sent: Thursday, July 6, 2023 8:07 AM
To: Stacie De Mestre
Subject: Child Care Partnership Grant Program Notice of Funding Opportunity

Having trouble viewing this email? [View it online](#)



JULY 6, 2023

Child Care Partnership Grant Program (CCPG) Notice of Funding Opportunity (NOFO)

Additional funding available – \$2.1 million for new round of CCPG for community-led projects to increase child care availability

The Washington State Department of Commerce is supporting coalition-like partnerships that develop community solutions to address the shortage of affordable, quality child care in Washington.

Commerce seeks to award grants to several organizations and entities to leverage collaborative community partnerships to assess and plan for expanding child care slots.

Funding can help develop local solutions and help prepare a community to competitively access funds for child care and early learning capital projects. Proposals may be up to 20 months (through June 30, 2025) and with a maximum award amount of \$140,000. Grants cannot be used for capital projects or construction.

Eligible Proposers:

- Federally recognized tribes in Washington;
- Local government entities;
- Nonprofit organizations registered with the Washington Secretary of State as a nonprofit corporation and has a 501(c)(3) or 501(c)(6) status with the Internal Revenue Service (IRS); or
- Public agencies.

How to Apply:

Fully review the [Notice Of Funding Opportunity \(NOFO\)](#) (PDF) and then [submit your proposal](#) using the [CCPG Proposal Form](#) (Word) to respond to all required questions.

We strongly encourage you to use the CCPG Proposal Form when you submit.

Proposals Due: August 31, 2023, at 11:59 p.m., Pacific Time

You are welcome to attend either of two online pre-proposal conference webinars (recorded). Registration and Zoom information are below:

JULY 13 @ 3:30-4:30PM

JULY 17 @ NOON-1PM

Question and Answer open office hours: click links at these times to join us online

[July 18 @ 2-2:30pm](#)

and

[July 20 @ 8:30-9am](#)

Do you have questions?

Check our [current opportunities](#) or contact Tracy Gunter, CCPG NOFO F24-100 Coordinator at Tracy.Gunter@commerce.wa.gov



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2525



1. **INTRODUCTION**

1.1 **PURPOSE AND BACKGROUND**

The Washington Department of Commerce, hereafter called "COMMERCE," is initiating this Notice of Funding Opportunity (NOFO) to solicit Proposals for the **Child Care Partnership Grant program (hereafter called "CCPG")**. Please review the entire NOFO before beginning your Proposal response. All Proposals must be **received by the NOFO Coordinator** no later than 11:59 PM Pacific Time, on **August 31, 2023**.

Pre-Proposal webinars (to share information about the grant and Proposal requirements) will be held on [July 13 @ 3:30-4:30pm](#) and [July 17 @ noon-1pm](#) Pacific Time. Click the hyperlinks to register. Pre-Proposal webinars will be virtual only on a Zoom platform. After registering, you will receive a confirmation email containing information about joining the webinar. All prospective Proposers are encouraged to attend; however, attendance is not mandatory.

We will have Q&A open office hours during the Question and Answer period on [July 18 @2-2:30pm](#) and [July 20 @ 8:30-9am](#). The hyperlinks will take you to the Zoom meeting. There may be others on the call at the same time. If you would like to ask questions privately, please contact Tracy Gunter, NOFO coordinator with your questions.

CCPG supports community-driven child care solutions by funding collaborative partnerships, increasing organizational capacity development, conducting planning and completing activities that help the community address the shortage of child care.

CCPG capacity development activities may include:

- community coalition coordination
- community engagement
- needs assessments
- data analysis
- fundraising plans
- home-based provider recruitment
- new child care provider mentoring/ navigation support
- marketing
- strategic action plan development
- pre-design studies (such as feasibility studies, schematics, and appraisals)
- other related activities

Our goal is that grantees will make meaningful progress toward child care expansion and projects will ultimately increase the total number of affordable and quality child care slots for infants, toddlers, pre-kindergarten and school aged children and youth, ages 12 years and younger. We are specifically interested in supporting efforts in areas with limited or no child care to meet the need according to the [Child Care and Early Learning Need and Supply Data | Washington State Department of Children, Youth, and Families](#), or as assessed and confirmed locally.

Additional consideration will be assigned to prioritize projects in areas with limited or no child care that:

- a. Are organizations that meet the "By and For organization" (see definition on page 4).
- b. Are operating in rural communities (see definition on page 5).
- c. Include intentional outreach to serve historically underserved and marginalized families and communities (For example, Black, Indigenous and People of Color (BIPOC); immigrants and refugees; children with disabilities and special needs; and LGBTQIA2S+).

COMMERCE reserves the right to make awards that account for equitable distribution of funding among a variety of project approaches, geographies and award amounts.

Proposals may be submitted for a contract period that best meets community readiness and needs. Proposals may be submitted with appropriate activities, project plan and budget for 8

months or 20 months (October 16, 2023-June 30, 2024 or October 16, 2023 - June 30, 2025). See section 1.4 FUNDING and 1.5 PERIOD OF PERFORMANCE for more details.

This is a competitive process and not all applications will be selected. COMMERCE intends to award multiple contract(s) to provide the services described in this NOFO. COMMERCE reserves the right at its sole discretion to reject any and all Proposals received without penalty and not to issue contracts as a result of this NOFO.

1.2 OBJECTIVES AND SCOPE OF WORK

Child Care Partnership Grants (CCPG) will support community-driven planning and action plan implementation to address unique and highest priority child care needs and expand child care capacity.

Projects must be responsive to local community needs related to the lack of access to affordable and quality child care in a defined community. Projects must involve an assortment of dedicated community partners to plan for, and carry out, sustainable and effective efforts that reduce barriers and increase capacity to implement solutions. Successful proposers will propose project activities that demonstrate understanding of current community conditions and culture and identify activities to increase child care access and the number of available slots. Proposers must define the geographic and demographic community(ies) that the project intends to serve.

Projects shall engage multiple community partners including, but not limited to, representatives from the following sectors - as appropriate and available in the community:

- Businesses (employers)
- Child care providers
- Community-based organizations
- Economic development
- Education / Educational Service Districts (ESD)
- Health care / behavioral health
- Higher education
- Local government
- Non-profits
- Parents and caregivers
- Social service agencies
- State agencies
- Statewide child care organizations
- Tribes
- Youth serving organizations
- Other

Grantees are expected to implement community collaborative activities that make progress on the following expected project outcomes: (Will be included in mid-year and end of year report)

1. Completed needs assessment (community informed) identifying specific barriers and gaps;
2. Diverse partners collaborate to develop and implement a strategic action plan to address identified needs and barriers;
3. Increased access of capital project funding specific to child care;
4. Increased number of child care providers in community; and
5. Ultimately increased number of child care slots (with new or expanded providers).

Grantees will secure their own services, consultants and/or training to fully spend the grant funds. Contract reimbursement will be deliverable-based.

Grantees will be required to submit monthly progress, mid-year and end of year reports on templates that COMMERCE will provide. Grantees will be expected to participate in regularly scheduled learning-community style meetings as hosted by COMMERCE to share experiences with other grantees. All deliverables must be met by end of proposed contract period and no later than June 30, 2025. Commerce reserves the right to extend contracts based on performance and funding needed to achieve outcomes.

The following **activities are allowable** if associated with community-driven needs assessment, strategic action plan development, and plan implementation to adapt and expand child care capacity within two years of CCPG investment. The draft and final products or outputs of the proposed activities will become contract deliverables, which may include:

- Community coalition/committee facilitation and coordination
- Community engagement
- Community needs assessments
- Data analysis
- Feasibility assessments
- Fundraising plans
- Home-based provider recruitment
- Marketing plan and messaging
- New child care provider mentoring / navigation support
- Plan development
- Pre-design studies, such as feasibility studies and option appraisals
- Professional facility design documents, schematics and specifications
- Project management
- Staff and volunteer operational and workforce training
- Other activities (that are not ineligible/unallowable)

The **following activities are ineligible/unallowable** under this grant:

- Building, land, or real property acquisition
- Construction
- Capital assets intended for use or to keep for more than one year. Capital assets include land and land rights; buildings, infrastructure, machinery, vehicles and tools
- Facility pre-design that exceeds basic architectural schematics and design
- Implementation of capital or fundraising campaigns
- Ongoing professional development of child care providers
- Regular or subsidized salaries for child care or early learning teacher services
- Use of funds to pay for fiscal audits, or local, state or federal taxes

1.3 MINIMUM QUALIFICATIONS

Proposers must meet all of the following minimum qualifications to be eligible for this grant:

1. Licensed to do business in the state of Washington;
2. Populations served must be located in the state of Washington;
3. Must be headquartered in the state of Washington; AND
4. Meets one of the following entity designations.
 - a. Federally recognized Washington tribe;
 - b. Local government entity;
 - c. Nonprofit organization registered with the Washington Secretary of State as a nonprofit corporation **and** having a 501(c)(3) or 501(c)(6) status with the Internal Revenue Service (IRS); or
 - d. Public agency.

This is a competitive process and not all applications will be selected. Proposals that do not clearly meet or exceed all minimum qualifications listed above will be considered non-responsive and will not be evaluated.

1.4 FUNDING

COMMERCE has budgeted an amount not to exceed \$2,180,000 for this program. There is no minimum award amount.

- A. For a contract period of October 16, 2023 - June 30, 2024 awards will typically range from \$40,000 up to a maximum of \$80,000, depending on the proposed activities and budget.

- B. For a contract period of October 16, 2023 - June 30, 2025 awards will typically range from \$80,000 up to a maximum of \$140,000, depending on the proposed activities and budget.

Proposals in excess of \$140,000 will be considered non-responsive and will not be evaluated.

COMMERCE reserves the right to award applications for less than the requested amount. COMMERCE intends to award multiple contract(s) to provide the services described in this NOFO. In the event additional funding becomes available during the period of performance, any contract awarded may be amended to provide for additional related services. Additional funding is not guaranteed. Any contract awarded as a result of this NOFO is contingent upon the availability of funding.

1.5 PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this NOFO is tentatively scheduled to begin on or about October 16, 2023.

COMMERCE recognizes that communities might need more time to accomplish a project depending on readiness and capacity to address child care issues. We know that some communities might be at the beginning stages of this work and not have all the answers and need the first year to do things like assess needs, build partnerships and develop an action plan. While some communities might be more aware of needs and ready to develop and implement plans to increase access to child care slots in their community. With this in mind, the Proposer may submit either a Proposal for the contract period to end on June 30, 2024 or a larger and extended contract period to end no later than June 30, 2025. Activities, deliverables and budgets must be clearly explained to meet the proposed contract period and how the community is ready for the larger Proposal, if applicable.

COMMERCE reserves the right to extend contracts for an additional year based on performance and funding needed to achieve outcomes and shall be at the sole discretion of COMMERCE.

1.6 DEFINITIONS

Definitions for the purposes of this NOFO include:

Apparent Successful Grantee: The Proposer(s) selected to perform the anticipated services, subject to successful completion of contract negotiations and execution of a written contract.

By and For Organization:

1. By and For organizations are operated by and for the community they serve;
2. Their primary mission and history is serving a specific community and they are culturally based, directed, and substantially controlled by individuals from the population they serve;
3. At the core of their programs, the organization embodies the community's central cultural values; and
4. The communities served by these nonprofit by and for organizations include:
 - a. Ethnic and racial minorities;
 - b. Immigrants and refugees;
 - c. Individuals who identify as LGBTQ+;
 - d. Individuals with disabilities or who are deaf; and
 - e. Native Americans.

Collaborative or Coalition: A group formed for the purpose of a project relating to stabilizing and expanding child care capacity in communities and which will continue to champion the work past the end of the grant performance period.

COMMERCE or AGENCY: The Department of Commerce is the agency of the state of Washington that is issuing this NOFO.

Contract: A written, legally binding agreement to perform the services proposed, also called a Grant or Interagency Agreement.

Deliverable: Something that is able to be provided, especially as a product of an activity or process. Examples of deliverables include studies, reports, events, coalition meetings, community

engagements, material development and dissemination, assessments, plans, professional / consultant products, etc.

Exhibit: Document attached to this NOFO, also referred to as Attachment.

Grantee: A proposer whose application has been accepted by COMMERCE and is awarded a fully executed, written contract.

Notice of Funding Opportunity (NOFO): Formal procurement or solicitation document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an NOFO is to permit the Proposer community to suggest various approaches to meet the need at or below a given funding level.

Proposal: A formal offer or application for funding submitted in response to this NOFO.

Proposer: Individual, firm, organization, company, or other entity or group of entities that submits a Proposal to attain a contract with COMMERCE.

Public Agency: Any agency, political subdivision, or unit of local government of Washington state including, but not limited to, municipal corporations, quasi municipal corporations, special purpose districts, school districts and local service districts.

Realistic: Realistic costs are sensible and accurate estimates for services and items. A realistic timeline is practical for what can be achieved or is expected.

Rural Community: Small rural counties with 35,000 residents or less, or cities with 8,500 residents or less according to [OFM 2020. Census.](#)¹

Subgrantee/subcontractor: one not in the employment of the Grantee, who is performing all or part of those services under this Grant under a separate Grant with the Grantee. The terms “subgrantee” and “subcontractor” mean subgrantee/subcontractor(s) in any tier.

1.7 CONTRACTING WITH CURRENT OR FORMER STATE EMPLOYEES

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington (RCW). Proposers are encouraged to familiarize themselves with the requirements prior to submitting a Proposal that includes current or former state employees.

1.8 ADA

COMMERCE complies with the Americans with Disabilities Act (ADA). Proposers may contact the NOFO Coordinator to receive this Notice of Funding Opportunity in Braille or on tape.

¹ WA Office of Financial Management April 2022 Population of Cities, Towns and Counties [April 1 Population of Cities, Towns, and Counties \(wa.gov\)](#)

Memo

To: Board of Directors

From:  Jim Kuntz

Date: July 27th, 2023

Re: Board Retreat

Staff is proposing we hold our annual planning retreat on Thursday, November 2nd, 2023. Would like Board feedback on this date.

Please find enclosed the agenda we have used at past retreats. The retreat is really a budget retreat focused on our budget outlook, investment philosophies and the Board allocating funding for Capital Projects for the following fiscal year.

One of the most important roles of the Board is the allocation of capital dollars. The retreat has been formatted to ensure the Board has a firm understanding of the Regional Port's financial position followed by Board direction of Capital Budget priorities.

If the Board wants a different format, subject matters or more discussions on the "why" we do what we do, please let me know. Alternatively, we could do this year's traditional budget retreat followed by early next year a broader retreat focused on Port direction. Looking forward to your feedback.

**Chelan Douglas Regional Port Authority
Board Budget Retreat Agenda
November 3, 2022; Pybus Event Center
10:00 am**

I. Call to Order

II. Introductions

III. Conflict of Interest

IV. 2022 Board Retreat

1. 2022 in Review

2. 2023 Budget Outlook

- A. Cash Carry Forward Balance Projections
- B. Revenue Pie Chart
- C. Expense Pie Chart
- D. Cash Reserve Policy
- E. Ports Tax Levy Rates
- F. Debt Service Schedules
- G. Levy Allocation Per Community
- H. Tenant Lease Expiration Dates
- I. Business Park – Profit/Loss
- J. 2022 Supplemental/2023 Preliminary Budgets

3. Investment Philosophy

- A. Use of Tax Levy
- B. What Matters
- C. Capital Allocation Matrix
- D. Return on Investment

4. Specific Project Reviews

- A. **FAA Projects**
 - o 5 Year Capital Improvement Plan
 - o Passenger Facility Charges – Use Plan

5. Review Proposed 2023 Capital Projects

6. 2023 Legislative Priorities

- A. State
- B. Federal

7. Miscellaneous Discussions

- A. Regional Port Check In
- B. Partners in Economic Development Programs
- C. Air Service
- D. Community Outreach/Public Relations
- E. Other

8. Review Proposed 2023 Work Plan



Chelan County Cascade Public Infrastructure Fund Grant Application

CASHMERE MILL SITE – UTILITIES EXTENSION

Cashmere Mill Site Utilities Extension



Past Development & Investment

- 32 acre site
- \$17 million investment in clean-up and improvements
- Two industrial buildings
 - 33,000 Square Feet
 - Two new businesses
- Louws Truss
 - Original site = 3.5 acres
 - Added 25 new jobs
 - 2022 expansion + 2.6 acres



2021/2022 Wood Waste Remediation Project

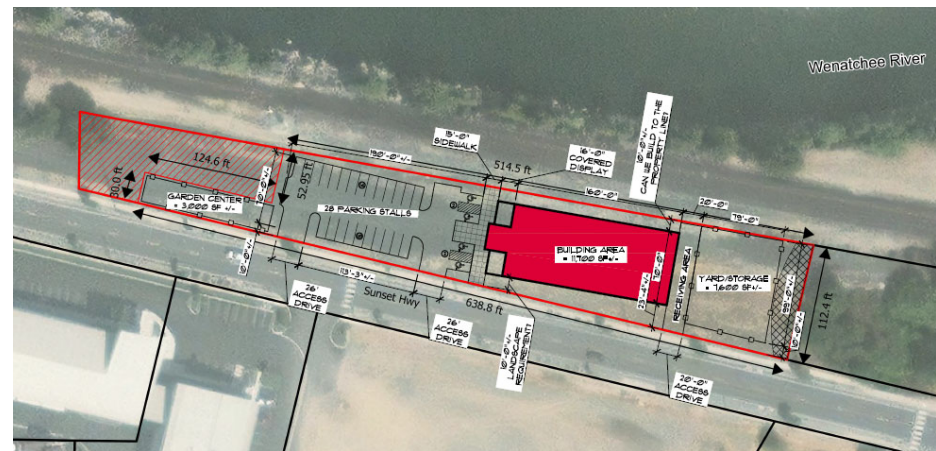


- Parcel North of Sunset Highway
- Excavate, backfill, and compact 3,530 cubic yards of wood waste
- Resulted in developable parcel
- Remediation cost: \$400,000
- \$200,000 2021 CPIF grant
- 0.26 acres of parcel sold for Sunset Highway improvement storm water facility

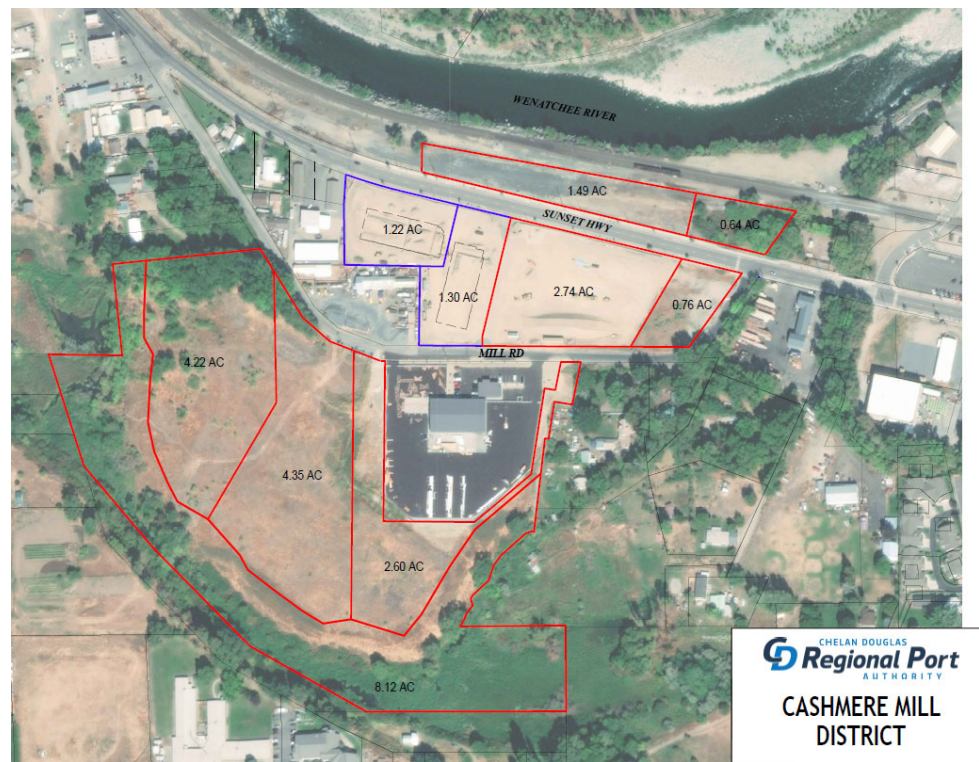
North Parcel – Current Prospect

- Developer interested in constructing:

- 11,000 – 12,500 SF retail store
- Construction Cost: \$5.0 Million
- \$100,000 annual sales tax contribution
- 25 new jobs
- Met with City of Cashmere, negotiation PSA



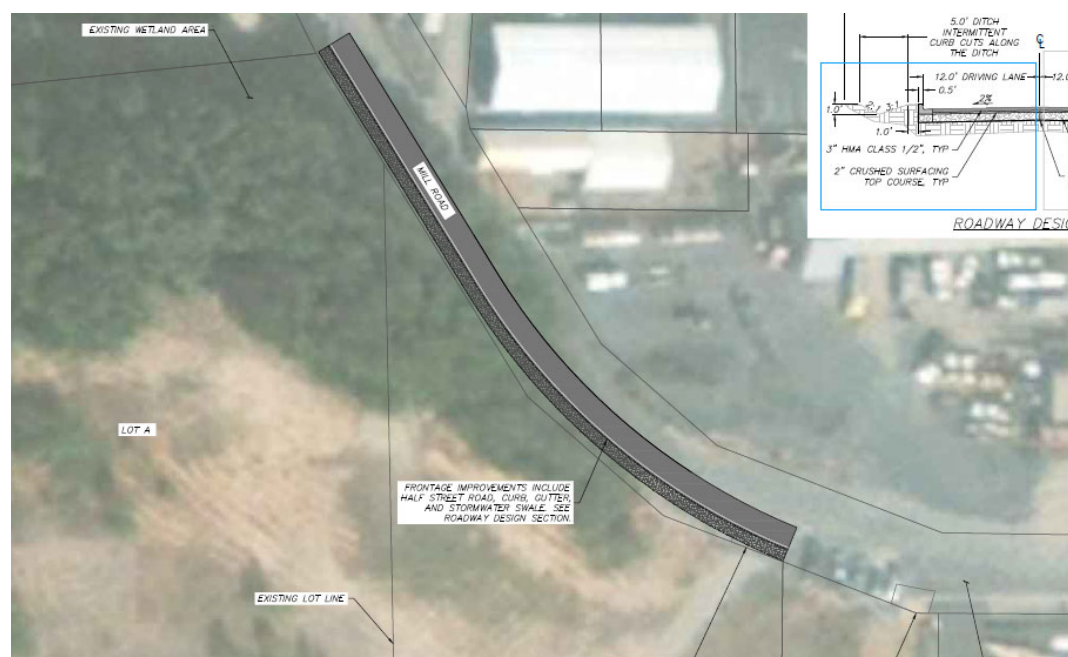
Current Project – South of Mill Road



Current Project – South of Mill Road

○ Utility and Frontage Improvements to Edge of Property

- Extend water and sewer
- Curb, gutter, stormwater, and road improvements
- Bring power to site
- Wetland mitigation
- \$489k estimated cost



Existing Conditions – South of Mill Road

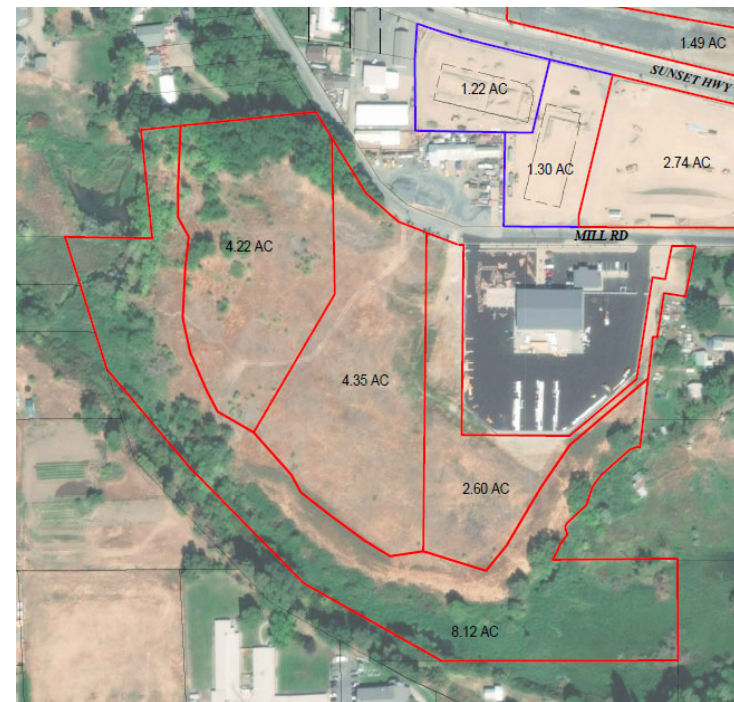


Existing Conditions – South of Mill Road



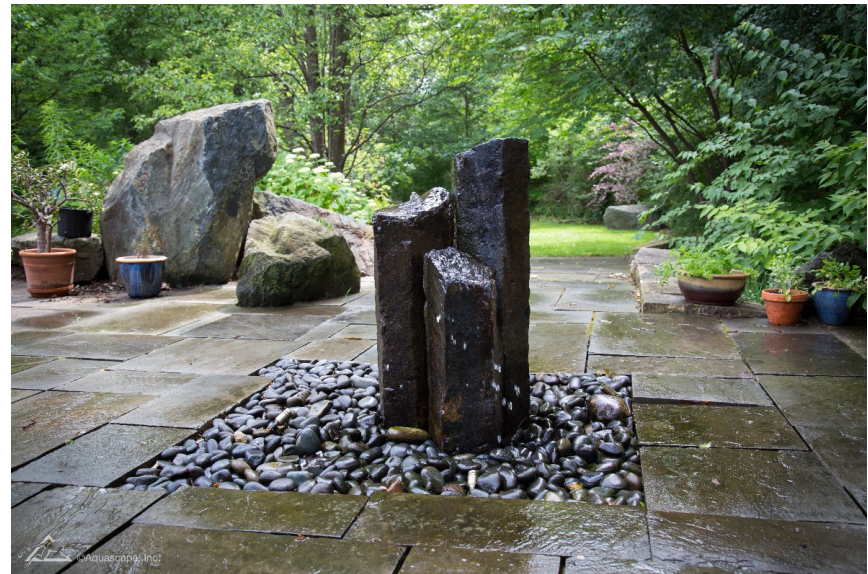
Prospects

- Two interested private developers
 - Both in construction trade
 - Both would utilize “unbuildable” portion for secondary storage business
 - Total Project Cost: \$1 Million (primary business investment)
 - CPIF Share: 24%



Community Impact

- Retains 11 local jobs, allows for expansion
- Puts previously “undevelopable” parcel in use
- Increased consumer traffic
- Sets the stage for future developments and improvements along Mill Road



Economic Impact

- Initial New Construction: \$500,000
- \$750,000 in Annual Sales
- \$5,700 Annual Property Taxes



Why Us?

- \$244,600 vs. \$17 mil + investment
- 2022 appraisal: \$317k (excludes wetland)
 - Acquisition + Development Costs = No ROI
(for either party)
- Proven track record
- Support expansion of local businesses
- Property limited by environmental covenant
- We could do nothing...



Questions



Memo

To: Board of Directors

From: Stacie de Mestre

Date: August 2, 2023

Re: Central Washington Regional Tech and Innovation Hub –
Letter of Commitment

On July 18th, Staff attended a meeting at Central Washington University regarding the formation of a Regional Technology and Innovation Hub in Central Washington through the Economic Development Agency (EDA). Central Washington University is leading the effort. Please see attached for the draft program strategy, a letter of commitment request, and Central Washington University's letter of commitment. Additional conversation will be had at Tuesday's meeting regarding the regional port's participation and role.

U.S. Regional Tech and Innovation Hub – Strategy Development Narrative

Central Washington Regional Technology and Innovation Hub

Creating a Meaningful Central Washington Regional Tech and Innovation Hub

Targeting a region that includes Kittitas, Grant, Douglas, Chelan, and Yakima Counties in Central Washington, a consortium of higher education, nonprofit, local government, economic development, and industry leaders propose designation and strategy development funding for a Regional Tech and Innovation Hub. Named the Central Washington Regional Tech and Innovation Hub (CWRTIH) with Central Washington University as the consortium lead, the consortia partners are prepared to build on existing capacity to achieve global competitiveness in two key areas under the Regional Tech and Innovation Hubs Program: (1) Robotics, Automation, and Advanced Manufacturing; and 2) Natural and Anthropogenic Disaster Prevention and Mitigation.

With a focus on equity-mindedness, the purposes of the Central Washington Regional Tech and Innovation Hub are to (1) prepare current and future generations of highly-skilled workers through an intentional, regionalized ecosystems of stackable and complementary workforce training programs and credentials that lead to high-demand employment in the key technology areas of focus (KTFAs); (2) through applied research and testing of the consortia lead and partners, support the development, commercialization, and adoption of technologies that fortify the U.S. global economic leadership position in the KTFAs while contributing to national security; (3) build generations of entrepreneurs within the KTFAs whose technological and business innovations and concepts align with strategic domestic supply chain needs, including onshoring and domestic advancement; (4) operate through a consortia model to serve as a one-stop shop for small-to-large-size industry demonstration, applied research and testing, and business assistance and consultation to reduce supply chain barriers and bottlenecks, increase manufacturing and technological readiness levels, and support domestic adoption of technologies across the KTFAs; (5) partner with educational institutions, employers, non-profits, economic development organizations, local labor and workforce training organizations, local and Tribal governments, and other organizations to assure equitable and inclusive hiring and retention practices that remove barriers to employment for all qualified workers; and (6) to build a Regional Innovation Office to coordinate with local, state, and national partners to assure the ongoing development and execution of a proactive approach to strategic planning, implementation, assessment, learning, and improvement in workforce training, technological innovation and adoption, and economic development.

The Core Geography of the Regional Tech and Innovation Hub

The core geography of the Central Washington Regional Tech and Innovation Hub includes Kittitas, Yakima, Chelan, Douglas, and Grant Counties. A listing of the Consortium Lead and partnering organizations is provided in Table 1.

Table 1. Consortium Listing of Central Washington Regional Tech and Innovation Hub

Central Washington Regional Tech and Innovation Hub Role	Organization / Institution
Consortium Lead	Central Washington University
Educational Institutions	Central Washington University; Heritage University; Wenatchee Valley College; Yakima Valley College; Ellensburg School District; Yakima School District; Cle Elum School District; Thorp School District; Wenatchee School District.
State, Territorial, Local, or Tribal Governments	City of Ellensburg; City of Yakima; Kittitas County Government
State and National Industry Groups	T Mobile; National Center for Defense Manufacturing and Machining; America Makes; Impact Washington
Economic Development Organizations	North Central Washington Economic Development District; Port of Mattawa; Port of Quincy; Port of Warden; Chelan Douglas Regional Port Authority; Kittitas County Chamber of Commerce; Yakima Community Development Association; CenterFuse
Labor and Workforce Training Organizations	North Central Workforce Council; South Central Workforce Council

The Uses to Which the Consortium will put the Strategy Development Funds if Awarded

There are six purposes that drive the development and implementation of the Central Washington Regional Tech and Innovation Hub while focusing on equitable opportunity:

- 1) Prepare current and future generations of highly-skilled workers;
- 2) Support the development, commercialization, readiness, and adoption of technologies;
- 3) Build generations of technology- and growth-focused entrepreneurs;
- 4) Serve as a one-stop shop for strategically aligned industry solutions;
- 5) Assure equitable and inclusive hiring and retention practices that remove barriers to employment for all qualified workers; and
- 6) Create a Regional Innovation Office to promote continuous planning, implementation, and improvement.

The Central Washington Regional Tech and Innovation Hub is intentionally connected to leading state and national industry partners to align its core functions with the present state challenges facing its KTFAs: Robotics, Automation, and Advanced Manufacturing and Natural and Anthropogenic Disaster Prevention and Mitigation. Key issues include:

- *Robotics, Automation, and Advanced Manufacturing:* U.S. manufacturers of all scopes and sizes face compounding pressure from interrelated forces of supply chain inefficiencies, an aging workforce, the slow adoption of Industry 4.0 technologies across industry, and expanding investment in manufacturing innovation by global competitors which outpaces the investments among potential regional hubs. These are the focus of the Tech Hubs program.¹ The Central Washington Regional Tech Hub will build on the assets and resources of our regional, state, and national partners to bring scalable

solutions to these challenges by elevating the manufacturing and technological readiness levels of advanced materials processes in the aerospace and defense manufacturing industry; break down entry, growth, and sourcing barriers; and assist the small- to midsize manufacturing supply chain in business planning, workforce training, and adoption and expansion of Industry 4.0 technologies, among other functions.

- *Natural and Anthropogenic Disaster Prevention and Mitigation:* According to the Federal Emergency Management Agency (FEMA), information is as critical as food and water in an emergency.² Emergency information saves lives and reduces injuries; protects property and the environment; facilitates the tactical response; reunites families; and engages public cooperation, among others. However, FEMA notes the presence of key enduring challenges—the timeliness of communications prior to, during, and after a disaster and a host of barriers to delivering communications—that prevent the efficient and effective communication of information in an emergency or disaster.³ The development, commercialization, and distribution of technological innovations—Artificial Intelligence, Advanced Robotics and Drones, Cloud Computing, Emergency Communications Systems, among others—enable government and industry to overcome barriers and challenges.⁴ In addition, the preparation of a highly trained, technologically savvy, and dynamic workforce supports the effective development and use of technological innovation to bolster the prevention of and response to disasters. The Central Washington Regional Tech and Innovation Hub will serve as catalyst for the development and scalable solution to bridging technology and a highly specialized and diverse workforce to address urgent needs in the disaster communication arena.

Strategic, tactical, and measurable activities to which Strategy Development Funds will be applied in preparation for implementation include:

- **Prepare current and future generations of highly-skilled workers:** Utilizing the U.S. Bureau of Labor Statistics CIP-to-SOC Crosswalk,⁵ the educational institutions covering the Central Washington Regional Tech and Innovation Hub geography presently offer training and certification programs enrolling more than 600 students across seven disciplines that align with the KTFAs: Occupational Health and Safety; Fire Science; Computer Science, Electronic, Mechanical and Industrial Engineering Technology; Electrical, Electronic, and Communications Engineering; Industrial Technology; Mechanical Engineering; Construction Management, and CAD/CADD Drafting and Design Technology. Leveraging the region’s current programmatic assets, the Central Washington Regional Tech and Innovation Hub will partner with the educational institutions and workforce training organizations of the region to explore opportunities to scale current offerings while identifying additional degrees and certifications.
 - In addition to identifying scalable programmatic offerings, the Central Washington Regional Tech and Innovation Hub will explore innovative delivery models that may include articulation and transfer pathways that begin in high school and streamline the path through the postsecondary educational institutions in the region. This exploration will also include the identification of possible training programs that occur at various locations throughout the region to meet individuals where they are and address transportation or other access barriers that prevent their pursuit of postsecondary training and credentialing opportunities.
- **Support the development, commercialization, readiness, and adoption of KTFAs technologies:** For the Robotics, Automation, and Advanced Manufacturing KTFAs, the

Central Washington Regional Tech and Innovation Hub will utilize strategy development funds to acquire additional industrial-sized manufacturing equipment and machines to support direct metal and sand mold printing; dimensional analysis; additive manufacturing design; additive and subtractive manufacturing; robotic milling; and investment patterns. These investments will build upon the 96,000 square feet of technological and facility assets already operated across 18 labs that span metallurgy, foundry operations, Internet of Things, woodworking, metal machining, among others, in the Hogue Technology Building at Central Washington University, the Consortium Lead. For the Natural and Anthropogenic Disaster Prevention and Mitigation KTFAs, the Central Washington Regional Tech and Innovation Hub will utilize strategy development funds to acquire current state technologies that aid in the reduction of barriers to information among those affected by natural disasters. These technologies will bolster the occupational health and safety equipment and applied research laboratory assets owned by Central Washington University as the Consortia Lead, including the Pacific Northwest Geodetic Array (PANGA) laboratory to detect seismic and tsunami activity globally and facilitate a timely disaster mitigation and response. These technologies will augment existing infrastructure for global earthquake and tsunami detection housed within CWU and are intended to leverage partnerships with industry technology providers in disaster mitigation and response. Investment resources will be used to support the demonstration and testing purpose of the Regional Tech and Innovation Hub and be used in the rich geographic diversity of the region, which includes high desert and extreme mountainous terrain to provide fertile ground for the testing and enhanced commercialization of technology. Furthermore, strategy development funds will be used to facilitate comprehensive landscape and gap analysis with consortia industry, economic development, and workforce council partners to identify specific areas of tactical focus to bridge barriers to the implementation, commercialization, and adoption of technology across the KTFAs.

- **Build generations of entrepreneurs:** Strategy development funds will be used to create the content, outreach strategy, marketing materials, and staffing needs to explore, evaluate and develop cohort-based outreach programs, resources, services, and activities targeting the development of aspiring entrepreneurs whose business ideas and concepts intersect with the KTFAs. The purposes of the programs, resources, services, and activities will be to introduce and reinforce key business development and entrepreneurial planning concepts; provide consultation and technical assistance from industry and business development experts on business concepts; and provide access to technologies that can be used for applied research and development concepts that lead to commercial activity and technological transfer. A specific focus will be on identifying and facilitating outreach to racial/ethnic minorities living in the Central Washington region while allowing all aspiring entrepreneurs to access the Tech Hub's entrepreneurship development programs, resources, services, and activities.
- **Serve as a one-stop shop for industry solutions:** Strategy development funds will be used to develop the partnerships and life-cycle programs to assist start-up entrepreneurs, small-to medium-sized businesses, non-profits, and government entities in the strategic identification and resolution of barriers and obstacles to workforce development, technological adoption and commercialization, supply chain obstacles, and intellectual property protection. Sample resources will include:

- Tailored planning consultation and assistance for businesses seeking to evaluate and adopt technological innovations and prepare their workforce in the utilization of those technologies.
- Tailored applied research and testing with guidance and support from subject matter experts to promote KTFA technological readiness and adoption.
- Developing and convening a voluntary network of small-to-midsize enterprises, large-size enterprises, non-profits, educational institutions, and government entities to break down silos and address supply chain barriers created by inconsistent and/or inadequate intellectual property policies and practices, and to explore opportunities for leveraging networks toward best practice sharing to lower cost, increase the speed and availability of information, improve competitiveness, and realize efficiencies across non-core business functions.
- **Assure equitable and inclusive hiring and retention practices that remove barriers to employment for all qualified workers:** Strategy development funds will be used to facilitate a landscape analysis of current state high-impact practices, key challenges, and unmet needs across the Central Washington region that relate to the recruitment, retention, and hiring of qualified employees with a particular emphasis on addressing bias affecting underrepresented populations.
- **Create a Regional Innovation Office to promote continuous planning, implementation, and improvement:** Strategy development funds will be used to facilitate a convening of Central Washington Regional Tech and Innovation Hub consortia members and other key stakeholders to build a Regional Innovation Office housed within the hub, including the development of organizational staffing plans, governing documents, governing and advisory board structures, and KTFA- and region-wide strategic plan development and implementation.

Strategy Development Grant Geographic Constraints Addressed by Proposed Hub

Critical geographic constraints will be addressed by the Central Washington Regional Tech and Innovation Hub. These constraints relate to enduring business and economic development barriers due to 1) the substantial geographic physical profile that has historically economically divided the Western portion of Washington from the Central and Eastern portions, and 2) barriers to opportunity that fall along racial/ethnic lines.

- Compared to their White, not Hispanic or Latino counterparts, the Hispanic and Latino community living in Kittitas, Grant, Chelan, Douglas, and Yakima counties are less than one-fourth as likely to hold a baccalaureate degree or higher (9% compared to 29.9%).⁶ Similarly, American Indian and Alaska Native (12.3% baccalaureate-level attainment or higher) and individuals who identify with two or more races (11.6% baccalaureate or higher) also experience significant additional barriers to educational opportunity that are less commonly held by their White peers.⁷ The previously described functions of the Central Washington Regional Tech and Innovation Hub will remove key barriers to access and success.



CENTRAL WASHINGTON UNIVERSITY

August 3, 2023

Dear Consortia Partner,

Thank you for your engagement in the development of the proposed Central Washington Regional Tech and Innovation Hub (CWRTIH), a five-county network of economic development organizations, workforce councils, school districts and postsecondary institutions, local governments, and businesses with support from national industry partners. We are honored that you are part of the Tech Hub proposal process, an important step forward in a longer effort to support regional economic and community development throughout Central Washington.

In support of the application for the Phase 1 Notice of Funding Opportunity to earn designation and receive a strategy development grant under the Regional Tech and Innovation Hub program, Central Washington University (CWU) as the Consortium Lead is requesting a letter of commitment from your organization to accompany the full proposal. While CWU is sponsoring the 10 percent match requirement to receive program funding, your organization's engagement is critical to the success of the CWRTIH in delivering its purpose, functions, and activities as outlined in the enclosed draft application materials. We respectfully request a one- to two-page letter that offers the following details that must be addressed by Tech Hub participating organizations in the final application materials:

- A one- or two- paragraph description of your organization's mission, geographic location, and interest in supporting the CWRTIH;
- A brief statement acknowledging that Central Washington University is the Consortium Lead as an institution of higher education as authorized by the Regional Tech and Innovation Hub program;
- A brief statement acknowledging that you have read the enclosed Phase 1 application materials, including the (1) Case for Designation and (2) Strategy Development Narrative, and that you will contribute to executing the Tech Hub's roles, responsibilities, and/or commitments;
- A one- or two-paragraph descriptions of concrete engagements and commitments from your organization in support of the CWRTIH purposes and functions with regard to (1) Robotics, Automation, and Advanced Manufacturing; and/or (2) Natural and Anthropogenic Disaster Prevention and Mitigation. Such commitments may include facility usage, faculty and/or staff engagement, the integration and/or coordination of programs or resources already offered by your organization, laboratory or technology access, and/or other in-kind contributions in support of Tech Hub activities. Concrete engagements or commitments should be connected to one or more of the following CWRTIH purposes or functions within the two key technology focus areas noted above:

Office of the President

400 E University Way | Ellensburg WA 98926-7501 | Office: 509-963-2111 | Fax: 509-963-3206
Barge Hall Room 314 | Email: CWU_President@cwu.edu | Web: cwu.edu/president

CWU is an EEO/AA/Title IX Institution. For accommodation email DS@cwu.edu.
This is an electronic communication from Central Washington University.

- Prepare current and future generations of highly-skilled workers;
- Support the development, commercialization, readiness, and adoption of technologies;
- Build generations of technology- and growth-focused entrepreneurs;
- Serve as a one-stop shop for strategically aligned industry solutions;
- Assure equitable and inclusive hiring and retention practices that remove barriers to employment for all qualified workers; and
- Create a Regional Innovation Office to promote continuous planning, implementation, and improvement.

We respectfully request your letter of commitment by August 10, 2023. Please submit your letter to me by email at andrew.morse@cwu.edu. Should you have any questions about this request, you may either email me or contact me by phone at (850) 320-3213.

Respectfully,

A handwritten signature in cursive script that reads "Andrew Morse".

Andrew Morse, Ph.D.

Chief of Staff and Vice President for University Relations
Central Washington University



CENTRAL WASHINGTON UNIVERSITY

August 3, 2023

Mr. Eric Smith
Director, Office of Innovation and Entrepreneurship
Economic Development Administration
U.S. Department of Commerce
1401 Constitution Ave NW, Suite 71014
Washington, DC 20230

Re: Letter of Commitment as Consortia Lead for Tech Strategy Development Grant and Designation

Dear Director Smith,

Central Washington University (CWU) assures the institution's commitment to fulfill the responsibilities for designation, development, and implementation as a Regional Tech and Innovation Hub under the United States Department of Commerce, Economic Development Administration as authorized and appropriated under the U.S. CHIPS & Science Act. CWU is eligible to serve as the Consortium Lead as an institution of higher learning as outlined under C.1.(1) of the Regional Tech and Innovation Hubs Notice of Funding Opportunity (Phase 1 NOFO).

As the Consortia Lead, CWU's commitment includes assuring the proposed purposes, functions, and strategies are met as outlined in the Strategy Development Narrative and Case for Justification of the enclosed application for designation and strategy development funding for the Central Washington Regional Tech and Innovation Hub (CWRTIH). To fulfill our commitment, CWU will provide the following resources:

- **Cost-sharing:** With the five-county CWRTIH region of Chelan, Douglas, Kittitas, Grant, and Yakima Counties falling within rural and underserved communities, CWU commits to the maximum 10 percent match for a Phase 1 Strategy Development Grant as outlined in C.2. of the Phase 1 NOFO.
- **Facilities:** CWU will also provide appropriate facilities to support the delivery of CWRTIH functions and activities as outlined in the Strategy Development Narrative enclosed with our Phase 1 NOFO application. This includes the Hogue Technology Building, a 65,000 square foot, LEED Silver certified facility with 18 labs equipped with resources for the development, adoption, and expansion on robotics, automation, and advanced manufacturing technologies and direct entry for industry, educational, and government testing, applications, and training. Furthermore, the university offers access to space in Discovery Hall, a LEED Gold certified facility with laboratory spaces that enable the testing, development, application, and expansion of technologies related to

Office of the President

400 E University Way | Ellensburg WA 98926-7501 | Office: 509-963-2111 | Fax: 509-963-3206

Barge Hall Room 314 | Email: CWU_President@cwu.edu | Web: cwu.edu/president

CWU is an EEO/AA/Title IX Institution. For accommodation email: DS@cwu.edu.

This is an electronic communication from Central Washington University.

natural and anthropogenic disasters prevention and mitigation. Both Discovery and Hogue are capable of providing adequate space for the training of current and future learners in the use of technologies—along with other critical concepts—in preparing graduates for success in the workforce and in businesses aligned with these key technology focus areas of the proposed CWRTIH. The provision of these facilities will also include access to Consortia Partners and external users on a mutually agreed upon basis to deliver the functions and purposes of the Tech Hub.

- **Technology:** CWU will work with the Consortia Partners to assure adequate technologies are provided through the CWRTIH activities to support the development, commercialization, and expansion of technologies in the KTFAs. This includes appropriate access to the labs already at CWU in robotics, metallurgy, castings, Internet of Things, machining, woodworking, occupational health and safety, and disaster prevention and mitigation.
- **Faculty and staff expertise and engagement:** CWU pledges to provide engagement with subject matter experts in the KTFAs, particularly in the areas of robotics, automation, advanced manufacturing, advanced materials, and natural and anthropogenic disaster prevention and mitigation.
- **Administrative operations:** As the Consortium Lead, CWU commits to providing administrative leadership of the CWRTIH through the university's Institute for Innovation and Entrepreneurship (I4IE), a standing economic development organization with a director, assistant director, and business development lead. I4IE will assure compliance with all stated purposes, functions, and activities along with appropriate and compliance with budget development, expenditure, tracking, and reporting requirements of the Regional Tech and Innovation Hub program.

With consortia partners representing economic development and workforce training organizations, local governments, business and industry, school districts and postsecondary institutions, CWU will facilitate the strategic engagement of the more than 25 organizations across Kittitas, Yakima, Chelan, Douglas, and Grant Counties that are crucial to the Tech Hub's success. With a focus on (1) robotics, automation, and advanced manufacturing, and (2) natural and anthropogenic disaster prevention and mitigation CWU and the consortia partners are poised to greatly scale our capacity to support domestic and global economic competitiveness while contributing to the national security of the entire United States. Given CWU's access mission with a vision to be a model learning community of equity and belonging, we also commit to assuring that equity and diversity are centered in all facets of the CWRTIH's purpose, functions, and activities. In addition, with a commitment to environmental stewardship and sustainability, a focus on green energy and technology innovation will be woven throughout the key technology areas of focus. Finally, in the spirit of regionalized innovation, CWU will uphold the commitment as outlined in the Tech and Innovation Hub Phase 1 Notice of Funding Opportunity (NOFO) that planning funds be utilized to envision and designate a Regional Innovation Officer for the purpose of broadly inclusive, community-engaged planning, implementation, and continuous improvement.

CWU and the entire CWRTIH appreciate the due consideration by the Economic Development Administration for designation and strategy development funding to create and expand a Regional Tech and Innovation Hub in our resource-rich and economically dynamic region with a highly capable workforce. We are eager to build on technological commercialization and expansion, further develop innovative educational and training pathways, and to serve as a critical resource for business, government, and education to remove barriers to economic vitality and national security.

Respectfully,

A handwritten signature in cursive script that reads "A. James Wohlpart".

A. James Wohlpart
President

Chelan Douglas Regional Port Authority - Lease Report
Leases & Renewals - Reporting Period JULY 2023 | CDRPA Related
Meeting: AUGUST 8, 2023

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
Streamline Fulfillment Building B	1 Orondo Ave Suite B	8,000 sq ft	6/8/2023	10/31/2023	\$3,708.00
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
Chelan Douglas Community Action Council	3800 Airport Way Fire Cache	968 sq ft	6/30/2023	\$852.65

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 JULY 2023 | CTC Related
Meeting: AUGUST 8, 2023

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

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

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

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

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

Chelan Douglas Regional Port Authority - Lease Report
Leases & Renewals - Reporting Period JULY 2023 | Aviation Related
Meeting: AUGUST 8, 2023

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
47 North Aviation	3764 Airport Way GA Terminal Office	240 sq ft	7/1/2023	M2M	\$126.00

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	
Andrew Handley	Hangar B-10		7/31/2023	\$215.00	
Pangborn Café	Airport Café		7/31/2023	\$350.00	

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

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

Memo

To: Board of Directors
From: Monica Lough
cc: Jim Kuntz
Date: August 8, 2023
Re: Revenue Diversion Calculations

As part of our State Audit since functionally consolidating, we have been required to provide documentation of our Airport related income and expenses to document all net airport related revenues are being reinvested into the Airport. **Revenue Diversion** is a term used to describe the act of spending airport-generated money elsewhere without explicit approval of the FAA. This is illegal under federal law, and if airport money is diverted, the FAA can withhold all federal funding. The State Auditors have a current emphasis on this testing due to the extensive amount of Federal Grants that were awarded during COVID.

Attached is the spreadsheet I provided to the auditors as part of the revenue diversion testing. Please let me know if you have any questions regarding revenue diversion or my calculations.

Pangborn Memorial Airport
Revenue Diversion Tracking
Thru December 31, 2022

		<u>Applied to 2020</u>	<u>Applied to 2021</u>	<u>Remaining</u>
2014	\$ (1,428,834.00)	\$ (1,367,157.96)	\$ (61,676.04)	\$ -
2015	\$ (1,792,385.00)		\$ (615,754.33)	\$ (1,176,630.67)
2016	\$ (1,410,006.00)			\$ (1,410,006.00)
2017	\$ (719,858.00)			\$ (719,858.00)
2018	\$ (705,263.00)			\$ (705,263.00)
2019	\$ (582,815.00)			\$ (582,815.00)
2020	\$ 1,367,157.96	\$ 1,367,157.96		\$ -
2021	\$ 677,430.37		\$ 677,430.37	\$ -
2022	\$ (8,043,279.22)			\$ (8,043,279.22)
Carryforward		\$ -	\$ -	\$ (12,637,851.89)

Section 4107(l)(5) imposes a statute of limitation of six years after the date on which the expense is incurred for repayment of sponsor claims for reimbursement of past expenditures and contributions on behalf of the Airport.

Chelan Douglas Regional Port Authority
Pangborn Memorial Airport Activity Recap
For the Year Ended December 31, 2022

6015000 · Pangborn Airport Income	3,206,367.34
6017000 · Pangborn Business Park	800,509.92
6018000 · Reg Port Office/Aviation Center	206,903.96
2022 Operating Income	4,213,781.22

7015000 · Pangborn Airport	2,878,334.49
Back out EA Write-Off	(709,897.39)
7016000 · Pangborn FBO	1,692,553.68
7017000 · Pangborn Business Park	155,565.69
7018100 · Reg Port Office/Aviation Center	156,076.28
2022 Operating Expenses	4,172,632.75

FAA AIP 40 EA	53,763.29
FAA AIP 41 Terminal Capacity/ARFF Gear	24,289.34
WA DOT WEN-01-19	2,045.52
WA DOT WEN-01-22	5,118.70
6113008 · FAA AIP #44 Apron Reconstr	8,515,214.99
6113009 · FAA AIP #48 Taxiway Reconst.	1,000,000.00
6113010 · FAA AIP #49 Taxiway Reconstruct	243,191.73
6114002 · TSA Operating Grants	13,340.00
6114005 · FAA Cares Act Operating Grant	762,390.49
2022 Grant Revenue	10,619,354.06

Santa Cruz Land Purchase	1,201,131.22
ALS Land Purchases	1,783,374.51
Refueler	276,725.63
Excavator	64,044.79
Airport Wireless Network	23,041.41
Vehicle Purchases - F150/3500HD	105,597.91
Security Fencing Repair Project	25,981.17
ALS Construction	3,539,152.03
EA	70,910.39
MALSR FAA Reimbursable Agreement	50,529.85
Taxiway A	797,931.32
Commercial Apron	9,706,801.21
Jet A Improvements	73,117.74
2021 RPZ Expensed	(28,957.50)
2021 ALS Land Purchases	(128,409.20)
EF Phase II HVAC	475,718.77
GA Terminal	338,125.66
EF Carpet	88,137.66
EF Modular Roof	8,846.00

Chelan Douglas Regional Port Authority
Pangborn Memorial Airport Activity Recap
For the Year Ended December 31, 2022

Taxiway B	127,094.83
Nat'l Guard Land	27,630.19
GWID Annexation	24,225.46
EF Hangar Doors	22,266.47
EF Security Cameras	30,764.23
2022 Capital Expenditures	<u>18,703,781.75</u>
Net 2022 Activity	(8,043,279.22)



**PARTNERS IN ECONOMIC
DEVELOPMENT**

FALL 2023 REGIONAL PORT UPDATE

**WITH KEYNOTE SPEAKER JACK PENNING
PROVIDING AN UPDATE ON REGIONAL AIR SERVICE**



NO COST TO ATTEND

**PLEASE RSVP FOR
EITHER BREAKFAST OR
LUNCH USING QR CODE
PROVIDED:**

DATE & PLACE:

AUGUST 30TH, 2023

📍 WENATCHEE CONVENTION CENTER

Breakfast 7:30 a.m. - 9:00 a.m.

Lunch 12:00 p.m. - 1:30 p.m.

ORCHARD EXHIBIT SOUTH



Dear Chelan-Douglas Regional Port Authority,

We'd like to express our deepest gratitude for your wholehearted support of La Terraza de Main Street. Your contribution has been instrumental in making this year's event a success. We look forward to the opportunity of partnering with you again for future events.

With sincere appreciation,

The Hispanic Business Council

2023 CDRPA Calendar of Events

AUGUST 2023

Date:	Time:	Event:	Location:	Attending:
1-Aug	6:00pm-8:00pm	National Night Out - Sports Complex Outreach	Eastmont Community Park	de Mestre, Lammert & Crawford
2-Aug	12:00pm	Wenatchee Confluence Rotary Club - CDRPA Presentation	Town Toyota Center - Second Floor	Commissioner Baldwin, Commissioner DeRock & Deenik
2-Aug	4:30pm-7:00pm	Hispanic Outreach Open House - Sports Complex Outreach	Mission View Elementary	de Mestre & Lammert
3-Aug	2:00pm-6:00pm	Chelan Farmers Market - Sports Complex Outreach	Chelan, WA	de Mestre
4-Aug	11:30am-1:00pm	Lunch Presentation & Airport Tour	Executive Flight	Commissioner DeRock & Staff
8-Aug	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
8-Aug	1:00pm-3:00pm	Tri-Commission Meeting	CTC	Board of Directors; Staff
8-Aug	5:30pm	Leavenworth Parking Study Session	Leavenworth City Hall	Kuntz and de Mestre
8-10 Aug	All Day	WEDA Summer Conference	Marcus Whitman Hotel & Conference Center, Walla Walla	Kuntz
8-11 Aug	All Day	Brownfields 2023 Conference	Detroit, MI	Larsen & Lammert
10-Aug	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner 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
21-24 Aug	All Day	Northwest Economic Development Course	Lacey, WA	Deenik & Lammert
22-Aug	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
23-Aug	10:00am-2:00pm	WPPA Aviation Committee Meeting	Executive Flight	Commissioner Baldwin
24-25 Aug	All Day	Thurston County Tour	Thurston Co.	Commissioner Etherington, de Mestre, Lammert & Laura Gloria
26-Aug	5:00pm-8:30pm	Wenatchee Wine & Food Festival	Town Toyota Center	Commissioner Spurgeon
29-Aug	6:00pm	Dinner with Jack Penning	Visconti's	Commissioners Baldwin & Spurgeon; Lough
30-Aug	7:30am-1:30pm	Partners in Economic Development Breakfast & Lunch - Jack Penning	Wenatchee Valley Convention Center	Board of Directors; Staff
30-Aug	6:00pm	Dinner with Jack Penning	Atlas Fare	Commissioner Etherington & Moyers
31-Aug	12:00pm	Wenatchee Rotary Club	Pybus Event Center	Kuntz and Deenik

SEPTEMBER 2023

Date:	Time:	Event:	Location:	Attending:
4-Sep	All Day	Labor Day - Office Closed	All Offices	CDRPA Staff
6-Sep	4:00pm-8:00pm	Destination Development Conference	Campbell's Resort	de Mestre
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	Commissioner DeRock
14-Sep	5:30pm-8:00pm	CAFÉ's Annual Dinner Fundraiser & Gala	Pybus Event Center	de Mestre & Lammert

18-21 Sep	All Day	Fall DC Fly-In	Washington, D.C.	Commissioners Spurgeon & DeRock; Kuntz & Lough
19-Sep	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
21-22 Sep	All Day	WPPA 2023 Fall Environmental Seminar	Silver Cloud Hotel, Pt. Ruston - Tacoma, WA	
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-3:00pm	Fall 2023 ADO Best Practices Meeting	Spokane Convention Ctr.	Deenik
26-Sep	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
OCTOBER 2023				
Date:	Time:	Event:	Location:	Attending:
7-Oct	All Day	Triannual Fire Exercise Training	Pangborn Airport	Commissioner Spurgeon & Moyers
10-Oct	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
12-Oct	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner DeRock
17-Oct	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
19-21 Oct	All Day	PMA Fresh Summit	Anaheim, CA	de Mestre
24-Oct	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
24-26 Oct	All Day	Infrastructure Assistance Coordinating Council Conference	Wenatchee Convention Center	
26-27 Oct	All Day	Small Ports Seminar	Campbell's Resort	Commissioners Spurgeon and Baldwin; Kuntz & Lough
NOVEMBER 2023				
Date:	Time:	Event:	Location:	Attending:
9-Nov	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner 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, Spurgeon & 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	Commissioner 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