

**Chelan Douglas Regional Port Authority
Meeting Agenda
February 8th, 2022
9:00 am**

**In order to maximize social distancing related to COVID-19,
the meeting will be held remotely using Zoom Virtual Conference Room**

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. CONSENT AGENDAS

CDRPA: Approval of Chelan Douglas Regional Port Authority Minutes of January 25th, 2022 Meeting; Minutes of Columbia Street Study Work Session Meeting January 20th, 2022; and Check Register Pages #2022-01 - #2022-05, including Electronic Transfers

POCC: Approval of Port of Chelan County Check Register Page # 2022-01

V. PRESENTATION

- SoCo Crossing Update – Stu Freed
- SBDC Quarterly Report – Ron Nielsen

VI. POCC Surplus Property Public Hearing

- **Open Public Hearing**
- **Receive Public Comments**
- **Close Public Hearing**

VII. POCC ACTION ITEMS

- (1) POCC Resolution No. 2022-02 Surplus Properties – Malaga
- (2) POCC Resolution No. 2022-03 Rules Governing Transaction of Business

VIII. PODC ACTION ITEMS

- (3) PODC Resolution No. 2022-02 Rules Governing Transaction of Business

IX. CDRPA ACTION ITEMS

- (4) CDRPA Resolution No. 2022-02 Rules Governing Transaction of Business
- (5) Partners in Economic Development Application – Wenatchee Downtown Association

X. CDRPA INFORMATIONAL ITEMS (Board may take action on any items listed)

- Pangborn Aviation Tenant Meeting Recap
- Airport Contractor Yard Update
- EDA Grant Update – Trades District
- South End Utilities Group
- Greater East Wenatchee Water District – Pangborn Airport Update

XI. MISCELLANEOUS STAFF REPORTS

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

XII. PUBLIC COMMENT

XIII. REVIEW CALENDAR OF EVENTS

XIV. ITEMS FROM BOARD OF DIRECTORS

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

XVI. ADJOURN

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

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



**Board of Directors
Chelan Douglas Regional Port Authority
Columbia Street Study Work Session
January 20th, 2022
10:00 am**

Present:

Directors

JC Baldwin, Director
W. Alan Loeb sack, Director
Mark Spurgeon, Director

Jim Huffman, Director
Donn Etherington, Director

Staff

Jim Kuntz, Chief Executive Officer
Monica Lough, Director of Finance & Admin.
Stacie de Mestre, Capital Projects Mgr.

Ron Cridlebaugh, Dir. of Economic Dev.
Craig Larsen, Business Dev. Mgr.
Laura Camarillo Reyes, Admin. Assist.

Guests

Linda Haglund, Wenatchee Downtown Assoc.

The Chelan Douglas Regional Port Authority Columbia Street Property Working Session was called to order at 10:01 am.

Kuntz reviewed a conceptual plan to repurpose the property in three phases. He also reviewed the types of uses to be incorporated in each redevelopment phase.

An ownership model was also presented with certain properties to be sold to the private sector, and certain properties retained by the Regional Port to support small business.

The Board expressed initial support for the phasing and directed staff to obtain more detailed cost estimates.

The meeting was adjourned at 11:37 am.

Signed and dated this 8th day of February, 2022.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Excused Absence

Rory Turner, Director

W. Alan Loeb sack, Director



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
January 25th, 2022
9:00 am**

Present:

Directors:

JC Baldwin, Director
Rory Turner, Director
Donn Etherington, Director

Jim Huffman, Director
W. Alan Loeb sack, Director
Mark Spurgeon, Director

Staff:

Jim Kuntz, Chief Executive Officer
Trent Moyers, Director of Airports
Craig Larsen, Economic Dev. Manager
Stacie de Mestre, Capital Projects Manager
Sarah Deenkik, Comm. Specialist (Zoom)
Laura Camarillo Reyes, Admin. Assistant (Zoom)

Monica Lough, Dir. of Finance & Admin.
Ron Cridlebaugh, Dir. of Economic Dev.
Quentin Batjer, Legal Counsel
Cami Harris, Executive Assistant
Esther McKivor, Acct.Specialist (Zoom)
Bealinda Tidd, Accounting Specialist (Zoom)

Guests:

Erik Howe, RH2 (Zoom)
Kyle Lamb, KPQ (Zoom)

Ray Dobbs (Zoom)

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

Introductions were made.

Conflict of Interest: None

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of January 11th, 2022 meeting; and December 2021 Commission Calendar was presented and the following action was taken:

Motion No.

Moved by:
Seconded by:

01-16-22 CDRPA

W. Alan Loeb sack
Mark Spurgeon

To approve the CDRPA Consent Agenda consisting of minutes of January 11th, 2022 meeting; and December 2021 Commission Calendar, as presented.

Motion passed 6-0.

CDRPA ACTION ITEMS:

SR 28 Corridor Study – Interlocal Agreement – Kuntz reviewed a proposed Interlocal Agreement with the Chelan-Douglas Transportation Council, City of Quincy, the Port of Quincy, and the Chelan Douglas Regional Port concerning the SR 28 Corridor Study. The study will estimate future travel demands and develop a planning-level cost estimate to expand SR 28 and SR 128 from two lanes to four to I-90. Discussions ensued and the following action was taken:

Motion No.	01-17-22 CDRPA
Moved by:	Mark Spurgeon
Seconded by:	W. Alan Loeb sack
	To approve an Interlocal Agreement and authorize the CEO to sign the Agreement.

Motion passed 6-0.

Pangborn Industrial Park Revised Land Lease Rates – Kuntz presented the proposed revised Land Lease Rates for property at Pangborn Industrial Park. The proposed rate increase will bring the properties more in line with the current market in the area. The following action was taken:

Motion No.	01-18-22 CDRPA
Moved by:	Jim Huffman
Seconded by:	W. Alan Loeb sack
	To approve the revised Pangborn Industrial Park Land Lease rates, as presented.

Motion passed 6-0.

2022 Attorney Hourly Billing Rates – Kuntz reviewed a proposed increase in legal billing rates for 2022. Discussion ensued and the following action was taken:

Motion No.	01-19-22 CDRPA
Moved by:	W. Alan Loeb sack
Seconded by:	Jim Huffman
	To approve the 2022 Regional Port Attorney hourly billing rates, as presented.

Motion passed 6-0.

Contractor Yard – Pangborn Industrial Park – Discussion concerning leasing Pangborn property off 8th Street for contractor yards. No action was taken. Staff will further research the feasibility of this type of use including issues such as required restroom, site access, utilities, and necessary site improvements.

CDRPA INFORMATIONAL ITEMS:

- **Kuntz provided an update on several meetings Board and/or staff recently attended including:**
 - Lineage Working Session
 - Greater Wenatchee Irrigation District meeting
 - I cicle Irrigation District meeting

Director Baldwin called for a 5-minute break at 10:15 am; meeting reconvened at 10:20 am

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- Reported the Lytle Property purchase closed last week; continue to work on Van Well Property purchase.
- Update on the recent property sales in North Wenatchee.
- Malaga rezone was approved last week.
- Holding a General Aviation Tenants meeting on February 2, at 6:00 pm.

Moyers provided information and updates including:

- Reported the FBO Manager & Line Service positions have been filled. Still have two vacant positions.
- Airport Consultant RFQ has been published and submittals are due February 4th.
- Continue to talk with various Airlines concerning additional air service.

Russ provided information and updates including:

- Will receive one new truck tomorrow; one still on order.

PUBLIC COMMENT – An opportunity for public comment was provided; however, no public comments were received.

REVIEW CALENDAR OF EVENTS: Did not review.

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

Meeting adjourned at 11:30 am.

Signed and dated this 8th day of February, 2022.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director

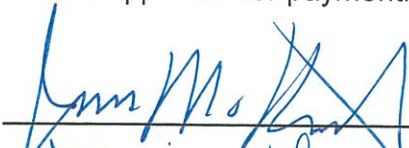
**Chelan Douglas Regional Port Authority
Check Register Listing
2022-January**

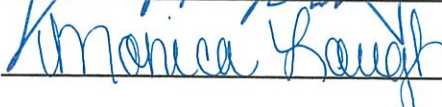
Date Issued	Register #	Reason	First #	Last #	Amount
01/06/22		2021 YE HRA VEBA		ACH	\$2,537.26
01/14/22		Payroll Mid-Month Draws		ACH	\$1,000.00
01/14/22	2022-01	Mid-Month Payables	9207	9290	\$352,463.13
01/18/22	2022-02	Interim Payables - Lytle Property Purchase	9291	9294	\$650,965.44
01/19/22		2021 HRA Reimbursements		ACH	\$9,390.08
01/25/22	2022-03	4Q21 Payroll Taxes	9295	9296	\$8,343.20
01/26/22		WA Dept of Revenue - Sales Tax		ACH	\$5,158.54
01/28/22	2022-04	January 2022 Payroll	9297	9299	\$252,370.83
01/28/22	2022-05	Month-end Payables	9300	9372	\$602,674.60

Transactions for approval February 8, 2022 total:

\$1,884,903.08

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

Chief Executive Officer 

Dir of Finance & Admin. 

Director Baldwin _____

Director Etherington _____

Director Huffman _____

Director Loeb sack _____

Director Spurgeon _____

Director Turner _____

**Chelan Douglas Regional Port Authority
Check Register
2022-01**

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 January 14, 2022 checks 9207 - 9290 in the amount of

\$ 352,463.13

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
01/14/2022	After Hours Plumbing & Heating, Inc.	Maintenance Supplies	9207	452.56
01/14/2022	Chelan County PUD	Electricity	9228	2,620.01
01/14/2022	City of Cashmere	Water/Sewer	9230	364.18
01/14/2022	DGS Landscaping	De-Icer & Snow Plow Services - Dec 2021	9237	4,950.39
01/14/2022	Lowe's	Maintenance Supplies	9259	94.81
01/14/2022	USDA, APHIS	Animal & Plant Health Inspection Services	9281	694.84
Net Cashmere Mill District				<u><u>\$9,176.79</u></u>
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
01/14/2022	Banner Bank	Coffee service, Office & Maintenance Supplies	9224	2,047.54
01/14/2022	Chelan County Fire Dist #1	2022 Fire Protection	9227	7,943.25
01/14/2022	Chelan County PUD	Electricity/Water	9228	9,623.67
01/14/2022	City of Wenatchee	Wastewater	9231	589.68
01/14/2022	Consolidated Electrical Distributors, Inc	Maintenance Supplies	9234	3,936.48
01/14/2022	Crown Paper & Janitorial Supply	Custodial Supplies	9235	233.10
01/14/2022	Express Services, Inc.	Admin Assistant	9243	793.65
01/14/2022	Fire Protection Specialists LLC	Airflow Alarm Service Call	9245	581.02
01/14/2022	Firefly	Software, Hardware, Website & IT Managed Service	9246	14,879.08
01/14/2022	GFC Services	Janitorial & Room Set-up Dec 2021	9249	5,061.52
01/14/2022	Graybeal Signs, Inc.	Office plaques	9251	675.49
01/14/2022	Home Depot Pro	Maintenance Supplies	9253	41.46
01/14/2022	Kelley Connect	Office supplies	9256	274.62
01/14/2022	Lowe's	Maintenance Supplies	9259	12.74
01/14/2022	Miniblinds & More	Blind Repair	9260	65.16
01/14/2022	North Central ESD	Monthly Service - Dec 2021	9264	4,224.00
01/14/2022	Office Depot	Office Supplies	9265	45.49
01/14/2022	Pacific Security	Patrol Service - Dec 2021	9271	362.82
Net Confluence Technology Center				<u><u>\$51,390.77</u></u>
<u>DOWNTOWN WENATCHEE SOUTH</u>				
01/14/2022	Chelan County Fire Dist #1	2022 Fire Protection	9227	9,147.39
01/14/2022	Chelan County PUD	Utilities	9228	1,237.37
01/14/2022	City of Wenatchee	Utilities	9231	651.94
Net Downtown Wenatchee South				<u><u>\$11,036.70</u></u>
<u>OLDS STATION BUSINESS PARK</u>				
01/14/2022	Chelan County Fire Dist #1	2022 Fire Protection	9227	9,589.65
01/14/2022	Chelan County PUD	Electricity/Water	9228	3,492.28
01/14/2022	City of Wenatchee	Sewer & Storm Drain	9231	694.19
01/14/2022	Home Depot Pro	Ice Melt	9253	72.44
01/14/2022	Valley Tractor & Rentals, Inc.	Equipment Maintenance	9282	135.80
Net Olds Station Business Park				<u><u>\$13,984.36</u></u>

**Chelan Douglas Regional Port Authority
Check Register
2022-01**

PANGBORN AIRPORT

01/14/2022	Ag Supply Co.	Fuel and Supplies	9208	6,950.94
01/14/2022	Alliant Insurance Services, Inc -NPB Main	Airport Owners & Oper. Insurance	9209	33,153.00
01/14/2022	Avfuel Corp	Jet Fuel	9212	33,096.55
01/14/2022	Aviation Laboratories, Inc	De-icer	9213	2,288.00
01/14/2022	Banner Bank	Job Post Ads, Maintenance Supplies	9219	808.26
01/14/2022	Banner Bank	Maintenance Supplies, Reg. Compliance	9225	1,554.97
01/14/2022	Banner Bank	Subscriptions, Conference Expense, Phone	9226	2,030.92
01/14/2022	Cintas Corporation	Uniforms	9229	286.02
01/14/2022	Door Tech, Inc.	Aviation Maintenance	9239	362.37
01/14/2022	Douglas County PUD	Airfield & Terminal Electricity	9240	3,916.00
01/14/2022	Fastenal Company	Equipment Maintenance	9244	98.83
01/14/2022	Firefly	Waterville Webcam, IT Managed Services	9246	10,683.03
01/14/2022	FlashParking, Inc.	Monthly Service	9247	15.54
01/14/2022	FlashParking, Inc.	Monthly Service	9290	366.05
01/14/2022	GCR Tires & Services	Vehicle Maintenance	9248	694.46
01/14/2022	Home Depot Pro	Maintenance Supplies	9253	1,483.23
01/14/2022	Jerry's Auto Supply	Vehicle & Equipment Maintenance	9255	875.56
01/14/2022	Keyhole Security Inc.	Terminal Maintenance	9257	16.29
01/14/2022	Ogden Murphy Wallace, PLLC	Legal Services	9266	1,881.50
01/14/2022	Oxarc Inc.	Cylinder Rental	9269	81.80
01/14/2022	Platt Electric Supply	Airfield Maintenance	9272	143.33
01/14/2022	Romaine Electric Corp	Vehicle & Equipment Maintenance	9275	216.97
01/14/2022	Sherry Weitzel	Prepaid Parking Refund	9277	70.04
01/14/2022	Two Rivers Terminal, LLC	De-icer	9280	12,105.78
01/14/2022	Volaire Aviation Inc	Air Service Dev Retainer - Jan 2022	9283	4,000.00
	Net Pangborn Airport			<u><u>\$117,179.44</u></u>

PANGBORN AIRPORT BUSINESS PARK

01/14/2022	Douglas County PUD	Electricity	9240	1,641.00
01/14/2022	Local Tel Communications	Fire Alarm Service	9258	114.26
01/14/2022	York Building Services, Inc.	Janitorial Service	9289	1,535.00
	Net Pangborn Airport Business Park			<u><u>\$3,290.26</u></u>

RPA OFFICE/AVIATION CENTER

01/14/2022	Douglas County PUD	Electricity	9240	1,233.00
	Net RPA Office/Aviation Center			<u><u>\$1,233.00</u></u>

LAKE CHELAN AIRPORT

01/14/2022	Chelan County PUD	Utilities	9228	24.53
	Net Lake Chelan Airport			<u><u>\$24.53</u></u>

MANSFIELD AIRPORT

01/14/2022	Douglas County PUD	Utilities	9240	47.00
	Net Mansfield Airport			<u><u>\$47.00</u></u>

PYBUS INCUBATOR

01/14/2022	Chelan County PUD	Utilities	9228	100.54
	Net Pybus Incubator			<u><u>\$100.54</u></u>

MALAGA PROPERTY

01/14/2022	Chelan County PUD	Utilities	9228	42.19
	Net Malaga Property			<u><u>\$42.19</u></u>

PESHASTIN PROPERTY

01/14/2022	Apple Valley Pumping Service	Portable Toilet Rental	9210	90.00
	Net Peshastin Property			<u><u>\$90.00</u></u>

**Chelan Douglas Regional Port Authority
Check Register
2022-01**

ADMINISTRATIVE & GENERAL

01/14/2022	Association of Washington Business	2022 Dues - Sustaining	9211	1,000.00
01/14/2022	Banner Bank	Puget Sound Business Journal Renewal	9214	145.00
01/14/2022	Banner Bank	WPPA Lodging & Meals	9215	817.34
01/14/2022	Banner Bank	WPPA Lodging	9216	814.88
01/14/2022	Banner Bank	WPPA Lodging & Meals	9217	1,762.04
01/14/2022	Banner Bank	WPPA Lodging & Meals	9218	691.38
01/14/2022	Banner Bank	Subscriptions, Supplies, Commission Mtg Meals	9219	1,688.71
01/14/2022	Banner Bank	Bluebeam - eXtreme Annual Maint Renewal	9221	161.37
01/14/2022	Banner Bank	WPPA Lodging & Meals, Subscription	9222	685.38
01/14/2022	Banner Bank	WPPA Meal	9223	7.77
01/14/2022	Banner Bank	Conference Lodging, Fuel	9226	220.02
01/14/2022	Coleman Oil Company	Port Truck Fuel	9232	111.06
01/14/2022	Commercial Printing, Inc.	Business Cards	9233	42.22
01/14/2022	Firefly	Website, Software, Cloud & Managed Services	9246	18,770.91
01/14/2022	Jerry's Auto Supply	Vehicle & Equipment Maintenance	9255	36.92
01/14/2022	NCW Association of Realtors	2022 NCWAR Dues - Affiliate	9261	235.00
01/14/2022	Office Depot	Office Supplies	9265	234.84
01/14/2022	Ogden Murphy Wallace, PLLC	Legal Services	9266	4,266.50
01/14/2022	Pacific Northwest Waterways Association	2022 Membership Dues	9270	670.00
01/14/2022	Quadient Finance USA, Inc.	Postage	9273	500.00
01/14/2022	RH2 Engineering, Inc.	Engineering Services	9274	7,428.17
01/14/2022	Ron Cridlebaugh	World Ag Expo Travel Reimbursement	9276	468.00
01/14/2022	Washington Economic Development Assn	2022 Membership	9284	940.00
01/14/2022	Washington Public Ports Association	WPPA Annual Meeting	9285	4,410.00
01/14/2022	Wenatchee Valley Chamber of Commerce	Champion of the Chamber Membership	9287	6,000.00
01/14/2022	Xerox Corporation	Copier Service	9288	143.49
	Net Administrative & General			<u><u>\$52,251.00</u></u>

BUSINESS DEVELOPMENT & MARKETING

01/14/2022	Banner Bank	Promotional Hosting	9217	2,979.96
01/14/2022	Banner Bank	Subscriptions, Customer Outreach	9220	438.06
01/14/2022	Dept. of Commerce	PNAA Conference Registration	9236	600.00
01/14/2022	Go USA, Inc.	Logo Wear	9250	20.36
	Net Business Development & Marketing			<u><u>\$4,038.38</u></u>

ECONOMIC DEV CONTR - NONPROFITS

01/14/2022	Greater Wenatchee Area Tech Alliance	Economic Development Contract	9252	7,500.00
01/14/2022	IRIS	Economic Development Contract	9254	750.00
01/14/2022	NCW Economic Development Dist.	Economic Development Contract	9262	2,500.00
01/14/2022	Our Valley, Our Future	Economic Development Contract	9268	2,500.00
01/14/2022	TREAD	Economic Development Contract	9279	2,500.00
01/14/2022	Wenatchee Outdoors	Economic Development Contract	9286	1,250.00
	Net Economic Dev Contr - Nonprofits			<u><u>\$17,000.00</u></u>

**Chelan Douglas Regional Port Authority
Check Register
2022-01**

CAPITAL PROJECTS

01/14/2022	Banner Bank	Spyder Industries - Truck Accessories	9221	781.90
01/14/2022	Banner Bank	Temporary Heaters for CTC 3rd Floor	9224	902.78
01/14/2022	DOH Associates	3306 Gutter A & E	9238	660.00
01/14/2022	EDMO Distributors Inc	VHF Airband Transceiver	9241	1,704.79
01/14/2022	Environmental Systems Design, Inc.	Malaga Site Due Diligence	9242	8,662.50
01/14/2022	North Cascades Heating & A/C, Inc	Release retainage CWICC HVAC	9263	8,052.71
01/14/2022	Ogden Murphy Wallace, PLLC	PMA Instrument Lighting System	9266	79.50
01/14/2022	RH2 Engineering, Inc.	MALSR Property Phase 1 ESA	9274	4,163.33
01/14/2022	RH2 Engineering, Inc.	Cashmere Mill Site Wood Waste Removal	9274	7,699.07
01/14/2022	RH2 Engineering, Inc.	LOJO Property Phase 1 Planning	9274	38,871.59
	Net Capital Projects			\$71,578.17

TOTAL

\$352,463.13

Void: 9267, 9278

**Chelan Douglas Regional Port Authority
Check Register
2022-02**

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 January 18, 2022 checks 9291-9294 in the amount of \$ 650,965.44

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check Number	Amount
<u>ADMINISTRATIVE & GENERAL</u>				
01/18/2022	Central Washington Title Services	Purchase of 305 N. Stark Ave., East Wenatchee	9291	650,788.77
01/18/2022	Colby Goodrich	Reimburse mileage for FBO Mgr interview	9294	176.67
	Net Administrative & General			<u>\$650,965.44</u>
TOTAL				<u>\$650,965.44</u>

Void: 9292, 9293

**Chelan Douglas Regional Port Authority
Check Register
2022-03**

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 January 25, 2022 checks 9295-9296 in the amount of \$ 8,343.20

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check Number	Amount
<u>ADMINISTRATIVE & GENERAL</u>				
01/25/2022	Employment Security Department	4Q21 Payroll Taxes - PFML	9295	1,160.61
01/25/2022	Department of L&I	4Q21 Payroll Taxes	9296	7,182.59
	Net Administrative & General			<u>8,343.20</u>
TOTAL				<u>8,343.20</u>

Void: NONE

Chelan Douglas Regional Port Authority
Check Register
2022-04

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 January 31, 2022, checks 9297 - 9299 and electronic payments in the amount of:

\$ 252,370.83

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

<u>Date Issued</u>	<u>Claimant</u>	<u>Purpose</u>	<u>Check Number</u>	<u>Amount</u>
<u>Payroll</u>				
01/31/22	Asplund, Randy	January 2022 Payroll	EFT	660.30
01/31/22	Baldwin, Janet L	January 2022 Payroll	EFT	1,424.67
01/31/22	Beidler, Camryn N	January 2022 Payroll	EFT	2,291.99
01/31/22	Camarillo Reyes, Laura	January 2022 Payroll	EFT	3,253.16
01/31/22	Chatriand, Bobbie J	January 2022 Payroll	EFT	3,186.51
01/31/22	Cridlebaugh, Ronald W	January 2022 Payroll	EFT	6,182.48
01/31/22	Day, Skylar	January 2022 Payroll	EFT	3,102.56
01/31/22	de Mestre, Stacie	January 2022 Payroll	EFT	5,370.13
01/31/22	Deenik, Sarah K	January 2022 Payroll	EFT	5,073.36
01/31/22	Degnan, Tricia E	January 2022 Payroll	EFT	4,560.62
01/31/22	Dennis, Kyle L.	January 2022 Payroll	EFT	230.87
01/31/22	Etherington, Donn	January 2022 Payroll	EFT	1,626.01
01/31/22	Flaget, Todd R	January 2022 Payroll	EFT	4,038.26
01/31/22	Harris, Camille L	January 2022 Payroll	EFT	3,325.42
01/31/22	Huffman, James D	January 2022 Payroll	EFT	1,552.01
01/31/22	Kern, Dana	January 2022 Payroll	EFT	774.89
01/31/22	Kuntz, James M	January 2022 Payroll	EFT	12,535.71
01/31/22	Lamb, Kenneth R	January 2022 Payroll	EFT	6,581.37
01/31/22	Lamb, Shane C	January 2022 Payroll	EFT	2,716.99
01/31/22	Larsen, Craig N	January 2022 Payroll	EFT	5,647.93
01/31/22	Loesack, W Alan	January 2022 Payroll	EFT	1,519.80
01/31/22	Lough, Monica D	January 2022 Payroll	EFT	7,761.96
01/31/22	Martinez, Rafael	January 2022 Payroll	EFT	4,209.76
01/31/22	McKivor, Esther S	January 2022 Payroll	EFT	4,168.70
01/31/22	Moyers, Trent D	January 2022 Payroll	EFT	7,598.39
01/31/22	Orr, Marcus J	January 2022 Payroll	EFT	4,894.97
01/31/22	Quitoriano, Sal	January 2022 Payroll	EFT	1,264.52
01/31/22	Russ, Ronald R	January 2022 Payroll	EFT	5,981.54
01/31/22	Russell, Justin L	January 2022 Payroll	EFT	5,333.77

01/31/22	Ruud, David K.	January 2022 Payroll	EFT	461.75
01/31/22	Smith, Charles B	January 2022 Payroll	EFT	3,250.22
01/31/22	Spurgeon, Mark M	January 2022 Payroll	EFT	560.30
01/31/22	Stutzman, Lynn A.	January 2022 Payroll	EFT	411.75
01/31/22	Tidd, Bealinda	January 2022 Payroll	EFT	3,586.48
01/31/22	Turner, Rory A	January 2022 Payroll	EFT	1,938.42
01/31/22	Vargas, Manuel A	January 2022 Payroll	EFT	4,178.24
01/31/22	Bobbie Chatriand	January Sunshine fund	9297	120.00
01/31/22	Health Care Authority	February Insurance	9298	40,230.02
01/31/22	HRA VEBA Trust	January VEBA	9299	1,000.00
01/31/22	Department of Retirement Systems	January Retirement	ACH	34,212.00
01/31/22	US Treasury	January Payroll taxes	EFTPS	45,553.00
	Net Payroll			<u>252,370.83</u>

Voided: N/A

**Chelan Douglas Regional Port Authority
Check Register
2022-05**

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 January 31, 2022 checks 9300 - 9372 in the amount of

\$ 602,674.60

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
01/31/2022	Local Tel Communications	Fire Alarm Services	9345	181.94
01/31/2022	Waste Management	Monthly Service	9368	405.24
Net Cashmere Mill District				<u><u>\$587.18</u></u>
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
01/31/2022	Anderson Landscaping	Snow Removal	9305	9,198.42
01/31/2022	Cascade Natural Gas	Natural Gas	9311	13.78
01/31/2022	Chelan County PUD	Electricity/Water/Fire Sprinkler	9313	571.45
01/31/2022	Crown Paper & Janitorial Supply	Janitorial Supplies	9320	201.37
01/31/2022	Express Services, Inc.	Admin Asst.	9329	1,154.40
01/31/2022	Firefly	IT Managed Services	9331	2,053.21
01/31/2022	Keyhole Security Inc.	Keys	9340	12.38
01/31/2022	Local Tel Communications	Fire Suppression & Sprinkler, Telephone	9345	958.22
01/31/2022	Lowe's	Maintenance Supplies	9372	14.43
01/31/2022	North Cascades Heating & A/C, Inc	System Check	9351	159.64
01/31/2022	Tricia Degnan	Surety Bond for Notary	9362	50.00
01/31/2022	Waste Management	Monthly Service	9368	1,083.71
01/31/2022	Weinstein Beverage Co.	Coffee Service	9370	104.89
Net Confluence Technology Center				<u><u>\$15,575.90</u></u>
<u>DOWNTOWN WENATCHEE SOUTH</u>				
01/31/2022	Anderson Landscaping	Snow Removal	9305	2,926.78
01/31/2022	Cascade Natural Gas	Utilities	9311	774.31
01/31/2022	Local Tel Communications	Utilities	9345	110.95
Net Downtown Wenatchee South				<u><u>\$3,812.04</u></u>
<u>OLDS STATION BUSINESS PARK</u>				
01/31/2022	Anderson Landscaping	Snow Removal	9305	12,955.98
01/31/2022	Cascade Natural Gas	Natural Gas	9311	13.78
01/31/2022	Chelan County PUD	Electricity/Water	9313	2,985.43
01/31/2022	Door Tech, Inc.	Building Repairs	9324	667.34
01/31/2022	Graybeal Signs, Inc.	Signage	9335	654.64
01/31/2022	Home Depot Pro	Ice Melt & Maintenance Equipment	9336	240.74
01/31/2022	Local Tel Communications	Alarm Systems	9345	573.42
01/31/2022	Valley Tractor & Rentals, Inc.	Equipment Maintenance	9365	15.55
01/31/2022	Waste Management	Monthly Service	9368	134.45
Net Olds Station Business Park				<u><u>\$18,241.33</u></u>

**Chelan Douglas Regional Port Authority
Check Register
2022-05**

PANGBORN AIRPORT

01/31/2022	Ag Supply Co.	Tools	9300	29.21
01/31/2022	Airside Solutions, Inc.	Airfield Maintenance	9301	970.80
01/31/2022	ALEAN+	2022 ALEAN Regular Member Agency Dues	9303	450.00
01/31/2022	American Assoc. of Airport Executives	Affiliate Membership	9304	275.00
01/31/2022	Avfuel Corp	Jet Fuel, Refueler Rental	9307	36,931.14
01/31/2022	Cintas Corporation	Uniforms	9314	59.72
01/31/2022	Commercial Printing, Inc.	General Aviation Meeting Mailer	9318	54.88
01/31/2022	Dave Ruud	Vehicle Maintenance	9321	669.05
01/31/2022	Douglas County Sewer District No. 1	Sewer	9326	281.19
01/31/2022	East Wenatchee Water District	Domestic Water	9327	946.05
01/31/2022	Employment Security Department	Benefit Charge	9328	1,061.70
01/31/2022	Fastenal Company	Maintenance Supplies	9330	844.87
01/31/2022	Firefly	Software & IT Managed Services	9331	18,780.19
01/31/2022	Home Depot Pro	Janitorial & Maintenance Supplies	9336	1,871.52
01/31/2022	Les Schwab Tire Center	Vehicle Maintenance	9344	272.94
01/31/2022	Local Tel Communications	Phone/Internet/Cable/Alarm Systems	9345	840.66
01/31/2022	Lowe's	Maintenance Supplies	9372	155.65
01/31/2022	Mascott Equipment Co.	Cathodic Testing	9349	666.05
01/31/2022	Ogden Murphy Wallace, PLLC	Legal Fees	9353	2,342.50
01/31/2022	Platt Electric Supply	Shop Supplies	9354	28.81
01/31/2022	ProDIGIQ, Inc.	Maintenance & Support for Part 139	9355	750.00
01/31/2022	Stan's Merry Mart	Maintenance Wear	9359	135.72
01/31/2022	T-O Engineers	PFC Funding Analysis	9361	930.00
01/31/2022	Two Rivers Terminal, LLC	De-icer	9363	13,383.44
01/31/2022	USDA, APHIS	Animal & Plant Health Inspection	9364	1,852.82
01/31/2022	Waste Management	Monthly Service	9368	816.66
	Net Pangborn Airport			<u><u>\$85,400.57</u></u>

PANGBORN AIRPORT BUSINESS PARK

01/31/2022	Anderson Landscaping	Snow Removal	9305	8,528.63
01/31/2022	Douglas County Sewer District No. 1	Sewer	9326	91.00
01/31/2022	East Wenatchee Water District	Water	9327	196.00
01/31/2022	Local Tel Communications	Fire Alarm Services	9345	171.13
	Net Pangborn Airport Business Park			<u><u>\$8,986.76</u></u>

RPA OFFICE/AVIATION CENTER

01/31/2022	Cascade Natural Gas	Natural Gas	9311	11,615.67
01/31/2022	Consolidated Electrical Distributors, Inc	Building Maintenance	9319	224.52
01/31/2022	Douglas County Sewer District No. 1	Sewer	9326	284.83
01/31/2022	East Wenatchee Water District	Water	9327	403.15
01/31/2022	Lowe's	Maintenance Supplies	9372	186.37
01/31/2022	Office Depot	First Aid Kit	9352	30.48
01/31/2022	Platt Electric Supply	Building Maintenance	9354	286.92
01/31/2022	Waste Management	Monthly Service	9368	460.32
	Net RPA Office/Aviation Center			<u><u>\$13,492.26</u></u>

LAKE CHELAN AIRPORT

01/31/2022	Lake Chelan Airport	1Q 2022 Airport Operations	9341	11,548.00
	Net Lake Chelan Airport			<u><u>\$11,548.00</u></u>

MANSFIELD AIRPORT

01/31/2022	Dave Ruud	Fuel to Plow Mansfield Airport	9321	148.00
	Net Mansfield Airport			<u><u>\$148.00</u></u>

**Chelan Douglas Regional Port Authority
Check Register
2022-05**

<u>WATERVILLE AIRPORT</u>				
01/31/2022	Douglas County PUD	Utilities	9325	34.00
	Net Waterville Airport			<u>\$34.00</u>
<u>ORONDO RIVER PARK</u>				
01/31/2022	Douglas County PUD	Utilities	9325	58.00
01/31/2022	Local Tel Communications	Internet Service	9345	65.90
	Net Orondo River Park			<u>\$123.90</u>
<u>MALAGA PROPERTY</u>				
01/31/2022	Another LLC	Return Security Deposit	9306	2,500.00
	Net Malaga Property			<u>\$2,500.00</u>
<u>ADMINISTRATIVE & GENERAL</u>				
01/31/2022	Alan Loeb sack	Mileage	9302	84.00
01/31/2022	Coleman Oil Company	Port Truck Fuel	9317	224.69
01/31/2022	Davis Arneil Law Firm, LLP	Legal Services	9322	6,517.50
01/31/2022	Donn Etherington	Mileage	9323	89.04
01/31/2022	Firefly	IT Managed Services	9331	2,678.53
01/31/2022	J. C. Baldwin	Mileage	9338	146.72
01/31/2022	Jim Huffman	Mileage/Lodging	9339	631.12
01/31/2022	Leavenworth Chamber of Commerce	Gov't Agency Membership	9343	300.00
01/31/2022	Local Tel Communications	Telephone	9345	985.81
01/31/2022	Mark M. Spurgeon	Mileage	9348	12.43
01/31/2022	Monica Lough	WFOA Membership & Mileage	9350	106.12
01/31/2022	Office Depot	Office Supplies	9352	193.75
01/31/2022	Ogden Murphy Wallace, PLLC	Legal Services	9353	5,920.00
01/31/2022	RH2 Engineering, Inc.	Engineering Services	9357	2,502.24
01/31/2022	Rory Turner	Mileage	9358	119.84
01/31/2022	State Auditor's Office	WA State Audit	9360	56.50
01/31/2022	WA State Good Roads & Transp. Assoc.	2022 Annual Membership	9366	250.00
01/31/2022	Washington Public Ports Association	2022 Port Membership Dues	9367	16,168.00
01/31/2022	Waterville Main Street Association	Friends of the Downtown	9369	100.00
	Net Administrative & General			<u>\$37,086.29</u>
<u>BUSINESS DEVELOPMENT & MARKETING</u>				
01/31/2022	RESimplifi	Property Data & Web Feed	9356	5,400.00
01/31/2022	Wenatchee World	Legal Ad & Wine & Food Festival Sponsor	9371	3,162.76
01/31/2022	GIS Planning, Inc	Zoom Prospector Enterprise Renewal	9333	10,400.00
	Net Business Development & Marketing			<u>\$18,962.76</u>
<u>ECONOMIC DEV CONTR - Municipalities</u>				
01/31/2022	City of Bridgeport	Economic Development Contract	9315	4,664.08
01/31/2022	City of Chelan	Economic Development Contract	9316	30,000.00
	Net Economic Dev Contr - Municipalities			<u>\$34,664.08</u>
<u>ECONOMIC DEV CONTR - Nonprofits</u>				
01/31/2022	Cascade Foothills Farmland Association	Economic Development Contract	9309	4,339.61
01/31/2022	Cascade Loop Association	Economic Development Contract	9310	2,500.00
01/31/2022	Cashmere Chamber of Commerce	Economic Development Contract	9312	3,625.00
01/31/2022	Lake Chelan Wine Alliance	Economic Development Contract	9342	2,500.00
01/31/2022	Manson Chamber of Commerce.	Economic Development Contract	9347	3,750.00
01/31/2022	Waterville Main Street Association	Economic Development Contract	9369	1,250.00
	Net Economic Dev Contr - Nonprofits			<u>\$17,964.61</u>

**Chelan Douglas Regional Port Authority
Check Register
2022-05**

CAPITAL PROJECTS

01/31/2022	Bud Clary Ford Hyundai	2021 Ford X1E F150 SC 4x4	9308	32,491.82
01/31/2022	Forte Architects Inc.	Exec Flight Carpet	9332	968.00
01/31/2022	Graham Baba Architects	Columbia Street Study	9334	27,734.13
01/31/2022	Graybeal Signs, Inc.	Digital & vinyl graphics	9335	319.28
01/31/2022	J-U-B Engineers, Inc.	Waterville Runway Lighting Design	9337	18,040.54
01/31/2022	Monica Lough	Costco - Monitors (CTC)	9350	1,628.97
01/31/2022	Ogden Murphy Wallace, PLLC	PMA Instrument Lighting System	9353	1,245.50
01/31/2022	RH2 Engineering, Inc.	MALSR Property Phase 1 ESA	9357	864.84
01/31/2022	RH2 Engineering, Inc.	Cashmere Mill Site Wood Waste Removal	9357	664.20
01/31/2022	RH2 Engineering, Inc.	LOJO Phase 1 Planning	9357	41,168.96
01/31/2022	T-O Engineers	MALSR Final Design	9361	11,970.00
01/31/2022	T-O Engineers	Pangborn Taxiway A Realignment	9361	168,587.80
01/31/2022	T-O Engineers	Terminal Apron Reconstruction	9361	22,354.48
01/31/2022	T-O Engineers	RW12 RPZ Land Acq	9361	5,508.40
	Net Capital Projects			\$333,546.92
		TOTAL		\$602,674.60

Void: 9346

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

<u>Date Issued</u>	<u>Register #</u>	<u>Reason</u>	<u>First #</u>	<u>Last #</u>	<u>Amount</u>
1/19/2022	2022-01	CERB Loans - Cashmere/CTC	5098	5098	\$ 124,310.35

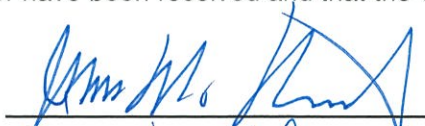
One Transaction for approval February 8, 2022 total:

\$124,310.35

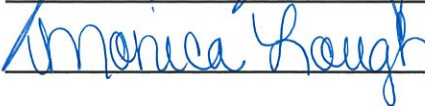
Voided checks: None

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

Executive Director



Dir. of Finance & Admin.



Commissioner Baldwin

Commissioner Etherington

Commissioner Turner

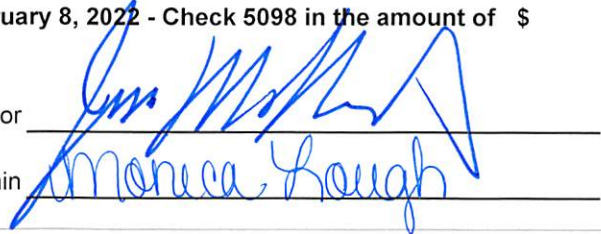
**Port of Chelan County
Check Register
2022-01**

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

For approval February 8, 2022 - Check 5098 in the amount of \$ **124,310.35**

Jim Kuntz, Executive Director

Monica Lough, Director of Finance & Admin



Date Issued	Claimant	Purpose	Check #	Amount
1/19/2022	Department of Commerce	CERB Loan - Cashmere Mill Site	5098 \$	75,780.94
1/19/2022	Department of Commerce	CERB Loan - CTC	5098 \$	48,529.41

VOID CHECKS: none

PORT OF CHELAN COUNTY RESOLUTION NO. 2022-02

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF CHELAN COUNTY DECLARING CERTAIN REAL PROPERTY LOCATED IN CHELAN COUNTY WASHINGTON AS SURPLUS TO THE NEEDS OF THE PORT OF CHELAN COUNTY AND AMENDING THE PORT OF CHELAN COUNTY'S COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS (THE "COMPREHENSIVE PLAN") TO REMOVE SAID PROPERTY FROM THE COMPREHENSIVE PLAN.

Whereas the Port of Chelan County (the "POCC") owns real property located in Chelan County, Washington, and legally described on Exhibits "A", "B", and "C", which is attached hereto and incorporated herein by this reference (the "Property"); and

Whereas the Property is included as part of the POCC's inventory and is considered part of the POCC's Comprehensive Plan also known as the Comprehensive Scheme of Harbor Improvements; and

Whereas the Port gave proper public notice of the hearing to consider declaring the Property as surplus to the Port's needs and to amend the Port's Comprehensive Plan accordingly; and

Whereas the opportunity for public testimony was provided and all public testimony was considered by the Board of Commissioners; and

Whereas the Board of Directors of the Chelan Douglas Regional Port Authority, as the manager of the Property, support and approve the decision to declare the Property surplus; and

Whereas after a public hearing held on February 8, 2022, and careful consideration of the public testimony, the POCC Commissioners decided that retaining the Property is not necessary or needed for the POCC's purposes and concluded that the Comprehensive Plan should be amended to remove the Property from the Comprehensive Plan.

Now, Therefore, the Board of Commissioners for the Port of Chelan County hereby resolve as follows:

1. The Property legally described on Exhibit "A", "B", and "C" is no longer needed or necessary for the POCC's purposes, and is hereby declared to be surplus.
2. The POCC's Comprehensive Plan is hereby amended to delete the Property from the Comprehensive Plan.
3. Some or all of the Property may be leased or sold on such terms and conditions as the Board of Directors of the Chelan Douglas Regional Port Authority deem appropriate. Any decision to lease or sell all or a portion of the Property shall be made in a future open public meeting.

4. Nothing herein precludes the POCC Commission from deciding, in the future, to incorporate all or a portion of the Property as part of the POCC's Comprehensive Plan.

ADOPTED by the Commission of the Port of Chelan County, following a hearing, at a public meeting thereof held this 8th day of February, 2022.

PORT OF CHELAN COUNTY

J.C. Baldwin, Commissioner

Donn Etherington, Commissioner

Rory Turner, Commissioner

EXHIBIT "A"
Legal Description of Property

That portion of Section 35, Township 22 North, Range 21, E.W.M., situate in the County of Chelan, State of Washington, more particularly described as follows:

All of the NE ¼ of said Section 35 lying Southerly of Chelan County Highway No. 1, EXCEPT the Westerly 1130 feet of said subdivision.

Being a part of Gault Tract No. 28.

Together with any and all water rights, permits, applications, and rights to water associated with or appurtenant to the Property, including but not limited to G4-31064P and G4-34587.

EXHIBIT "B"
Legal Description of Property

Lots 3 and 4, as described in and delineated on Melton-Curtis Short Plat No. 650, recorded March 17, 1980, under Auditor's File No. 811106, being a portion of Section 35, Township 22 North, Range 21, E.W.M., Chelan County, Washington.

EXHIBIT "C"
Legal Description of Property

Lot 2 of Melton-Curtis Short Plat Subdivision No. 650, as recorded under Auditors File No. 811106, recorded March 17, 1980, being a portion of the Northwest quarter of the Northeast quarter of Section 35, Township 22 North, Range 21, E.W.M., Chelan County, Washington.

Memo

To: Board of Directors

From:  Jim Kuntz

Date: February 1, 2022

Re: Adopting Rules Governing Transaction of Business

In reviewing a WPPA newsletter, Frank Chmelik commented on the need for Ports to keep updated their Board Resolution governing the transaction of its business, per RCW.53.12.245.

The CDRPA does not have such a Resolution in place. I do not believe either of the Ports have adopted such a Resolution. The purpose of the RCW is straightforward: the citizens you represent should be able to understand the process the Board follows when it conducts its meeting and considers taking actions.

Frank Chmelik cautions Ports to make the Governing Resolution simple, easy to understand, and follow. He has seen Ports get distracted by adopting “Roberts Rules of Orders” and then arguing over process.

During my tenure at the Port of Walla Walla, we adopted a very simple Governing Resolution that served us well.

Please find enclosed a draft Resolution for your consideration that uses the Port of Walla Walla template.

**PORT OF CHELAN COUNTY
RESOLUTION NO. 2022-03**

**A RESOLUTION OF THE PORT OF CHELAN COUNTY ADOPTING RULES
GOVERNING THE TRANSACTION OF ITS BUSINESS AT REGULAR AND SPECIAL
MEETINGS**

Whereas, RCW 53.12.245 requires a Port Commission to adopt rules governing the transaction of its business at its regular and special meetings, and

Whereas, the Port Commission believes it is important that citizens understand the process to be followed by the Commission when it conducts its meetings and considers taking action on matters before it,

Now, Therefore, be it resolved by the Commissioners of the Port of Chelan County that the following rules shall be utilized by the Port Commission at its regular and special meetings:

1. INFORMATION PHASE

a. Introduction of Issue

- i. The Port Commission President (or vice president in his/her absence) will introduce an issue, stating whether action will be taken on the issue or whether the issue is introduced for discussion only.

b. Conflict of Interest

- i. In the event a Port Commissioner believes that he/she has a conflict of interest, he/she will publicly disclose it and, if confirmed, he/she shall not further participate in any discussion and/or debate concerning such issue and shall not vote on the issue. Note: Any Conflict of Interest will be declared at the beginning of any regular meeting or special meeting.

c. Staff Report

- i. The Port Commission may ask Port staff to make a presentation on the issue including any recommendations they may have. On occasion this may also include a report from a consultant with subject expertise.

d. Port Commission Questions

- i. During and after a staff presentation Commissioners may ask questions of staff or any consultant to clarify any aspects of the presentation. Commissioners may also ask questions of Legal Counsel.

e. Public Input

- i. The Port Commission President will ask the public present at the meeting if anyone would like to provide input on the issue under consideration.

2. ACTION PHASE

a. Deliberation Phase

- i. The Port Commissioners will discuss among themselves the merits of the issue and the proposed action. Each Port Commissioner will have the opportunity to offer his/her opinion and any conditions he/she would want placed (if any) on a proposed action.
- ii. As part of its deliberation, the Port Commission may determine that the issue needs further staff review, consideration or discussion and, if so, may delay any action to another Port meeting. Alternatively, the Port Commission may proceed to the voting phase.

b. Motion Phase

- i. If there is support for action on an issue, a Port Commissioner will make a motion proposing the action to be taken. If there is sufficient support, another Port Commissioner will second the motion. If there is no second the motion fails and, unless an alternative motion on the issue is made and seconded, the Port Commission will proceed on to the next agenda item.
- ii. If the motion receives a second, the Port Commission President will ask if there is any additional input from Port staff, Legal Counsel, or the public present at the meeting. Input shall be limited to the motion before the Port Commission.
- iii. The Port Commission President will then call for the vote on the motion. Prior to the vote any Commissioner may elect to have a Port staff member and/or Legal Counsel restate the proposed motion to ensure clarity before the vote of the Port Commission.

c. Voting Phase

- i. The Port Commission President will call for the vote. Each Commissioner will publicly state whether he/she votes yes, no or abstain.
- ii. The Port Commission President will announce the result of the vote and the action to be taken on the issue, if any.

Adopted by the Commissioners of the Port of Chelan County at a regular meeting thereof held this 8th day of February, 2022.

JC Baldwin, Commissioner

Donn Etherington, Commissioner

Rory Turner, Commissioner

**PORT OF DOUGLAS COUNTY
RESOLUTION NO. 2022-02**

**A RESOLUTION OF THE PORT OF DOUGLAS COUNTY ADOPTING RULES
GOVERNING THE TRANSACTION OF ITS BUSINESS AT REGULAR AND SPECIAL
MEETINGS**

Whereas, RCW 53.12.245 requires a Port Commission to adopt rules governing the transaction of its business at its regular and special meetings, and

Whereas, the Port Commission believes it is important that citizens understand the process to be followed by the Commission when it conducts its meetings and considers taking action on matters before it,

Now, Therefore, be it resolved by the Commissioners of the Port of Douglas County that the following rules shall be utilized by the Port Commission at its regular and special meetings:

1. INFORMATION PHASE

a. Introduction of Issue

- i. The Port Commission President (or vice president in his/her absence) will introduce an issue, stating whether action will be taken on the issue or whether the issue is introduced for discussion only.

b. Conflict of Interest

- i. In the event a Port Commissioner believes that he/she has a conflict of interest, he/she will publicly disclose it and, if confirmed, he/she shall not further participate in any discussion and/or debate concerning such issue and shall not vote on the issue. Note: Any Conflict of Interest will be declared at the beginning of any regular meeting or special meeting.

c. Staff Report

- i. The Port Commission may ask Port staff to make a presentation on the issue including any recommendations they may have. On occasion this may also include a report from a consultant with subject expertise.

d. Port Commission Questions

- i. During and after a staff presentation Commissioners may ask questions of staff or any consultant to clarify any aspects of the presentation. Commissioners may also ask questions of Legal Counsel.

e. Public Input

- i. The Port Commission President will ask the public present at the meeting if anyone would like to provide input on the issue under consideration.

2. ACTION PHASE

a. Deliberation Phase

- i. The Port Commissioners will discuss among themselves the merits of the issue and the proposed action. Each Port Commissioner will have the opportunity to offer his/her opinion and any conditions he/she would want placed (if any) on a proposed action.
- ii. As part of its deliberation, the Port Commission may determine that the issue needs further staff review, consideration or discussion and, if so, may delay any action to another Port meeting. Alternatively, the Port Commission may proceed to the voting phase.

b. Motion Phase

- i. If there is support for action on an issue, a Port Commissioner will make a motion proposing the action to be taken. If there is sufficient support, another Port Commissioner will second the motion. If there is no second the motion fails and, unless an alternative motion on the issue is made and seconded, the Port Commission will proceed on to the next agenda item.
- ii. If the motion receives a second, the Port Commission President will ask if there is any additional input from Port staff, Legal Counsel, or the public present at the meeting. Input shall be limited to the motion before the Port Commission.
- iii. The Port Commission President will then call for the vote on the motion. Prior to the vote any Commissioner may elect to have a Port staff member and/or Legal Counsel restate the proposed motion to ensure clarity before the vote of the Port Commission.

c. **Voting Phase**

- i. The Port Commission President will call for the vote. Each Commissioner will publicly state whether he/she votes yes, no or abstain.
- ii. The Port Commission President will announce the result of the vote and the action to be taken on the issue, if any.

Adopted by the Commissioners of the Port of Douglas County at a regular meeting thereof held this 8th day of February, 2022.

W. Alan Loeb sack, Commissioner

Mark Spurgeon, Commissioner

Jim Huffman, Commissioner

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2022-02**

**A RESOLUTION OF THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY
ADOPTING RULES GOVERNING THE TRANSACTION OF ITS BUSINESS AT
REGULAR AND SPECIAL MEETINGS**

Whereas, RCW 53.12.245 requires a Port Commission to adopt rules governing the transaction of its business at its regular and special meetings, and

Whereas, the Chelan Douglas Regional Port Authority Board believes it is important that citizens understand the process to be followed by the Board when it conducts its meetings and considers taking action on matters before it,

Now, Therefore, be it resolved by the Board of Directors of the Chelan Douglas Regional Port Authority that the following rules shall be utilized by the Board at its regular and special meetings:

1. INFORMATION PHASE

a. Introduction of Issue

- i. The Board President (or vice president in his/her absence) will introduce an issue, stating whether action will be taken on the issue or whether the issue is introduced for discussion only.

b. Conflict of Interest

- i. In the event a Board Member believes that he/she has a conflict of interest, he/she will publicly disclose it and, if confirmed, he/she shall not further participate in any discussion and/or debate concerning such issue and shall not vote on the issue. Note: Any Conflict of Interest will be declared at the beginning of any regular meeting or special meeting.

c. Staff Report

- i. The Board may ask Port staff to make a presentation on the issue including any recommendations they may have. On occasion this may also include a report from a consultant with subject expertise.

d. Board of Director Questions

- i. During and after a staff presentation Board Members may ask questions of staff or any consultant to clarify any aspects of the presentation. Board Members may also ask questions of Legal Counsel.

e. Public Input

- i. The Board President will ask the public present at the meeting if anyone would like to provide input on the issue under consideration.

2. ACTION PHASE

a. Deliberation Phase

- i. The Board will discuss among themselves the merits of the issue and the proposed action. Each Board Member will have the opportunity to offer his/her opinion and any conditions he/she would want placed (if any) on a proposed action.
- ii. As part of its deliberation, the Board may determine that the issue needs further staff review, consideration or discussion and, if so, may delay any action to another Board meeting. Alternatively, the Board may proceed to the voting phase.

b. Motion Phase

- i. If there is support for action on an issue, a Board Member will make a motion proposing the action to be taken. If there is sufficient support, another Board Member will second the motion. If there is no second the motion fails and, unless an alternative motion on the issue is made and seconded, the Board will proceed on to the next agenda item.
- ii. If the motion receives a second, the Board President will ask if there is any additional input from Port staff, Legal Counsel, or the public present at the meeting. Input shall be limited to the motion before the Board.
- iii. The Board President will then call for the vote on the motion. Prior to the vote any Board Member may elect to have a Port staff member and/or Legal Counsel restate the proposed motion to ensure clarity before the vote of the Board.

c. **Voting Phase**

- i. The Board President will call for the vote. Each Board Member will publicly state whether he/she votes yes, no or abstain.
- ii. The Board President will announce the result of the vote and the action to be taken on the issue, if any.

Adopted by the Board of Directors of the Chelan Douglas Regional Port Authority at a regular meeting thereof held this 8th day of February, 2022.

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director

Memo

To: Board of Directors

From:  Jim Kuntz

Date: February 4, 2022

Re: 2022 Partners in Economic Development

With the Board's recent approval of the Partners in Economic Development application form, funding requests will start coming in. Attached is a cover sheet showing available funding and the selection criteria.

Our first application is from the Wenatchee Downtown Association.

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

<u>Budget:</u>	\$ 150,000
<u>Projects Approved:</u>	
WV Sports Foundation - Winter Special Olympics (Prior Year Approval)	\$ 7,000
Wenatchee Valley YMCA (Prior Year Approval)	<u>\$ 10,000</u>
<u>Available Funding:</u>	<u>\$ 133,000</u>
<u>Pending Requests:</u>	
Wenatchee Downtown Association	\$ 3,000

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 Program
Nonprofits Application Form

Organization Name: Wenatchee Downtown Association

Organization Address: 103 Palouse Suite 35 Wenatchee WA 98801

Organization Phone Number: 509 662-0059

Program Title: Possibilities Tour & Revitalize WA

Program Contact: Linda Haglund

Contact Phone: 509 662-0059

Contact E-mail: linda@106ndowntown.org

Contact Title/Position: EXECUTIVE DIRECTOR

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

HOWEVER we provide service to all

Investment request is to fund:
 Starting, scaling, and/or improving program/project
 Capacity Building (Investment in future sustainability)
 Other (Please Specify Below)

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

2 Efforts for Consideration:

- 1. Possibilities Tour scheduled for July 27th, 2020
- 3. Revitalize WA State Main St. Conference Oct, 19-21, 2020

The tour always helps to fill vacant spaces and Revitalize WA will bring 30 plus communities here

Program Start Date (if applicable):

Tour July 27th Conference Oct 19-21

Program End Date (if applicable):

Program timeline/milestones (by quarter):

My request would for the Tour - get the collateral and marketing, offer beverages for hot day

Conference would show off lineage plans and facilities work shops in that space

Total Program Cost: \$6000⁰⁰

Requested Port Funding: \$3000⁰⁰ *

1000⁰⁰ Tour
2000⁰⁰ Conference

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

We budget 20,000⁰⁰ a year for specific
Economic Development work.

Conference is a heavy lift but see true
value, we budgeted \$15,000⁰⁰.

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).

The \$1,000⁰⁰ for tour is a 100% go.
The \$2,000⁰⁰ conference would be paid back
if COVID cancelled

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

Yes on Tour

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

We, as always find a way!

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

Again - could hold some till
conference is 100% a go

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

I believe we have a true opportunity to "Lead By Example" when we spotlight our efforts at the Conference. Renovation of old buildings to make them economic viable is a challenge all Main Streets face!

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

Yes - You have supported Possibilities Talk and other economic efforts the last 4 years

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

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

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

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

Chelan Douglas Regional Port Authority - Lease Report

Leases & Renewals - Aviation Related

Reporting Period - January 2022

2/8/2022

New Leases					
Lease Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month

None Reported for this Period

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
1/10/2022	Ridgeline Aviation LLC	3910 Airport Way Land	3,000 SQFT	6/19/2022 - 6/18/2027	\$960 / yr

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 - CTC

Reporting Period - January 2022

2/8/2022

New Leases					
Lease Signed	Tenant	Building or Land	SQFT or Acres	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 - CDRPA

Reporting Period - January 2022

2/8/2022

New Leases					
Lease Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
1/28/2022	Carlos A Torres	Malaga Orchard	9 acres	1/1/2022 - 11/15/2022	\$7,650.00 / yr

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
Auto Renew	RS Farm Repair	3351 SE 2nd St	2,300 SQFT Bldg	3/1/2022 - 2/28/2023	\$2,076.18

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	
All Terrain LLC	License Agreement for Use of Property - Fibro		1/17/2022	\$500.00	
CliftonLarsenAllen	Pybus Incubator	1,900 SQFT	2/28/2022	\$3,900.00	

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

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

**Chelan Douglas Regional Port Authority
Calendar of Events**

Updated 2/4/2022

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
2022				
February 2022				
February 8	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
February 9	Wednesday	NCWEDD Meeting	Commissioner Huffman	
February 10	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
February 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
February 16	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
February 21	Monday	President's Day Office Closed		
February 22	Tuesday	CDRPA Board Meeting; 9:00 am		
February 23	Wednesday	Wenatchee Downtown Assoc. Annual Dinner; 5:30p	Convention Center	
February 23	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
March 2022				
March 3-4	Thursday-Friday	ACI-NA/AAAE Washington Legislative Conference; Washington DC		
March 8	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
March 9	Wednesday	NCWEDD Meeting	Commissioner Huffman	
March 10	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
March 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
March 16	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
March 22	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
March 23	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Board of Directors; staff	
March 23	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
March 24	Thursday	Partner Lunch;Convention Center; 11:30-1p	Board of Directors; staff	
March 31	Thursday	Wen. Valley Chamber Annual Banquet	Convention Center	
April 2022				
April 12	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
April 13	Wednesday	NCWEDD Meeting	Commissioner Huffman	
April 13	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Center Confirmed	cancel if March dates continue
April 14	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	cancel if March dates continue

**Chelan Douglas Regional Port Authority
Calendar of Events**

Updated 2/4/2022

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
April 14	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
April 19	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
April 20	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
April 26	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
April 27	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
May 2022				
May 4-6	Wed-Friday	WPPA Spring Meeting; Skamania Lodge		
May 9-11		WAMA 2022 Annual Conference; Sun Mt. Lodge, Winthrop		
May 10	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
May 11	Wednesday	NCWEDD Meeting	Commissioner Huffman	
May 12	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
May 17	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
May 18	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
May 24	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
May 25	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
May 30	Monday	Memorial Day Holiday Office Closed		
June 2022				
June 5-8	Sun-Tuesday	AAAE 94th Annual Conference; Seattle		
June 8-10	Wed-Friday	WPPA Finance Seminar; Campbells Reort	M. Lough	
June 8	Wednesday	NCWEDD Meeting	Commissioner Huffman	
June 9	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
June 14	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
June 15	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
June 21	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
June 22	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
June 28	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
July 2022				

**Chelan Douglas Regional Port Authority
Calendar of Events**

Updated 2/4/2022

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
July 4	Monday	4th of July Holiday Office Closed		
July 12	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
July 13	Wednesday	NCWEDD Meeting	Commissioner Huffman	
July 14	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
July 19	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
July 20	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
July 26	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
July 27	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
July 13	Wednesday	Partner Breakfast; Convention Center; 7:30am-9am	Center Confirmed	
July 14	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
August 2022				
August 9	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
August 10	Wednesday	NCWEDD Meeting	Commissioner Huffman	
August 11	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
August 16	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
August 17	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
August 23	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
August 24	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
September 2022				
September 5	Monday	Labor Day Office Closed		
September 8	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
September 13	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
September 14	Wednesday	NCWEDD Meeting	Commissioner Huffman	
Septembr 20	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
September 21	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
September 27	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
September 27-29	Tues - Thurs	NW AAAE - Jackson Hole, WY	Trent Moyers	
September 28	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		

**Chelan Douglas Regional Port Authority
Calendar of Events**

Updated 2/4/2022

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
October 2022				
October 11	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
October 12	Wednesday	NCWEDD Meeting	Commissioner Huffman	
October 13	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
October 18	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
October 19	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
October 25	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
October 26	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)	Cancel???	
October 26	Wednesday	Partner Breakfast; Convention Center; 7:30am-9am	Center Confirmed	
October 27	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
November 2022				
November 8	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
November 9	Wednesday	NCWEDD Meeting	Commissioner Huffman	
November 10	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
November 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
November 16	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
November 22	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
November 23	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
November 24	Thursday	Thanksgiving/Office Closed		
November 25	Friday	Thanksgiving/Office Closed		
December 2022				
December 8	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
December 13	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
December 14	Wednesday	NCWEDD Meeting	Commissioner Huffman	
December 20	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
December 21	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
December 23	Friday	Christmas Eve Holiday Observed Office Closed	?	
December 26	Monday	Christmas Day Holiday Observed Office Closed	?	

**Chelan Douglas Regional Port Authority
Calendar of Events**

Updated 2/4/2022

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
December 27	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
December 28	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
2023				
January 2023				
January 2	Monday	New Years Day 2023 Observed Office Closed	?	