



*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**

**Special Meeting Agenda  
December 19<sup>th</sup>, 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 November 28<sup>th</sup>, 2023 Meeting Minutes, Calendar of Events, and Check Register Pages #2023-47 through #2023-49, including Electronic Transfers.

**VI. PRESENTATION**

- **Jack Penning – Volaire Aviation**

**VII. CDRPA ACTION ITEMS (Public Comment Opportunity)**

- (1) Resolution No. 2023-14 Managing Authority 2024
- (2) Resolution No. 2023-15 Approving the 2024 Investment Policy
- (3) Ownership Allocation Memo – Lytle Property
- (4) Ownership Allocation Memo – Adcock Property
- (5) Bill of Sale to Malaga Water District – Phase 1 Improvements
- (6) RH2 Engineering – Task Authorization 17 – Malaga Water System Improvements
- (7) Authorization to Enter into Lease Agreement with CMI – CTC Third Floor
- (8) Proposed 2024 Legal Counsel Hourly Rates
- (9) Authorization to Award Contract – CWICC Carpet Replacement

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

- (10) Microsoft Reimbursement Agreement – Addendum 2
- (11) Test Well #1 Long Term Pump Test Technical Memo
- (12) Memorandum of Agreement – General Aviation Terminal Building

**IX. SUGGESTED BREAK: 10 MINUTES**

**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))

**XVII. 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  
November 28<sup>th</sup>, 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, Dir. of Finance & Admin.  
Trent Moyers, Director of Airports  
Stacie de Mestre, Dir. of Econ. Dev.  
Ron Russ, Maint. & Properties Manager  
Tricia Degnan, CTC Manager*

*Sarah Deenik, Comm. Coordinator  
Brooke Lammert, Executive Assistant  
Jeremy Williams, A/V Technician  
Colby Goodrich, FBO Manager (Zoom)  
Julie Avis, Acct. Specialist (Zoom)  
Lorena Amador, Acct. Specialist (Zoom)  
Laura Camarillo-Reyes, Admin. Asst. (Zoom)  
Craig Larsen, Community Rel. Mngr. (Zoom)*

**Legal Counsel:**

*Quentin Batjer, Davis Arneil Law Firm LLP*

**Guests:**

*Tim Ike, J-U-B Engineers, Inc.  
Alex Delriccio, J-U-B Engineers, Inc.  
Mark Napier, J-U-B Engineers, Inc. (Zoom)  
Bob Goedde, Mayor of Chelan (Zoom)  
Emily Thornton, Wenatchee World (Zoom)*

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

**Introductions:** Tricia Degnan, CTC Manager, introduced Jeremy Williams as the new A/V Technician for the Chelan Douglas Regional Port Authority.

**Conflicts of Interest:** None.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONSENT AGENDA:**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of the November 14<sup>th</sup>, 2023 Meeting Minutes and October 2023 Commission Calendar was presented.

**Motion No.**  
Moved by:  
Seconded by:

**11-07-23 CDRPA**  
JC Baldwin  
W. Alan Loeb sack  
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of the November 14<sup>th</sup>, 2023 Meeting Minutes and October 2023 Commission Calendar.

Motion Passed 6-0

**PRESENTATION:**

- **Chelan Airport and Waterville Airport Updates – J-U-B Engineers, Inc.:** Kuntz introduced J-U-B Engineers, Inc. representatives, Tim Ike and Alex Delriccio. They gave a brief review regarding the master plan and projects for the Chelan Airport. Delriccio shared that an environmental assessment will be needed for the runway extension. A map for the runway update was presented and reviewed with the Board. Bob Goedde, Mayor of Chelan, joined the presentation and an update was given regarding the Chelan Airport waterline extension project. Ike then gave a brief review of projects completed at the Waterville Airport and remaining items needed for closeout.

**PUBLIC COMMENTS:** An opportunity for public comment was provided; however, no public comments were received.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:**

**Adoption of the Unified Tax Levy**

Kuntz reviewed two proposed actions items regarding the Unified Tax Levy. The first is the consideration of a 1% increase in the property taxes from 2023. The second is approving the 2024 levy certification. Kuntz reported the Washington State Department of Revenue has been consulted to insure the documentation is correct regarding the Unified Tax Levy. The following actions were taken:

**Motion No.**  
Moved by:  
Seconded by:

**11-08-23 CDRPA**  
W. Alan Loeb sack  
JC Baldwin  
To adopt CDRPA Resolution No. 2023-11 Authorizing 1% Increase in 2024.

Motion Passed 6-0

**Motion No.**  
Moved by:  
Seconded by:

**11-09-23 CDRPA**  
JC Baldwin  
Richard DeRock  
To authorize the CEO to sign and submit the 2024 Levy Certification.

Motion Passed 6-0

**Resolution No. 2023-12 Adoption of the Regional Port 2024 Budget**

Lough reviewed budget line items that had been updated since the November 14<sup>th</sup>, 2023 Board meeting. The following action was taken:

**Motion No.**  
Moved by:  
Seconded by:

**11-10-23 CDRPA**  
Jim Huffman  
Donn Etherington  
To adopt CDRPA Resolution No. 2023-12 Approving the 2024 Budget.

Motion Passed 6-0



To adopt POCC Resolution No. 2023-04 Setting regular meeting dates for 2024.

Motion Passed 3-0

## **PORT OF DOUGLAS COUNTY ACTION ITEMS:**

### **Resolution No. 2023-03 Adoption of the Port of Douglas County 2024 Budget**

Lough reviewed the budget, and the following action was taken:

**Motion No.**

Moved by:

Seconded by:

**11-16-23 PODC**

Mark Spurgeon

Jim Huffman

To adopt PODC Resolution No. 2023-03 Approving the 2024 Budget.

Motion Passed 3-0

### **Resolution No. 2023-04 Scheduling Dates and Times of Regular Meetings**

PODC Resolution No. 2023-04 was reviewed, and the following action was taken:

**Motion No.**

Moved by:

Seconded by:

**11-17-23 PODC**

Mark Spurgeon

Jim Huffman

To adopt PODC Resolution No. 2023-04 Setting regular meeting dates for 2024.

Motion Passed 3-0

**At 10:00 a.m. Commissioner Spurgeon call for a 10-minute break.**

## **MISCELLANEOUS STAFF REPORTS:**

### **Kuntz provided information and updates including:**

- Shared that an agreement has been signed with the North Central Washington Economic Development District for Craig Larsen to take on the role as Executive Director.
- Updated the Board that Lieutenant Ben Gering will be leaving his role with the Washington Army National Guard to work for Boeing.
- Laura Gloria with the City of Wenatchee reached out to discuss a partnership and financial contribution for the use the CDRPA's federal lobbyist firm Elevate Governmental Affairs.
- Shared that a meeting was held with the US Forest Service regarding the property in Leavenworth.

### **Moyers provided information and updates including:**

- Gave a quick review of Virtower counts for Waterville Airport with 105 operations being recorded since the tower was installed. In the same time, Mansfield Airport has had 16 operations, Chelan Airport has had 1,225 operations and Pangborn Memorial Airport has had 3,331 operations.
- Shared that the Department of Natural Resources has an interest in setting up a more permanent operation at Pangborn Memorial Airport.

### **de Mestre provided information and updates including:**

- Updated the Board that an additional 18 parking spaces will be needed for the Trades District site and there can no longer be bollards in the plan for use in closing the street. A long bid period (4 weeks) will be required for the project.
- Shared that the pump test on the Malaga well is complete. The test occurred for 12 days and consistently recorded 1200 gallons per minute and the well recovered instantaneously upon completion. The well will convert into a production well pending sign-off.
- de Mestre updated the Board on a draft lease for the third floor of the Confluence Technology Center.
- Updated that Terminal Apron repairs have occurred.

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

**EXECUTIVE SESSION:**

Executive Session was announced at 11:15 a.m. for a period of thirty minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.110(1)(i) to discuss with legal counsel litigation, potential litigation and/or legal risks, RCW 42.30.110(1)(c) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price (final action selling or leasing public property shall be taken in a meeting open to the public) and RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. Executive Session was extended at 11:45 a.m. for an additional thirty minutes and again at 12:15 a.m. for an additional 20 minutes. Executive Session concluded at 12:35 a.m.

**Meeting reconvened in Regular Session with no action taken and immediately adjourned at 12: 37 a.m.**

Signed and dated this 19<sup>th</sup> day of December 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  
Check Register Listing  
2023-November**

| <b>Date Issued</b> | <b>Register #</b> | <b>Reason</b>                           | <b>First #</b> | <b>Last #</b> | <b>Amount</b>  |
|--------------------|-------------------|---|----------------|---------------|----------------|
| 11/15/23           | 2023-47           | Mid-Month Payables                      | 12388          | 12474         | \$3,716,827.43 |
| 11/16/23           |                   | Mid-Month Employee Advances             |                | ACH           | \$4,000.00     |
| 11/28/23           |                   | WA Dept of Revenue - Sales Tax          |                | ACH           | \$8,500.15     |
| 11/30/23           |                   | WA Dept of Revenue - Unclaimed Property |                | ACH           | \$51.60        |
| 11/30/23           | 2023-48           | November 2023 Payroll                   | 12475          | 12476         | \$277,562.93   |
| 11/30/23           | 2023-49           | Month-End Payables                      | 12477          | 12542         | \$1,166,397.40 |

Transactions for approval December 19, 2023 total:

\$5,173,339.51

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**  
**2023-47**

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 November 15, 2023 checks 12388 - 12474 in the amount of

**\$3,716,827.43**

Jim Kuntz, Chief Executive Officer \_\_\_\_\_

Monica Lough, Director of Finance & Admin \_\_\_\_\_

| Date Issued                                | Claimant                                  | Purpose   | Check Number | Amount            |
|--|---|---|--------------|-------------------|
| <b><u>CASHMERE MILL DISTRICT</u></b>       |   |   |              |                   |
| 11/15/2023                                 | Chelan County PUD                         | Utilities                                       | 12408        | 1,654.91          |
| 11/15/2023                                 | City of Cashmere                          | Utilities                                       | 12410        | 624.69            |
| 11/15/2023                                 | Waste Management                          | Utilities                                       | 12468        | 438.31            |
|  | <b>Net Cashmere Mill District</b>         |   |              | <b>2,717.91</b>   |
| <b><u>CONFLUENCE TECHNOLOGY CENTER</u></b> |   |   |              |                   |
| 11/15/2023                                 | Banner Bank - TD                          | Landscaping, Maintenance/Office/Coffee Supplies | 12402        | 1,840.78          |
| 11/15/2023                                 | Cascade Natural Gas                       | Utilities                                       | 12407        | 13.78             |
| 11/15/2023                                 | Chelan County PUD                         | Utilities                                       | 12408        | 10,868.09         |
| 11/15/2023                                 | City of Wenatchee                         | Utilities                                       | 12411        | 836.74            |
| 11/15/2023                                 | Consolidated Electrical Distributors, Inc | Building Repairs                                | 12414        | 148.70            |
| 11/15/2023                                 | GFC Services                              | Meeting Room Setups/Janitorial Services         | 12425        | 7,105.06          |
| 11/15/2023                                 | Go USA, Inc.                              | Office Supplies                                 | 12427        | 419.85            |
| 11/15/2023                                 | Graybeal Signs, Inc.                      | Building Repairs                                | 12428        | 103.27            |
| 11/15/2023                                 | Kelly Connect                             | Copier Usage                                    | 12435        | 145.62            |
| 11/15/2023                                 | Lowe's                                    | Maintenance Supplies                            | 12439        | 55.99             |
| 11/15/2023                                 | National Financial Literacy Campaign      | Security Deposit Refund                         | 12444        | 527.16            |
| 11/15/2023                                 | North Central ESD                         | Video Conference Operator                       | 12447        | 9,570.62          |
| 11/15/2023                                 | NuClear Property Care Co.                 | Window Cleaning                                 | 12448        | 6,725.77          |
| 11/15/2023                                 | Pacific Security                          | Patrol Service                                  | 12452        | 444.00            |
| 11/15/2023                                 | S & W Irrigation Supply                   | Snow Removal                                    | 12458        | 129.13            |
| 11/15/2023                                 | Stoneway Electric Supply                  | Building Repairs                                | 12464        | 3,390.64          |
| 11/15/2023                                 | US Forest Service                         | Tenant Refund                                   | 12466        | 60.00             |
| 11/15/2023                                 | Waste Management                          | Utilities                                       | 12468        | 1,208.44          |
| 11/15/2023                                 | Weinstein Beverage Co.                    | Coffee Supplies                                 | 12469        | 462.85            |
|  | <b>Net Confluence Technology Center</b>   |   |              | <b>44,056.49</b>  |
| <b><u>DOWNTOWN WENATCHEE SOUTH</u></b>     |   |   |              |                   |
| 11/15/2023                                 | Chelan County PUD                         | Utilities                                       | 12408        | 943.72            |
| 11/15/2023                                 | City of Wenatchee                         | Utilities                                       | 12411        | 755.38            |
|  | <b>Net Downtown Wenatchee South</b>       |   |              | <b>\$1,699.10</b> |
| <b><u>OLDS STATION BUSINESS PARK</u></b>   |   |   |              |                   |
| 11/15/2023                                 | Banner Bank - RR                          | Maintenance Supplies                            | 12399        | 307.28            |
| 11/15/2023                                 | Chelan County PUD                         | Utilities                                       | 12408        | 2,818.42          |
| 11/15/2023                                 | City of Wenatchee                         | Utilities                                       | 12411        | 945.74            |
| 11/15/2023                                 | Home Depot Pro                            | Maintenance Supplies                            | 12430        | 23.88             |
| 11/15/2023                                 | Pacific Security                          | Patrol Service                                  | 12452        | 888.00            |
| 11/15/2023                                 | S & W Irrigation Supply                   | Snow Removal                                    | 12458        | 490.72            |
| 11/15/2023                                 | Stemilt World Famous Compost              | Landscaping                                     | 12463        | 30.00             |
| 11/15/2023                                 | Waste Management                          | Utilities                                       | 12468        | 146.83            |
|  | <b>Net Olds Station Business Park</b>     |   |              | <b>5,650.87</b>   |

**Chelan Douglas Regional Port Authority  
Check Register  
2023-24**

**PANGBORN AIRPORT**

|            |                                   |  |       |                  |
|------------|-----------------------------------|--|-------|------------------|
| 11/15/2023 | Ag Supply Co.                     | Fuel, Diesel, Maintenance Supplies           | 12390 | 4,094.10         |
| 11/15/2023 | Ardurra                           | Engineering Services                         | 12392 | 2,857.25         |
| 11/15/2023 | Banner Bank - TC                  | Security Expenses                            | 12401 | 400.00           |
| 11/15/2023 | Banner Bank - TF                  | Vehicle Maintenance, Maintenance Supplies    | 12403 | 1,588.06         |
| 11/15/2023 | Banner Bank - TM                  | AAAE Membership, Phone Service, Ops Training | 12404 | 539.21           |
| 11/15/2023 | Cute Dumplings, LLC               | Security Deposit Refund                      | 12416 | 175.00           |
| 11/15/2023 | Douglas County PUD                | Utilities                                    | 12418 | 1,712.00         |
| 11/15/2023 | Fastenal Company                  | Maintenance Supplies                         | 12422 | 695.52           |
| 11/15/2023 | Firefly                           | Project; Webcam                              | 12423 | 9,020.85         |
| 11/15/2023 | FlashParking, Inc.                | Parking Software Renewal                     | 12424 | 1,992.88         |
| 11/15/2023 | Global ARFF Services              | Preventive Inspection of Vehicle - ARFF      | 12426 | 6,996.46         |
| 11/15/2023 | Harvest Valley Pest Control, Inc. | Pest Control                                 | 12429 | 81.23            |
| 11/15/2023 | Home Depot Pro                    | Janitorial/Maintenance Supplies              | 12430 | 504.45           |
| 11/15/2023 | Jerry's Auto Supply               | Maintenance Supplies                         | 12433 | 139.46           |
| 11/15/2023 | Kueper                            | Winter Operations                            | 12437 | 3,684.00         |
| 11/15/2023 | Lowe's                            | Terminal Maintenance                         | 12439 | 2,274.73         |
| 11/15/2023 | Mama Tinas Pizza                  | Festival of Flight - Courtesy Lunches        | 12441 | 113.64           |
| 11/15/2023 | Norco Inc                         | ARFF Expenses                                | 12446 | 177.88           |
| 11/15/2023 | Omnipark Inc.                     | Parking Software                             | 12450 | 366.05           |
| 11/15/2023 | Pacific Security                  | Patrol Service                               | 12452 | 444.00           |
| 11/15/2023 | Pomp's Tire Service, Inc.         | Vehicle Maintenance                          | 12454 | 716.16           |
| 11/15/2023 | S & W Irrigation Supply           | Winter Operations                            | 12458 | 619.85           |
| 11/15/2023 | Stan's Merry Mart                 | Maintenance Uniform                          | 12461 | 239.10           |
| 11/15/2023 | Voltaire Aviation Inc.            | Air Service Dev Retainer                     | 12467 | 4,000.00         |
| 11/15/2023 | Waste Management                  | Utilities                                    | 12468 | 672.31           |
|            | <b>Net Pangborn Airport</b>       |  |       | <b>44,104.19</b> |

**PANGBORN FBO**

|            |                         |                  |       |                  |
|------------|-------------------------|------------------|-------|------------------|
| 11/15/2023 | AvFuel Corp             | Jet A Fuel       | 12393 | 79,598.07        |
| 11/15/2023 | Banner Bank - CG        | Catering         | 12394 | 441.24           |
| 11/15/2023 | Camcal Inc              | Equipment Repair | 12406 | 3,330.46         |
| 11/15/2023 | Cintas Corporation      | Uniforms         | 12409 | 105.60           |
| 11/15/2023 | Colby Goodrich          | FBO Supplies     | 12412 | 61.80            |
| 11/15/2023 | Oxarc Inc.              | FBO Supplies     | 12451 | 91.67            |
| 11/15/2023 | Waste Management        | Utilities        | 12468 | 177.43           |
|            | <b>Net Pangborn FBO</b> |                  |       | <b>83,806.27</b> |

**PANGBORN BUSINESS PARK**

|            |                                   |                      |       |                 |
|------------|-----------------------------------|----------------------|-------|-----------------|
| 11/15/2023 | Ag Supply Co.                     | Maintenance Supplies | 12390 | 56.37           |
| 11/15/2023 | Banner Bank - PE                  | Maintenance Supplies | 12398 | 109.37          |
| 11/15/2023 | Banner Bank - TF                  | Building Maintenance | 12403 | 235.57          |
| 11/15/2023 | Douglas County PUD                | Utilities            | 12418 | 1,589.00        |
| 11/15/2023 | Home Depot Pro                    | Maintenance Supplies | 12430 | 176.14          |
| 11/15/2023 | Lowe's                            | Building Maintenance | 12439 | 82.56           |
| 11/15/2023 | York Building Services, Inc.      | Janitorial Services  | 12473 | 1,535.00        |
| 11/15/2023 | Young Bucks Landscaping LLC       | Landscaping          | 12474 | 2,758.40        |
|            | <b>Net Pangborn Business Park</b> |                      |       | <b>6,542.41</b> |

**RPA OFFICE/AVIATION CENTER**

|            |                                       |                      |       |                 |
|------------|---------------------------------------|----------------------|-------|-----------------|
| 11/15/2023 | Douglas County PUD                    | Utilities            | 12418 | 1,162.00        |
| 11/15/2023 | Lowe's                                | Building Maintenance | 12439 | 35.02           |
| 11/15/2023 | Star Rental's Inc.                    | Building Maintenance | 12462 | 2,550.07        |
| 11/15/2023 | United Rentals                        | Building Maintenance | 12465 | 450.42          |
| 11/15/2023 | Waste Management                      | Utilities            | 12468 | 395.96          |
| 11/15/2023 | Young Bucks Landscaping LLC           | Landscaping          | 12474 | 1,838.94        |
|            | <b>Net RPA Office/Aviation Center</b> |                      |       | <b>6,432.41</b> |

**LAKE CHELAN AIRPORT**

|            |                                |             |       |                 |
|------------|--------------------------------|-------------|-------|-----------------|
| 11/15/2023 | Chelan County PUD              | Utilities   | 12408 | 24.83           |
| 11/15/2023 | Young Bucks Landscaping LLC    | Landscaping | 12474 | 1,077.59        |
|            | <b>Net Lake Chelan Airport</b> |             |       | <b>1,102.42</b> |

**Chelan Douglas Regional Port Authority  
Check Register  
2023-47**

|  |   |  |  |
|--|---|--|--|
| <b><u>MANSFIELD AIRPORT</u></b>                    |   |  |  |
| 11/15/2023   | Douglas County PUD<br>Net Mansfield Airport                   | Utilities  | 12418      30.00<br><u>30.00</u>       |
| <br>   |   |  |  |
| <b><u>WATERVILLE AIRPORT</u></b>                   |   |  |  |
| 11/15/2023   | Douglas County Cemetery District #2<br>Net Waterville Airport | Q2/Q3 Airport Maintenance                              | 12417      3,500.00<br><u>3,500.00</u> |
| <br>   |   |  |  |
| <b><u>ORONDO RIVER PARK</u></b>                    |   |  |  |
| 11/15/2023   | RH2 Engineering, Inc.   | Engineering Services                                   | 12455      1,578.50                    |
| 11/15/2023   | Waste Management  | Utilities  | 12468      160.57                      |
| 11/15/2023   | Young Bucks Landscaping LLC                                   | Landscaping  | 12474      4,461.96                    |
|  | Net Orondo River Park   |  | <u>6,201.03</u>                        |
| <br>   |   |  |  |
| <b><u>MALAGA PROPERTY</u></b>                      |   |  |  |
| 11/15/2023   | Chelan County PUD<br>Net Malaga Property                      | Utilities  | 12408      74.08<br><u>74.08</u>       |
| <br>   |   |  |  |
| <b><u>BUSINESS PARK MAINTENANCE</u></b>            |   |  |  |
| 11/15/2023   | Coleman Oil Company   | Fuel   | 12413      338.38                      |
| 11/15/2023   | Home Depot Pro  | Supplies   | 12430      488.06                      |
| 11/15/2023   | Jerry's Auto Supply   | Maintenance Supplies                                   | 12433      8.02                        |
| 11/15/2023   | Midvalley Automotive  | Auto Expenses  | 12442      1,461.67                    |
| 11/15/2023   | Pomp's Tire Service, Inc.                                     | Auto Expenses  | 12454      731.08                      |
|  | Net Business Park Maintenance                                 |  | <u>3,027.21</u>                        |
| <br>   |   |  |  |
| <b><u>ADMINISTRATIVE &amp; GENERAL</u></b>         |   |  |  |
| 11/15/2023   | Amazon Capital Services                                       | Office Supplies  | 12391      162.07                      |
| 11/15/2023   | Banner Bank - DE  | Lodging; PMA Fresh Conference                          | 12395      1,015.82                    |
| 11/15/2023   | Banner Bank - JC  | Lodging; WPPA Small Ports Seminar                      | 12396      200.34                      |
| 11/15/2023   | Banner Bank - JK  | Office Supplies, Board Mtg Lunch, Subscription         | 12397      1,287.36                    |
| 11/15/2023   | Banner Bank - PE  | Office Supplies, Software                              | 12398      429.67                      |
| 11/15/2023   | Banner Bank - TC  | Subscriptions/Software                                 | 12401      221.18                      |
| 11/15/2023   | CPI Printing  | Business Cards - S Lamb                                | 12415      85.53                       |
| 11/15/2023   | Elevate Government Affairs, LLC                               | Governmental Affairs Federal Contract                  | 12419      8,500.00                    |
| 11/15/2023   | Emily B. Lammert  | Board Retreat Supplies                                 | 12420      36.07                       |
| 11/15/2023   | Firefly   | Installed Jim's Computer                               | 12423      460.03                      |
| 11/15/2023   | Julie Burdick-Avis.   | Mileage  | 12434      16.51                       |
| 11/15/2023   | Lodestar Strategic LLC  | Governmental Affairs State Contract                    | 12438      6,000.00                    |
| 11/15/2023   | Monica Lough  | Meals; WPPA Small Ports Seminar, Mileage, Postage      | 12443      265.43                      |
| 11/15/2023   | ODP Business Solutions LLC                                    | Office Supplies  | 12449      32.22                       |
| 11/15/2023   | RH2 Engineering, Inc.   | Engineering Services                                   | 12455      842.56                      |
| 11/15/2023   | Ricoh USA, Inc  | Copier Usage   | 12456      301.78                      |
| 11/15/2023   | Ridgeline Graphics, Inc                                       | Scans  | 12457      78.26                       |
| 11/15/2023   | Stacie de Mestre  | Mileage  | 12460      115.94                      |
| 11/15/2023   | Xerox Corporation   | Printer Usage  | 12472      151.25                      |
|  | Net Administrative & General                                  |  | <u>\$20,202.02</u>                     |
| <br>   |   |  |  |
| <b><u>BUSINESS DEVELOPMENT &amp; MARKETING</u></b> |   |  |  |
| 11/15/2023   | Banner Bank - PE  | 2024 Budget Public Notice Ads, Marketing               | 12398      1,164.42                    |
| 11/15/2023   | Banner Bank - SD  | Travel/Meals; PMA Fresh Conference, Project Manager Ad | 12400      1,655.78                    |
| 11/15/2023   | Banner Bank - TC  | Adobe Subscription                                     | 12401      22.77                       |
| 11/15/2023   | BerryDunn   | Regional Sports Complex Feasibility Study              | 12405      13,576.00                   |
| 11/15/2023   | Kole Warren   | Logo Wear  | 12436      195.65                      |
| 11/15/2023   | NCW Tech Alliance   | Innovator Awards Table Sponsor                         | 12445      500.00                      |
| 11/15/2023   | Wenatchee World   | 2nd Flight Advertising                                 | 12471      2,350.00                    |
|  | Net Business Development & Marketing                          |  | <u>\$19,464.62</u>                     |

**Chelan Douglas Regional Port Authority  
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2023-47**

**CAPITAL PROJECTS**

|            |                              |  |       |                     |
|------------|------------------------------|--|-------|---------------------|
| 11/15/2023 | Absher Construction Company  | CTC - Salvage, Demo & Restoration Project          | 12389 | 156,775.02          |
| 11/15/2023 | Ardurra                      | SRE Procurement                                    | 12392 | 4,846.79            |
| 11/15/2023 | Ardurra                      | MALSR Construction Assistance                      | 12392 | 890.00              |
| 11/15/2023 | Ardurra                      | Taxiway A Realignment                              | 12392 | 75,129.05           |
| 11/15/2023 | Ardurra                      | Terminal Apron Reconstruction                      | 12392 | 5,978.40            |
| 11/15/2023 | Ardurra                      | GA Terminal EA                                     | 12392 | 894.00              |
| 11/15/2023 | Ardurra                      | Terminal UST Removal Project                       | 12392 | 46,509.20           |
| 11/15/2023 | Erlandsen                    | Ford Property BLA                                  | 12421 | 1,246.00            |
| 11/15/2023 | Inland Fire Protection, Inc. | Retainage Release                                  | 12431 | 1,473.66            |
| 11/15/2023 | J-U-B Engineers, Inc.        | Waterville Runway Edge Lighting System Replacement | 12432 | 1,767.81            |
| 11/15/2023 | Malaga Water District        | Malaga Water Improvements                          | 12440 | 13,378.50           |
| 11/15/2023 | Patriot Taxiway Industries   | Medium Intensity Approach Lighting System          | 12453 | 197,290.30          |
| 11/15/2023 | SCJ Alliance                 | Army National Guard - CUP Application              | 12459 | 3,427.00            |
| 11/15/2023 | RH2 Engineering, Inc.        | Water System Improvements                          | 12455 | 57,353.00           |
| 11/15/2023 | RH2 Engineering, Inc.        | Cooling Water Discharge                            | 12455 | 34,960.42           |
| 11/15/2023 | Selland Construction, Inc    | Malaga Water System Improvements                   | 12388 | 580,238.75          |
| 11/15/2023 | Selland Construction, Inc    | Taxiway A Realignment                              | 12388 | 1,434,997.92        |
| 11/15/2023 | Selland Construction, Inc    | Taxiway B Realignment/Executive Hangar Site        | 12388 | 812,527.61          |
| 11/15/2023 | Wells and Wade Mechanical    | Accor HVAC Compressor                              | 12470 | 38,532.97           |
|            |                              |  |       | <b>3,468,216.40</b> |
|            |                              |  |       | <b>3,716,827.43</b> |

**Chelan Douglas Regional Port Authority**  
**Check Register**  
**2023-48**

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 November 30, 2023, checks 12475 - 12476 and electronic payments in the amount of:

\$ 277,562.93

Jim Kuntz, Chief Executive Officer


Monica Lough, Director of Finance & Admin

| Date Issued    | Claimant               | Purpose               | Check Number | Amount    |
|----------------|------------------------|-----------------------|--------------|-----------|
| <b>Payroll</b> |                        |                       |              |           |
| 11/30/23       | Amador Lopez, Lorena   | November 2023 Payroll | EFT          | 3,999.71  |
| 11/30/23       | Asplund, Randy L       | November 2023 Payroll | EFT          | 406.34    |
| 11/30/23       | Baldwin, Janet L       | November 2023 Payroll | EFT          | 1,432.68  |
| 11/30/23       | Beidler, Camryn N      | November 2023 Payroll | EFT          | 3,247.13  |
| 11/30/23       | Blake, Kenny R         | November 2023 Payroll | EFT          | 73.88     |
| 11/30/23       | Burdick-Avis, Julie A  | November 2023 Payroll | EFT          | 2,764.38  |
| 11/30/23       | Camarillo-Reyes, Laura | November 2023 Payroll | EFT          | 3,444.28  |
| 11/30/23       | Chatriand, Bobbie J    | November 2023 Payroll | EFT          | 3,698.48  |
| 11/30/23       | Day, Skylar            | November 2023 Payroll | EFT          | 3,387.43  |
| 11/30/23       | de Mestre, Stacie C    | November 2023 Payroll | EFT          | 7,420.15  |
| 11/30/23       | Deenik, Sarah K        | November 2023 Payroll | EFT          | 5,665.66  |
| 11/30/23       | Degnan, Tricia E       | November 2023 Payroll | EFT          | 5,148.27  |
| 11/30/23       | DeRock, Richard A      | November 2023 Payroll | EFT          | 1,465.60  |
| 11/30/23       | Downs, Paul J          | November 2023 Payroll | EFT          | 73.88     |
| 11/30/23       | Etherington, Donn      | November 2023 Payroll | EFT          | 2,152.05  |
| 11/30/23       | Flaget, Todd R         | November 2023 Payroll | EFT          | 4,981.88  |
| 11/30/23       | Gamache, Raymond B     | November 2023 Payroll | EFT          | 73.88     |
| 11/30/23       | Goodrich, Colby A      | November 2023 Payroll | EFT          | 4,770.14  |
| 11/30/23       | Huffman, James D       | November 2023 Payroll | EFT          | 1,433.80  |
| 11/30/23       | Kern, Dana             | November 2023 Payroll | EFT          | 3,209.92  |
| 11/30/23       | Kuntz, James M         | November 2023 Payroll | EFT          | 13,368.00 |
| 11/30/23       | Lamb, Kenneth R        | November 2023 Payroll | EFT          | 5,408.47  |
| 11/30/23       | Lamb, Shane C          | November 2023 Payroll | EFT          | 5,262.85  |
| 11/30/23       | Lammert, Emily B       | November 2023 Payroll | EFT          | 2,176.34  |
| 11/30/23       | Larsen, Craig N        | November 2023 Payroll | EFT          | 5,412.21  |
| 11/30/23       | Loebsack, W Alan       | November 2023 Payroll | EFT          | 1,211.18  |
| 11/30/23       | Lough, Monica D        | November 2023 Payroll | EFT          | 8,374.10  |
| 11/30/23       | Martinez, Rafael       | November 2023 Payroll | EFT          | 3,508.22  |
| 11/30/23       | Moyers, Trent D        | November 2023 Payroll | EFT          | 8,438.96  |

|          |                                  |                        |       |                          |
|----------|----------------------------------|------------------------|-------|--------------------------|
| 11/30/23 | Orr, Marcus J                    | November 2023 Payroll  | EFT   | 4,443.93                 |
| 11/30/23 | Rumburg, Concetta A              | November 2023 Payroll  | EFT   | 1,459.57                 |
| 11/30/23 | Russ, Ronald R                   | November 2023 Payroll  | EFT   | 6,719.42                 |
| 11/30/23 | Russell, Justin L                | November 2023 Payroll  | EFT   | 3,673.00                 |
| 11/30/23 | Ruud, David K.                   | November 2023 Payroll  | EFT   | 38.79                    |
| 11/30/23 | Smith, Charles B                 | November 2023 Payroll  | EFT   | 3,946.61                 |
| 11/30/23 | Spurgeon, Mark M                 | November 2023 Payroll  | EFT   | 796.72                   |
| 11/30/23 | Stutzman, Lynn A                 | November 2023 Payroll  | EFT   | 71.90                    |
| 11/30/23 | Vargas-Mata, Manuel A            | November 2023 Payroll  | EFT   | 4,926.93                 |
| 11/30/23 | Warren, Kole A                   | November 2023 Payroll  | EFT   | 2,933.42                 |
| 11/30/23 | Williams, Jeremy B               | November 2023 Payroll  | EFT   | 2,962.84                 |
| 11/30/23 | HRA VEBA Trust                   | November VEBA          | EFT   | 3,125.00                 |
| 11/30/23 | Bobbie Chatriand                 | November Sunshine Fund | 12476 | 125.00                   |
| 11/30/23 | Health Care Authority            | December Insurance     | 12475 | 43,540.92                |
| 11/30/23 | Department of Retirement Systems | November Retirement    | ACH   | 38,026.45                |
| 11/30/23 | US Treasury                      | November Payroll Taxes | EFTPS | 48,762.56                |
|          | <b>Net Payroll</b>               |                        |       | <b><u>277,562.93</u></b> |

**Chelan Douglas Regional Port Authority  
Check Register  
2023-49**

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 November 30, 2023 checks 12477 - 12542 in the amount of

**\$1,166,397.40**

Jim Kuntz, Chief Executive Officer \_\_\_\_\_

Monica Lough, Director of Finance & Admin \_\_\_\_\_

| Date Issued                                | Claimant                                  | Purpose                  | Check Number | Amount                  |
|--|---|--------------------------|--------------|-------------------------|
| <b><u>CASHMERE MILL DISTRICT</u></b>       |   |                          |              |                         |
| 11/30/2023                                 | Keyhole Security Inc.                     | Building Maintenance     | 12514        | 5.65                    |
| 11/30/2023                                 | Local Tel Communications                  | Fire Alarm Service       | 12517        | 75.96                   |
|  | <b>Net Cashmere Mill District</b>         |                          |              | <b><u>81.61</u></b>     |
| <b><u>CONFLUENCE TECHNOLOGY CENTER</u></b> |   |                          |              |                         |
| 11/30/2023                                 | Cascade Natural Gas                       | Utilities                | 12486        | 13.78                   |
| 11/30/2023                                 | Chelan County PUD                         | Utilities                | 12488        | 210.42                  |
| 11/30/2023                                 | Consolidated Electrical Distributors, Inc | Building Repairs         | 12493        | 4,695.84                |
| 11/30/2023                                 | Crown Paper & Janitorial Supply           | Janitorial Supplies      | 12496        | 1,168.99                |
| 11/30/2023                                 | Express Services, Inc.                    | Admin Assistant          | 12506        | 285.10                  |
| 11/30/2023                                 | Firefly                                   | Managed Services         | 12507        | 3,373.19                |
| 11/30/2023                                 | Hispanic Media                            | Tenant Deposit Refund    | 12541        | 527.16                  |
| 11/30/2023                                 | Home Depot Pro                            | Maintenance Supplies     | 12509        | 71.61                   |
| 11/30/2023                                 | Local Tel Communications                  | Telephone                | 12517        | 561.04                  |
| 11/30/2023                                 | North Cascades Heating & A/C, Inc         | HVAC Service             | 12522        | 203.81                  |
| 11/30/2023                                 | Tree Top                                  | Duplicate Payment Refund | 12535        | 2,151.36                |
| 11/30/2023                                 | Weinstein Beverage Co.                    | Coffee Supplies          | 12538        | 538.59                  |
| 11/30/2023                                 | Zoom Video Communication, Inc             | Annual Subscription      | 12539        | 5,477.53                |
|  | <b>Net Confluence Technology Center</b>   |                          |              | <b><u>19,278.42</u></b> |
| <b><u>DOWNTOWN WENATCHEE SOUTH</u></b>     |   |                          |              |                         |
| 11/30/2023                                 | Cascade Natural Gas                       | Utilities                | 12486        | 297.13                  |
| 11/30/2023                                 | Local Tel Communications                  | Utilities                | 12517        | 397.15                  |
|  | <b>Net Downtown Wenatchee South</b>       |                          |              | <b><u>694.28</u></b>    |
| <b><u>OLDS STATION BUSINESS PARK</u></b>   |   |                          |              |                         |
| 11/30/2023                                 | Cascade Natural Gas                       | Utilities                | 12486        | 13.78                   |
| 11/30/2023                                 | Chelan County PUD                         | Utilities                | 12488        | 581.75                  |
| 11/30/2023                                 | Home Depot Pro                            | Maintenance Supplies     | 12509        | 189.03                  |
| 11/30/2023                                 | Local Tel Communications                  | Alarm Systems            | 12517        | 152.20                  |
| 11/30/2023                                 | Stemilt World Famous Compost              | Landscaping              | 12534        | 30.00                   |
|  | <b>Net Olds Station Business Park</b>     |                          |              | <b><u>966.76</u></b>    |

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**PANGBORN AIRPORT**

|            |                                     |                            |       |                    |
|------------|-------------------------------------|----------------------------|-------|--------------------|
| 11/30/2023 | Ag Supply Co.                       | Propane                    | 12479 | 34.96              |
| 11/30/2023 | CO-Energy                           | Equipment Maintenance      | 12490 | 571.45             |
| 11/30/2023 | Douglas County Sewer District No. 1 | Sewer, Glycol Disposal     | 12503 | 534.96             |
| 11/30/2023 | East Wenatchee Water District       | Water                      | 12504 | 381.20             |
| 11/30/2023 | Firefly                             | Managed Services           | 12507 | 2,977.49           |
| 11/30/2023 | Home Depot Pro                      | Terminal Maintenance       | 12509 | 173.95             |
| 11/30/2023 | Jerry's Auto Supply                 | Maintenance Supplies       | 12513 | 2,608.17           |
| 11/30/2023 | Kueper                              | Winter Operations          | 12515 | 305.77             |
| 11/30/2023 | Les Schwab Tire Center              | Equipment Maintenance      | 12516 | 824.22             |
| 11/30/2023 | Local Tel Communications            | Phone/Internet/Cable       | 12517 | 517.75             |
| 11/30/2023 | Lowe's                              | Maintenance Supplies       | 12518 | 173.94             |
| 11/30/2023 | Moon Security Services, Inc         | Security Expenses          | 12521 | 47.65              |
| 11/30/2023 | NW Snow and Ice Equipment           | Equipment Maintenance      | 12523 | 14,885.75          |
| 11/30/2023 | Ogden Murphy Wallace, PLLC          | Legal Fees                 | 12525 | 3,007.00           |
| 11/30/2023 | Platt Electric Supply               | Terminal Maintenance       | 12527 | 66.33              |
| 11/30/2023 | Virtower LLC                        | VirTower Tracking Software | 12536 | 400.00             |
|            | <b>Net Pangborn Airport</b>         |                            |       | <b>\$27,510.59</b> |

**PANGBORN FBO**

|            |                          |           |       |                    |
|------------|--------------------------|-----------|-------|--------------------|
| 11/30/2023 | Avfuel Corp              | Jet Fuel  | 12482 | 38,339.94          |
| 11/30/2023 | Cintas Corporation       | Uniforms  | 12489 | 158.40             |
| 11/30/2023 | Local Tel Communications | Utilities | 12517 | 251.72             |
|            | <b>Net Pangborn FBO</b>  |           |       | <b>\$38,750.06</b> |

**PANGBORN BUSINESS PARK**

|            |                                     |                    |       |                 |
|------------|-------------------------------------|--------------------|-------|-----------------|
| 11/30/2023 | Douglas County Sewer District No. 1 | Sewer              | 12503 | 97.00           |
| 11/30/2023 | East Wenatchee Water District       | Water              | 12504 | 555.80          |
| 11/30/2023 | Local Tel Communications            | Fire Alarm Service | 12517 | 37.74           |
|            | <b>Net Pangborn Business Park</b>   |                    |       | <b>\$690.54</b> |

**RPA OFFICE/AVIATION CENTER**

|            |                                       |                      |       |                   |
|------------|---------------------------------------|----------------------|-------|-------------------|
| 11/30/2023 | Cascade Natural Gas                   | Utilities            | 12486 | 2,014.17          |
| 11/30/2023 | Douglas County Sewer District No. 1   | Sewer                | 12503 | 403.52            |
| 11/30/2023 | East Wenatchee Water District         | Water                | 12504 | 241.60            |
| 11/30/2023 | Home Depot Pro                        | Building Maintenance | 12509 | 87.76             |
| 11/30/2023 | Inland Fire Protection, Inc.          | Building Maintenance | 12511 | 1,649.47          |
|            | <b>Net RPA Office/Aviation Center</b> |                      |       | <b>\$4,396.52</b> |

**MANSFIELD AIRPORT**

|            |                              |                            |       |                 |
|------------|------------------------------|----------------------------|-------|-----------------|
| 11/30/2023 | Virtower LLC                 | VirTower Tracking Software | 12536 | 400.00          |
|            | <b>Net Mansfield Airport</b> |                            |       | <b>\$400.00</b> |

**BUSINESS PARK MAINTENANCE**

|            |                                      |                 |       |                 |
|------------|--------------------------------------|-----------------|-------|-----------------|
| 11/30/2023 | Coleman Oil Company                  | Fuel            | 12492 | 161.27          |
| 11/30/2023 | Home Depot Pro                       | Small Equipment | 12509 | 341.32          |
|            | <b>Net Business Park Maintenance</b> |                 |       | <b>\$502.59</b> |



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|  |   |  |       |                         |
|--|---|--|-------|-------------------------|
| <b><u>WATERVILLE AIRPORT</u></b>                   |   |  |       |                         |
| 11/30/2023   | Douglas County PUD                              | Utilities                                  | 12502 | 48.00                   |
| 11/30/2023   | Local Tel Communications                        | Utilities                                  | 12517 | 48.95                   |
| 11/30/2023   | Virtower LLC                                    | VirTower Tracking Software                 | 12536 | 400.00                  |
|  | <b>Net Waterville Airport</b>                   |  |       | <b><u>496.95</u></b>    |
| <br>   |   |  |       |                         |
| <b><u>CHELAN AIRPORT</u></b>                       |   |  |       |                         |
| 11/30/2023   | Virtower LLC                                    | VirTower Tracking Software                 | 12536 | 400.00                  |
|  | <b>Net Chelan Airport</b>                       |  |       | <b><u>400.00</u></b>    |
| <br>   |   |  |       |                         |
| <b><u>ORONDO RIVER PARK</u></b>                    |   |  |       |                         |
| 11/30/2023   | After Hours Plumbing & Heating, Inc.            | Annual Winterization                       | 12478 | 889.69                  |
| 11/30/2023   | Douglas County PUD                              | Utilities                                  | 12502 | 74.00                   |
| 11/30/2023   | Local Tel Communications                        | Internet                                   | 12517 | 65.90                   |
|  | <b>Net Orondo River Park</b>                    |  |       | <b><u>1,029.59</u></b>  |
| <br>   |   |  |       |                         |
| <b><u>MALAGA PROPERTIES</u></b>                    |   |  |       |                         |
| 11/30/2023   | Chelan County PUD                               | Utilities                                  | 12488 | 61.75                   |
|  | <b>Net Malaga Property</b>                      |  |       | <b><u>61.75</u></b>     |
| <br>   |   |  |       |                         |
| <b><u>ADMINISTRATIVE &amp; GENERAL</u></b>         |   |  |       |                         |
| 11/30/2023   | Alan Loeb sack                                  | Mileage                                    | 12480 | 98.77                   |
| 11/30/2023   | Amazon Capital Services                         | Office Supplies, Conference Room Snacks    | 12481 | 780.67                  |
| 11/30/2023   | CPI Printing                                    | Business Cards - J Williams                | 12494 | 85.53                   |
| 11/30/2023   | Craig Larsen                                    | Mileage/Meal                               | 12495 | 377.32                  |
| 11/30/2023   | Davis Arneil Law Firm, LLP                      | Legal Services                             | 12498 | 15,358.00               |
| 11/30/2023   | Donn Etherington                                | Mileage/Travel/Meals; PMA Fresh Conference | 12501 | 297.65                  |
| 11/30/2023   | Emily B. Lammert                                | Mileage                                    | 12505 | 28.17                   |
| 11/30/2023   | Firefly   | Managed Services                           | 12507 | 4,341.09                |
| 11/30/2023   | J. C. Baldwin                                   | Mileage                                    | 12512 | 361.56                  |
| 11/30/2023   | Local Tel Communications                        | Telephone                                  | 12517 | 899.98                  |
| 11/30/2023   | Mark M Spurgeon                                 | Mileage                                    | 12519 | 128.77                  |
| 11/30/2023   | ODP Business Solutions LLC                      | Office Supplies                            | 12524 | 462.04                  |
| 11/30/2023   | Ogden Murphy Wallace, PLLC                      | Legal Services                             | 12525 | 682.00                  |
| 11/30/2023   | Residence Inn by Marriott Wenatchee             | 2023 CDRPA Board Retreat                   | 12528 | 1,987.71                |
| 11/30/2023   | RH2 Engineering, Inc.                           | Engineering Services                       | 12529 | 976.74                  |
| 11/30/2023   | Richard DeRock                                  | Mileage                                    | 12530 | 10.48                   |
| 11/30/2023   | Ricoh USA, Inc                                  | Ricoh Printer Usage                        | 12531 | 260.85                  |
| 11/30/2023   | State Auditor's Office                          | Audit Services 10/2023                     | 12533 | 4,380.10                |
| 11/30/2023   | Washington Public Ports Association             | Small Port Seminar Registrations           | 12537 | 300.00                  |
|  | <b>Net Administrative &amp; General</b>         |  |       | <b><u>31,817.43</u></b> |
| <br>   |   |  |       |                         |
| <b><u>BUSINESS DEVELOPMENT &amp; MARKETING</u></b> |   |  |       |                         |
| 11/30/2023   | BerryDunn                                       | Regional Sports Complex Feasibility Study  | 12485 | 25,995.00               |
| 11/30/2023   | Dana Kern                                       | Logo Wear                                  | 12497 | 173.56                  |
| 11/30/2023   | Davis Arneil Law Firm, LLP                      | Public Records Request                     | 12498 | 2,635.00                |
| 11/30/2023   | Skylar J Day                                    | Logo Wear                                  | 12532 | 184.91                  |
|  | <b>Net Business Development &amp; Marketing</b> |  |       | <b><u>28,988.47</u></b> |
| <br>   |   |  |       |                         |
| <b><u>ECONOMIC DEVELOPMENT CONTRACTS</u></b>       |   |  |       |                         |
| 11/30/2023   | Cashmere Chamber of Commerce                    | Partners in Economic Development Contract  | 12487 | 12,000.00               |
|  | <b>Net Economic Development Contracts</b>       |  |       | <b><u>12,000.00</u></b> |

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**CAPITAL PROJECTS**

|            |                                |   |       |                       |
|------------|--------------------------------|---|-------|-----------------------|
| 11/30/2023 | Absher Construction Company    | CTC - Salvage, Demo & Restoration Project | 12477 | 398,614.54            |
| 11/30/2023 | Avfuel Corp                    | Overfill Protection Unit                  | 12482 | 7,387.06              |
| 11/30/2023 | Avidex                         | CTC VCC Camera                            | 12542 | 5,489.31              |
| 11/30/2023 | Bernardo Wills Architects, P C | CTC Administrative Offices A & E          | 12484 | 3,500.00              |
| 11/30/2023 | Coffman Engineers              | AFFF Evalutaion                           | 12491 | 11,684.64             |
| 11/30/2023 | Design West Architects         | Trades District Project                   | 12499 | 194,062.50            |
| 11/30/2023 | DOH Associates                 | Airlift NW Hangar Project                 | 12500 | 22,731.25             |
| 11/30/2023 | Firefly                        | EF Security Cameras                       | 12507 | 697.40                |
| 11/30/2023 | Holiday-Parks, Inc.            | EF Phase II HVAC                          | 12540 | 6,812.73              |
| 11/30/2023 | Hurst Construction LLC         | Terminal Apron Reconstruction             | 12510 | 213,880.32            |
| 11/30/2023 | McClatchy Company LLC          | Trades District - Invitation to Bid       | 12520 | 840.24                |
| 11/30/2023 | Ogden Murphy Wallace, PLLC     | Trades District                           | 12525 | 434.00                |
| 11/30/2023 | Ogden Murphy Wallace, PLLC     | Malaga Property                           | 12525 | 745.00                |
| 11/30/2023 | Ogden Murphy Wallace, PLLC     | Malaga LAMIRD                             | 12525 | 6,138.00              |
| 11/30/2023 | Ogden Murphy Wallace, PLLC     | Microsoft                                 | 12525 | 62.00                 |
| 11/30/2023 | Ogden Murphy Wallace, PLLC     | South End Utilities - LAMIRD              | 12525 | 13,938.00             |
| 11/30/2023 | Ogden Murphy Wallace, PLLC     | Adcock Property Purchase                  | 12525 | 3,058.50              |
| 11/30/2023 | Ogden Murphy Wallace, PLLC     | Firing Range Assoc Property               | 12525 | 434.00                |
| 11/30/2023 | Ogden Murphy Wallace, PLLC     | Flying W Holdings Property Sale           | 12525 | 1,581.00              |
| 11/30/2023 | Ogden Murphy Wallace, PLLC     | Cornelius Holdings Property Purchase      | 12525 | 2,015.00              |
| 11/30/2023 | Pacific Engineering            | Executive Flight Apron Repair A & E       | 12526 | 6,827.50              |
| 11/30/2023 | RH2 Engineering, Inc.          | Malaga Water Improvements A & E           | 12529 | 53,260.83             |
| 11/30/2023 | RH2 Engineering, Inc.          | Cooling Water Disposal Evaluation A & E   | 12529 | 29,984.57             |
| 11/30/2023 | RH2 Engineering, Inc.          | Lytle Property II Phase I ESA             | 12529 | 3,695.89              |
| 11/30/2023 | RH2 Engineering, Inc.          | Firing Range Property Phase I ESA         | 12529 | 3,246.98              |
| 11/30/2023 | RH2 Engineering, Inc.          | Baker Property Phase I ESA                | 12529 | 7,210.58              |
|            | <b>Net Capital Projects</b>    |   |       | <b>\$998,331.84</b>   |
|            |                                |   |       | <b>\$1,166,397.40</b> |
|            |                                | <b>TOTAL</b>                              |       |                       |

**VOID: 12483, 12508**



# CHANGES IN REGIONAL AIR SERVICE

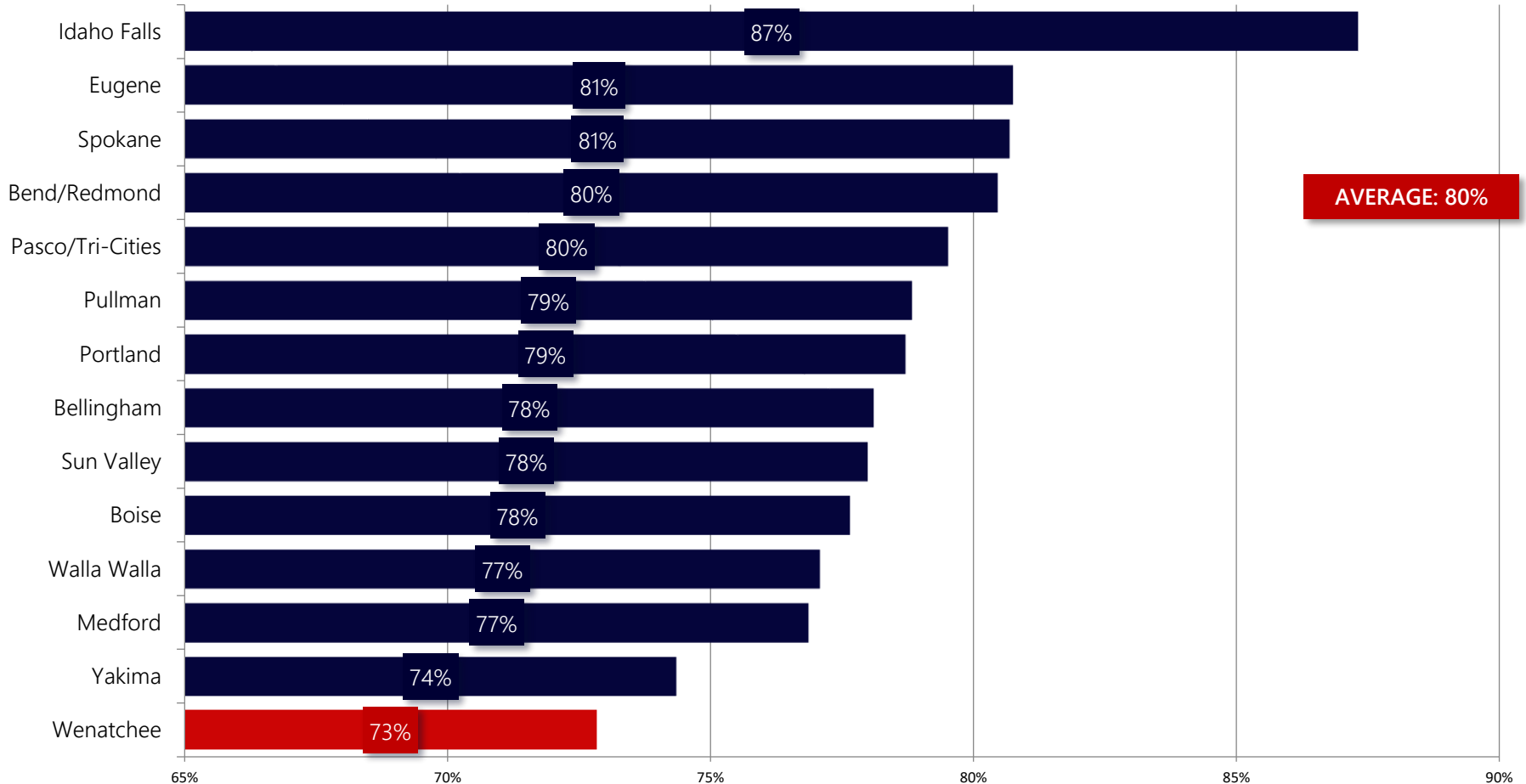
PREPARED FOR FLY WENATCHEE ■ UPDATED DECEMBER 2023





# WENATCHEE IS IMPROVING

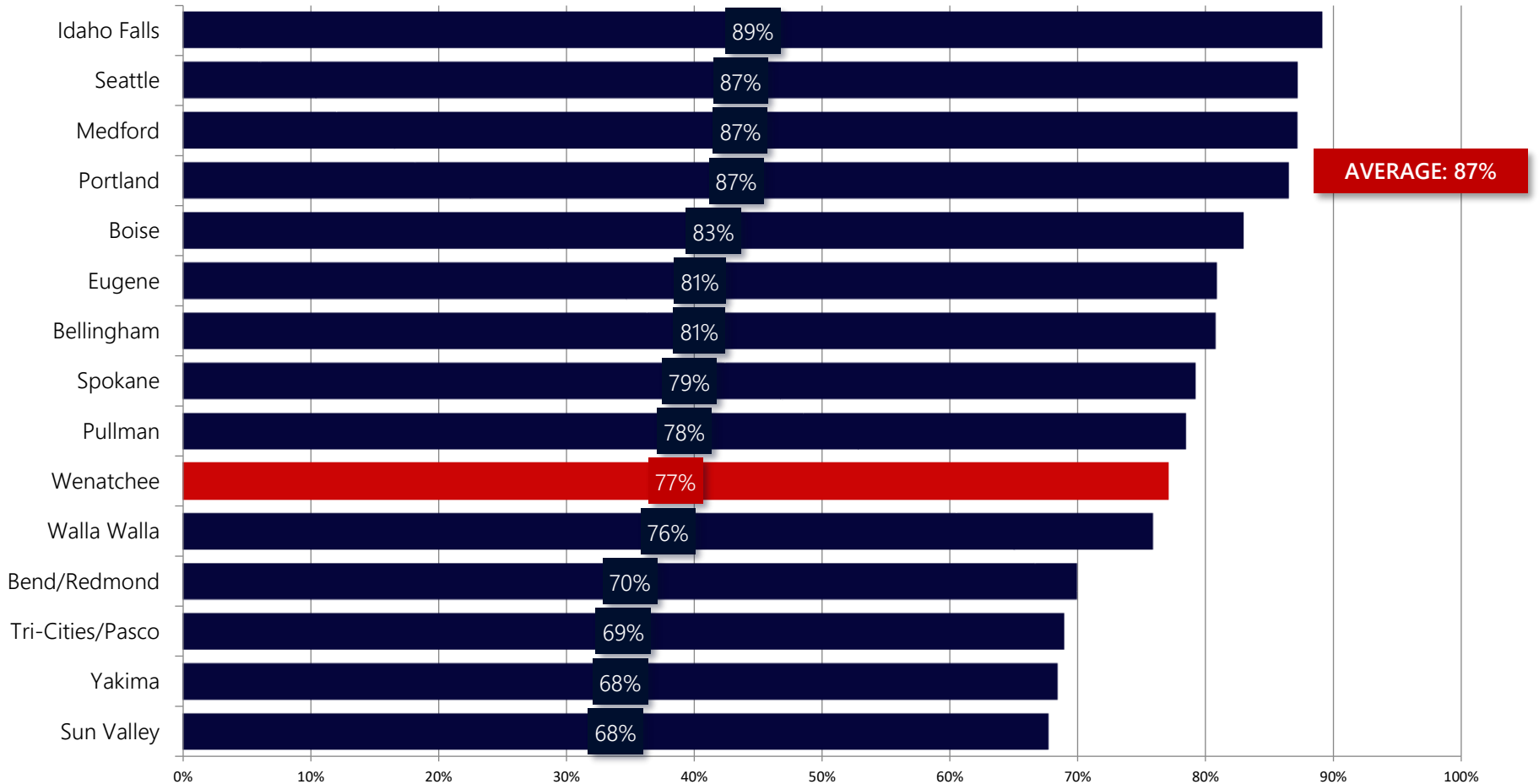
## ALASKA AIRLINES LOAD FACTOR IN PACIFIC NORTHWEST MARKETS FIRST QUARTER 2023



SOURCE: VOLAIRE ANALYSIS OF AIRLINE DATA, INC.

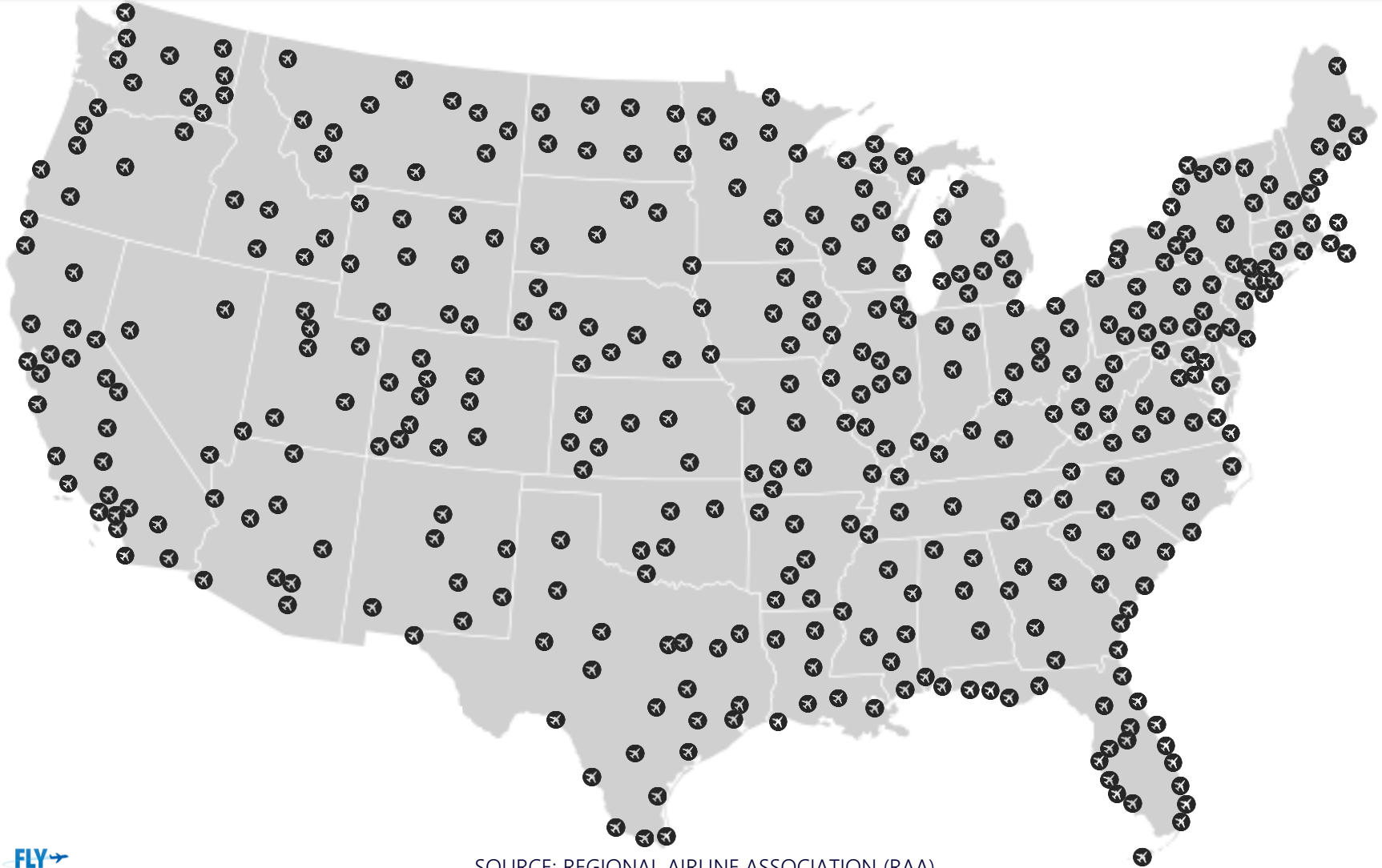
# WENATCHEE IS IMPROVING

## ALASKA AIRLINES LOAD FACTOR IN PACIFIC NORTHWEST MARKETS SECOND QUARTER 2023



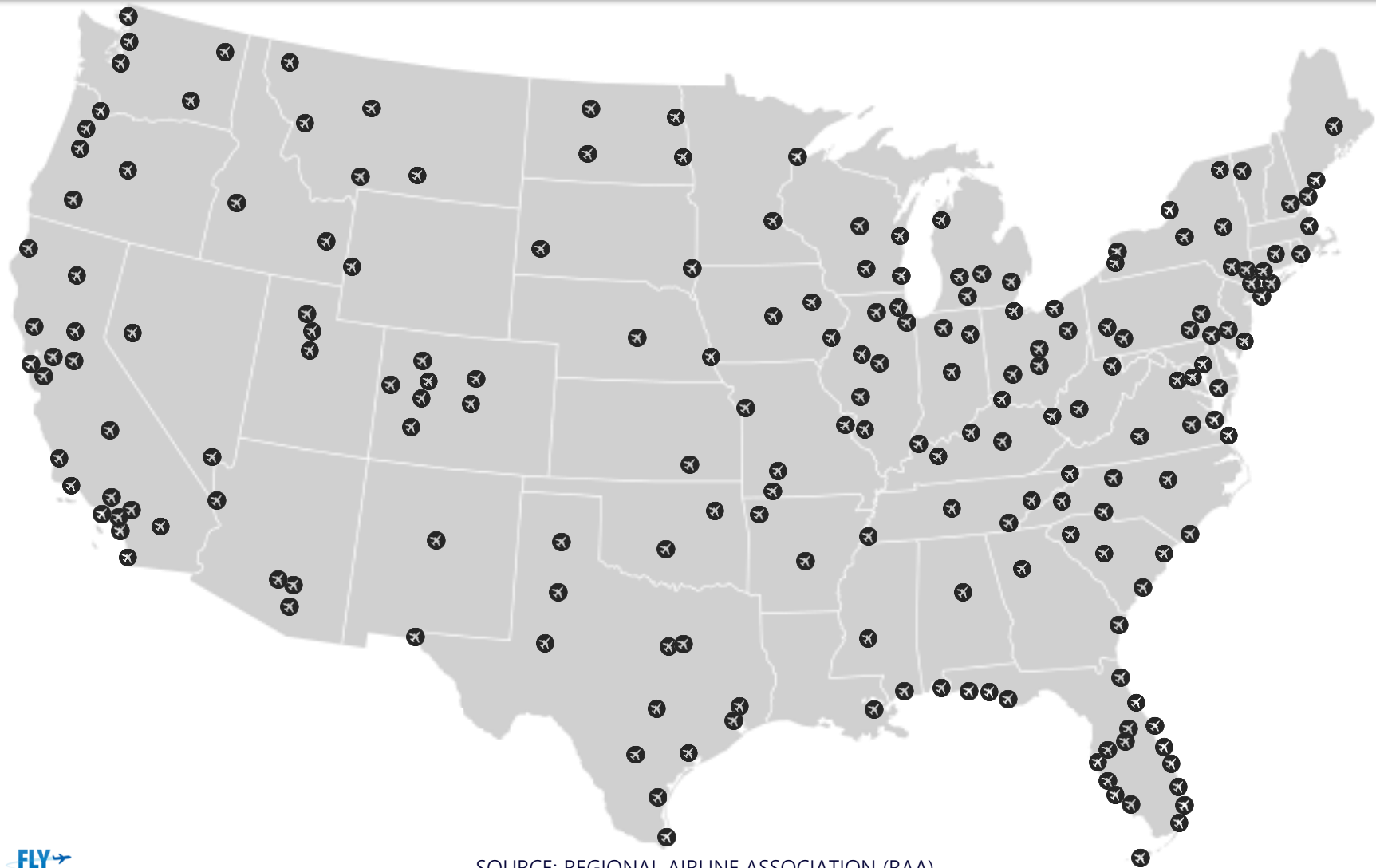
SOURCE: VOLAIRE ANALYSIS OF AIRLINE DATA, INC.

# CURRENT US AIR SERVICE NETWORK



SOURCE: REGIONAL AIRLINE ASSOCIATION (RAA)

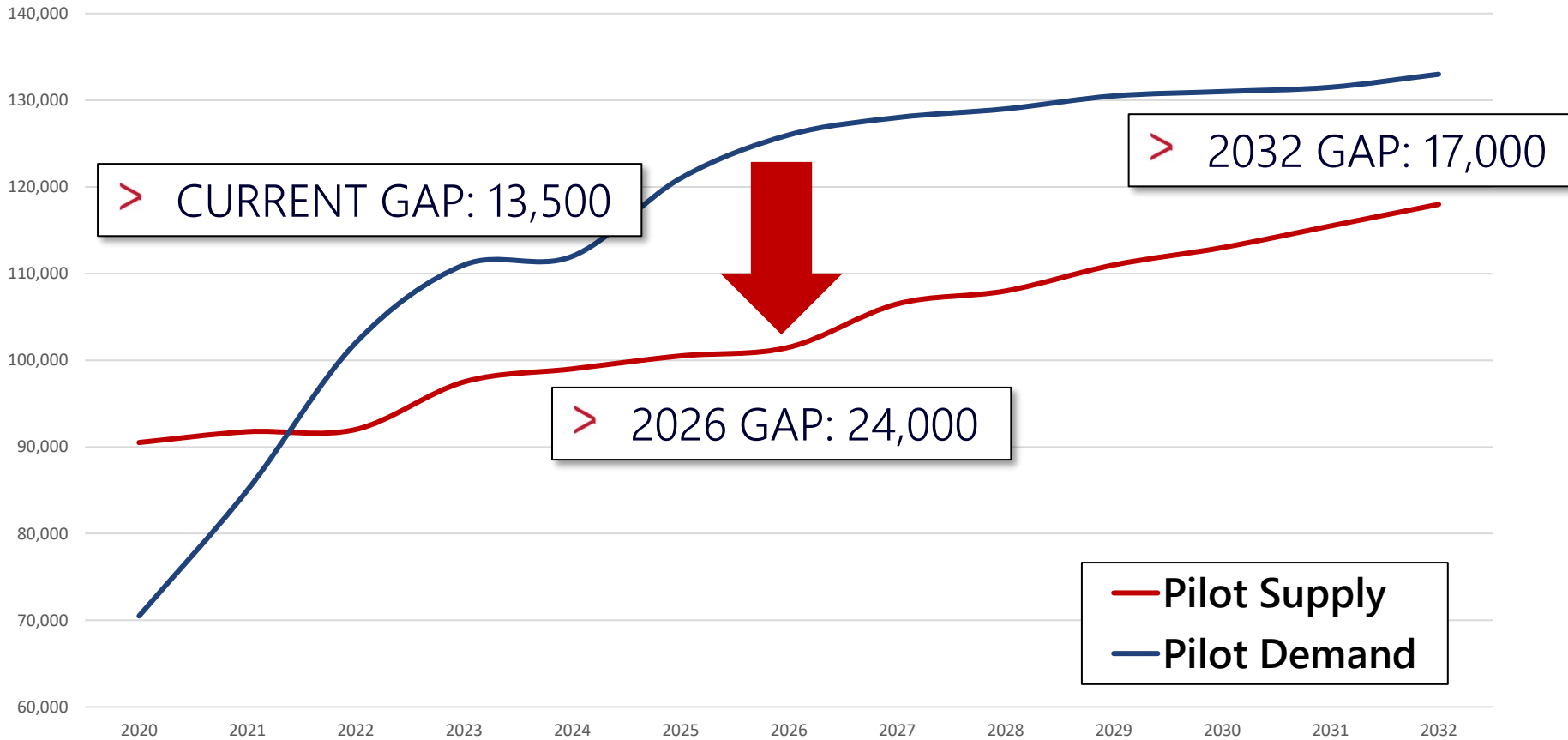
# > US NETWORK WITHOUT REGIONALS



SOURCE: REGIONAL AIRLINE ASSOCIATION (RAA)

# > REGIONALS: SHORTAGE TO WORSEN

NORTH AMERICAN PILOT DEMAND VERSUS SUPPLY  
 CALENDAR YEAR 2020 – CALENDAR YEAR 2032



SOURCES: REGIONAL AIRLINE ASSOCIATION (RAA) AND OLIVER WYMAN

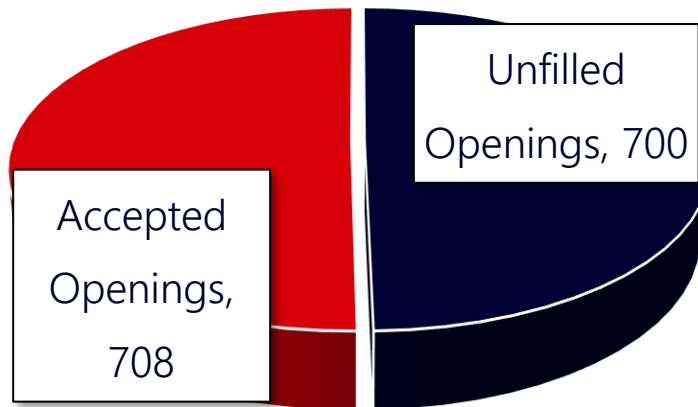


# > CRITICAL SHORTAGE OF CAPTAINS

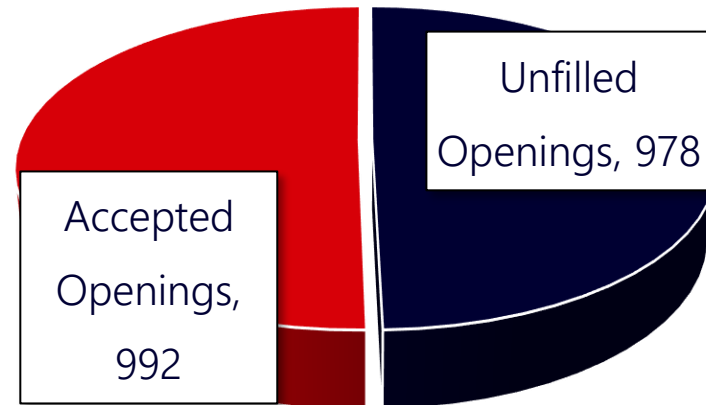
## BUSINESS INSIDER

Pilots don't want to be promoted to captains anymore, and it's becoming a huge problem for airlines

American Airlines 



UNITED 



SOURCE: BUSINESS INSIDER

# > CRITICAL SHORTAGE OF CAPTAINS

## BUSINESS INSIDER

**Pilots don't want to be promoted to captains anymore, and it's becoming a huge problem for airlines**

> REGIONALS DON'T HAVE ENOUGH PILOTS WITH THE SELF-REQUIRED NUMBER OF HOURS TO UPGRADE TO CAPTAIN

  
*air wisconsin*

**HORIZON**<sup>®</sup>  
AIR

 COMMUTE**AIR**

**MESA** AIRLINES

**SkyWest**  
AIRLINES<sup>®</sup>

  
**PIEDMONT**

**envoy**

SOURCE: BUSINESS INSIDER

# > FOUR IN TEN RJs PARKED



**500 REGIONAL JETS PARKED  
SINCE 2019**

SOURCE: REGIONAL AIRLINE ASSOCIATION (RAA)

# > 2026: HALF OF RJ FLEET PARKED



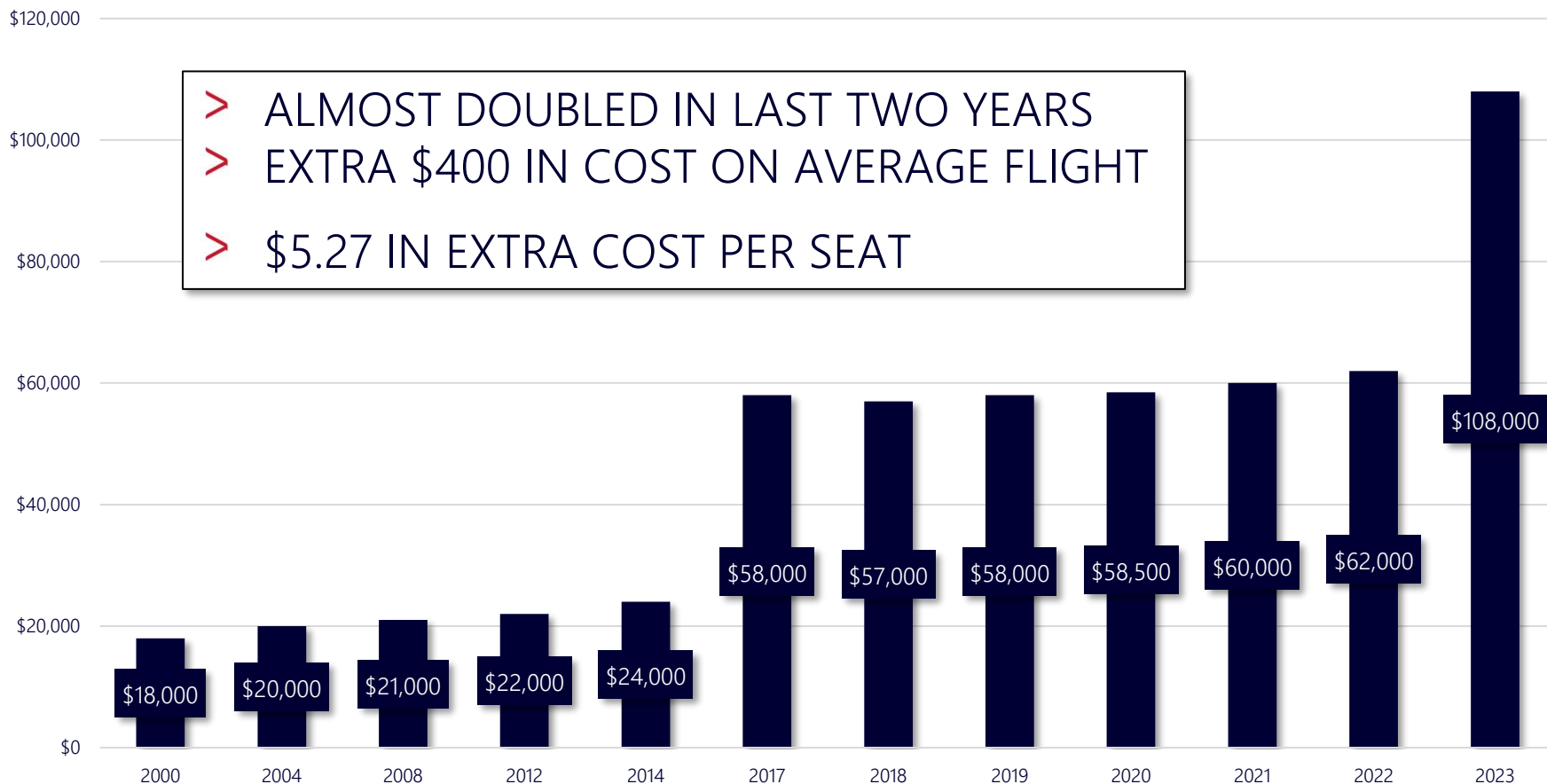
**POTENTIAL FOR 750+ REGIONAL JETS TO BE PARKED**

SOURCE: REGIONAL AIRLINE ASSOCIATION (RAA)

# > PILOT SALARIES RISING QUICKLY

## US REGIONAL AIRLINE STARTING PILOT PAY

CALENDAR YEAR 2000 – CALENDAR YEAR 2023



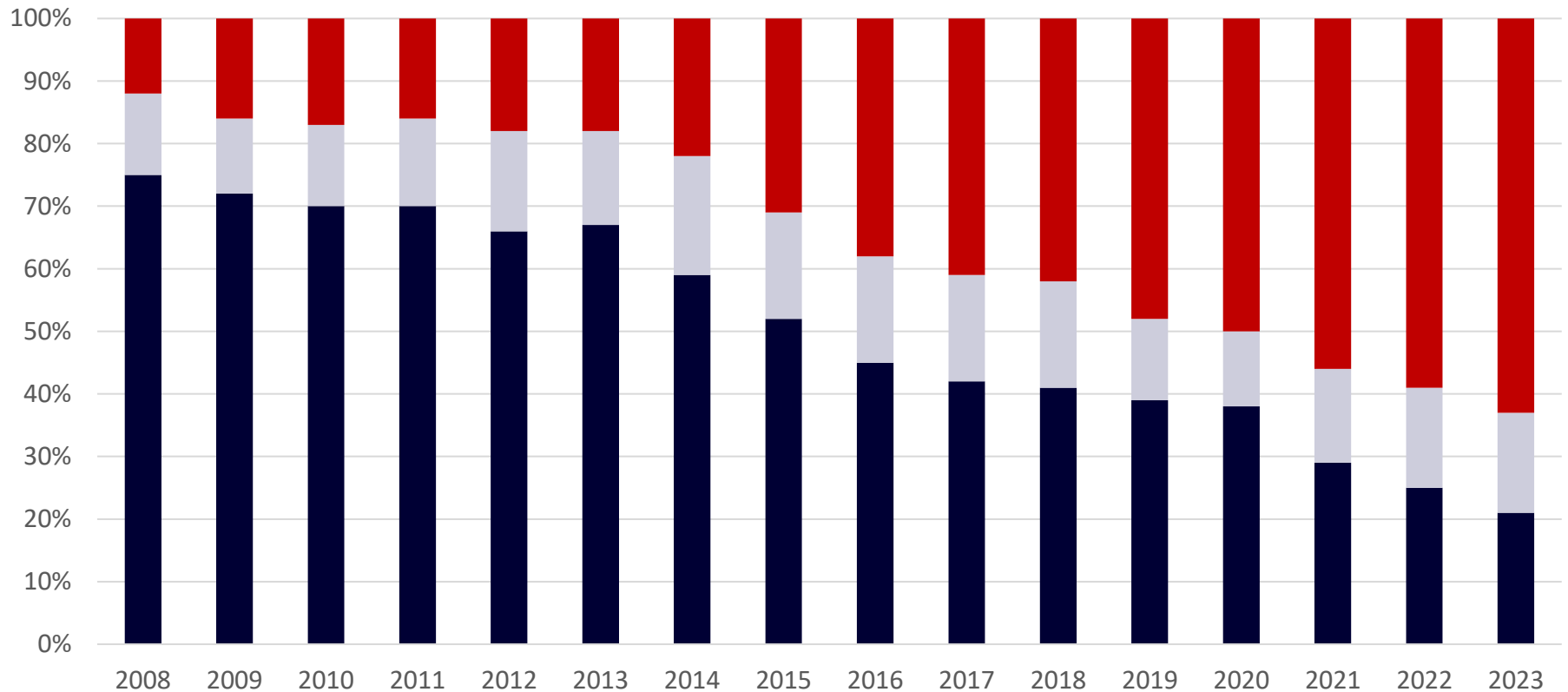
SOURCES: REGIONAL AIRLINE ASSOCIATION (RAA)

# > 79% OF REGIONALS HAVE 70+ SEATS

## COMPOSITION OF REGIONAL JET FLEET

CALENDAR YEAR 2008 – CALENDAR YEAR 2023

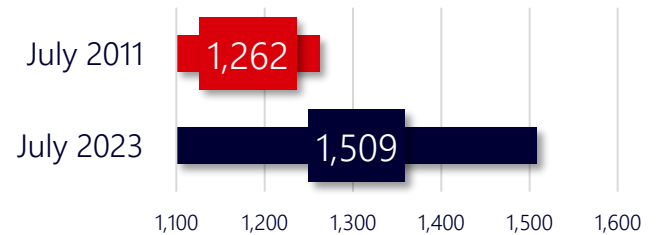
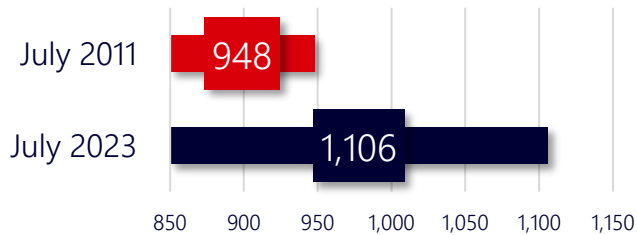
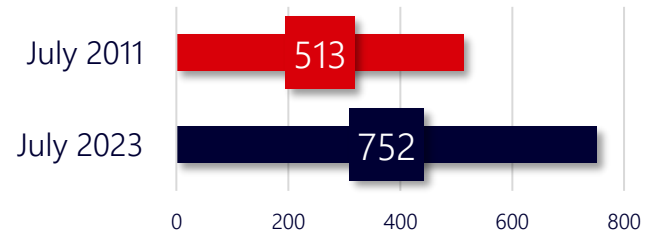
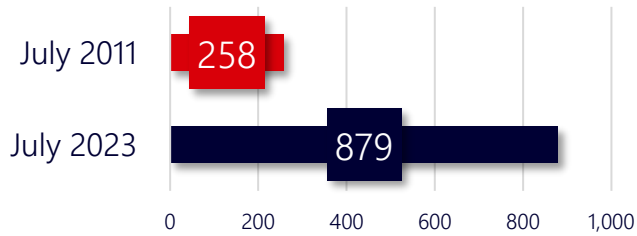
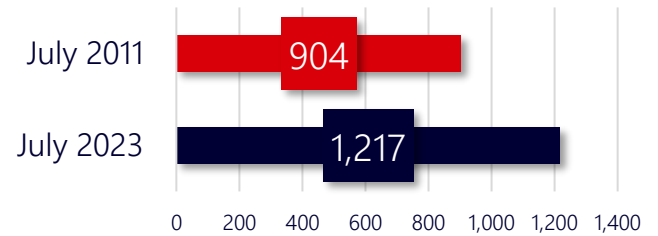
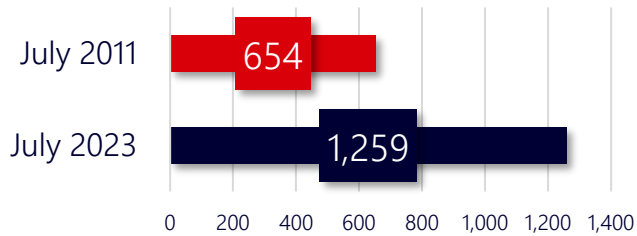
■ 50 or Fewer Seats   ■ 51-70 Seats   ■ 71 or More Seats



SOURCE: VOLAIRE ANALYSIS OF AIRLINE DATA, INC.

# > NONSTOPS ARE GETTING LONGER

## AVERAGE DOMESTIC PASSENGER NONSTOP LENGTH OF FLIGHT JULY 2011 VS. JULY 2023

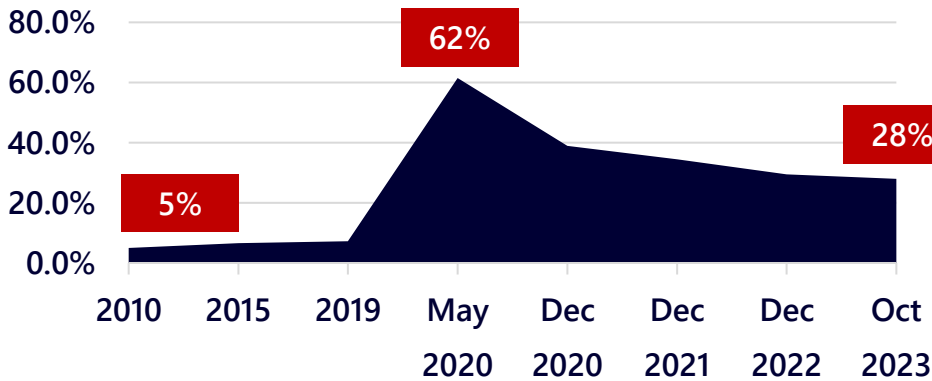


SOURCE: AIRLINES FOR AMERICA

# > BIZ TRAVEL HAS NOT RETURNED

## PERCENTAGE OF PAID WORKDAYS CONDUCTED REMOTELY

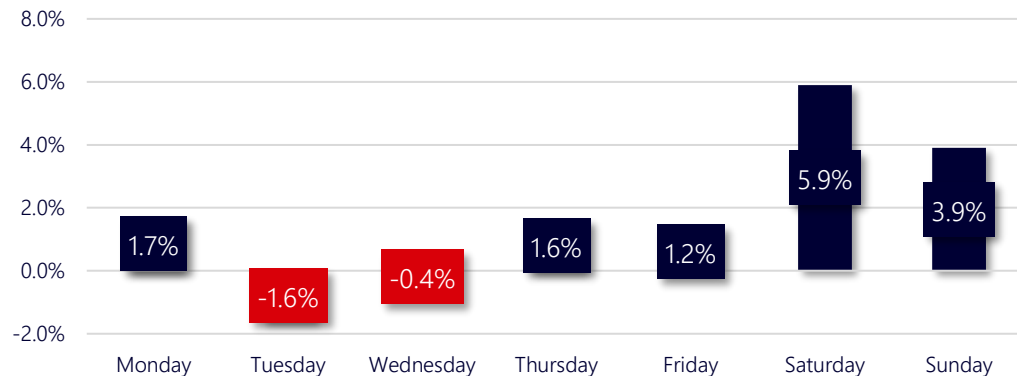
CY 2010 – OCTOBER 2023



> 5.6 TIMES THE REMOTE WORKDAYS AS BEFORE THE PANDEMIC

## CHANGE IN PASSENGERS BY DAY OF WEEK

CY 2019 VS. CY 2023 (TO DATE)

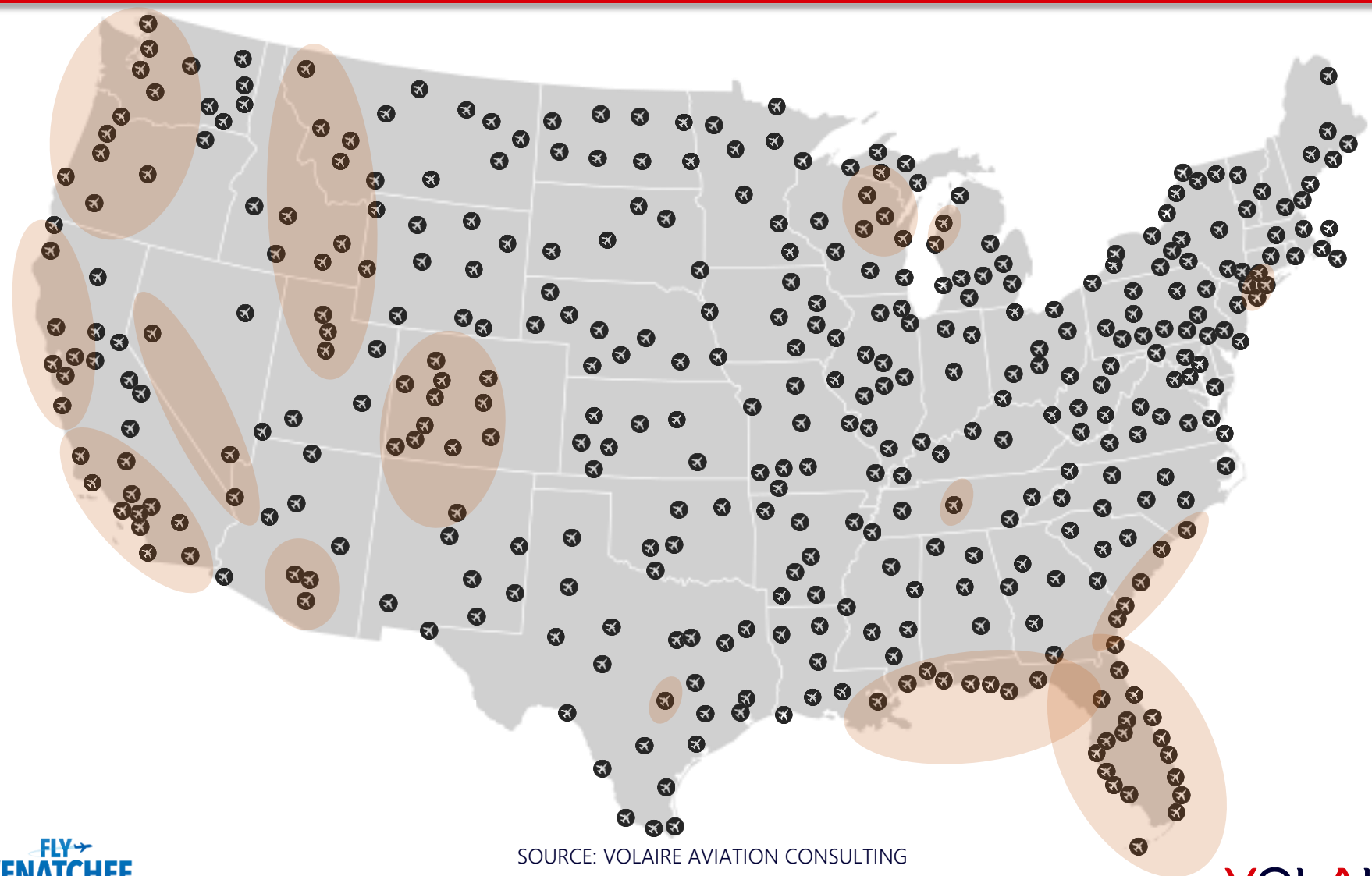


> HIGHLY INCREASED WEEKEND TRAVEL WITH DECREASED WEEKDAY TRAVEL

SOURCES: AIRLINES FOR AMERICA; NATIONAL BUREAU OF ECONOMIC ANALYSIS



# NETWORKS FAVOR LEISURE MARKETS



SOURCE: VOLAIRE AVIATION CONSULTING

# > ATC SHORTAGES LIMIT FLIGHTS

- > US SHORT 3,000 AIR TRAFFIC CONTROLLERS
- > SEVEN YEARS OF TRAINING TO STAFF-UP
- > LIMITS FLIGHT OPERATIONS
- > AIRLINE BIAS TO RETAIN BIG CITY SERVICE
- > CUT FLIGHTS ON SMALLER AIRCRAFT



# MRGs ARE CRITICAL TO REDUCE RISK



SOURCE: VOLAIRE REVIEW OF NEWS ARTICLES

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
RESOLUTION NO. 2023-14**

**DELEGATION OF AUTHORITY  
CALENDAR YEAR 2024**

**Whereas**, RCW 53.12.270 authorizes the Commission to delegate administrative powers and duties to the Executive Director, and

**Whereas**, the Port Commissions of both the Port of Chelan County and the Port of Douglas County have in the past adopted policy directives delegating administrative authority to its respective Executive Director for the purpose of expeditious administration of the Ports, and

**Whereas**, both Port Commissions have from time to time found it necessary to amend and revise such directives due to changes in law and/or operations, and

**Whereas**, both Port Commissions shall, from time to time, employ a Director of Finance and Administration, who shall act as the managing official of the Port in the absence of the Executive Director, and

**Whereas**, on June 11, 2019 both the Port of Douglas County and the Port of Chelan County entered into an Interlocal Cooperation Agreement for the functional consolidation of Port Finances, Management and Operations, and

**Whereas**, the functionally consolidated organization was named the Chelan Douglas Regional Port Authority ('Port Authority'), with both Port Commissions combining into one governing body, the Board of Directors, consisting of three commissioners from the Port of Chelan County and three commissioners from the Port of Douglas County, and

**Whereas**, the Chelan Douglas Regional Port Authority will use RCW 53.12.270 in similar fashion to delegate administrative powers and duties to the Chief Executive Officer, and

**Whereas**, the Board of Directors of the Chelan Douglas Regional Port Authority now wishes to provide a master policy directive on the delegated administrative powers and duties of the Chief Executive Officer, or in the absence of the Chief Executive Officer, to the Director of Finance,

**Now, Therefore, Be It Resolved** by the Board of Directors of the Chelan Douglas Regional Port Authority as follows:

Section 1. The master policy directive of the Board of Directors, as set forth herein, is adopted for the purpose of establishing the delegated administrative powers and duties of the Chief Executive Officer and the Director of Finance and Administration. This policy directive will remain in effect until December 31, 2024, unless it is extended prior to that date.

Section 2. All portions of resolutions, policies or motions heretofore approved by the Board of Directors pertaining to the subject matters contained in this resolution are hereby repealed.

Section 3. The Revised Code of Washington 53.08.090 authorizes Board of Directors to delegate to the Chief Executive Officer, by resolution, the authority to sell and convey port district property with a value of \$10,000 or less. State law requires that this authority be renewed by resolution annually by the Board of Directors. Said authority is hereby authorized by the adoption of this resolution. See Section 4, Article XVIII.

Section 4. The following policy directive on the delegated administrative powers and duties of the Chief Executive Officer and the Director of Finance and Administration is hereby adopted:

**I. PREAMBLE**

- A. The following policy is adopted by the Board of Directors for the purpose of establishing the administrative powers and duties of the Chief Executive Officer who is responsible for Port Authority operations. Any Board directives or initiatives shall be implemented through the Chief Executive Officer and shall be made only by the Board acting as a body of the whole at a public meeting. The Chief Executive Officer may delegate to Port personnel such administrative authority or reporting requirements herein established as is necessary and advisable in the efficient exercise of the Chief Executive Officer's powers and duties. The Chief Executive Officer shall insure that these staff members clearly understand the limits on the Chief Executive Officer and their authority.
- B. The phrase "administration and Port Authority operations", as used herein, means the regular day-to-day business of the Port Authority, including but not limited to: operating, maintaining, and administering all of its properties, leasehold properties, facilities services and programs, including the implementation of construction work, alterations, repairs, maintenance, and improvements of the Port Authority's real estate and physical facilities, and the necessary planning incidental thereto; the conduct of financial accounting and legal matters as they relate to the Port Authority's operation; the administration of all other operations which include personnel administration (i.e., hiring, firing, wages and benefits, training, grievance procedures, and task and project assignments, etc.); the execution and administration of contracts; publishing legal notices; and all other pertinent authorized functions. As it pertains to personnel administration, the Chief Executive Officer's implementation shall be consistent with the Chelan Douglas Regional Port Authority Personnel Policies as adopted by the Board of Directors on September 10<sup>th</sup>, 2019, as may be amended.
- C. The Chief Executive Officer shall inform the Board regarding significant information, incidents, and business transactions by methods agreeable to the Board. The Chief Executive Officer shall report to the Board those actions made in reliance on this delegation. The Chief Executive Officer, or in the absence of the Chief Executive Officer, the Director of Finance and

Administration, is the managing official of the Port Authority, appointed by the Board, and holds office as their representative. Nothing herein should be construed in any way as abrogating the duties and the responsibilities of the Board.

## II. FINANCIAL

- A. Budgets – The adoption of Port Authority budgets, including supplemental budgets, are the responsibility of the Board of Directors. The Chief Executive Officer has no authority to adopt budgets, but the Chief Executive Officer shall be responsible for submitting to the Board of Directors proposed budgets, together with all necessary supporting data. The Chief Executive Officer shall also be responsible to ensure all legal notices are placed in newspapers regarding budget hearings and adoptions.
- B. Expenditures – The Chief Executive Officer is given the authority to spend Port Authority funds without prior Board approval subject to:
1. The expenditure must fall within a budgeted expense category.
  2. The expenditure must not cause the amount of a budgeted expense category to be exceeded.
  3. Expenditures in accord with Emergency Public Works Contracts.
  4. Any applicable financial limits established by this Resolution.
- C. Management of Port Authority Finances – The Chief Executive Officer or the Director of Finance and Administration is authorized to transfer funds between operating funds and investment funds to meet Port Authority financial obligations.
- D. Imprest Working Funds (Petty Cash/Change Funds) - The Chief Executive Officer is authorized to establish imprest working funds (petty cash/change funds), provided that the total cumulative amount of all such funds does not exceed \$2,000.
- E. Banking Services – The Chief Executive Officer is authorized to negotiate for banking services and enter into agreements for such services. Procedures shall be established concerning the deposit/disbursal of Port Authority funds recognizing the requirements cited in RCW 53.36.010 and providing for an adequate system of internal control.
- F. Investments – The investment of Port Authority funds, which are those funds not required for immediate expenditures, shall be invested by the Port Authority Treasurer, in accordance with applicable laws relating to investment of public funds and consistent with Board approved Investment Policies. The Chief Executive Officer shall be authorized to determine the amount of funds to be invested in order to ensure adequate cash flow to meet Port Authority obligations.
- G. Other Obligations – The Chief Executive Officer shall have the authority to incur obligations and make commitments on behalf of the Port Authority, so long as they are for budgeted items, except, the Chief Executive Officer:

1. May not issue promissory notes.
2. May not issue bonds.
3. May not incur obligations or make commitments in excess of those amounts specifically provided for elsewhere in this resolution.

### **III. POLICY GOVERNING REAL PROPERTY**

- A. Types of Agreements – The following directives apply to all agreements for use of Port Authority real property, including but not limited to leases, license agreements, concession agreements, rental agreements, operating agreements, memorandums of understanding and use agreements.
- B. Lease Arrangements – All real property, when available for leasing, shall be leased only under an appropriate written instrument approved by the Board of Directors. Except where the Board has delegated authority to the Chief Executive Officer here in Section 4, III, prior to the execution of such instrument, the Chief Executive Officer shall have secured the approval of the Board, provided for proper security, submitted the Agreement to Port Authority Counsel for approval (if the Port Authority's standard agreement form is not used) and follow all other applicable laws.
- C. Chief Executive Officer's Authority to Sign Lease and Rental Agreements without Prior Board Approval – The Chief Executive Officer may, without prior Board approval, execute lease and rental agreements subject to all of the following conditions:
  1. Agreements having a term (including any options) of five years duration or less and lease payments of \$5,000 per month or less (not including state leasehold tax) and the Port Authority's financial obligation for building improvements does not exceed \$50,000.
  2. The Port Authority's standard agreement form is used, except for provisions not applicable and state and federal leases that require the use of the tenant's lease form as long as the content of the lease form does not materially change the Port Authority's intent in its standard lease form.
  3. The appropriate lease surety must be in place which shall be defined as a minimum of one month's rental, not including state leasehold tax.
  4. The amount of rent shall be in accordance with rental rate objectives of the Board.
  5. The use to which the property may be put by the tenant shall be expressly stated and shall be in accordance with the goals, directives, and policies adopted by the Board for the same or similar Port Authority property or properties.
  6. The Chief Executive Officer shall provide the Board with a monthly written report of all agreements executed.
- D. Lease Modifications: Extensions – The Chief Executive Officer may, without prior Board approval, make minor modification to existing leases including payment deferrals, due dates for payments, adjustments to the leased premises, and the like, where the increase or decrease in annual revenue projected to be generated does not exceed \$50,000. The Chief Executive

Officer may, without prior Board approval, grant an extension of the current term of an existing lease for a period not greater than six (6) months. The Chief Executive Officer shall advise the Board of any such action within a reasonable period of time, not later than the next regular Board meeting.

- E. Sublease Procedures – Leases, concession agreements, operating agreements, and related contracts between the Port Authority and its tenants, and other parties shall include restriction on the subleasing and require at a minimum the prior written consent of the Port Authority to such subleases. Subject to the provisions of the lease or agreement, the Chief Executive Officer is authorized to grant consents to subleases, which for the purposes hereof shall include suboperating agreements and subconcession agreements.
- F. Lease Renewals – The Chief Executive Officer is authorized to renew leases provided: such renewals are provided for in the current lease; all other substantive terms of the lease remain unchanged; rental adjustments provided for in the lease are made; and the lease is in good standing. The Chief Executive Officer shall have the authority in Section 4, Article III(D) to make modifications to a lease as part of a lease renewal.
- G. Lease Enforcement and Lease Terminations – The Chief Executive Officer is authorized to enforce all terms and conditions of Port Authority leases. The Chief Executive Officer is authorized to issue all appropriate notices of default and/or notices of termination with regard to Port Authority leases. The Chief Executive Officer is authorized to terminate any lease under the terms and conditions therein. Upon termination, the Chief Executive Officer is authorized to take all steps necessary to retake possession of the leasehold and recover for the Port Authority all sums due the Port Authority pursuant to the lease and the law. The Chief Executive Officer shall keep the Board informed with respect to lessees that are issued default notices or termination notices.
- H. Realtors Compensation Program – The Chief Executive Officer is authorized to make payments for real estate services consistent with the Board of Directors adopted Real Estate Guidelines per Motion #09-10-19 as may be amended.
- I. Other Documents – The Chief Executive Officer is authorized to execute the following instruments, subject to the terms specified herein:
  - 1. Temporary and permanent easements for purposes of utility installments only. For easements granted by the Port Authority, all easements will require the grantee at its own expense to relocate, lower or otherwise protect the utility to accommodate future development of the Port Authority, its agents, or assigns unless otherwise authorized and directed by the Board.
  - 2. Business Licenses and Licenses to Operate.
  - 3. If the Board has previously approved a grant application, the Chief Executive Officer may execute all related agreements associated with the Port Authority obtaining local, state or federal grant funds, unless



said grant exceeds \$1.5 million, which shall require Board approval prior to acceptance.

4. Binding site plans, short plats, building permits, and similar documents, and applications therefore, consistent with Port Authority master plans or otherwise where the Board has approved the subject development.
5. Changes in name of responsible party to the lease if all other conditions including primary ownership, remain the same.
6. Lease assignments for purposes of collateral.
7. Estoppels, attornments and non-disturbance agreements.
8. Permits ancillary to the normal operation of the Port Authority.
9. Liquor Control Board forms related to tenants leasing Port Authority property.
10. Landlord Waiver and Consent agreements subject to legal counsel review.
11. Assignments of agreements for use of Port Authority real property (as defined in Section 4, III. A above) where the assignment does not alter the underlying terms of the agreement.
12. Authority to negotiate and enter into Right of Entry/Property Access Agreements to allow prospects to conduct initial investigations regarding any real property managed by the Regional Port.
13. Authority to enter into Confidentiality Agreements with prospective businesses, only when absolutely necessary and subject to legal counsel review. Board shall be notified when said agreements are signed.
14. Authority to manage Pangborn Airport Terminal Building Parking Lot consistent with Board policies including waiving late fees.

#### **IV. POLICY GOVERNING LEASE SURETY, SURETY BONDS, RENTAL DEPOSITS, AND INSURANCE POLICIES**

- A. The Chief Executive Officer is authorized to take all necessary actions on behalf of the Board in connection with lease surety, lease surety bonds, rental deposits, or insurance coverage required pursuant to any leases of the Port Authority, including any of the following actions:
  1. Where the lease is not in default, to release any surety, surety bond, or rental deposit where an adequate substitute surety or rental deposit has been provided.
  2. To approve any surety, surety bond, rental deposit, certificate of insurance, or insurance policies submitted in fulfillment of the requirements of any lease, including substitute or replacement coverage for any terminated bond, surety, or rental insurance.
  3. To approve any substitute or modifications of surety or insurance coverage, and to release any surety or insurance company when substitute or replacement insurance coverage has been provided in connection with any outstanding lease of the Port Authority.

**V. POLICY GOVERNING CHIEF EXECUTIVE OFFICER 'S AUTHORITY FOR PROPERTY ACQUISITIONS AND SALES**

- A. Property Acquisitions – When the Board authorizes the acquisition of real property by negotiated purchase or condemnation and has entered an agreement, the Chief Executive Officer shall take all necessary steps, including appraisals, environmental assessments, and surveys, if necessary, and signing all necessary documents to secure title of such property for the Port Authority consistent with the purchase and sale agreement.
- B. Property Sales – When the Board authorizes the sale of Port Authority real property and has entered an agreement, the Chief Executive Officer shall take all necessary steps to complete the transaction, including but not limited to ordering appraisals, surveys and accepting deposits, opening escrow and signing all necessary documents consistent with the purchase and sale agreement.
- C. Amendments – When the Board has entered a purchase and sale agreement, the Chief Executive Officer may approve minor modifications to the agreement, including but not limited to extensions to feasibility periods, changes to the closing date, minor modifications in the legal description based on survey or title work, and the like; provided that any modification of the price at which property is sold or purchased shall be approved by the Board.

**VI. POLICY GOVERNING CONTRACTS FOR PERFORMANCE OF PUBLIC WORK (INCLUDING UNIT PRICED CONTRACTS) AND PURCHASED SERVICES**

- A. Public Work of \$50,000 or less – The Chief Executive Officer may, without prior Board approval, approve plans, specifications and estimates, seek bids and execute small works roster contracts up to \$50,000 per project subject to the project appearing as a line item capital project in the Port Authority budget or within the overall capital budget authorized limits established by the Board, and so long as all statutory procedures are followed.
- B. Public Work between \$50,001 and \$3500,000 – The Chief Executive Officer may, without prior Board approval, approve plans, specifications and estimates, and seek bids on public works contracts (including small works roster contracts) between \$50,001 and \$3500,000 per project subject to the project appearing as a line item capital project in the Port Authority budget or within the overall capital budget authorized limits established by the Board, and so long as all statutory procedures are followed. Board approval shall be required for awarding said contracts.
- C. Public Work in Excess of \$3500,001 – For projects estimated to cost in excess of \$3500,001, Board authorization to proceed shall be obtained prior to seeking bids. In this event, the Chief Executive Officer shall have the authority to approve plans, specifications and estimates associated with the project. Board approval shall be required for awarding contracts.

- D. Project Close Out. For all public work contracts entered by the Port Authority, the Chief Executive Officer is authorized to take all further steps to see the project through to completion including final acceptance, provided that all requirements of RCW 53.08.120-135 and all other applicable laws and Port Authority policies are met.
  
- E. Emergency Public Works Contracts – When any emergency shall require the immediate execution of a contract for work, the Chief Executive Officer, pursuant to the Procedures of RCW 39.04.020 and 39.04.280 (as it may be amended or succeeded), is authorized to make a finding of the existence of such emergency and execute any contracts necessary to respond to the existing emergency, provided that the Chief Executive Officer shall, at the first Board meeting following the Chief Executive Officer’s finding of the existence of an emergency, request Board ratification of the finding of emergency and any contracts awarded and/or executed pursuant to that finding. From the inception of any such emergency, the Chief Executive Officer shall continuously advise the Board of the development of the emergency situation and the progress of any contracts executed to remedy the emergency.
  
- F. Change Orders – Where contracts for the performance of work have been awarded and under which the work is in progress, and individual changes in plans and/or specifications are necessitated in order to properly accomplish the work, the Chief Executive Officer is authorized to execute individual change orders to the contract provided:
  - 1. The original contract value is under \$50,000.
  - 2. Or the following conditions are met:
    - a. Change orders are within the project budget established by the Board.
    - b. The contract provides for issuance of change orders.
    - c. The individual change order has been approved and certified by the project architect or engineer as being necessary to the proper accomplishment of the work called for in the basic contract.
    - d. Any time extension for completion of said contract which accompanies said change order does not exceed sixty (60) days.

**VII. POLICY GOVERNING ACQUISITION OF MATERIALS, EQUIPMENT, AND SUPPLIES**

- A. The Chief Executive Officer shall have the responsibility for following all required statutory procedures, where applicable, in connection with (i) all contracts for the acquisition of utilities, materials, equipment, and supplies . Where utilities, materials, equipment, and supplies are acquired on the open market or pursuant to published prices or tariffs and used or are necessary in normal maintenance and operations of the Port Authority, no prior approval shall be required but where appropriate shall be approved as a part of normal monthly expenses. The Chief Executive Officer may execute contracts for

the acquisition of utilities, materials, equipment, and supplies subject to the following conditions:

1. The contract or purchase order price does not exceed Fifty Thousand (\$50,000) in a calendar year, or if specifically identified in the annual budget, the amount shown in such budget, and the contract provides for a term of no more than three years, with an option to extend the contract for one (1) additional year, provided that the basic contract or purchase order price and any contract extensions must be within appropriate annual budget limits.
2. Unless otherwise required by law, the Chief Executive Officer shall determine whether and to what extent a performance bond is necessary.

B. Emergency Contracts for Acquisition of Materials, Equipment, Supplies, and Services – When an emergency shall require the immediate acquisition of materials, equipment, supplies, and services, the Chief Executive Officer is authorized to make a finding of the existence of such emergency and execute any contract for acquisition of materials, equipment, supplies, and services necessary to respond to the existing emergency, provided that the Chief Executive Officer shall, at the first Board meeting following the Chief Executive Officer’s finding of the existence of an emergency, request Board ratification of the finding of an emergency and any contract awarded or executed pursuant to the authority herein shall contain a clause which states that the contract is subject to ratification by the Board and that if ratification does not follow, the contract shall terminate, and the Contractor shall be compensated for his work and materials used to the time of termination.

C. Repair and Maintenance of Equipment – The Chief Executive Officer shall be responsible for equipment repair and maintenance and, to that end, may use the Port Authority’s own labor forces or may have work done by contract. The Chief Executive Officer is authorized to expend such funds as are reasonable and necessary to keep the equipment in good order and repair.

### **VIII. COMPETITIVE BIDDING REQUIREMENTS – EXEMPTIONS (See RCW 39.04.280)**

The Chief Executive Officer is authorized to waive competitive bidding requirements for ~~public works and contracts for purchases~~contracts for:

1. Purchases, public works, or services that are clearly and legitimately limited to a single source of supply.
2. Purchases, public works, or services involving special facilities or market conditions.
3. Purchases of insurance or bonds.
4. Public works or services in the event of an emergency.

When the competitive bidding requirements are waived, the Chief Executive Officer shall require documentation be filed and provided to Board of Directors stating the nature of the purchase of work, and the justification for determining the exemption criteria was met. The documentation must be available for public inspection.

**IX. ARCHITECTURAL, ENGINEERING, TECHNICAL SERVICES, AND PROFESSIONAL SERVICES INCLUDING SURVEYORS, INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS**

The Chief Executive Officer is authorized to contract with qualified architectural, engineering, technical testing and inspection firms, surveyors, interior designers and landscape architects, licensed in the State of Washington to provide such services as required for architectural or engineering work or small projects of the Port Authority. Selection and reimbursement for such services including task orders shall follow all required statutory procedures and shall be consistent with normal established fees paid for such services. The Chief Executive Officer may arrange for such services following a competitive selection process; provided the fee to the same firm on any single project or closely related work does not exceed the amount of fifty thousand dollars (\$50,000), and the funds are within the approved project capital budget. Board approval shall be required for contracts exceeding \$50,000. Board authorization to proceed shall be obtained prior to seeking qualifications for contracts estimated over \$100,000.

**X. AMENDMENTS TO ARCHITECTURAL, ENGINEERING, PROFESSIONAL, CONSULTANT AND PERSONAL SERVICES:**

Where services are formally approved by the Board, increases in the approved contract amount may be approved by the Chief Executive Officer without prior approval of the Board for amounts not to exceed 10% of the last Board approved total, or \$50,000, whichever is less, provided the funds are within the approved appropriate annual budget.

**XI. PERSONAL SERVICES**

The Chief Executive Officer shall be responsible for obtaining personal services where deemed necessary in carrying out normal Port Authority operations and provided all applicable legal requirements are met. The Chief Executive Officer shall follow Port Authority policies governing management of personal service contracts currently in existence or hereafter adopted.

**XII. LITIGATION**

- A. Management and Supervision of Litigations – The Chief Executive Officer and the Port Authority’s Legal Counsel (appointed by the Board) shall be responsible for the procedures necessary for management and supervision of all litigation in which the Port Authority has an interest, direct or indirect. For purposes of this section, “litigation” shall mean the assertion or potential assertion of any position, right or responsibility by or against the Port Authority, including actions which have been filed in any court or any quasi-judicial or administrative forum.
- B. Special Legal Services – The Chief Executive Officer is authorized to retain such other special counsel at fees as may be negotiated to assist in the handling of any claims, litigation, or other matters necessary to attend to the legal affairs of the Port Authority, within overall budgetary constraints.

- C. Engagement of Experts – The Chief Executive Officer may engage or cause to be engaged, such experts as may be necessary for the orderly support of claims or litigation in which the Port Authority has a direct or indirect interest, without limitations otherwise prescribed in this resolution. Such engagement shall be upon consultation given by Legal Counsel after having satisfied him/her that such expenditure is necessary to the adequate preparation and representation of the Port Authority’s position in such litigation or claim and shall, wherever practicable, include evaluation of the litigation or claim and an estimate of the probable cost of such experts.
- D. Commencing Lawsuits – The Chief Executive Officer may not commence litigation without the prior approval of the Board.

**XIII. POLICY GOVERNING ADJUSTMENT AND WRITE-OFF OF ACCOUNTS RECEIVABLE**

- A. Definition of “Write Off” – The term “write-off” means the adjustment of the accounting records of the Port Authority to reflect the fact that the account is uncollectible in the normal course of operations. The Chief Executive Officer may authorize Legal Counsel to initiate or continue with legal action to collect an account without regard to whether the account has been written off the accounting records of the Port Authority.
- B. Procedures – The Chief Executive Officer is authorized to establish procedures for and to write off any uncollectible account which does not exceed the sum of Ten Thousand Dollars (\$10,000) subject to the following general guidelines:
  - 1. Prior to writing off any account receivable or uncollectible, the Chief Executive Officer shall be satisfied that every reasonable effort has been made by the Port Authority to accomplish the collection of the account.
  - 2. Any account in excess of Ten Thousand Dollars (\$10,000) which is deemed to be uncollectible shall be referred to the Board for final write-off, with the exception of any account that has filed for bankruptcy which the Chief Executive Officer may write off up to \$25,000 per account without prior Board approval.
  - 3. The Chief Executive Officer shall provide the Board once per month a listing of all accounts that are 90 days past due.

**XIV. POLICY GOVERNING TRAVEL OF EMPLOYEES AND OTHER AUTHORIZED REPRESENTATIVES OF THE PORT AUTHORITY**

- A. The Chief Executive Officer is authorized to approve travel by employees and/or other authorized representatives of the Port Authority in order to effectuate necessary Port Authority operations, in conformity to the travel policy adopted by the Board (Motion #[08-04-23 09-07-19](#)) as may be amended, provided that the travel expenses are within the annual budget approved by the Board and provided that the Board shall be advised prior to all international travel (excluding Canada). Board travel outside of the Pacific

Northwest (Washington, Oregon and Idaho) shall be approved, in advance, at an open public meeting; 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 Board meeting.

**XV. POLICY GOVERNING STAFF AND EMPLOYEE ADMINISTRATION**

- A. The Chief Executive Officer shall have the authority to manage all personnel matters for Port Authority employees and staff which include hiring, firing, training, grievance procedures, employee benefits, and administration of the employee salary schedule. The Chief Executive Officer shall carry out these responsibilities according to guidelines and policies to be established by the Chief Executive Officer and within overall budgetary constraints. The Chief Executive Officer shall also carry out these responsibilities consistent with the Chelan Douglas Regional Port Authority Personnel Policies as adopted by the Board.

**XVI. UTILIZATION OF PORT AUTHORITY EMPLOYEES**

- A. The Chief Executive Officer is authorized to use necessary Port Authority employees for operations and maintenance of facilities.
- B. The Chief Executive Officer shall be responsible for obtaining prior Board approval for work projects which are new construction or major modifications of Port Authority facilities to be carried out by Port Authority crews when the total estimated cost of materials exceeds Twenty-Five Thousand Dollars (\$25,000).

**XVII. RULES AND REGULATIONS**

The Chief Executive Officer is authorized to adopt any administrative rule or regulation necessary for the efficient operation of the Port Authority so long as such rules and regulations are reported to the Board.

**XVIII. POLICY GOVERNING SALE OF PERSONAL PROPERTY**

- A. Sale of Property Pursuant to RCW 53.08.090 - The Chief Executive Officer is authorized, pursuant to RCW 53.08.090, to sell and convey surplus personal property of the Port Authority subject to the following conditions:
1. That the market value of such personal property does not exceed \$10,000 as may be increased by the statute; and
  2. That prior to any such sale or conveyance, the Chief Executive Officer shall itemize and list the property to be sold and make written certification to the Board that the listed property is no longer needed for Port Authority purposes;
  3. That offers for purchase are solicited from at least three (3) parties whenever possible or placed in a public auction;

4. That any large block of such property having a value in excess of \$10,000 shall not be divided into components of a lesser value and sold unless done so by public competitive bid; and
5. That in no case shall surplus personal property be sold to any Port Authority official or employee or members of their families without the specific approval of the Board.

## **XIX. INSURANCE PROGRAMS**

### **Comprehensive General Liability, Auto, Property, Public Officials, etc. al.**

The Chief Executive Officer shall be authorized to negotiate and obtain appropriate policies of insurance to cover Port Authority Property, liability, employee coverage, and other areas appropriately included within a comprehensive insurance program. The Chief Executive Officer is authorized to approve changes or modifications within the policies of insurance, including programs to provide self-insurance or deductible provisions, so long as such programs are promptly and regularly reported to the Board so it is kept informed of basic changes made in the overall insurance program of the Port Authority. The Board has the responsibility for selecting the Port Authority's insurance broker/agent.

### **Health Insurance**

The Board has the responsibility for determining each year health benefits that will be offered to Port Authority employees. Once benefits are determined by the Board, the Chief Executive Officer shall be authorized to negotiate and execute all agreements and instruments necessary to carry out that determination.

## **XX. ECONOMIC DEVELOPMENT PROGRAMS**

The Chief Executive Officer is authorized, consistent with statutory limitations, to develop and carry out economic development programs and enter economic development agreements consistent with the budget. Economic development programs may include advertising (including the use of advertising firms within budgetary authority), and promotion of the Port Authority, including its properties, facilities and services. Such economic development programs shall be reviewed by the Board from time to time.

## **XXI. CHELAN AIRPORT**

The Chief Executive Officer is authorized to work with the City of Chelan on all matters involving the jointly owned City of Chelan Airport consistent with the Joint Operating Agreement between the parties.

## **XXII. ACCOUNTING AND AUDITING SERVICES**

Subject to Section 4(X), the Chief Executive Officer is authorized to retain necessary services from recognized accounting and auditing firms. Such services may include the comprehensive annual financial report, audits, and appropriate accounting services as required, at established rates for such services in the area.



### **XXIII. REIMBURSABLE SERVICES**

The Chief Executive Officer is authorized to enter into agreements pursuant to which the Port Authority will provide reimbursable services, when such services are part of normal Port Authority operations or incident thereto.

### **XXIV. GOVERNMENTAL AFFAIRS CONTRACTS**

The Chief Executive Officer is authorized to enter into governmental affairs contracts subject to said expense appearing in the budget and subject to each individual contract not exceeding \$7,500 per month, not including reimbursable expenses.

### **XXV. ABSENCE OF CHIEF EXECUTIVE OFFICER**

In addition to any other authority expressly delegated herein to the Director of Finance and Administration, in the absence of the Chief Executive Officer, the Director of Finance and Administration shall have all of the authority set forth in this Resolution. When relying on this Article XXIV, the Director of Finance and Administration shall notify the President of the Board as soon as reasonably possible of the exercise of any delegated authority.

### **XXVI. BOARD RETAINED AUTHORITY**

Except as specifically set forth by the Board in the preceding portion of this Resolution, or unless specifically set forth by the Board in the preceding portion of this Resolution, or unless specifically authorized by other action of the Board, the Board shall retain the following authority:

- a. To approve leases, contracts, purchases, change orders, and other agreements exceeding the delegation set forth above;
- b. To borrow funds;
- c. To establish levy rates;
- d. To oversee the work of the internal auditor and legal counsel;
- e. To establish levels of compensation and adjustments, including benefits, for the Chief Executive Officer;
- f. To approve check registers, budgets, and amendments thereto (including line-item adjustments);
- g. To determine and establish the direction, goals, and policies of the Port Authority, unless specific direction for the determination or implementation has been given to the Chief Executive Officer or to others;
- h. To change the duties and responsibilities of the Chief Executive Officer at any time by the specific action of the Board, including amendment or modification to this Resolution; and

i. To delegate specific authority, whether or not described herein, to a Board Member or another employee of the Port Authority, by motion made and approved at an open public meeting (e.g. delegating authority to a Board Member to approve any changes made to an agreement that has been approved by the Board; delegating signature authority to a Port Authority employee overseeing a particular project).

**ADOPTED** by the Board of Directors of the Chelan Douglas Regional Port Authority this 19<sup>th</sup> day of December 2023, and duly authenticated in open session by the signatures of the Board of Directors voting in favor thereof.

**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



# Memo

**To:** Board of Directors  
**From:** Monica Lough  
**cc:** Jim Kuntz  
**Date:** December 19, 2023  
**Re:** Investment Policy

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**Please see attached a proposed updated investment policy for 2024. This policy is required to be reviewed annually by the board, with any modifications approved. After review by our investment advisors, we have determined there are no suggested updates for 2024. I will be happy to answer any questions at the meeting.**

**CDRPA RESOLUTION NO. 2023-15**

**A RESOLUTION OF THE BOARD OF DIRECTORS APPROVING THE  
CHELAN DOUGLAS REGIONAL PORT AUTHORITY INVESTMENT  
POLICY**

**Whereas**, the Board of Directors of the Chelan Douglas Regional Port Authority has the statutory authority to adopt from time to time resolutions authorizing the investment of Port funds which are not required for immediate expenditures and which are in the custody of the port treasurer and to specify, subject to statutory constraints, permitted investment of said funds;

**Now, therefore, be it resolved**, that the Board of Directors of the Chelan Douglas Regional Port Authority hereby adopts the following investment policy to govern investment of Port funds not needed for immediate expenditure and authorizes the investment of such funds by the port treasurer in accordance with the terms and provisions of this resolution.

The port treasurer is charged with the responsibility of preparing for the Board of Directors and CEO quarterly reports on investment activity and yields. Such reports shall contain a summary of the type of investments, amount of investments, place of investments, term of investments and yield.

This resolution is effective as of January 1, 2024 and shall terminate on December 31, 2024.

**Adopted** by the Board of Directors of the Chelan Douglas Regional Port Authority at a regular meeting thereof held this 19<sup>th</sup> day of December, 2023.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

\_\_\_\_\_  
Donn Etherington, Director

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W. Alan Loeb sack, Director

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Richard DeRock, Director

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Mark Spurgeon, Director

\_\_\_\_\_  
JC Baldwin, Director

\_\_\_\_\_  
Jim Huffman, Director



# Investment Policy

Effective from January 1, 2024 through December 31, 2024

Adopted by the Chelan Douglas Regional Port Authority  
Board of Directors on \_\_\_\_\_.

## **Investment Policy**

### **I. POLICY**

#### **1.1 Policy**

### **II. SCOPE & OBJECTIVES**

#### **2.1 Scope**

#### **2.2 Objectives**

### **III. STANDARDS OF CARE**

#### **3.1 Prudence**

#### **3.2 Delegation of Authority**

#### **3.3 Ethics & Conflict of Interest**

### **IV. AUTHORIZED INVESTMENTS, DIVERSIFICATION, MATURITIES AND COLLATERALIZATION**

#### **4.1 Authorized Investments**

#### **4.2 Diversification**

#### **4.3 Maturities**

### **V. DEALERS, INSTITUTIONS, SAFEKEEPING AND CUSTODY, INTERNAL & EXTERNAL CONTROL**

#### **5.1 Authorized Financial Dealers & Institutions**

#### **5.2 Safekeeping and Custody**

#### **5.3 Internal Control**

#### **5.4 External Control**

### **VI. PERFORMANCE MEASUREMENT & REPORTING REQUIREMENTS**

#### **6.1 Performance Standards**

#### **6.2 Reporting**

### **VII. POLICY ADOPTION**

#### **7.1 Investment Policy Adoption**

## I. POLICY

### *1.1 Policy:*

It is the policy of the Chelan Douglas Regional Port Authority to invest public funds in a manner which will provide the market rate of return with the maximum security while meeting the daily cash flow demands on the Treasury and conforming to all Washington statutes governing the investment of public funds.

The purpose of this Investment Policy is to establish the investment objectives, delegation of authority, standards of prudence, eligible investments and transactions, internal controls, reporting requirements and custodial procedures necessary for the prudent management and investment of the funds of the Chelan Douglas Regional Port Authority.

## II. SCOPE AND OBJECTIVES

### *2.1 Scope:*

This investment policy applies to all financial investment assets and managed assets of the Chelan Douglas Regional Port Authority. Investment assets are accounted for in the Port Authority's Annual Financial Report.

### *2.2 Objectives:*

The primary objectives, in priority order, of the Port Authority's investment activities shall be legality, safety, liquidity, and return:

#### *Legality of Investments:*

The Port Authority's investment holdings shall be in conformance with federal, state and other legal requirements.

#### *Safety:*

Safety of principal is the foremost objective of the Investment Policy of the Chelan Douglas Regional Port Authority. Investments of the Port Authority shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

#### *Liquidity:*

The Port Authority's investment portfolio will remain sufficiently liquid to enable the Port Authority to meet all operating requirements which might be reasonably anticipated.

#### *Return on Investment:*

The Port Authority's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the Port Authority's investment risk constraints and the cash flow characteristics of the portfolio.

### III. STANDARDS OF CARE

#### *3.1 Prudence:*

Investments shall be made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person" and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### *3.2 Delegation of Authority:*

Management responsibility for the investment program is hereby delegated to the Director of Finance & Administration serving as the Port Authority's Treasurer, who shall establish written procedures for the operation of the investment program, consistent with the investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Finance & Administration. The procedures will be periodically reviewed and updated at the direction of the Director of Finance & Administration.

#### *3.3 Ethics and Conflict of Interest:*

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Chief Executive Officer any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the Port Authority's portfolio.

### IV. AUTHORIZED INVESTMENTS, DIVERSIFICATION, MATURITIES AND COLLATERALIZATION

#### *4.1 Authorized Investments:*

All municipal corporations in Washington State, including the Chelan Douglas Regional Port Authority, are empowered by statute to invest in the following securities: (The enabling legislation is RCW 39.58 and, as amended, RCW's 53.36, 39.58, 39.59, 39.60, 43.84.080 and 43.250). The Port Authority has chosen to limit the authorized investments to the following:

- 1) Investment deposits including certificates of deposit, with qualified public depositories.
- 2) Certificates, notes, or bonds of the United States, or other obligations of the United States or its agencies, or of any corporation wholly owned by the government of the United States.



- 3) Obligations of government-sponsored enterprises which are eligible as collateral for advances to member banks as determined by the Board of Governors of the Federal Reserve System. (These include but are not limited to Federal Home Loan Bank notes and bonds, Federal National Mortgage Association notes, Federal Home Loan Mortgage Corporation and Federal Farm Credit Bank bonds.)
- 4) Corporate notes purchased on the secondary market provided that the Director of Finance and Administration adheres with the policies and procedures of the State Investment Board regarding corporate notes.
- 5) Bankers' acceptances purchased on the secondary market which have at the time of investment the highest credit rating by a minimum of two recognized rating agencies.
- 6) Commercial Paper provided that the Director of Finance & Administration adheres with the policies and procedures of the State Investment Board regarding commercial paper (RCW 43.84.080(7)).
- 7) Bonds of the State of Washington and any local government in the State of Washington, which bonds have at the time of investment one of the three highest credit ratings of a nationally recognized rating agency.
- 8) General obligation bonds of a state other than the State of Washington and general obligation bonds of a local government of a state other than the State of Washington, which bonds have at the time of investment one of the three highest credit ratings of a nationally recognized rating agency.
- 9) State Investment Pool - As prescribed by the RCW code, the legislation has provided for a mechanism whereby political subdivisions may, at their option, utilize the resources of the State Treasurer (OST) to maximize the potential surplus funds while ensuring the safety of public funds. A state investment pool has been designated to meet this function.

*4.2 Diversification:*

The Port will diversify its investments by security type and institution. The constraints will provide for a disciplined guide in making investment decisions.

*Diversification Constraints:*

| ISSUER TYPE                                  | % of TOTAL PORTFOLIO |
|--|----------------------|
| Local Government Investment Pool             | 100%                 |
| US Treasury Obligations                      | 100%                 |
| Government Sponsored Enterprises (GSE's)     | 100%                 |
| Callable issues                              | up to 50%            |
| Corporate Bonds                              | 20%                  |
| Certificates of Deposit/Bank Deposits/Saving | 75%                  |
| Obligations of the State of Washington       | 50%                  |

#### *4.3 Maturities:*

The Port Authority will invest in securities with maturity dates five (5) years from the date of purchase or less.

The maximum weighted maturity (modified duration) of the total portfolio shall not exceed 3.0 years. This maximum is established to limit the portfolio to excessive price change exposure.

Liquidity funds will be held in the State Pool, bank deposits or in money market instruments maturing in six months or less.

The investment portfolio will have securities that mature between 1 day and 5 years.

Exception to 5-year-maturity maximum: The Chelan Douglas Regional Port Authority may invest in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds or where deferred payment to the Port Authority are matched to the maturity date.

### V. DEALERS AND INSTITUTIONS, SAFEKEEPING AND CUSTODY, INTERNAL AND EXTERNAL CONTROL

#### *5.1 Authorized Financial Dealers and Institutions:*

The Director of Finance & Administration will limit banking transactions to designated banking relationships and will refer to the financial institutions list provided by the Public Deposit Commission of banks authorized to provide investment services (RCW 39.58.080).

In addition, the Port Authority will approve security broker/dealers by credit worthiness and understanding of the Port Authority's requirements and policy. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15c3-1 (Uniform Net Capital Rule). No public deposit shall be made except in a qualified public depository in the State of Washington.

A current financial statement is required to be on file for each broker/dealer with which the Port Authority invests.

#### *5.2 Safekeeping and Custody:*

All security transactions entered into by the Chelan Douglas Regional Port Authority shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third-party custodian designated by the Director of Finance & Administration and approved by the State Treasurer.

#### *5.3 Internal Control:*

The Director of Finance & Administration shall establish a process of periodic review by the Accounting/Finance Staff. This review will provide internal control monitoring by assuring that policies and procedures are being complied with.

#### *5.4 External Control:*

The Director of Finance & Administration may engage the services of outside professionals as necessary for the efficient management of the investment program. External service providers shall be subject to the provisions of this Investment Policy.

### VI. PERFORMANCE MEASUREMENT AND REPORTING REQUIREMENTS

#### *6.1 Performance Standards:*

The Port Authority's investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the Port Authority's investment risk constraints and cash flow needs. A market benchmark may be utilized and will be established through the Director of Finance & Administration. The return shall be based on the net yield after accounting for the amortization of the discounts or premiums paid.

#### *6.2 Reporting:*

The Director of Finance & Administration shall provide the Board of Directors with consistent periodic reporting. These reports shall provide an accurate and meaningful representation of the investment portfolio, its performance versus the established benchmark, and proof of compliance with the investment policy. At a minimum these reports will be presented quarterly, and such reports will include:

- Total investment portfolio yield and earnings rate.
- Percentage of the portfolio in each investment category.
- Summary of securities by investment type held at the end of the reporting period.
- Average term and yield by investment type.
- Investment yield comparison to various benchmarks.

### VII. POLICY ADOPTION

#### *7.1 Investment Policy Adoption:*

The Chelan Douglas Regional Port Authority investment policy shall be adopted by resolution of the Board of Directors. The policy shall be reviewed on an annual basis and any modifications made thereto must be approved by the Board of Directors.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
OWNERSHIP ALLOCATION MEMO  
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020  
DOUGLAS COUNTY, WA PARCEL #22210840005 (Lytle)**

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

The Board of Directors approved the purchase of approximately 4.76 acres of real property from Christopher Lytle adjacent to the Airport, and within the Airport Runway Protection Zone, identified as Douglas County, WA Assessor's Tax Parcel Number 22210840005. Funds held by the Chelan Douglas Regional Port Authority were used for the entirety of the purchase at \$285,600.00. Neither the Port of Chelan nor the Port of Douglas issued separate debt or entered into a joint financing plan for the capital purchase.

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

In the event of dissolution of the Chelan Douglas Regional Port Authority, the parcel will be allocated to the two Port Districts based on the percentage of 2023 budgeted tax receipts, which calculates to 25% ownership by the Port of Douglas and 75% ownership by the Port of Chelan.

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

Signed and dated this 19<sup>th</sup> day of December, 2023.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

\_\_\_\_\_  
Donn Etherington, Director

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W. Alan Loeb sack, Director

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Richard DeRock, Director

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Mark Spurgeon, Director

\_\_\_\_\_  
JC Baldwin, Director

\_\_\_\_\_  
Jim Huffman, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
OWNERSHIP ALLOCATION MEMO  
ADCOCK PROPERTY ACQUISITION  
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020  
CHELAN COUNTY, WA PARCEL #222135240100**

On November 12, 2019, the Chelan Douglas Regional Port Authority Board of Directors adopted a policy governing capital investments. Section 3 of the policy addresses real property acquired after January 1, 2020. Under that section, the Board of Directors is required to adopt in advance an Ownership Allocation Memo as a means to allocate the percentage ownership of real property.

The Board of Directors has an interest in purchasing the Terence and Mary Adcock property located in Malaga, Washington with a parcel number of 222135240100. The property encompasses approximately 15.83 acres with an anticipated acquisition price of \$1,038,950.

Because this property is located within Chelan County and the Port of Chelan County has the financial resources to acquire the property using its own resources, the Board hereby approves the acquisition of 100% of the Terence and Mary Adcock property by the Port of Chelan County.

Once acquired, the Chelan Douglas Regional Port Authority shall manage the Terence and Mary Adcock property pursuant to and consistent with CDRPA Resolution No. 2020-02.

Board approved and signed this 19<sup>th</sup> day of December, 2023.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

\_\_\_\_\_  
Donn Etherington, Director

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W. Alan Loeb sack, Director

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Richard DeRock, Director

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Mark Spurgeon, Director

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JC Baldwin, Director

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Jim Huffman, Director

# Memo

**To:** Board of Directors

**From:** Stacie de Mestre

**Date:** December 13, 2023

**Re:** Bill of Sale – Malaga Water District – Phase 1 Improvements

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As contemplated in the Malaga Water District Interlocal Agreement, within 10 days following final acceptance of Phase 1 Improvements (Malaga/Alcoa Highway 18” watermain), we are to deliver a Bill of Sale deed over our real property interests to the Malaga Water District. Please see attached for the proposed Bill of Sale. A draft has been provided to the Malaga Water District Board, approval is anticipated at their December 18, 2023 meeting. Please note, their approval will likely be conditioned upon the watermain passing purity testing. An update on the status of the testing will be provided at Tuesday’s meeting.

Since the value of the Phase 1 Improvements is in excess of \$3,000,000, Staff is seeking Board approval to execute the Bill of Sale.

**BILL OF SALE AND ASSIGNMENT**

KNOW ALL MEN BY THESE PRESENTS: THAT the **CHELAN DOUGLAS REGIONAL PORT AUTHORITY**, a municipal corporation organized under Title 53 RCW (“Grantor”), for and in consideration of Ten Dollars (\$10.00) and other good and valuable consideration, hereby assigns, sells, transfers and delivers to the **MALAGA WATER DISTRICT**, a municipal corporation and water-sewer district organized under Title 57 RCW (“Grantee”), the following personal property (“Personal Property”) located on the real property described in Exhibit A, attached hereto and incorporated herein by this reference as if set forth in full (“Real Property”) and/or within the public right-of-way:

All of Grantor’s right, title and interest in and to the improvements and structures identified in Exhibit B, attached hereto and incorporated herein by this reference as if set forth in full; and

The assignment, sale, transfer and delivery of Grantor’s right, title and interest in and to the Personal Property to Grantee hereunder shall expressly include all warranties in or otherwise related to the Personal Property, specifically including without limitation the warranties identified in Exhibit C, attached hereto and incorporated herein by this reference as if set forth in full.

Grantor hereby warrants to Grantee that: (a) Grantor is the true and lawful owner of the Personal Property; (b) Grantor has good and marketable title to the Personal Property; (c) the Personal Property is free and clear of all title defects and objections, claims, liens, security interests or other encumbrances; and (d) Grantor has the right and all necessary power and authority to transfer the Personal Property.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

GRANTOR: Chelan Douglas Regional Port Authority

By: \_\_\_\_\_  
James M. Kuntz, Chief Executive Officer

GRANTEE: Malaga Water District

By: \_\_\_\_\_  
Jon Johnston, Manager





**EXHIBIT A TO  
BILL OF SALE AND ASSIGNMENT  
Legal Description of Easement Granted to Malaga Water District**

A portion of Lot A, Boundary Line Adjustment No. 2017-395, recorded December 14, 2017, under Chelan County Auditor's File No. 2470326, records of Chelan County, Washington described as follows:

STARTING AT THE SOUTHWEST CORNER OF SECTION 26, TOWNSHIP 22 NORTH, RANGE 21 EWM, THEN RUNNING 141.16 FEET NORTHERLY ALONG THE SECTION LINE TO THE TRUE POINT OF BEGINNING, THEN SOUTHEASTERLY 176.00 FEET PARALLEL WITH THE MALAGA ALCOA HIGHWAY RIGHT OF WAY, THEN NORTHEASTERLY 47.00 FEET PERPENDICULAR TO SAID RIGHT OF WAY, THEN 209.73 FEET NORTHWESTERLY PARALLEL WITH SAID RIGHT OF WAY, THEN 57.85 FEET SOUTHERLY ALONG THE SECTION LINE TO THE TRUE POINT OF BEGINNING.

**EXHIBIT B TO  
BILL OF SALE**

| Along  | From  | To                                 | Size  | Length     |
|--|---|------------------------------------|---|------------|
| Saturday Avenue  | Monument at SW corner of Section 25 T22N R21E   | Malaga Alcoa Highway               | 8" Ductile Iron   | 130 feet   |
| Malaga Alcoa Highway   | Saturday Avenue                                 | 4,630 feet east of Saturday Avenue | 18" C900 PVC  | 4,500 feet |
| Malaga Alcoa Highway   | Saturday Avenue                                 | 4,630 feet east of Saturday Avenue | 6" C900 PVC   | 4,550 feet |
| Dixie Lane   | Margaux Loop                                    | Saturday Avenue                    | 2" HDPE   | 1,600 feet |
| Saturday Avenue  | Dixie Lane                                      | Malaga Alcoa Highway               | 2" HDPE   | 4,000 feet |
| Easement   | Parcel 222135225010 (4816 Malaga Alcoa Highway) |                                    | Duplex 10 gpm pump station in 130 square foot (approx.) building. |            |
| And all fire hydrants, water services, valves, and other water system appurtenances. |   |                                    |   |            |

**EXHIBIT C TO  
BILL OF SALE AND ASSIGNMENT  
Warranties under Construction Contract**

The Contractor, Selland Construction, shall guarantee the work for a period of **two years** from the date of acceptance against defects in the work as described in the construction drawings and project specifications and otherwise set forth in the contract documents. Contractor shall start work to remedy such defects within seven (7) days of mailing notice of discovery thereof by Owner and shall complete such work within a reasonable time. In emergencies where damage may result from delay or where loss of service may result, such corrections may be made by Owner, in which case the cost shall be borne by Contractor. In the event Contractor does not accomplish corrections at the time specified, the work will be otherwise accomplished and the cost of same shall be paid by Contractor.

Warranty does not cover damage due to misuse by the Owner or conditions outside of the Owner or Contractor's control or exceptional events (force majeure) including war, strikes, floods (water exceeding normal high water mark), rainfall in excess of 100 year storm event, fire, earthquakes, high winds (over 85 mph for 3 seconds peak gust), freezes below minus 10 degrees Fahrenheit, governmental restrictions, vandalism, and power failures or surges.

# Memo

**To:** Board of Directors

**From:** Stacie de Mestre

**Date:** December 13, 2023

**Re:** RH2 Engineering Task Authorization 17 – Local Water System Improvements to Lojo Property – Remaining Tasks

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Last week Addendum 2 to the Microsoft Phase I Development and Reimbursement Agreement was executed. For reference, a copy of the addendum has been provided under informational items.

In November the long-term pump test of Test Well #1 was completed and results were favorable. As required by the MWD Interlocal and Microsoft Reimbursement Agreement, RH2 Engineering has provided a technical memo documenting the test and outlining their recommendations for converting the test well to a production well. Approval by the MWD Board is anticipated on December 18, 2023. For reference, a copy of the technical memo has been provided under informational items.

Attached please find the current partially approved RH2 Engineering Task Authorization 17 – Local Water System Improvements to Lojo Property. As of February 2023, Phases 1a and 1b were approved totaling \$1,025,591. Phases 1a and 1b covered engineering for the watermain extension, two test wells, geotechnical/feasibility for the reservoir site, general project management, and preliminary engineering for all future water system improvements.

**In anticipation of moving forward with production well #1 and to account for additional feasibility and permitting work on the reservoir site RH2 Engineering has requested all additional tasks covered by the Microsoft Phase I Development and Reimbursement Agreement be authorized. See the last page of the attachment for the proposed “EXHIBIT A REV. 2”. Staff is seeking Board approval to authorize Phase 1c of Task Authorization 17 which totals an amount not to exceed \$838,393.**

**Task Authorization No. 17**  
**Chelan Douglas Regional Port Authority**  
**General Engineering Services**  
**Local Water System Improvements to LOJO Property**  
April 2022  
RH2 Project No. RPA 20.0026.17

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In accordance with our Professional Services Agreement for the General Engineering Services, dated February 19, 2020, this Task Authorization outlines the Scope of Work for the Local Water System Improvements to LOJO Property. The work will be performed and invoiced in compliance with the terms and conditions listed in the governing Agreement and any issued Contract Amendments.

### **Background**

In 2020, the Chelan Douglas Regional Port Authority (Port) purchased a 72.5-acre parcel (Chelan County Parcel No. 222135100060) from LOJO Orchards with the goal of recruiting new business and spurring economic development in the region. The property, commonly referred to as the LOJO Property, is located just beyond the eastern edge of the retail service area, but still within the service area of the Malaga Water District (District) and within the District's Pressure Zone 1 (Zone 1). The Port has identified a business partner who plans to develop the LOJO Property that is expected to require a maximum day demand (MDD) of 250 gallons per minute (gpm), a peak hour demand (PHD) of 1,200 gpm, and a fire flow demand (FF) of 2,500 gpm.

The District's 2019 Water System Plan (WSP) identifies growth-related improvements within Zone 1 currently scheduled beyond the 10-year planning period based on modest residential growth projections. These projects include a new Zone 1 Reservoir and distribution mains to improve fire flow and distribution capacity. With the planned addition of the LOJO Property development, the fire flow demands within Zone 1 will increase by approximately 1,000 gpm beyond what was anticipated in the WSP, thereby hastening and magnifying the need for the storage and water main improvements, and adding the need for additional supply to meet the increased demands.

Based on initial discussions about providing water service to the LOJO Property, the Port acquired funding for construction of a water main extending from the District's distribution system to the LOJO Property. Additionally, the Port's funding includes construction of a water storage reservoir intended to operate as part of a private water system serving the industrial needs of the property. Since that time, it has been determined that the reservoir would best serve the needs of the LOJO Property and the community of Malaga if it was incorporated into the District's water system, where it would be owned and operated by the District. It was also subsequently determined that the anticipated water needs of the business partner may significantly exceed the assumptions used in the early reservoir sizing discussions. As such, additional planning and engineering work will need to be performed to provide sufficient infrastructure capacity and comply with regulatory requirements for domestic water system improvements.

The Port has requested RH2 Engineering, Inc., (RH2) provide engineering services to design and provide construction contract administration for the water system improvements needed to support the LOJO Property development. The following task list includes the anticipated work by RH2:

1. **Preliminary Engineering and Reporting:** Perform water system planning hydraulic analyses. Perform water storage analysis. Perform alternatives analysis for the reservoir site selection and conduct geotechnical investigations. Prepare a Project Report as required by the Washington State Department of Health (DOH) Office of Drinking Water Services documenting the project background, water system analyses, sizing, and design criteria for the proposed improvements. Update the Engineer's opinion of probable construction costs (OPCC) prepared in prior planning documents.
2. **Groundwater Source Evaluation and Development:** Evaluate supply alternatives to address water system deficiencies anticipated by the development of the LOJO Property, including the addition of a new well(s) near the District's Well No. 5 and/or on the LOJO property itself. Provide engineering and hydrogeologist services to support well drilling, testing, development, and source approval. *Should testing at either or both sites indicate that an aquifer of significant capacity exists, a contract amendment may be prepared for further evaluation to determine if the aquifer could support a supplemental water source for the Wenatchee Regional Water System.*
3. **Design Distribution Water Main Improvements:** Obtain pipe route surveys and prepare base maps. Prepare bid-ready plans and specifications for up to 12,000 feet of water main. Exact size and location of the main(s) will be determined in the planning analyses. Assumed locations are as follows:
  - a. 4,400 feet of 12-inch water main along Malaga/Alcoa Highway from Saturday Avenue to LOJO site.
  - b. 800 feet of 8-inch water main along Sweetheart Lane from Saratoga Lane to Bainard Road.
  - c. 2,000 feet of 12-inch water main from new well facility to the distribution system.
  - d. 4,500 feet of 16-inch water main from new reservoir to the distribution system.
4. **Design a Water Storage Reservoir:** Obtain topographic survey of the reservoir site and prepare base maps. Prepare bid-ready plans for the water storage tank and site.
5. **Design a Groundwater Supply Facility:** Obtain topographic survey of the well site and prepare base maps. Prepare bid-ready plans for the water supply facility.
6. **Land Use and Construction Permitting:** Prepare applications for land use and/or construction permitting of the proposed improvements.
7. **Services During Bidding:** Provide engineering services to support the bidding and award for construction of the proposed improvements.

8. **Services During Construction:** Provide engineering services to support the Port's administration and oversight for construction of the proposed improvements.

### Project Understanding and Assumptions

The following describes the overall understanding and assumptions used by RH2 in preparing this Scope of Work. Additional assumptions specific to related tasks are also included in the task descriptions that follow.

- *Projects and schedules identified in this Scope of Work assume the development will construct three (3) buildings on the site by the end of 2025, each with an MDD of approximately 83 gpm, with two (2) more similar buildings possible, but unconfirmed, by 2027. Construction of the water system projects included in this Scope of Work is expected to be complete by the end of 2025. Changes to this assumption, which may include higher water use, additional buildings, or different schedule, may require a contract amendment.*
- *While the Port will administer this project, the District will ultimately own and be responsible for the water system improvements that derive from this project. Therefore, it is expected that close coordination with the District will be required throughout this project, and that the District will respond to information requests, attend project meetings, and provide reviews.*
- *The storage analysis in the District's WSP identified a current storage deficiency of approximately 12,000 gallons that could be supplemented from excess capacity in Zone 2. The Zone 1 Reservoir identified in this Scope of Work will provide adequate storage without requiring supplementing from Zone 2. Based on projected demands in the WSP and preliminary demands associated with the planned development of the LOJO Property, the proposed reservoir is estimated at a size of up to 2 million gallons. As part of this Scope of Work, RH2 will refine previous analyses and provide recommendations and preliminary engineering that will define the criteria for final reservoir sizing and design.*
- *The WSP identified numerous water main projects that would be installed by private developers, if needed for supply, redundancy, capacity, and/or fire protection. The projects describe installation of water mains along Sweetheart Lane, Saturday Avenue, Firehouse Road, and the Malaga/Alcoa Highway. It is assumed that these, or similar, projects will need to be constructed due to the increased demands associated with the planned development. It is assumed that the proposed water main size and specific locations will be confirmed with the hydraulic modeling included as part of this Scope of Work.*
- *Approximately 3,000 linear feet (lf) of existing 2-inch water main within Malaga/Alcoa Highway extends from the intersection with Saturday Avenue to approximately 5251 Malaga/Alcoa Highway. This main would be replaced with a larger main and extend approximately 1,400 additional feet to the LOJO Property, for a total of approximately 4,400 lf of new main. This Scope of Work includes hydraulic modeling to size this new main.*
- *Other distribution main improvements necessary to meet distribution, reliability, and fire flow requirements may be identified during the hydraulic modeling. If such improvements are*



identified, RH2 will work with the Port and District to identify the phasing of these improvements, and if warranted, the Port may authorize RH2 to perform additional design work through an amendment.

- *The District's 2019 WSP identified an estimated supply surplus in Zone 1 of 249 gpm in 2020; however, this surplus was intended to meet the needs of future residential development within the retail service area. With the addition of the proposed development (which is outside of the retail service area), additional supply will be necessary to meet system demands. It is assumed that the District has sufficient water rights to develop a new groundwater source of supply to meet this need.*
- *A suitable location can be found for the proposed well either within the District's Well No. 5 site or on the LOJO Property within the authorized point of withdrawal. Authorization for supplemental well drilling and testing can be obtained without additional Washington State Department of Ecology (Ecology) approval.*
- *Providing water service to the proposed development will extend the retail service area of the District and require infrastructure changes that will need to be documented in project reports and submitted to DOH for review and approval per Washington Administrative Code (WAC) 246-290-100.*
- *The Port will be responsible for negotiations with property owners of prospective reservoir sites and property/easement acquisition activities.*
- *RH2 will rely upon the accuracy and completeness of any information, data, and materials generated or produced by the Port, District, or others in relation to this Scope of Work. RH2 assumes that the entity providing such information to RH2 is either the owner of such information or has obtained written authorization from the owner to distribute said information.*
- *Project documents will be provided in electronic format to the extent possible. Deliverables will be provided in electronic PDF unless otherwise noted.*
- *Restrictions to in-person meetings and workshops due to COVID-19 will not impact the schedule and are assumed to continue through 2022. In general, it is assumed that most meetings can and will be held via videoconference using either Zoom or Microsoft Teams platforms. Where in-person meetings are necessary, all participants will adhere to health guidelines for in-person activities to protect the health of RH2, Port, and District staff.*
- *With the exception of bi-weekly progress meetings, meetings generally will be limited to two (2) hours in duration and attended by RH2 and Port project managers and other relevant key staff and stakeholders depending on the meeting topic.*
- *The Port acknowledges that OPCCs are based on RH2's professional experience and qualifications and represent RH2's best judgement as an experienced and qualified professional. The Port acknowledges that RH2 does not have control over the cost of labor,*

*materials, equipment, or market conditions. RH2 does not guarantee that actual costs will not vary from the OPCC.*

## GENERAL PROJECT TASKS

### Task 1 – Project Management

**Objective:** Perform project management services, including monthly invoicing, attending planning and progress meetings, and attending a project kickoff meeting.

**Approach:**

- 1.1 Perform Project Administration and Budget Control: Perform project administration tasks to include monthly invoicing and budget control, bi-weekly planning and progress meetings, preparation of meeting agenda and minutes, written bi-monthly progress reports to the Port, and coordination of subconsultants.
- 1.2 Attend Project Kickoff Meeting: Attend a project kickoff and informational meeting with Port and District staff. Discuss Port and District goals, facility sizing requirements, alternative selection ranking concepts, level of service standards, and hydraulic modeling requirements. Discuss potential site constraints, such as zoning requirements, sensitive area designations, geologic hazards, and property line setback requirements. Discuss other project stakeholders and their roles and level of involvement in the project.
- 1.3 Develop Data Request and Administration: Develop and maintain a list of data and materials required from the Port and District.
- 1.4 Maintain Client Communications: Maintain frequent client communications, including phone calls and emails, in addition to the progress meetings.
- 1.5 Prepare and Maintain Project Schedule: Prepare project schedule and update as needed.

**RH2 Deliverables:**

- Monthly invoices.
- Meeting agendas and minutes.
- List of data and materials.
- Phone calls and email communication as needed.
- Project schedule.

## Task 2 – Preliminary Engineering and Reporting

**Objective:** Perform water system planning hydraulic analysis. Perform supply and storage analyses. Prepare project report documenting preliminary engineering for DOH review and approval. Conduct geotechnical investigation and reporting.

**Approach:**

- 2.1 Perform Water System Planning Hydraulic Analysis: Perform hydraulic analyses using the existing hydraulic model of the distribution system to identify the distribution system requirements for providing water service and fire flow to the proposed development, as well as transmission requirements for integration of the proposed reservoir and well.
- 2.2 Perform Storage and Supply Analyses: Perform storage calculations to determine the required storage volume to meet operational, peak equalizing, emergency standby, and fire flow storage needs of the water system and proposed development. Determine the supply capacity needed for the proposed development. Meet with the Port and District to review the results of the analyses.
- 2.3 Conduct Geotechnical Investigation and Reporting: Conduct geohazard and geotechnical investigations to identify potential critical areas and seismic hazards, shallow soil and deep geologic conditions, soil bearing capacity and earth pressures, groundwater characteristics, and stormwater infiltration capacity and risks. The investigation will include a review of available soil, geologic, and geotechnical information for the local area, three (3) 12-foot-long by 3-foot-wide exploratory test pits to depths of approximately 10 feet, and two (2) 6-inch-diameter soil borings to a depths of approximately 70 to 80 feet. Prepare a technical memorandum summarizing the findings.
  - a. Subcontract with a drilling company to perform test pits and borings. *The Fee Estimate includes \$25,000, was prepared prior to selecting a subconsultant, and is only an estimate. Additional fee will be required if subconsultant costs exceed the estimate.*
- 2.4 Prepare OPCC: Prepare Engineer's OPCC based on projects identified in the analyses.
- 2.5 Prepare State Environmental Policy Act (SEPA) Checklist: Coordinate with Port staff to prepare a SEPA checklist.
- 2.6 Prepare Project Report: Prepare a project report documenting the preliminary engineering and design of the system improvements for DOH review and approval as required by WAC 246-290-110. Perform in-house quality assurance/quality control (QA/QC) review. Submit the project report to the Port and District for review and comment. Incorporate Port, District, and RH2 QA/QC review comments and finalize the project report. Prepare and submit application to DOH for project report review. Respond to up to one (1) round of review comments. *No date is warranted or implied for DOH response or approval.*

**Assumptions:**

- *The Port will be the lead agency for the SEPA checklist.*

**Provided by the Port and District:**

- Review of draft project report.
- Payment of DOH review and SEPA advertisement fees.

**RH2 Deliverables:**

- Attendance at meeting with the Port and District.
- Two (2) hard copies of reservoir site geohazard assessment and geotechnical conditions technical memorandum describing site conditions, risks, and recommendations for design, construction, and geohazard mitigation.
- OPCC based on analyses.
- SEPA checklist.
- Draft and final project report, including four (4) hard copies.
- DOH Application for project report review.
- Letter response to DOH review comments, if any.

**Task 3 – Groundwater Source Evaluation and Development**

**Objective:** Evaluate the potential quantity and quality of groundwater at two (2) proposed well sites: the first near the District's Well No. 5, and the second on the LOJO Property. Develop plans to install and test an estimated 500 gpm to 1,000 gpm capacity production well to supplement Zone 1 supply. *Exploration at two (2) sites is anticipated.*

**Approach:**

- 3.1 Review Existing Information: Obtain and review available background information related to the proposed well sites and meet with Port and District staff to evaluate the potential future configuration of a new groundwater source of supply. Investigate the well drilling sites and potential well testing discharge options. Prepare a brief technical memorandum with a project narrative and describe the conceptual groundwater drilling, testing, and development plan.
- 3.2 Prepare Bid Documents and Services During Bidding for Well Drilling: Prepare well drilling bid documents consisting of technical specifications, special provisions, pay items, and an OPCC that describe the activities and requirements to drill, install, and test one (1) 12-inch-diameter production well and two (2) 6-inch monitoring wells to a maximum depth of 300 feet at each of two (2) sites. Prepare well testing requirements to evaluate well performance, aquifer characteristics, and water quality. Assist the Port in preparing the final bid documents and selecting a well drilling contractor. Prepare a well site approval request and submit to Chelan County (County) on behalf of the Port. Attend the County's well site inspection and respond to comments.
- 3.3 Observe Well Drilling, Provide Well Design, and Support Well Testing: Communicate with the Port's selected driller and Port to establish the mobilization date, site activities, schedule, and

communication and documentation requirements. Observe well drilling activities during critical phases. Obtain representative soil samples from drill cuttings and submit to a soil laboratory for soil grain-size (sieve) analysis. Provide the driller with a well design. Observe well construction and development. Observe well testing and obtain water quality samples for laboratory analysis. Observe well completion and wellhead construction.

- 3.4 Prepare Technical Memorandum: Prepare a technical memorandum documenting drilling and testing activities. Evaluate water yield and water quality testing results for groundwater development potential. Summarize findings and provide recommendations for well operation and monitoring.

**Assumptions:**

- *The proposed well sites are within the District's Well No. 5 authorized point of withdrawal and supplemental well drilling and testing is authorized without additional Ecology approval. If either site is outside the approved area, the Wenatchee Regional Water System point of withdrawal can be used for drilling and testing.*
- *Additional permitting and water right changes may be required to increase the rate of withdrawal at the Well No. 5 site and new production well; these tasks are not included in this Scope of Work.*
- *Should the well tests indicate capacity exceeding 1,000 gpm may be available, further testing may be recommended to determine the potential regional benefit of a larger supply facility. Any such further testing would be performed by contract amendment.*
- *RH2 is not responsible for the site safety of others or for directing any contractor in their work.*

**Provided by the Port or District:**

- Available background information related to the proposed well site.

**RH2 Deliverables:**

- Technical memorandum with groundwater drilling, testing, and development plan.
- Well site approval request for submission to the County.
- Bid documents for well drilling, construction, and testing, including two (2) hard copies.
- Well design.
- Technical memorandum with recommendations for well operation.

## Task 4 – Design Water Main Improvements

**Objective:** Obtain topographic survey of the proposed water main alignments. Prepare complete construction contract bidding documents for the proposed water main, including final front-end documents, technical specifications, plans, standard drawings, and OPCC.

**Approach:**

- 4.1 Obtain Route Survey and Prepare Base Maps: Subcontract with a professional land surveyor to provide horizontal and vertical survey control and perform topographical survey of surface features, monumentation, marked utilities, property lines, and right-of-way (ROW) lines of the proposed water main alignments. *This subtask assumes a budget of \$60,000 and up to 12,000 lf of route survey to support the design.* Review survey data and format for design use. Perform one (1) site visit.
- 4.2 Prepare 60-Percent Design: Prepare preliminary plans and update the OPCC for the proposed water main improvements. This work includes the following:
  - a) Prepare 60-Percent Design: Prepare preliminary design plans to the 60-percent design level with horizontal and vertical alignment detail of the water main for District review. Connection points and pavement restoration details will be included. Develop a preliminary OPCC for the 60-percent design review submittal. Submit plans to Chelan County Public Works for review.
  - b) Attend 60-Percent Design Review Meetings: Attend 60-percent design meetings with the District and County (separate meetings anticipated). Prepare meeting minutes if needed.
- 4.3 Prepare 90-Percent Design: Develop 90-percent plan sheets, technical specifications, and bid documents for the proposed improvements. This work includes the following:
  - a) Prepare 90-Percent Design: Incorporate the District's and County's 60-percent review comments and prepare 90-percent design plans. Prepare construction contract documents to the 90-percent level, including both technical and non-technical construction contract requirements, general conditions, and special requirements. The plans and construction contract documents will include the final configurations for connections to the District's system, trench, bedding materials, backfill, compaction, and surface restoration, along with other supporting details and requirements for construction, testing, and permitting.
  - b) Perform QA/QC Review of 90-Percent Design: Perform internal QA/QC reviews on 90-percent design documents.
  - c) Attend 90-Percent Design Review Meeting: Attend 90-percent design review meeting with the District. Prepare meeting minutes if needed. Submit 90-percent plans to the County.
- 4.4 Develop Bid-Ready Design: Develop bid-ready plan sheets, technical specifications, bid documents, and OPCC for the proposed improvements. This work includes the following:

- a) Prepare Bid-Ready Plans and Specifications: Incorporate QA/QC and District's 90-percent review comments and prepare plans and specifications for bidding and construction. Prepare final OPCC for the proposed improvements. Submit final plans to the County.

**Assumptions:**

- *This Task is based on the projects identified in the Background section.*
- *No date is warranted or implied for agency response or approval.*

**RH2 Deliverables:**

- 60-percent design plans, including two (2) full-size and four (4) half-size hard copies.
- OPCC based on 60-percent design, including two (2) hard copies.
- 60-percent review meeting minutes.
- 90-percent design plans and construction contract documents (front-end specifications and technical specifications), including two (2) full-size and four (4) half-size hard copies.
- Preliminary OPCC based on 90-percent design, including two (2) hard copies.
- 90-percent review meeting minutes.
- Electronic versions of the complete construction contract bidding documents, including bid-ready front-end documents, technical specifications, plans, standard drawings, and OPCC.
- Two (2) hard copies of the complete construction contract bidding documents.

**Task 5 – Design Water Storage Reservoir**

**Objective:** Obtain topographic survey and prepare base maps. Perform stormwater engineering and reporting. Prepare bid-ready plans and specifications.

**Approach:**

- 5.1 Obtain Topographic Survey and Prepare Base Maps: Subcontract with a professional land surveyor to provide horizontal and vertical survey control and perform topographical survey of surface features, monumentation, marked utilities, and property lines of the proposed reservoir site. *This subtask assumes a budget of \$20,000 to support the reservoir design. Review survey data and format for design use. Perform one (1) site visit.*
- 5.2 Prepare 30-Percent Design of Reservoir Improvements: Develop design criteria and preliminary designs for the reservoir and site improvements. Work includes:
- Preparing existing site plan;
  - Preparing preliminary construction and finished grading plans and details;
  - Preparing preliminary site and utility plans and details;

- Preparing structural plan and elevation views to illustrate the reservoir shape, size, elevations, geometry, and location of the proposed reservoir and its appurtenances;
- Preparing mechanical plans detailing reservoir piping and mechanical components;
- Preparing preliminary design of main structural elements;
- Identifying electrical, control, and monitoring features and appurtenances for review and discussion with the District; and
- Preparing and submitting an electrical power service application to Public Utility District No. 1 of Chelan County (PUD).

5.3 Perform Stormwater Engineering and Reporting: Conduct stormwater analyses and prepare documentation for compliance with Ecology's *Stormwater Management Manual for Eastern Washington* (SWMMEW). Prepare stormwater design improvements for integrating the stormwater system with the overflow requirements for the reservoir. This work includes the following:

- a) Develop Stormwater Management System: Develop an on-site stormwater management system to convey, infiltrate, disperse, and retain stormwater runoff onsite. This system will include conveyance, runoff treatment, and flow control Best Management Practices (BMPs) as required by the SWMMEW.
- b) Develop Stormwater Site Plan: Develop a Stormwater Site Plan (SSP) conforming to the SWMMEW, including assessment of both temporary and permanent stormwater and drainage impacts.
- c) Prepare Stormwater Pollution Prevention Plan: Prepare a Stormwater Pollution Prevention Plan (SWPPP) meant to control erosion and prevent sediment and other pollutants from leaving the site during the construction phase of the project.
- d) Develop Operations and Maintenance Manual: Develop an operations and maintenance (O&M) manual for the proposed stormwater facilities and BMPs.
- e) Perform Off-Site Analysis: Perform and document a qualitative off-site analysis that assesses the potential off-site impacts of stormwater discharge. *If an off-site quantitative analysis and/or mitigation are determined to be required after performing the qualitative off-site analysis, then a modification to this Scope of Work will be required.*
- f) Submit for Client Review: Submit the preliminary SSP to the Port and District for review and comment.
- g) Perform Quality Control Review: Perform in-house QA/QC review of the SSP, SWPPP, and O&M manual.
- h) Finalize Stormwater Reports: Incorporate Port, District, and internal QA/QC review comments and finalize the SSP, SWPPP, and O&M manual for inclusion in the final design and permit submittal to the County.



5.4 Prepare Bid-Ready Plans and Specifications for Reservoir: Prepare 60-percent plans, technical specifications, and OPCC and submit to the Port and District for review. Develop 90-percent plan sheets, technical specifications, bid documents, and OPCC and submit to the Port and District. Perform internal QA/QC reviews on 60-percent and 90-percent design documents. Incorporate review comments and prepare bid-ready plans, specifications, and OPCC. This work includes the following:

- a) Prepare 60-Percent Design: Prepare 60-percent construction plans, technical specifications, and an updated OPCC for review by the Port and the District. *The comments developed during the 30-percent design review process will be addressed.* This work includes the following:
- Prepare structural calculations for the reservoir, including lateral analysis, roof, shell, and reservoir foundation. Provide internal QA/QC review of structural calculations. Make recommended updates and additions to calculations per review comments. Prepare and format calculations, with supporting documentation, for the Building Permit application.
  - Prepare construction grading and phasing plans.
  - Prepare site and utility plans to show the major utility appurtenances such as isolation valves, vaults, manholes, catch basins, and site lighting.
  - Provide detailed design of the reservoir foundation, walls, and roof. Develop plans showing the geometry of the reservoir structural elements.
  - Design the reservoir piping and mechanical components, and size piping systems for the reservoir inlet, outlet, overflow, drain, and perimeter drain. Plans will include equipment selection, pipe sizes and materials, thrust restraint, vault sizing, and drainage improvements.
  - Prepare plans that detail reservoir appurtenances, including access hatches, vents, exterior and interior ladders or stairs, exterior roof access, roof platform, and safety cages, as requested or required.
  - Prepare electrical, control, and monitoring design, including the following:
    - (a) Develop design of electrical systems for operating appurtenances at the reservoir and valve vault. Work is to include designing the lighting system, sizing raceways and conductors, and preparing design details.
    - (b) Develop design of control and monitoring sensors to be installed at the reservoir and valve vault, including construction details. *Equipment will be selected per District standards.*
    - (c) Prepare a one-line diagram and electrical plan, including branch circuit panel detail, and other details typical to this work.

- (d) Develop criteria and performance requirements for the telemetry system. *The prepared documentation will be provided to the District's telemetry integrator for estimating, designing, and installing a proposed telemetry system at the proposed reservoir.*
- Develop technical specifications for equipment, materials, and construction tasks. *Specification requirements will be based on design criteria determined during the preliminary design phase, current building codes, and subsequent discussions with the District. Technical specifications will use RH2's facility specifications in a modified Construction Specifications Institute (CSI) format.*
  - Prepare a 60-percent level OPCC. *The 60-percent estimate shall reflect the pay items and estimated quantities as developed at the 60-percent stage of the project.*
  - Provide in-house QA/QC review of the 60-percent plans and specifications. Address comments and distribute 60-percent review documents to the Port and District.
  - Prepare for and attend one (1) 60-percent review meeting with the Port and the District. Prepare and distribute meeting minutes.
- b) Prepare 90-Percent Design: Prepare 90-percent construction plans, technical specifications, front-end non-technical specifications, and an updated OPCC for review by the Port and District. *The comments developed during the 60-percent review process will be addressed.* At the end of the 90-percent project design subtask, final details shall be included in the plans and specifications. This work includes the following:
- Incorporate Port and District comments into the plans and advance the plans to the 90-percent completion level. Site, structural, mechanical, and electrical plans will be revised. Preliminary details will be revised, and outstanding minor details will be developed. *At this point of the design, the submittal is to include all of the plans in the construction contract documents to be ready for permitting.*
  - Prepare front-end non-technical specifications. Coordinate with the Port regarding advertising dates, and bid opening date and time.
  - Update technical specifications to include additions and revisions per 60-percent review comments.
  - Prepare 90-percent level OPCC based on information supplied by material vendors and similar projects adjusted for anticipated bidding conditions.
  - Perform 90-percent in-house QA/QC review of plans and specifications. Address comments and distribute 90-percent review documents to the Port and District.
  - Prepare for and attend one (1) 90-percent review meeting with the Port and District. Prepare and distribute meeting minutes.
  - Incorporate 90-percent review comments from the Port and District and prepare the plans and specifications for construction permitting.

- c) Prepare Bid-Ready Plans and Specifications: Incorporate remaining review comments and prepare the plans and specifications for bidding and construction. Prepare final OPCC for the proposed improvements.

**Assumptions:**

- *The location of a preferred reservoir site has been identified due south of Searles Road. The Fee Estimate assumes the geotechnical exploration will prove this site to be suitable without extensive stabilization measures.*
- *The type of reservoir has not yet been selected, but a strand-wound prestressed concrete reservoir is assumed for this Scope of Work.*
- *Runoff treatment will not be required for this project since the reservoir roof will be constructed of non-leachable material and the infrequently used maintenance access roads will not be considered pollution-generating surfaces by definition.*
- *The project will exceed the thresholds for requiring flow control, thereby creating the need to develop a flow control facility for stormwater discharges in accordance with SWMMEW requirements.*
- *The proposed project will not discharge directly or indirectly into a wetland.*

**Provided by the Port and District:**

- Procurement of property.
- Permission from property owner(s) to access properties and perform geotechnical investigations and topographic survey.
- Coordination with the property owner(s) for scheduling field investigations.
- Contact information and coordination assistance for persons with knowledge of the property's history.
- Review of draft SSP and a written summary of review comments.
- Review of 60-percent and 90-percent reservoir design plans and specifications.
- Electrical service fee.

**RH2 Deliverables:**

- Topographic surveys.
- SSP, SWPPP, and O&M manual, including two (2) hard copies.
- Reservoir structural calculations.
- 60-percent reservoir design plans, including two (2) full-size and four (4) half-size hard copies.
- Preliminary OPCC based on 60-percent design for the reservoir, including two (2) hard copies.
- 60-percent review meeting minutes.

- 90-percent design plans and construction contract documents, including front-end specifications and technical specifications for the reservoir, including two (2) full-size and four (4) half-size hard copies.
- Preliminary OPCC based on 90-percent design for the reservoir, including two (2) hard copies.
- 90-percent review meeting minutes.
- Electronic versions of the complete construction contract bidding documents for the reservoir, including bid-ready front-end documents, technical specifications, plans, standard drawings, and OPCC.
- Two (2) half size hard copies of the complete construction contract bidding documents.

### Task 6 – Design Groundwater Supply Facility

**Objective:** Obtain topographic survey and prepare base maps. Perform stormwater engineering and reporting. Prepare bid-ready plans and specifications.

**Approach:**

- 6.1 Obtain Topographic Survey and Prepare Base Maps: Subcontract with a professional land surveyor to provide horizontal and vertical survey control and perform topographical survey of surface features, monumentation, marked utilities, and property lines of the proposed site. *This subtask assumes a budget of \$10,000 to support the design.* Review survey data and format for design use. Perform one (1) site visit.
- 6.2 Prepare 30-Percent Design of Supply Improvements: Develop design criteria and preliminary designs for the facility and site improvements. Work includes:
- a) Preparing existing site plan;
  - b) Preparing preliminary grading, site, and utility plans and details;
  - c) Preparing structural plan and elevation views to illustrate the proposed well building and its appurtenances;
  - d) Preparing mechanical plans detailing piping and mechanical components;
  - e) Identifying electrical, control, and monitoring features and appurtenances for review and discussion with the District; and
  - f) Preparing and submitting an electrical power service application to the PUD.
- 6.3 Perform Stormwater Engineering and Reporting: Conduct stormwater analyses and prepare documentation for compliance with Ecology's SWMMEW. Prepare stormwater design improvements for integrating the stormwater system with the overflow requirements for the reservoir. This work includes the following:
- a) Develop Stormwater Management System: Develop an on-site stormwater management system to convey, infiltrate, disperse, and retain stormwater runoff onsite. This system

will include conveyance, runoff treatment, and flow control BMPs as required by the SWMMEW.

- b) Develop Stormwater Site Plan: Develop an SSP conforming to the SWMMEW, including assessment of both temporary and permanent stormwater and drainage impacts.
- c) Prepare Stormwater Pollution Prevention Plan: Prepare a SWPPP meant to control erosion and prevent sediment and other pollutants from leaving the site during the construction phase of the project.
- d) Develop Operations and Maintenance Manual: Develop an O&M manual for the proposed stormwater facilities and BMPs.
- e) Perform Off-Site Analysis: Perform and document a qualitative off-site analysis that assesses the potential off-site impacts of stormwater discharge. *If an off-site quantitative analysis and/or mitigation are determined to be required after performing the qualitative off-site analysis, then a modification to this Scope of Work will be required.*
- f) Submit for Client Review: Submit the preliminary SSP to the Port and District for review and comment.
- g) Perform Quality Control Review: Perform in-house QA/QC review of the SSP, SWPPP, and O&M manual.
- h) Finalize Stormwater Reports: Incorporate Port, District, and internal QA/QC review comments and finalize the SSP, SWPPP, and O&M manual for inclusion in the final design and permit submittal to the County.

6.4 Prepare Bid-Ready Plans and Specifications for Well Building: Prepare 60-percent plans, technical specifications, and OPCC and submit to the Port and District for review. Develop 90-percent plan sheets, technical specifications, bid documents, and OPCC and submit to the Port and District. Perform QA/QC reviews on 60-percent and 90-percent design documents. Incorporate review comments and prepare bid-ready plans, specifications, and OPCC. This work includes the following:

- a) Prepare 60-Percent Design: Prepare 60-percent construction plans, technical specifications, and an updated OPCC for review by the Port and the District. *The comments developed during the 30-percent design review process will be addressed.* This work includes the following:
  - Prepare structural calculations for the well building. Provide internal QA/QC review of structural calculations. Make recommended updates and additions to calculations per review comments. Prepare and format calculations, with supporting documentation, for the Building Permit application.
  - Prepare site and utility plans to show the major utility appurtenances such as isolation valves, vaults, manholes, catch basins, and lighting.
  - Provide detailed design of the building foundation, walls, and roof.

- Design the piping and mechanical components. Plans will include equipment selection, pipe sizes and materials, thrust restraint, vault sizing, and drainage improvements.
  - Prepare electrical, control, and monitoring design, including the following:
    - (a) Develop design of electrical systems for operating appurtenances. Work is to include designing the lighting system, sizing raceways and conductors, and preparing design details.
    - (b) Develop design of control and monitoring systems. *Equipment will be selected per District standards.*
    - (c) Prepare a one-line diagram and electrical plan, including branch circuit panel detail, and other details typical to this work.
    - (d) Develop criteria and performance requirements for the telemetry system. *The prepared documentation will be provided to the District's telemetry integrator for estimating, designing, and installing a proposed telemetry system at the proposed reservoir.*
  - Develop technical specifications for equipment, materials, and construction tasks. *Specification requirements will be based on design criteria determined during the preliminary design phase, current building codes, and subsequent discussions with the District. Technical specifications will use RH2's facility specifications in a modified CSI format.*
  - Prepare a 60-percent level OPCC. *The 60-percent estimate shall reflect the pay items and estimated quantities as developed at the 60-percent stage of the project.*
  - Provide in-house QA/QC review of the 60-percent plans and specifications. Address comments and distribute 60-percent review documents to the Port and District.
  - Prepare for and attend one (1) 60-percent review meeting with the Port and the District. Prepare and distribute meeting minutes.
- b) Prepare 90-Percent Design: Prepare 90-percent construction plans, technical specifications, front-end non-technical specifications, and an updated OPCC for review by the Port and District. *The comments developed during the 60-percent review process will be addressed.* At the end of the 90-percent project design subtask, final details shall be included in the plans and specifications. This work includes the following:
- Incorporate Port and District comments into the plans and advance the plans to the 90-percent completion level. Site, structural, mechanical, and electrical plans will be revised. Preliminary details will be revised, and outstanding minor details will be developed. *At this point of the design, the submittal is to include all of the plans in the construction contract documents to be ready for permitting.*

- Prepare front-end non-technical specifications. Coordinate with the Port regarding advertising dates, and bid opening date and time.
  - Update technical specifications to include additions and revisions per 60-percent review comments.
  - Prepare 90-percent level OPCC based on information supplied by material vendors and similar projects adjusted for anticipated bidding conditions.
  - Perform 90-percent in-house QA/QC review of plans and specifications. Address comments and distribute 90-percent review documents to the Port and District.
  - Prepare for and attend one (1) 90-percent review meeting with the Port and District. Prepare and distribute meeting minutes.
  - Incorporate 90-percent review comments from the Port and District and prepare the plans and specifications for construction permitting.
- c) Prepare Bid-Ready Plans and Specifications: Incorporate remaining review comments and prepare the plans and specifications for bidding and construction. Prepare final OPCC for the proposed improvements.

**Assumptions:**

- *A single well facility will be constructed either on the LOJO Property or adjacent to the District's Well No. 5. The building will be CMU block with a wood truss roof and metal roofing.*
- *Runoff treatment will not be required for this project since the building roof will be constructed of non-leachable material and the infrequently used maintenance access roads will not be considered pollution-generating surfaces by definition.*
- *The project will not exceed the thresholds for requiring flow control, thereby creating the need to develop a flow control facility for stormwater discharges in accordance with SWMMEW requirements.*
- *The proposed project will not discharge directly or indirectly into a wetland.*

**Provided by the Port and District:**

- Procurement of property.
- Permission from property owner(s) to access properties and perform topographic survey.
- Coordination with the property owner(s) for scheduling field investigations.
- Review of draft SSP and a written summary of the review comments.
- Review of 60-percent and 90-percent well building design plans and specifications.
- Electrical service fee.

**RH2 Deliverables:**

- Topographic surveys.
- SSP, SWPPP, and O&M manual, including two (2) hard copies.
- Structural calculations.
- 60-percent design plans, including two (2) full-size and four (4) half-size hard copies.
- Preliminary OPCC based on 60-percent design, including two (2) hard copies.
- 60-percent review meeting minutes.
- 90-percent design plans and construction contract documents, including front-end specifications and technical specifications, including two (2) full-size and four (4) half-size hard copies.
- Preliminary OPCC based on 90-percent design, including two (2) hard copies.
- 90-percent review meeting minutes.
- Electronic versions of the complete construction contract bidding, including bid-ready front-end documents, technical specifications, plans, standard drawings, and cost estimate.
- Two (2) half size hard copies of the complete construction contract bidding documents.

**Task 7 – Land Use and Construction Permitting**

**Objective:** Assist the Port with preparation of the permits and design review coordination by outside agencies.

**Approach:**

- 7.1 Attend County Pre-Application Meeting: Prepare County Pre-Application Meeting request and attend Pre-Application Meeting.
- 7.2 Prepare County Conditional Use Permit Application: Prepare County Conditional Use Permit exhibits and application based on plans and information generated in other tasks. Attend hearing.
- 7.3 Prepare County Building Permit Applications: Prepare County Building Permit applications for the reservoir and well building, and prepare supporting documentation as requested by the County. Edit and resubmit one (1) time based on Building Department comments.
- 7.4 Prepare and Submit a Construction Stormwater Permit Application: Prepare a Construction Stormwater General Permit application. *Permit will be transferred to the construction contractor after award of contract.*
- 7.5 Coordinate a Cultural Resources Survey: Coordinate with an archaeologist for cultural resource survey of the reservoir site, if required.



**Assumptions:**

- *It is assumed all permit fees will be paid directly by the Port.*
- *The SEPA process used for the Project Report will suffice for future approvals.*
- *It is assumed the Port will pay for the archaeologist to provide a cultural resources survey.*
- *Construction permits normally procured during construction will be applied for by others. These may include Street (or ROW) use, electrical, grading, etc.*

**RH2 Deliverables:**

- Pre-Application Meeting request and attendance at meeting.
- Conditional Use Permit exhibits and application, including two (2) hard copies.
- Building Permit application and supporting documentation, including two (2) hard copies.
- Construction Stormwater General Permit application, including two (2) hard copies.

**Task 8 – Services During Bidding**

**Objective:** Provide engineering services during the bidding phase of the project to secure qualified contractors to construct the projects.

**Approach:**

- 8.1 Develop and Distribute Bid Package: Develop and submit the bid package to the online center (i.e., QuestCDN) and coordinate the advertisement for bids with the Port.
- 8.2 Respond to Bidder Questions and Prepare Addenda: Respond to questions from bidders regarding construction plans, technical specifications, or construction contract conditions during the bidding process. Prepare addenda for plan holders if determined necessary by the Port and RH2 during the bidding process.
- 8.3 Assist with Bid Opening and Bidder Evaluation: Review bid proposals, including subcontractors, suppliers, and others proposed by the prime contractor if required by the bidding documents. Develop bid tabulation and provide a letter of recommendation for award.
- 8.4 Create Conformed Documents: Incorporate addenda into plans and specifications to prepare a set of conformed for construction documents.

**Assumptions:**

- *It is assumed that the water main improvements, source well, and reservoir will each be bid as separate packages at different times. The Approach items listed above apply to each separate bid package.*
- *It is assumed that the Port will pay bid advertisement fees directly, and an online plan center (e.g., QuestCDN) will be used to distribute the bid documents.*
- *It is assumed that up to four (4) addenda per each project may be needed.*

- *It is assumed hard copies will not be generated for bidders.*
- *The Port will handle the bid openings and construction contract execution. RH2 will attend the bid openings.*

**RH2 Deliverables:**

- Electronic versions of the compiled bid documents.
- Assistance with up to four (4) addenda, as needed.
- Bid tabulation and letter of recommendation for award for each bid package.
- Conformed for construction documents, including six (6) full-size and six (6) half-size hard copies of the plans and six (6) hard copies of the specifications for each bid package.

**Task 9 – Services During Construction**

**Objective:** Provide construction contract administration services during construction to support the Port. As the engineer of record, provide periodic observation of the construction to review whether those elements of construction that are observed by RH2 conform to the project plans and specifications.

**Approach:**

- 9.1 **Attend Pre-Construction Conferences:** Prepare for and attend the pre-construction conferences with the contractor, Port, District, special inspector, and other project stakeholders. Prepare an agenda and meeting minutes for each pre-construction conference.
- 9.2 **Review Submittals:** Review contractor-provided submittals, shop drawings, and field testing per the project documents. Coordinate with the Port and District regarding substitute and “or-equal” items proposed for use by the contractor.
- 9.3 **Review Clarifications and Change Orders:** Review written requests for information (RFIs) and change order proposals and provide written responses to the Port.
- 9.4 **Provide Construction Contract Administration Support Services:** Assist Port staff throughout construction by providing ongoing coordination and construction contract administration support services, including project and document management, review and recommendation of contractor pay requests, regular communications and coordination between RH2 and Port/contractor staff during construction, and identifying upcoming technical issues/needs.
- 9.5 **Perform Periodic Field Observations and Construction Meetings for Reservoir and Well Building:** Provide observation of the construction work in progress per the plans, specifications, and District Standards. Meet with the Port and contractor regularly to review the contractor’s progress. *RH2 is not responsible for site safety or for directing the contractor in their work.*
- 9.6 **Perform Full-Time Field Observations and Construction Meetings for Water Mains:** Provide observation of the construction work in progress per the plans, specifications, and District Standards. Meet with the Port and contractor regularly to review the contractor’s progress. *RH2 is not responsible for site safety or for directing the contractor in their work.*

9.7 Prepare Record Drawings and Project Closeout: Provide record drawings representative of the as-constructed projects. Prepare DOH Construction Completion Report forms. Assist the Port with project closeout services, including production of a punch list and review of punch list completion. Prepare recommendation for project acceptance. *Record drawings will be completed based upon contractor and inspector redlined markups to as-bid drawings. Special inspections completed by the contractor will be included as necessary.*

**Assumptions:**

- *It is assumed that the water main improvements, source well, and reservoir will be constructed under separate contracts. The approach items listed above apply to each separate construction contract.*
- *The Port will retain, and the contractor will coordinate with, testing firm(s) for all special inspections.*
- *It is assumed that construction observation will include approximately 1,600 hours over the duration of construction.*
- *Submittal review is assumed to be one hundred (100) submittals with two (2) resubmittals, including the project schedule and schedule updates.*
- *The contractor will be responsible for providing construction survey and staking for field control and as-built surveying for use in preparing record drawings.*
- *The contractor will coordinate with the District for testing, system shutdowns, and connections.*
- *Construction phase services defined in this Task are variable in nature and depend in part on the contractors awarded the projects. RH2's estimate is based upon experienced and reasonable contractors being awarded the construction contracts. RH2 recommends the Port budget the amount shown in the Fee Estimate plus a contingency amount. The contingency would cover additional services if a more intensive level of observation and construction support is necessary.*

**RH2 Deliverables:**

- Pre-construction conference administration and documentation, including pre-construction conference meeting agendas and minutes.
- Submittal and shop drawings reviews and documentation.
- RFIs and change order reviews and documentation.
- Pay request reviews and documentation.
- Weekly construction meeting attendance. Prepare minutes if applicable.

- Construction observation and correspondence with the District, Port, and contractor, as needed, within the budgeted hours authorized. Construction observation reports from site visits to be provided to the Port at project completion unless requested earlier.
- Review and recommendation of contractor requests for payment.
- Punch list following final walkthrough.
- Letters of substantial completion, physical completion, and recommending project acceptance.
- Record drawings.

### **Task 10 – Management Reserve (As Directed Task)**

**Objective:** Perform additional work as directed by the Port that is not specifically identified in other tasks.

**Approach:**

10.1 Management Reserve: Perform additional work as directed by the Port. A budget of \$250,000 has been included in the attached Exhibit A, Fee Estimate.

### **Project Schedule**

Project schedule is preliminary based on the understanding of the work at this time.

- The Port provides RH2 a notice to proceed on June 1, 2022.
- Geotechnical and hydrogeological work completion anticipated by February 2023.
- Project Report completion anticipated by March 2023.
- Watermain surveying anticipated by November 2022.
- Watermain construction May 2023 to December 2024.
- Reservoir and groundwater facility construction completed by June 2025.

Chelan Douglas Regional Port Authority  
General Engineering Services

Task Authorization No. 17  
Local Water System Improvements to LOJO Property

### Fee for Services

The fee for services shall be on a time and expense basis and shall not exceed \$2,106,185 as shown on attached Exhibit A, Fee Estimate using RH2's current Schedule of Rates and Charges, adjusted annually, shown on Exhibit B without prior written authorization of the Chelan Douglas Regional Port Authority.

RH2 Engineering, Inc.



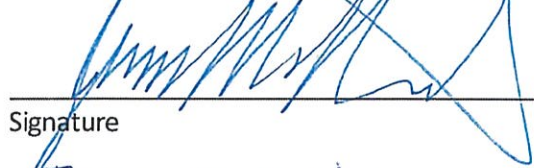
Signature

Paul R. Cross, Executive Vice President  
Print Name/Title

4/6/2022

Date

Chelan Douglas Regional Port Authority



Signature

James M. Kuntz  
Print Name/Title

March 7, 2023

Date

- Incorporating EXHIBIT A REV 1 (Attached)
- Phase 1a previously approved on 4/12/22 + 6/28/22
- Approving Phase 1b

**EXHIBIT A REV. 1**

Fee Estimate

Task Authorization No. 17

Chelan Douglas Regional Port Authority

General Engineering Services

Local Water System Improvements to LOJO Property

2/23/2023

| Description   | Total Hours   | Total Labor         | Total Subconsultant | Total Expense    | Total Cost          |
|---|---------------|---------------------|---------------------|------------------|---------------------|
| <b>GENERAL PROJECT TASKS</b>  |               |                     |                     |                  |                     |
| <b>Phase 1a</b>   |               |                     |                     |                  |                     |
| Task 1 Project Management   | 236.0         | \$ 54,034           | \$ -                | \$ 163           | \$ 54,197           |
| Task 2 Preliminary Engineering and Reporting                                | 470.0         | \$ 98,356           | \$ 28,750           | \$ 2,842         | \$ 129,948          |
| Task 3 Groundwater Source Evaluation and Development                        | 137.0         | \$ 29,327           | \$ -                | \$ 190           | \$ 29,517           |
| Task 4 Design Water Main Improvements                                       | 1185.0        | \$ 224,099          | \$ 69,000           | \$ 21,483        | \$ 314,582          |
| Task 5a Design Water Storage Reservoir (Preliminary Design - Tasks 5.1-5.3) | 770.0         | \$ 158,632          | \$ 23,000           | \$ 8,718         | \$ 190,350          |
| Subtotal Phase 1a   | 2798.0        | \$ 669,448          | \$ 690,983          | \$ 33,396        | \$ 718,594          |
| <b>Phase 1b</b>   |               |                     |                     |                  |                     |
| Task 8a Services During Bidding (50% phase 1)                               | 112.0         | \$ 21,858           | \$ -                | \$ 6,870         | \$ 28,728           |
| Task 9a Services During Construction (50% phase 1)                          | 1434.5        | \$ 285,805          | \$ -                | \$ 5,463         | \$ 291,268          |
| Subtotal Phase 1b   | 1546.5        | \$ 307,663          | \$ 314,448          | \$ 12,333        | \$ 319,996          |
| Subtotal Phase 1  | 4344.5        | \$ 872,111          | \$ 120,750          | \$ 45,730        | \$ 1,038,591        |
| <b>Phase 2</b>  |               |                     |                     |                  |                     |
| Task 5b Design Water Storage Reservoir (Final Design - Task 5.4)            | 1080.0        | \$ 217,160          | \$ -                | \$ 12,041        | \$ 229,201          |
| Task 6 Design Groundwater Supply Facility                                   | 957.0         | \$ 192,192          | \$ 11,500           | \$ 11,456        | \$ 215,148          |
| Task 7 Land Use and Construction Permitting                                 | 249.0         | \$ 51,164           | \$ -                | \$ 2,086         | \$ 53,250           |
| Task 8b Services During Bidding (50% phase 2)                               | 112.0         | \$ 21,858           | \$ -                | \$ 6,870         | \$ 28,728           |
| Task 9b Services During Construction (50% phase 2)                          | 1434.5        | \$ 285,805          | \$ -                | \$ 5,463         | \$ 291,268          |
| Task 10 Management Reserve (As Directed Task)                               | 1225.0        | \$ 247,450          | \$ -                | \$ 2,550         | \$ 250,000          |
| Subtotal Phase 2  | 5057.5        | \$ 1,015,629        | \$ 11,500           | \$ 40,466        | \$ 1,067,595        |
| <b>PROJECT TOTAL</b>  | <b>9402.0</b> | <b>\$ 1,887,740</b> | <b>\$ 132,250</b>   | <b>\$ 86,195</b> | <b>\$ 2,106,185</b> |

| EXHIBIT B<br>RH2 ENGINEERING, INC.<br>2022 SCHEDULE OF RATES AND CHARGES |         |   |
|--|---------|---|
| RATE LIST  | RATE    | UNIT                                    |
| Professional I   | \$153   | \$/hr                                   |
| Professional II  | \$166   | \$/hr                                   |
| Professional III   | \$182   | \$/hr                                   |
| Professional IV  | \$198   | \$/hr                                   |
| Professional V   | \$210   | \$/hr                                   |
| Professional VI  | \$227   | \$/hr                                   |
| Professional VII   | \$241   | \$/hr                                   |
| Professional VIII  | \$252   | \$/hr                                   |
| Professional IX  | \$252   | \$/hr                                   |
| Control Specialist I   | \$138   | \$/hr                                   |
| Control Specialist II  | \$149   | \$/hr                                   |
| Control Specialist III   | \$164   | \$/hr                                   |
| Control Specialist IV  | \$180   | \$/hr                                   |
| Control Specialist V   | \$190   | \$/hr                                   |
| Control Specialist VI  | \$205   | \$/hr                                   |
| Control Specialist VII   | \$218   | \$/hr                                   |
| Control Specialist VIII  | \$229   | \$/hr                                   |
| Technician I   | \$114   | \$/hr                                   |
| Technician II  | \$126   | \$/hr                                   |
| Technician III   | \$144   | \$/hr                                   |
| Technician IV  | \$155   | \$/hr                                   |
| Technician V   | \$168   | \$/hr                                   |
| Technician VI  | \$184   | \$/hr                                   |
| Technician VII   | \$200   | \$/hr                                   |
| Technician VIII  | \$209   | \$/hr                                   |
| Administrative I   | \$76    | \$/hr                                   |
| Administrative II  | \$89    | \$/hr                                   |
| Administrative III   | \$105   | \$/hr                                   |
| Administrative IV  | \$126   | \$/hr                                   |
| Administrative V   | \$147   | \$/hr                                   |
| CAD/GIS System   | \$27.50 | \$/hr                                   |
| CAD Plots - Half Size  | \$2.50  | price per plot                          |
| CAD Plots - Full Size  | \$10.00 | price per plot                          |
| CAD Plots - Large  | \$25.00 | price per plot                          |
| Copies (bw) 8.5" X 11"   | \$0.09  | price per copy                          |
| Copies (bw) 8.5" X 14"   | \$0.14  | price per copy                          |
| Copies (bw) 11" X 17"  | \$0.20  | price per copy                          |
| Copies (color) 8.5" X 11"  | \$0.90  | price per copy                          |
| Copies (color) 8.5" X 14"  | \$1.20  | price per copy                          |
| Copies (color) 11" X 17"   | \$2.00  | price per copy                          |
| Technology Charge  | 0.00%   | % of Direct Labor                       |
| Mileage  | \$0.585 | price per mile<br>(or Current IRS Rate) |
| Subconsultants   | 15%     | Cost +                                  |
| Outside Services   | at cost |   |

Rates listed are adjusted annually.

**EXHIBIT A REV. 2**

**Fee Estimate**

**Task Authorization No. 17**

**Chelan Douglas Regional Port Authority**

**General Engineering Services**

**Local Water System Improvements to LOJO Property**

**12/13/2023**

| Description   | Total Hours   | Total Labor         | Total Subconsultant | Total Expense    | Total Cost          |
|---|---------------|---------------------|---------------------|------------------|---------------------|
| <b>GENERAL PROJECT TASKS</b>  |               |                     |                     |                  |                     |
| <b>Phase 1a</b>   |               |                     |                     |                  |                     |
| Task 1 Project Management   | 236.0         | \$ 54,034           | \$ -                | \$ 163           | \$ 54,197           |
| Task 2 Preliminary Engineering and Reporting                                | 470.0         | \$ 98,356           | \$ 28,750           | \$ 2,842         | \$ 129,948          |
| Task 3 Groundwater Source Evaluation and Development                        | 137.0         | \$ 29,327           | \$ -                | \$ 190           | \$ 29,517           |
| Task 4 Design Water Main Improvements                                       | 1185.0        | \$ 224,099          | \$ 69,000           | \$ 21,483        | \$ 314,582          |
| Task 5a Design Water Storage Reservoir (Preliminary Design - Tasks 5.1-5.3) | 770.0         | \$ 158,632          | \$ 23,000           | \$ 8,718         | \$ 190,350          |
| <b>Subtotal Phase 1a</b>  | <b>2798.0</b> | <b>\$ 564,448</b>   | <b>\$ 120,750</b>   | <b>\$ 33,396</b> | <b>\$ 718,594</b>   |
| <b>Phase 1b</b>   |               |                     |                     |                  |                     |
| Task 8a Services During Bidding (50% phase 1a)                              | 112.0         | \$ 21,858           | \$ -                | \$ 6,870         | \$ 28,728           |
| Task 9a Services During Construction (50% phase 1a)                         | 1434.5        | \$ 285,805          | \$ -                | \$ 5,463         | \$ 291,268          |
| <b>Subtotal Phase 1b</b>  | <b>1546.5</b> | <b>\$ 307,663</b>   | <b>\$ -</b>         | <b>\$ 12,333</b> | <b>\$ 319,996</b>   |
| <b>Phase 1c</b>   |               |                     |                     |                  |                     |
| Task 6 Design Groundwater Supply Facilities                                 | 957.0         | \$ 192,192          | \$ 11,500           | \$ 11,456        | \$ 215,148          |
| Task 7 Land Use and Construction Permitting                                 | 249.0         | \$ 51,164           | \$ -                | \$ 2,086         | \$ 53,250           |
| Task 8b Services During Bidding (50% phase 1c)                              | 112.0         | \$ 21,858           | \$ -                | \$ 6,870         | \$ 28,728           |
| Task 9b Services During Construction (50% phase 1c)                         | 1434.5        | \$ 285,805          | \$ -                | \$ 5,463         | \$ 291,268          |
| Task 10 Management Reserve (As Directed Task)                               | 1225.0        | \$ 247,450          | \$ -                | \$ 2,550         | \$ 250,000          |
| <b>Subtotal Phase 1c</b>  | <b>3977.5</b> | <b>\$ 798,469</b>   | <b>\$ 11,500</b>    | <b>\$ 28,424</b> | <b>\$ 838,393</b>   |
| <b>Subtotal Phase 1</b>   | <b>8322.0</b> | <b>\$ 1,670,580</b> | <b>\$ 132,250</b>   | <b>\$ 74,154</b> | <b>\$ 1,876,984</b> |
| <b>Phase 2</b>  |               |                     |                     |                  |                     |
| Task 5b Design Water Storage Reservoir (Final Design - Task 5.4)            | 1080.0        | \$ 217,160          | \$ -                | \$ 12,041        | \$ 229,201          |
| <b>Subtotal Phase 2</b>   | <b>1080.0</b> | <b>\$ 217,160</b>   | <b>\$ -</b>         | <b>\$ 12,041</b> | <b>\$ 229,201</b>   |
| <b>PROJECT TOTAL</b>  | <b>9402.0</b> | <b>\$ 1,887,740</b> | <b>\$ 132,250</b>   | <b>\$ 86,195</b> | <b>\$ 2,106,185</b> |