



Working Together to Enhance the Economic Vitality of North Central Washington

Chelan Douglas Regional Port Authority

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

**Meeting Agenda
January 10th, 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. CDRPA ELECTION OF OFFICER POSITIONS

VI. CONSENT AGENDA

- **CDRPA:** Approval of December 13th, 2022 Meeting Minutes, December 13th, Tri-Commission Special Meeting Minutes, CDRPA Resolution No. 2023-01 Voiding Check #10801, November 2022 Commission Calendar and Check Register Pages #2022-48 through #2022-51, including Electronic Transfers.

VII. PRESENTATIONS

- **Taxiway B/Hangar Pad Development Update – T-O Engineers**
- **Malaga Water System Project Update – RH2 Engineers**

VIII. CDRPA ACTION ITEMS

- (1) Authorization to Bid – Malaga Waterline Extension Project
- (2) Rent Deferment Request – Blue Spirits
- (3) Extension of Federal Affairs Contract - Elevate
- (4) 2022 Partners in Economic Development – Funding Request – TREAD
- (5) Cashmere Mill District – City of Cashmere Land Purchase Offer – Sunset Highway Improvement Project

- (6) Renewal – Small Business Development Center Agreement with Washington State University
- (7) Authorization to Purchase – Used Snow Blower from Pullman Airport
- (8) Lease Renewal Authorization – Central Washington Interagency Communication Center (CWICC)

IX. POCC ACTION ITEMS

- (9) Election of Officer Positions
- (10) Cashmere Mill District – City of Cashmere Land Purchase Offer – Sunset Highway Improvement Project

X. POCC INDUSTRIAL DEVELOPMENT CORP

- (11) Election of Officer Positions
- (12) Approval of Minutes of January 10th, 2023

XI. PODC ACTION ITEMS

- (13) Election of Officer Positions
- (14) PODC Resolution 2023-01 CERB Loan Repayment Agreement

XII. PODC INDUSTRIAL DEVELOPMENT CORP

- (15) Election of Officer Positions
- (16) Approval of Minutes of January 10th, 2023

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

- (17) Board of Directors – Community Liaison Assignments
- (18) Review Board Notebooks
- (19) City of Mansfield Meeting – Mansfield Airport
- (20) Department of Commerce – Evergreen Management Grant Program

XIV. MISCELLANEOUS STAFF REPORTS

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

XV. PUBLIC COMMENT

XVI. REVIEW CALENDAR OF EVENTS

XVII. ITEMS FROM BOARD OF DIRECTORS

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

XVI. ADJOURN

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

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

Memo

To: Board of Directors
From:  Jim Kuntz
Date: December 28th, 2022
Re: Election of Officers

Chelan Douglas Regional Port Authority

Consistent with the policy governing election of Board Officers positions (see attached), the proposed officers for calendar year 2023 would be as follows:

Director Spurgeon, President
Director Etherington, Vice President
Director Huffman, Secretary
Director DeRock, Treasurer

Port of Chelan County

There is no established policy on electing officer positions. If the current rotation schedule is maintained, the proposed officers for calendar year 2023 would be as follows:

Commissioner Etherington, President
Commissioner DeRock, Vice President
Commissioner Baldwin, Secretary

Port of Douglas County

There is no established policy on electing officer positions. If the current rotation schedule is maintained, the proposed officers for calendar year 2023 would be as follows:

Commissioner Loeb sack, President

Commissioner Spurgeon, Vice President

Commissioner Huffman, Secretary

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
POLICY GOVERNING ELECTION OF BOARD OF DIRECTOR OFFICER POSITIONS**

INTRODUCTION

To provide for an equitable, orderly, and transparent process in the election of Board of Director officer positions.

POLICY

Commencing January 1, 2020, the below officer position rotation schedule shall be in effect. Officer positions are for one year (Jan 1- Dec 31) and officer positions move up each year.

		Current Commissioner
President:	Port of Chelan Commissioner District #3	Commissioner Turner
Vice President:	Port of Douglas Commissioner District #2	Commissioner Loeb sack
Secretary:	Port of Chelan Commissioner District #2	Commissioner Baldwin
Treasurer:	Port of Douglas Commissioner District #3	Commissioner Spurgeon
Commissioner:	Port of Chelan Commissioner District #1	Commissioner Etherington
Commissioner:	Port of Douglas Commissioner District #1	Commissioner Huffman

In a given year, the offices of President and Secretary shall be held by Commissioners from a single Port Commission and the offices of Vice-President and Treasurer shall be held by Commissioners from the other Port Commission. The intent is for the officers of the Regional Port Authority to alternate between the two Ports each year. In the event of a vacancy, followed by an appointment, or the election of a new Commissioner, that position will move to the bottom of the rotation for that Port Commission. If two Commissioners are elected at the same time, where one is from each Commission, the order at the bottom of the rotation shall be determined with the foregoing in mind. If two or more Commissioners are elected at the same time for one Port Commission, that Port Commission shall determine the order at the bottom of the rotation for that Port Commission.

Adopted by the Chelan Douglas Regional Port Authority on December 17th, 2019.



2023 OFFICER POSITIONS

Mark Spurgeon, President
Donn Etherington, Vice President
Jim Huffman, Secretary
Richard DeRock, Treasurer
JC Baldwin, Commissioner
Alan Loeb sack, Commissioner



2023 OFFICER POSITIONS

Donn Etherington, President
Richard DeRock, Vice President
JC Baldwin, Secretary



2023 OFFICER POSITIONS

Alan Loeb sack, President
Mark Spurgeon, Vice President
Jim Huffman, Secretary

Memo

To: Board of Directors

From: Stacie de Mestre

Date: January 4, 2023

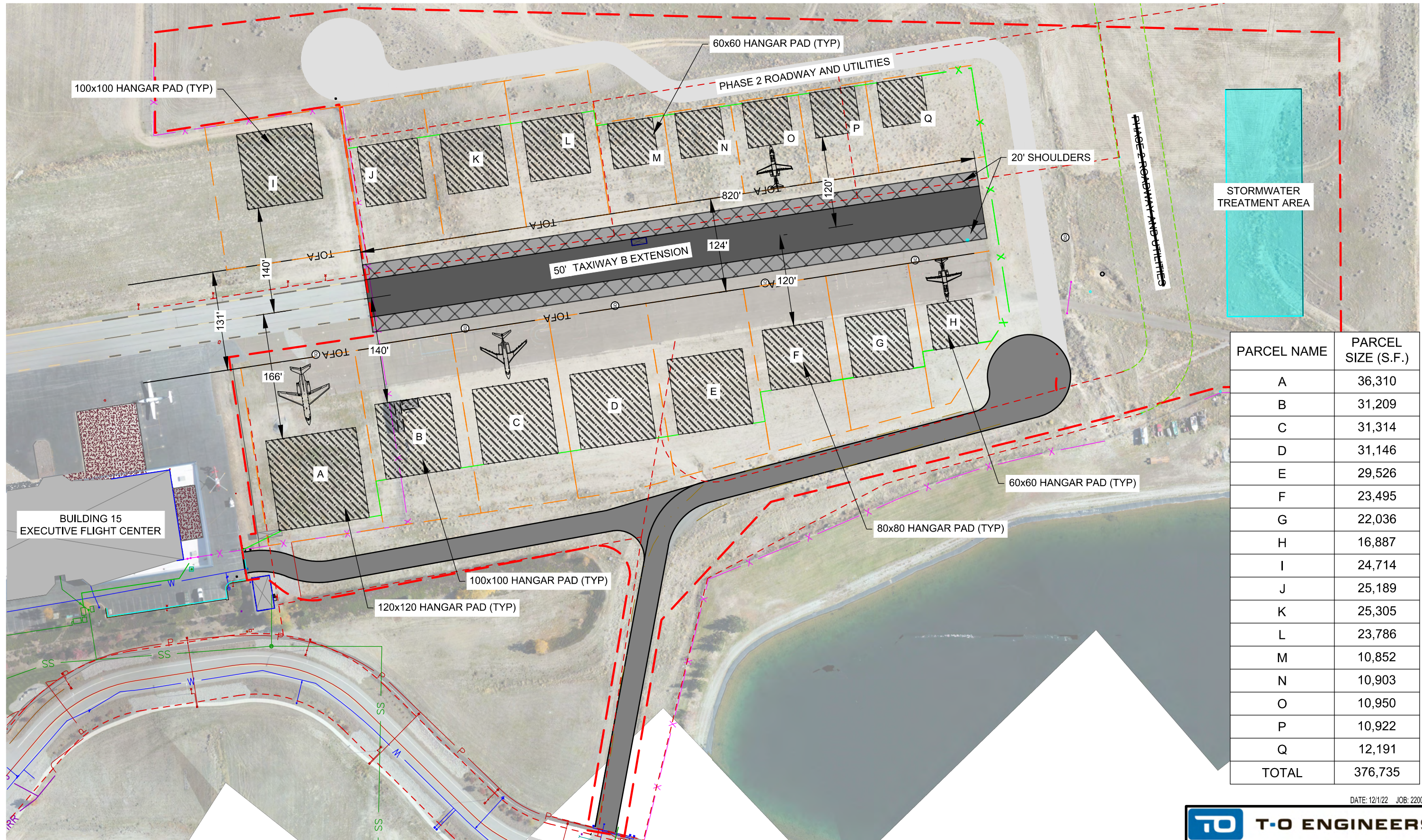
Re: Presentation – Taxiway B / Hangar Pad Development Update

Ardurra Engineers (formerly TO Engineers) has reached 50% design for the Taxiway B / Hangar Pad Development Project. Chris Mansfield will be giving a presentation at Tuesday's meeting covering the following items:

- Current design progress
- Phasing plan
- Updated cost estimate
- FAA funding estimate and status

Attached please find the current proposed hangar pad layout.

N:\220095\Tasks\Task Order 22-08 - Exec Hangar Site Design\3_Acad.dwg\Exhibits\Hangar Dev Project Component Fence Exhibit.dwg, 12/1/2022 1:58:35 PM, Corner Hansen, DWG To PDF.pc3
 © 2022 T-O ENGINEERS. THIS INSTRUMENT IS THE PROPERTY OF T-O ENGINEERS. ANY REPRODUCTION, REUSE OR MODIFICATION OF THIS INSTRUMENT WITHOUT SPECIFIC WRITTEN PERMISSION OF T-O ENGINEERS IS STRICTLY PROHIBITED



PARCEL NAME	PARCEL SIZE (S.F.)
A	36,310
B	31,209
C	31,314
D	31,146
E	29,526
F	23,495
G	22,036
H	16,887
I	24,714
J	25,189
K	25,305
L	23,786
M	10,852
N	10,903
O	10,950
P	10,922
Q	12,191
TOTAL	376,735

*PARCEL SIZES COULD FLUCTUATE BASED ON HANGAR CONFIGURATION/SIZE.
 *HANGAR PAD SIZES ARE PRELIMINARY AND COULD BE SUBJECT TO CHANGE.

TAXIWAY B EXTENSION AND EXECUTIVE HANGAR FINAL FENCE LAYOUT SITE PLAN EXHIBIT



T-O ENGINEERS
 1717 S. RUSTLE STREET, SUITE 201
 SPOKANE, WA 99224
 509-319-2580 | WWW.TO-ENGINEERS.COM

DATE: 12/1/22 JOB: 220095

Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
December 13th, 2022
9:00 am

Present:

Directors:

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

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

Staff:

Jim Kuntz, Chief Executive Officer
Monica Lough, Director of Finance & Admin.
Ron Cridlebaugh, Director of Econ. Dev.
Trent Moyers, Director of Airports
Craig Larsen, Bus. Dev. Mngr.
Ron Russ, Property & Maintenance Mngr.
Stacie de Mestre, Capital Projects Mngr.
Tricia Degnan, CTC Manager (Zoom)

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

Guests:

KPQ Radio (Zoom)
Susan Purvis (Zoom)
Don Flick (Zoom)
Kalie Worthen, Wenatchee World (Zoom)

Steve Wilkinson, Wenatchee Valley Chamber
Rosa Pulido, Wenatchee Valley Chamber
Kirk Duncan, SBDC
Ron Nielson, SBDC

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

Introductions were made.

Conflict of Interest: None

Presentation: Kirk Duncan gave an update on the Small Business Development Center activity for the prior quarter. It was emphasized how impactful the partnership with the Wenatchee Valley Chamber has been for supporting underserved businesses.

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

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of the November 22nd, 2022 Meeting Minutes, October 2022 Commission Calendar, and Check Register Pages #2022-44 through #2022-47, including electronic transfers was presented and the following action was taken:

Motion No.
Moved by:
Seconded by:

12-01-22 CDRPA
Mark Spurgeon
W. Alan Loeb sack
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of November 22nd, 2022 Minutes, October 2022 Commission Calendar, and Check Register Pages #2022-44 through #2022-47, including Electronic Transfers.

Motion passed 6-0

CDRPA ACTION ITEMS:

Resolution 2022-14 Approval of Revised Investment Policy

Lough presented a Revised Investment Policy for 2023 to the Board and reviewed updates based on input from Aaron Bonck of Time Value Investments.

Motion No.
Moved by:
Seconded by:

12-02-22 CDRPA
W. Alan Loeb sack
Richard DeRock
To adopt CDRPA Resolution No. 2022-14 approving the Revised Investment Policy.

Motion passed 6-0

Resolution No. 2022-15 Managing Authority 2023

Kuntz gave an overview to the Board of the proposed Delegation of Authority. de Mestre and Russ went over their suggested changes in detail and explained the need for each. After further discussion the decision was made to modify Item F covering Change Orders under Section VI. Policy Governing Contracts for Performance of Public Work (Including Unit Priced Contracts) and Purchased Service to state that the CEO may execute individual changes orders if the contract is valued under \$50,000 and the change orders do not exceed 50% of the original contract value.

Motion No.
Moved by:
Seconded by:

12-03-22 CDRPA
Jim Huffman
Richard DeRock
To adopt CDRPA Resolution No. 2022-15 concerning the CEO Delegation of Authority for 2023, as amended.

Motion passed 6-0

Resolution No. 2022-16 Scheduling 2023 Dates and Times of Regular Meetings

CDRPA Resolution No. 2022-16 approving the Regular Meeting Schedule for 2023 was presented and the following action was taken:

Motion No.
Moved by:
Seconded by:

12-04-22 CDRPA
Richard DeRock
Mark Spurgeon
To adopt CDRPA Resolution No. 2022-16 setting regular meeting dates and times for 2023.

Motion passed 6-0

2023 Attorney Rates

Kuntz recommended a 5% increase in attorney hourly rates for both Ogden, Murphy Wallace, PLLC and Davis Arneil Law Firm, LLP from \$295.00 per hour to \$310.00 per hour. It was noted that this is a discounted client rate. Staff is working to ensure that legal fees are reimbursable when possible while working on certain projects. There was a brief review of what these legal services cover.

Motion No.
Moved by:
Seconded by:

12-05-22 CDRPA
Mark Spurgeon
Richard DeRock
To approve increasing the hourly rate for legal services from \$295.00 to \$310.00 per hour commencing January 1, 2023.

Regional Sports Complex/Aquatics Center – Regional Port Funding

Kuntz reiterated to the Board that the Regional Port is taking a neutral position on the Sports Complex/Aquatics Center Project. The Regional Port will help lead the study to determine costs and community funding options. Kuntz reviewed with the Board a plan to fund the feasibility study as presented by Senator Hawkins at last Regional Aquatics meeting on December 7th, 2022. Discussion ensued and it was decided that the Regional Port would help fund the study, so long as staff time put in is closely tracked and shared with those running the Aquatic Center Steering Committee. It was noted that the Regional Port needs more recognition for work done on projects such as this.

Motion No.
Moved by:
Seconded by:

12-06-22 CDRPA

Donn Etherington
W. Alan Loeb sack

To approve Senator Hawkins funding formula recommendation and contribute \$30,000.00, contingent to other listed entities contributing their share for the Regional Aquatics Center.

Motion passed 6-0

Regional Sports Complex/Aquatics Center – Steering Committee Members

Kuntz shared the suggested Steering Committee Members for the Regional Aquatics Center Sports Complex study. He noted that Senator Hawkins wanted elected officials where possible. He shared that each Steering Committee meeting will be held in an open forum for public transparency. The Board discussed whether one representative for the CDRPA was sufficient or if there should be a representative from each Port. It was decided that there will be one representative with one alternate.

Motion No.
Moved by:
Seconded by:

12-07-22 CDRPA

Donn Etherington
Richard DeRock

To approve the Aquatics Center Feasibility Steering Committee representation with Jim Huffman as representative for the CDRPA and Donn Etherington as alternate.

Motion passed 6-0

Cost of Living Adjustment – CEO

The Board had a conversation regarding how the CEO performance review should be conducted and it was decided that topic is a separate discussion, and that Commissioner Spurgeon and Commissioner Etherington will take the lead on reviewing needed changes. Batjer reminded the Board that an adjustment in CEO salary and benefits requires his employment agreement to be modified.

Motion No.
Moved by:
Seconded by:

12-08-22 CDRPA

W. Alan Loeb sack
Mark Spurgeon

To approve a 5% cost of living adjustment for the CEO, amending CEO car allowance to \$850.00 per month and providing a 10% deferred compensation contribution on annual salary, effective January 1, 2023.

Motion passed 6-0

Motion No.
Moved by:
Seconded by:

12-09-22 CDRPA

Richard DeRock
Mark Spurgeon

To authorize the Board Chair to enter into a revised employment agreement with the CEO reflecting the previous action, subject to legal counsel review of said agreement.

Motion passed 6-0

PORT OF CHELAN COUNTY ACTION ITEMS:

POCC Resolution No. 2022-09 Scheduling 2023 Dates and Times of Regular Meetings
POCC Resolution No. 2022-09 approving the Regular Meeting Schedule for 2023 was presented and the following action was taken:

Motion No.	12-10-22 POCC
Moved by:	Donn Etherington
Seconded by:	Richard DeRock
	To adopt POCC Resolution No. 2022-09 setting regular meeting dates and times for 2023.

Motion passed 3-0

PORT OF DOUGLAS COUNTY ACTION ITEMS:

PODC Resolution No. 2022-07 Scheduling 2023 Dates and Times of Regular Meetings
PODC Resolution No. 2022-07 approving the Regular Meeting Schedule for 2023 was presented and the following action was taken:

Motion No.	12-11-22 PODC
Moved by:	Mark Spurgeon
Seconded by:	W. Alan Loeb sack
	To adopt PODC Resolution No. 2022-07 setting regular meeting dates and times for 2023.

Motion passed 3-0

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

INFORMATIONAL ITEMS:

Aviation Fuel Policy – Goodrich shared with the Board that the new Jet A aviation fuel truck has arrived. It still requires a few inspections but should be good for use beginning January 2023. An update was given on changes made to Pangborn Airport’s Aviation Fuel Policy. Goodrich shared that a lot of work has gone into creating a fair and transparent way to set fuel prices that are competitive with the regional market. Lough noted to the Board that the Regional Port is making money on the FBO, however it is not reflected in the budget due to the inability to predict seasonal fires which result in substantial increases in fuel sales. Moyers noted that the fuel prices are reviewed weekly. The revised Aviation Fuel Policy was approved by the CEO and will go into effect as of December 2022.

Public Comment: Sarah Deenik, Communications Coordinator, read a question provided via Zoom messaging: Susan Purvis asked, “Is the 100LL Fuel priced on self service and Jet A fuel priced on full service?” Goodrich confirmed that this is correct.

Trades District – Kuntz shared with the Board that the kick-off meeting with Design West went very well. There will be check-ins every two weeks with staff and full design should be complete by May/June 2023 and the project will go out to bid by Summer 2023. Kuntz shared that a \$1 million grant from the Washington State Department of Commerce received for the project has been rescinded due to a requirement that the project would need to be completed by July 1st, 2023.

CTC Meeting Room Policy – Degnan and Kuntz reviewed updates made to the Confluence Technology Center (CTC) Meeting Room Policy. Degnan noted that most have been unwritten policies, but that the decision to put them in writing was made to better guide the CTC.

Spurgeon made a request that the verbiage be updated to allow for government and educational use of the meeting rooms, as well as the written business use.

Extension of Small Community Air Service Development (SCASD) Grant Award– Moyers gave an update on the previously awarded FAA SCASD grant and shared with the Board that a request to extend the grant has been made. The request was made in the timeframe provided by the FAA. Staff will update the Board when the FAA makes a decision on the grant extension request.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Updated the Board on the WPPA Annual Meeting.
- In meeting with the FAA, the Seattle FAA Manager reported the Regional Port's grant for the GA terminal building has been forwarded to the FAA Headquarters for consideration. Additionally, FAA was pleased with the MALSR project.
- Shared with the Board that the Hangar Pad Development meeting was enlightening. The projected absorption rate is one hangar pad per year.
- Kuntz thanked the Board for attending the Microsoft Grand Opening in Douglas County.
- Shared that the CDRPA is currently looking to hire a Project Manager to assist with capital projects scheduled for 2023.

Lough provided information and updates including:

- Shared with the Board that she has received a closeout letter for the CARES Act Grant.

Moyers provided information and updates including:

- Updated the Board on the scheduled inspection of the MALSR system. The system is operational and will be ready for use pending FAA approval. The flight check is expected to occur on Wednesday, December 14th, 2022.

Russ provided information and updates including:

- Shared that the mobile home removal has successfully been completed on the Malaga site.
- Russ updated the Board on the fence repairs alongside the airport and shared that they are going after possible reimbursement from the uninsured motorist.

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

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

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

EXECUTIVE SESSION:

Executive session was announced at 11:50am 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 and RCW 42.30.110(1)(b) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. Executive session was extended at 12:20pm for ten minutes, again at 12:30pm for ten minutes, and again at 12:40pm for 5 minutes. Executive session concluded at 12:45pm.

The meeting reconvened in Regular Session with no action taken and was adjourned at 12:46pm.

Signed and dated this 10th day of January 2023.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Richard DeRock, Director

W. Alan Loeb sack, Director

**Tri-Commission Meeting
Special Meeting Minutes
Confluence Technology Center and Zoom Virtual Conference
December 13th, 2022 1:00 pm**

Present:

Chelan Douglas Regional Port Authority JC Baldwin, POCC Commissioner Donn Etherington, POCC Commissioner Jim Huffman, PODC Commissioner Mark Spurgeon, PODC Commissioner W. Alan Loeb sack, PODC Commissioner Richard DeRock, POCC Commissioner Monica Lough, Director of Finance Brooke Lammert, Executive Assistant Stacie de Mestre, Capital Projects Manager	Chelan County PUD Randy Smith, Commissioner Steve McKenna, Commissioner Gary Arseneault, Commissioner (Zoom) Kirk Hudson, General Manager Justin Erickson, Managing Director Dist. Svcs. Rebekah Neumann, Clerk of the Board Bob Shane, Fiber and Telecommunications Jennifer Pickel, Business Manager
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Chelan County
Kevin Overbay, Commissioner
Bob Bugert, Commissioner
Tiffany Gehring, Commissioner
Sasha Sleiman, Housing Program Coordinator
Shon Smith, Commissioner Elect

Elected Officials
Senator Brad Hawkins, 12th District
Representative Mike Steele, 12th District (Zoom)
Representative Keith Goehner, 12th District
Bob Goedde, Mayor, City of Chelan
Jim Fletcher, Mayor, City of Cashmere
Carl Florea, Mayor, City of Leavenworth

Guests
Steve Wilkinson, Wenatchee Chamber of Commerce
Malachi Salcido

The Tri Commission Meeting and respective Special Commission Meetings were called to order and/or reconvened at 1:03 pm. The Pledge of Allegiance was conducted and roll call was taken. Justin Erickson, Chelan County PUD, facilitated the meeting.

Perspective on the 2023 Legislative Session

Senator Hawkins, Representative Mike Steele, and Representative Keith Goehner each took time to review the upcoming 2023 Legislative Session. Discussion included review of the State of Washington operations, capital and transportation budgets and it was noted that difficult decisions will be made with how these limited funds are allotted.

2023 Tri-Commission Legislative Priorities

The 2023 Tri-Commission Legislative Priorities were reviewed, and it was shared that there will be no change from the 2022 Tri-Commission Legislative Priorities due to ongoing work needed. Discussion ensued.

TRI-COMMISSION UPDATES:

- **Chelan County PUD**
 - 5th Street Redevelopment
- **Chelan County Commission**
- **Chelan Douglas Regional Port Authority**
 - 2023 Capital Projects

CHELAN COUNTY MAYORS UPDATE – Chelan County Mayors/staff provided updates and information.

OPPORTUNITY FOR PUBLIC COMMENT: No comments were made.

COMMISSIONER COMMENTS: No comments were made.

The Tri Commission Meeting and respective Special Commission Meetings adjourned at 2:22 pm.

Signed and dated this 10th day of January 2023.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Richard DeRock, Director

Mark Spurgeon, Director

Donn Etherington, Director

W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2023-02
RESOLUTION TO VOID CHECK NO. 10801**

Whereas Check No. 10801 in the amount of \$637.36, payable to Local Tel Communications, on Register Page No. 2022-48 was created and signed on December 15, 2022.

Whereas the Chelan Douglas Regional Port Authority was invoiced for services that were included in signed contract agreement.

Now, therefore be it resolved by the Board of Directors of the Chelan Douglas Regional Port Authority, a municipal corporation of the State of Washington, that Check No. 10801 be declared VOID.

Dated this 10th day of January 2023.

Chelan Douglas Regional Port Authority

Donn Etherington, Director

W. Alan Loeb sack, Director

Richard DeRock, Director

Mark Spurgeon, Director

JC Baldwin, Director

Jim Huffman, Director

Chelan Douglas Regional Port Authority

Board of Directors Calendar

November 2022


Date	Meeting	Location	JCB	DE	JH	MS	RD	AL
11/3	CDRPA Board Retreat	Pybus	X	X	X	X	X	X
11/4	WPPA Exec Committee	Zoom	X					
11/8	CDRPA Board Meeting	CTC	X	X	X	X	X	X
11/9	NCWEDD Board Meeting	Zoom			X			
11/9	District 1 Meeting	Zoom		X				
11/10	CDTC Board Meeting	CTC	X			X		
11/10	Columbia Basin Development League	Zoom						X
11/10	Value of Data Centers Meeting	CDRPA		X	X			
11/15	WVCC Board Meeting	WVCC				X		
11/15	Travel to WPPA Exec Committee	Cashmere/Olympia	X					
11/16	WPPA Exec Mtg / Interviews	WPPA Offices	X					
11/16	PUD 5th Street Campus Meeting	CDRPA				X	X	
11/17	Travel from WPPA Exec Committee	Olympia/Cashmere	X					
11/18	Chelan PUD Open House	CTC				X		X
11/22	CDRPA Board Meeting	CTC	X	X	X	X	X	X
11/22	Devotion Movie	Liberty Theater	X*	X*				X*
11/23	Meeting w/ R Lippert	Cashmere Chamber	X					
11/29	Microsoft Grand Opening	CDRPA	X	X	X	X		
11/30	Trades District Design Kick-off Meeting	CDRPA		X		X		
*	denotes multiple meetings on same day							

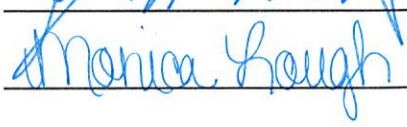
Chelan Douglas Regional Port Authority
Check Register Listing
2022-December

<u>Date Issued</u>	<u>Register #</u>	<u>Reason</u>	<u>First #</u>	<u>Last #</u>	<u>Amount</u>
12/15/22		Mid-Month Employee Advances		ACH	\$1,000.00
12/15/22	2022-48	Mid-Month Payables	10756	10833	\$950,124.23
12/19/22		FAA Reimbursable Agreement - MALSR		ACH	\$36,473.25
12/27/22		WA Dept of Revenue - Sales Tax		ACH	\$5,040.86
12/30/22	2022-49	December 2022 Payroll		ACH	\$294,283.54
12/30/22	2022-50	Month-End Payables	10836	10890	\$1,046,110.65
12/30/22	2022-51	Health Care Authority	10891	10891	\$4,177.87
12/30/22		HRA VEBA - 2022 Year End		ACH	\$3,444.92

Transactions for approval January 10, 2023 total: \$2,340,655.32

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

Chief Executive Officer 

Dir of Finance & Admin. 

Director Baldwin _____

Director Etherington _____

Director DeRock _____

Director Huffman _____

Director Loepsack _____

Director Spurgeon _____

**Chelan Douglas Regional Port Authority
Check Register
2022-48**

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 December 15, 2022 checks 10756 - 10833 in the amount of

\$950,124.23

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

<u>Date Issued</u>	<u>Claimant</u>	<u>Purpose</u>	<u>Check Number</u>	<u>Amount</u>
<u>CASHMERE MILL DISTRICT</u>				
12/15/2022	Chelan County PUD	Utilities	10776	3,011.53
12/15/2022	City of Cashmere	Utilities	10778	341.00
12/15/2022	Waste Management	Utilities	10829	421.43
12/15/2022	Wells and Wade Mechanical	Building Maintenance	10831	265.49
	Net Cashmere Mill District			4,039.45
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
12/15/2022	B&C Snowplowing	Snow Removal	10759	679.52
12/15/2022	Banner Bank - TD	Office/Coffee Supplies/Software	10770	1,436.55
12/15/2022	Chelan County PUD	Utilities	10776	10,207.07
12/15/2022	City of Wenatchee	Utilities	10779	782.87
12/15/2022	Consolidated Electrical Distributors, Inc	Maintenance Supplies	10781	150.39
12/15/2022	Crown Paper & Janitorial Supply	Janitorial Supplies	10782	682.47
12/15/2022	Digital Media Northwest, LLC	Website Maintenance	10784	160.00
12/15/2022	Express Services, Inc.	Admin Assistant	10787	204.43
12/15/2022	GFC Services	Meeting Room Setups/Janitorial Services	10791	6,620.24
12/15/2022	Johnson Controls	Building Repairs	10797	1,434.76
12/15/2022	Keyhole Security Inc.	Maintenance Supplies	10799	719.96
12/15/2022	Lowe's	Maintenance Supplies	10803	57.78
12/15/2022	North Cascades Heating & A/C, Inc	HVAC	10808	119.46
12/15/2022	North Central ESD	Contract Service - November	10809	9,265.00
12/15/2022	Otis Elevator Company	Annual Maintenance Contract	10813	9,480.78
12/15/2022	Pacific Security	Patrol Service	10815	444.00
12/15/2022	Waste Management	Utilities	10829	1,158.85
12/15/2022	Weinstein Beverage Co.	Coffee Supplies	10830	185.19
	Net Confluence Technology Center			43,789.32
<u>DOWNTOWN WENATCHEE SOUTH</u>				
12/15/2022	B&C Snowplowing	Snow Removal	10759	271.50
12/15/2022	Chelan County PUD	Utilities	10776	1,355.09
12/15/2022	City of Wenatchee	Utilities	10779	728.62
	Net Downtown Wenatchee South			\$2,355.21
<u>OLDS STATION BUSINESS PARK</u>				
12/15/2022	B&C Snowplowing	Snow Removal	10759	879.66
12/15/2022	Chelan County PUD	Utilities	10776	3,527.35
12/15/2022	City of Wenatchee	Utilities	10779	895.15
12/15/2022	Fastenal Company	Building Repairs	10788	364.07
12/15/2022	Jerry's Auto Supply	Equipment Maintenance	10796	105.33
12/15/2022	Local Tel Communications	Building Maintenance	10801	396.39
12/15/2022	Lowe's	Maintenance Supplies	10803	6.18
12/15/2022	North Cascades Heating & A/C, Inc	Building Maintenance	10808	477.84
12/15/2022	Pacific Security	Patrol Services	10815	888.00
12/15/2022	Valley Tractor & Rentals, Inc.	Equipment Maintenance	10826	12.51
12/15/2022	Waste Management	Utilities	10829	139.88
	Net Olds Station Business Park			7,692.36

**Chelan Douglas Regional Port Authority
Check Register
2022-48**

PANGBORN AIRPORT

12/15/2022	Ag Supply Co.	Fuel	10756	3,488.18
12/15/2022	AvFuel Corp	Jet Fuel	10758	82,829.73
12/15/2022	Banner Bank - CG	FBO Expenses	10761	994.60
12/15/2022	Banner Bank - SD	Airfield Maintenance	10768	2,216.07
12/15/2022	Banner Bank - TF	Vehicle/Equipment Maintenance	10771	661.84
12/15/2022	Banner Bank - TM	Phone Service, FBO Supplies	10772	250.77
12/15/2022	Cintas Corporation	FBO Expenses; Uniforms	10777	97.88
12/15/2022	Douglas County PUD	Utilities	10786	3,406.00
12/15/2022	Fastenal Company	Winter Operations	10788	419.63
12/15/2022	FlashParking, Inc.	Parking Fees	10790	4.17
12/15/2022	Greater Wenatchee Irrigation Dist.	Irrigation Water	10793	1,134.95
12/15/2022	Jerry's Auto Supply	Vehicle Maintenance	10796	71.36
12/15/2022	NBAA	Conference Booth	10807	3,495.00
12/15/2022	Ogden Murphy Wallace, PLLC	Legal Fees	10811	88.50
12/15/2022	Omnipark Inc.	Parking Fees	10812	366.05
12/15/2022	Oxarc Inc.	FBO Expenses	10814	78.76
12/15/2022	Pacific Security	Security Expenses	10815	444.00
12/15/2022	Stan's Merry Mart	Maintenance Supplies	10822	86.86
12/15/2022	T-O Engineers	Professional Fees	10823	677.50
12/15/2022	Two Rivers Terminal, LLC	Winter Operations	10824	19,757.26
12/15/2022	United Rotary Brush Corporation	Vehicle/Equipment Maintenance	10825	1,278.80
12/15/2022	Virtower LLC	Virtower Software	10827	400.00
12/15/2022	Voltaire Aviation Inc	Air Service Dev Retainer	10828	4,000.00
12/15/2022	Waste Management	Utilities	10829	858.92
	Net Pangborn Airport			127,106.83

PANGBORN BUSINESS PARK

12/15/2022	Banner Bank - TF	Building Supplies	10771	64.82
12/15/2022	Douglas County PUD	Utilities	10786	1,558.00
12/15/2022	Greater Wenatchee Irrigation Dist.	Irrigation	10793	10,101.07
12/15/2022	Keyhole Security Inc.	Building Supplies	10799	33.88
12/15/2022	York Building Services, Inc.	Janitorial Service	10833	1,535.00
	Net Pangborn Business Park			13,292.77

RPA OFFICE/AVIATION CENTER

12/15/2022	Banner Bank - PE	Building Maintenance	10765	59.01
12/15/2022	Banner Bank - RR	Building Maintenance	10767	241.69
12/15/2022	Douglas County PUD	Utilities	10786	1,320.00
12/15/2022	Local Tel Communications	Building Maintenance	10801	240.97
12/15/2022	M.G. Wagner Co., Inc.	Building Maintenance	10804	595.65
12/15/2022	Waste Management	Utilities	10829	381.76
	Net RPA Office/Aviation Center			2,839.08

LAKE CHELAN AIRPORT

12/15/2022	Chelan County PUD	Utilities	10776	25.12
12/15/2022	Jerry's Auto Supply	Maintenance Supplies	10796	13.03
12/15/2022	Virtower LLC	Virtower Software	10827	400.00
	Net Lake Chelan Airport			438.15

MANSFIELD AIRPORT

12/15/2022	Douglas County PUD	Utilities	10786	48.00
12/15/2022	Virtower LLC	Virtower Software	10827	400.00
	Net Mansfield Airport			448.00

**Chelan Douglas Regional Port Authority
Check Register
2022-48**

<u>WATERVILLE AIRPORT</u>			
12/15/2022	Virtower LLC Net Waterville Airport	Virtower Software	10827 400.00 <u>400.00</u>
<u>ORONDO RIVER PARK</u>			
12/15/2022	Department of Health	Survey Fee	10783 600.00
12/15/2022	Waste Management Net Orondo River Park	Utilities	10829 37.35 <u>637.35</u>
<u>MALAGA PROPERTY</u>			
12/15/2022	Chelan County PUD Net Malaga Property	Utilities	10776 77.51 <u>77.51</u>
<u>ADMINISTRATIVE & GENERAL</u>			
12/15/2022	Banner Bank - AL	CBDL Conference - A Loeb sack	10760 110.39
12/15/2022	Banner Bank - CL	Subscription - Seattle Times	10762 15.96
12/15/2022	Banner Bank - JC	WPPA Executive Committee Mtg - Lodging	10763 230.22
12/15/2022	Banner Bank - JK	Lunch Meetings	10764 124.64
12/15/2022	Banner Bank - PE	Software Subsc, Office Supplies, Board Mtg	10765 1,178.39
12/15/2022	Banner Bank - RC	Lunch Meeting	10766 15.01
12/15/2022	Banner Bank - RR	Software, Maintenance Supplies	10767 221.93
12/15/2022	Banner Bank - TC	Board Meeting	10769 181.03
12/15/2022	Banner Bank - TF	Winter Ops Training	10771 152.04
12/15/2022	Banner Bank - TM	Office Supplies	10772 270.28
12/15/2022	Cascade Quality Water	Bottled Water - Office	10775 48.35
12/15/2022	Coleman Oil Company	Fuel	10780 280.80
12/15/2022	Haglund's Trophies	Namebadges	10794 20.96
12/15/2022	James Kuntz	Mileage	10795 288.25
12/15/2022	Julie Burdick-Avis	Mileage	10798 12.50
12/15/2022	Les Schwab Tire Center	Maint Supplies	10800 86.68
12/15/2022	Lorena Amador	Mileage	10802 45.38
12/15/2022	Monica Lough	WPPA Annual Mtg; Lodging/Meals/Mileage	10806 955.22
12/15/2022	ODP Business Solutions LLC	Office Supplies	10810 200.20
12/15/2022	Ogden Murphy Wallace, PLLC	Legal Fees	10811 2,414.00
12/15/2022	Quadient Finance USA, Inc.	Postage	10817 500.00
12/15/2022	Quadient Leasing USA, Inc.	Lease Postage Machine	10818 220.80
12/15/2022	RH2 Engineering, Inc.	Engineering Services	10819 2,560.49
12/15/2022	Ron Criddlebaugh	Mileage	10820 236.25
12/15/2022	Xerox Corporation	Copier Maintenance Agreement	10832 261.58
	Net Administrative & General		<u><u>\$10,631.35</u></u>
<u>BUSINESS DEVELOPMENT & MARKETING</u>			
12/15/2022	Banner Bank - RC	Marketing	10766 335.56
12/15/2022	Camryn Beidler	Logo Wear	10773 205.72
12/15/2022	GoUSA, Inc.	Logo Wear	10792 952.36
	Net Business Development & Marketing		<u><u>\$1,493.64</u></u>

**Chelan Douglas Regional Port Authority
Check Register
2022-48**

CAPITAL PROJECTS

12/15/2022	ALSC Architects	Design - GA Terminal	10757	43,842.45
12/15/2022	Banner Bank - RR	Scale Weight - 2023 GMC	10767	10.00
12/15/2022	Banner Bank - TD	CTC Entry Project	10770	2,202.41
12/15/2022	Canyon Fence, LLC	PMA Fencing Repair Project	10774	25,981.17
12/15/2022	DOH Associates	CTC Shell Restoration	10785	2,793.10
12/15/2022	Firefly	EF Security Cameras	10789	2,306.19
12/15/2022	Maul Foster Alongi, Inc.	EPA Brownsfields Coalition Grant	10805	37,517.11
12/15/2022	Ogden Murphy Wallace, PLLC	Malaga Property	10811	3,360.00
12/15/2022	Ogden Murphy Wallace, PLLC	Malaga LAMIRD	10811	29.50
12/15/2022	Ogden Murphy Wallace, PLLC	Microsoft	10811	88.50
12/15/2022	Ogden Murphy Wallace, PLLC	South End Utilities - LAMIRD	10811	8,567.50
12/15/2022	Ogden Murphy Wallace, PLLC	Hays Property Purchase	10811	165.50
12/15/2022	Ogden Murphy Wallace, PLLC	Malaga Wastewater Plant	10811	1,593.00
12/15/2022	Ogden Murphy Wallace, PLLC	CTC Restoration	10811	3,944.00
12/15/2022	Plateau Archaeological Investigations	Inadvertent Discovery Plan	10816	975.00
12/15/2022	RH2 Engineering, Inc.	LOJO Ind'l Site Cooling Water Disposal	10819	14,537.58
12/15/2022	RH2 Engineering, Inc.	Cashmere Mill Site Wood Waste Removal	10819	1,040.50
12/15/2022	RH2 Engineering, Inc.	Local Water System Improvements to LOJO	10819	27,690.03
12/15/2022	SkyMark Refuelers, LLC	Custom Built Refueler	10821	276,691.00
12/15/2022	T-O Engineers	Terminal Apron Reconstruction	10823	250,497.17
12/15/2022	T-O Engineers	MALSR Final Design	10823	31,051.50
				734,883.21
				\$950,124.23

Chelan Douglas Regional Port Authority
Check Register
2022-49

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 December 30, 2022, checks 10834 - 10835 and electronic payments in the amount of:

\$ 294,283.54

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

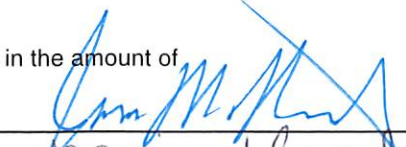
<u>Date Issued</u>	<u>Claimant</u>	<u>Purpose</u>	<u>Check Number</u>	<u>Amount</u>
<u>Payroll</u>				
12/30/22	Amador, Lorena	December 2022 Payroll	EFT	3,657.97
12/30/22	Asplund, Randy L	December 2022 Payroll	EFT	355.55
12/30/22	Baldwin, Janet L	December 2022 Payroll	EFT	1,424.67
12/30/22	Beidler, Camryn N	December 2022 Payroll	EFT	4,207.40
12/30/22	Blake, Kenny R	December 2022 Payroll	EFT	1,400.90
12/30/22	Burdick-Avis, Julie	December 2022 Payroll	EFT	3,717.34
12/30/22	Camarillo Reyes, Laura	December 2022 Payroll	EFT	3,526.18
12/30/22	Chatriand, Bobbie J	December 2022 Payroll	EFT	3,551.80
12/30/22	Cridlebaugh, Ronald W	December 2022 Payroll	EFT	6,467.28
12/30/22	Day, Skylar	December 2022 Payroll	EFT	3,406.01
12/30/22	de Mestre, Stacie	December 2022 Payroll	EFT	6,297.71
12/30/22	Deenik, Sarah K	December 2022 Payroll	EFT	5,431.51
12/30/22	Degnan, Tricia E	December 2022 Payroll	EFT	4,890.13
12/30/22	DeRock, Richard	December 2022 Payroll	EFT	1,465.59
12/30/22	Downs, Paul J	December 2022 Payroll	EFT	1,556.89
12/30/22	Etherington, Donn	December 2022 Payroll	EFT	1,730.22
12/30/22	Flaget, Todd R	December 2022 Payroll	EFT	5,490.70
12/30/22	Gamache, Raymond B	December 2022 Payroll	EFT	1,117.44
12/30/22	Goodrich, Colby	December 2022 Payroll	EFT	4,534.34
12/30/22	Huffman, James D	December 2022 Payroll	EFT	1,552.02
12/30/22	Kern, Dana	December 2022 Payroll	EFT	2,973.70
12/30/22	Kuntz, James M	December 2022 Payroll	EFT	14,082.54
12/30/22	Lamb, Kenneth R	December 2022 Payroll	EFT	7,377.32
12/30/22	Lamb, Shane C	December 2022 Payroll	EFT	3,329.53
12/30/22	Lammert, Emily B	December 2022 Payroll	EFT	2,156.34
12/30/22	Larsen, Craig N	December 2022 Payroll	EFT	5,887.13
12/30/22	Loebsack, W Alan	December 2022 Payroll	EFT	1,519.80
12/30/22	Lough, Monica D	December 2022 Payroll	EFT	8,126.69
12/30/22	Martinez, Rafael	December 2022 Payroll	EFT	3,072.79

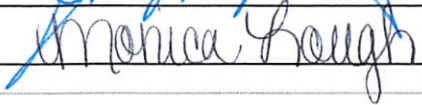
12/30/22	Moyers, Trent D	December 2022 Payroll	EFT	7,989.50
12/30/22	Orr, Marcus J	December 2022 Payroll	EFT	5,510.74
12/30/22	Rumburg, Concetta	December 2022 Payroll	EFT	1,579.64
12/30/22	Russ, Ronald R	December 2022 Payroll	EFT	6,370.26
12/30/22	Russell, Justin L	December 2022 Payroll	EFT	4,701.08
12/30/22	Ruud, David K	December 2022 Payroll	EFT	549.03
12/30/22	Smith, Charles B	December 2022 Payroll	EFT	3,717.14
12/30/22	Spurgeon, Mark M	December 2022 Payroll	EFT	912.92
12/30/22	Stutzman, Lynn A	December 2022 Payroll	EFT	1,105.00
12/30/22	Vargas, Manuel A	December 2022 Payroll	EFT	4,948.35
12/30/22	Warren, Kole A	December 2022 Payroll	EFT	3,820.21
12/30/22	HRA VEBA Trust	December VEBA	EFT	1,000.00
12/30/22	Bobbie Chatriand	December Sunshine fund	10834	135.00
12/30/22	Health Care Authority	January Insurance	10835	45,946.54
12/30/22	Department of Retirement Systems	December Retirement	ACH	39,477.73
12/30/22	US Treasury	December Payroll taxes	EFTPS	52,212.91
	Net Payroll			<u>294,283.54</u>

**Chelan Douglas Regional Port Authority
Check Register
2022-50**

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 December 30, 2022 checks 10836 - 10890 in the amount of **\$1,046,110.65**



 Jim Kuntz, Chief Executive Officer


 Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
12/30/2022	Local Tel Communications	Fire Alarm Service	10873	181.94
	Net Cashmere Mill District			<u>181.94</u>
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
12/30/2022	Cascade Natural Gas	Utilities	10840	16.45
12/30/2022	Chelan County PUD	Utilities	10841	223.58
12/30/2022	Crown Paper & Janitorial Supply	Janitorial Supplies	10849	269.66
12/30/2022	Home Depot Pro	Maintenance Supplies	10864	582.83
12/30/2022	Kelley Connect	Copier Maintenance	10869	169.37
12/30/2022	Local Tel Communications	Fire Supression/Telephone	10873	948.24
12/30/2022	Lowe's	Maintenance Supplies	10875	21.93
	Net Confluence Technology Center			<u>2,232.06</u>
<u>DOWNTOWN WENATCHEE SOUTH</u>				
12/30/2022	Cascade Natural Gas	Utilities	10840	582.86
12/30/2022	Local Tel Communications	Utilities	10873	274.63
12/30/2022	Lowe's	Maintenance Supplies	10875	100.04
12/30/2022	Rudnick & Sons LLC	Building Repairs	10881	3,168.76
12/30/2022	Stan's Merry Mart	Maintenance Supplies	10884	292.59
	Net Downtown Wenatchee South			<u>4,418.88</u>
<u>OLDS STATION BUSINESS PARK</u>				
12/30/2022	Cascade Natural Gas	Utilities	10840	21.78
12/30/2022	Chelan County PUD	Utilities	10841	582.57
12/30/2022	Local Tel Communications	Alarm Systems	10873	573.42
12/30/2022	Stemilt Organic Recycling Center	Landscaping	10885	30.00
12/30/2022	TC Slingers LLC	Landscaping Rock	10887	4,186.53
	Net Olds Station Business Park			<u>5,394.30</u>

**Chelan Douglas Regional Port Authority
Check Register
2022-50**

PANGBORN AIRPORT

12/30/2022	Ag Supply Co.	Diesel, Maint Supplies	10836	6,289.84
12/30/2022	Avfuel Corp	Jet Fuel Truck Rental	10838	2,000.00
12/30/2022	AvLab	Winter Operations	10839	2,085.00
12/30/2022	Cintas Corporation	Uniforms	10843	48.94
12/30/2022	Claridge Media	Drone Aerial Video	10844	2,166.00
12/30/2022	Door Tech, Inc.	Maintenance Repairs	10852	324.90
12/30/2022	Douglas County Sheriff's Office	Security Expenses	10890	2,726.60
12/30/2022	East Wenatchee Water District	Water	10856	492.50
12/30/2022	Enduris	General Liability Claim	10858	1,000.00
12/30/2022	Jerry's Auto Supply	Vehicle/Equipment Maintenance	10867	450.25
12/30/2022	Local Tel Communications	Phone/Internet/Cable	10873	851.96
12/30/2022	Lowe's	Maintenance Supplies	10875	198.36
12/30/2022	Stan's Merry Mart	Misc. Supplies	10884	108.58
12/30/2022	T-O Engineers	Engineering Services	10886	850.00
12/30/2022	Two Rivers Terminal, LLC	Winter Operations	10889	29,919.22
	Net Pangborn Airport			49,512.15

PANGBORN BUSINESS PARK

12/30/2022	East Wenatchee Water District	Water	10856	347.00
12/30/2022	Harvest Valley Pest Control, Inc.	Pest Control	10862	259.60
12/30/2022	Keyhole Security Inc.	Building Maintenance	10870	21.72
12/30/2022	Local Tel Communications	Fire Alarm Service	10873	171.13
	Net Pangborn Business Park			\$799.45

RPA OFFICE/AVIATION CENTER

12/30/2022	Cascade Natural Gas	Utilities	10840	17,919.19
12/30/2022	East Wenatchee Water District	Water	10856	364.50
12/30/2022	ODP Business Solutions	Maint Supplies	10879	19.49
12/30/2022	Stan's Merry Mart	Building Maintenance	10884	28.81
	Net RPA Office/Aviation Center			18,331.99

WATERVILLE AIRPORT

12/30/2022	Douglas County PUD	Utilities	10853	56.00
	Net Waterville Airport			56.00

ORONDO RIVER PARK

12/30/2022	Douglas County PUD	Utilities	10853	53.00
12/30/2022	Local Tel Communications	Internet	10873	65.90
	Net Orondo River Park			\$118.90

MALAGA PROPERTIES

12/30/2022	Lily Gilley & Rebekah C. Gilley	Lease Refund	10872	280.00
	Net Malaga Property			\$280.00

**Chelan Douglas Regional Port Authority
Check Register
2022-50**

ADMINISTRATIVE & GENERAL

12/30/2022	Alan Loeb sack	Mileage	10837	96.63
12/30/2022	Colby Goodrich	Mileage/Meals	10845	391.13
12/30/2022	Coleman Oil Company	Fuel	10846	245.28
12/30/2022	Davis Arneil Law Firm, LLP	Legal Services	10850	6,434.00
12/30/2022	Donn Etherington	Mileage	10851	91.38
12/30/2022	Emily B Lammert	Mileage/Meals	10857	107.27
12/30/2022	Go USA, Inc.	Supplies	10860	741.62
12/30/2022	J. C. Baldwin	Mileage	10866	365.00
12/30/2022	Julie Burdick-Avis	Mileage/Supplies	10868	20.90
12/30/2022	Laura Camarillo Reyes	Mileage	10871	7.38
12/30/2022	Local Tel Communications	Telephone	10873	992.07
12/30/2022	Lodestar Strategic LLC	Consulting Services	10874	6,000.00
12/30/2022	Mark M Spurgeon	Mileage	10876	58.13
12/30/2022	Midvalley Automotive	Maintenance Repairs	10877	941.05
12/30/2022	ODP Business Solutions, LLC	Office Supplies	10879	207.14
12/30/2022	Richard DeRock	Mileage	10880	27.50
12/30/2022	Sarah Deenik	Mileage	10882	52.06
12/30/2022	Trent Moyers	Meals - WPPA Meeting	10888	58.00
	Net Administrative & General			\$16,836.54

BUSINESS DEVELOPMENT & MARKETING

12/30/2022	Davis Arneil Law Firm, LLP	Public Records Requests	10850	265.50
12/30/2022	Go USA, Inc.	Logo Wear	10860	616.20
12/30/2022	Julie Burdick-Avis	Logo Wear	10868	43.49
12/30/2022	Monica Lough	Supplies Reimbursement	10878	173.35
	Net Business Development & Marketing			\$1,098.54

CAPITAL PROJECTS

12/30/2022	Christopher Lytle	Nonresidential Relocation Assistance	10842	16,810.12
12/30/2022	Claridge Media	Drone Aerial Videos	10844	5,144.25
12/30/2022	Colvico, Inc.	Pangborn MALSR Approach Lighting System	10847	560,505.18
12/30/2022	Construction Special Inspection, LLC	Cashmere Mill Site - Wood Removal	10848	113.00
12/30/2022	Dupont Building, Inc.	Pangborn MALSR Shelter	10855	142,915.65
12/30/2022	FedEx	Refueler Purchase	10859	34.63
12/30/2022	Greater Wenatchee Irrigation Dist.	Airport Lighting	10861	84.00
12/30/2022	Holiday-Parks, Inc.	Executive Flight HVAC Phase 2	10863	74,042.85
12/30/2022	J-U-B Engineers, Inc.	Runway Edge Lighting System Replacement	10865	913.90
12/30/2022	Schmitt Electric, Inc	Retention from Previous Projects	10883	1,470.72
12/30/2022	T-O Engineers	MALSR Constr Assistance	10886	70,779.38
12/30/2022	T-O Engineers	Pangborn Taxiway A Realignment	10886	19,135.11
12/30/2022	T-O Engineers	Terminal Apron Reconstruction	10886	20,752.39
12/30/2022	T-O Engineers	GA Terminal Project	10886	3,550.00
12/30/2022	T-O Engineers	Exec Hangar Site Design	10886	30,598.72
	Net Capital Projects			\$946,849.90

TOTAL

\$1,046,110.65

VOID: 10854

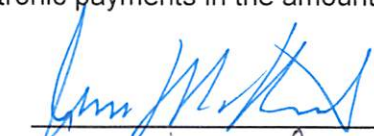
**Chelan Douglas Regional Port Authority
Check Register
2022-51**

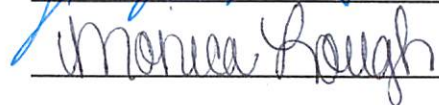
We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval December 30, 2022, checks 10891 and electronic payments in the amount of:

\$ 4,177.87

Jim Kuntz, Chief Executive Officer





Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
Payroll				
12/30/22	Health Care Authority	January Insurance	10891	4,177.87
Net Payroll				4,177.87

Memo

To: Board of Directors

From: Stacie de Mestre

Date: January 5, 2023

Re: Malaga Waterline Extension Project – Authorization to Solicit Bids

In the approved 2023 Budget a line item for \$5,269,471 was included for the Malaga Waterline Extension Project which includes engineering, materials, and construction. We have previously entered into a task authorization with RH2 Engineers for the design and a purchase contract with Consolidated Supply for the materials. The construction project includes the installation of a new 18” watermain from Saturday Ave. to the former Lojo Orchard along with a recirculation system to prevent issues with stagnant water. Malaga Water District has reviewed and approved the plans. See attached for an overview plan of the project.

This project is identified in the Phase 1 Development and Reimbursement Agreement with Microsoft. The Agreement stipulates the request for bids for the construction project shall be issued no later than January 13, 2023, a contract for construction shall be executed prior to February 28, 2023, and construction shall be completed no later than January 1, 2024.

The current engineer’s estimate for the construction project is \$2,300,000. Staff is seeking Board authorization to solicit bids for the construction of the Malaga Waterline Extension project.

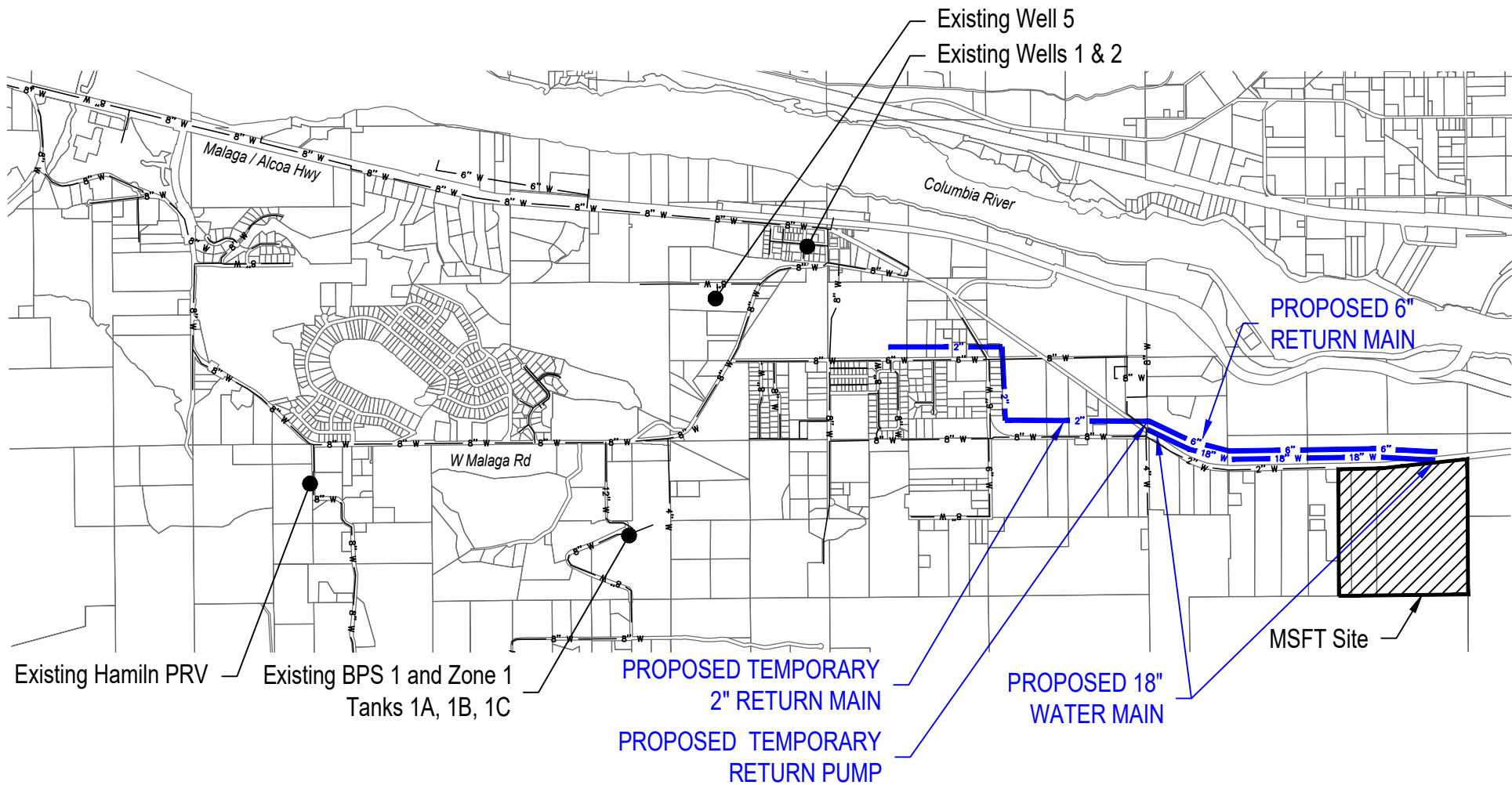



EXHIBIT A

**Malaga Water District
Existing Water System and
Proposed Malaga Water System
Improvements Phase 1**



SCALE: 1" = 2,500 ft


DRAWING IS FULL SCALE WHEN
BAR MEASURES 1"

Memo

To: Board of Directors

From:  Jim Kuntz

Date: January 5th, 2023

Re: Blue Spirits Distilling, LLC - Rent Pause Request

Blue Spirits has had a downturn in its business in 2022. They are requesting a 90-day rent pause.

Please find enclosed a proposed rent deferral plan prepared by Regional Port staff. Also find enclosed summary document from Blue Spirits on the need for a rent pause.

Seeking Board approval on the proposed rent deferral plan. Please note Blue Spirits is current with rent.

**Blue Spirits Distilling, LLC
Cashmere Mill District
Rent Deferral Plan**

Current Rent

Building A	\$ 13,632.33	per month expiring 10/02/2024
Building B	\$ 5,040.99	per month - 30 days notice
Total	\$ 18,673.32	per month

January - March 2023 - 3 Months of Rent Deferral

- Building B lease term extended thru June 30, 2024
- All pass-thru expenses and leasehold tax payable monthly
- Rent Deferral:

Building A - 3 months	\$ 40,896.99
Building B - 3 months	\$ 15,122.97
Total Deferral	\$ 56,019.96

April - June 2023 - 3 Months of Rent Stabilization

- Return to normally scheduled rent payments

July 2023 - June 2024 - Rent Repayment

Building A - 3 months	\$ 13,632.33
Building B - 3 months	\$ 5,040.99
Deferral (\$56,019.96/12)	\$ 4,668.33
Total Monthly Rent	\$ 23,341.65

Jim Kuntz

From: Jeffrey Soehren <jsoehren@msn.com>
Sent: Tuesday, December 20, 2022 1:23 PM
To: Jim Kuntz
Cc: Monica Lough; Ron Cridlebaugh; Craig Larsen
Subject: RE: Regional Port
Attachments: Saver Memo.pdf; 5441 Tenant Improvements.pdf

Jim;

Thank you for the response and your time.

First let me address; our business is not remotely in a situation of "not making it".

Security

As far as security is concerned, and if we ever vacated, we would be leaving behind valuable and useful Tenant Improvements we have invested in and paid for. Summary is below. As you can see, we have significant assets, details above

Restrooms and HVAC Improvements		\$	387,365.91
Glacier One Improvements	Current	\$	77,132.74
	Planned	\$	50,000.00
Our portion of the Building a firepump embedded into our lease rate	assume paid to date	\$	75,000.00
		\$	589,498.65

Let me know if this is an acceptable solution

More background

Your inquiry triggered a much larger understanding of our environment and the forces that are affecting us right now. Our story is not much different than any small business right now but thought it useful

We have grown our distribution base to 13 states and 4 countries. My survival in 2022 has been navigating our business plan with 3 Companies all over \$1b in yearly sales and at the same time dealing with politically impacting threats. We are 10 years in business with over **\$17m in combined sales** averaging a **20% NET profit** under what I called a **free market economy**. Since March of 2020, **free market ended** with us having been and now completely dominated by government control and policy resulting in the losses I presented to you. This is not a hard picture to bring into focus.

What we are facing and responding to, same as scores of other small businesses, **multiple threats to our survival** all foisted upon us by poorly crafted public policies by various global government agencies, county, state and federal in nature. We did not do this to ourselves, we are reacting to what is being caused.

For example,

International Supply Chain

- In 2020 we elected to move our glass supplier from Europe to Asia as we saw the emerging European energy strategy as totally failed. The enclosed memo confirms for us the outcome.
- We have purchased over 500,000 pieces of glass to save us from inflation and have inventory on hand with which to conduct business.

Federal –

- The covid information now emerging will go down in history as the most egregious scam imparted on the general public, history will not be kind to this situation
- [Pfizer did not know whether Covid vaccine stopped transmission before rollout - Bing video](#)
- The states' reaction to this forced us to close our 920 Tasting Room, consolidate to 1310 and our revenue at retail has never been the same
- In what I call the **Pandemic Echo v2022**, in 2022 our retail sales are **down 14%**, translated to \$191,918 on **traffic 15,846 in 2022** compared to **15,883 in 2021**, only off by 37 guests. It's the economy.....
- **Interest Rates Rate Increases**
 - [US interest rates see highest increase in 30 years - Bing video](#)
 - 4 rates hikes this year
 - **Inflation is caused by too much money in the economy**, or as economist [Milton Friedman](#) argued, "Inflation is always and everywhere a monetary phenomenon." Economist David Henderson explains what Friedman meant: Monetary economist Milton Friedman made this line famous after stating it in a talk he gave in India in 1963.
- **Inflation Rates Increases**
 - [Highest US inflation rate in 40 years - Bing video](#)
- **Recession Threat**
 - [Recession is expected in Q1 2023: Bank of America | Fox Business](#)
 - [Facing recession and political pressure, the Fed will move inflation goalposts \(msn.com\)](#)
 - Don't like the answer, change the question
- **5 Year TTB Audit**
 - Just last month the TTB completed an exhaustive 5-year audit of our business going back to 2012
 - The result? – They owe us about \$15k and I am fighting to get that refund

State wise, the impacts keep coming:

- It is like the state wants to harm small business and are going out of their way to do so..
- **Two gas tax hikes, really?**
 - [Is WA putting another 46-cent state tax on each gallon of gas? | krem.com](#)
 - As of January 1, 2023, Washington State's gas tax will increase by \$0.46 to a whopping **\$0.95 per gallon**. That's not the end of it—the tax will continue to rise, with the goal being a total increase of \$0.80 a gallon by 2030.
 - [Washington gas taxes to nearly double next year under carbon program | Washington | thecentersquare.com](#)
 - These links are diametrically opposed; Somebody is lying to us. Come January 1, we will find out.
- **We exited the State Pandemic rules just October 31, 2022**, and related restrictions imposed on us by the WSLCB, after **33 months of covid impacts, a mere 45 days ago**. Our Florida market never closed down.
- In 2020, **We won a 3-year lawsuit against WSLCB** regarding the 17% fee they were charge all craft distilleries. It cost us \$253k in legal fees to get a refund of \$404k and only going back three years, we could not collect the 7 years of prior fees we paid. Asking the WSLCB CFO about this he said" we knew this was illegal since inception, you were the ones who caught us". They had to refund over \$5m in fees to all the other 236 craft distilleries in the state
- **Minimum Wage Increase**; The fact the 2023 minimum wage law is requiring an additional \$1.25
 - [wa minimum wage 2023 - Search \(bing.com\)](#)
 - A 15.6 % increase, really?

County

- Just the instance of **new food safety rules** for services we have had for 10 years, What has changed?
- [Food Safety Program \(wa.gov\)](#)
- [Operating your food establishment \(webflow.com\)](#)

What is the end game? Who fights for us?. We do!

Right now, Blue Spirits and all our brand's ship **95% of our products out of state**. We only pay **B&O** on the 5% products shipped to **the state**, we only pay **WADOR** on our retail sales taxes SST of 20.5% AND a \$3.58 SLT per bottle. **The highest tax rate of any state in the union for Spirits**. We are moving (forced to sell) to sell our remaining Retail Operation and as such will reduce our tax footprint in the state to only B&O on maybe \$25,000 of sales each month = about \$2500. Not proud of this; it used to be I was proud to pay taxes to the state, but after the conversation with CFO of WSLCB who openly admitted illegal activities, cannot anymore.

On the **Federal Taxation Level**, our industry group petitioned over three years for a reduction in the federal tax rate we pay and won a permanent reduction from \$13.50 / PG to \$2.70 / PG, an 80% reduction. We are moving a significant amount of our product into foreign markets thus not paying any federal taxes as well. The net effect of this is a tax footprint reduction of about \$45k per month in taxes.

Florida is looking pretty good. Being in the alcohol business looking even better. Distilling Whisky is the best; it provides us a whopping 12.17 times return on initial investment. CDRPA may invest in the second oldest growth business that is not bitcoin; these are real, tangible liquid assets.

Glacier One Whisky

- **Cash Flow Highlights - See Enclosed Information – File 4**
 - **Note 1**
 - In 24 months Produce 600 Barrels of Whisky at a cost of **\$750,000**
 - **Note 2**
 - At the 36th month, the value of this inventory at cost = **\$1,340,000** and increases in value as it ages. This value is **up by 1.78**
 - **Note 3**
 - Basis of 525-600 Barrels
 - **Note 4**
 - When we begin pulling the barrels at 24 months for sales and bottling and based on sales through 3 channels, the value = **\$8,862,818**. This value is **up by 6.613**
 - The value on the remaining barreled stock continues to increase due to aging
 - **Note 5**
 - At the 36th month, the value of this inventory at cost = **\$2,105,391** and increases in value as it ages. This value is **up by 2.80**
 - **Note 6**
 - When we begin pulling the barrels at 36 months for sales and bottling and based on sales through 3 channels, the value = **\$25,623,574**. This value is **up by 12.17**
 - The value on the remaining barreled stock continues to increase due to aging. Single Malt Whisky has a horizon to remain in the barrel for 25yrs or more.

JEFFREY SOEHREN | Owner + Director, Distillery Operations

D: 425.503.0808

5441 Sunset Highway | Cashmere, WA 98815

Blue Spirits
BLUE SPIRITS DISTILLING



Blue Spirits Distilling | TOMMYBAHAMASPIRITS.COM

From: Jim Kuntz <Jim@cdrpa.org>

Sent: Monday, December 19, 2022 1:33 PM

To: Jeffrey Soehren <jsoehren@msn.com>

Cc: Monica Lough <Monica@cdrpa.org>; Ron Criddlebaugh <ron@cdrpa.org>; Craig Larsen <Craig@cdrpa.org>

Subject: Regional Port

Jeff,

Thanks for meeting with us last week. I am currently working on a rent deferment plan to share with you and my Board for input. One question I have for you is rent security. Is there any equipment and or other assets that you can pledge to the Regional Port in case the business does not make it. I am assuming the SBA and perhaps your Bank has a first position on inventory and perhaps equipment. Please advise what you may be able to offer on rent security. Much thanks.

Jim Kuntz

Chief Executive Officer

One Campbell Parkway Suite A, East Wenatchee, WA 98802

☎ 509.884.4700 | Cell 509.336.5595 | www.cdrpa.org



From: jsoehren@msn.com
To: Jim Kuntz; Craig Larsen
Subject: Blue Spirits Meeting Agenda - 12/12/2022

Importance: High

Thank you for taking the time to meet with us. The end of the year is a timer of reflection, and this year is no different. The last three years have been traumatic, and that is putting it lightly. For 2023, we face uncertainty and challenges yet to be wrought on us. Being prescient of the future, we have done all we can to reset our core business planning and hope for the best. **The one aspect of our success has been and will be: Space and Facilities**, I cannot thank the CDRPA enough to be given the opportunity to be a Tenant.

We are at the worst of times and the best of times.

1. Introduction and Executive Summary
2. Historical Impacts
 - 2020-2021 Pandemic
 - 2023 Pandemic Echo
 - Termination of our Master Distributor Sazerac for Cause – July 14
 - Gaining Custody - Contracted with RNDC for National Distribution – August 30
 - Tortious Interference in our Agreements – Aug 30 - October 12
 - Launch our Brand Nationally – Nov 1 2022
3. Critical Success Factors
 - Clarification of Business Models
 - Facility Capacity and Capability
 - Direct National Distribution Contracts and Distribution Network
4. Digital Route to Market
 - Social Media Marketing | Geofencing | Digital Strategy Route to Market
5. Financial Summary

JEFFREY SOEHREN | Owner + Director, Distillery Operations

D: 425.503.0808

5441 Sunset Highway | Cashmere, WA 98815



Blue Spirits Distilling | TOMMYBAHAMASPIRITS.COM

Chelan Douglas Regional Port Update

12/12/2022

Executive Summary

In 2022 we celebrated 10 years in business and \$17,102,878 in total revenue. By the end of 2019, Blue Spirits had generated an average of a 20% Net Margin. This is an incredible accomplishment since Craft Distilling in the State of Washington did not exist prior to 2010. We have gone from 400sf on Minneapolis Beach and one location selling our spirits to product being in 13 states, 4 international locations and an eComm site serving the majority of states in the lower continent.

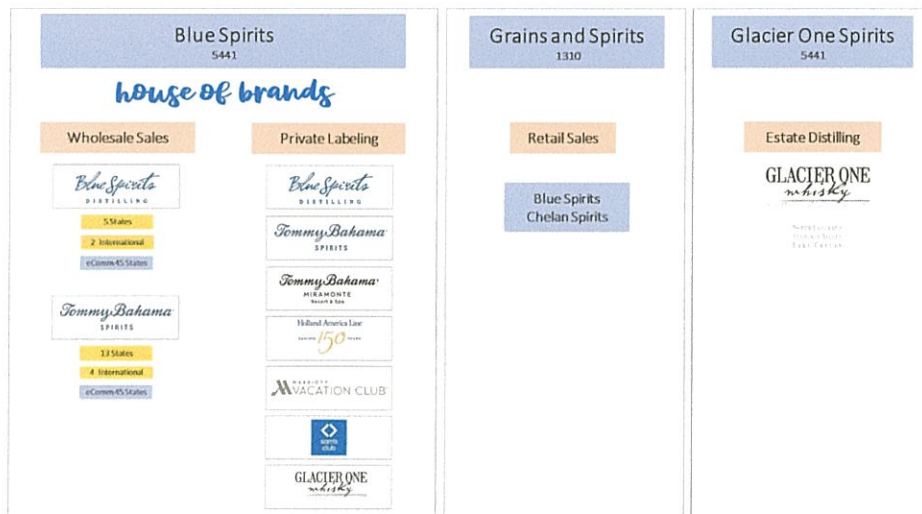
The year 2022 has been marked by what we call the Pandemic Echo. The aftermath effects on business after the 2020-2021 Pandemic. During these three years, we have invested both time and talent in building the foundations of the company to take advantage of a better business climate and resetting the focus for operations and our brands in 2023. Not to mince words, this year has not been kind to us. We have seen the worst of times and now the best are ahead. The last 3 years have brought both challenges and forced **positive changes** we thought not possible.

The end of 2022 will mark the separation between past and 2023 will mark the future. We are positioned like never before in our 10-year history. The highlights of our strategy are outlined below.

Critical Success Factors

1. Business Focus and Organization - Clarification of Business Models (Exhibit A)

- Focus on **National and International Wholesale** business
- Move to a **House of Brands** - Added **Private Label** Capacity
- Focus **Blue Spirits** into 3 distinct **Operating Categories**
 - Wholesale **Blue Spirits** - Wholesale Operations and Private Label Production
 - Retail **Grains and Spirits** - New Distillery, Retail / Tasting Room Ops
 - Estate Whisky **Glacier One Spirits** -New Estate Whisky Distillery



2. Facility Capacity and Capability (Exhibit B)

- High Speed **Bottling** Capacity
- Deep **Inventory** for Inflation Hedge – We currently house enough inventory = **\$8.5m in sales**

3. Direct National Distribution Contracts and Distribution Network (Exhibit C)

- As of October 12,2022, we have re-taken **direct control** of our Distribution, the foundation of our business. Eliminating the Distribution Middleman, Re-setting our Distribution Network for Direct Management and resulting in a well-priced product
- Access to **Critical Market Data** with which to plan our actions
- We have a Paradise Nation of **40m Tommy Bahama Customers** for the brand

4. Digital Route to Market (Exhibit D)

- We have developed the most comprehensive **Social Media Marketing | Geofencing | Digital Strategy Route to Market** to connect our brand to this 40m customer base both nationally as well as internationally
- **Air Game** Enabling a 100% **Digital Marketing Strategy** including **e-commerce**
- **Land Game** In-Person and In-Market Focus in 13 key states

5. Financial Summary (Exhibit E)


- **Accounts Receivable - Q4 Orders**
 - We have **Accounts Receivable** of \$732,767.44
 - We have booked \$170k of new orders from our reset Distribution network and expect another \$200k by year end
- **2023 Forecasting and Cash Flow Models**
 - We are projecting \$11.5-14.2m in revenue from our different channels of business in 13 states and 4 International Destinations

Ask

To that end we are asking for a 90-day rent pause to collect receivables and reset our Distribution Strategy. We are willing to pay for expenses incurred i.e., interest, snow plowing etc.



Memo

To: Board of Directors
From:  Jim Kuntz
Date: January 5th, 2023
Re: Federal Governmental Affairs Contract

The Regional Port entered a 3-month contract with Elevate Government Affairs (November 1, 2022-January 31, 2023) at a fee of \$5,000 per month. The sole focus of the contract is to assist the Regional Port in obtaining a \$3.0 million FAA grant for the G.A. Terminal Building Project. While I believe the Port is well positioned to obtain the grant, the results of their work are unknown at this time.

Please find attached the Regional Port's 2023 Federal Legislative priorities. The question for the Board is should we retain Elevate Governmental Affairs to work these legislative priorities on our behalf. For instance, a revised FAA local cost sharing formula, if successful, would be a significant cost savings to the Regional Port.

Elevate agreed to a \$5,000 per month fee for a single subject matter. For our more expansive agenda they are seeking a fee of \$8,500 per month. Many of their clients pay \$10,000 plus per month for their services.

The Regional Port's 2023 Budget for Federal Government Affairs expense is \$80,000.00. The proposed agreement with Elevate for 2023

would be \$98,500.00, plus a 5% cap on expenses for a total contract of \$103,425.00.

I have also included an email that provides some projected legislative time frames for the issues important to us.



2023 Federal Legislative Priorities

1. **General Aviation Terminal Building Remodel – Bipartisan Infrastructure Law Funding Request - \$3.09 million.**
2. **Reduce FAA local cost share requirement from 10% to 5%. “For Commercial Service Airports with at least one local government owner from a county that has 80% or greater of the total land in said county in Federal and/or State ownership, the FAA local cost share requirement shall be 5%.”**

Example:

- **Runway Reconstruction Project – Pangborn Airport**
 - **Projected Costs - \$35,000,000**
 - **10% Port Match - \$3,500,000**
 - **5% Port Match - \$1,750,000**

3. **Congressionally Directed Requests**

- **The Trades District**
- **Redevelopment of Lineage Property**
- **Redevelopment of Alcoa Property**

4. Support authority of local airport operators to increase the passenger facilities charge up to \$8 per passenger.

Current:

- \$4.50 per passenger – net to airport \$4.39
- 62,000 passengers \$4.39 = \$272, 880

5. Department of Defense Funding for Washington Army National Guard Hangar Complex – Pangborn Airport.

6. Weather surveillance radar system.

Jim Kuntz

From: David Marten <david@elevatega.com>
Sent: Tuesday, December 20, 2022 1:27 PM
To: Jim Kuntz
Subject: RE: Regional Port

Jim,

The timing of the FAA bill is definitely the million-dollar question. It's our belief that the bill won't be finalized until 2024. It's possible that the House and Senate could come to an agreement by year end 2023, but given the history of 26 short-term extensions in the last 15 years compared to only two long-term extensions (2012 and 2018), we think it's more likely to slip into the following year. But, both chambers will do an enormous amount of work in 2023 developing their respective bills before working on a conferenced final product.

I do think 2024 would likely be best to target an earmark. We should work with Murray's staff to see if a 2023 earmark could be theoretically possible, but to set us up for success I think we'll first need to work with the Washington Military Department to get the building included on the Future Years Defense Program, which is the Pentagon's unified plan on future resource needs for the coming five years. Getting DoD buy-in (getting on the list) will be necessary along with a cost estimate in order to get the building to the top of the list through an earmark.

Thanks,
David

From: Jim Kuntz <Jim@cdrpa.org>
Sent: Tuesday, December 20, 2022 12:45 PM
To: David Marten <david@elevatega.com>
Subject: RE: Regional Port

David,

Can you give me a time frame for the reauthorization of the FAA Bill. Will that happen in calendar year 2023?

Also, on the National Guard Funding can you give me a target date of when we should seek the earmark. Is that a 2024 request?

Thanks.

Jim Kuntz
Chief Executive Officer
One Campbell Parkway Suite A, East Wenatchee, WA 98802
☎ 509.884.4700 | Cell 509.336.5595 | www.cdrpa.org

Memo

To: Board of Directors

From: Sarah Deenik

Cc: Jim Kuntz
Ron Cridlebaugh

Date: January 3, 2023

Re: Partners in Economic Development Request - TREAD

We have received a 2022 Partners in Economic Development funding request from TREAD, for a total of \$20,000. Please find their application materials attached.

- They are requesting \$12,000 for organizational support including administrative, collective impact data management, project management, and planning/organization of all Ex-Officio Meetings.
- They are also requesting \$8,000 for the purchase of Collective Impact Project Management Software.

Also, please find attached two summary recap sheets showing prior year commitments and available funding for 2022 and 2023 budget years that has been set aside for the non-profit category.



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

<u>Supplemental #2 Budget:</u>	\$ 103,720
 <u>Projects Approved:</u>	
WV Sports Foundation - Winter Special Olympics (Prior Year Approval)	\$ 7,000
Wenatchee Valley YMCA (Prior Year Approval)	\$ 10,000
Wenatchee Downtown Association	\$ 3,000
Our Valley Our Future (\$20k Pass Thru + \$10k Private Contribution Match)	* \$ 28,312
Lake Chelan Wine Alliance (estimated 25% in 2022 - \$14,830 approved in total)	\$ 3,708
Greater Leavenworth Museum (estimated 25% in 2022 - \$6,800 approved in total)	\$ 1,700
	\$ 53,720
 <u>Available Funding:</u>	
	\$ 50,000
 <u>Pending Requests:</u>	
TREAD	\$ 20,000

Selection Criteria

Measurably contribute to the economic development of Chelan and Douglas Counties.

Examples include projects that will:

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



2023 Partners in Economic Development
Non-Profits

<u>Budget:</u>	\$ 93,222
<u>Projects Approved:</u>	
WV Sports Foundation - Winter Special Olympics (Prior Year Approval)	\$ 7,000
Our Valley Our Future (\$20k Pass Thru)	\$ 20,000
Lake Chelan Wine Alliance (estimated 75% in 2022 - \$14,830 approved in total)	\$ 11,123
Greater Leavenworth Museum (estimated 75% in 2022 - \$6,800 approved in total)	\$ 5,100
	<hr style="border-top: 1px solid black;"/>
	\$ 43,223
<u>Available Funding:</u>	\$ 50,000
<u>Pending Requests:</u>	
TREAD	\$ 20,000

Selection Criteria

Measurably contribute to the economic development of Chelan and Douglas Counties.

Examples include projects that will:

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



12/8/2022

Dear Chelan Douglas Regional Port Authority,

Commissioners Etherington and Spurgeon have asked TREAD to apply for remaining funds, thus TREAD is applying for the 2022 Partners in Economic Development Program. We believe this is a great way for the CDRPA to contribute to our Ex-Officio Membership campaign.

TREAD's goals align with the Partners in Economic Development Program and with continued support from the CDRPA, TREAD will increase our capacity as a regional non-profit organization focusing on Collective Impact work across Chelan and Douglas Counties. TREAD will lead our 50+ Ex-Officio Members with a common agenda, tracking our shared measurement, creating mutually reinforcing activities, providing continuous communications, and maintaining a strong backbone. Our trusted work and innovative strategies have led to many successful partnerships, projects, and economic development.

Our Inter-agency Memorandum of Understanding (MOU), which is completed and signed by 14 stakeholders, is the beginning of improving collaboration and this grant would allow TREAD to continue to lead strategic planning. TREAD is driving collective impact with 6 strategies: Improve Environmental Conservation and Sustainability, Expand and Enhance Outdoor Recreation Infrastructure, Improve Education/Advocacy about Outdoor Recreation and Cultural Awareness, Increase Representation of Underrepresented Groups in Outdoor Recreation, Strengthen Community-Powered Marketing and Travel, and Increase Mobilization and Coordination of Volunteers for shared Stewardship of our lands.

TREAD's mission is to advocate for outdoor recreation in the Wenatchee Valley through education, communication, and collective impact work; to balance recreation, conservation, and sustainability of public lands to improve quality of life and health in the region; and to develop recreation-based economies as part of a strong and diverse economic mix that supports this region.

Sincerely,

A handwritten signature in black ink that reads "Mat Lyons".

Mat Lyons

Executive Director



PARTNERS IN ECONOMIC DEVELOPMENT NON PROFITS

PROGRAM PURPOSE

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

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

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

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

ELIGIBLE ORGANIZATIONS

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

ELIGIBLE PROGRAMS

Programs that qualify must:

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

PRIORITIES

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

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

REQUEST GUIDELINES

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

FUNDING & DISBURSEMENT

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

PROPOSAL REQUIREMENTS

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

Proposals may be delivered in one of three methods:

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

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

EVALUATION CRITERIA

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

FUNDED PARTNER EXPECTATIONS

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

PROPOSAL TIMELINE

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

QUESTIONS

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



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

Organization Name:

Organization Address:

Organization Phone Number:

Program Title:

Program Contact:

Contact Phone:

Contact E-mail:

Contact Title/Position:

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

Investment request is to fund:

Starting, scaling, and/or improving program/project

Capacity Building (Investment in future sustainability)

Other (Please Specify Below)

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

Program Start Date (if applicable):

Program End Date (if applicable):

Program timeline/milestones (by quarter):

Total Program Cost:

Requested Port Funding:

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

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

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

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

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

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

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

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

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

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

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

BOARD MEMBER LIST	
Position	Name
Chair	George Velazquez
Vice-Chair	Alix Whitener
Secretary	Jessie Rehms
Treasurer	Joe Violette
Past Chair	Jeff Ostenson
Member	Taber Murphy
Member	Delcie Profit
Member	Summer Hess
Member	Amanda Lawson

Interagency MOU for Management of Recreational Opportunities on Public Land in Central Washington

Between

Trails, Recreation, Education, Advocacy and Development (TREAD)

And

United States Department of Agriculture Forest Service (USFS)

And

United States Department of Interior Bureau of Land Management (BLM)

And

Washington State Department of Fish and Wildlife (WDFW)

And

Chelan County

And

Douglas County

And

Washington State Parks

And

Douglas County Public Utility District

And

Chelan Douglas Regional Port Authority

And

Chelan Douglas Land Trust

And

Chelan Douglas Transportation Council

**And the Cities of
Waterville
And
Wenatchee**

This Memorandum of Understanding (MOU) is entered into by the above partners to define their respective roles in the development and implementation of sustainable, economically beneficial recreation opportunities on lands open to the public in Central Washington.

- I □ **Background:** TREAD formed in 2017 with a goal of bringing local recreational stakeholders together (motorized, non-motorized, water, snow and land) to coordinate thoughtfully and sustainably to provide the best recreation experiences possible, thus improving the quality of life for everyone who lives in or visits the Central Washington region. TREAD facilitates a quarterly Ex-Officio group of stakeholders composed of representatives of local and county government, federal and state agencies, and other entities who represent outdoor recreation. Ex-Officio members share a joint vision of sustainable recreation, coordinated public land management, recreation economy, partnerships, and community health; but also express concerns of increasing public demand and uncertainty about the future of recreation.

This MOU is a product of conversations where TREAD, as lead facilitator, engaged partners and stakeholders to identify and track solutions to meet recreational demands, to the best of our ability, now and in the future.

- II □ **Purpose:** The purpose of this MOU is to document the cooperation between partners in accordance with the following provisions.

TREAD seeks to bring all community stakeholders together to engage in a collective impact process to achieve outdoor recreation goals. As lead facilitator, TREAD will coordinate and track collaboration between land management agencies and stakeholders consistent with the purpose of this MOU. This MOU directs cooperative efforts toward inter-jurisdictional planning, management, and operation of recreational opportunities and related infrastructure on public lands in Central Washington. This MOU documents a shared intent for current and future collaboration regarding planning, funding, and implementation. The partners identified the following list of needs to support sustainable recreation opportunities in Central Washington including:

1. Public outreach and engagement
2. Increased economic, financial, and ecological sustainability of recreation opportunities.
3. Increased volunteerism and public stewardship

4. Innovative financing opportunities
5. Inter-jurisdictional project planning, implementation, and coordination
6. Attending and working with the TREAD Ex-Officio group
7. Identify internal organizational policies and procedures which would improve collective impact work
8. Continuing serving diverse communities and provide access to all trail users

III □ **Guiding Principles**

1. Lands open to public recreation in Central Washington provide opportunities for outdoor recreation.
2. These opportunities provide economic benefits, solace, comfort, enjoyment, quality of life, health and wellness, accessibility, inclusion, and physical fitness for local communities as well as visitors.
3. Central Washington continues to see increasing numbers of those visiting the areas, as well as those choosing to move here to live and play where they work.
4. Public land managers are responsible for providing opportunities to the public and for the planning, management, and operation of sustainable outdoor recreation opportunities and related infrastructure.
5. The community stakeholders agree that by working with TREAD, shared interests will be met for the planning, management, investment in, and operation of outdoor recreation opportunities.
6. Collective impact work will enhance our ability to provide sustainable outdoor recreation opportunities and infrastructure.

I □ □ **Statement of Mutual Benefits and Interests:**

1. TREAD recognizes the complexity of collective impact work and will facilitate a mutually beneficial process for all partners.
 - a. Each of the agencies has its unique mission and mandate, legal authorities, deed restrictions, policies, and finite resources
 - b. Each of the agencies are committed to the implementation and management of sustainable outdoor recreation opportunities
 - c. By state and federal law, each of the agencies must navigate all relevant environmental and cultural resources compliance processes
2. The partners agree that coordinated and collaborative inter-jurisdictional public land management increases probability of a successful outcome through engagement and agreement at the scoping stage, identifies hurdles and red flags proactively, and maximizes opportunities and sustainability through diverse and inclusive collaboration, thus benefiting both the public and land management agencies.
3. The partners agree that by working together with each other and with TREAD, shared interests will be met for the planning, management, investment in, and operation of outdoor recreation opportunities and related infrastructure in Central Washington.

□□ **Through this MOU, the partners agree to work together to:**

1. Discuss project management goals and objectives, natural and cultural resources protection and stewardship, property and funding restrictions, timelines, and other challenges to set the framework for improving collective impact.
2. Identify, design, and incubate innovative approaches for recreation management strategies and projects that support shared objectives.
3. Identify and implement efficiencies in project planning and management.
4. Develop tools to streamline project scoping, identify and acquire funding, interagency financial contributions, and stakeholder outreach.
5. Work collaboratively across landscapes and within agency policies.
6. Synchronize the efforts of the partners in a manner consistent with the purpose of this MOU.
7. Carry out their separate activities in a coordinated and mutually beneficial manner.

□I□ **TREAD Shall:**

1. Coordinate no less than quarterly meetings of the Ex-Officio group membership.
2. Report back minutes, progress, committees, communication, and facilitation.
3. Facilitate and engage public outreach.
4. Serve as an information clearinghouse.
5. Purchase and implement Insight Vision (collective impact tracking software) and act as the communication and training hub for these efforts.
6. Use Insight Vision to track action items and keep all partners informed

□II□ **Land Managers Shall:**

1. Appoint one person to serve as the lead agency representative in the Ex-Officio coordinating group.
2. Participate in no less than quarterly meetings of the Ex-Officio group.
3. Appoint one person to administer the back end of their specific footprint on the TREAD Map App when applicable.
4. Participate in the data software when applicable.

□III□ **Period of Performance**

Any of the partners, in writing, may terminate their participation in the MOU in whole, or in part, at any time before the date of expiration.

IX□ Modifications

Modifications within the scope of this MOU must be made by mutual consent of the partners, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modifications should be made in writing, at least 30 days before implementation of the requested change.

- a. Notices: If additional agencies join after this MOU is signed and authorized by all partners, TREAD will notify all partners of the new agency in writing within 14 days.

X Non-Binding Agreement

This MOU creates no right, benefit, or trust responsibility, substantive or procedural, enforceable by law or equity. The partners shall manage their respective resources and activities in separate, coordinated and mutually beneficial manner to meet the purpose(s) of this MOU. Nothing in this MOU authorizes any of the partners to obligate or transfer anything of value.

XI Duration

This MOU is executed as of the date of the last signature. This agreement will be renewed every 5 years and reviewed as needed.

XII Authorized Representatives

By signature below, each party certifies that the individuals listed in this document as representatives of the individual partners are authorized to act in their respective areas for matters related to this MOU.

In witness whereof, the partners hereto have executed this MOU as of the last date written below.

Printed Name of Authorized Representative

Printed Name of Authorized Representative (2)

Title
Mat Lyons

Signature/Date

Title
Lisa Foster

Signature/Date

Name of Partner/Agency

Name of Partner/Agency

Curtis Bryan

Printed Name of Authorized Representative
Wenatchee Field Manager

Title
CURTIS BRYAN Digitally signed by CURTIS BRYAN
Date: 2022.04.29 14:50:01 -07'00'

Signature/Date
Bureau of Land Management

Name of Partner/Agency

Bob Bugert

Printed Name of Authorized Representative

Commissioner

Title
Signature/Date 5/3/22

Signature/Date
Chelan County BOCC

Name of Partner/Agency

KEVIN OVERIZAY

Printed Name of Authorized Representative

Commission - Chair (CHELW G)

Title
Signature/Date 5/3/22

Signature/Date
CHELW County BOCC

Name of Partner/Agency

Tiffany Gering

Printed Name of Authorized Representative (2)

Commissioner

Title
Signature/Date Tiffany Gering 5/3/22

Signature/Date
Chelan County BOCC

Name of Partner/Agency

Curt Soper

Printed Name of Authorized Representative

Executive Director

Title
Signature/Date Curt Soper 5/2/22

Signature/Date
Chelan-Douglas Land Trust

Name of Partner/Agency

James Kuntz

Printed Name of Authorized Representative
Chief Executive Officer

Title
Signature/Date James Kuntz 4/26/22

Signature/Date
Chelan Douglas Regional Port Authority

Name of Partner/Agency

Jeff Wilkens

Printed Name of Authorized Representative
Executive Director

Title
8/23/22

Signature/Date
Chelan-Douglas Transportation Council

Name of Partner/Agency

Frank J. Kuntz

Printed Name of Authorized Representative
Mayor

Title
5/26/22

Signature/Date
City of Wenatchee

Name of Partner/Agency

Jill D. Thompson

Printed Name of Authorized Representative

Jill D. Thompson

Title
Mayor, Town of Waberville

Signature/Date
6/4/2022

Name of Partner/Agency
Town of Waberville

Erica M. Taecker

Printed Name of Authorized Representative

Wenatchee River District Ranger

Title
ERICA TAECKER
Digitally signed by ERICA TAECKER
Date: 2022.04.27 09:18:07 -07'00'

Signature/Date
USDA Forest Service

Name of Partner/Agency

Contracts and Purchasing Manager

Title

Hugdahl, Jeffrey
R (DFW)
Digitally signed by Hugdahl, Jeffrey R (DFW)
Date: 2022.06.01 11:20:46 -07'00'

Signature/Date

Washington Department of Fish & Wildlife
Name of Partner/Agency

WDFW No. 22-20113

Colleen M Foster

Printed Name of Authorized Representative (2)
Assistant Region Manager

Title
Colleen M. Foster 8/3/2022

Signature/Date
Washington State Parks

Name of Partner/Agency

Marc S. Straub

Printed Name of Authorized Representative

Bocc - Chair

Title

[Signature] 9.6.22

Signature/Date

Douglas County

Name of Partner/Agency

Gary Ivory

Printed Name of Authorized Representative

General Manager

Title

[Signature] 6.29.22

Signature/Date

Douglas County PUD

Name of Partner/Agency

Dan Sutton

Printed Name of Authorized Representative

Commissioner Dist 1

Title

[Signature]

Signature/Date

Douglas County

Name of Partner/Agency

Printed Name of Authorized Representative

Title

Signature/Date

Name of Partner/Agency

Kyle Steinburey

Printed Name of Authorized Representative

Commissioner Dist. 2

Title

[Signature]

Signature/Date

Douglas County

Name of Partner/Agency

Printed Name of Authorized Representative

Title

Signature/Date

Name of Partner/Agency

TREAD 2022 Budget

Cash In Bank 12/31/20: \$9,766
Cash in Bank 12/31/21: \$146,750 *Includes \$86,000 for Evergreen Grant (89-3k signage)
Unrestricted Cash 12/31/21: \$60,750

Revenue	Guarenteed	Estimated	Total	Notes:
WTA Contract	\$ 377,000		\$ 377,000	
LTAC	\$ 52,000		\$ 52,000	
Stemilt	\$ 20,000		\$ 20,000	
Other Stemilt Partners		\$ 30,000	\$ 30,000	
Forest Service Cabin Rental (Entiat)		\$ 5,000	\$ 5,000	
Management Grants		\$ -	\$ -	
Operating Grants		\$ 10,000	\$ 10,000	
Ex-Officio Membership		\$ 10,000	\$ 10,000	
Receivable From Dharma	\$ 8,000			
Total	\$ 457,000	\$ 55,000	\$ 512,000	

Income Summary: \$457,000 guarenteed (pending official WTA contract execution), should have atleast \$500,000 in income even using conservative estimates and could be even higher depending on grant applications and new stemilt partners/ex officio partners.

Expenses:	Guarenteed	Planned (New)	Total	Notes:
Employees:				
Executive Director	\$ 72,000		\$ 72,000	
Operations Director	\$ 53,000		\$ 53,000	
Staff Ryan 1/2	\$ 26,000		\$ 26,000	
Staff Amy	\$ 41,600		\$ 41,600	
HR Director/CFO		\$ 30,000	\$ 30,000	
Volunteer Cordinator		\$ 25,000	\$ 25,000	
Staff Raises/Hi/Fringe Bene		\$ 20,000	\$ 20,000	
Payroll Taxes	\$ 15,408	\$ 6,000	\$ 21,408	
			\$ -	
Other:			\$ -	
Consulting (Measurement)	\$ 32,000		\$ 32,000	
Advertising/Swag/marketing	\$ 3,000		\$ 3,000	
Payroll Services	\$ 2,700		\$ 2,700	
Rent	\$ 24,000		\$ 24,000	
Tracking Software	\$ 17,500		\$ 17,500	
Computer/Furniture/Tech FA's	\$ 6,000		\$ 6,000	
Office Expenses/Utilities/Networking	\$ 12,000		\$ 12,000	
ExOfficio Meetings	\$ 1,000		\$ 1,000	
Annual Board Retreat/Gifts	\$ 3,000		\$ 3,000	
Travel	\$ 1,000		\$ 1,000	
Fire Lookout Maintenance	\$ 1,000		\$ 1,000	
Insurance	\$ 2,000		\$ 2,000	
Emergency Expenses to build in	\$ 6,000		\$ 6,000	
Total	\$ 319,208	\$ 81,000	\$ 400,208	

Expense Summary: All the amounts in the "guarenteed" column have previously been approved spending, and mostly represent estimated expenses based on prior conversations with Mat about expected 2022 numbers. The expenses in the "planned (new)" are new expenses for 2022 not that Mat would like to have approved as part of the 2022 budget.

Additional Information:

Cash In Bank 12/31/22 \$117,542
***All Unrestricted Now** *Assumes all 400k in expenses and only the guarenteed income, if we assumed just the conservative additional income amou balance will be closer to \$175,000.

2021 Spending For Comparison Purposes

Avg per month Sep-Dec \$22,500 *Rounded

2022 Spending Budget (Monthly)

Monthly-Assumes All Expenses \$ 33,351 *New from 2021 (Operations Director, PT HR Director, PT Volunteer Cordinator, New Tracking Software)

2022 Income Budget (Monthly)

W Guarenteed \$ 38,083 *This monthly budget is the Minimum TREAD should receive monthly on average through May 2023

W Guarenteed + Potential \$ 42,667 *This increase depends mostly on more stimilt Style donations, ex officio and grants.

year rounded up, and
previously approved

nts, the end of year cash in bank

TREAD 2023 Budget

Revenue	2023 Budget	2023 Actual (N/A)
SWT Contract		\$ -
Continued SWT Partnerhsip Payments	\$ 188,500	
Community Support		
LTAC	\$ 55,000	
Stemilt	\$ 20,000	
Other Community Partners	\$ 30,000	
Individual donations/Agency fund	\$ 5,000	
Lookout Rentals		
Forest Service Cabin Rental (Entiat)	\$ 45,000	
Forest Service Cabin Rental (Leavenworth)	\$ -	
Less Management Fee	\$ (5,000)	
Less Capital Expenses	\$ (5,000)	
Projects: Grant Management		
Management Grants (NET)	\$ 50,000	
Operating Grants		
MISC Operating Grants	\$ 10,000	
EX-Officio/Individuals		
Ex-Officio Membership general	\$ 20,000	
Our Valley Our future	\$ 2,000	
Public Donors	\$ 1,000	
Events		
Contracted staff time	\$ 5,000	
Total Budgeted Revenue	\$ 421,500	
Expenses:	\$ -	
Employees:	\$ 263,000	
HI/Benefits	\$ 18,000	
Payroll Taxes	\$ 30,000	
Employee Total	\$ 311,000	
Other Expenses:		
Marketing/Other Consulting	\$ 3,000	
Payroll/other Services	\$ 4,200	
Rent	\$ 26,400	
Tracking Software (Insightvisions)	\$ 4,000	
Continuing Education	\$ 2,000	
Office (Computer/Furniture/Tech FA's/Utiliti	\$ 10,000	
Meals, Networking, fringe benefits, etc.	\$ 8,000	
ExOfficio Meetings	\$ 1,000	
Annual Board Retreat/Gifts	\$ 2,000	
Travel	\$ 6,000	
Insurance	\$ 2,100	
Other office/general (Cushion)	\$ 5,000	
Total Other Expenses	\$ 73,700	
Total Budgeted Expenses	\$ 384,700	
Net Budgeted Income (Loss)	\$ 36,800	

Strategic Plan



Collective Impact





Strategy at a glance

- Strategy A: Bring the outdoor rec community together
- Strategy B: Nurture a collective vision and mutually beneficial activities
- Strategy C: Build economic opportunity through sustainable outdoor recreation
- Strategy D: Advocate for equitable trail access
- Strategy E: Be financially sustainable for the long term



Strategy A: Bring the OR community together

- Host, facilitate & provide administrative support for Ex Officio meetings
- Host events like the annual round table
- Communicate wins and impact
- Build connections among OR organizations



Strategy B: Nurture a collective vision and mutually beneficial activities

- Show up for & support OR orgs across the WV
- Steward new ideas & opportunities for collaboration
- Establish and support collective priorities
- Help articulate and track metrics for success



Strategy C: Build economic opportunity through sustainable OR.

- Contribute to the roll out of the TREAD Map app, with a focus on regional impacts
- (Make sure app does not displace other important work)
- Coordinate interest in and partner on state and federal dollars and grant opportunities



Strategy D: Advocate for equitable trail access

- Ensure all user groups, demographics, land agencies & public entities are represented in Ex-Officios
- Figure out who to partner with and how to pursue this priority
- Create equity and inclusion committee
- Look for opportunities to collaborate on educational efforts



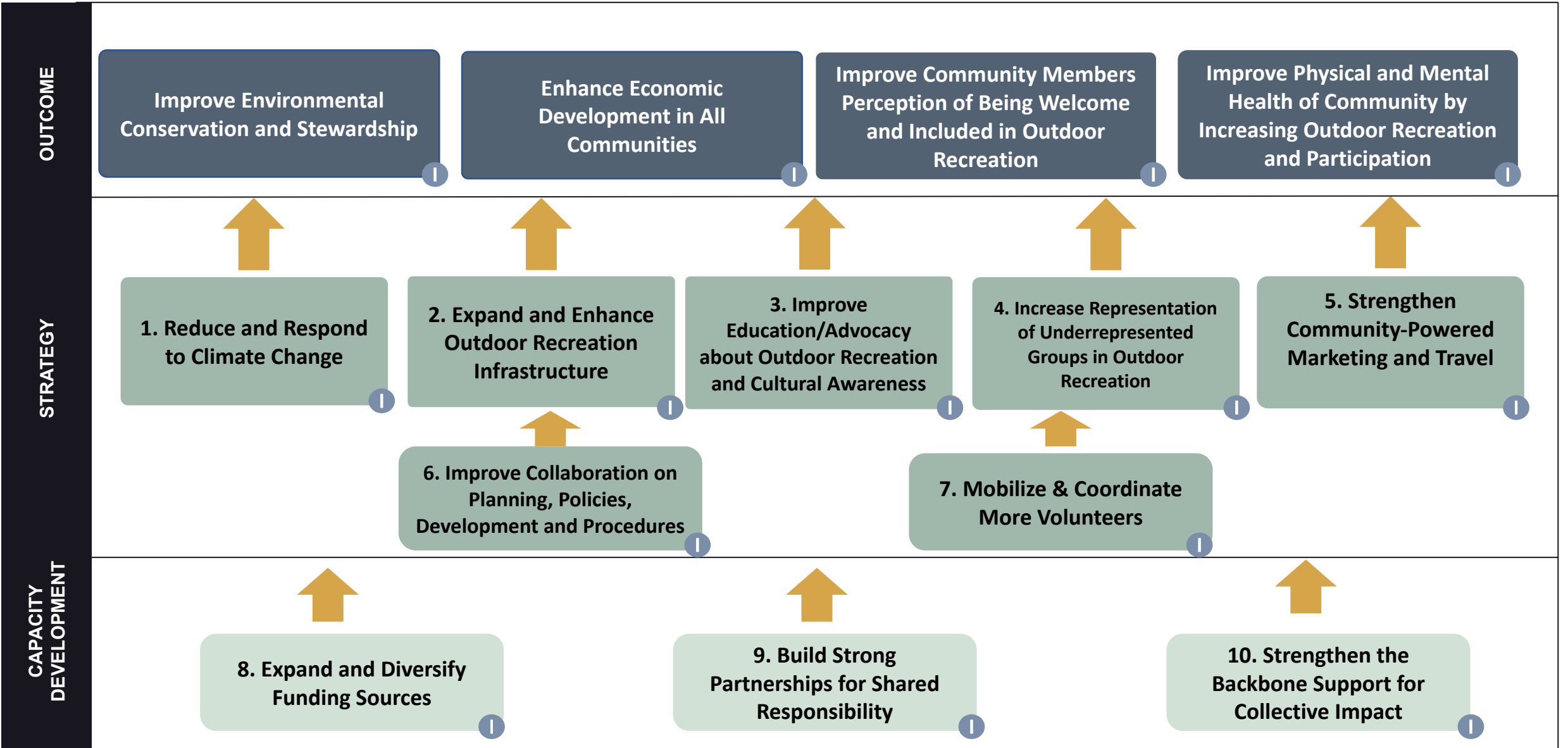
Strategy E: Be financially sustainable for the long term.

- Meet or exceed annual fundraising goals
- Ensure a diverse set of revenue streams
- Retain highly qualified staff and reduce turnover
- Develop organizational model that ensures financial and program sustainability





Collective Impact for Chelan/Douglas Counties in Outdoor Recreation





Zoom: Reduce and Respond to Climate Change

OUTCOME

Improve Environmental Conservation and Stewardship

Improve Physical and Mental Health of Community by Increasing Outdoor Recreation and Participation

STRATEGY

Create a Fire Prevention and Response Plan

1. Reduce and Respond to Climate Change

Showcase our Cultural Assets

Create and Sustain a Junior Taxing District (8)

Increase Recreate Responsibly Education

Learn and Collaborate with Tribes (3)

Multi-Agency Agreement, financial assistance, endowment for trail work (8)

Create a maintenance plan for areas that need funding/staff support (3)

Real time crowding reports and trip planner (3)

Improve air quality tracking and education (1)

Develop Universal Trail signage using Symbols (6)

Improve Trail Connectivity, pathways to green spaces (2)

CAPACITY DEVELOPMENT

Funding

Partnerships

Backbone Support

Increase Grant Coordination/Application (8)

Creating and Collaborating with Conservation and Recreation Collaboratives (9)

Support Environmental and Conservation Experts in our Region (10)



Zoom: Expand and Enhance Outdoor Recreation Infrastructure

OUTCOME
STRATEGY
CAPACITY DEVELOPMENT

Enhance Economic Development in All Communities

Improve Physical and Mental Health of Community by Increasing Outdoor Recreation and Participation

2. Expand and Enhance Outdoor Recreation and Infrastructure

Expand and Enhance Trail Infrastructure

Trailhead Improvements: Parking, Accessibility, ADA Access, Non-AWD Access (2)

Increase Mileage Marks and Waypoints (2)

Improve Trail Maintenance & Safety (7)

Mobilize & Coordinate Volunteers

Increase Volunteers Doing Trail Maintenance (7)

Create or Expand Specialty Recreation Areas

Increase Water Access for Non-Motorized Access

Increase Availability and Access to Snow Play

Increase Facilities Nonprofits can Adopt and Manage (7)

Improve Transportation and Access to Outdoor Recreation

Improve Trail Connectivity and Pathways to Green Spaces (6)

Develop Universal Trail Signage Using Symbols (6)

Collaborate with Mountain Rescue (6)

Increase Collaboration with Local Businesses (6)

Increase Private/Public Easement Access (6)

Increase Co-Created Plans for Priority Issues (6)

Expand & Enhance Collaboration with Tribes (6)

Expand Network of Equipment Libraries

Increase Collaboration with Local Businesses (6)

Create Gear Education Videos and Series (4)

Collaboration & Coordination

Funding

Grow a Regional Public Funding Authority (8)

Increase Grant Coordination/Applications (8)

Create and Sustain a Junior Taxing District (8)

Establish an Endowment for Trail Work (8)

Partnerships

Help Build Up & Support Other Nonprofits & Local agencies (9)

Grow a Recreation Collaborative (forest health, mountains to sound) (9)

Backbone Support

Increase Backbone Staff
Staff member for events/coordination (10)

Develop and Improve Volunteer Coordination (10)



Zoom: Improve Education/Advocacy about Outdoor Recreation and Culture

Improve Environmental Conservation and Stewardship

Improve Physical and Mental Health of Community by Increasing Outdoor Recreation and Participation

OUTCOME

STRATEGY

CAPACITY DEVELOPMENT

3. Improve Education/Advocacy about Outdoor Recreation and Culture ¹

Increase Education on *Recreate Responsibly*

Increase Educational Material (consistent language) local Libraries (3)

Increase Education on *Get Outside*

Create Gear Education Videos and Series (3)

Elementary Get Outside Education (3)

Increase Education on Culture, History, Geology & Nature

Develop Trailhead videos from Land Managers and Tribes (3)

Learn and Collaborate with Tribes (3)

Increase Education on Environmental Stewardship & Climate Change

Improve Air Quality Tracking and Education (1)

Collaboration & Coordination

Increase Collaboration with Local Businesses (6)

Mobilize & Coordinate Volunteers

Increase Volunteers Doing Education & Advocacy (7)

Funding

Increase Grant Coordination/Application (8)

Partnerships

Multi-Agency Agreement (MOU) (9)

Backbone Support

Develop and Improve Event Coordination (7)

Develop and Improve Volunteer Coordination (7)

Increase Backbone Staff Staff member for events/coordination (10)



Zoom: Increase Representation of People of Color and Underrepresented Groups in Outdoor Recreation

OUTCOME

Enhance Economic Development in All Communities

Improve Community Members Perception of Being Welcome and Included in Outdoor Recreation

Improve Physical and Mental Health of Community by Increasing Outdoor Recreation and Participation

STRATEGY

4. Increase Representation of People of Color and Underrepresented Groups in Outdoor Recreation

Education: Get Outside

Recreate Responsibly Education (2)

Real time crowding reports and trip planner (3)

Increase mileage marks and waypoints (2)

Facilitate Tribe Collaboration and Education on Culture, Awareness

Learn and Collaborate with Tribes (9)

Improve Transportation and Access to Outdoor Recreation

Trailhead Improvements: Parking, Accessibility, ADA Access, Non-AWD Access (4)

Improve Trail Connectivity, pathways to green spaces (2)

Expand Network of Equipment Libraries

Increase Collaboration with Local Businesses (6)

Create Gear Education Videos and Series (4)

CAPACITY DEVELOPMENT

Funding

Create and Sustain a Junior Taxing District (8)

Partnerships

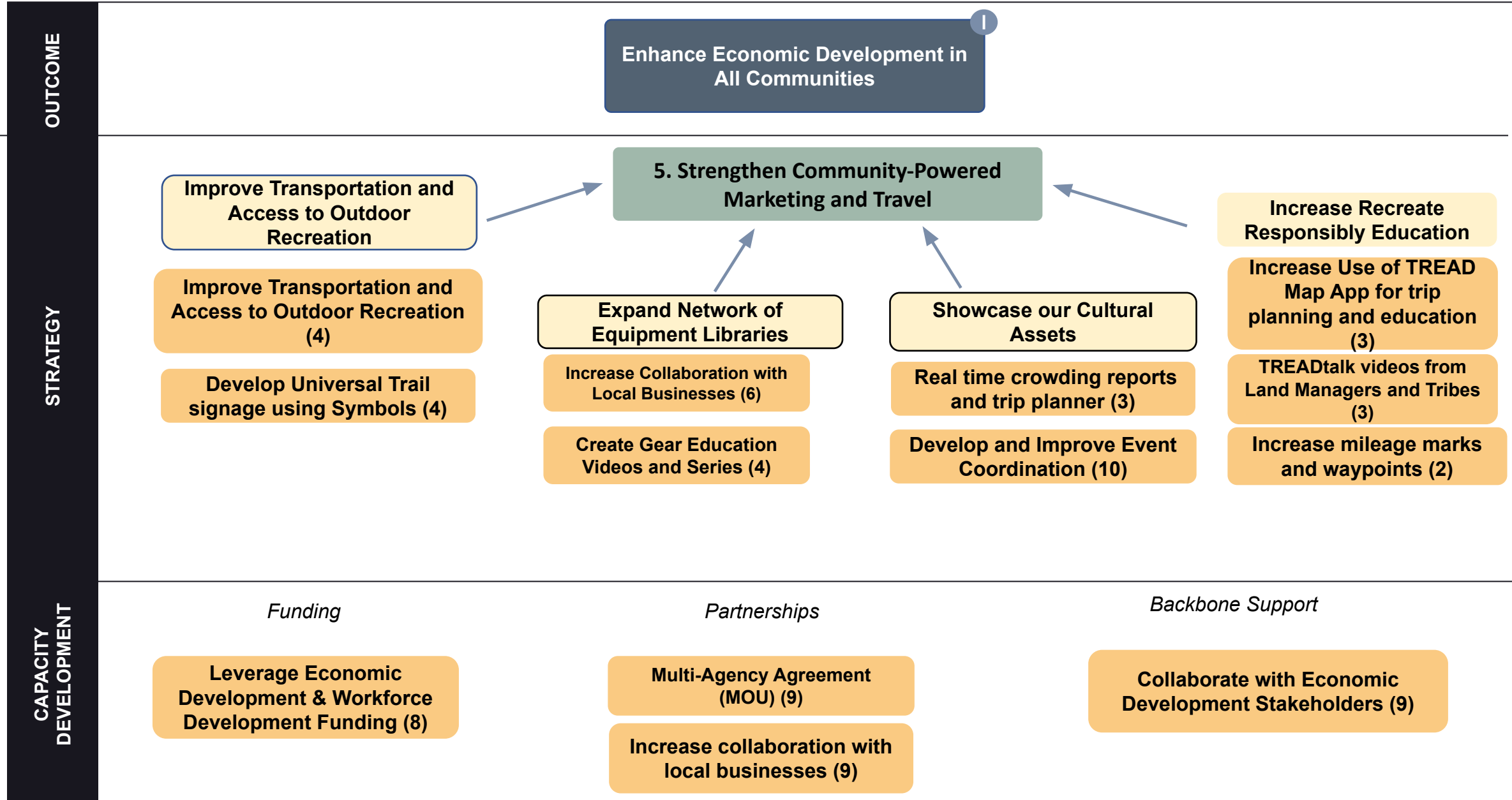
Building up and helping support other nonprofits and local agencies (9)

Backbone Support

Develop and Improve Volunteer Coordination (7)



Zoom Map: Enhancing Economic Development





Zoom: Increase Representation of People of Color and Underrepresented Groups in Outdoor Recreation

OUTCOME

Enhance Economic Development in All Communities

Improve Community Members Perception of Being Welcome and Included in Outdoor Recreation

Improve Physical and Mental Health of Community by Increasing Outdoor Recreation and Participation

6. Improve Collaboration on Planning, Policies, Development and Procedures

STRATEGY

Increase Recreate Responsibly Education

Expand and Enhance Trail Infrastructure

Create or Expand Specialty Recreation Areas

Facilitate Tribe Collaboration and Education on Culture, Awareness

Increase Access to Outdoor Recreation

Increase facilities nonprofits can adopt and manage (6)

Support Environmental and Conservation Experts in our Region (10)

Increase Water Access for Non-Motorized Access (2)

Learn and Collaborate with Tribes (3)

Develop Universal Trail signage using Symbols (6)

Create a maintenance plan for areas that need funding/staff support (3)

Increase Private/Public Easement Access (6)

Increase availability and access to Snow Play (2)

Trailhead Improvements: Parking, Accessibility, ADA Access, Non-AWD Access (2)

Create a Chelan/Douglas Wildfire Mitigation Plan (6a)

Increase mileage marks and waypoints (2)

Increase availability and access to Motorized Trails (2)

Improve Trail Connectivity, pathways to green spaces (2)

Funding

Partnerships

Backbone Support

Create and Sustain a Junior Taxing District (8)

Building up and helping support other nonprofits and local agencies (9)

Develop and Improve Volunteer Coordination (7)

Increase Grant Coordination/Application (8)

Multi-Agency Agreement (MOU) (9)

CAPACITY DEVELOPMENT



Zoom: Expand and Enhance Outdoor Recreation Infrastructure

OUTCOME

Enhance Economic Development in All Communities

Improve Physical and Mental Health of Community by Increasing Outdoor Recreation and Participation

STRATEGY

7. Mobilize & Coordinate More Volunteers

Expand and Enhance Trail Infrastructure

Improve volunteer advertisement, retention, education, and database (7)

Increase Mileage Marks and Waypoints (2)

Improve Trail Maintenance & Safety (7)

Develop Universal Trail Signage Using Symbols (6)

Create a maintenance/priority plan for areas that need funding/staff support (3)

Increase Recreate Responsibly Education

Expand & Enhance Collaboration with Tribes (6)

Increase facilities nonprofits can adopt and manage (6)

Improve Transportation and Access to Outdoor Recreation

Improve Trail Connectivity and Pathways to Green Spaces (6)

Increase Private/Public Easement Access (6)

Increase Trailhead Improvements: Parking, Accessibility, ADA Access, Non-AWD Access (2)

Collaborate with Mountain Rescue

Expand Network of Equipment Libraries

Increase Collaboration with Local Businesses (6)

Create Gear Education Videos and Series (4)

CAPACITY DEVELOPMENT

Funding

Grow a Regional Public Funding Authority (8)

Increase Grant Coordination/Applications (8)

Create and Sustain a Junior Taxing District (8)

Establish an Endowment for Trail Work (8)

Partnerships

Help Build Up & Support Other Nonprofits & Local agencies (9)

Manage relationships with community partners related to volunteerism (7)

Backbone Support

Increase Backbone Staff (10)

Develop and Improve Volunteer Coordination (7)

Develop and Improve Volunteer Coordination (7)

Memo

To: Board of Directors

From:  Jim Kuntz

Date: January 5th, 2023

Re: Cashmere Mill District – Sunset Highway Improvement Project

As part of the Sunset Highway Improvement Project, Chelan County/City of Cashmere want to acquire from the Port of Chelan County 0.255 acres of property north of Sunset Highway in Cashmere. The property is needed for stormwater retention purposes.

Attached is the offer letter and map. I will provide additional details at Tuesday's meeting. I have asked County/City representatives to attend as well to answer any Board questions.



CHELAN COUNTY

DEPARTMENT OF PUBLIC WORKS
316 WASHINGTON STREET
SUITE 402
WENATCHEE, WASHINGTON 98801
TELEPHONE 509/667-6415

ERIC P. PIERSON, PE
DIRECTOR/COUNTY ENGINEER

November 28, 2022

Port of Chelan County, Attn: Jim Kunz
1 Campbell Parkway, Suite A
East Wenatchee, WA 98802

Subject: Project Title: CRP726A Sunset Highway Improvement Project
Parcel Number: 231905110500
Funding No.:

Dear Mr. Kunz,

Chelan County and the City of Cashmere plan to proceed with **County Road Project 726A (CRP726A, city) Goodwin Road and Sunset Highway Project**. The project includes reconstruction of Goodwin Road from milepost 0.00 to 0.14, a section of Sunset Highway from milepost 0.54 to 0.90, and its intersection with Evergreen Drive. The roads, designated as Rural Major Collectors and located within the City of Cashmere and its urban growth area, will be reconstructed and widened to meet applicable county/city road standards. In addition to mainline construction, Evergreen/Sunset and Goodwin/Sunset intersections will be designed for larger vehicular turning movements and include illumination. When completed, Goodwin Road will connect to the newly built West Cashmere Bridge, providing freight mobility access and pedestrian route connectivity.

As a part of the project, the city needs to purchase a portion of your property in fee as identified on the "City of Cashmere R/W Plan & Survey Sunset Highway Improvement" by the "parcel number" listed above for work on Sunset Highway. The person signing this letter is the City's agent in completing this transaction.

The purpose of this letter is to notify you of the following:

- The Agency's interest in acquiring your property and/or property rights for this project.
- The Agency's determination of just compensation for your property and/or property rights.
- The basic protections afforded to you by law.

As outlined below, the Agency has established an amount it believes is just compensation based on the market value estimated for your property. The Agency's offer is as follows:

Land in fee:	11,094.10-SF	\$47,150
Improvements	N/A	\$
Damages	N/A	\$
Other	N/A	\$
Total Amount (Rounded)		\$47,200

Your property has been examined by a qualified appraiser and appraisal reviewer who have carefully considered all the elements which contribute to the market value of your property. You, or your designated representative, were provided with an opportunity to accompany the appraiser and appraisal reviewers on all inspections of your property. By law, the appraisers and appraisal reviewers must disregard any general increase or decrease in value caused by the project.

This offer is being made on a willing buyer/willing seller basis. If you decide to accept the offer, the Agency will pay all closing costs including the Real Estate Excise Tax on this transaction. If you decide to reject the offer, then the Agency will notify you in writing that this offer will be withdrawn.

You may wish to employ professional services to evaluate the Agency's offer. If you do so, we suggest that you employ well-qualified evaluators so that the resulting evaluation report will be useful to you in deciding whether to accept the Agency's offer. The Agency will reimburse up to \$750.00 of your evaluation costs upon submission of the bills or paid receipts.

Payment for your property and/or property rights will be made available to you approximately 45 days after you accept the City's offer, provided that there are no delays in closing the transaction. If the parties decide on a distribution amount owed to each of them, the Agency will provide separate payments upon the request of all parties. The date on which payment is made available to you is called the "payment date". On that date, the City becomes the owner of the property purchased and responsible for its control and management.

The Internal Revenue Service (IRS) requires that the Agency obtain your correct taxpayer identification number (TIN) or social security number (SSN) to report income paid to you as a result of this real estate transaction.

If you have personal property presently located on the property being acquired by the Agency that needs to be moved, the Agency will reimburse you for the cost of moving it through the Relocation Assistance program.

Enclosed please find the following:

- A plan sheet showing the property rights needing to be acquired
- The necessary legal documents for the transferring of the property or property rights.
- W-9 per IRS requirements
- The pamphlet “Transportation Property Needs and You”, English and Spanish version.

This offer must be accepted by delivery to Chelan County of the enclosed Temporary Construction Easement (TCE), as originals fully executed by you with acknowledgement before a notary public. (Our office has a Notary Public available.) Acceptance must be delivered to the following address:

“Chelan County Public Works Department, Attn: County Surveyor, 316 Washington Street, Suite 402, Wenatchee, Washington 98801”.

This letter has been sent to provide a concise statement of Agency’s offer and summary of your rights. Please feel free to direct any questions you may have to the undersigned. Thank you for your time and consideration.

A self-addressed, stamped envelope is enclosed for your convenience for return of your acceptance document(s).

Sincerely,



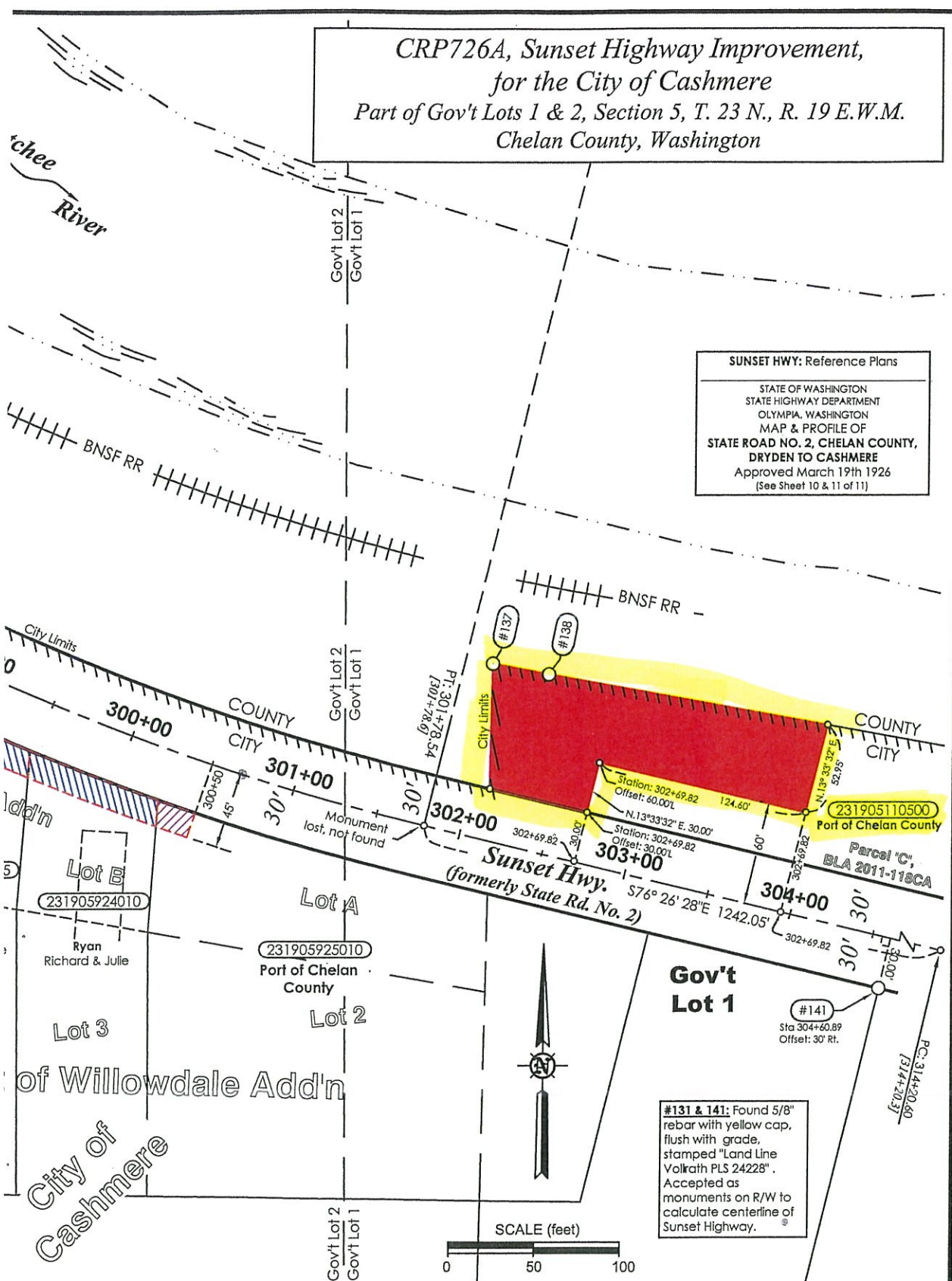
Mark Sele, PLS
County Surveyor
Chelan County Public Works Department
(509) 667-6415

Email: Mark.B.Sele@co.chelan.wa.us

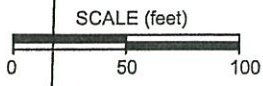
**CRP726A, Sunset Highway Improvement,
for the City of Cashmere**
Part of Gov't Lots 1 & 2, Section 5, T. 23 N., R. 19 E.W.M.
Chelan County, Washington

SUNSET HWY: Reference Plans

STATE OF WASHINGTON
STATE HIGHWAY DEPARTMENT
OLYMPIA, WASHINGTON
MAP & PROFILE OF
STATE ROAD NO. 2, CHELAN COUNTY,
DRYDEN TO CASHMERE
Approved March 19th 1926
(See Sheet 10 & 11 of 11)



#131 & 141: Found 5/8" rebar with yellow cap, flush with grade, stamped "Land Line Volkath PLS 24228". Accepted as monuments on R/W to calculate centerline of Sunset Highway.



tails



Chelan County
Public Works Department
316 Washington Street, Suite 402
Wenatchee, Washington, 98801
Phone: 509. 667. 6415
Web Address: www.co.chelan.wa.us
Drawn by: MB Sele | Plot date: 9/14/22

CITY OF CASHMERE
R/W Plan & Survey for
SUNSET HIGHWAY IMPROVEMENT
Funding No. ____
CRP726A | Sheet 5 of 6

Memo

To: Board of Directors

From:  Jim Kuntz

Date: January 5th, 2023

Re: Contract Renewal – Small Business Development Center Agreement with Washington State University

Please find enclosed a proposed contract with Washington State University for the Small Business Development Center. WSU is proposing a two-year contract, 2022 and 2023, at a cost of \$60,000 per year. In my view, this is a reasonable cost for the services provided by our local Small Business Development Center.

Attached is an email from Duane Fladland, State SBDC Director, that explains in greater detail the cost justification.

Also, attached is specific performance data for both Chelan and Douglas counties for your review. I am a little disappointed with the Douglas County numbers, especially as it relates to Capital Infusion.

The contract includes fiscal year 2022, due to WSU being behind in its contract administration. The Regional Port has made no payments to WSU in 2022 due to there being no contract to pay from. If the Board approves the proposed contract, the Regional Port will make the \$60,000 payment for 2022 and have said expense accrue to the 2022 Budget.

Cc: Craig Abbs <craig.abbs@wsu.edu>; Jim Kuntz <Jim@cdrpa.org>; Monica Lough <Monica@cdrpa.org>; Ron Cridlebaugh <ron@cdrpa.org>; Ron N <ron.nielsen@wsbdc.org>; Sheryl McGrath <sheryl.mcgrath@wsbdc.org>
Subject: Re: Chelan Douglas Regional Port -SBDC Contract, ORSO # 143595-001

Jim,

After discussing with the team and evaluating our year-to-date performance, I notice that besides the activity and results that Ron, Kirk and John Morosco have provided to clients, two of our international trade advisors, plus three other advisors have delivered substantive advising, some of which was in Spanish.

As you know, the strength of our network is the collaboration among our advising team, and as regional manager, Ron has played an important role in coordinating and mentoring new advisors to work as a team. Obviously, Ron's advising hours are low, but that is at my request since I've asked him to leverage his years of experience with new advisors.

Since the majority of Ron's time is spent as a regional manager, I understand your position of only paying for a single full-time advisor. Therefore, I would like to propose your consideration of providing 50% of the funding for a full time advisor, which equates to \$60,000 per year. This is the standard formula, and is equal to what Kittitas County contributes annually for our advisor in Cle Elum. In return, the Lead Office will cover 100% of the cost for Ron's position, which is obviously a higher salary than the cost of a business advisor.

As always, we appreciate your support and look forward to continuing our work in tandem with the Regional Port. While I am out of the office today, I am otherwise available anytime to discuss if you have questions or require further information.

Best Regards,

Duane

On Fri, Nov 18, 2022 at 7:31 AM Duane Fladland <duane.fladland@wsbdc.org> wrote:

Thank you for your continued support Jim and Ron. Your contribution to the SBDC is greatly valued and we will continue to serve the area to the best of our ability.

Chelan

Layout: Stakeholder Primary Scorecard
Cumulative Period Start: 1/1/2021
Scorecard End: 12/10/2022

Data Elements	1/1/2021 to 12/31/2021	1/1/2022 to 12/31/2022
CASE TOTALS (Clients)		
Number of Clients Counseled	45	50
Number of New Clients	26	28
Company Status		
Pre-venture/Nascent	17	20
Startups	1	8
In Business	27	22
CASE TOTALS (Total Hours)		
All Prep + Contact Client Hours	498	612
New Client Hours	147	138
CASE TOTALS (Impacts)		
Capital Infusion	244,760	2,069,500
Number Businesses Created	3	2
Jobs Created	15	15
Jobs Saved/Retained	35	24
Jobs Supported (In Business)	368	142
DEMOGRAPHICS (Type of Business, # of Clients)		
Accommodation and Food Services	4	5
Agriculture, Forestry, Fishing and Hunting	1	1
Arts and Entertainment	3	6
Construction	4	3
Educational Services	1	2
Finance and Insurance	0	0
Healthcare and Social Assistance	4	3
Management of Companies and Enterprise:	0	0
Manufacturing	6	2
Professional/Technical Services	2	2
Real Estate, Rental and Leasing	1	1
Research and Development	0	0
Retail	2	4
Service	2	2
Technology Services	0	0
Transportation and Warehousing	1	0
Wholesale	0	1
No Response	14	18
DEMOGRAPHICS (Business Ownership Gender)		
Male	6	9
Female	10	14

Male/Female	10	6
No Response	19	21
DEMOGRAPHICS (Ethnic Background - Race)		
American Indian or Alaskan Native	0	0
Asian	0	0
Black or African American	0	0
Native Hawaiian or Pacific Islander	0	0
Multiracial	0	1
White	33	32
No Response	12	17
DEMOGRAPHICS (Ethnicity)		
Hispanic	8	11
Non-Hispanic	25	28
No Response	12	11
DEMOGRAPHICS (Business Ownership Vet. Status)		
Veteran	0	2
Service-Disabled Veteran	0	0
Non-veteran	19	20
No Response	26	28
COUNSELING ACTIVITY (Areas of Counseling, # of Sessions)		
Business Accounting/Budget	6	5
Business Plan	18	36
Buy/Sell Business	6	5
Cash Flow Management	10	5
COVID-19 Related	29	1
Financing/Capital	1	3
Human Resources/Employee Mg't	3	0
International Trade	4	5
Managing a Business	30	18
Marketing/Sales	7	5
Start-up Assistance	2	3
No Response	1	1
Other	45	50

Douglas

Layout: Stakeholder Primary Scorecard
Cumulative Period Start: 1/1/2021
Scorecard End: 12/10/2022

Data Elements	1/1/2021 to 12/31/2021	1/1/2022 to 12/31/2022
CASE TOTALS (Clients)		
Number of Clients Counseled	20	14
Number of New Clients	11	7
Company Status		
Pre-venture/Nascent	2	7
Startups	0	1
In Business	18	6
CASE TOTALS (Total Hours)		
All Prep + Contact Client Hours	98	75
New Client Hours	25	16
CASE TOTALS (Impacts)		
Capital Infusion	33,000	13,500
Number Businesses Created	1	0
Jobs Created	3	0
Jobs Saved/Retained	1	1
Jobs Supported (In Business)	41	12
DEMOGRAPHICS (Type of Business, # of Clients)		
Accommodation and Food Services	4	1
Agriculture, Forestry, Fishing and Hunting	1	0
Arts and Entertainment	1	0
Construction	0	0
Educational Services	0	0
Finance and Insurance	0	0
Healthcare and Social Assistance	2	0
Management of Companies and Enterprise	0	0
Manufacturing	1	1
Professional/Technical Services	0	0
Real Estate, Rental and Leasing	0	0
Research and Development	0	0
Retail	1	1
Service	3	3
Technology Services	0	0
Transportation and Warehousing	1	0
Wholesale	2	1
No Response	4	7
DEMOGRAPHICS (Business Ownership Gender)		
Male	4	3
Female	8	1

Male/Female	2	2
No Response	6	8
DEMOGRAPHICS (Ethnic Background - Race)		
American Indian or Alaskan Native	0	0
Asian	1	0
Black or African American	2	0
Native Hawaiian or Pacific Islander	0	0
Multiracial	0	0
White	12	12
No Response	5	2
DEMOGRAPHICS (Ethnicity)		
Hispanic	4	3
Non-Hispanic	14	10
No Response	2	1
DEMOGRAPHICS (Business Ownership Vet. Status)		
Veteran	1	0
Service-Disabled Veteran	0	0
Non-veteran	9	4
No Response	10	10
COUNSELING ACTIVITY (Areas of Counseling, # of Sessions)		
Business Accounting/Budget	0	0
Business Plan	4	7
Buy/Sell Business	2	2
Cash Flow Management	0	0
COVID-19 Related	11	0
Financing/Capital	3	1
Human Resources/Employee Mg't	0	0
International Trade	1	2
Managing a Business	10	6
Marketing/Sales	1	0
Start-up Assistance	1	3
No Response	0	0
Other	20	14

COOPERATIVE AGREEMENT
BETWEEN
WASHINGTON STATE UNIVERSITY
AND
CHELAN DOUGLAS REGIONAL PORT AUTHORITY

This agreement (the AGREEMENT) is made and entered into between Washington State University, an institution of higher education and an agency of the state of Washington (WSU), by and through its Small Business Development Center (SBDC), and the Chelan Douglas Regional Port Authority (CDRPA), located in Wenatchee, Washington. In this AGREEMENT, the above entities are jointly referred to as PARTIES.

1. PURPOSE

This AGREEMENT sets forth the terms and conditions for the SBDC's provision of small business advising and technical assistance to small business in the Chelan/Douglas area.

2. RESPONSIBILITIES OF THE PARTIES

A. WSU will provide the following to the CDRPA through the Washington SBDC under the terms and conditions of this AGREEMENT:

1. Network of Business Advisor(s) certified by the SBDC to assist the CDRPA in business development and job creation in Chelan/Douglas. Assistance includes but is not limited to: one-on-one small business advising, training seminars and workshops, regular participation on standing committees relevant to economic development as requested by CDRPA, and general strategic planning with CDRPA as requested. Requests must be approved by the State Director or designee. See Addendum A.
2. Regular communication on the activities of the SBDC Business Advisor serving the community, including workshops and coaching related to topic relevant to the small business community.
3. Quarterly reports using the standard SBDC Stakeholder Scorecard format year to date:
 - a. Number of Clients
 - b. Advising hours with clients
 - c. Capital formation
 - d. Jobs created and/or retained
 - e. Business starts

6. Report quarterly to the CDRPA at one (1) of the regularly scheduled organizational meetings.

Reporting in Compliance with the Small Business Act. All reports will be prepared in compliance with the Small Business Act, 15 U.S.C. 631 et seq., and the Standard Operating Procedures of the Small Business Administration and SBDC, including but not limited to SOP 40 03 3 (the procedures and guidelines for Disclosure of Information). Therefore, requests for personal information or other client information may be denied unless the CDRPA or the SBDC has the written permission of the individual to release the information or unless the information is subject to disclosure under the Freedom of Information Act or other applicable laws or regulations.

- B. CDRPA will provide at its expense the following to the SBDC:

1. CDRPA will make appropriate client referrals to the SBDC Advisor.
2. Private office space suitable for confidential client meetings, as detailed below in Section 4. Compensation, accessible during normal business hours.

3. EFFECTIVE DATE AND DURATION

Subject to its other provisions, this AGREEMENT shall be effective (Effective Date) as of 01/01/2022 and shall be completed three (3) years from the Effective Date. This AGREEMENT may be renewed for additional two (2) year periods upon mutual written agreement of the PARTIES.

4. COMPENSATION

- A. Compensation under this AGREEMENT shall be a fixed price contract as follows: CDRPA shall reimburse SBDC Fifteen Thousand Dollars and no/100 (\$15,000.00) per quarter to defray operational costs and salary and benefit costs. For the avoidance of doubt, the maximum compensation to be paid under this AGREEMENT shall be Sixty Thousand Dollars and no/100 (\$60,000.00) per year. The total for this agreement is \$180,000.00 unless modified in writing through an amendment.

In kind match in the form of furnished office space at a location at address, to conduct confidential client meetings and payment of all utilities for such space.

- B. Other expenses reimbursed under this AGREEMENT shall be: None.

5. BILLING AND PAYMENT

- A. SBDC shall submit properly executed and documented bills or vouchers on a quarterly basis to:

Jim Kuntz, Chief Executive Officer
Chelan Douglas Regional Port Authority
One Campbell Parkway Suite A
East Wenatchee, WA 98802
509-884-4700

- B. Payments for the amounts invoiced shall be made by CDRPA within thirty (30) days of receipt of invoice and shall be addressed to:

Washington State University
Sponsored Program Services
PO Box 641025
Pullman, WA 99164-1025

- C. Late payments shall be subject to an interest charge in the amount of one percent per month.

6. TERMINATION

- A. For Convenience: Either PARTY may terminate this AGREEMENT for any reason upon not less than thirty (30) days prior written notice to the other PARTY, and the PARTIES shall be liable only for obligations incurred up to the date of such termination.

- B. For Change In Funding: In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in a manner that materially affects SBDC's ability to perform under this AGREEMENT, SBDC may terminate this AGREEMENT upon fifteen (15) days' written notice, subject to renegotiation under those new funding limitations and conditions.

7. AMENDMENTS

This AGREEMENT may be amended by mutual agreement of the PARTIES. Such amendments shall not be binding unless they are in writing, signed by personnel authorized to bind each of the PARTIES, and attached to this AGREEMENT.

8. DISPUTE RESOLUTION

In the event that a dispute arises under this AGREEMENT that the PARTIES cannot resolve, the dispute shall be determined by a Dispute Panel in the following manner: Each PARTY to this AGREEMENT shall appoint one member to the Dispute Panel. The members so appointed shall jointly appoint one additional member to the Dispute Panel to make a panel of three members. The Dispute Board so constituted shall review the facts, contract terms and applicable statutes and rules, and make a determination of the dispute. The determination of the Dispute Panel shall be final and binding on the PARTIES. The PARTIES shall share equally the costs, if any, for the services of the Dispute Panel.

9. HOLD HARMLESS

Each PARTY to this AGREEMENT shall be responsible for its own acts and/or omissions and those of its officers, employees and agents in the performance of this AGREEMENT. No PARTY to this AGREEMENT shall be responsible for the acts and omissions of those not a party to this AGREEMENT.

10. INDEPENDENT CAPACITY

The employees or agents of each PARTY who are engaged in the performance of this AGREEMENT shall continue to be employees and agents of that PARTY and shall not be considered for any purpose to be employees or agents of the other PARTY. All salaries, wages (including overtime), taxes, insurance, fringe benefits, and payroll obligations of SBDC's personnel shall be the responsibility of SBDC.

11. GOVERNANCE

This AGREEMENT is entered into pursuant to and under the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this AGREEMENT shall be construed to conform to those laws.

12. NOTICE

The contact person for all communications regarding the performance of *this* AGREEMENT shall be:

A. For SBDC:
Duane Fladland, Director
Small Business Development Center
901 East 2nd Ave., Suite 210
Spokane, WA 99202
Telephone: (509) 358-7767
Fax Number: 509-358-7764

B. For CDRPA

Jim Kuntz, Chief Executive Officer
Chelan Douglas Regional Port Authority
One Campbell Parkway Suite A
East Wenatchee, WA 98802
509-884-4700

13. SEVERABILITY

If any provision of this AGREEMENT or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this AGREEMENT which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this AGREEMENT, and to this end the provisions of this AGREEMENT are declared to be severable.

14. WAIVER

A failure by either PARTY to exercise its rights under this AGREEMENT shall not preclude that PARTY from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this AGREEMENT unless stated to be such in writing signed by an authorized representative of the PARTY and attached to this AGREEMENT.

15. ASSIGNMENT

The rights and obligations of the PARTIES hereunder may not be assigned in whole or in part without the express prior written consent of the other PARTY.

16. ENTIRE AGREEMENT

This AGREEMENT contains all the terms and conditions agreed upon by the PARTIES. No other understandings, oral or otherwise, regarding the subject matter of this AGREEMENT shall be deemed to exist or to bind any other PARTIES hereto.

17. SIGNATURES

The PARTIES affirm that the individuals signing this AGREEMENT have been granted the authority to do so, and by their signature affirm that the PARTIES will comply with the terms and conditions of this AGREEMENT.

Memo

To: Board of Directors

From: Trent Moyers

Date: January 4, 2023

Re: Authorization to purchase snow removal equipment

Our truck-mounted snow blower has mechanical issues that are dramatically limiting its effectiveness.

These issues include:

- inability to operate in 4-wheel drive
- requires tire chains to operate (which in turn restricts where and how fast the blower can be operated (approximately 2mph))
- a broken pump assembly bracket (temporarily repaired, but needs to be taken out of service for permanent repair)
- a broken parking brake air can (chocking wheels when parked)

Repairing these issues is complicated by the fact that we don't have another piece of equipment that can perform the same function.

The 2023 budget (adopted on November 22, 2022) included several capital projects at Pangborn Memorial Airport, including A&E fees associated with procuring federally funded snow removal equipment. However, we don't anticipate receiving any new equipment until the 2024/2025 snow season. When we do purchase this new equipment, it is our intent to retain the existing snow blower as a backup.

However, these recent maintenance issues suggest that we may not want to wait until 2024 to procure a piece of equipment that can serve as a backup to our current snow blower.

Therefore, staff have investigated options to find a suitable piece of equipment to provide more redundancy in our fleet until new equipment can be purchased. The various options included...

- Renting equipment (currently renting a blower from Pullman-Moscow Airport)
- Purchasing or leasing a loader-mounted blower (approximately \$225,000 to purchase, \$10,500/month for 2 years to lease)
- Purchase surplus snow blower from Pullman-Moscow Airport for \$50,000.

Although purchasing the Pullman-owned equipment would provide the needed redundancy in our fleet and greatly improve our ability to maintain clear pavements and remove snow around airfield lights and signage, it isn't a substitute for acquiring a new snow blower. This unit is remarkably well-maintained, but it is the same vintage as most of the other snow removal equipment that we have earmarked for replacement (1996). In addition, it's capacity to blow snow is less than we require for larger snow events.

Because this capital purchase is not included in the budget, staff is seeking Board approval to purchase the surplus snow blower from Pullman-Moscow Airport.



Memo

To: Board of Directors

From: Monica Lough

cc: Jim Kuntz

Date: January 10, 2023

Re: CWICC Lease

The Port of Douglas County constructed a facility for the Central Washington Interagency Communication Center (CWICC) to be used for the Wenatchee National Forest Service fire dispatch center. The original lease was for a twenty year term, expiring on May 31, 2023. The PODC issued revenue bonds for construction, which were retired in November of 2020 using proceeds of the CARES Act grant.

We have recently been in communication with James Navarro, the USDA Regional Leasing Contract Officer, in order to negotiate an extended term on the lease. The USDA would like to request a five-year extension while they perform capital planning to determine future needs. Attached is their current proposal, which calls for an initial 10% increase, with 2% annual increases for the following years. This lease exceeds the CEO Delegation of Authority, therefore we are requesting board approval.

From: [Navarro, James - FS](#)
To: [Monica Lough](#)
Subject: RE: [External Email]Lease 1204H101L1704
Date: Thursday, December 15, 2022 1:52:59 PM
Attachments: [image001.png](#)
[DRAFT LA09 Extension.pdf](#)

Hello Monica,

After an internal market analysis review we have determined that your offer is well outside of the market contours for the subject property at an increase of 37%. Additionally, our review of your rent analysis found a 3% & 5% increases to an extension where no tenant improvements are to be provided outside of the terms of the existing lease to be unsubstantiated.

Myself and our budget analyst have determined a fair and reasonable rate for a 5-year extension is \$14.48 *levelized* per square foot. The leveling of the rent provides you, the lessor, with more upfront dollars.

Here's how we derived our valuation.

- Today's fair market value is our current rate of \$12.64. We escalated that figure by 10% bringing year 1 to \$13.91.
- Subsequent year escalations at 2%
- Levelized rent over 5 years; \$14.48 per square foot or \$231,642.24 annually.

I have attached a draft lease amendment with a rent table for your review. Our goal here is to continue our relationship with Chelan Douglas Port Authority for the long term. You will see that we have strived to get very close to your first year annual rent number of \$248,480.00. Additionally, this extension buys us both time to develop our requirements and provided them to you in order to house the Forest Service for a period of up to 20 years. During this extension and requirements development phase, we will certainly entertain discussion around tenant improvements and the costs associated with those improvements and how they fit into the rental rate structure.

Let me know if you have any questions.

James

**DEPARTMENT OF AGRICULTURE
UNITED STATES FOREST SERVICE
LEASE AMENDMENT**

LEASE AMENDMENT NO. 9

TO LEASE NO. 1204H101L1704

ADDRESS OF PREMISES: Central Washington Interagency Communication Center (CWICC)
3840 Airport Way
East Wenatchee, WA 98802

THIS AMENDMENT, made and entered into on this date by and between the Port of Douglas whose address is 455 Sixth Street NE, Suite 100, East Wenatchee, WA 98802 hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:

WHEREAS, the parties hereto extend the term of the lease five (5) years, and indicate revised conditions of said extension,

NOW THEREFORE, these parties covenant and agree that the said Lease is amended, effective July 1, 2023 as follows:

Paragraph 2 and 3 are deleted in its entirety and replaced with the following.

2. TO HAVE AND TO HOLD the said premises with their appurtenances for the term beginning June 1, 2003 through May 31, 2027.

Paragraph 3 is deleted in its entirety and replaced with the following.

3. The Government shall pay the Lessor an annual rent of \$222,560.00 per year at a rate of \$18,546.67 per month in arrears and an annual rent increase of 2.0% effective June 1, 2023.

Years 1 – 5	Annual Rent	Monthly Rent
June 1, 2023 – May 31, 2024	\$222,560.00	\$18,546.67
June 1, 2024 – May 31, 2025	\$227,011.20	\$18,917.60
June 1, 2025 – May 31, 2026	\$231,551.42	\$19,295.95
June 1, 2026 – May 31, 2027	\$236,182.45	\$19,681.87
July 1, 2027 – May 31, 2027	\$240,906.10	\$20,075.51

Rent for a lesser period shall be prorated.

Except as modified in this Lease Agreement, all terms and conditions of the Lease remain in full force and effect, and in the event that any of the terms and conditions of this Agreement conflict with any terms and conditions of the Lease or any previous Lease Agreements, the terms and conditions of this Agreement shall control and govern.

IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

FOR THE LESSOR:

Signature: _____
Name: _____
Title: _____
Entity Name: _____
Date: _____

FOR THE GOVERNMENT:

Signature: _____
Name: James Navarro
Title: Lease Contracting Officer
Date: _____

WITNESSED FOR THE LESSOR BY:

Signature: _____
Name: _____
Title: _____
Date: _____



There is no established policy on electing officer positions. If the current rotation schedule is maintained, the proposed officers for calendar year 2023 would be as follows:

Commissioner Etherington, President

Commissioner DeRock, Vice President

Commissioner Baldwin, Secretary

DRAFT

PORT OF CHELAN COUNTY MINUTES OF THE PORT OF CHELAN COUNTY INDUSTRIAL DEVELOPMENT CORPORATION MEETING

Tuesday, January 10th, 2023

Present:

JC Baldwin, Director
Richard DeRock Director
Donn Etherington, Director

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

Jim Kuntz, Chief Executive Officer
Trent Moyers, Director of Airports
Ron Cridlebaugh, Dir. of Economic Dev.
Stacie de Mestre, Capital Projects Manager
Tricia Degnan, CTC Manager (Zoom)
Sarah Deenik, Communications Specialist
Laura Camarillo Reyes, Admin. Assistant (Zoom)

Monica Lough, Dir. of Finance & Admin.
Ron Russ, Property Manager
Craig Larsen, Economic Dev. Manager
Quentin Batjer, Legal Counsel
Brooke Lammert, Executive Assistant
Julie Avis, Accounting Specialist (Zoom)
Lorena Amador, Accounting Specialist (Zoom)

Guests:

Commissioner Baldwin called the meeting to order at 11:30am.

ELECTION OF OFFICERS

Commissioner Baldwin called for the nominations and election of officers. Commissioner Etherington moved, and Commissioner DeRock seconded, and the Board of Directors of the Port of Chelan County Industrial Development Corporation cast a unanimous ballot for Donn Etherington as President, Richard DeRock as Vice President, and JC Baldwin as Treasurer for 2023. Motion Passed 3-0. The Board of Directors appointed Jim Kuntz as Secretary.

APPROVAL OF MINUTES

Secretary Kuntz read the minutes of the January 10th, 2023 meeting, which were moved for adoption by Commissioner Etherington and seconded by Commissioner DeRock. Motion passed 3-0.

The Port of Chelan County Industrial Development Corporation meeting was adjourned at 11:35 am.

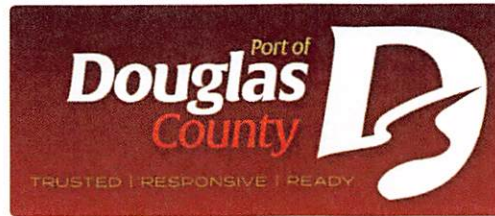
Signed this 10th, day of January, 2023.

PORT OF CHELAN COUNTY INDUSTRIAL DEVELOPMENT CORPORATION BOARD OF DIRECTORS

Donn Etherington, President

Richard DeRock, Vice President

JC Baldwin, Treasurer



There is no established policy on electing officer positions. If the current rotation schedule is maintained, the proposed officers for calendar year 2023 would be as follows:

Commissioner Loeb sack, President

Commissioner Spurgeon, Vice President

Commissioner Huffman, Secretary

PORT OF DOUGLAS COUNTY RESOLUTION No. 2023-01

**A RESOLUTION OF THE PORT OF DOUGLAS COUNTY, WASHINGTON,
AUTHORIZING AND DIRECTING THE EXECUTIVE DIRECTOR TO
EXECUTE, ON BEHALF OF THE PORT OF DOUGLAS COUNTY, AN
AGREEMENT BETWEEN THE WASHINGTON STATE COMMUNITY
ECONOMIC REVITALIZATION BOARD AND THE PORT OF DOUGLAS
COUNTY FOR AID IN FINANCING THE COSTS OF PUBLIC FACILITIES
FOR THE TRADES DISTRICT PROJECT.**

WHEREAS the Board of Commissioners of the Port of Douglas County approved Resolution No. 2022-03 authorizing a CERB Loan/Grant Application for the Trades District Project, and;

WHEREAS CERB has provided an Initial Offering of Financial Aid that has been accepted by the Port of Douglas County on September 19, 2022;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Port of Douglas County authorize and direct the Executive Director of the Port of Douglas County to execute, on behalf of the Port of Douglas County, a Final Contract between the Community Economic Revitalization Board and the Port of Douglas County and such other documents as may be required for securing aid in financing the cost of the public facilities including site work to extend water, sewer and power to each building. Renovation of the existing buildings to create additional space, install rollup doors, windows, ADA accessible restrooms, electrical, HVAC and energy efficiency upgrades. New construction on foundations to match renovation of existing structures.

BE IT FURTHER RESOLVED that the Board of Commissioners of the Port of Douglas County has accepted the offer of the loan from the Community Economic Revitalization Board in the amount of \$2,500,000, said loan to bear interest at the rate of 3% per annum. Repayment of the said \$2,500,000 general obligation loan shall be consistent with the terms provided in the signed Initial Offer of Financial Aid and more particularly as follows:

- General obligation loan of \$2,500,000
- Interest rate: 3% per annum on the outstanding balance
- Term: 20 years maximum, including a payment deferral to July 31, 2025

A copy of said Initial Offer of Financial Aid is attached hereto, designated as **Exhibit A**, and made a part hereof as though set forth herein in full.

An estimated repayment schedule is attached hereto, designated as **Exhibit B**, and made a part hereof as though set forth herein in full.

The Port of Douglas County reserves the right to accelerate payments of principal and eliminate interest on any accelerated principal payments.

This obligation shall be considered as a legal general obligation of the Port of Douglas County and the Port of Douglas County hereby pledges its full faith and credit to the payment thereof.

BE IT FURTHER RESOLVED that the Port of Douglas County shall establish a separate fund to be known as the Community Economic Revitalization Board (CERB) Fund. Establishment of this fund applies to CERB grants and loans. In the case of a loan, there shall be sufficient moneys placed in this fund to meet the above-detailed repayment schedule. The source of payment is: operating and non-operating revenues of the Port of Douglas County.

DATED AND SIGNED this 10th day of January 2023.

DOUGLAS COUNTY PORT COMMISSION

Mark M. Spurgeon, President

W. Alan Loeb sack, Vice-President

James Huffman, Secretary

ATTEST:

James Kuntz, Executive Director

Exhibit

Project Number: B2022-026

Contract #: S22-790A0-249

Washington State Community Economic Revitalization Board

Initial Offer of Financial Aid

Chelan Douglas Regional Port Authority

Federal Tax Number: **91-6160876**

Offer Date: **September 15, 2022**

The Community Economic Revitalization Board (CERB) is authorized by chapter 43.160 RCW to provide funds to political subdivisions to assist in financing the cost of certain public facilities. This Initial Offer of Financial aid is contingent upon the availability of CERB funds. CERB hereby offers to make funds available to the **Chelan Douglas Regional Port Authority**, hereafter referred to as the "Contractor," in order to aid in financing the cost of, or improvements to, public facilities consisting of **Trades District Construction Project** as described in the application (hereafter collectively referred to as the "Project").

This offer consists of:

- General Obligation loan of \$2,500,000
- Interest rate: 3.0 percent (%) per annum on the outstanding principal balance
- Term: 20 years maximum, with a deferral until July 31, 2025.

This offer is subject to completion of pre-contract conditions, as described in Attachment A.

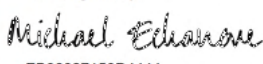
A final contract shall be developed by CERB prior to disbursement of funds. No project costs incurred prior to this offer date will be reimbursed by CERB. In the event a final contract is not executed, no CERB funds will be disbursed.

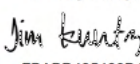
If accepted, this Initial Offer of Financial Aid must be signed and returned to CERB by **October 28, 2022**.

ACCEPTANCE

FOR CERB

FOR THE CONTRACTOR

DocuSigned by:

 EB06027150D4444...
 Michael Echanove, Chair
 Community Economic Revitalization Board

DocuSigned by:

 FBABD435480B466...
 Jim Kuntz, Chief Executive Officer
 Chelan Douglas Regional Port Authority

Date: 9/19/2022 | 4:39 PM EDT

Date: 9/19/2022 | 1:10 PM PDT

Certificate Of Completion

Envelope Id: 8A74E312973145CD8BEE7D982112594E	Status: Completed
Subject: Please DocuSign: Chelan Douglas RPA - CERB IOFA - S22-790A0-249.pdf	
Division:	
Local Government	
Program: CERB	
ContractNumber: S22-790A0-249	
DocumentType:	
Other	
Source Envelope:	
Document Pages: 1	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
EnvelopeId Stamping: Enabled	Barbara Smith
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	1011 Plum Street SE
	MS 42525
	Olympia, WA 98504-2525
	barbara.smith@commerce.wa.gov
	IP Address: 198.239.106.204

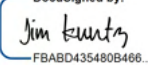
Record Tracking

Status: Original	Holder: Barbara Smith	Location: DocuSign
9/19/2022 12:26:02 PM	barbara.smith@commerce.wa.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Washington State Department of Commerce	Location: DocuSign

Signer Events

Jim Kuntz
jim@cdrpa.org
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

FBABD435480B466...

Timestamp

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Signed: 9/19/2022 1:10:49 PM

Signature Adoption: Pre-selected Style
Using IP Address: 96.46.29.227

Electronic Record and Signature Disclosure:
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ID: 3138d9dd-6a67-4172-b672-84a1c7f6e39b

Michael Echanove
Echanove@palouse.com
Security Level: Email, Account Authentication (None)

DocuSigned by:

EB06027150D4444...

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Signature Adoption: Pre-selected Style
Using IP Address: 64.126.186.92

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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Ron Cridlebaugh ron@cdrpa.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 9/19/2022 12:28:07 PM Viewed: 9/19/2022 1:20:15 PM
Electronic Record and Signature Disclosure: Accepted: 10/4/2021 4:07:47 PM ID: 9d1e8751-4cb3-4938-9a53-7fc5573b2bac		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	9/19/2022 1:39:13 PM
Signing Complete	Security Checked	9/19/2022 1:39:34 PM
Completed	Security Checked	9/19/2022 1:39:34 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Washington State Department of Commerce (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.15 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Washington State Department of Commerce:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: docusign@commerce.wa.gov

To advise Washington State Department of Commerce of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at docusign@commerce.wa.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Washington State Department of Commerce

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to docusign@commerce.wa.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Washington State Department of Commerce

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to docusign@commerce.wa.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Washington State Department of Commerce as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Washington State Department of Commerce during the course of your relationship with Washington State Department of Commerce.

Exhibit B

Loan Amortization Schedule

Enter values	
Loan amount	\$ 2,500,000.00
Annual interest rate	3.00 %
Loan payment period in years	20.00
Number of payments per year	1
Date of first payment	7/31/2024
Payments on First or Last of month	Last
# of deferred principal payments	0
# of deferred Principal & interest payments	

Loan summary	
Scheduled payment	\$ -
Scheduled number of payments	20
Number of payments including P&I deferral	20
Total interest	\$ 894,113.20
For loans with deferred P&I, enter the loan term values to left then enter the ending balance of last deferred payment in box below to calculate the scheduled payment	
Ending balance of last deferred payment	
Number of Principal plus deferred interest	

Contractor name:

Assumptions:

First period is a full period, i.e. if payments are yearly then interest is for a full year.
 Payments are always due on the first or last day of the month

ESTIMATED

Pmt#	Pmt Date	Beginning Balance	Principal	Accrued Interest	Paid Interest	Total Payment	Loan Balance	Cumulative Interest
1	7/31/2024	\$ 2,500,000.00	\$ 69,170.24	\$ 100,535.42	\$ 100,535.42	\$ 169,705.66	\$ 2,430,829.76	\$ 100,535.42
2	7/31/2025	\$ 2,430,829.76	\$ 96,780.77	\$ 72,924.89	\$ 72,924.89	\$ 169,705.66	\$ 2,334,048.99	\$ 173,460.31
3	7/31/2026	\$ 2,334,048.99	\$ 99,684.19	\$ 70,021.47	\$ 70,021.47	\$ 169,705.66	\$ 2,234,364.80	\$ 243,481.78
4	7/31/2027	\$ 2,234,364.80	\$ 102,674.72	\$ 67,030.94	\$ 67,030.94	\$ 169,705.66	\$ 2,131,690.08	\$ 310,512.72
5	7/31/2028	\$ 2,131,690.08	\$ 105,754.96	\$ 63,950.70	\$ 63,950.70	\$ 169,705.66	\$ 2,025,935.12	\$ 374,463.42
6	7/31/2029	\$ 2,025,935.12	\$ 108,927.61	\$ 60,778.05	\$ 60,778.05	\$ 169,705.66	\$ 1,917,007.51	\$ 435,241.47
7	7/31/2030	\$ 1,917,007.51	\$ 112,195.43	\$ 57,510.23	\$ 57,510.23	\$ 169,705.66	\$ 1,804,812.08	\$ 492,751.70
8	7/31/2031	\$ 1,804,812.08	\$ 115,561.30	\$ 54,144.36	\$ 54,144.36	\$ 169,705.66	\$ 1,689,250.78	\$ 546,896.06
9	7/31/2032	\$ 1,689,250.78	\$ 119,028.14	\$ 50,677.52	\$ 50,677.52	\$ 169,705.66	\$ 1,570,222.64	\$ 597,573.58
10	7/31/2033	\$ 1,570,222.64	\$ 122,598.98	\$ 47,106.68	\$ 47,106.68	\$ 169,705.66	\$ 1,447,623.66	\$ 644,680.26
11	7/31/2034	\$ 1,447,623.66	\$ 126,276.95	\$ 43,428.71	\$ 43,428.71	\$ 169,705.66	\$ 1,321,346.71	\$ 688,108.97
12	7/31/2035	\$ 1,321,346.71	\$ 130,065.26	\$ 39,640.40	\$ 39,640.40	\$ 169,705.66	\$ 1,191,281.45	\$ 727,749.37
13	7/31/2036	\$ 1,191,281.45	\$ 133,967.22	\$ 35,738.44	\$ 35,738.44	\$ 169,705.66	\$ 1,057,314.23	\$ 763,487.81
14	7/31/2037	\$ 1,057,314.23	\$ 137,986.23	\$ 31,719.43	\$ 31,719.43	\$ 169,705.66	\$ 919,328.00	\$ 795,207.24
15	7/31/2038	\$ 919,328.00	\$ 142,125.82	\$ 27,579.84	\$ 27,579.84	\$ 169,705.66	\$ 777,202.18	\$ 822,787.08
16	7/31/2039	\$ 777,202.18	\$ 146,389.59	\$ 23,316.07	\$ 23,316.07	\$ 169,705.66	\$ 630,812.59	\$ 846,103.15
17	7/31/2040	\$ 630,812.59	\$ 150,781.28	\$ 18,924.38	\$ 18,924.38	\$ 169,705.66	\$ 480,031.31	\$ 865,027.53
18	7/31/2041	\$ 480,031.31	\$ 155,304.72	\$ 14,400.94	\$ 14,400.94	\$ 169,705.66	\$ 324,726.59	\$ 879,428.47
19	7/31/2042	\$ 324,726.59	\$ 159,963.86	\$ 9,741.80	\$ 9,741.80	\$ 169,705.66	\$ 164,762.73	\$ 889,170.27
20	7/31/2043	\$ 164,762.73	\$ 164,762.73	\$ 4,942.93	\$ 4,942.93	\$ 169,705.66	\$ (0.00)	\$ 894,113.20

DRAFT

**PORT OF DOUGLAS COUNTY
MINUTES OF THE PORT OF DOUGLAS COUNTY
INDUSTRIAL DEVELOPMENT CORPORATION MEETING**
Tuesday, January 10th, 2023

Present:

JC Baldwin, Director
Richard DeRock, Director
Donn Etherington, Director

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

Jim Kuntz, Chief Executive Officer
Trent Moyers, Director of Airports
Ron Cridlebaugh, Dir. of Economic Dev.
Stacie de Mestre, Capital Projects Manager
Tricia Degnan, CTC Manager (Zoom)
Sarah Deenik, Communications Specialist
Laura Camarillo Reyes, Admin. Assistant (Zoom)

Monica Lough, Dir. of Finance & Admin.
Ron Russ, Property Manager
Craig Larsen, Economic Dev. Manager
Quentin Batjer, Legal Counsel
Brooke Lammert, Executive Assistant
Julie Avis, Accounting Specialist (Zoom)
Lorena Amador, Accounting Specialist (Zoom)

Guests:

Commissioner Huffman called the meeting to order at **11:40 am.**

ELECTION OF OFFICERS

Commissioner Huffman called for the nominations and election of officers. Commissioner Spurgeon moved, and Commissioner Loeb sack seconded, and the Board of Directors of the Port of Douglas County Industrial Development Corporation cast a unanimous ballot for Alan Loeb sack as President, Mark Spurgeon as Vice President, and Jim Huffman as Treasurer for 2023. Motion Passed 3-0. The Board of Directors appointed Jim Kuntz as Secretary.

APPROVAL OF MINUTES

Secretary Kuntz read the minutes of the January 10th, 2023 meeting, which were moved for adoption by Commissioner Loeb sack and seconded by Commissioner Spurgeon. Motion passed 3-0.

The Port of Douglas County Industrial Development Corporation meeting was adjourned at **11:45 am.**

Signed this 10th, day of January, 2023.

PORT OF DOUGLAS COUNTY INDUSTRIAL DEVELOPMENT CORPORATION BOARD OF DIRECTORS

W. Alan Loeb sack, President

Mark Spurgeon, Vice President

Jim Huffman, Treasurer



2023 PORT COMMISSION ASSIGNMENTS

<u>Organization</u>	<u>Frequency of Meetings</u>	<u>Primary Port Commissioner</u>	<u>Alternate Commissioner</u>
Chelan-Douglas Transportation Council	2 nd Thursday of every month 9:00 am – 11:00 am	JC Baldwin Richard DeRock	Mark Spurgeon
Chelan County PUD Citizen Advisory Council	As Needed	Donn Etherington	Richard DeRock
Chelan County Tri Commission	Twice Per Year	All Commissioners	
Regional Sports Complex/Aquatics Center	As Needed	Jim Huffman	Donn Etherington
WPPA Board of Directors – Trustee	As Needed	Mark Spurgeon CDRPA President	Donn Etherington CDRPA Vice President
NCW Tech Alliance	3 rd Wed of each month, 3pm-5pm	JC Baldwin	Jim Huffman
Wenatchee Business World Advisory Board	As Needed	Jim Huffman	JC Baldwin
TREAD	As Needed	Donn Etherington	Richard DeRock

Columbia Basin Development League	Meeting dates/times TBD.	Alan Loeb sack	JC Baldwin
Wenatchee Valley Chamber Executive Committee	Monthly, 3 rd Tuesday	Mark Spurgeon	Donn Etherington
Chelan County Trails Advisory Group	Dates and times TBD	Donn Etherington	
District #1 Meeting (Chelan PUD & Chelan County)	Twice Monthly Every Other Wednesday	Donn Etherington	
District #2 Meeting (Chelan PUD & Chelan County)	Monthly; 7:00 am	JC Baldwin	
District #2 Meeting	As Needed Basis	Alan Loeb sack	
District #3 Meeting (Chelan PUD & Chelan County)	Dates and times TBD	Richard DeRock	
Partner Breakfast Meetings	TBD	All Commissioners	
Economic Roundtable Lunches	TBD	All Commissioners	
Douglas County Community Leadership Advisory Group	3 rd Wednesday Every Other Month	Jim Huffman	Richard DeRock
NCWEDD Board	Monthly 2 nd Wed	Jim Huffman	JC Baldwin

2023 COMMUNITY LIAISON ASSIGNMENTS

City of Wenatchee Malaga	Donn Etherington District 1
City of Leavenworth City of Cashmere Peshastin-Dryden	JC Baldwin District 2
City of Chelan City of Entiat Manson Stehekin	Richard DeRock District 3
City of East Wenatchee City of Rock Island	Jim Huffman District 1
City of Bridgeport City of Coulee Dam	Mark Spurgeon District 3
City of Waterville City of Mansfield	Alan Loeb sack District 2



Evergreen Manufacturing Growth Grants

Funding the development of regional cluster acceleration strategies and manufacturing growth

SECTION 1: Program Overview

The Evergreen Manufacturing Growth Grants program, administered by Washington State Department of Commerce (Commerce), aims to increase the number of manufacturing and research and development jobs in Washington State. Our overarching goal is to accelerate innovation and help create jobs in every region of the state. This particular grant program, with a total of \$2 million in funds, is specifically designed to support the development of manufacturing jobs, research and development jobs, and regional cluster acceleration strategies, by fostering an environment of innovation and entrepreneurship.

Individual businesses and industrial innovation cluster organizations (also referred to as “innovation clusters” or “clusters” in this document and in the application forms) are eligible to apply for funding. Applicants are eligible for awards of \$200,000 to \$400,000. The Department of Commerce will determine the total amount of each grant, and will award up to 10 grants total. Applicants are encouraged to demonstrate the availability of matching funds or capital investment to implement any proposed development work or expansions from projects funded by grant awards.

There are two application types available for this program: one form designated for individual businesses, and a second form designated for innovation cluster organizations. For the purposes of this program, a cluster is defined as an existing innovation cluster under Commerce’s Innovation Cluster Accelerator or an entity that is proposing a cluster-related program or project. For more information on innovation clusters, see [What is a cluster? - Washington State Innovation Cluster Accelerator \(icap.washingtonstate.org\)](http://icap.washingtonstate.org). As the website explains, clusters are industry-led groups that work together to drive innovation, pursue market opportunities, and identify and solve challenges that limit growth. Clusters typically include stakeholders from the following groups: industry leaders, entrepreneurs, government, academia, and investors. Groups that self-identify as clusters but do not meet this definition will be deemed ineligible for funding from this program at Commerce’s sole discretion.

Native American businesses and cluster organizations are encouraged to apply for this grant, if they own a manufacturing business or are members of a manufacturing cluster accelerator organization.

Businesses or organizations that are already members of a cluster program affiliated with Washington’s Innovation Cluster Accelerator Program (ICAP) are encouraged to work with their cluster on a joint application, rather than applying for funding separately.

This one-time grant will provide funding to address a variety of regional cluster acceleration strategies, in order to ensure that the entire state can benefit from a strong manufacturing and research and development base. Accordingly, this program will take geographic location into account when choosing grant awardees.

Funding will be provided for the following types of projects:

- Research and development projects, including design and testing of new technologies that align with the state's goal of building a resilient, innovative, and equitable manufacturing and research and development base of employment
- Pilot or demonstration manufacturing projects coordinated with organized industry cluster initiatives
- Strategic assistance related to analysis of existing and potential customer bases and market demands, including analysis of capabilities of business's employees to expand their skillsets
- Strategic assistance related to supply chain management and resilience
- Projects intended to increase manufacturing jobs or research and development jobs regionally within the next five years
- Workforce development initiatives

SECTION 2: Evaluation Criteria

Projects will be evaluated to assess the likelihood that requested funding will support the growth of manufacturing jobs, research and development jobs, and regional cluster acceleration strategies. Applicants will also be evaluated on strategic alignment with Washington's key economic sectors, links to existing or emerging industry clusters, and strategic plans in line with the state's de-carbonization goals.

As a reminder, the state's key economic sectors include aerospace, agriculture, advanced manufacturing, clean technology and renewable energy, forest products, information and communications technology, life science, maritime, and defense. For more information about each sector, please visit the Department of Commerce website: <https://www.commerce.wa.gov/growing-the-economy/key-sectors/>.

In addition to this primary strategic consideration, the Department will evaluate the following criteria:

- Viability of the business or cluster undertaking the proposed project
- Good standing with the state Department of L&I
- Community and/or industry support
- Commitment of matching funds from economic development organizations or other third parties
- DEI commitments and strategies

Applications will be reviewed on a rolling basis by internal Department of Commerce committee.

SECTION 3: Minimum eligibility requirements to apply for this grant

All applicants must meet these minimum requirements:

- The business or cluster organization must be physically located in Washington state or plan to locate in Washington with award subject to proof of long-term lease, site selection before receiving grant award
- Must have a license to do business in Washington state, or be able to obtain one prior to contract execution
- Organizations that apply as a “cluster” must meet Commerce’s approved definition of the term, which is included above

SECTION 4: Application process and additional guidelines

- One grant application can be submitted per business or cluster organization
- Commerce may elect to limit the number of awardees per county to promote geographic diversity of awardees
- If awarded, funding will help accelerate the growth of Washington’s manufacturing and research and development employment base
 - Projected number of jobs to be created over a five year period of time will be required as part of application and award agreement
- Funding must be spent entirely in Washington state
- All awarded funds for this reimbursement-based grant must be utilized prior to June 30, 2023
- Businesses should work with the designated Associate Development Organization (ADO) in the county where the business is located or will grow its presence in crafting their application
- Designated ADOs will submit an application directly to Commerce on behalf of a business
- Cluster organizations are invited to send their application directly to Commerce, and are not required to include a letter of support from an ADO
- Applications are accepted on a rolling basis and will be reviewed until funding is depleted

What do I need to include with my application?

- Grant Application Form
- For individual companies seeking funding, a letter of support by the local Associate Economic Development Organization (ADO) is required
 - Clusters are not required to include a letter of support from an ADO
- At least one additional letter of support
 - An industry organization, or representative of a local jurisdiction such as a city or county elected official or state representative may be able to provide a letter of support.
- Clusters should include two total letters of support with their application

As a reminder, the ADO should forward the applications on behalf of a business directly to Commerce for review. Commerce will not review applications forwarded directly by manufacturing businesses.

Cluster organizations are invited to send their application directly to Commerce, without asking for an ADO to endorse their application or write a letter of support on their behalf. All applications should be submitted to the program contact listed below, and will be acknowledged within two business days.



Due to limited funding, we encourage ADOs to support one application per county.

Contact:

James Mumford, Program Manager

james.mumford@commerce.wa.gov

Phone: 206-256-6142

2001 6th Avenue, Suite 2600, Seattle, WA 98101

SECTION 5: TERMS, CONDITIONS AND INVOICING

Allowable Costs: All expenditures submitted for reimbursement under this grant must be necessary and reasonable for the approved grant project. Construction costs are not eligible.

The following expenditures are allowable, as funds from State grants, matching or otherwise, may be used for:

- design, architectural, and engineering work;
- research and development and pilot demonstration work;
- building permits/fees;
- archeological/historical review;
- site preparation;
- information technology infrastructure (cables and wiring);
- consulting fees related to site or property preparation
- curriculum development and delivery by workforce training entity or institution of higher education

Invoicing: Funds for this grant must be claimed on a reimbursement basis. No payments in advance of or in anticipation of goods or services provided under this grant shall be requested or paid. All costs must be reported for the period incurred. Reimbursement requests must be submitted quarterly.

Expenditure Accounting: The grant recipient shall maintain all financial records according to generally accepted accounting procedures (GAAP) and have internal financial control systems in place to ensure that expenditures against the grant are reasonable and appropriate and that accounting records sufficiently and properly reflect all costs expended in performance of the grant.

Monitoring: The purpose of monitoring is to ensure contractual compliance on the part of grant recipients and to ensure that financial records support program expenditures. Commerce or local ADO staff may schedule on-site visits.

Reporting Requirements: All grant recipients with pending reimbursements will be required to submit quarterly status reports to Commerce. The reports are to highlight progress and performance and to ensure that all awarded funds will be spent by June 30, 2023. The final report on expenses will be due July 9, 2023. Commerce will provide the reporting templates. Awardees will be asked to report the following



information, as it relates to projects funded by this grant, on an annual basis: total number of employees in Washington state, average and median employee salaries, capital expenditures and further investments in property, site visits (if applicable), revenue growth or anticipated growth, awards and recognition from industry groups, and patents issued by the U.S. government. Additional reporting may be required in five (5) years upon expiration of the grant to gauge development and job creation within the project site.

Reporting Retention: Financial management systems shall reflect accurate, current, and complete disclosure of financial results of the project. Grant recipients are to maintain books and records, supported by source documentation, that sufficiently and properly reflect the source of funds and all costs expended for program purposes. These records and financial statements are subject to inspection, review, reproduction, and/or audit by Commerce or its designees for at least six years after the dispersal of funds, the termination or expiration of the grant, or the resolution of litigation or audits related to the program, whichever is latest.

Termination: In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

Termination for Convenience – Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.



Savings: In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

Unsuccessful Applicant Notification: Unsuccessful Applicants will be notified by e-mail.

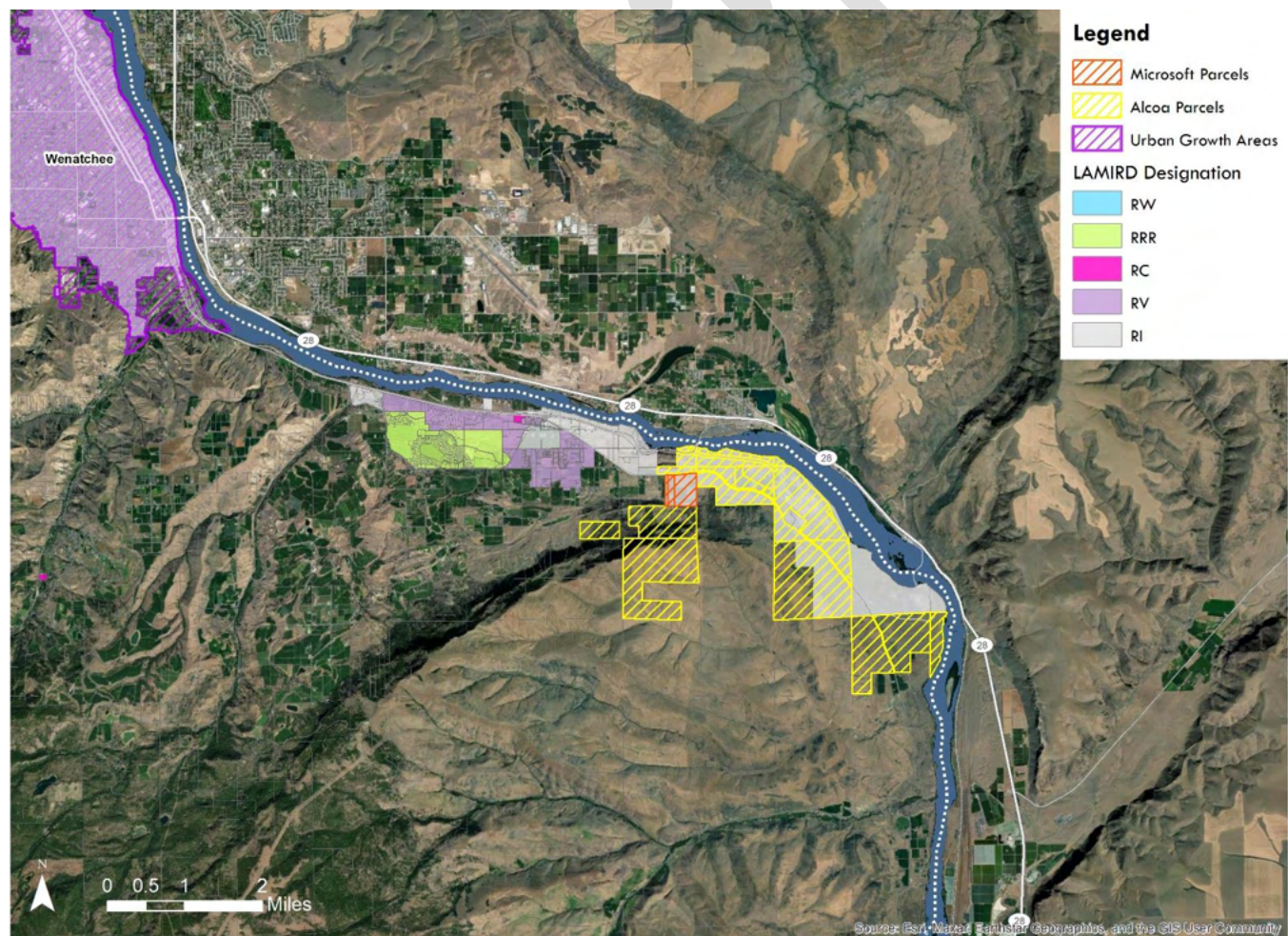
Malaga UGA Options White Paper

Purpose and Goals

The Growth Management Act (GMA) in Washington promotes growth in urban growth areas (UGAs) where urban services (e.g., sewers) are available, protects resource lands of long-term commercial significance (i.e., agriculture, forestry, and mineral lands), and protects rural character. GMA allows urban densities in rural areas through Limited Areas of More Intensive Rural Development (LAMIRDs) which recognizes pre-GMA villages or areas of rural economic or tourist development within logical boundaries. Other exceptions include major industrial developments (RCW 36.70A.365), fully contained communities (RCW 36.70A.350), or master planned resorts (RCW 36.70A.360).

Chelan County is considering the future land use designations and status of the Malaga area. Currently the Comprehensive Plan designates much of Malaga as a LAMIRD, the largest such area in the county, with zones established after a subarea planning process in 2006. The LAMIRD zones in Malaga include Rural Recreational/Residential (RRR), Rural Village (RV), Rural Commercial (RC), and Rural Industrial (RI). See Exhibit 1. Rural Waterfront (RW) is another LAMIRD zone though not applied in Malaga.

Exhibit 1. Malaga Vicinity LAMIRD Zones



Source: Chelan County Assessor 2020, BERK 2022.

The rural character of Malaga is described in the Comprehensive Plan Rural Element as follows:

Malaga's unique rural character is addressed in large part by the Malaga Plan (Appendix E); however, the region outside the plan provides a rural character unlike any other in the County. This area is known for widening roadways that hug the hill sides. Rural farm life is most common with early morning tractors, spraying, farm worker housing, ranches are common where [where] water rights are available. Larger parcels of land with dry farms or natural landscape are common as the roads turn private or end. Moving to the south of Malaga the rural character is defined by industrial uses, primarily the Alcoa plant. Future development and clustering would be compatible when developed in a manner which reduces road cuts and visual impacts, preserves open space, provides agriculture and/or recreational opportunities and protects critical areas.

Malaga is in an area of the county that has relatively less land in federal and state ownership and more in private ownership. Malaga has been growing and changing with new housing. Alcoa's smelter on 2,800 acres has been decommissioned, but Microsoft has purchased 100 acres of land.¹ Other industrial lands lie along the BNSF railroad.

Chelan County has expanded LAMIRDs recently including adding two lots in Malaga to the Rural Industrial Zone to support a Microsoft data center. The Washington Department of Commerce has identified concerns with the size and vacant land availability in the County's LAMIRDs and has suggested a more advanced look at County employment land needs, and tools under GMA to address such needs. (personal communication, Scott Khuta, Commerce, December 30, 2022)

Chelan County wishes to consider options for establishing a UGA in Malaga, either a full UGA with residential and employment uses or an industrial UGA. This docket item was set in 2022, but is anticipated to be phased in, and integrate into the County's next periodic update, due in 2026. Such a process to establish the UGA would be eligible for state funding starting in 2024. (personal communication, Deanna Walter, Chelan County, July 2022) The Chelan Douglas Regional Port Authority has also indicated an interest in supporting the effort in an efficient process and worked with the County to prepare a consultant request for proposal. (personal communication, Jim Kunz and Peter Fraley, September 19, 2022; see also [RFP, March 26, 2022](#))

This white paper describes UGA options and requirements, case studies, local growth trends, and example schedules and procedures for UGA options. These options can be considered in the next phases of study.

Options and Requirements

Two options are addressed in this white paper: designating a standard, full UGA and designating an industrial lands UGA. Each is described below in summary.

Standard UGA

A standard multi-use UGA should be defined by areas characterized by urban growth or lands immediately adjacent that are necessary to support allocated population growth for a 20-year period

¹ See Wenatchee World, Malaga shines bright, May 1, 2022: https://www.wenatchee-world.com/wvbusiness/coverstories/malaga-shines-bright-south-chelan-county-sees-development-whirlwind/article_a7876fe8-bf5c-11ec-8217-6fe75f9505e1.html

and with the availability of urban public services or the ability to extend such services during the planning period. Employment allocations to jurisdictions are recommended though not required. However, UGAs should “accommodate the broad range of needs and uses that will accompany the projected urban growth including, as appropriate, medical, governmental, institutional, commercial, service, retail, and other nonresidential uses.” (See [RCW 36.70a.110](#))

Counties in consultation with cities assign growth targets to each city and UGA and the balance would be assumed in rural areas though rural areas are not “sized”. To date, Malaga and other LAMIRDs have not received growth targets from the County.

Cities are considered the primary provider of urban public services, defined as follows:

[RCW 36.70A.030](#) (27) "Urban governmental services" or "urban services" include those public services and public facilities at an intensity historically and typically provided in cities, specifically including storm and sanitary sewer systems, domestic water systems, street cleaning services, fire and police protection services, public transit services, and other public utilities associated with urban areas and normally not associated with rural areas.

Each city must be in a UGA; isolated unincorporated UGAs that meet GMA parameters may be defined. Counties have designated *unincorporated* UGAs where there are urban densities and services. For example, in Chelan County Manson and Peshastin UGAs have been established.

Sewers are an important urban service in order to achieve urban densities. GMA has been amended to recognize that sewer service may take time in areas with properly functioning septic systems:

[RCW 36.70a.110](#) (9) If a county, city, or utility has adopted a capital facility plan or utilities element to provide sewer service within the urban growth areas during the twenty-year planning period, nothing in this chapter obligates counties, cities, or utilities to install sanitary sewer systems to properties within urban growth areas designated under subsection (2) of this section by the end of the twenty-year planning period when those properties:

- (a)(i) Have existing, functioning, nonpolluting on-site sewage systems;*
- (ii) Have a periodic inspection program by a public agency to verify the on-site sewage systems function properly and do not pollute surface or groundwater; and*
- (iii) Have no redevelopment capacity; or*
- (b) Do not require sewer service because development densities are limited due to wetlands, floodplains, fish and wildlife habitats, or geological hazards.*

Major Industrial Development / Industrial UGA

Establishing a Major Industrial Development / Industrial UGA would involve demonstrating the need for large parcels of land not available in the UGA or a need for resource-based industries near extraction, adequate utilities, environmental and resource land protection, transit and traffic management, etc. An inventory of suitable land needs to be prepared to illustrate large land holdings are not available in UGAs. Such a place cannot be used for retail commercial development or multitenant office parks ([RCW 36.70A.365](#))

In Chelan County, there is industrially zoned land in each of the city limits or their UGAs. The Chelan Douglas Regional Port Authority (via the Port of Chelan County) created an inventory of zoned commercial and industrial land in 2018 (BERK 2018) that could be refreshed.

Case Studies

Below are examples of standard UGAs and Industrial UGAs. These were designated over time, often after the initial designation of UGAs in original Comprehensive Plans and are all unincorporated. Some of them have transitioned from LAMIRDs to UGAs while others were created under the exceptions for urban growth in rural areas to establish job centers where land uses required large tracts of land or are focused on resource extraction. Some of them required adjustments to ensure adequate public facilities or sizing in relation to growth targets.

Exhibit 2. Example Unincorporated UGA Designations

County/UGA	Creation under GMA	Acres	Notes and Changes
Jefferson County Port Hadlock-Irondale LAMIRD/UGA	Ongoing planning since 1998. Full UGA, but phased: Pre-sewer the County's LAMIRD zones apply, and with sewer UGA zones apply.	1,320	Two 2004-2005 Growth Management Hearings Board cases* indicated that the County had to have compliant capital facilities plans so that it would not preclude urban densities prior to sewer being available. Sewer plans were developed since 2008. Sewer system funding was achieved in 2021.
Whatcom County, Columbia Valley	Original Comp Plan adopted in 1997 but Columbia Valley UGA was created in 1999. Full UGA, has sewer district.	1,157	Two large plats originally for seasonal residents make up most of the UGA; small amount of commercial, mostly residential. Reduced in 2009.
Douglas County: Pangborn Industrial Service Area	Created prior to 2011 Industrial UGA	1,681	Expanded and Planned Action adopted in 2012. Expanded in small amount in 2021.
Walla Walla, Attalia Industrial UGA	Creation prior to 2007. Industrial UGA.	9.5 square miles, over 6,000 acres	Land swap in 2018; upheld by GMHB.**
Whatcom County, Cherry Point Major Industrial UGA	Creation in 1997. Industrial UGA.	7,035	Growth allocation (jobs) and capacity analysis prepared over time; however, County balances with original sizing of UGA under Major Industrial UGA provisions and associated large parcel sizes.***

* *Irondale Community Action Neighbors, et al. v. Jefferson County, WWGMHB Case No. 04-2-0022 (FDO, May 31, 2005) and Irondale Community Action Neighbors v. Jefferson County, WWGMHB Case No. 03-2-0010 (Compliance Order, May 31, 2005)*

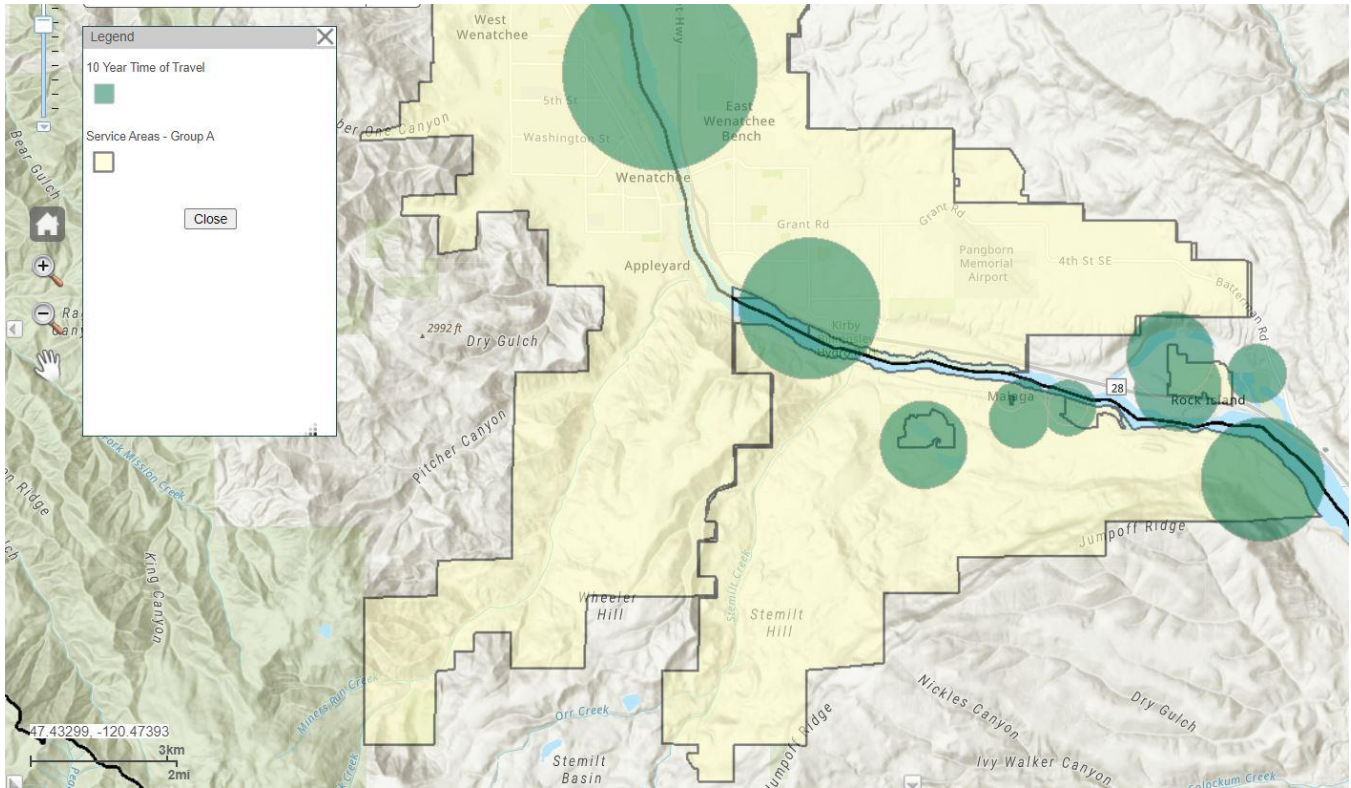
** *Buchanan Farms and Randy Buchanan v. Walla Walla County, Case No. 18-1-0001.*

*** See Finding 112 Whatcom County Council adopted [Ordinance 2016-034](#).

Malaga Services

The Malaga area has local water service in the most developed portion of the community through the Malaga Water District and Three Lakes Water District. The Alcoa site also has its own wells. See Exhibit 3, Exhibit 4, and Exhibit 5. There is no areawide wastewater or stormwater service.

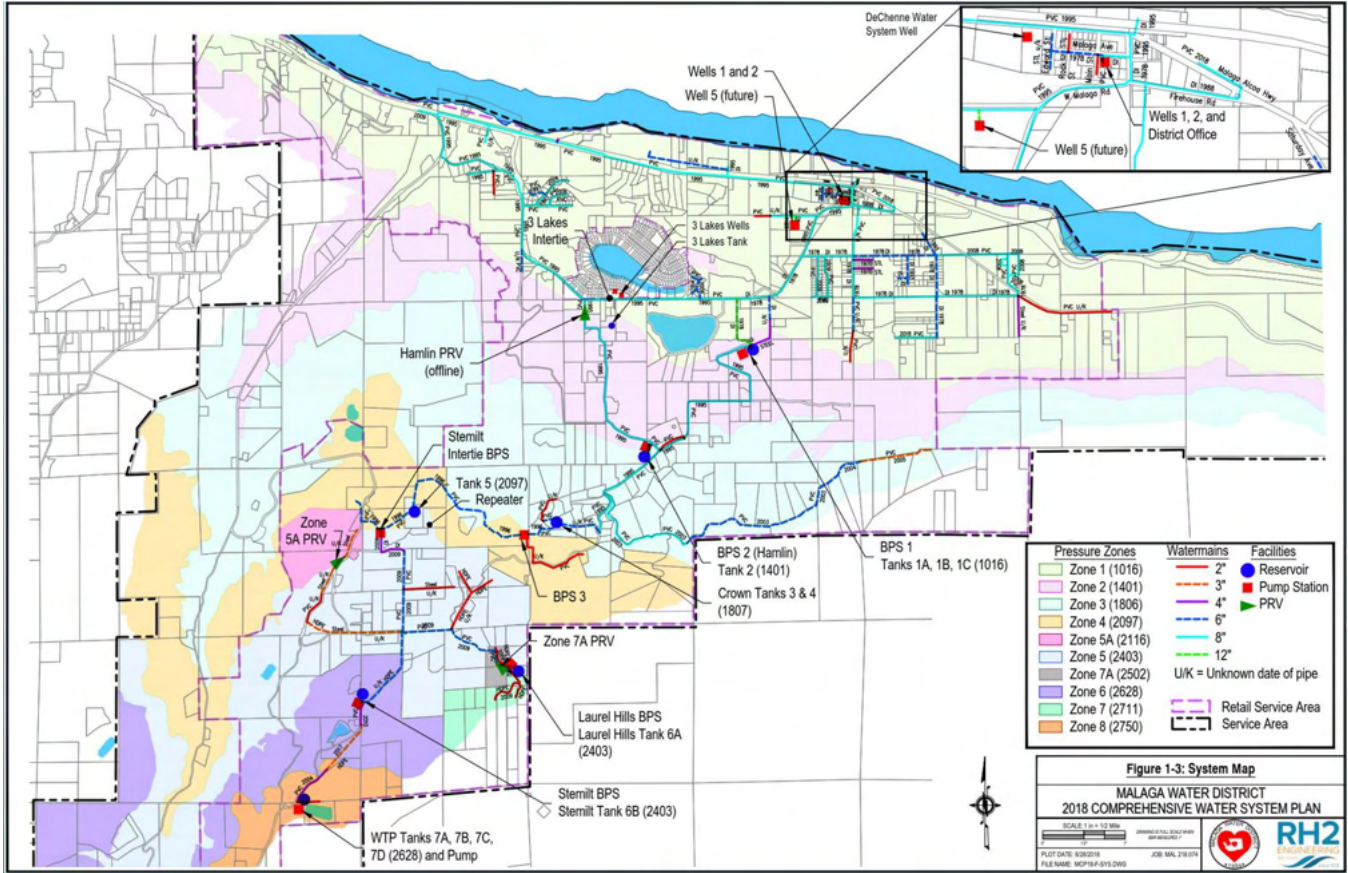
Exhibit 3. Water District Boundaries and Major Wells



Source: Department of Health, 2022.

PRELIMINARY

Exhibit 4. Malaga Water District Current Facilities



Source: Department of Health, 2022; RH2 2018.

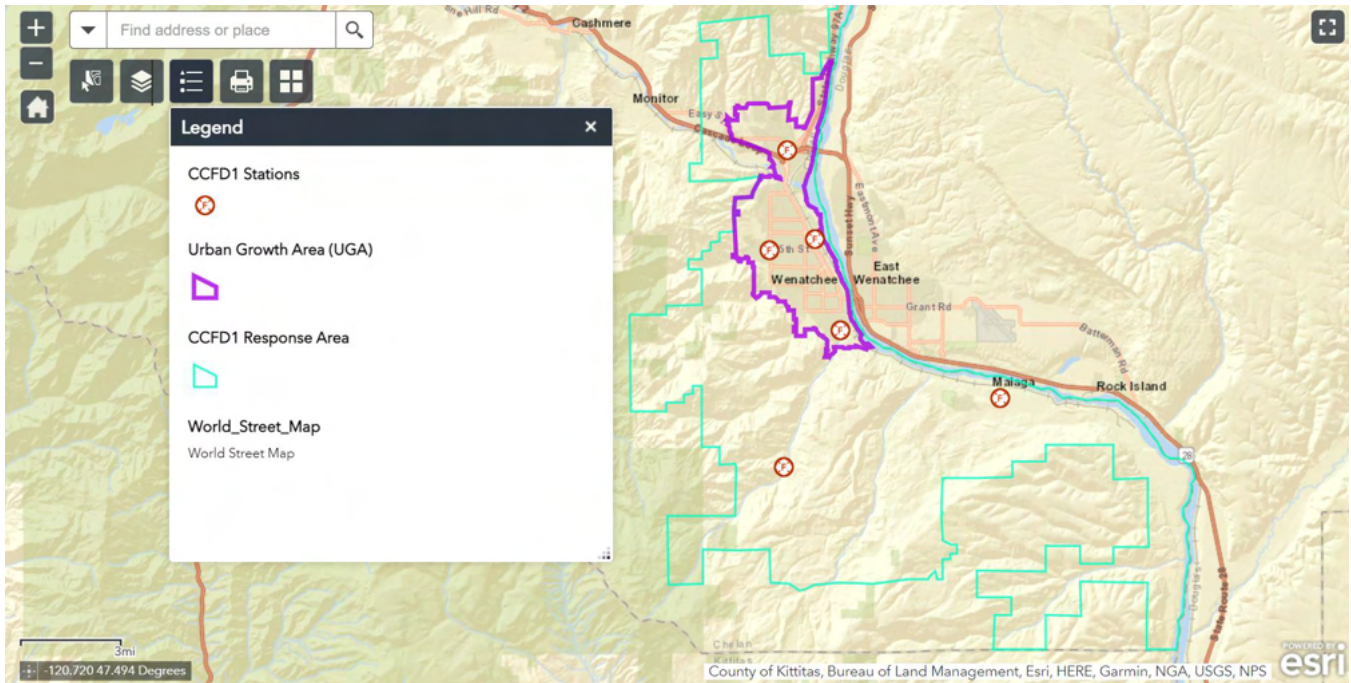
Exhibit 5. Three Lakes Water District Service Area



Source: <https://threelakeswater.com/>

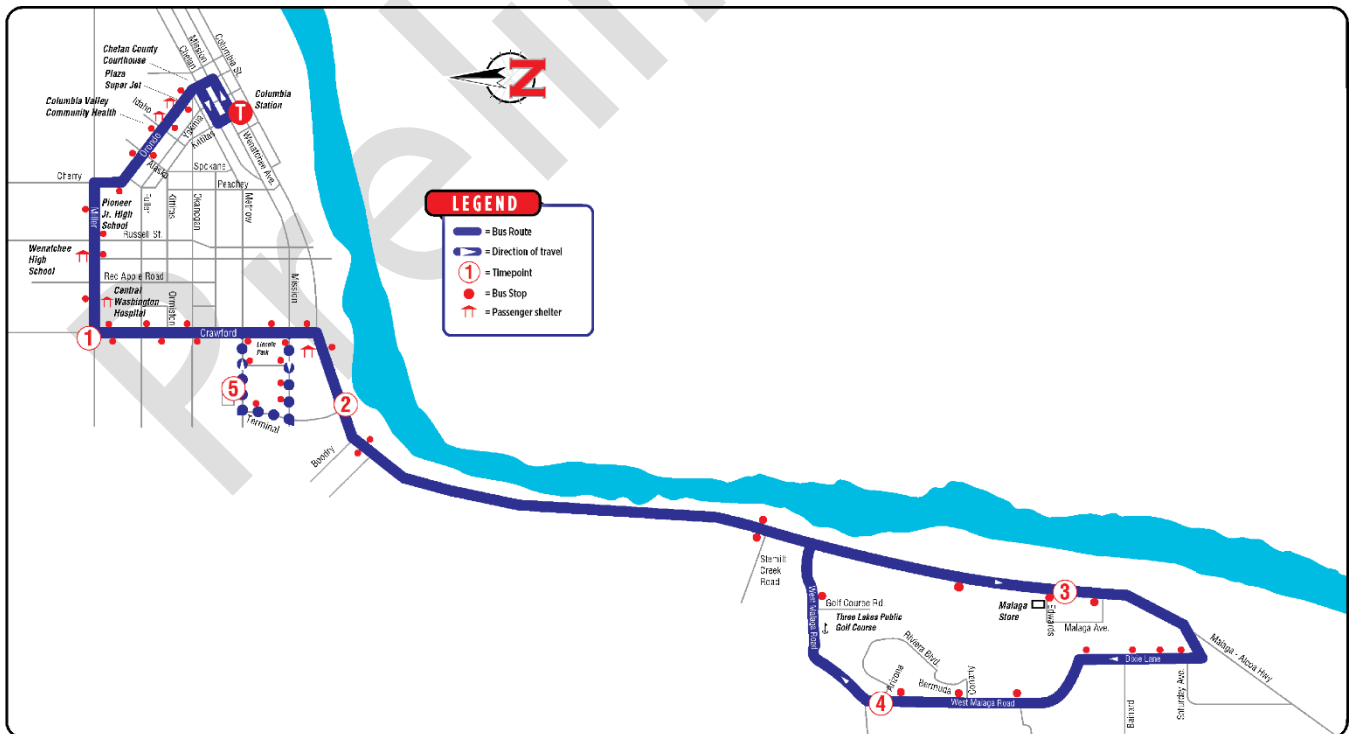
The area is also served by Chelan County Fire District 1 with a local fire station and has local bus service. See Exhibit 6 and Exhibit 7.

Exhibit 6. Fire District 1 Response Area in Malaga Vicinity



Source: Chelan County Fire District 1, accessed 2022.

Exhibit 7. Link Transit: Route 24 from Wenatchee to Malaga with morning, mid-day, and evening service.



Source: Link Transit, accessed 2022.

Growth Trends in Malaga and County

For a standard UGA, the County would need to assign a growth allocation in concert with developing growth allocations with the cities as part of a periodic review and UGA evaluation. The last periodic review was completed in 2017 following a 2015 allocation process. The next periodic review is due in 2026 and the County can initiate discussions with the cities soon. The County has been notified that it will receive some funding support for its Comprehensive Plan efforts in 2024.

The County distributed a State Office of Financial Management (OFM) medium forecast (developed in 2012) to support the 2017 periodic review. Rural areas were allocated one-third of growth and urban areas two-thirds of growth similar to their 1990-2010 share of population growth. See Exhibit 8.

Exhibit 8. Chelan County and Cities Growth Allocations for period 2017-2037

Jurisdiction Specific Population Projections based on Share of Population Growth Between 1990 and 2010
Using OFM 2012 Medium Projection for Chelan County

	Share of 1990-2010 Population Growth	Adjusted Population Allocations	2014 OFM Estimate	2015 Projection	2016 Projection	2017 Projection	2035 Projection	2036 Projection	2016-2036 20-year change	2037 Projection	2017-2037 20-year change	2040 Projection
Manson UGA	3.69%	3.69%	2,032	2,064	2,089	2,115	2,507	2,523	433	2,538	423	2,583
Chelan UGA*	2.88%	3.61%	4,384	4,416	4,440	4,465	4,849	4,864	424	4,880	414	4,924
Entiat UGA	2.01%	2.01%	1,143	1,161	1,174	1,188	1,402	1,411	237	1,420	231	1,444
Leavenworth UGA	1.71%	1.71%	2,404	2,419	2,431	2,442	2,624	2,631	201	2,638	196	2,659
Peshastin UGA	0.32%	0.32%	671	674	676	678	712	714	38	715	37	719
Cashmere UGA	2.88%	2.88%	3,742	3,767	3,787	3,807	4,112	4,125	338	4,137	330	4,172
Wenatchee UGA	53.09%	53.09%	38,454	38,921	39,279	39,649	45,286	45,517	6,238	45,741	6,093	46,389
Urban	66.58%	67.31%	52,830	53,422	53,876	54,344	61,491	61,784	7,908	62,069	7,724	62,890
Rural	33.42%	32.69%	21,470	21,758	21,978	22,206	25,677	25,819	3,841	25,957	3,752	26,356
TOTAL	100.00%	100.00%	74,300	75,180	75,854	76,550	87,168	87,603	11,749	88,026	11,476	89,246

*Modified based on population changes from 1990-2015

Source: Chelan County Comprehensive Plan 2017-2037, Appendix B

OFM recently published 2022 projections out to the year 2050. For similar years, the expected growth is slightly higher for Chelan County. This county-wide projection can inform the next growth allocations Chelan County would make with cities. It could also support more in depth analysis for Malaga in 2023 or 2024 ahead of the 2026 Comprehensive Plan Update. See Exhibit 9.

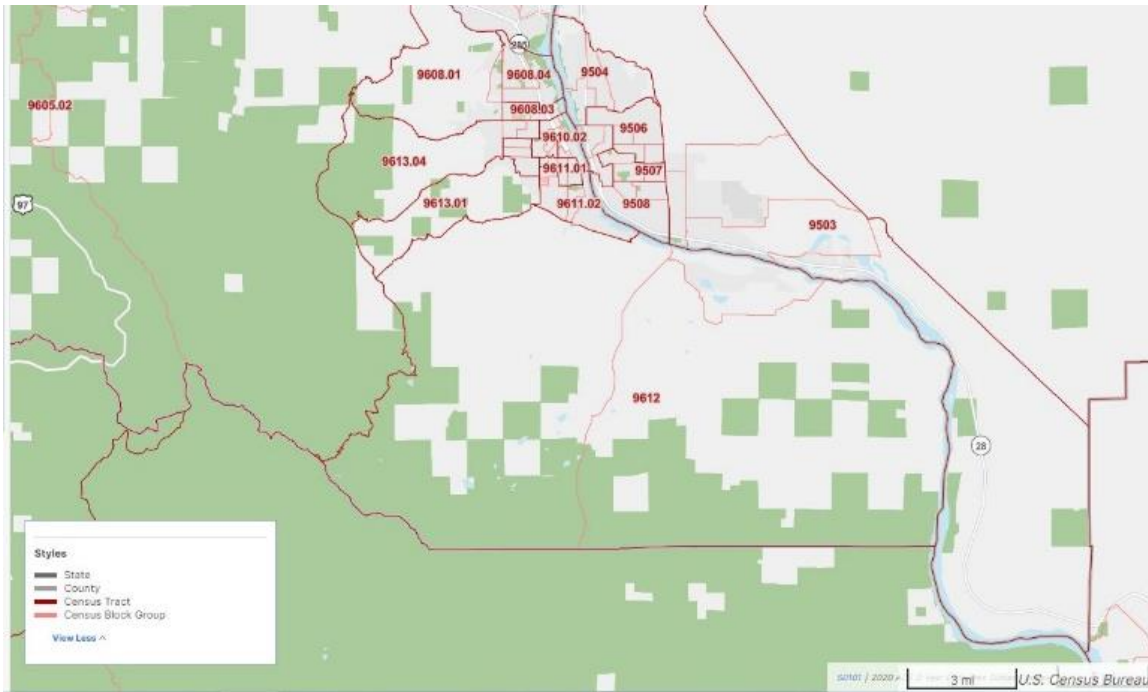
Exhibit 9. State OFM 2022 Projections to Year 2050

OFM Adj. Census	Estimate		Projection						
	2021	2022	2025	2030	2035	2036	2037	2040	2050
79,141	80,000	80,650	82,483	85,889	89,022	89,616	90,202	91,914	97,195

Source: State Office of Financial Management, 2022.

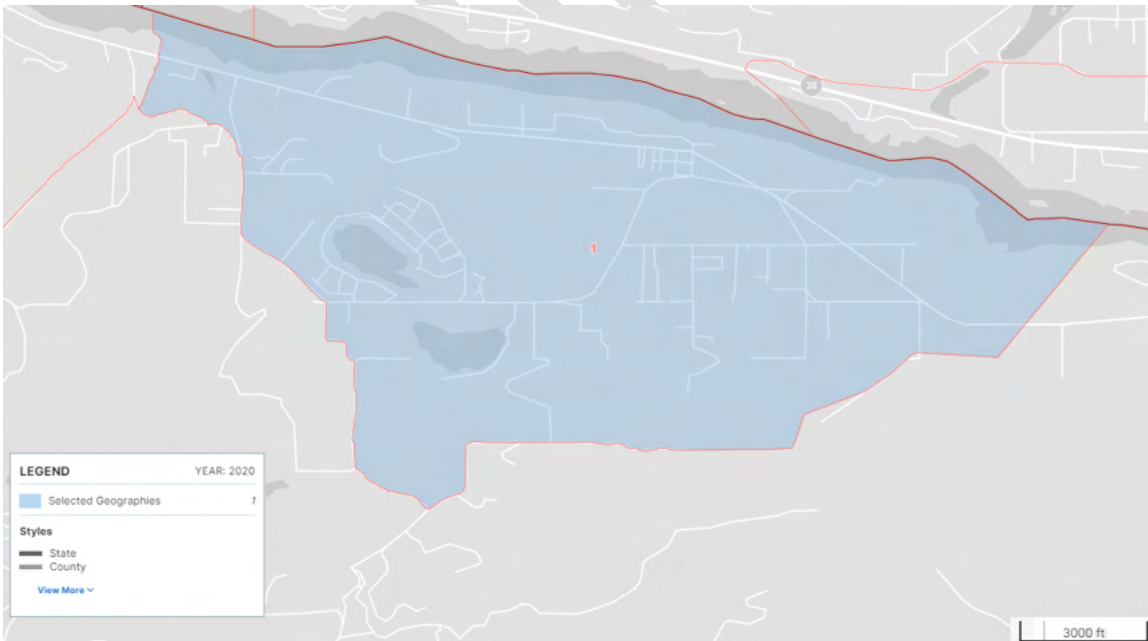
To support a comparison of growth rates, a review of census tracts and block groups was conducted. See Exhibit 10 and Exhibit 11. Block Group 1 of Tract 9612 is the densest portion of the Malaga area where the LAMIRD designations apply.

Exhibit 10. Census Geography Malaga Area – Census Tract 9612



Source: US Census 2020

Exhibit 11. Census Geography Malaga Area – Census Tract 9612 Block Group 1



Source: US Census 2020

Reviewing growth rates in the Census tract and Block Group, the Malaga area has growth rates exceeding that of Chelan County as a whole. See Exhibit 12.

Exhibit 12. Growth Rates County and Malaga Area

	Population			Housing Units		
	Chelan County	Malaga Census Tract (530079612)	Malaga Block Group (530079612001)	Chelan County	Malaga Census Tract (530079612)	Malaga Block Group (530079612001)
2010	72,453	3,762	1,703	35,465	1,507	634
2020	79,074	4,531	1,745*	37,267	1,759	721
2021	80,000	4,637	1,966	37,846	1,821	759
2022	80,650	4,702	1,999	38,398	1,862	777
Share of Countywide (2020)	--	5.7%	2.2%	--	4.7%	1.9%
Growth Rate 2010-2020	0.9%	1.9%	0.2%*	0.5%	1.6%	1.3%
Growth Rate 2010-2022	1.1%	2.3%	1.6%	0.8%	2.1%	2.1%

Note: Per OFM small area estimates, the population figure may be more correct at 1,894, in which case the growth rate would be higher.

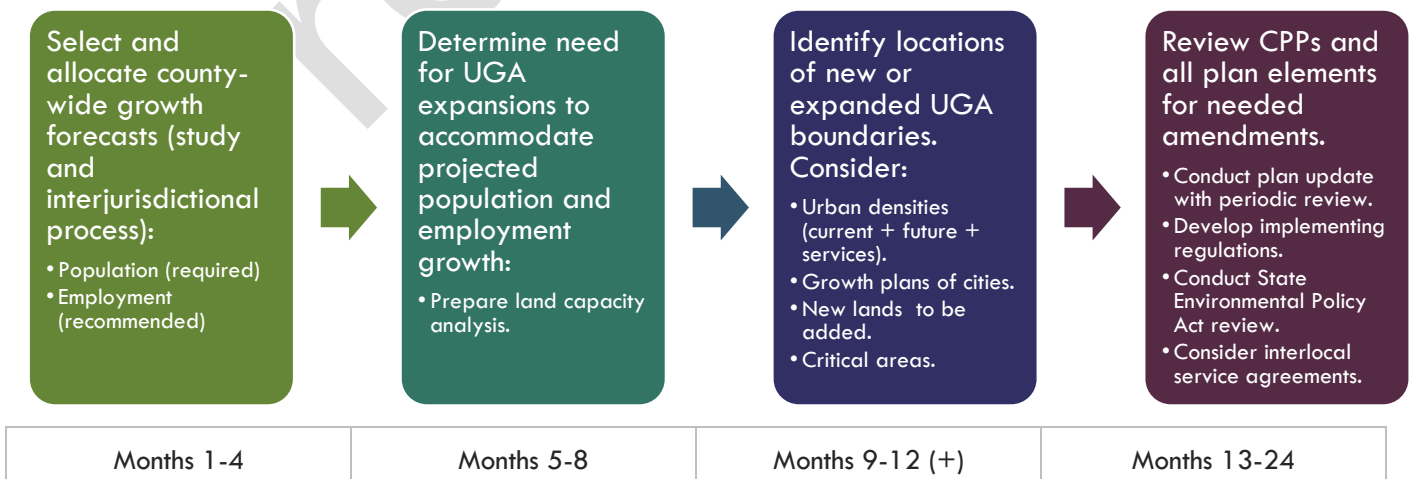
Sources: 2010-2020 from US Census; 2021-2022 OFM Small Area Estimates; BERK 2022.

UGA Process and Schedule

Case law has demonstrated that counties must consider the appropriate sizing of new or expanded UGAs while considering all UGAs. (See for example, Kitsap County - KCRP VI, 06-3-0007.)

Establishing a standard UGA could take 12-24 months, with the timing depending on the interlocal process to establish county growth allocations, identify and size UGA boundaries, conduct environmental review, and amend plans as part of the periodic review.

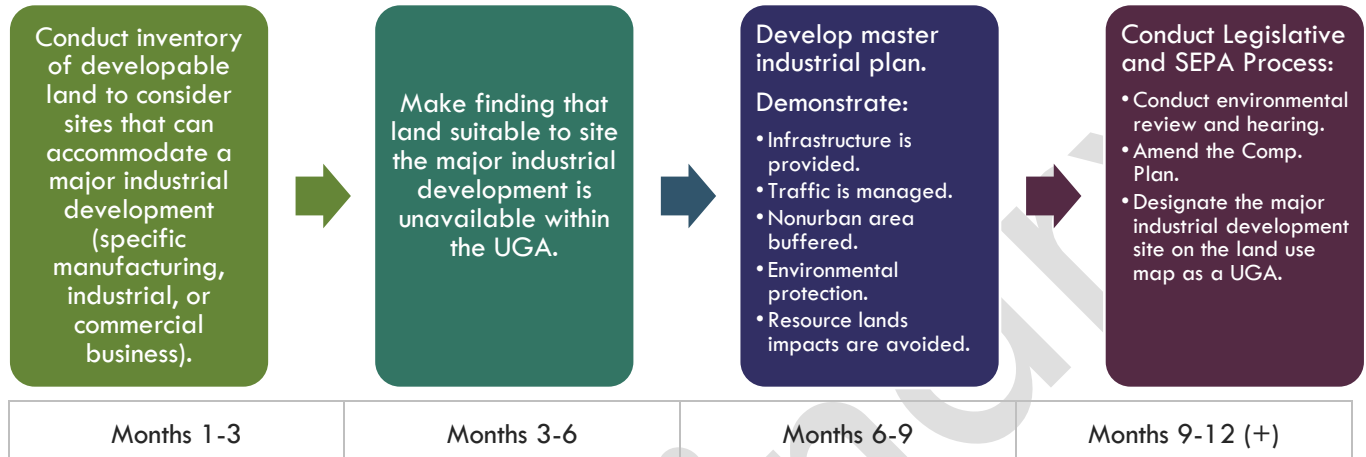
Exhibit 13. Standard UGA Review Process



Source: <https://app.leg.wa.gov/WAC/default.aspx?cite=365-196-310>.

Establishing an Industrial UGA could be more straightforward by following the steps at RCW 36.70A.365 as part of a docket process; the environmental review process may be more or less straightforward depending on the location, existing and planned uses, etc. See Exhibit 14. Since GMA rules recommend interjurisdictional allocation of employment targets, it may be appropriate to address such a UGA with the periodic review similar to Exhibit 13.

Exhibit 14. Industrial UGA Process



Source: <https://app.leg.wa.gov/RCW/default.aspx?cite=36.70A.365>.

Preliminary



Acct Name: CHELAN DOUGLAS REGIONAL PORT

SUMMARY - USD

Page 1

Acct Number: XXXXXXX013

For period 11/01/2022 - 11/30/2022

ACTIVITY - Settled/Cleared Cash Activity

Transaction Type	Amount
Purchases	0.00
Purchase Reversals	0.00
Sales	0.00
Sale Reversals	0.00
Withdrawals	0.00
Receipts	0.00
Deliveries	0.00
Principal Reversals	0.00
Interest	0.00
Interest Reversals	0.00
Interest Adjustments	0.00
Maturities	0.00
Calls	0.00
Puts	0.00
Paydowns	0.00
Paydown Adjustments	0.00
Payups	0.00
Payup Adjustments	0.00
Cash Dividends	0.00
Balance Changes	0.00
Stock Dividends	0.00
Closeouts	0.00
Closeout Dividends	0.00
Net Activity	0.00

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Statement Contents

- *Summary
- *Activity - Projected Activity for Next Statement Period
- *Holdings
- *Cash Flow Projections

HOLDINGS - Custody

Category	Par/Shares	Original Face	Principal Cost	Market Value
Treasury Obligations	1,570,000.00000	1,570,000.00000	1,488,362.90	1,436,280.85
US Government Agency Securities	2,500,000.00000	2,500,000.00000	2,588,983.50	2,437,095.00
Total Custody Holdings	4,070,000.00000	4,070,000.00000	4,077,346.40	3,873,375.85



Acct Name: CHELAN DOUGLAS REGIONAL PORT

ACTIVITY - USD

Acct Number: XXXXXXXX013

Projected Activity for Next Statement Period

Date Ticket	Activity	Description	Rate Maturity	Par/Shares Price/NAV	Security ID	Amount
12/09/2022 392209429	Interest	FEDERAL HOME LOAN BANK 12/09/22	1.875 12/09/2022		313381BR5	4,687.50
12/09/2022 392209429	Maturity	FEDERAL HOME LOAN BANK 12/09/22	1.875 12/09/2022		313381BR5	500,000.00
12/19/2022 392209428	Interest	FEDERAL HOME LOAN MTG CORP 06/19/23	2.750 06/19/2023		3137EAEN5	6,875.00
Net Projected Activity						511,562.50



Acct Name: CHELAN DOUGLAS REGIONAL PORT
 Acct Number: XXXXXXXX013

HOLDINGS AS OF 11/30/2022 - USD

CUSTODY

Maturity	Security ID Ticket	Rate Acq Date	Description	Par/Shares Original Face	Principal Cost	Market Value NAV
Treasury Obligations						
10/31/2023	91282CDD0 392221580	.375 01/22	U S TREASURY NOTE .375 NOTE 2023	500,000.00 500,000.00	495,703.13	480,351.50
08/31/2025	91282CAJ0 392218130	.250 08/21	U.S. Treasury Notes .250, 08/31/2025	500,000.00 500,000.00	491,972.66	449,453.00
02/28/2026	91282CBQ3 392225176	.500 10/22	U.S. Treasury Notes 91282CBQ3 2/28/2026	570,000.00 570,000.00	500,687.11	506,476.35
Treasury Obligations Total				1,570,000.00000	1,488,362.90	1,436,280.85
				1,570,000.00000		
US Government Agency Securities						
12/09/2022	313381BR5 392209429	1.875 02/20	FEDERAL HOME LOAN BANK 12/09/22	500,000.00 500,000.00	506,935.00	499,722.00
06/19/2023	3137EAEN5 392209428	2.750 02/20	FEDERAL HOME LOAN MTG CORP 06/19/23	500,000.00 500,000.00	522,897.50	494,582.50
02/05/2024	3135G0V34 392209427	2.500 02/20	FEDERAL NATL MORTGAGE ASSN 02/05/24	500,000.00 500,000.00	521,402.50	487,235.00
09/13/2024	3130A2UW4 392209426	2.875 02/20	FEDERAL HOME LOAN BANK 09/13/24	500,000.00 500,000.00	532,965.00	484,642.00
01/07/2025	3135G0X24 392209425	1.625 02/20	FEDERAL NATL MORTGAGE ASSN 01/07/25	500,000.00 500,000.00	504,783.50	470,913.50
US Government Agency Securities Total				2,500,000.00000	2,588,983.50	2,437,095.00
				2,500,000.00000		
Total Custody Holdings				4,070,000.00000	4,077,346.40	3,873,375.85
				4,070,000.00000		



Acct Name: CHELAN DOUGLAS REGIONAL PORT
 Acct Number: XXXXXXXX013

CASH FLOW PROJECTIONS - USD
For The Next 12 Months

Last Pay Date	Ticket	Dec 22	Jan 23	Feb 23	Mar 23
Security ID		Apr 23	May 23	Jun 23	Jul 23
Description		Aug 23	Sep 23	Oct 23	Nov 23
12/09/2022	392209429	504,687.50	0.00	0.00	0.00
313381BR5		0.00	0.00	0.00	0.00
FEDERAL HOME LOAN BANK		0.00	0.00	0.00	0.00
06/19/2023	392209428	6,875.00	0.00	0.00	0.00
3137EAEN5		0.00	0.00	506,875.00	0.00
FEDERAL HOME LOAN MTG CORP		0.00	0.00	0.00	0.00
10/31/2023	392221580	0.00	0.00	0.00	0.00
91282CDD0		0.00	937.50	0.00	0.00
U S TREASURY NOTE		0.00	0.00	500,937.50	0.00
02/05/2024	392209427	0.00	0.00	6,250.00	0.00
3135G0V34		0.00	0.00	0.00	0.00
FEDERAL NATL MORTGAGE ASSN		6,250.00	0.00	0.00	0.00
09/13/2024	392209426	0.00	0.00	0.00	7,187.50
3130A2UW4		0.00	0.00	0.00	0.00
FEDERAL HOME LOAN BANK		0.00	7,187.50	0.00	0.00
01/07/2025	392209425	0.00	4,062.50	0.00	0.00
3135G0X24		0.00	0.00	0.00	4,062.50
FEDERAL NATL MORTGAGE ASSN		0.00	0.00	0.00	0.00
08/31/2025	392218130	0.00	0.00	625.00	0.00
91282CAJ0		0.00	0.00	0.00	0.00
U.S. Treasury Notes		625.00	0.00	0.00	0.00
02/28/2026	392225176	0.00	0.00	1,425.00	0.00
91282CBQ3		0.00	0.00	0.00	0.00
U.S. Treasury Notes		1,425.00	0.00	0.00	0.00
		511,562.50	4,062.50	8,300.00	7,187.50
		0.00	937.50	506,875.00	4,062.50
		8,300.00	7,187.50	500,937.50	0.00
Total Projected Cash Flow		1,559,412.50			

Projections are made only on holdings paid through U.S. Bank and are not guaranteed.

2023 CDRPA Calendar of Events

JANUARY 2023

Date:	Time:	Event:	Location:	Attending:
10-Jan	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
10-Jan	6:00pm	Mansfield City Council Meeting		Kuntz
12-Jan	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
13-Jan	12:00pm-2:00pm	Social to Introduce Eric ffitch	Executive Flight	Commisioners; Staff
16-Jan	All Day	MLK Day - Office Closed	All Offices	CDRPA Staff
17-Jan	7:00am	Rotary Club of Wenatchee - Port Presentation	Pybus Event Center	Kuntz; Deenik
18-Jan	10:00am	Steering Committee Meeting - Regional Aquatics Center	CTC	Kuntz, Huffman & de Mestre
20-Jan	8:30am-9:30am	MG Daugherty Meeting	Campy Murray	Kuntz, Lough, Moyers
24-Jan	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
24-26 Jan	All Day	NBAA Schedulers & Dispatchers Conf.	Nashville, TN	Moyers & Goodrich
30 Jan - 2 Feb	All Day	Washington D.C. Delegation Visit	Washington, D.C.	Kuntz, Lough, DeRock, Spurgeon & Etherington
30 Jan - 1 Feb	All Day	Metro Connect - Data Center Conf	Fort Lauderdale, FL	Cridlebaugh

FEBRUARY 2023

Date:	Time:	Event:	Location:	Attending:
2-Feb	7:00am-7:00pm	WPPA Port Day Olympia	Legislative Building, Olympia Yacht Club	Baldwin
9-Feb	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
14-Feb	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
14-16 Feb	All Day	World Ag Expo	Tulare, CA	Cridlebaugh
20-Feb	All Day	President's Day - Office Closed	All Offices	CDRPA Staff
28-Feb	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

MARCH 2023

Date:	Time:	Event:	Location:	Attending:
2-Mar	5:30pm-9:00pm	WVCC Annual Banquet	Wenatchee Conv. Center	Commissioners Baldwin, Spurgeon and Loeb sack
9-Mar	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
14-Mar	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
20-23 Mar	All Day	Routes Americas (Airline Meetings)	Chicago, IL	Moyers
22-Mar	7:30am-9:00am	Partners Breakfast	Wenatchee Conv. Center	CDRPA Staff
23-Mar	12:00pm-1:30pm	Partners Lunch	Wenatchee Conv. Center	CDRPA Staff
27-30 Mar	All Day	Enterprise Connect - Data Center Conf.	Orlando, FL - Gaylord Palms	Kuntz
28-Mar	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

APRIL 2023

Date:	Time:	Event:	Location:	Attending:
11-Apr	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
25-Apr	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

MAY 2023

Date:	Time:	Event:	Location:	Attending:
8-10 May	All Day	WAMA Annual Conference	Spokane, WA	Moyers

8-11 May	All Day	Data Center World Conference	Austin, TX - Convention Center	Larsen
9-May	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
11-May	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
17-19 May	All Day	WPPA 2023 Spring Meeting	Davenport Hotel	
23-May	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
29-May	All Day	Memorial Day - Office Closed	All Offices	CDRPA Staff
JUNE 2023				
Date:	Time:	Event:	Location:	Attending:
3-5 Jun	All Day	AAAE Annual Conference	Denver, CO	Moyers
7-9 Jun	All Day	WPPA Fin. & Admin Seminar	Alderbrook Resort	
8-Jun	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
13-Jun	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
27-Jun	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
JULY 2023				
Date:	Time:	Event:	Location:	Attending:
4-Jul	All Day	Independence Day - Office Closed	All Offices	CDRPA Staff
11-Jul	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
13-Jul	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
24-26 Jul	All Day	WPPA 2023 Commissioner Seminar	Alderbrook Resort	
25-Jul	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
AUGUST 2023				
Date:	Time:	Event:	Location:	Attending:
8-Aug	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
10-Aug	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
13-15 Aug	All Day	Routes Takeoff (Airline Meetings)	Atlantic City, NJ	Moyers
22-Aug	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
SEPTEMBER 2023				
Date:	Time:	Event:	Location:	Attending:
4-Sep	All Day	Labor Day - Office Closed	All Offices	CDRPA Staff
10-12 Sep	All Day	National Airports Conference	Spokane, WA	Moyers
12-Sep	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
14-Sep	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
19-22 Sep	All Day	2023 WFOA 68th Annual Conf.	Spokane Convention Ctr.	
20-22 Sep	All Day	NWAAAE Annual Conference	Kelowna, BC	Moyers
26-Sep	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
OCTOBER 2023				
Date:	Time:	Event:	Location:	Attending:
10-Oct	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
12-Oct	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
24-Oct	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
26-27 Oct	All Day	Small Ports Seminar	Campbell's Resort	
NOVEMBER 2023				
Date:	Time:	Event:	Location:	Attending:
9-Nov	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock

14-Nov	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
23-Nov	All Day	Thanksgiving Holiday - Office Closed	All Offices	CDRPA Staff
24-Nov	All Day	Thanksgiving Holiday - Office Closed	All Offices	CDRPA Staff
28-Nov	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
DECEMBER 2023				
Date:	Time:	Event:	Location:	Attending:
6-8 Dec	All Day	WPPA 2023 Annual Meeting	Hilton: Vancouver	
12-Dec	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
14-Dec	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
25-Dec	All Day	Christmas - Office Closed	All Offices	CDRPA Staff
26-Dec	All Day	Christmas - Office Closed	All Offices	CDRPA Staff