

**Chelan Douglas Regional Port Authority
Meeting Agenda
January 12th, 2021
9:00 am**

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

I. CALL TO ORDER

**Note: When the Chelan Douglas Regional Port Authority meeting is called to order, the Port of Chelan County and Port of Douglas County meetings are simultaneously called to order.*

II. INTRODUCTIONS

III. CONFLICT OF INTEREST

IV. CONSENT AGENDAS

CDRPA: Approval of Chelan Douglas Regional Port Authority Minutes of December 22nd, 2020 Meeting; CDRPA Resolution No. 2021-01 Voiding Check No.'s 7351, 7424, 7428, and 7430; and Check Register Pages #2020-63-#2020-65, including Electronic Transfers

POCC: Approval of POCC Check Register Pages #2020-18-#2020-19, including Electronic Transfers

PODC: Approval of PODC Check Register Page #2020-20

V. PRESENTATIONS

- Olds Station Update – Sgt. Brian Miller, Special Services Division, City of Wenatchee (10:00 am)

VI. CDRPA ACTION ITEMS

- (1) Election of Officer Positions
- (2) Consultant Services Agreement Related to EPA Grant - Maul Foster Alongi
- (3) Sick Leave Policy Update

VII. POCC ACTION ITEMS

- (4) Election of Officer Positions

VIII. POCC INDUSTRIAL DEVELOPMENT CORP

- (5) Election of Officer Positions
- (6) Approval of Minutes of January 12th, 2021

IX. PODC ACTION ITEMS

- (7) Election of Officer Positions

X. PODC INDUSTRIAL DEVELOPMENT CORP

- (8) Election of Officer Positions
- (9) Approval of Minutes of January 12th, 2021

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

- Board of Directors – Meeting Assignments
- Cashmere Mill District – Land Purchase Offer
- Airport Boundary Line Adjustment – Proposed Lots
- Actapio Update
- S.P.O.R.T. Lineage North
- IB#2 Potential Tenants
- Partners in Economic Development – Non Profits Selection Criteria
- Fibro Corporation Settlement Agreement

XII. 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

XIII. PUBLIC COMMENT

XIV. REVIEW CALENDAR OF EVENTS

XV. ITEMS FROM BOARD OF DIRECTORS

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

XVII. ADJOURN

PLEASE NOTE: The agenda is tentative only. The Board of Directors may add, delete, or postpone items and may take action on any item not on the agenda. 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.



**Chelan Douglas Regional Port Authority
Board of Directors**

SUGGESTED MOTIONS

January 12th, 2021

CONSENT AGENDAS

CDRPA CONSENT AGENDA

To approve the Chelan Douglas Regional Port Authority (CDRPA) Consent Agenda consisting of minutes of December 22nd, 2020 meeting; CDRPA Resolution No. 2021-01 Voiding Check No.'s 7351, 7424, 7428, and 7430; and Check Register Pages #2020-63-#2020-65, including Electronic Transfers, as presented.

POCC CONSENT AGENDA

To approve the Port of Chelan County Consent Agenda consisting of Check Register Pages #2020-18-#2020-19, including Electronic Transfers, as presented.

PODC CONSENT AGENDA

To approve the Port of Douglas County Consent Agenda consisting of Check Register Page #2020-20, as presented.

ACTION ITEMS

CDRPA ACTION ITEMS

1. Election of CDRPA Board of Director Officer Positions

To nominate and approve the Board of Directors Officer Positions for 2021 as follows: Director Loeb sack President; Director Baldwin Vice President; Director Spurgeon Secretary; and Director Etherington Treasurer.

2. Consultant Services Agreement Related to EPA Grant – Maul Foster Alongi

To authorize the CEO to enter into a Consultant Services Agreement with Maul Foster Alongi related to an EPA Grant received by the Regional Port.

3. Sick Leave Policy Update

To approve the CDRPA Sick Leave Policy update, as presented.

PORT OF CHELAN COUNTY

4. Election of Port of Chelan County Commissioner Officer Positions

To nominate and approve the Port Commissioner Officer Positions for 2021 as follows: Commissioner Turner President; Commissioner Baldwin Vice President; and Commissioner Etherington Secretary.

PORT OF CHELAN COUNTY INDUSTRIAL DEVELOPMENT CORP.

5. Election of Port of Chelan County Industrial Development Corporation Commissioner Officer Positions

To nominate and approve the Officer Positions for 2021 as follows: Commissioner Turner President; Commissioner Baldwin Vice President; and Commissioner Etherington Treasurer, and to appoint Executive Director Jim Kuntz as Secretary.

6. Approval of Minutes of January 12th, 2021 Meeting Minutes

To approve the Port of Chelan County Industrial Development Corporation Minutes of January 12th, 2021; as presented.

PORT OF DOUGLAS COUNTY

7. Election of Port of Douglas County Commissioner Officer Positions

To nominate and approve the Port Commissioner Officer Positions for 2021 as follows: Commissioner Spurgeon President; Commissioner Huffman Vice President; and Commissioner Loeb sack Secretary.

PORT OF DOUGLAS COUNTY INDUSTRIAL DEVELOPMENT CORP.

8. Election of Port of Douglas County Industrial Development Corporation Commissioner Officer Positions

To nominate and approve the Officer Positions for 2021 as follows: Commissioner Spurgeon President; Commissioner Huffman Vice President; and Commissioner Loeb sack Treasurer, and to appoint Executive Director Jim Kuntz as Secretary.

9. Approval of Minutes of January 12th, 2021 Meeting Minutes

To approve the Port of Douglas County Industrial Development Corporation Minutes of January 12th, 2021; as presented.

Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
December 22nd, 2020
9:00 am

Present:

Directors

JC Baldwin, Director (via Zoom)
*Rory Turner, Director
Donn Etherington, Director (via Zoom)

Jim Huffman, Director (via Zoom)
W. Alan Loeb sack, Director (via Zoom)
Mark Spurgeon, Director (via Zoom)

Staff

*Jim Kuntz, Chief Executive Officer
*Trent Moyers, Director of Airports
Ron Criddlebaugh, Dir. of Economic Dev.
*Quentin Batjer, Legal Counsel
*Cami Harris, Executive Assistant
Esther McKivor, Accounting Specialist
Tricia Degnan, CTC Manager

Monica Lough, Dir. of Finance & Admin.
Ron Russ, Property Manager
Craig Larsen, Economic Dev. Manager
Stacie de Mestre, Capital Projects Manager
Bealinda Tidd, Accounting Specialist
Laura Camarillo Reyes, CTC Assistant
*Pete Fraley, Legal Counsel

*Commissioner Turner, Jim Kuntz, Trent Moyers, Quentin Batjer, Pete Fraley, and Cami Harris in person; others via Zoom.

Guests (all via Zoom):

Ray Dobbs
Julie McCoy, Chelan Rotary
Flint Hartwig, Developer/S.P.O.R.T. Gymnastics

Mayor Bob Goedde, City of Chelan
Brian Patterson, Chelan Rotary

The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:00 am. Due to the COVID-19 virus outbreak, the meeting was held at Confluence Technology Center via Zoom as previously posted in the required Public Meeting Notice.

Introductions were made.

Conflict of Interest: None

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of December 8th, 2020 Meeting; and November 2020 Commission Calendar was presented and the following action was taken:

Motion No.

Moved by:
Seconded by:

12-08-20 CDRPA

Mark Spurgeon
W. Alan Loeb sack
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of December 8th, 2020 meeting; and November 2020 Commission Meeting Calendar, as presented.

Motion passed 6-0.

PUBLIC HEARING:

PORT OF CHELAN COUNTY AMENDMENT TO COMPREHENSIVE PLAN TO INCLUDE LOJO PROPERTY – PUBLIC HEARING

Commissioner Turner opened the public hearing at 9:08 am and an opportunity for public comment was provided; however, no public comments were received. Commissioner Turner closed the public hearing at 9:10 am.

PORT OF CHELAN COUNTY ACTION ITEMS:

POCC Resolution No. 2020-11 - POCC Resolution No. 2020-11 amending the Port of Chelan County's Comprehensive Plan to include the LOJO Property was presented and the following action was taken:

Motion No.	12-09-20 POCC
Moved by:	JC Baldwin
Seconded by:	Donn Etherington
	To adopt POCC Resolution No. 2020-11 amending the Port of Chelan County Comprehensive Plan to include the LOJO Property.

Motion passed 3-0

POCC Resolution No. 2020-12 - POCC Resolution No. 2020-12 setting regular meeting dates for 2021 was presented, and the following action was taken:

Motion No.	12-10-20 POCC
Moved by:	JC Baldwin
Seconded by:	Donn Etherington
	To adopt POCC Resolution No. 2020-12 setting regular meeting dates for 2021.

Motion passed 3-0

PORT OF DOUGLAS COUNTY ACTION ITEMS:

PODC Resolution No. 2020-10 - PODC Resolution No. 2020-10 setting regular meeting dates for 2021 was presented, and the following action was taken:

Motion No.	12-11-20 PODC
Moved by:	Jim Huffman
Seconded by:	Mark Spurgeon
	To adopt PODC Resolution No. 2020-10 setting regular meeting dates for 2021.

Motion passed 3-0

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

CDRPA Resolution No. 2020-21 Concerning Investment Policy – Lough reviewed the CDRPA Investment Policy for 2021. The Investment Policy is slated to be adopted annually. Discussions ensued and the following action was taken:

Motion No.	12-12-20 CDRPA
Moved by:	Donn Etherington
Seconded by:	Mark Spurgeon
	To adopt CDRPA Resolution No. 2020-21 adopting the 2021 Investment Policy.

Motion passed 6-0.

CDRPA Resolution No. 2020-22 - CDRPA Resolution No. 2020-22 setting regular meeting dates for 2021 was presented, and the following action was taken:

Motion No.	12-13-20 CDRPA
Moved by:	W. Alan Loebsock
Seconded by:	Jim Huffman
	To adopt CDRPA Resolution No. 2020-22 setting regular meeting dates for 2021.

Motion passed 6-0.

CDRPA Resolution No. 2020-23 Concerning Surplus Property – Kuntz provided information on two pieces of equipment staff proposes to surplus: Genie industrial high lift & 2001 Ford F250 Pickup. The equipment will be placed on a public auction website. The following action was taken:

Motion No.	12-14-20 CDRPA
Moved by:	Jim Huffman
Seconded by:	Mark Spurgeon
	To adopt CDRPA Resolution No. 2020-23 declaring certain personal property surplus to the needs of the Regional Port.

Motion passed 6-0.

CDRPA Resolution No. 2020-24 Concerning CEO Delegation of Authority for 2021 – Kuntz presented the proposed 2021 CEO Delegation of Authority and the following action was taken:

Motion No.	12-15-20 CDRPA
Moved by:	Mark Spurgeon
Seconded by:	JC Baldwin
	To adopt CDRPA Resolution No. 2020-24 concerning CEO Delegation of Authority for 2021.

Motion passed 6-0.

PRESENTATION

Rotary Club of Lake Chelan – Julie McCoy and Brian Patterson of the Rotary Club of Lake Chelan provided a presentation on a proposed glass recycling program in Lake Chelan. An opportunity for discussion was provided.

CDRPA INFORMATIONAL ITEMS:

- **FAA Capital Projects** – Kuntz and Moyers provided an update on the Capital Projects for Pangborn Memorial Airport including information concerning the Environmental Assessment timing.
- **Actapio Space Marketing Update** – Kuntz provided an update on Actapio space.
- **Salcido Update** – Kuntz reported Salcido has made all required payments concerning the land surety, and CIAC payments #1 and #2.
- **Fibro Settlement Agreement Update** – Kuntz provided an update on the Settlement Agreement with Fibro which includes a potential Regional Port property purchase near Pangborn Airport.

- **Badger Mountain Brewing Lease Agreement** – Kuntz provided an update on Badger Mountain Brewing Lease which expires December 31, 2020. He and Lough met with owner David Quick concerning the lease.

PRESENTATION

Flint Hartwig/S.P.O.R.T. Gymnastics – Flint Hartwig provided an update on the status of the due diligence concerning the purchase of Lineage North. An opportunity for discussion was provided.

CDRPA INFORMATIONAL ITEMS, CONTINUED:

- **Lineage Update** – A discussion concerning Lineage North and Lineage South purchases ensued. Board provided feedback on the status of each potential purchase. Ron Russ reported on a plumbing issue in Lineage South currently occupied by the Chelan Douglas Community Action Council.

COVID-19 UPDATES:

Economic Development Initiatives Related to COVID-19 – updates and information including:

- Lough provided an update on the two Regional Port COVID-19 Relief Programs: "Getting Ready to Re-open" and "Rent Participation." The two programs close at the end of the year and to-date \$87,227 of the \$200,000 budgeted funds have been utilized.

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- Kuntz reported Randy Asplund will retire from RH2 and the end of the year; he has agreed to work part-time for the Regional Port on various projects.
- Update on potential sale of Parcel "C" at Cashmere Mill District.
- Kuntz provided information on the Recchia Property located near the airport. Discussion on potential purchase of the property ensued.
- Legal Counsel continues to work on the Pangborn Airport Boundary Line Adjustment project.

Lough provided information and updates including:

- Exit interviews for Port of Chelan, Port of Douglas, and Pangborn Airport audits will be scheduled together. There were no findings in the audits.

Moyers provided information and updates including:

- Horizon Air recently added more available seats to its flights; no additional daily flights have been scheduled at this time.

Cridlebaugh provided information and updates including:

- Update on a potential business lead.
- Received the initial draft of the Giga Watt re-use plan.

Larsen provided information and updates including:

- Gift baskets for large Port tenants were delivered last week.

Degnan provided information and updates including:

- Received 3 proposals for CTC entry concepts. Will provide more details in March.

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

REVIEW CALENDAR OF EVENTS: Next Board meeting will be January 12.

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

Meeting adjourned at 11:55 am.

Signed and dated this 12th day of January, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2021-01
RESOLUTION TO VOID CHECK NO.'s 7351, 7424, 7428 and 7430**

Whereas Check No. 7351 in the amount of \$26.25, payable to Firefly, on Register Page No. 2020-59 was created and signed on November 13, 2020.

Whereas Check No. 7424 in the amount of \$2,000.00, payable to Senior Haven Adult Family Home, and Check No. 7428 in the amount of \$5,000.00, payable to The Laundry Basket, and Check No. 7430 in the amount of \$5,000.00, payable to Wink Optometric, all on Register Page No. 2020-60 was created and signed on November 20, 2020.

Whereas checks were not received by payees and have not cleared the Chelan Douglas Regional Port Authority main checking account, and are considered to be lost in the mail at this time. Check #7605, 7633, 7637 and 7645 are being issued as replacements, respectively.

Now, therefore be in resolved by the Board of Directors of the Chelan Douglas Regional Port Authority, a municipal corporation of the State of Washington, that Check No.'s 7351, 7424, 7428 and 7430 be declared VOID.

Dated this 12th day of January, 2021.

Chelan Douglas Regional Port Authority

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director

**Chelan Douglas Regional Port Authority
Check Register Listing
2020-December**

Date Issued	Register #	Reason	First #	Last #	Amount
12/03/20		VIMLY Benefit Solutions - HRA		ACH	\$532.02
12/14/20		Payroll Mid-month Draws		ACH	\$3,250.00
12/15/20	2020-63	Mid-Month Payables & Small Business Grants	7494	7574	\$201,266.11
12/29/20		WA Dept of Revenue - Sales Tax		ACH	\$2,053.06
12/31/20	2020-64	December Payroll	7575	7578	\$214,645.62
12/31/20	2020-65	Month-end Payables	7579	7649	\$179,239.69

Transactions for approval January 12, 2021 total:

\$600,986.50

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

Chief Executive Officer



Dir of Finance & Admin.



Director Baldwin

Director Etherington

Director Huffman

Director Loeb sack

Direct Spurgeon

Director Turner

**Chelan Douglas Regional Port Authority
Check Register
2020-63**

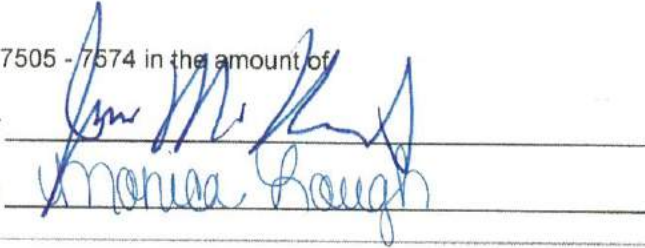
We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval December 15, 2020 checks 7494 - 7503, 7505 - 7574 in the amount of

\$ 201,266.11

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>				
12/15/2020	City of Cashmere	Water/Sewer	7509	330.18
12/15/2020	Waste Management	Monthly Service	7564	714.27
	Net Cashmere Mill District			\$1,044.45
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
12/15/2020	Banner Bank - TD	Miscellaneous office supplies/expenses	7501	118.99
12/15/2020	Chelan County PUD	Electricity/water	7507	6,575.03
12/15/2020	City of Wenatchee	Wastewater	7510	334.67
12/15/2020	Crown Paper & Janitorial Supply	Janitorial supplies	7514	343.95
12/15/2020	Firefly	IT Services	7522	2,893.48
12/15/2020	GFC Services	Janitorial Services	7524	4,079.60
12/15/2020	Home Depot Pro	Maintenance supplies	7526	20.00
12/15/2020	North Central ESD	September & October regular hours	7543	5,445.00
12/15/2020	Pacific Security	Patrol Service	7549	352.25
12/15/2020	TLC Management, Inc	Landscape clean up	7558	821.40
12/15/2020	Waste Management	Monthly Service	7564	747.90
12/15/2020	Weinstein Beverage Co.	Coffee Supplies	7565	162.37
	Net Confluence Technology Center			\$21,894.64
<u>DOWNTOWN WENATCHEE SOUTH</u>				
12/15/2020	City of Wenatchee	Utilities	7510	797.86
	Net Downtown Wenatchee South			\$797.86
<u>OLDS STATION BUSINESS PARK</u>				
12/15/2020	Chelan County PUD	Electricity/water	7507	2,794.91
12/15/2020	City of Wenatchee	Stormwater	7510	601.00
12/15/2020	GFC Services	Janitorial services	7524	83.54
12/15/2020	Home Depot Pro	Maintenance supplies	7526	19.50
12/15/2020	Stemilt World Famous Compost	Landscape waste	7557	30.00
12/15/2020	Valley Tractor & Equipment, Inc.	Maintenance equipment	7560	71.41
12/15/2020	Waste Management	Monthly Service	7564	245.40
12/15/2020	Wells & Wade Mechanical	Professional Services	7566	897.65
	Net Olds Station Business Park			\$4,743.41

**Chelan Douglas Regional Port Authority
Check Register
2020-63**

PANGBORN AIRPORT

12/15/2020	Ag Supply Co.	Deicer for fleet vehicles	7495	29.83
12/15/2020	Banner Bank - PE	Miscellaneous office supplies/expenses	7497	272.80
12/15/2020	Banner Bank - TF	Vehicle equipment	7502	724.47
12/15/2020	Banner Bank - TM	Vehicle equipment, Conference fees	7503	632.34
12/15/2020	Cintas Corporation	Uniforms and shop towels	7508	175.83
12/15/2020	Douglas County PUD	Electricity	7518	3,517.00
12/15/2020	East Wenatchee Water District	Water	7519	801.85
12/15/2020	Enduris	Vehicle/Property Insurance	7520	374.00
12/15/2020	Firefly	Samsung cameras	7522	3,400.51
12/15/2020	Home Depot Pro	Maintenance supplies	7526	560.79
12/15/2020	Jeff Phillips.	Refund Deposit	7528	254.00
12/15/2020	Jerry's Auto Supply	Vehicle supplies	7529	61.64
12/15/2020	Kroesen's Inc	Uniform Supplies	7531	990.78
12/15/2020	L.N. Curtis and Sons	SCBA Annual Flow Test	7532	736.44
12/15/2020	Les Schwab Tire Center	Vehicle supplies	7534	6.49
12/15/2020	Moon Security Services, Inc	Commercial Monitoring	7540	42.24
12/15/2020	Norco Inc	Cylinder Hydrotest	7542	173.28
12/15/2020	Ogden Murphy Wallace, PLLC	Legal Services	7545	2,563.00
12/15/2020	OSHKOSH Airport Products, LLC	Equipment maintenance	7546	319.64
12/15/2020	Oxarc Inc.	Cylinder Rental	7548	76.95
12/15/2020	Tony Paton	Refund Deposit	7559	285.00
12/15/2020	Volaire Aviation Inc	Air Service Development	7561	4,000.00
12/15/2020	Waste Management	Monthly Service	7564	828.40
	Net Pangborn Airport			\$20,727.26

PANGBORN AIRPORT BUSINESS PARK

12/15/2020	A Central, LLC	Asbestos inspection @ 3306 Fifth St	7494	486.00
12/15/2020	Douglas County PUD	Electricity	7518	1,483.00
12/15/2020	East Wenatchee Water District	Water	7519	206.20
12/15/2020	Harvest Valley Pest Control	Pest control services	7525	258.84
12/15/2020	Lowe's	Maintenance supplies	7537	11.32
12/15/2020	Waste Management	3306 - Tenant Improvements	7564	144.98
12/15/2020	York Building Services, Inc.	Janitorial services	7572	1,535.00
	Net Pangborn Airport Business Park			\$4,125.34

RPA OFFICE/AVIATION CENTER

12/15/2020	Banner Bank - RR	Maintenance supplies	7499	20.25
12/15/2020	Douglas County PUD	Electricity	7518	1,100.00
12/15/2020	East Wenatchee Water District	Water	7519	326.65
12/15/2020	Platt Electric Supply	LFU FLQ020 (20A) 500V	7550	70.54
12/15/2020	Waste Management	Monthly Service	7564	348.93
	Net RPA Office/Aviation Center			\$1,866.37

LAKE CHELAN AIRPORT

12/15/2020	Chelan County PUD	Utilities	7507	22.38
12/15/2020	Jerry's Auto Supply	Maintenance supplies	7529	14.08
	Net Lake Chelan Airport			\$36.46

MANSFIELD AIRPORT

12/15/2020	Douglas County PUD	Utilities	7518	50.00
	Net Mansfield Airport			\$50.00

**Chelan Douglas Regional Port Authority
Check Register
2020-63**

<u>ORONDO RIVER PARK</u>			
12/15/2020	Waste Management Net Orondo River Park	Monthly Service	7564 <u>123.42</u> \$123.42
<u>PYBUS INCUBATOR</u>			
12/15/2020	Apple Pi Janitorial LLC Net Pybus Incubator	Janitorial services - Nov 2020	7496 <u>454.52</u> \$454.52
<u>MALAGA PROPERTY</u>			
12/15/2020	Chelan County PUD Net Malaga Property	Utilities	7507 <u>28.92</u> \$28.92
<u>ADMINISTRATIVE & GENERAL</u>			
12/15/2020	Banner Bank - PE	Miscellaneous office supplies/expenses	7497 973.81
12/15/2020	Banner Bank - RR	Continuing Education - Registration Fees	7499 310.00
12/15/2020	Banner Bank - RT	Miscellaneous office supplies/expenses	7500 133.44
12/15/2020	Cami Harris	Mileage	7505 28.18
12/15/2020	Coleman Oil Company	CDRPA vehicle fuel	7511 161.57
12/15/2020	Commercial Printing, Inc.	Laser checks (2,000)	7512 784.36
12/15/2020	CrossRoads Strategies, LLC	December 2020 Consulting Fee	7513 3,333.33
12/15/2020	Davis Arneil Law Firm, LLP	Legal Services	7515 10,728.75
12/15/2020	DOH Associates	Engineering services	7516 520.00
12/15/2020	Douglas County Auditor	Ford Truck title transfer	7574 475.00
12/15/2020	Local Tel Communications	Telephone/Software/Internet Services	7535 85.83
12/15/2020	Office Depot	Office Supplies	7544 88.64
12/15/2020	Ogden Murphy Wallace, PLLC	Legal Services	7545 3,025.00
12/15/2020	State Auditor's Office	WA State Audit Costs	7556 6,972.30
12/15/2020	Washington Public Ports Association	Continuing Education - Registration Fees	7562 100.00
12/15/2020	WVC Continuing Education	Continuing Education - Registration Fees	7569 120.00
12/15/2020	Xerox Corporation	Copier service	7570 577.98
	Net Administrative & General		<u>\$28,418.19</u>
<u>BUSINESS DEVELOPMENT & MARKETING</u>			
12/15/2020	Banner Bank - PE	Advertising & Marketing	7497 745.77
12/15/2020	Banner Bank - RC	Marketing & Existing Business Outreach	7498 404.73
12/15/2020	Davis Arneil Law Firm, LLP	Public Records Request	7515 1,404.50
12/15/2020	Washington State University	2020 SBDC Match CDRPA	7563 53,750.00
12/15/2020	Wenatchee World	Legal Advertising	7568 152.32
	Net Business Development & Marketing		<u>\$66,457.32</u>
<u>ECONOMIC DEV CONTR - NONPROFITS</u>			
12/15/2020	Chelan County	Chelan County wide trails plan	7506 20,000.00
12/15/2020	Entiat Valley Chamber of Commerce	Partners in Economic Development	7521 10,000.00
12/15/2020	Manson Chamber of Commerce.	Econ Dev Funding - 4th Qtr Billing	7538 3,750.00
12/15/2020	Our Valley, Our Future	2020 Game Changer	7547 5,000.00
	Net Economic Dev Contr - Nonprofits		<u>\$38,750.00</u>

**Chelan Douglas Regional Port Authority
Check Register
2020-63**

CAPITAL PROJECTS

12/15/2020	DOH Associates	IB 5 Gutters - A&E	7516	526.28
12/15/2020	DOH Associates	Huney Jun TI - A & E	7516	328.00
12/15/2020	Firefly	Cabling for EF HVAC	7522	122.38
12/15/2020	Hurst Construction LLC	Release retainage - Term. water line	7527	1,330.62
12/15/2020	Local Tel Communications	Wire service - EF HVAC	7535	96.39
12/15/2020	Ogden Murphy Wallace, PLLC	Columbia Street Property	7545	26.50
12/15/2020	Ogden Murphy Wallace, PLLC	Property Sale to S.P.O.R.T.	7545	927.50
12/15/2020	Ogden Murphy Wallace, PLLC	PMA Instrument Lighting System	7545	4,346.00
12/15/2020	RH2 Engineering, Inc.	EF HVAC Services	7553	614.26
	Net Capital Projects			\$8,317.93

CDRPA - Ready To Reopen Grants

12/15/2020	Beyoutiful Hot Yoga	CDRPA - Ready to Reopen Grant	7573	1,000.00
12/15/2020	Rocky Pond Winery	CDRPA - Ready to Reopen Grant	7517	1,000.00
12/15/2020	Forever Nails	CDRPA - Ready to Reopen Grant	7523	1,000.00
12/15/2020	Lake Chelan Valley Habitat for Humanity	CDRPA - Ready to Reopen Grant	7533	1,000.00
12/15/2020	Lake Chelan NOW	CDRPA - Ready to Reopen Grant	7536	1,000.00
12/15/2020	Mike's Meats & Seafood	CDRPA - Ready to Reopen Grant	7539	1,000.00
12/15/2020	Nail Spa Academy	CDRPA - Ready to Reopen Grant	7541	1,000.00
12/15/2020	Red-Tail Canyon Farm	CDRPA - Ready to Reopen Grant	7551	1,000.00
12/15/2020	Renaissance Cafe	CDRPA - Ready to Reopen Grant	7552	1,000.00
12/15/2020	Coral	CDRPA - Ready to Reopen Grant	7554	1,000.00
12/15/2020	Skya Beauty & Spa	CDRPA - Ready to Reopen Grant	7555	1,000.00
12/15/2020	Wenatchee River Institute	CDRPA - Ready to Reopen Grant	7567	1,000.00
12/15/2020	Godfather's Pizza	CDRPA - Ready to Reopen Grant	7571	1,000.00
	Net CDRPA - Ready To Reopen Grants			\$13,000.00

Working WA Grants - Chelan County

12/15/2020	Kristi Bryant-Mayer	Working WA Grant - Chelan County	7530	430.00
	Net Working WA Grants - Chelan County			\$430.00

TOTAL

\$201,266.11

Void: 7504

Chelan Douglas Regional Port Authority
Check Register
2020-64

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 31, 2020, checks 7575 - 7578 & electronic payments in the amount of:

\$ 214,645.62

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<u>Payroll</u>				
12/31/20	Baldwin, Janet L	December 2020 Payroll	EFT	1,476.67
12/31/20	Beidler, Camryn N	December 2020 Payroll	EFT	1,836.61
12/31/20	Camarillo Reyes, Laura	December 2020 Payroll	EFT	2,655.21
12/31/20	Chatriand, Bobbie J	December 2020 Payroll	EFT	2,687.89
12/31/20	Cridlebaugh, Ronald W	December 2020 Payroll	EFT	5,669.76
12/31/20	de Mestre, Stacie	December 2020 Payroll	EFT	3,541.26
12/31/20	Deenik, Sarah K	December 2020 Payroll	EFT	321.57
12/31/20	Degnan, Tricia E	December 2020 Payroll	EFT	4,239.60
12/31/20	Dennis, Kyle L	December 2020 Payroll	7578	230.87
12/31/20	Etherington, Donn	December 2020 Payroll	EFT	1,309.93
12/31/20	Flaget, Todd R	December 2020 Payroll	EFT	3,668.40
12/31/20	Haley, Newton B	December 2020 Payroll	EFT	461.75
12/31/20	Harris, Camille L	December 2020 Payroll	EFT	3,001.91
12/31/20	Huffman, James D	December 2020 Payroll	EFT	848.31
12/31/20	Kuntz, James M	December 2020 Payroll	EFT	12,292.79
12/31/20	Lamb, Kenneth R	December 2020 Payroll	EFT	4,590.90
12/31/20	Lamb, Shane C	December 2020 Payroll	EFT	2,527.81
12/31/20	Lape, Felicity D	December 2020 Payroll	EFT	976.51
12/31/20	Larsen, Craig N	December 2020 Payroll	EFT	5,946.79
12/31/20	Loesack, W Alan	December 2020 Payroll	EFT	660.31
12/31/20	Lough, Monica D	December 2020 Payroll	EFT	7,495.14
12/31/20	Martinez, Rafael	December 2020 Payroll	EFT	3,065.50
12/31/20	McKivor, Esther S	December 2020 Payroll	EFT	3,757.78
12/31/20	Moyers, Trent D	December 2020 Payroll	EFT	7,136.62
12/31/20	Orr, Marcus J	December 2020 Payroll	EFT	3,621.92
12/31/20	Ramos, Jorge E	December 2020 Payroll	EFT	2,684.03
12/31/20	Russ, Ronald R	December 2020 Payroll	EFT	5,506.08
12/31/20	Russell, Justin L	December 2020 Payroll	EFT	3,367.77
12/31/20	Sanchez, Edwin C	December 2020 Payroll	EFT	1,376.75

12/31/20	Scott, Tristan L	December 2020 Payroll	EFT	2,254.15
12/31/20	Smith, Charles B	December 2020 Payroll	EFT	3,518.60
12/31/20	Spurgeon, Mark M	December 2020 Payroll	EFT	678.52
12/31/20	Stutzman, Lynn A	December 2020 Payroll	EFT	461.75
12/31/20	Tidd, Bealinda	December 2020 Payroll	EFT	3,295.12
12/31/20	Turner, Rory A	December 2020 Payroll	EFT	1,476.67
12/31/20	Vargas, Manuel A	December 2020 Payroll	EFT	4,100.68
12/31/20	Bealinda Tidd	December Sunshine fund	7575	107.00
12/31/20	Washington Counties Insurance Fund	January Insurance	7576	31,131.94
12/31/20	HRA VEBA Trust	December VEBA	7577	2,000.00
12/31/20	Department of Retirement Systems	December Retirement	ACH	33,366.91
12/31/20	US Treasury	December Payroll taxes	EFTPS	35,297.84
	Net Payroll			<u>214,645.62</u>

**Chelan Douglas Regional Port Authority
Check Register
2020-65**

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 31, 2020 checks 7579 - 7649 in the amount of

\$ 179,239.69

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
12/31/2020	Chelan County PUD	Electricity	7594	1,894.95
12/31/2020	Local Tel Communications	Fire Alarm Services	7617	181.77
Net Cashmere Mill District				\$2,076.72
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
12/31/2020	Cascade Natural Gas	Natural Gas	7590	21.84
12/31/2020	Home Depot Pro	Mini broadcast spreader	7609	39.58
12/31/2020	Kelley Imaging Systems, Inc.	Office supplies	7614	168.19
12/31/2020	Local Tel Communications	Fire Alarm Services	7617	517.09
12/31/2020	Lowe's	Maintenance Supplies	7618	98.78
12/31/2020	North Cascades Heating & A/C, Inc	HVAC Technical support	7622	683.58
12/31/2020	Office Depot	Office supplies	7623	92.96
12/31/2020	Ziplay Fiber	Service 12/22/20 to 01/21/21	7646	1,087.14
Net Confluence Technology Center				\$2,709.16
<u>DOWNTOWN WENATCHEE SOUTH</u>				
12/31/2020	Cascade Natural Gas	Utilities	7590	90.77
12/31/2020	Chelan County PUD	Utilities	7594	1,194.43
Net Downtown Wenatchee South				\$1,285.20
<u>OLDS STATION BUSINESS PARK</u>				
12/31/2020	Cascade Natural Gas	Natural Gas	7590	22.73
12/31/2020	Crown Paper & Janitorial Supply	Maintenance supplies	7599	37.25
12/31/2020	Home Depot Pro	Equipment	7609	93.21
12/31/2020	Local Tel Communications	Alarm Systems	7617	572.88
12/31/2020	Lowe's	Equipment maintenance	7618	30.91
12/31/2020	Stemilt World Famous Compost	Landscape waste	7647	30.00
12/31/2020	Thrifty Supply	HVAC Pleated filter - IB #3	7638	72.43
Net Olds Station Business Park				\$859.41
<u>PANGBORN AIRPORT</u>				
12/31/2020	Ag Supply Co.	Unleaded & Diesel Bulk	7580	2,568.77
12/31/2020	Airside Solutions, Inc.	LED Light and mounting bracket	7581	565.95
12/31/2020	American Assoc. of Airport Executives	Digicast subscription 12/01/20 - 11/30/21	7583	1,254.00
12/31/2020	Avfuel Corp	Jet Fuel - 10,275 gals	7585	20,543.53
12/31/2020	Beckstead Electric, Inc.	Runway lights breaker	7586	1,679.99
12/31/2020	Cintas Corporation	Uniforms and shop towels	7596	361.95
12/31/2020	FedEx	Shipping	7604	15.88
12/31/2020	Firefly	Hanwha 2MP camera modules (20)	7605	920.55
12/31/2020	Home Depot Pro	Terminal maintenance and supplies	7609	511.31
12/31/2020	Hughes Fire Equipment, Inc	Mechanical repair on ARFF Truck	7610	4,295.49
12/31/2020	Jerry's Auto Supply	Pavement sensor repair & vehicle maint.	7612	1,568.47
12/31/2020	Local Tel Communications	Phone/Internet/Cable	7617	833.21

**Chelan Douglas Regional Port Authority
Check Register
2020-65**

12/31/2020	Oxarc Inc.	Replacement Fire Extinguisher	7624	135.92
12/31/2020	Patrick Landry	Hangar Deposit Refund	7625	243.00
12/31/2020	Platt Electric Supply	Industrial ceiling fans	7626	1,358.12
12/31/2020	ProDIGIQ, Inc.	Self-inspection portal for Jan - Mar 2021	7627	750.00
12/31/2020	T-O Engineers	Miscellaneous reimbursable expenses	7636	24.00
12/31/2020	Two Rivers Terminal, LLC	Winter Operation supplies	7641	4,203.14
12/31/2020	Verizon Wireless	On-call phones	7642	116.43
	Net Pangborn Airport			<u>541,949.71</u>
<u>PANGBORN AIRPORT BUSINESS PARK</u>				
12/31/2020	A Central, LLC	3306 - TI: asbestos inspection	7579	210.00
12/31/2020	Ag Supply Co.	Building supplies	7580	59.54
12/31/2020	Local Tel Communications	Fire Alarm Services	7617	171.13
12/31/2020	Lowe's	Building Supplies	7618	173.02
12/31/2020	Stan's Merry Mart	Building supplies	7634	216.99
	Net Pangborn Airport Business Park			<u>830.68</u>
<u>RPA OFFICE/AVIATION CENTER</u>				
12/31/2020	Cascade Natural Gas	Natural Gas	7590	3,881.40
12/31/2020	Local Tel Communications	Wire repair service	7617	312.99
	Net RPA Office/Aviation Center			<u>4,194.39</u>
<u>WATERVILLE AIRPORT</u>				
12/31/2020	Douglas County PUD	Utilities	7602	36.00
	Net Waterville Airport			<u>36.00</u>
<u>ORONDO RIVER PARK</u>				
12/31/2020	Douglas County PUD	Utilities	7602	50.00
12/31/2020	Local Tel Communications	Utilities	7617	65.90
	Net Orondo River Park			<u>115.90</u>
<u>PESHASTIN PROPERTY</u>				
12/31/2020	Apple Valley Pumping Service	Portable Toilet Rental	7584	90.00
	Net Peshastin Property			<u>90.00</u>
<u>ADMINISTRATIVE & GENERAL</u>				
12/31/2020	Alan Loeb sack	Mileage	7582	90.62
12/31/2020	Cami Harris	Misc. office expense	7589	40.79
12/31/2020	Coleman Oil Company	Fuel for Port Trucks	7598	242.62
12/31/2020	Donn Etherington	Mileage	7600	13.46
12/31/2020	J. C. Baldwin	Mileage	7611	123.63
12/31/2020	Jerry's Auto Supply	Maintenance supplies	7612	191.15
12/31/2020	Local Tel Communications	Telephone	7617	970.48
12/31/2020	Mark M. Spurgeon	Mileage	7621	29.90
12/31/2020	Office Depot	Office supplies	7623	294.09
12/31/2020	RH2 Engineering, Inc.	Professional services	7629	9,179.08
12/31/2020	Rory Turner	Mileage	7631	34.16
12/31/2020	Washington Public Ports Association	Registration fees - Annual Meeting	7643	340.00
	Net Administrative & General			<u>11,549.98</u>
<u>BUSINESS DEVELOPMENT & MARKETING</u>				
12/31/2020	Firefly	IT Managed Services	7605	26.25
12/31/2020	Go USA, Inc.	R. Russ logo wear	7607	151.90
12/31/2020	Jorge Ramos	Logo wear jacket	7613	215.52
12/31/2020	Marcus Orr	Logo Wear	7620	226.67
12/31/2020	Rafael Martinez.	Logo wear	7649	186.25
12/31/2020	Ron R Russ	Logo wear	7630	184.84

**Chelan Douglas Regional Port Authority
Check Register
2020-65**

12/31/2020	Todd R. Flaget	Logo wear	7648	456.51
	Net Business Development & Marketing			<u>\$1,447.94</u>
	<u>ECONOMIC DEV CONTR - NONPROFITS</u>			
12/31/2020	Cashmere Chamber of Commerce	4Q 2020 Funding	7592	3,375.00
12/31/2020	Chelan-Douglas Land Trust	Annual Fee & OTC - Cost of Stewardship Database	7593	5,500.00
12/31/2020	Wenatchee Outdoors	Q4 2020 - WV Moves Campaign	7644	1,750.00
	Net Economic Dev Contr - Nonprofits			<u>\$10,625.00</u>
	<u>ECONOMIC DEV CONTR - MUNICIPALITIES</u>			
12/31/2020	Chelan County PUD	Interlocal Agmt - ReDev Plan for PUD's 5th St. Campus	7594	5,720.00
12/31/2020	City of Bridgeport	Downtown (SR-173) Revitalization Project	7597	1,840.00
	Net Economic Dev Contr - Municipalities			<u>\$7,560.00</u>
	<u>CAPITAL PROJECTS</u>			
12/31/2020	Forte Architects Inc.	EF Space Study - A & E	7606	4,174.00
12/31/2020	Rudnick & Sons LLC	Release retainage - Helipad	7632	11,742.27
12/31/2020	T-O Engineers	Pangborn EA	7636	46,032.58
12/31/2020	T-O Engineers	AGIS Terrain Survey	7636	138.75
12/31/2020	T-O Engineers	RW12 RPZ Analysis	7636	6,930.00
12/31/2020	T-O Engineers	MALSR 30% Design	7636	5,492.05
	Net Capital Projects			<u>\$74,509.65</u>
	<u>CDRPA - Ready To Reopen Grants</u>			
12/31/2020	Bushel & Bee, LLC	CDRPA - Ready to Reopen Grant	7587	1,000.00
12/31/2020	Calvillo Enterprises, LLC	CDRPA - Ready to Reopen Grant	7588	162.83
12/31/2020	Cascadia Conservation District	CDRPA - Ready to Reopen Grant	7591	1,000.00
12/31/2020	China Buffet	CDRPA - Ready to Reopen Grant	7595	903.18
12/31/2020	Douglas County Historical Society	CDRPA - Ready to Reopen Grant	7601	1,000.00
12/31/2020	El Paraiso Bar & Grill	CDRPA - Ready to Reopen Grant	7603	44.85
12/31/2020	Hair by Graciela	CDRPA - Ready to Reopen Grant	7608	383.61
12/31/2020	Leavenworth Winter Sports Club	CDRPA - Ready to Reopen Grant	7616	475.48
12/31/2020	Tienda La Surtidora, LLC	CDRPA - Ready to Reopen Grant	7639	1,000.00
	Net CDRPA - Ready To Reopen Grants			<u>\$5,969.95</u>
	<u>CDRPA - Rent Participation Grant</u>			
12/31/2020	Marco Aviles	FBO Mike's Genuine Painting	7619	1,000.00
	Net CDRPA - Rent Participation Grant			<u>\$1,000.00</u>
	<u>Chelan County CARES Phase II Grant</u>			
12/31/2020	The Laundry Basket	Chelan County CARES Phase II	7637	5,000.00
	Net Chelan County CARES Phase II Grant			<u>\$5,000.00</u>
	<u>City of Wenatchee CARES Act Grant</u>			
12/31/2020	Seniors Haven Adult Family Home	City of Wenatchee CARES Grant	7633	2,000.00
	Net City of Wenatchee CARES Act Grant			<u>\$2,000.00</u>
	<u>East Wenatchee CARES Act Grant</u>			
12/31/2020	Wink Optometric	7131009 - East Wenatchee CARES Act Grants	7645	5,000.00
	Net East Wenatchee CARES Act Grant			<u>\$5,000.00</u>
	<u>Working WA Grants - Chelan County</u>			
12/31/2020	Kristi Bryant-Mayer	Working WA Grant - Chelan County	7615	430.00
	Net Working WA Grants - Chelan County			<u>\$430.00</u>
	TOTAL			<u>\$179,239.69</u>

**Chelan Douglas Regional Port Authority
Check Register
2020-65**

Void: 7628, 7635, 7640

**Port of Chelan County
Check Register Log
2020 - December**

<u>Date Issued</u>	<u>Register #</u>	<u>Reason</u>	<u>First #</u>	<u>Last #</u>	<u>Amount</u>
12/1/2020		Cashmere Mill Site Bond Payment	EFT	EFT	\$ 109,567.08
12/7/2020	2020-18	Mid-Month Payable	5084	5084	\$ 1,656.00
12/17/2020	2020-19	Mid-Month Payable	5085	5085	\$ 8,380.00

Transactions for approval January 12, 2021 total:

\$119,603.08

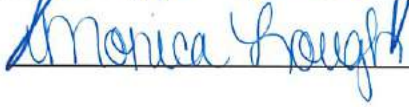
Voided checks: 5083

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

Executive Director



Dir. of Finance & Admin.



Commissioner Baldwin

Commissioner Etherington

Commissioner Turner

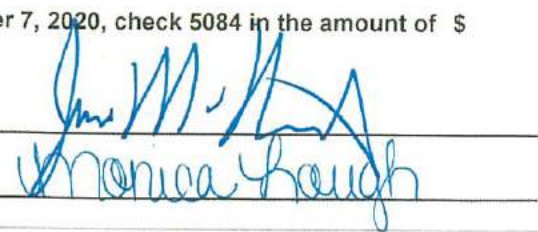
**Port of Chelan County
Check Register
2020-18**

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

For approval December 7, 2020, check 5084 in the amount of \$ 1,656.00

Jim Kuntz, Executive Director

Monica Lough, Director of Finance & Admin



Date Issued	Claimant	Purpose	Check #	Amount
12/7/2020	Matt Turetsky Mediation/Abritation PLLC	Fibro Corp Mediation	5084 \$	1,656.00

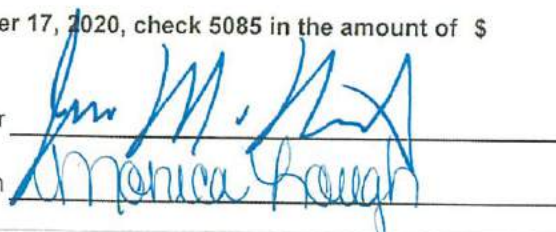
Port of Chelan County
Check Register
2020-19

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

For approval December 17, 2020, check 5085 in the amount of \$ 8,380.00

Jim Kuntz, Executive Director

Monica Lough, Director of Finance & Admin



Date Issued	Claimant	Purpose	Check #	Amount
12/17/2020	Ogden Murphy Wallace, PLLC	Fibro Corp Mediation	5085 \$	8,380.00


**Port of Douglas County
Check Register Log
2020 -December**

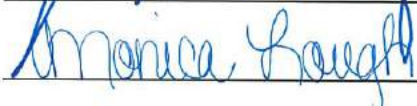
<u>Date Issued</u>	<u>Register #</u>	<u>Reason</u>	<u>First #</u>	<u>Last #</u>	<u>Amount</u>
12/7/2020	2020-20	Mid Month Payable	5071	5072	\$ 11,173.00

Transactions for approval January 12, 2021 total: \$ 11,173.00

Voided checks: None

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

Executive Director 

Dir. of Finance & Admin. 

Commissioner Huffman _____

Commissioner Spurgeon _____

Commissioner Loeb sack _____

**Port of Douglas County
Check Register
2020-20**

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

For approval December 7, 2020 checks 5071 and 5072 in the amount of \$ 11,173.00

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>
12/07/20	Chelan Douglas Regional Port Authority	CWICC Land Lease	5071	491.00
12/07/20	K&L Gates LLP	Legal LTGO Bonds 2011,2013,2016	5072	10,682.00

TOTAL 11,173.00

**Chelan Douglas Regional
Port Authority**

Memo

To: Board of Directors
From:  Jim Kuntz
Date: January 7, 2021
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 2021 would be as follows:

Director Loeb sack, President
Director Baldwin, Vice President
Director Spurgeon, Secretary
Director Etherington, 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 2021 would be as follows:

Commissioner Turner, President
Commissioner Baldwin, Vice President
Commissioner Etherington, 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 2021 would be as follows:

**Commissioner Spurgeon, President
Commissioner Huffman, Vice President
Commissioner Loeb sack, 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.

Memo

To: Board of Directors

From: Stacie de Mestre

cc: Jim Kuntz

Date: January 5, 2021

Re: Approval of Maul Foster Agreement for EPA Brownfields Assessment Coalition Grant

In October of 2020 the Port of Chelan County was awarded a \$600,000 EPA Brownfields Assessment Coalition Grant. The coalition partners are Port of Chelan County, Port of Douglas County, City of Wenatchee, and City of Rock Island. Please note, the CDRPA will act on behalf of the Ports of Chelan and Douglas Counties in the management of the grant. The grant will provide funding for the coalition partners to inventory, characterize, assess, and conduct cleanup planning and community involvement related activities for brownfield sites in the Wenatchee, Rock Island, and Malaga communities. Brownfields are real property where the expansion, development, or reuse may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.

Upon award of the grant, the CDRPA publicly solicited qualifications from consulting firms to manage the EPA grant requirements and provide technical/project assistance to the Port. Four statements of qualifications were received and the selection committee selected Maul Foster Alongi for the project.

Attached please find the Master Services Agreement between the CDRPA and Maul Foster Alongi for your approval. All costs incurred under this agreement will be reimbursed through the EPA grant. Please note, the EPA grant is for \$600,000 but this agreement is not to exceed \$591,800 – the Port will have \$8,200 in reimbursable expenses for travel, conference registration fees, and other supplies.



MASTER AGREEMENT FOR PROFESSIONAL ENVIRONMENTAL SERVICES

This Agreement is entered into as of this 12th day of January, 2021, by and between Chelan Douglas Regional Port (CLIENT) and Maul Foster & Alongi, Inc. (MFA) Authority

ARTICLE 1—SERVICES TO BE PERFORMED

During the term of this Agreement, and subject to the conditions herein set forth, whenever it is mutually determined as desirable or necessary, CLIENT may call upon MFA to perform specific professional services, as generally outlined in Exhibit A, General Scope of Work and Budget. In each instance a separate Work Order will be prepared, each being separately subject to the terms and conditions of this Agreement. Said Work Order will define (1) Scope of Services to be performed (“Services”), (2) Proposed Schedule of Services, and (3) Estimated Cost of Services. Such Work Order will be mutually agreed upon by CLIENT and MFA, subject to the terms and conditions of the Agreement, and will be executed by an authorized representative of each party. Unless otherwise specified in such Work Order, CLIENT will provide MFA with, and MFA will be entitled to rely upon, all documents, maps, criteria, design and construction standards, and all other information in CLIENT’s possession relating to CLIENT’s requirements for the project or services.

Any terms or conditions of any Work Order submitted hereunder which is contrary to the terms of this Agreement shall be void and of no force and effect.

ARTICLE 2—COMPENSATION

As full compensation for performance of the Services, CLIENT shall pay MFA a fee on a time and materials basis (the “Fee”) in accordance with the fees, charges and payment provisions set forth in each separate document defining professional services to be performed in aggregate amount not to exceed \$591,800. Any taxes or fees, enacted by local, state, or federal government subsequent to the date of this contract, and based on gross receipts or revenues will be added to amounts due under this contract, in accordance with any such fees or taxes.

ARTICLE 3—BILLING AND PAYMENT

Invoices will be submitted monthly and shall be due and payable upon receipt. Payment shall be made to Maul Foster & Alongi, Inc. and delivered to:

Maul Foster & Alongi, Inc.
109 East 13th Street
Vancouver, WA 98660

Interest at the rate of one and one-half percent (1.5%) per month, but not exceeding the maximum rate allowable by law, shall be payable on any amounts that are due but unpaid within thirty (30) days from receipt of invoice, payment to be applied first to accrued late payment charges and then to the principal unpaid amount. MFA may, at its option, withhold delivery of reports and any other data pending receipt of payment for services rendered. Remittance will be mailed to MFA at the address noted on such invoices or as MFA may otherwise advise.

ARTICLE 4—INDEPENDENT CONTRACTOR STATUS; LEGAL RELATIONSHIP

The parties intend that MFA, in performing Services specified in this Agreement, shall act as an independent contractor and shall have control of its work and the manner in which it is performed. MFA shall be free to contract for similar services to be performed for other individuals or entities while it is under contract with CLIENT.

The parties further intend that nothing in this Agreement shall be construed or interpreted as requiring MFA to assume the status of an owner, operator, generator, person who arranges for disposal, transporter or storer, as those terms, or any other similar terms, are used in any federal, state or local statute, regulation, order or ordinance governing the treatment, storage, handling and disposal of any toxic or hazardous substance or waste.

ARTICLE 5—PROFESSIONAL RESPONSIBILITY

MFA shall perform the Services specified in this Agreement consistent with the level of care and skill ordinarily exercised by other professional consultants under similar circumstances at the same time the Services are performed; subject, however, to any express limitations established by the CLIENT as to the degree of care and amount of time and expense to be incurred and any other limitations contained in this Agreement. No other representation, warranty or guaranty, express or implied, is included in or intended by this Agreement or any other of MFA's services, proposals, agreements or reports contemplated by this Agreement.

ARTICLE 6—LIMITATION OF LIABILITY

CLIENT agrees to limit the liability of MFA, its officers, directors, shareholders, employees, agents and representatives (the "MFA Parties") to CLIENT for all claims and legal proceedings of any type arising out of or relating to the performance of Services under this Agreement (including, but not limited to, MFA's breach of the Agreement, its professional negligence, errors and omissions and other acts) to the greater of \$100,000 or the amount of MFA's Fee. Failure of CLIENT to give written notice to MFA of any claim of negligent act, error or omission within one (1) year of performance shall constitute a waiver of such claim by CLIENT. In no event shall MFA be liable for any direct, special or consequential loss or damages. MFA is solely responsible for performance of this contract, and no affiliated company, director, officer, employee, or agent shall have any legal responsibility hereunder, whether in contract or tort, including negligence.

ARTICLE 7—INDEMNIFICATION

Subject to the limitation of liability above, MFA shall indemnify, defend and hold CLIENT harmless from the proportionate share of any claim, suit, liability, damage, injury, cost or expense, including attorneys fees, or other loss (hereafter collectively called "Loss") arising out of (a) MFA Parties' breach of this Agreement or (b) MFA Parties' willful misconduct or negligence in connection with the performance of the Services under this Agreement.

CLIENT agrees to indemnify, defend and hold harmless MFA Parties from any Loss arising out of (a) CLIENT's breach of the Agreement, (b) CLIENT's willful misconduct or negligence in connection with performance of the Agreement, or (c) any acts taken or alleged failure to act with respect to matters covered in the section titled REPORTING AND DISPOSAL. CLIENT further agrees to indemnify MFA Parties to the fullest extent permitted by law against any Loss arising out of any actual or potential environmental contamination or pollution, including without limitation, any actual or threatened release of toxic or hazardous materials or the failure to detect or properly evaluate the presence of or design and implement remediation of such substances. Without limiting the generality of the foregoing, CLIENT specifically agrees to indemnify, defend and hold MFA Parties harmless for any Loss under CERCLA, RCRA or any other similar federal, state or local environmental regulation, order or ordinance, where such Loss arises out of or relates to any preexisting actual or potential contamination and/or MFA Parties' performance of services under this Agreement, but does not arise out of MFA Parties' willful misconduct or gross negligence. CLIENT further agrees to indemnify, defend and hold harmless the MFA Parties from any loss in excess of the liability limit set forth in the section titled LIMITATION OF LIABILITY and from any indirect, special or consequential loss or damages.

To the extent such Loss is caused by MFA's negligence, CLIENT shall indemnify, defend, and hold MFA harmless from the proportional share of the Loss resulting from the acts or negligence of others.

ARTICLE 8—TERM OF AGREEMENT; TERMINATION

This Agreement will be for an ~~initial~~ term commencing on the date hereof, and ending ~~at the end of the calendar year in which the Agreement was fully executed, and will thereafter automatically renew for successive periods of one (1) year each on October 31, 2023, or upon expiration of an extension of the CLIENT's grant agreement with USEPA if mutually agreed by CLIENT and MFA,~~ unless terminated by either party by not less than thirty (30) days prior written notice to the other party. If any Services agreed to be performed hereunder are terminated, CLIENT will pay company for Services performed to the date MFA receives notice of termination, and shall further pay for any costs reasonably incurred by MFA in connection with terminating Services, including, but not limited to, the costs of completing analysis, records and reports necessary to document job status at the time of termination and costs associated with termination of subcontractor contracts.

The obligations of the parties to indemnify and the limitations on liability set forth in this Agreement shall survive the expiration or termination of this Agreement.

ARTICLE 9—TIME OF PERFORMANCE/FORCE MAJEURE

MFA makes no warranties regarding the time of completion of Services, and shall not be in default of performance under this Agreement where such performance is prevented, suspended or delayed by any cause beyond MFA's control.

Neither party will hold the other responsible for damages for delays in performance caused by acts of God or other events beyond the control of the other party and which could not have been reasonably foreseen or prevented. If such events occur, it is agreed that both parties will use their best efforts to overcome all difficulties arising and to resume as soon as reasonably possible performance of Services under this Agreement. Delays within the scope of this provision will extend the contract completion date for specified services commensurately or will, at the option of either party, make this Agreement subject to termination or to renegotiation.

ARTICLE 10—SUSPENSION OF SERVICES

CLIENT may suspend further performances of Services by MFA by ten (10) days prior written notice. If payment of invoices by CLIENT is not maintained on a thirty (30) day current basis, MFA may suspend further performance until such payment is restored to a current basis. Suspensions for any reason exceeding thirty (30) days will, at the option of MFA, make this Agreement subject to termination or renegotiation.

All suspensions will extend the contract completion date for specified services commensurately, and MFA will be paid for services performed to the suspension date plus suspension charges. Suspension charges are defined as those charges relating to costs incurred which are directly attributable to suspension of services, including, but not limited to, personnel rescheduling, equipment rescheduling, and/or reassignment adjustments.

ARTICLE 11—CHANGED CONDITIONS

If, during the course of the performance of the Services under this Agreement, conditions or circumstances develop or are discovered which were not contemplated by MFA at the commencement of this Agreement, and which materially affect MFA’s ability to perform the Services or which would materially increase the costs to MFA of performing the Services, then MFA shall notify the CLIENT in writing of the newly discovered conditions or circumstances, and CLIENT and MFA shall renegotiate in good faith the terms and conditions of this Agreement. If amended terms and conditions cannot be agreed upon within thirty (30) days after the mailing of such notice, MFA may terminate the Agreement and be compensated as set forth in the section of this Agreement entitled TERM OF AGREEMENT; TERMINATION.

ARTICLE 12—INSURANCE

MFA agrees to use its best efforts to maintain Professional Liability, Commercial General Liability, Automobile Liability, statutory Worker’s Compensation and Employers’ Liability insurance coverage during the period of performance of services hereunder in the following minimum amounts:

		<u>LIMITS OF LIABILITY</u>
A.	Worker’s Compensation Employer’s Liability	Statutory \$1,000,000
B.	Commercial General Liability (including Contractual Liability) Bodily Injury Property Damage	\$1,000,000 combined single limits for each occurrence or aggregate
C.	Comprehensive Automobile Liability (Owned, Hired, and Non-owned Vehicles) Bodily Injury Property Damage	\$1,000,000 combined single limits for each occurrence or aggregate
D.	Professional Liability:	\$1,000,000 combined single limits for each occurrence or aggregate

At CLIENT’s request, insurance certificates will be provided by MFA to evidence such coverages.

ARTICLE 13—HAZARDOUS OR UNSAFE CONDITIONS

CLIENT has fully informed MFA of the type, quantity, and location of any hazardous, toxic, or dangerous materials or unsafe or unhealthy conditions which CLIENT knows or has reason to suspect exists at all real property where the Services are to be performed (the “Project Site”). CLIENT shall immediately inform MFA when it becomes aware of any new information as to the foregoing which may affect the project, such as information to constitute a CHANGED CONDITION subject to the provisions

of Article 11 of this Agreement. If conditions at or around the Project Site require MFA to take emergency measures to protect the health and safety of the CLIENT Parties and/or the public, or to prevent undue harm to the environment, CLIENT agrees that the Fee shall be appropriately adjusted to compensate MFA for the cost of such emergency measures.

MFA shall not be responsible for the health and safety of any persons other than the MFA Parties, nor shall have any responsibility for the operations, procedures or practices of persons or entities other than the MFA Parties.

ARTICLE 14—SUBSURFACE OBSTRUCTIONS

CLIENT shall provide to MFA plans which designate the location of all subsurface structures, such as pipes, tanks, cables and utilities within the property lines of the Project Site. CLIENT shall be responsible for any damage inadvertently caused by MFA to any subsurface structure not so designated. CLIENT warrants the accuracy of any information supplied by it to MFA and understands and agrees that MFA is entitled to and may rely upon the accuracy of any and all information supplied by CLIENT without independently verifying its accuracy. MFA may assist CLIENT in obtaining locator services to help CLIENT in identifying subsurface obstructions, but CLIENT agrees to indemnify and hold MFA harmless against any Loss arising out of or connected with CLIENT's inaccurate identification of underground obstructions.

ARTICLE 15—RIGHT OF ENTRY AND UNAVOIDABLE DAMAGES

Client agrees to grant or arrange for right of entry when deemed necessary by MFA to perform the Services at the Project Site, whether or not the Project Site is owned by CLIENT. CLIENT recognizes that the use of investigative equipment and practices may unavoidably alter conditions or affect the environment at the Project Site. While MFA will take all reasonable precautions to minimize damage to the Project Site, the cost of repairing any such damage shall be borne by CLIENT, and it is understood that the correction of such damage is not part of the Services or the Fee contemplated by this Agreement.

ARTICLE 16—REPORTING AND DISPOSAL

CLIENT shall be solely responsible for notifying all appropriate federal, state, regional, local, or other governmental agencies of the existence of any hazardous, toxic, or dangerous materials on or in the Project Site or discovered during the performance of this Agreement. MFA may, in its sole discretion, agree to notify such agencies on behalf of CLIENT, as CLIENT's agent. However, no agreement by MFA to make such notification on behalf of CLIENT shall be construed to be an agreement to make such notification on any preceding or subsequent occasions.

CLIENT shall be solely responsible for arranging and paying the costs to lawfully store, treat, recycle, dispose of, or otherwise handle, hazardous or toxic substances or wastes, including, but not limited to, used or unused samples, drill cuttings, water from well development and/or testing left on-site by MFA in connection with performing Services under this Agreement. MFA may, in its sole discretion, agree to make such arrangements on behalf of CLIENT, as CLIENT's agent. However, no agreement by MFA to make such arrangements on behalf of CLIENT shall be construed to be an agreement to make such arrangements on any proceeding or subsequent occasions.

ARTICLE 17—SAMPLES, DRILL CUTTINGS AND WELL WATER

MFA shall not be obligated to preserve soil, rock, water and other samples obtained from the Project Site as MFA deems necessary for longer than ninety (90) days. CLIENT agrees to receive any such unused sample material for its sole, lawful storage, treatment, or disposal at any time after expiration of the ninety (90) day term.

ARTICLE 18—SUBCONTRACTORS

MFA may, in its sole discretion, subcontract for the services of others without obtaining CLIENT's consent where MFA deems it necessary or desirable to have others perform certain services. If MFA, in its sole discretion, deems it necessary or desirable to obtain Client's advance concurrence as to any proposed subcontract, MFA may make a written request to CLIENT to review the qualifications and suggested scope of work to be performed by such proposed subcontractor and CLIENT shall either grant or deny such concurrence within a reasonable time after receipt of such request.

ARTICLE 19—OWNERSHIP AND REUSE OF DOCUMENTS

All documents furnished by MFA pursuant to this Agreement are instruments of MFA's services. MFA may retain an ownership and property interest therein, and MFA shall, in its sole discretion, have the right to dispose of or retain all such documents. Such documents are not intended or represented to be suitable for reuse by CLIENT or others. Any such reuse without specific written verification and adaptation by MFA for the specific purpose intended will be at the reuser's sole risk and without liability.

or legal exposure to MFA. Any transfer of electronic data hereunder is solely for Client's convenience "as is" without warranty as to contents, and is not the project deliverable unless specifically agreed to the contrary. MFA disclaims all warranties express or implied with regard to any electronic data provided hereunder, including any warranties of merchantability or fitness for a particular purpose.

ARTICLE 20—NO THIRD PARTY BENEFICIARIES

There are no third party beneficiaries of this Agreement, and no third party shall be entitled to rely upon any work performed or reports prepared by MFA hereunder for any purpose whatsoever. CLIENT shall indemnify and hold MFA harmless against any liability to any third party for any Loss arising out of or relating to the reliance by any such third party on any work performed or reports issued by MFA hereunder.

ARTICLE 21—DESIGNS AND DISCOVERIES

In the course of providing Services to CLIENT, MFA may utilize or develop designs, ideas, discoveries, inventions, or improvements of these (collectively "Ideas"), made by the MFA Parties. CLIENT agrees that MFA's utilization or development of such Ideas does not grant CLIENT any right in the form or ownership or license to such Ideas. All Ideas utilized or developed while providing CLIENT Services shall be deemed to be property of MFA.

ARTICLE 22—LAWS AND REGULATIONS

Both parties will be entitled to regard all applicable laws, rules, regulations and orders issued by any federal, state, regional or local regulatory body as valid and may act in accordance therewith until such time as the same may be modified or superseded by such regulatory body or invalidated by final judgment in a court of competent jurisdiction, unless prior to such final judicial determination, the effectiveness of such law, rule or regulation has been stayed by an appropriate judicial or administrative body having jurisdiction.

In the event there are changes in existing laws, codes, regulations, orders or ordinances, or the interpretation thereof, following the performance of professional services, CLIENT agrees to defend, indemnify and hold MFA harmless from any and all claims, including claims for fines or penalties imposed, resulting from or alleged to have resulted from noncompliance with or nonincorporation of such changes in professional services prior to the effectiveness of such changes.

ARTICLE 23—ASSIGNMENT

Neither party to this Agreement may delegate, assign, or otherwise transfer its rights and interests or duties and obligations under this Agreement without prior written consent of the other party.

ARTICLE 24—ATTORNEYS' FEES AND COSTS

If any action or proceeding is commenced to enforce or interpret any of the terms or conditions of this Agreement or the performance thereof, including the collection of any payments due hereunder, the prevailing party will be entitled to recover all reasonable attorneys' fees, costs and expenses, including staff time at current billing rates, court costs, and other claim-related expenses.

If MFA is requested to respond to any mandatory orders for the production of documents or witnesses on CLIENT's behalf regarding work performed by MFA, CLIENT agrees to pay all costs and expenses incurred by MFA not reimbursed by others in responding to such order, including attorney's fees, staff time at current billing rates and reproduction expenses.

ARTICLE 25—GOVERNING LAW

This Agreement shall be subject to, interpreted and enforced according to the laws of the State from which MFA's services are procured.

ARTICLE 26—SEVERABILITY

Any provision of this Agreement held in violation of any law will be deemed stricken and all remaining provisions shall continue valid and binding upon the parties. The parties will attempt in good faith to replace any invalid or unenforceable provision(s) of this Agreement with provisions which are valid and enforceable and which come as close as possible to expressing the intention of the original provisions.

ARTICLE 27—ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between CLIENT and MFA. It supersedes any and all prior written or oral agreements, negotiations, or proposals, or contemporaneous communications with respect to the subject matter hereof, and has not been induced by any representations, statements, or agreements other than those herein expressed. No amendment to this Agreement hereafter made between the parties will be binding on either party unless reduced to writing and signed by authorized representatives of both parties.

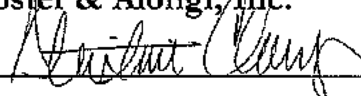
The parties hereto have read this Agreement and accept all of its terms and conditions subject to those modifications, if any, which are typed or handwritten on the Agreement or attached and incorporated herein and which have been initialed by all contracting parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Chelan Douglas Regional Port Authority (Client)

Maul Foster & Alongi, Inc.

Signature: _____

Signature:  _____

Print Name: _____

Print Name: Alistaire Clary, PE

Title: _____

Title: Managing Director

Date: _____

Date: 12/31/2020

EXHIBIT A
GENERAL SCOPE OF WORK & BUDGET
Chelan Douglas Regional Port Authority
EPA Brownfields Coalition Grant

I. GENERAL SCOPE OF WORK

The following is a general scope of work based on the grant agreement between the USEPA and the Client, including the associated work plan. Specific project work will be approved by the Client and completed through individual work orders that will include a more detailed scope and budget for each of the tasks listed below.

Task 1: Project Management and Reporting

- Assisting the Port with EPA grant administration and reporting including preparing quarterly, annual, and final progress reports, and preparing all deliverables in accordance with EPA guidelines.

Task 2: Public Involvement

- Assisting the Port with creating its Public Improvement Plan (PIP) and to participate and provide guidance, when necessary, in Brownfield Advisory Committee (BAC) meetings, particularly with development of selection criteria for ranking potential sites.

Task 3: Site Inventory and Characterization

- Completing a comprehensive inventory of known and potential brownfield sites by a) conducting tours/windshield surveys of brownfield sites throughout the target area to confirm potential petroleum and hazardous substance brownfield sites, as well as verify current conditions, development opportunities, and constraints; b) survey local developers, real-estate industry representatives, property owners, and other stakeholders to gauge interest in the program and collect additional site information to supplement the inventory; c) work with the BAC and partners to confirm selection criteria and rank sites based on community priorities; and d) produce a Site Inventory Report.
- Researching and summarizing eligibility of sites based on discussions with Department of Ecology and by utilizing the EPA site eligibility worksheet.
- Completing Phase I Environmental Site Assessments (ESA) per ASTM standards to provide all appropriate inquiry defense for prospective property transactions and to identify any recognized environmental conditions (RECs). Approximately twelve Phase I ESAs are anticipated for this project.

- Completing up to six Phase II ESAs to include full site investigations upon approval of the Quality Assurance Project Plan (QAPP), Health and Safety Plan (HASP) and Sampling and Analysis Plans (SAPs) as well as coordinate with EPA on the Endangered Species Act and National Historic Preservation Act (NHPA). A final draft document will be submitted to EPA and Ecology after internal client review and approval.

Task 4: Cleanup Planning

- Preparing Analysis of Brownfields Cleanup Alternatives (ABCA) for selected sites where a proposed cleanup is anticipated. The ABCA will summarize the site description and contamination (i.e., exposure pathways, contaminant sources, types and levels of contamination, etc.); cleanup standards; and applicable laws. The ABCA will also discuss at least two alternatives considered and evaluated in terms of effectiveness, feasibility, and costs, and then recommend a proposed cleanup plan.
- Providing technical assistance to property owners and local jurisdictions on the purchase, cleanup, and redevelopment of brownfield sites providing them with information and connecting them to the appropriate resources.
- Preparing a final cleanup plan to describe site remediation to address identified contamination.
- Preparing plans to support the redevelopment of select properties. Activities may include: real estate market analysis to determine highest and best use; physical site planning, including land use assessments and infrastructure evaluations, to integrate environmental cleanup with property redevelopment; site disposition and reuse vision and assessment work to facilitate redevelopment strategies; and community engagement to build consensus and support for public-private partnerships in cleaning up brownfields.

II. NOT TO EXCEED BUDGET

The contract amount is based on the grant agreement between the EPA and the Client. The MFA proposed work shall not exceed \$591,800.

Task number and description		Contractual
Task 1	Project Management & Reporting	\$23,400
Task 2	Public Involvement	\$38,400
Task 3	Site Inventory & Characterization	\$330,000
Task 4	Cleanup Planning	\$200,000
Total		\$591,800

III. TIMELINE

The project work will begin upon execution of this agreement and subject to the approval of the first work order. The project will continue through the 3-year grant period, allowing one additional month beyond to assist with final reporting. The end date of the project is October 31st, 2023.

Memo

To: Board of Directors
From: Monica Lough
cc: Jim Kuntz
Date: January 12, 2021
Re: Sick Leave Policy Update

We are currently reviewing our Personnel Policies for potential updates. During this process, I noticed that we missed a carryover item that we had intended to include. For sick leave accruals, employees may accrue and carryover up to 480 hours annually. In the prior Pangborn Memorial Airport policy, there were two employees specifically grandfathered into a higher allowance of 1,440 hours, as they commenced employment prior to January 1, 2006, and continued to accrue under the policy that existed at that time.

This will not apply to any future employees, but we are currently requesting the board approve the higher allowance of a 1,440 hour carryover to those Pangborn Memorial Airport employees that commenced employment prior to January 1, 2006.

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

Tuesday, January 12th, 2021

Zoom

Present:

JC Baldwin, Commissioner
Donn Etherington, Commissioner
Rory Turner, Commissioner
*Alan Loeb sack, Port of Douglas Commission
Mark Spurgeon, Port of Douglas Commission
Jim Huffman, Port of Douglas Commission
*Jim Kuntz, Chief Executive Officer
*Monica Lough, Director of Finance & Admin.
Ron Cridlebaugh, Director of Economic & Business Dev
*Trent Moyers, Director of Airports
Craig Larsen, Business Development Manager
Stacie de Mestre, Public Works & Capital Projects Manager
Randy Asplund, Port Engineer
Randy Asplund, Port Engineer
Ron Russ, Property & Maintenance Manager
Tricia Degnan, CTC Manager
Sarah Deenik, Communications Coordinator
Cami Harris, Executive Assistant
*Bobbie Chatriand, Administrative Assistant
*Quentin Batjer, Legal Counsel
*Pete Fraley, Legal Counsel

*In person, all others via Zoom.

Commissioner Etherington called the meeting to order at XX:XX am.

ELECTION OF OFFICERS

Commissioner Etherington called for the nominations and election of officers. Commissioner Baldwin moved, and Commissioner Turner seconded, and the Board of Directors of the Port of Chelan County Industrial Development Corporation cast a unanimous ballot for Rory Turner as President, JC Baldwin as Vice President, and Donn Etherington as Treasurer for 2021. Motion Passed 3-0. The Board of Directors appointed Jim Kuntz as Secretary.

APPROVAL OF MINUTES

Secretary Kuntz read the minutes of the January 12th, 2020 meeting, which were moved for adoption by Commissioner Baldwin and seconded by Commissioner Turner. Motion passed 3-0.

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

Signed this 12th, day of January, 2021.

PORT OF CHELAN COUNTY INDUSTRIAL DEVELOPMENT CORPORATION BOARD OF DIRECTORS

Rory Turner, President

JC Baldwin, Vice President

Donn Etherington, Treasurer

**MINUTES OF THE PORT OF DOUGLAS COUNTY
INDUSTRIAL DEVELOPMENT CORPORATION MEETING**

Tuesday, January 12th, 2021

Zoom

Present:

- *Alan Loeb sack, Commissioner
- Mark Spurgeon, Commissioner
- Jim Huffman, Commissioner
- JC Baldwin, Port of Chelan Commission
- Donn Etherington, Port of Chelan Commission
- Rory Turner, Port of Chelan Commission
- *Jim Kuntz, Chief Executive Officer
- *Monica Lough, Director of Finance & Admin.
- Ron Cridlebaugh, Director of Economic & Business Dev. Mgr.
- *Trent Moyers, Director of Airports
- Stacie de Mestre, Public Works & Capital Projects Manager
- Randy Asplund, Port Engineer
- Ron Russ, Property & Maintenance Manager
- Craig Larsen, Business Development Manager
- Tricia Degnan, CTC Manager
- Sarah Deenik, Communications Coordinator
- Cami Harris, Executive Assistant
- *Bobbie Chatriand, Administrative Assistant
- *Quentin Batjer, Legal Counsel
- *Pete Fraley, Legal Counsel

*In person, all others via Zoom.

Commissioner Loeb sack called the meeting to order at XX:XX am.

ELECTION OF OFFICERS

Commissioner Loeb sack called for the nominations and election of officers. Commissioner Huffman moved, and Commissioner Spurgeon seconded, and the Board of Directors of the Port of Douglas County Industrial Development Corporation cast a unanimous ballot for Mark Spurgeon as President, Jim Huffman as Vice President, and Alan Loeb sack as Treasurer for 2021. Motion passed 3-0. The Board of Directors appointed Jim Kuntz as Secretary.

APPROVAL OF MINUTES

Secretary Kuntz read the minutes of the January 12th, 2021 meeting, which were moved for adoption by Commissioner Huffman and seconded by Commissioner Spurgeon. Motion passed 3-0.

The Port of Douglas County Industrial Development Corporation meeting was adjourned at XX:XX am.

Signed this 12th day of January, 2021.

PORT OF DOUGLAS COUNTY INDUSTRIAL DEVELOPMENT CORPORATION BOARD OF DIRECTORS

Mark Spurgeon, President

Jim Huffman, Vice President

W. Alan Loeb sack, Treasurer

**Chelan Douglas Regional
Port Authority**

Memo

To: Board of Directors

From:  Jim Kuntz

Date: January 7, 2021

Re: Community Liaison Assignments – Board of Directors

Please find attached a draft Community Liaison Assignment sheet for your consideration. While COVID-19 is still impacting many meetings, it remains important for Board Members to engage in community meetings to ensure our economic interests are represented.



CHELAN DOUGLAS
Regional Port
AUTHORITY

2021 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	Mark Spurgeon
Chelan County PUD Citizen Advisory Council	As Needed	Donn Etherington	Rory Turner
Chelan County Tri Commission	Twice Per Year, Dates in Spring and Fall, TBD.	All Commissioners	
Opportunity Zone Task Force	As Needed	Donn Etherington	Mark Spurgeon
WPPA Board of Directors – Trustee	As Needed	Alan Loeb sack CDRPA President	JC Baldwin CDRPA Vice President
GWATA Board	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	Rory Turner
Columbia Basin Development League	Meeting dates/times TBD. Will come out in January.	Alan Loeb sack	JC Baldwin
Wenatchee Valley Chamber Executive Committee	Monthly, 3 rd Tuesday	Mark Spurgeon	Donn Etherington

District #1 Meeting	Twice Monthly Every Other Wednesday	Donn Etherington	
District #2 Meeting	Monthly; 7:00 am (dates tbd)	JC Baldwin	
District #2 Meeting	As Needed Basis	Alan Loeb sack	
Partner Breakfast Meetings	TBD	All Commissioners	
Economic Roundtable Lunches	TBD	All Commissioners	
Douglas County Community Leadership Advisory Group	Monthly 4 th Wed, 2:30-4:30 pm	Jim Huffman	Rory Turner
NCWEDD Board	Monthly 2 nd Wed	Jim Huffman	Alan Loeb sack

2021 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	Rory Turner District 3
City of Waterville City of Mansfield	Alan Loeb sack District 2
City of Bridgeport City of Rock Island	Mark Spurgeon District 3
City of East Wenatchee City of Coulee Dam	Jim Huffman District 1

**Chelan Douglas Regional
Port Authority**

Memo

To: Board of Directors

From:  Jim Kuntz

Date: January 7, 2021

Re: Cashmere Mill District – Land Purchase Offer

The Regional Port has received an offer from the Red Mountain Group to purchase property at our Cashmere Mill District site (see enclosed). They plan on constructing a building on site that would be leased out to a Dollar Store.

Staff will be looking for direction from the Board.

- From a policy perspective, is this proposed use acceptable?
- If yes, what should be the sales price?
- If a sale proceeds, are there certain conditions we should place on the development?

Will review in more detail at Tuesday's meeting.

Possible conditions on Red Mountain Group Property Sale

- **Purchaser pays for boundary line adjustment.**
- **Purchaser pays for joint driveway costs.**
- **Purchaser pays for all utility connection costs including stub-outs to Port Property.**
- **Regional Port retains some architectural approval.**
- **Prohibition on property speculation. Must be used to house a Dollar Store. Must be built and occupied within 12 months. Otherwise, Regional Port has right to repurchase property for what it sold for.**
- **If property & building is ever sold, Regional Port retains option to purchase based on a MAI appraised value.**



RED MOUNTAIN GROUP

December 18, 2020

To: Mr. Craig Larson
Chelan Douglas Regional Port Authority

RE: NWQ of Sunset Highway & Mill Street (Mill Site)
Cashmere, Washington

Dear Craig,

This letter sets forth the terms and conditions (the "Purchase Offer") by which Red Mountain Retail Group, Inc., or its assignee, (the Buyer") will enter into a formal purchase and sale agreement (the "Agreement") to purchase the fee interest in the above referenced property (the "Property") from Chelan Douglas Regional Port Authority (the "Seller").

The terms and conditions proposed by Buyer are therefore as follows:

1. **PURCHASE PRICE:**
ONE HUNDRED & SIXTY-FIVE THOUSAND and 00/100 Dollars (\$165,000.00) (the "Purchase Price").
2. **Purchase Agreement:**
Within five (5) days from acceptance of the terms of this proposal, Seller will deliver to the Buyer a Purchase and Sale Agreement incorporating the terms and conditions of the sale.
3. **TITLE & ESCROW:**
Escrow – Lawyers Title located at 4100 Newport Place Dr., Suite 120, Newport Beach, CA 92660 Attention: Joy Eaton, Telephone (949) 724-3145, Facsimile (949) 271-5762, joyeaton@ltic.com shall be responsible for Escrow and Title.
4. **PROPERTY:**
APPROXIMATELY 0.918 ACRES OF THE 1.49 ACRES SITE AND FURTHER DESCRIBED AS PARCEL C, APN# _____ LOCATED IN CHELAN COUNTY, WASHINGTON.
5. **TERMS:**
All Cash
6. **CLOSING COST:**
Buyer and Seller agree to pay customary title and escrow costs associated with the transaction.
7. **DEPOSIT:**
Twenty Thousand and 00/100 Dollars (\$20,000.00) (the "Deposit") shall be deposited into escrow within three (3) days from effective date and delivery of the Purchase and Sale

Agreement. Once Buyer has released all contingencies, all deposits are non-refundable and applicable to the purchase price.

8. **Due Diligence:**

Buyer shall have up to Ninety (90) days from the mutual execution of the Agreement and the receipt of all Seller known Due Diligence items to complete the inspection of the Property (the "Due Diligence Period"). Seller shall not enter into any new leases or agreement without the prior written consent of the Buyer. Buyer can extend the Due Diligence Period for up to Five (5) Thirty (30) day extension periods (if needed) by paying \$2,000.00 per extension which payments shall be applicable and non-refundable.

Seller will provide Due Diligence materials to Buyer within three (3) days of the mutual execution of the Agreement.

Buyer has the right in its sole discretion not to purchase the Property by giving Seller written notice on or before the last day of the Due Diligence Period, in which event the Deposit shall be returned, plus accrued interest, to Buyer.

9. **Estoppels:**

N/A

10. **CLOSING DATE:**

The Purchase shall close (the "Closing Date") no later than Fifteen (15) days after the end of the Due Diligence Period.

11. **COMMISSION:**

Seller shall be responsible for payment of a brokerage commission to Brian Anderson, CBRE Salt Lake City, pursuant to a separate agreement. Each party represents that no other broker or agent has represented the parties. Each party indemnifies the other with respect to any claim made by any broker, and the party so incurring or causing such claims shall indemnify, defend and hold harmless the other party from any loss or damage, including attorneys' fees which said other party suffers because of said claims.

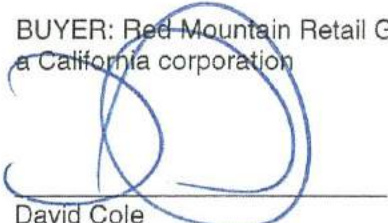
12. **ACCEPTANCE:**

Upon mutual acceptance of this offer, Buyer shall have the right to begin marketing the property to prospective tenants and to begin the application process for any and all entitlements. The acceptance of this offer shall be sufficient to begin the aforementioned process while Buyer and Seller are negotiating the Agreement.

Please indicate your approval of the above terms and conditions by signing below. Upon acceptance of the above terms and conditions, Buyer will draft the Agreement incorporating the terms agreed to herein. If this Purchase Offer is not accepted by Seller on or before December 24th, 2020 this Purchase Offer shall be deemed revoked, null and void.

This letter is not intended to create a binding obligation but rather to set forth the general terms of the sale. There will be no binding obligation on the part of any party, unless and until all appropriate parties executed definitive documents, including, without limitation a written Purchase and Sale Agreement.

BUYER: Red Mountain Retail Group, Inc.,
a California corporation



David Cole
Red Mountain Group, Single Tenant Asset Fund

Agreed and Accepted

SELLER:
Chelan Douglas Reginal Port Authority

By: _____
Name:

Print Name

Title: _____

Date: _____

Recommend Parcel Size

Jim Kuntz

From: Craig Larsen
Sent: Monday, January 4, 2021 4:43 PM
To: Jim Kuntz
Subject: FW: CMD - North of Sunset Highway
Attachments: Revised Parcel C.pdf

Here is the slightly larger parcel (than what the prospect originally requested) that Randy suggests – allows for joint driveway to serve our remnant and one of two serving the Dollar Store

Craig Larsen
Business Development Manager
One Campbell Parkway, Suite A, East Wenatchee, WA 98802
☎ 509.884.4700 | www.cdrpa.org



From: Randy Asplund <rasplund@rh2.com>
Sent: Monday, December 21, 2020 8:12 PM
To: Craig Larsen <Craig@cdrpa.org>
Subject: RE: CMD - North of Sunset Highway

Craig;

Attached is the revised Parcel C exhibit for your review.

I recommend the Port sell them approximately 1 acre for the following reasons:

- 1.- Given that Sunset Highway is an arterial with significant truck traffic especially after the completion of the Goodwin Bridge, I am sure the City will want the driveways for the north parcels to align with the Mill Site business Park driveways..
2. I also recommend the driveway be shared with the remainder parcel to the west due to its shape.
3. My guess is the prospect will want an second driveway to the east. This driveway will also need to align up with the planned second driveway for the Business Park as I'm sure the City will not want to have offsetting driveways along Sunset unless they are offset at least 100 ft.

I can easily remove the dotted line and the shaded area.

Thanks

Randy

From: Craig Larsen <Craig@cdrpa.org>
Sent: Monday, December 21, 2020 5:00 PM
To: Randy Asplund <rasplund@rh2.com>
Subject: RE: CMD - North of Sunset Highway

Parcel C
Port of Chelan County
Cashmere Mill Site

Information From:
Record of Survey dated 9/28/2011
Auditors Recording Number 2349712



Property Value Consideration 5

Jim Kuntz

From: Craig Larsen
Sent: Tuesday, December 22, 2020 3:51 PM
To: Jim Kuntz
Cc: Ron Criddlebaugh
Subject: Cashmere Property Value

Spoke with Pacific Appraisals. Very few comps around Cashmere. More valuable parcel than Louws property (\$2.44 four years ago). Large parcel on north side of Highway 2 where new West Cashmere Bridge and interchange will land was appraised at just over \$6 two years ago but he considers it more valuable property due to the location on a highway intersection. Baker Flats is around \$3 (without sewer).


His best guess is between \$4 and \$6 but closer to \$4, so your estimate seems right in there.

Craig Larsen
Business Development Manager
One Campbell Parkway, Suite A, East Wenatchee, WA 98802
☎ 509.884.4700 | www.cdrpa.org



**Chelan Douglas Regional
Port Authority**

Memo

To: Board of Directors
From:  Jim Kuntz
Date: January 7, 2021
Re: Airport Boundary Line Adjustment

Good progress is being made in creating additional lots at Pangborn Airport. Pete Fraley and Randy Asplund have had positive conversations with Douglas County officials to date.

Please find attached a draft map that shows the creation of 29 new lots at the airport. They are the lots highlighted in red. Randy Asplund will walk through the proposed lots at Tuesday's meeting.

The goal is to create more lots. Overtime, we can adjustment the lots we create as more definitive development happens. Just getting lots created and approved by Douglas County will be an important milestone.

**Chelan Douglas Regional
Port Authority**

Memo

To: Board of Directors

From:  Jim Kuntz

Date: January 7, 2021

Re: Partners in Economic Development – Non Profits Selection
Criteria

The Regional Port will soon announce it's accepting grant applications for its Partnership in Economic Development – Non Profit Program for 2021.

Please find enclosed last year's scoring criteria, proposed 2021 application form, and the Port Budget for 2021. Please note the Regional Port's Budget is \$200,000, as Chelan County self directs funding through the Regional Port for some of the organizations. Their contribution last year was \$55,000.

Would welcome any input the Board has on the scoring criteria or any other aspect of this program.



**Partners In Economic Development
Non-Profit
Year 2020**

Scoring Criteria	Maximum Point Value
Complete Application	5
Aligns with CDRPA Vision, Mission, Values and Goals	20
Addresses a Proven Need or Gap	15
Ability to achieve Measurable Economic Impact	20
Demonstrates Sustainability	15
Demonstrates Collaboration or Partnership	10
Financial Match	5
Membership Dues/ Long-Term Sustainability	10
Total	100



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, competitive grant program created to:

- Help start, scale, and/or improve programs—to measurably further economic development in Chelan and Douglas Counties; and
- Fund capacity-building—to build 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:

- Align with the CDRPA's vision, mission, economic development goals, and values, as described in the CDRPA's "Annual Economic Development Plan", and as authorized by RCW Chapter 53;
- Measurably contribute to the economic development of Chelan and Douglas Counties;
- Fulfill at least one of the following:
 - Help start, scale, and/or improve programs (that measurably further economic development in Chelan and Douglas Counties); or

- Capacity-building (to build the long-term sustainability of organizations whose missions contribute to economic development in Chelan and Douglas Counties).

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 RPA;
- Demonstrate collaboration/partnership with other entities;
- Clearly and significantly contribute to the long-term sustainability of an organization whose mission furthers economic development; and/or
- Has membership dues as part of funding structure.

REQUEST GUIDELINES

- Proposals are typically funded between \$5,000 and \$30,000.
- 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 2021, the CDRPA has set aside \$150,000 to be distributed through a once a year call for projects program.
- In addition, the CDRPA has set aside \$50,000 as an opportunity fund to assist with emerging projects during fiscal year 2021. Any time after March 31, 2021 and throughout the remaining year, applications can be submitted for funding until the fund is fully allocated.
- In the event the CDRPA does not allocate all the funding during the call for projects phase, said excess funds will be added to the opportunity fund.
- 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**.

SUBMISSION REQUIREMENTS for FY2021

Proposal deadline: Friday, February 12 before 5:00 PM PST

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
- Alignment with CDRPA Strategic Plan
- 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, or of how program contributes to long-term sustainability of organization
- Demonstrated justification of requested funds

FUNDED PARTNER EXPECTATIONS

- Organization will enter into Partner Agreement defining expectations and Scope of Work
- Quarterly written report and invoices due:
 - April 15 (for period Jan-Mar)
 - July 15 (for period Apr-Jun)
 - October 15 (for period Jul-Sep)
 - January 15 of following year (for period Oct-Dec)

- Final report completed and verbal presentation given at the CDRPA Board of Directors Meeting:
 - 1st Quarter of following year

PROPOSAL TIMELINE

Grant Applications will be evaluated and forwarded to the Board of Directors for approval. Awards will be made at the end of December or in early January.

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? 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

**Chelan Douglas Regional Port Authority
2021 Final Budget**

	2020 Supplemental Budget	2021 Final Budget
<u>ECONOMIC DEVELOPMENT CONTRACTS (NON-PROFITS)</u>		
Cascade Foothills Farmland Association	\$ 27,000	
Cashmere Chamber of Commerce	13,500	
Chelan Douglas Land Trust	5,500	
Entiat Valley Chamber of Commerce	10,000	
GWATA (Chelan County \$10,000)	47,000	
Initiative for Rural Innovation & Stewardship (IRIS)	3,000	
Manson Chamber of Commerce	15,000	
NCW Economic Dev District (Chelan County \$5,000)	5,000	
Our Valley Our Future (Chelan County \$30,000)	40,000	
Our Valley Our Future - PODC 2019 Commitment	10,000	
Spirit of Wenatchee	5,473	
Wenatchee Downtown Association	3,000	
WV Sports Foundation - Winter Special Olympics	7,000	
Wenatchee Outdoors	7,000	
Wenatchee Valley TREAD (Chelan County \$10,000)	10,000	
Community Nonprofit ED Projects	46,527	255,000
TOTAL ECONOMIC DEVELOPMENT CONTRACTS	\$ 255,000	\$ 255,000
<u>COMMUNITY PARTNERSHIP PROJECTS (MUNICIPALITIES)</u>		
City of Bridgeport	\$ 20,000	\$ 20,000
City of Cashmere	35,000	35,000
City of Chelan	30,000	30,000
East Wenatchee Water District	30,000	-
Eastmont Metropolitan Parks District	20,000	20,000
PUD 5th Street Redevelopment Study	21,871	15,684
Chelan County - Countywide Trails Plan	20,000	20,000
City of Wenatchee - Confl. Parkway Environmental	175,000	175,000
Opportunity Placeholder	45,000	50,000
TOTAL COMMUNITY PARTNERSHIP PROJECTS	\$ 396,871	\$ 365,684

**Chelan Douglas Regional
Port Authority**

Memo

To: Board of Directors

From:  Jim Kuntz

Date: January 7, 2021

Re: Randy Asplund – Part Time Employee

At the last Board meeting I mentioned Randy Asplund was going to work for the Regional Port on a limited, part time basis. Attached to this memo are the terms and conditions that I wanted to share with you.

Jim Kuntz

From: Randy Asplund <Randy03@asplunds.us>
Sent: Monday, January 4, 2021 11:35 AM
To: Jim Kuntz
Subject: hourly rate request

Jim;

I would like to request a pay rate of \$110 hour as my total compensation with no benefits. I've struggled to propose a rate that is fair and equable to both the CDRPA and me. This rate is lower than my prior hourly rate at RH2, but I had management and corporate duties besides being an engineer (I was the CFO), so the comparison would not be fair.

I based the rate on the annual consulting engineering survey conducted by the Council of Consulting Engineers for Washington state that indicates the average rate of pay for a senior project manager (P8-9) is around \$85/hr with full benefits. Since I will be a temporary part-time employee with no benefits, I added 30% for direct benefits (PTO, medical/dental and retirement costs) that are typically provided to a full-time employee to arrive at the proposed pay rate.

I would like to limit my hours worked to an average of not more than 30 - 40 hours a month or as agreed to at the start of an assignment.

I met with Monica last week and turned in all of the paperwork for my part-time employment. I'm ready to begin work on the projects that we've previously discussed. Hopefully, this request meets with your concurrence.

Thanks again for the offer of temporary part-time employment.

Randy

**Chelan Douglas Regional
Port Authority**

Memo

To: Board of Directors

From:  Jim Kuntz

Date: January 7, 2021

Re: Recchia Property

Attached is my correspondence with the real estate agent representing the Recchia property and their response. They remain unrealistic on price.

Jim Kuntz

From: Jim Kuntz
Sent: Tuesday, December 22, 2020 2:31 PM
To: Sue Long
Subject: Recchia Property
Attachments: DOC200.PDF; Property Sales.xlsx

Sue,

I met with my Board today. They are luke warm on purchasing the Recchia property. They believe there is a large delta between the asking price and what the comparable sales are. Please find enclosed the data they reviewed at today's meeting. While all these sales are not perfect comparable properties they do give a sense of selling prices of property near the airport.

I am out of the office after today and not returning until Jan 4th. I am willing to keep the lines of communication open. However, it is going to take a reduction in price without a doubt for my Board to approve. The ball is in your court. My suggestion is to determine if your client is willing to reduce the price and if so make us an offer. 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



Recchia Property

- On the market for 1,070 plus days
- \$750,000 asking price
- \$205,425 per acre
- \$4.72 per sq. ft.
- Very flexible terms

Comparables

Marson & Marson Purchase – Dave Piepel

- Closed 11-24-2020
- 4.53 acres
- \$650,000
- \$143,487 per acre
- \$3.29 per sq. ft.

Regional Port – Dave Piepel

- Purchase & Sale Agreement pending
- 3.18 acres
- \$416,000
- \$130,817 per acre
- \$3.00 per sq. ft.

Baterman Business Park

Year of sale	Purchaser	Acres	Purchase Price	Price per acre	Price per S/F	
2017	Sabey	50.55	\$4,289,571	\$84,858	\$1.95	
2018	Moody Family	2	\$294,920	\$147,460	\$3.39	
2018	Lindco	1.03	\$141,570	\$137,447	\$3.16	
2017	Sam One	1	\$140,000	\$140,000	\$3.21	
2018	Horseshoe Land Co.	1	\$146,175	\$146,175	\$3.36	
2018	Wakefield Family	1.99	\$274,995	\$138,188	\$3.17	
2017	Airport Storage	4.25	\$463,103	\$108,965	\$2.50	2 parcels
2017	Simplex	4.54	\$472,000	\$103,965	\$2.39	
2017	Hurst	2.5	\$265,000	\$106,000	\$2.43	
2020	North Face	3.8	\$568,000	\$149,474	\$3.43	
2020	Veedoi	4.29	\$580,000	\$135,198	\$3.10	
2017	Pronoia Effect	2	\$264,114	\$134,752	\$3.09	
2017	Pronoia Effect	1.99	\$252,000	\$130,570	\$3.00	
2018	Blackhawk	1.97	\$278,893	\$141,570	\$3.25	
2017	Third Coast	5.65	\$689,039	\$121,954	\$2.80	
2020	Western Sunset	13.58	\$871,200	\$64,153	\$1.47	No roads or infrastructure
2017	MJM Development	2.67	\$362,578	\$135,797	\$3.12	
2017	BTR Developers	2.34	\$318,422	\$136,078	\$3.12	
2020	DJ Reichert	3.95	\$420,000	\$106,329	\$2.44	
2018	Prazer Holdings	4.73	\$669,827	\$141,570	\$3.25	
2017	Power Block 404	1.31	\$184,000	\$140,458	\$3.22	
2017	Tom Pichini	1.31	\$183,040	\$139,725	\$3.21	
2017	Ant Creek	3.59	\$492,598	\$137,214	\$3.15	
2020	Douglas County	11.3	\$1,542,840	\$136,535	\$3.13	
2020	Blackhawk	20	\$2,075,000	\$103,750	\$2.38	
2020	Microsoft	111.08	\$9,718,000	\$87,486	\$2.01	3 parcels

Additional Sales in 2020

Parcel Number	Original S/F	House Number	Total Acres	DOR Code		
22212440009	\$70,000	Rock Island	3.22	83 - Resou	\$21,739.13	\$0.50 Orchard
22210920007	\$609,840	Batterman	11.3	83 - Resou	\$53,968.14	\$1.24 Batterman Business Pa
23202710150	\$575,000	Wenatchi Land	8.85	55	\$64,971.75	\$1.49 Bare land/no access
23202320005	\$50,000	Baker Flats	9.35	83 - Resou	\$5,347.59	\$0.12 Bare land/no infrastru
41000000309	\$20,000	E. Wen	11.88	81 - Resou	\$1,683.50	\$0.04 Bare Land/lot was split
40400006301	\$375,500	Wenatchi Land	4.9	81 - Resou	\$76,632.65	\$1.76 Orchard/no access
22212240006	\$534,900	Rock Island	16.48	81 - Resou	\$32,457.52	\$0.75 Bare land/no infrastru
22211230005	\$400,000	Rock Island	2.44	81 - Resou	\$163,934.43	\$3.76 Res building site
22211310003	\$219,500	Rock Island	1.36	81 - Resou	\$161,387.06	\$3.71 Res building site
22211230007	\$199,500	Rock Island	1.49	81 - Resou	\$133,892.62	\$3.07 Res building site
41300004400	\$235,000	Rock Island	11.99	83 - Resou	\$19,599.67	\$0.45 Orchard/no access
22212230019	\$324,000	Rock Island	10	83 - Resou	\$32,400.00	\$0.74 Orchard/no infrastru
75000002302	\$275,000	Pangborn	2.29	81 - Resou	\$120,087.34	\$2.76 Orchard/no infrastru
22211230004	\$229,500		1.24	81 - Resou	\$185,080.65	\$4.25 Res building site
75000002100	\$400,000	Pangborn	9.18	81 - Resou	\$43,572.98	\$1.00 Orchard/no infrastru
93700000300	\$580,000	Batterman	4.29	81 - Resou	\$135,198.14	\$3.10 Baterman Business Par
22223020005	\$135,000	Rock Island	11.93	81 - Resou	\$11,316.01	\$0.26 Orchard/no access
22212120020	\$150,000		2	81 - Resou	\$75,000.00	\$1.72 Bare land/no infrastru
22210840002	\$650,000	Pangborn	4.53	82 - Resou	\$143,487.86	\$3.29 Orchard/no infrastru
22212410008	\$185,000	Batterman	2.95	81 - Resou	\$62,711.86	\$1.44 Orchard/no infrastru

Jim Kuntz

From: Sue Long <SueLong@johnlscott.com>
Sent: Monday, January 4, 2021 3:31 PM
To: Jim Kuntz; madr98801@gmail.com
Subject: Mary Ann's Lot

Hi Jim,

I'm terribly sorry that I misspelled again in my email to you today . What I was trying to say on the bottom of my email was Mary Ann and I ask your board members to "reevaluate" not "revalue". Please pass it onto your board members as I would appreciate it. Thank you!

Gratefully,

Sue Long
Real Estate Specialist
John L. Scott Wenatchee Real Estate
Cell (509)670-0633
Office (509)662-4772
Fax (509)662-2700

"What's Important is You"

Jim Kuntz

From: Sue Long <SueLong@johnlscott.com>
Sent: Monday, January 4, 2021 11:54 AM
To: Jim Kuntz
Cc: madr98801@gmail.com
Subject: Mary Ann's Lot

Hi Jim,

Thank you for your email sent on December 22, 2020 with two attachments.

I am very sorry to hear your board members are "luke warm" on purchasing Mary Ann's property because they feel the lot is overpriced but they don't see the real value and so much benefit to the airport to have her land.

I appreciate you sending me a list of acreage lots that have sold in Douglas County since 2017 however, these lots are not adjacent to the airport. What is unique about Mary Ann's lot is a walking distance into the airport. Please forgive me but these lots are not comparable with Mary Ann's lot.

Mary Ann and her husband sold part of the lot to Mr. Batterman when he installed the intersection of Grant Road and Airport Way in 2008. Batterman paid \$4.00 per square footage for the section of the lot. Also, Mr. Cliff Nystrom bought 2 acres from Recchia for \$3.20 per square footage in 2005. Nystrom has a trucking business. Mary Ann is saying that "I don't have to explain that because everybody knows since 2008, 12 years later how much the local real estate price have gone up".

Because you asked, Mary Ann would like to see the purchase price \$750k, a down payment of \$150k or \$200k, annual interest rate at 4.5% and a balloon payment at 5 years.

I know for sure she is firm with the asking price of \$750k and it is first come first serve so it is up to the airport. Another thing is the airport would like to purchase the lot in a 5 year term not a cash sale. And, how much the lot value would be in 5 years. I am sure much higher than 2020.

Mary Ann and I ask your board members to revalue and we know for sure the airport needs and could benefit from her lot now and near future. Thank you for your time.

Gratefully,

Sue Long
Real Estate Specialist
John L. Scott Wenatchee Real Estate
Cell (509)670-0633
Office (509)662-4772
Fax (509)662-2700

"What's Important is You"



Office of the Washington State Auditor

Pat McCarthy

Exit Conference: Chelan County Port District No. 1

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independent and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share the results of your audit and our draft reporting. We value and appreciate your participation.

Audit Reports

We will publish the following reports:

- Accountability audit for January 1, 2019 through December 31, 2019 – see draft report.
- Financial statement audit for January 1, 2019 through December 31, 2019 - see draft report.

Communications required by audit standards

In relation to our financial statement audit report, we would like to bring to your attention:

- There were no uncorrected misstatements in the Port's audited financial statements. The following item presented as part of the Pangborn Memorial Airport's statements in the discretely presented component unit column was uncorrected:
The Airport misstated deferred inflows related to pensions due to prior year uncorrected errors. The Airport reported \$178,428 inflows but should have reported \$192,237 inflows.
- There were no material misstatements in the financial statements corrected by management during the audit.

Finalizing Your Audit

Report Publication

Audit reports are published on our website and distributed via e-mail in an electronic .pdf file. We also offer a subscription service that allows you to be notified by email when audit reports are released or posted to our website. You can sign up for this convenient service at: <https://portal.sao.wa.gov/SAOPortal/>

Management Representation Letter

We have included a copy of representations received from management.

Audit Cost

At the entrance conference, we estimated the cost of the audit to be \$23,500 and actual audit costs will approximate that amount.

Working Together to Improve Government

Audit Survey

When your report is released you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

Local Government Support Team

This team provides support services to local governments through the Budget, Accounting, and Reporting System (BARS) and annual online filing technical assistance, provides accounting, reporting and BARS training. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions, updated BARS manuals, access to resources and recorded trainings, and additional accounting and reporting resources. Additionally this team assists with the online filing of your financial statements.

The Center for Government Innovation

The Center for Government Innovation of the Office of the Washington State Auditor offers services designed to help you, help the residents you serve at no additional cost to your government. What does this mean? They provide expert advice in areas like building a Lean culture to help local governments find ways to be more efficient, effective and transparent. The Center also provides financial management technical advice and best practices and resources. These can be accessed from the “Improving Government” tab of our SAO website and help you act on accounting standard changes, comply with regulations, protect public resources, minimize your cybersecurity risk and respond to recommendations in your audit. The Center also offers the Financial Intelligence Tool, better known as FIT, to help you assess and monitor your finances and compare your financial operations to other local governments like you. You can email the Center for a personal training session to learn all the benefits using the FIT tool can provide. The Center understands that time is your most precious commodity as a public servant, and wants to help you do more with the limited hours you have. If you are interested in learning how the Center can help you maximize your effect in government, call them at (564) 999-0818 or email them at Center@sao.wa.gov.

Questions?

Please contact us with any questions about information in this document or related audit reports.

Kelly Collins, CPA, Director of Local Audit, (564) 999-0807, Kelly.Collins@sao.wa.gov

Brandi Pritchard, CFE, Assistant Director of Local Audit, (360) 489-4591, Brandi.Pritchard@sao.wa.gov

Jake Santistevan, CFE, Audit Manager, (509) 662-0440, Jake.Santistevan@sao.wa.gov

Eric Clark, CPA, Assistant Audit Manager, (509) 662-0440, Eric.Clark@sao.wa.gov



Office of the Washington State Auditor
Pat McCarthy

Preliminary Draft - Please do not duplicate, distribute, or disclose.

Accountability Audit Report
Port District No. 1 of Chelan County
(Port of Chelan County)

For the period January 1, 2018 through December 31, 2019

Published (Inserted by OS)

Report No. (Inserted by OS)





**Office of the Washington State Auditor
Pat McCarthy**

Issue Date – (Inserted by OS)

Board of Commissioners
Port of Chelan County
East Wenatchee, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for Port operations. This information is valuable to management, the governing body and public stakeholders when assessing the government’s stewardship of public resources.

Attached is our independent audit report on the Port’s compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff, and we value your cooperation during the audit.

Sincerely,

Signature Here (Please do not remove this line)

Pat McCarthy

State Auditor

Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

Preliminary Draft - Please do not duplicate, distribute, or disclose.

AUDIT RESULTS

Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, Port operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

About the audit

This report contains the results of our independent accountability audit of the Port of Chelan County from January 1, 2018 through December 31, 2019.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the State Auditor to examine the financial affairs of all local governments. Our audit involved obtaining evidence about the Port's use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the years ended December 31, 2019 and 2018, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Self-insurance – unemployment insurance
- Compliance with lease terms
- Surplus of real property – disposition and receipt of sales proceeds

RELATED REPORTS

Financial

Our opinion on the Port's financial statements is provided in a separate report, which includes the Port's financial statements. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

Preliminary Draft - Please do not duplicate, distribute, or disclose.

INFORMATION ABOUT THE PORT

Port District No. 1 of Chelan County was incorporated in 1958. The Port engages in a variety of economic development activities including constructing industrial facilities which are leased to manufacturing entities, rehabilitating underutilized property, operating the regional airport and supporting a variety of industry clusters with the goal of increasing private investment and jobs in Chelan County.

An elected, three-member Board of Commissioners governs the Port. The Board appoints an Executive Director to oversee the Port's daily operations as well as its 10 employees. The Port operated on annual budgets of \$12 million and \$15 million in 2018 and 2019, respectively.

In June 2019, the Port of Chelan County and Port of Douglas County entered into an interlocal agreement to functionally consolidate as of January 1, 2020, at which time the Port transferred all operating activities to the newly created Chelan Douglas Regional Port Authority.

Contact information related to this report	
Address:	Port of Chelan County One Campbell Parkway Suite A East Wenatchee, WA 98802
Contact:	Monica Lough, Director of Finance & Administration
Telephone:	(509) 884-4700
Website:	www.ccpd.com

Information current as of report publish date.

Audit history

You can find current and past audit reports for the Port of Chelan County at <http://portal.sao.wa.gov/ReportSearch>.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office

Public Records requests	PublicRecords@sao.wa.gov
Main telephone	(564) 999-0950
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov

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Office of the Washington State Auditor
Pat McCarthy

Preliminary Draft - Please do not duplicate, distribute, or disclose.

Financial Statements Audit Report
Port District No. 1 of Chelan County
(Port of Chelan County)

For the period January 1, 2019 through December 31, 2019

Published (Inserted by OS)

Report No. 1027449





**Office of the Washington State Auditor
Pat McCarthy**

Issue Date – (Inserted by OS)

Board of Commissioners
Port of Chelan County
East Wenatchee, Washington

Report on Financial Statements

Please find attached our report on the Port of Chelan County's financial statements.

We are issuing this report in order to provide information on the Port's financial condition.

Sincerely,

Pat McCarthy
State Auditor
Olympia, WA

Americans with Disabilities

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Preliminary Draft - Please do not duplicate, distribute, or disclose.

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

**Port of Chelan County
January 1, 2019 through December 31, 2019**

Board of Commissioners
Port of Chelan County
East Wenatchee, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the business-type activities and the aggregate discretely presented component unit of the Port of Chelan County, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Port’s basic financial statements, and have issued our report thereon dated December 7, 2020.

As discussed in Note 12 to the financial statements, in January 2020, the Port of Chelan County and the Port of Douglas County functionally consolidated all operations and formed the Chelan Douglas Regional Port Authority. The Port transferred operating activities to the Chelan Douglas Regional Port Authority on January 1, 2020.

As also discussed in Note 12 to the financial statements, in February 2020, a state of emergency was declared that could have a negative financial effect on the Port.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the Port’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Port’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Port’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a

combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Port's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

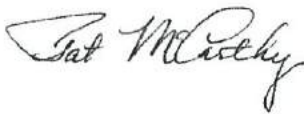
COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the Port's financial statements are free from material misstatement, we performed tests of the Port's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Port's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Port's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



Pat McCarthy

State Auditor

Olympia, WA

December 7, 2020

**INDEPENDENT AUDITOR'S REPORT ON
FINANCIAL STATEMENTS**

**Port of Chelan County
January 1, 2019 through December 31, 2019**

Board of Commissioners
Port of Chelan County
East Wenatchee, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the business-type activities and the aggregate discretely presented component unit of the Port of Chelan County, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Port's basic financial statements as listed on page 10.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Port's preparation and fair presentation of the financial statements in order to design

audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Port's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and aggregate discretely presented component unit of the Port of Chelan County, as of December 31, 2019, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Matters of Emphasis

As discussed in Note 12 to the financial statements, in January 2020, the Port of Chelan County and the Port of Douglas County functionally consolidated all operations and formed the Chelan Douglas Regional Port Authority. The Port transferred operating activities to the Chelan Douglas Regional Port Authority on January 1, 2020. Our opinion is not modified with respect to this matter.

As also discussed in Note 12 to the financial statements, in February 2020, a state of emergency was declared that could have a negative financial effect on the Port. Our opinion is not modified with respect to this matter.

Other Matters

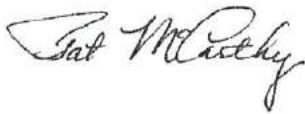
Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information listed on page 10 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for

consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated December 7, 2020 on our consideration of the Port's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Port's internal control over financial reporting and compliance.



Pat McCarthy
State Auditor
Olympia, WA

December 7, 2020

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

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We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
Public Records requests	PublicRecords@sao.wa.gov
Main telephone	(564) 999-0950
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov

We are providing this letter in connection with your audit of Chelan County Port District No. 1 for the period from January 1, 2019 through December 31, 2019. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your audit. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

General Representations:

1. We have provided you with unrestricted access to people you wished to speak with and made available requested and relevant information of which we are aware, including:
 - a. Financial records and related data.
 - b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.
 - d. Communications from regulatory agencies, government representatives or others concerning possible material noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.
 - e. Related party relationships and transactions.
 - f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.
2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information, and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.
3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.
4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.

6. We acknowledge our responsibility for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud.
7. We have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.
8. We have no knowledge of any loss of public funds or assets or other illegal activity, or any allegations of fraud or suspected fraud involving management or employees.
9. In accordance with RCW 43.09.200, all transactions have been properly recorded in the financial records, notwithstanding immaterial uncorrected items referenced below.

Additional representations related to the financial statements:

10. We acknowledge our responsibility for fair presentation of financial statements and believe financial statements are fairly presented in conformity with generally accepted accounting principles in the United States of America.
11. We acknowledge our responsibility for establishing and maintaining effective internal control over financial reporting.
12. The financial statements include financial information of the primary government and all component units, fiduciary and other activity required by generally accepted accounting principles to be included in the financial reporting entity.
13. The financial statements properly classify all funds and activities.
14. All funds that meet the quantitative criteria in GASB requirements or are otherwise particularly important to financial statement users, are presented as major funds.
15. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported and depreciated as applicable.
16. We have no plans or intentions that may materially affect the reported value or classification of assets, liabilities or net position.
17. Revenues are appropriately classified by fund and account.
18. Expenses have been appropriately classified by fund and account, and allocations have been made on a reasonable basis.
19. Net position components (net investment in capital assets, restricted and unrestricted) are properly classified and, as applicable, approved.

20. Significant assumptions we used in making accounting estimates are reasonable.
21. The following have been properly classified, reported and disclosed in the financial statements, as applicable:
 - a. Interfund, internal, and intra-entity activity and balances.
 - b. Related-party transactions, including sales, purchases, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - c. Joint ventures and other related organizations.
 - d. Guarantees under which the government is contingently liable.
 - e. All events occurring subsequent to the fiscal year end through the date of this letter that would require adjustment to, or disclosure in, the financial statements.
 - f. Effects of all known actual or possible litigation, claims, assessments, violations of laws, regulations, contracts or grant agreements, and other loss contingencies.
22. We have accurately disclosed to you all known actual or possible pending or threatened litigation, claims or assessments whose effects should be considered when preparing the financial statements. We have also accurately disclosed to you the nature and extent of our consultation with outside attorneys concerning litigation, claims and assessments.
23. We acknowledge our responsibility for reporting supplementary information in accordance with applicable requirements and believe supplementary information is fairly presented, in both form and content in accordance with those requirements.
24. We have disclosed to you all significant changes to the methods of measurement and presentation of supplementary information, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation.
25. We acknowledge our responsibility for the supplementary information required by generally accepted accounting principles in the United States (RSI) and believe RSI is measured and presented within prescribed guidelines.
26. We have disclosed to you all significant changes in the methods of measurement and presentation of RSI, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation of the RSI.
27. We believe the effects of uncorrected financial statement misstatements summarized below are not material, both individually and in the aggregate, to each applicable opinion unit.
The discretely presented component unit misstated deferred inflows related to pensions due to prior year uncorrected errors. The Airport reported 178,428 inflows but should have reported 192,237 inflows.
28. We acknowledge our responsibility not to publish any document containing the audit report with any change in the financial statements, supplementary and other information

referenced in the auditor's report. We will contact the auditor if we have any needs for publishing the audit report with different content included.

29. We considered the qualifications of the WA Office of the State Actuary (OSA) to create an electronic tool for determining the [govt type]'s liability for (PEBB / LEOFF 1) other post-employment benefits (OPEB) under the GASB 75 alternative method and agree with the results of the electronic tool, which are reflected in financial statement amounts and disclosures. In using the tool, we input correct and complete information into the electronic spreadsheet, and did not enter any inaccurate information with respect to the amounts or assumptions, or modify cells in the OSA spreadsheet, in an attempt to change the outcome of the calculation. Further, we are not aware of any other external matters that would have had an impact on the appropriateness of using the alternative method or assumptions used by the OSA's tool. We confirm that we are a (PEBB / LEOFF 1) employer and we had fewer than 100 plan members (active and retired) as of the beginning of the reporting period and are, therefore, eligible to use the tool.



Office of the Washington State Auditor

Pat McCarthy

Exit Conference: Douglas County Port District No. 1

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independent and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share the results of your audit and our draft reporting. We value and appreciate your participation.

Audit Reports

We will publish the following reports:

- Accountability audit for January 1, 2018 through December 31, 2019 – see draft report.
- Financial statement audit for January 1, 2018 through December 31, 2019 - see draft report.

Communications required by audit standards

In relation to our financial statement audit report, we would like to bring to your attention:

- There were no uncorrected misstatements in the Port's audited financial statements.
- There were no material misstatements in the financial statements corrected by management during the audit.

Recommendations not included in the Audit Reports

Exit Items

We have provided exit recommendations for management's consideration. Exit items address control deficiencies or non-compliance with laws or regulation that have an insignificant or immaterial effect on the entity, or errors with an immaterial effect on the financial statements. Exit items are not referenced in the audit report.

Status of Prior Management Letter items

Brief Description	Resolved	Unresolved
Financial statement preparation	X	

Finalizing Your Audit

Report Publication

Audit reports are published on our website and distributed via e-mail in an electronic .pdf file. We also offer a subscription service that allows you to be notified by email when audit reports are released or posted to our website. You can sign up for this convenient service at: <https://portal.sao.wa.gov/SAOPortal/>

Management Representation Letter

We have included a copy of representations received from management.

Audit Cost

At the entrance conference, we estimated the cost of the audit to be \$19,500 and actual audit costs will approximate that amount.

Working Together to Improve Government

Audit Survey

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Local Government Support Team

This team provides support services to local governments through the Budget, Accounting, and Reporting System (BARS) and annual online filing technical assistance, provides accounting, reporting and BARS training. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions, updated BARS manuals, access to resources and recorded trainings, and additional accounting and reporting resources. Additionally this team assists with the online filing of your financial statements.

The Center for Government Innovation

The Center for Government Innovation of the Office of the Washington State Auditor offers services designed to help you, help the residents you serve at no additional cost to your government. What does this mean? They provide expert advice in areas like building a Lean culture to help local governments find ways to be more efficient, effective and transparent. The Center also provides financial management technical advice and best practices and resources. These can be accessed from the “Improving Government” tab of our SAO website and help you act on accounting standard changes, comply with regulations, protect public resources, minimize your cybersecurity risk and respond to recommendations in your audit. The Center also offers the Financial Intelligence Tool, better known as FIT, to help you assess and monitor your finances and compare your financial operations to other local governments like you. You can email the Center for a personal training session to learn all the benefits using the FIT tool can provide. The Center understands that time is your most precious commodity as a public servant, and wants to help you do more with the limited hours you have. If you are interested in learning how the Center can help you maximize your effect in government, call them at (564) 999-0818 or email them at Center@sao.wa.gov.

Questions?

Please contact us with any questions about information in this document or related audit reports.

Kelly Collins, CPA, Director of Local Audit, (564) 999-0807, Kelly.Collins@sao.wa.gov

Brandi Pritchard, CFE, Assistant Director of Local Audit, (360) 489-4591, Brandi.Pritchard@sao.wa.gov

Jake Santistevan, CFE, Audit Manager, (509) 662-0440, Jake.Santistevan@sao.wa.gov

Eric Clark, CPA, Assistant Audit Manager, (509) 662-0440, Eric.Clark@sao.wa.gov



Office of the Washington State Auditor
Pat McCarthy

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Accountability Audit Report
Douglas County Port District No. 1
(Port of Douglas County)

For the period January 1, 2018 through December 31, 2019

Published (Inserted by OS)

Report No. (Inserted by OS)





**Office of the Washington State Auditor
Pat McCarthy**

Issue Date – (Inserted by OS)

Board of Commissioners
Port of Douglas County
East Wenatchee, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for Port operations. This information is valuable to management, the governing body and public stakeholders when assessing the government’s stewardship of public resources.

Attached is our independent audit report on the Port’s compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff, and we value your cooperation during the audit.

Sincerely,

Signature Here (Please do not remove this line)

Pat McCarthy

State Auditor

Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

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AUDIT RESULTS

Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, Port operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

About the audit

This report contains the results of our independent accountability audit of Port of Douglas County from January 1, 2018 through December 31, 2019.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the State Auditor to examine the financial affairs of all local governments. Our audit involved obtaining evidence about the Port's use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the years ended December 31, 2019 and 2018, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Payroll – gross wages and paid-time-off cash outs
- Accounts payable – general disbursements and credit card purchases
- Self-insurance – unemployment compensation

RELATED REPORTS

Financial

Our opinion on the Port's financial statements is provided in a separate report, which includes the Port's financial statements. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

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INFORMATION ABOUT THE PORT

Port District No. 1 of Douglas County was formed by a vote of the people in 1958 to promote economic development in Douglas County. Facilities include open land available for lease, building space of approximately 84,000 square feet, a park located on the Columbia River and two rural airports in Mansfield and Waterville. The Port also jointly owns Pangborn Memorial Airport along with the Port of Chelan County.

An elected, three-member Board of Commissioners governs the Port. The Board appoints an Executive Director to oversee the Port’s daily operations as well as its four employees. For fiscal years 2018 and 2019, the Port operated on annual revenues of approximately \$2.8 million.

In June 2019, the Port of Douglas County and Port of Chelan County entered into an interlocal agreement to functionally consolidate as of January 1, 2020. At that time, the Port transferred all operating activities to the newly created Chelan Douglas Regional Port Authority.

Contact information related to this report	
Address:	Port of Douglas County One Campbell Parkway Suite A East Wenatchee, WA 98802
Contact:	Monica Lough, Director of Finance & Administration
Telephone:	(509) 884-4700
Website:	www.portofdouglas.org

Information current as of report publish date.

Audit history

You can find current and past audit reports for Port of Douglas County at <http://portal.sao.wa.gov/ReportSearch>.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office

Public Records requests	PublicRecords@sao.wa.gov
Main telephone	(564) 999-0950
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov

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Office of the Washington State Auditor
Pat McCarthy

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Financial Statements Audit Report
Douglas County Port District No. 1
(Port of Douglas County)

For the period January 1, 2018 through December 31, 2019

Published (Inserted by OS)

Report No. 1027599





**Office of the Washington State Auditor
Pat McCarthy**

Issue Date – (Inserted by OS)

Board of Commissioners
Port of Douglas County
East Wenatchee, Washington

Report on Financial Statements

Please find attached our report on Port of Douglas County's financial statements.

We are issuing this report in order to provide information on the Port's financial condition.

Sincerely,

Pat McCarthy
State Auditor
Olympia, WA

Americans with Disabilities

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**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

**Port of Douglas County
January 1, 2018 through December 31, 2019**

Board of Commissioners
Port of Douglas County
East Wenatchee, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Port of Douglas County, as of and for the years ended December 31, 2019 and 2018, and the related notes to the financial statements, which collectively comprise the Port’s financial statements, and have issued our report thereon dated December 18, 2020.

We issued an unmodified opinion on the fair presentation of the Port’s financial statements in accordance with its regulatory basis of accounting. We issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the Port using accounting practices prescribed by state law and the State Auditor’s *Budgeting, Accounting and Reporting System* (BARS) manual described in Note 1, which is a basis of accounting other than GAAP. The effects on the financial statements of the variances between the basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

As discussed in Note 9 to the 2018 financial statements, during the year ended December 31, 2018, the Port adopted new accounting guidance for presentation and disclosure of postemployment benefits other than pensions, as required by the BARS Manual.

As discussed in Note 10 to the 2019 financial statements, in January 2020, the Port of Douglas County and the Port of Chelan County functionally consolidated all operations and formed the Chelan Douglas Regional Port Authority. The Port transferred operating activities to the Chelan Douglas Regional Port Authority on January 1, 2020.

As also discussed in Note 10 to the 2019 financial statements, in February 2020, a state of emergency was declared that could have a negative financial effect on the Port.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audits of the financial statements, we considered the Port's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Port's internal control. Accordingly, we do not express an opinion on the effectiveness of the Port's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Port's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

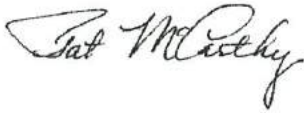
COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the Port's financial statements are free from material misstatement, we performed tests of the Port's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Port's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Port's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



Pat McCarthy
State Auditor
Olympia, WA

December 18, 2020

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

Port of Douglas County January 1, 2018 through December 31, 2019

Board of Commissioners
Port of Douglas County
East Wenatchee, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of Port of Douglas County, for the years ended December 31, 2019 and 2018, and the related notes to the financial statements, which collectively comprise the Port's financial statements, as listed on page 11.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of state law and the *Budgeting, Accounting and Reporting System* (BARS) manual prescribed by the State Auditor described in Note 1. This includes determining that the basis of accounting is acceptable for the presentation of the financial statements in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Port's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Port's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Unmodified Opinion on Regulatory Basis of Accounting (BARS Manual)

As described in Note 1, Port of Douglas County has prepared these financial statements to meet the financial reporting requirements of state law using accounting practices prescribed by the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual. Those accounting practices differ from accounting principles generally accepted in the United States of America (GAAP). The differences in these accounting practices are also described in Note 1.

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash and investments of Port of Douglas County, and its changes in cash and investments, for the years ended December 31, 2019 and 2018, on the basis of accounting described in Note 1.

Basis for Adverse Opinion on U.S. GAAP

Auditing standards issued by the American Institute of Certified Public Accountants (AICPA) require auditors to formally acknowledge when governments do not prepare their financial statements, intended for general use, in accordance with GAAP. The effects on the financial statements of the variances between GAAP and the accounting practices the Port used, as described in Note 1, although not reasonably determinable, are presumed to be material. As a result, we are required to issue an adverse opinion on whether the financial statements are presented fairly, in all material respects, in accordance with GAAP.

Adverse Opinion on U.S. GAAP

The financial statements referred to above were not intended to, and in our opinion they do not, present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of Port of Douglas County, as of December 31, 2019 and 2018, or the changes in financial position or cash flows thereof for the years then ended, due to the significance of the matter discussed in the above “Basis for Adverse Opinion on U.S. GAAP” paragraph.

Matters of Emphasis

As discussed in Note 9 to the 2018 financial statements, during the year ended December 31, 2018, the Port adopted new accounting guidance for presentation and disclosure of postemployment benefits other than pensions, as required by the BARS Manual. Our opinion is not modified with respect to this matter.

As discussed in Note 10 to the 2019 financial statements, in January 2020, the Port of Chelan County and the Port of Douglas County functionally consolidated all operations and formed the Chelan Douglas Regional Port Authority. The Port transferred operating activities to the Chelan Douglas Regional Port Authority on January 1, 2020. Our opinion is not modified with respect to this matter.

As also discussed in Note 10 to the 2019 financial statements, in February 2020, a state of emergency was declared that could have a negative financial effect on the Port. Our opinion is not modified with respect to this matter.

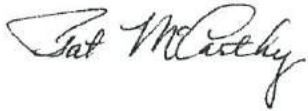
Other Matters

Supplementary and Other Information

Our audits were conducted for the purpose of forming opinions on the financial statements taken as a whole. The Schedules of Liabilities are presented for purposes of additional analysis, as required by the prescribed BARS manual. These schedules are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated December 18, 2020 on our consideration of the Port's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Port's internal control over financial reporting and compliance.



Pat McCarthy
State Auditor
Olympia, WA

December 18, 2020

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
Public Records requests	PublicRecords@sao.wa.gov
Main telephone	(564) 999-0950
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov

We are providing this letter in connection with your audit of Douglas County Port District No. 1 for the period from January 1, 2018 through December 31, 2019. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your audit. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

General Representations:

1. We have provided you with unrestricted access to people you wished to speak with and made available all relevant and requested information of which we are aware, including:
 - a. Financial records and related data.
 - b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.
 - d. Communications from regulatory agencies, government representatives or others concerning possible material noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.
 - e. Related party relationships and transactions.
 - f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.
2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information, and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.
3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.
4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.

6. We acknowledge our responsibility for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud.
7. We have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.
8. We have no knowledge of any loss of public funds or assets or other illegal activity, or any allegations of fraud or suspected fraud involving management or employees.
9. In accordance with RCW 43.09.200, all transactions have been properly recorded in the financial records.

Additional representations related to the financial statements:

10. We acknowledge our responsibility for fair presentation of the financial statements and believe financial statements are fairly presented in accordance with the *Budgeting, Accounting and Reporting Standards Manual* (BARS Manual), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.
11. We acknowledge our responsibility for establishing and maintaining effective internal control over financial reporting.
12. The financial statements properly classify all funds and activities.
13. Revenues are appropriately classified by fund and account in accordance with the BARS Manual.
14. Expenses are appropriately classified by fund and account, and allocations have been made on a reasonable basis.
15. Ending cash and investments are properly classified as reserved and unreserved.
16. Significant assumptions we used in making accounting estimates are reasonable.
17. The following have been properly classified, reported and disclosed in the financial statements, as applicable:
 - a. Interfund, internal, and intra-entity activity and balances.
 - b. Related-party transactions, including sales, purchases, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - c. Joint ventures and other related organizations.

- d. Guarantees under which the government is contingently liable.
 - e. All events occurring subsequent to the fiscal year end through the date of this letter that would require adjustment to, or disclosure in, the financial statements.
 - f. Effects of all known actual or possible litigation, claims, assessments, violations of laws, regulations, contracts or grant agreements and other loss contingencies.
18. We have accurately disclosed to you all known actual or possible pending or threatened litigation, claims or assessments whose effects should be considered when preparing the financial statements. We have also accurately disclosed to you the nature and extent of our consultation with outside attorneys concerning litigation, claims and assessments.
19. We acknowledge our responsibility to include all necessary and applicable disclosures required by the BARS Manual, including:
- a. Description of the basis of accounting, summary of significant accounting policies and how this differs from Generally Accepted Accounting Principles (GAAP).
 - b. Disclosures similar to those required by GAAP to the extent they are applicable to items reported in the financial statements.
 - c. Any additional disclosures beyond those specifically required by the BARS Manual that may be necessary for the statements to be fairly presented.
20. We acknowledge our responsibility for reporting the Schedule of Liabilities in accordance with applicable requirements and believe supplementary information is fairly presented, in both form and content in accordance with those requirements.
21. We have disclosed to you all significant changes to the methods of measurement and presentation of supplementary information, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation.
22. We believe there are no uncorrected misstatements that would be material individually and in the aggregate to the financial statements taken as a whole.
23. We acknowledge our responsibility not to publish any document containing the audit report with any change in the financial statements, supplementary and other information referenced in the auditor's report. We will contact the auditor if we have any needs for publishing the audit report with different content included.
24. We considered the qualifications of the WA Office of the State Actuary (OSA) to create an electronic tool for determining the District's liability for PEBB other post-employment benefits (OPEB) under the GASB 75 alternative method and agree with the results of the electronic tool, which are reflected in financial statement amounts and disclosures. In using the tool, we input correct and complete information into the electronic spreadsheet, and did not enter any inaccurate information with respect to the amounts or assumptions, or modify cells in the OSA spreadsheet, in an attempt to change the outcome of the calculation. Further, we are not aware of any other external matters that would have had an impact on

the appropriateness of using the alternative method or assumptions used by the OSA's tool. We confirm that we are a PEBB employer and we had fewer than 100 plan members (active and retired) as of the beginning of the reporting period and are, therefore, eligible to use the tool.



Office of the Washington State Auditor

Pat McCarthy

Exit Conference: Pangborn Memorial Airport

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independent and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share the results of your audit and our draft reporting. We value and appreciate your participation.

Audit Reports

We will publish the following reports:

- Accountability audit for January 1, 2018 through December 31, 2019 – see draft report.
- Financial statement audit for January 1, 2019 through December 31, 2019 - see draft report.
- Attestation for January 1, 2019 through December 31, 2019 – see draft report.

Audit Highlights

Monica Lough provided timely and complete responses to audit requests.

Communications required by audit standards

In relation to our financial statement audit report, we would like to bring to your attention:

- Uncorrected misstatements in the audited financial statements are summarized in the included management representations. We agree with management's representation that these misstatements are immaterial to the fair presentation of the financial statements.
- There were no material misstatements in the financial statements corrected by management during the audit.

Finalizing Your Audit

Report Publication

Audit reports are published on our website and distributed via e-mail in an electronic .pdf file. We also offer a subscription service that allows you to be notified by email when audit reports are released or posted to our website. You can sign up for this convenient service at: <https://portal.sao.wa.gov/SAOPortal/>

Management Representation Letter

We have included a copy of representations received from management.

Audit Cost

At the entrance conference, we estimated the cost of the audit to be \$23,500. Actual audit costs will approximate \$3,000 less due to the Monica's efficiency in responding to audit requests.

Working Together to Improve Government

Audit Survey

When your report is released you will receive an audit survey from us. We value your opinions on our audit services and hope you provide feedback.

Local Government Support Team

This team provides support services to local governments through the Budget, Accounting, and Reporting System (BARS) and annual online filing technical assistance, provides accounting, reporting and BARS training. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions, updated BARS manuals, access to resources and recorded trainings, and additional accounting and reporting resources. Additionally this team assists with the online filing of your financial statements.

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Questions?

Please contact us with any questions about information in this document or related audit reports.

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Office of the Washington State Auditor
Pat McCarthy

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Accountability Audit Report

Pangborn Memorial Airport

For the period January 1, 2018 through December 31, 2019

Published (Inserted by OS)

Report No. (Inserted by OS)





**Office of the Washington State Auditor
Pat McCarthy**

Issue Date – (Inserted by OS)

Board of Commissioners
Pangborn Memorial Airport
East Wenatchee, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for Airport operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

Attached is our independent audit report on the Airport's compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff, and we value your cooperation during the audit.

Sincerely,

Signature Here (Please do not remove this line)

Pat McCarthy

State Auditor

Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

Preliminary Draft - Please do not duplicate, distribute, or disclose.

AUDIT RESULTS

Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, Airport operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

About the audit

This report contains the results of our independent accountability audit of the Pangborn Memorial Airport from January 1, 2018 through December 31, 2019.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.260, which requires the Office of the State Auditor to examine the financial affairs of all local governments. Our audit involved obtaining evidence about the Airport's use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the years ended December 31, 2019 and 2018, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Self-insurance for unemployment and workers compensation
- Financial condition
- Procurement – public works
- Accounts receivable – collections

RELATED REPORTS

Financial

Our opinion on the Airport's financial statements is provided in a separate report, which includes the Airport's financial statements. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

Passenger facility charge program

We evaluated internal controls and tested compliance with the requirements, as applicable, for the Airport's passenger facility charge program, and reported the results in a separate passenger facility charge program audit report. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

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INFORMATION ABOUT THE AIRPORT

Pangborn Memorial Airport is located in Douglas County and offers air transportation service to Wenatchee, East Wenatchee and the surrounding area.

In 2018 and 2019, a six-member Board of Commissioners, comprised of board members from the Port of Chelan and Port of Douglas, governed the Airport. The Board appoints a Director to oversee the Airport’s daily operations as well as its 13 full-time and one part-time employees. The Airport receives operating revenue through user fees and a Joint Operating Agreement with the Ports of Chelan and Douglas counties. For fiscal year 2018, the Airport operated on a budget of about \$2.7 million for Maintenance and Operations and \$1.6 million for Capital. For fiscal year 2019, the Airport operated on a budget of \$2.6 million for Maintenance and Operations and \$3.6 million for Capital.

In June 2019, the Port of Chelan County and Port of Douglas County entered into an interlocal agreement to functionally consolidate as of January 1, 2020, and the airport became a division of the newly created Chelan Douglas Regional Port Authority.

Contact information related to this report	
Address:	Pangborn Memorial Airport One Campbell Parkway Suite A East Wenatchee, WA 98802
Contact:	Monica Lough, Director of Finance & Administration
Telephone:	(509) 884-4700
Website:	www.flywenatchee.com

Information current as of report publish date.

Audit history

You can find current and past audit reports for the Pangborn Memorial Airport at <http://portal.sao.wa.gov/ReportSearch>.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office

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Office of the Washington State Auditor
Pat McCarthy

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Financial Statements Audit Report

Pangborn Memorial Airport

For the period January 1, 2019 through December 31, 2019

Published (Inserted by OS)

Report No. 1027253





**Office of the Washington State Auditor
Pat McCarthy**

Issue Date – (Inserted by OS)

Board of Commissioners
Pangborn Memorial Airport
East Wenatchee, Washington

Report on Financial Statements

Please find attached our report on the Pangborn Memorial Airport's financial statements.

We are issuing this report in order to provide information on the Airport's financial condition.

Sincerely,

Pat McCarthy
State Auditor
Olympia, WA

Americans with Disabilities

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**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

**Pangborn Memorial Airport
January 1, 2019 through December 31, 2019**

Board of Commissioners
Pangborn Memorial Airport
East Wenatchee, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Pangborn Memorial Airport, a component unit of the Port of Chelan County, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Airport’s basic financial statements, and have issued our report thereon dated October 22, 2020.

As discussed in Note 12 to the financial statements, in January 2020, the Port of Chelan County and the Port of Douglas County functionally consolidated all operations and formed the Chelan Douglas Regional Port Authority. The Airport transferred its assets, liabilities and operations to the Chelan Douglas Regional Port Authority on January 1, 2020.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the Airport’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Airport’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Airport’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Airport’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the Airport’s financial statements are free from material misstatement, we performed tests of the Airport’s compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Airport’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Airport’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this

report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



Pat McCarthy

State Auditor

Olympia, WA

October 22, 2020

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**INDEPENDENT AUDITOR'S REPORT ON
FINANCIAL STATEMENTS**

**Pangborn Memorial Airport
January 1, 2019 through December 31, 2019**

Board of Commissioners
Pangborn Memorial Airport
East Wenatchee, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the Pangborn Memorial Airport, a component unit of the Port of Chelan County, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Airport's basic financial statements as listed on page 10.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Airport's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Airport's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Pangborn Memorial Airport, as of December 31, 2019, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Matters of Emphasis

As discussed in Note 12 to the financial statements, in January 2020, the Port of Chelan County and Port of Douglas County functionally consolidated all operations and formed the Chelan Douglas Regional Port Authority. The Airport transferred its assets, liabilities and operations to the Chelan Douglas Regional Port Authority on January 1, 2020. Our opinion is not modified with respect to this matter.

Other Matters

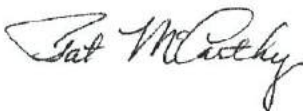
Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information listed on page 10 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial

statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated October 22, 2020 on our consideration of the Airport's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Airport's internal control over financial reporting and compliance.



Pat McCarthy
State Auditor
Olympia, WA

October 22, 2020

ABOUT THE STATE AUDITOR’S OFFICE

The State Auditor’s Office is established in the state’s Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

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Office of the Washington State Auditor
Pat McCarthy

Passenger Facility Charges Audit Report

Pangborn Memorial Airport

For the period January 1, 2019 through December 31, 2019

Published (Inserted by OS)

Report No. (Inserted by OS)





**Office of the Washington State Auditor
Pat McCarthy**

Issue Date – (Issued by OS)

Board of Commissioners
Pangborn Memorial Airport
East Wenatchee, Washington

Report on Passenger Facility Charges

Please find attached our report on the Pangborn Memorial Airport's compliance with requirements applicable to its passenger facility charge program.

In addition to this work, we look at other areas of our audit client's financial condition and operations for compliance with state laws and regulations. The results of those audits will be included in separately issued accountability and financial statement reports.

Sincerely,

Signature Here (Please do not remove this line)

Pat McCarthy

State Auditor

Olympia, WA

Americans with Disabilities

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**INDEPENDENT AUDITOR’S REPORT ON COMPLIANCE WITH
REQUIREMENTS APPLICABLE TO THE PASSENGER FACILITY
CHARGE PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE**

**PFC
Pangborn Memorial Airport
January 1, 2018 through December 31, 2019**

Board of Commissioners
Pangborn Memorial Airport
East Wenatchee, Washington

**REPORT ON COMPLIANCE FOR PASSENGER FACILITY
CHARGES**

We have audited the compliance of the Pangborn Memorial Airport, with the compliance requirements described in the *Passenger Facility Charge Audit Guide for Public Agencies (Guide)* issued by the Federal Aviation Administration for its passenger facility charge program for the year ended December 31, 2019.

Management’s Responsibility

Management is responsible for compliance with the requirements of laws and regulations applicable to its passenger facility charge program.

Auditor’s Responsibility

Our responsibility is to express an opinion on the Airport’s compliance based on our audit. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to the financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the Guide. Those standards and the Guide require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a direct and material effect on the passenger facility charge program occurred. An audit includes

examining, on a test basis, evidence about the Airport's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the Airport's compliance with those requirements.

Opinion on Compliance

In our opinion, the Pangborn Memorial Airport complied, in all material respects, with the requirements referred to above that are applicable to its passenger facility charge program for the year ended December 31, 2019.

REPORT ON INTERNAL CONTROL OVER COMPLIANCE

Management of the Airport is responsible for establishing and maintaining effective internal control over compliance with requirements of laws and regulations applicable to its passenger facility charge program. In planning and performing our audit, we considered the Airport's internal control over compliance with the requirements that could have a direct and material effect on the passenger facility charge program in order to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance and to test and report on internal control over compliance in accordance with the Guide, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Airport's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of the passenger facility charge program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of the passenger facility charge program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of the passenger facility charge program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses may exist that have not been identified.

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Guide. Accordingly, this report is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

SCHEDULE OF PASSENGER FACILITY CHARGES REPORT ON THE FINANCIAL STATEMENTS

We have audited the financial statements of the Pangborn Memorial Airport, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Airport's basic financial statements, and have issued our report thereon dated October 22, 2020, which contained an unmodified opinion on those financial statements.

Other Matters

Supplementary and Other Information

Our audit was performed for the purpose of forming an opinion on the financial statements that collectively comprise the Airport's basic financial statements as a whole. The accompanying Schedule of Passenger Facility Charges Collected and Expended is presented for purposes of additional analysis as required by the Guide and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance

with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated October 22, 2020 on our consideration of the Airport’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Airport’s internal control over financial reporting and compliance.

Signature Here (Please do not remove this line)

Pat McCarthy
State Auditor
Olympia, WA

October 22, 2020

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Website	www.sao.wa.gov

General Representations:

1. We have provided you with unrestricted access to people you wished to speak with and made available requested and relevant information of which we are aware, including:
 - a. Financial records and related data.
 - b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.
 - d. Communications from regulatory agencies, government representatives or others concerning possible material noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.
 - e. Related party relationships and transactions.
 - f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.
2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information, and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.
3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.
4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.
6. We acknowledge our responsibility for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud.
7. We have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.
8. We have no knowledge of any loss of public funds or assets or other illegal activity, or any allegations of fraud or suspected fraud involving management or employees.
9. In accordance with RCW 43.09.200, all transactions have been properly recorded in the financial records, notwithstanding immaterial uncorrected items referenced below.

Additional representations related to the financial statements:

10. We acknowledge our responsibility for fair presentation of financial statements and believe financial statements are fairly presented in conformity with generally accepted accounting principles in the United States of America.
11. We acknowledge our responsibility for establishing and maintaining effective internal control over financial reporting.
12. The financial statements include financial information of the primary government and all component units, fiduciary and other activity required by generally accepted accounting principles to be included in the financial reporting entity.
13. The financial statements properly classify all funds and activities.
14. All funds that meet the quantitative criteria in GASB requirements or are otherwise particularly important to financial statement users, are presented as major funds.
15. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported and depreciated as applicable.
16. We have no plans or intentions that may materially affect the reported value or classification of assets, liabilities or net position.
17. Revenues are appropriately classified by fund and account.
18. Expenses have been appropriately classified by fund and account, and allocations have been made on a reasonable basis.
19. Net position components (net investment in capital assets, restricted and unrestricted) are properly classified and, as applicable, approved.
20. Significant assumptions we used in making accounting estimates are reasonable.
21. The following have been properly classified, reported and disclosed in the financial statements, as applicable:
 - a. Interfund, internal, and intra-entity activity and balances.
 - b. Related-party transactions, including sales, purchases, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - c. Joint ventures and other related organizations.
 - d. Guarantees under which the government is contingently liable.

- e. All events occurring subsequent to the fiscal year end through the date of this letter that would require adjustment to, or disclosure in, the financial statements.
 - f. Effects of all known actual or possible litigation, claims, assessments, violations of laws, regulations, contracts or grant agreements, and other loss contingencies.
22. We have accurately disclosed to you all known actual or possible pending or threatened litigation, claims or assessments whose effects should be considered when preparing the financial statements. We have also accurately disclosed to you the nature and extent of our consultation with outside attorneys concerning litigation, claims and assessments.
23. We acknowledge our responsibility for reporting supplementary information, Schedule of Passenger Facilities Charges, in accordance with applicable requirements and believe supplementary information is fairly presented, in both form and content in accordance with those requirements.
24. We have disclosed to you all significant changes to the methods of measurement and presentation of supplementary information, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation.
25. We acknowledge our responsibility for the supplementary information required by generally accepted accounting principles in the United States (RSI) and believe RSI is measured and presented within prescribed guidelines.
26. We have disclosed to you all significant changes in the methods of measurement and presentation of RSI, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation of the RSI.
27. We believe the effects of uncorrected financial statement misstatements summarized below are not material, both individually and in the aggregate, to each applicable opinion unit.
- The Airport misstated deferred inflows related to pensions due to prior year uncorrected errors. The Airport reported \$178,428 inflows but should have reported \$192,237 inflows.
28. We acknowledge our responsibility not to publish any document containing the audit report with any change in the financial statements, supplementary and other information referenced in the auditor's report. We will contact the auditor if we have any needs for publishing the audit report with different content included.
29. We considered the qualifications of the WA Office of the State Actuary (OSA) to create an electronic tool for determining the Airport's liability for PEBB other post-employment benefits (OPEB) under the GASB 75 alternative method and agree with the results of the electronic tool, which are reflected in financial statement amounts and disclosures. In using the tool, we input correct and complete information into the electronic spreadsheet, and did not enter any inaccurate information with respect to the amounts or assumptions, or modify cells in the OSA spreadsheet, in an attempt to change the outcome of the calculation. Further, we are not aware

of any other external matters that would have had an impact on the appropriateness of using the alternative method or assumptions used by the OSA's tool. We confirm that we are a PEBB employer and we had fewer than 100 plan members (active and retired) as of the beginning of the reporting period and are, therefore, eligible to use the tool.

We are providing this letter in connection with your audit of the passenger facility charge (PFC) program of the Pangborn Memorial Airport for the period January 1, 2019 through December 31, 2019.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve a weakness, omission or misstatement of information that, in the light of surrounding circumstances, make it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the weakness, omission or misstatement.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your audit:

1. We acknowledge and understand our responsibility for complying with the requirements of 14 Code of Federal Regulations (CFR) Part 158, "*Passenger Facility Charges*" (PFC).
2. We have prepared the schedule of passenger facility charges collected, held and used in accordance with 14 CFR Part 158. We believe that the schedule is fairly stated, in both form and content, in accordance with those requirements.
3. The methods of measurement and presentation of the schedule of passenger facility charges collected, held, and used, are consistent with the prior period. There are no significant assumptions or interpretations underlying the measurement or presentation of the schedule.
4. If the schedule of passenger facility charges collected, held, and used is ever distributed separately from the audited financial statements, we confirm and understand our responsibility to make the audited financial statements and the audit report available to the intended users of that information.
5. We have identified the requirements of laws, regulations, and any PFC Final Agency Decision issued by the Federal Aviation Administration.
6. We have complied, in all material respects, with the compliance requirements related to the PFC program.
7. We have maintained internal control over our PFC program sufficient to provide reasonable assurance that revenues are managed and expended in compliance with program requirements.

8. We have disclosed whether any changes in internal controls over the PFC program, including any corrective action taken in response to findings, have occurred subsequent to the audit period.
9. We have made available all program agreements (including amendments, if any), copies of all PFC Final Agency Decisions, and any other correspondence that has taken place with the Federal Aviation Administration related to the PFC program.
10. We are not aware of any amounts questioned or known noncompliance with requirements of our PFC program occurring during or subsequent to the audit period. Further, we have made available to the auditor the results of any other audits or program reviews.
11. We have provided the auditor with all information regarding management decisions or follow-up work performed by the Federal Aviation Administration on any findings reported in the past.
12. We have made available all documentation related to the compliance requirements, including information related to PFC program financial reports.
13. PFC program financial reports are prepared on a basis consistent with and supported by the books and records from which the basic financial statements have been prepared.
14. The copies of PFC program financial reports provided to the auditor are true copies of the reports submitted, or electronically transmitted, to the Federal Aviation Administration or air carriers.



January 5, 2021

Chelan Douglas Regional Port Authority
Attn. Craig Larsen
One Campbell Pkwy, Suite A
E. Wenatchee, WA 98802

Dear Craig and the Port Team,

I want to thank you for the grant of storage space at the Lineage building for the last half of 2020. The day after you made the space available, we received a truck stocked with items that we were able to make available to the fire victims in Bridgeport and beyond. The items included personal sanitizing hand wipes and infant wipes, inflatable mattresses, tarps, cleaning and paper goods, socks, bed linens and towels, toilet paper and paper towels.

There were several distributions that were made including a resource fair that was stocked at the Okanogan Fair Grounds. We are so grateful to live a community that comes together in the face of adversity and we saw a lot of that in 2020. Your willingness to make this happen is just one of many examples of what we can accomplish working collectively rather than on our own.

Again, thank you for making the space available and we wish you a HOPE filled 2021.

Sincerely

Thom Nees

Executive Director
Serve Wenatchee Valley
thom@servewenatchee.org
(509) 630-4438 (cell)

Chelan Douglas Regional Port Authority

Calendar of Events

1/8/2021

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attending</i>	<i>Cami RSVP arrangements if applicable</i>
January 12	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
January 13	Wednesday	NCWEDD Meeting		
January 14	Thursday	CDTC Board Meeting 9:00 AM		
January 18	Monday	Martin Luther King Holiday/Office Closed		
January 19	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
January 20	Wednesday	GWATA Board Meeting; 3:00 PM		
January 26	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
January 27	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
February 2	Tuesday	WPPA Port Day		
February 9	Thursday	CDRPA Board Meeting; 9:00 AM; Zoom		
February 10	Wednesday	NCWEDD Meeting		
February 11	Thursday	CDTC Board Meeting 9:00 AM		
February 16	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
February 17	Wednesday	GWATA Board Meeting; 3:00 PM		
February 23	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
February 24	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
March 9	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
March 10	Wednesday	NCWEDD Meeting		
March 11	Thursday	CDTC Board Meeting 9:00 AM		
March 16	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
March 17	Wednesday	GWATA Board Meeting; 3:00 PM		
March 23	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
March 24	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
April 13	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
April 14	Wednesday	NCWEDD Meeting		
April 22	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
April 21	Wednesday	GWATA Board Meeting; 3:00 PM		
April 27	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
April 28	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
May 11	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		

May 12	Wednesday	NCWEDD Meeting		
May 13	Thursday	CDTC Board Meeting 9:00 AM		
May 18	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
May 19	Wednesday	GWATA Board Meeting; 3:00 PM		
May 19-21	Wed-Friday	WPPA Spring Meeting; Davenport Hotel (tentative)		
May 25	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
May 26	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
May 31	Monday	Memorial Day/Office Closed		
June 8	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
June 9	Wednesday	NCWEDD Meeting		
June 10	Thursday	CDTC Board Meeting 9:00 AM		
June 15	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
June 16	Wednesday	GWATA Board Meeting; 3:00 PM		
June 16-18	Wed-Friday	WPPA Finance Seminar; Alderbrook (tentative)		
June 22	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
June 23	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
July 5	Monday	4th of July Holiday Observed/Office Closed		
July 7-9	Wed-Friday	WPPA Director's Seminar; dates and location not firm.		
July 8	Thursday	CDTC Board Meeting 9:00 AM		
July 13	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
July 14	Wednesday	NCWEDD Meeting		
July 19-21	Mon-Wednesday	WPPA Commissioner's Seminar; Marcus Whitman Walla Walla; tentative		
July 20	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
July 21	Wednesday	GWATA Board Meeting; 3:00 PM		
July 27	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
July 28	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
August 10	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
August 11	Wednesday	NCWEDD Meeting		
August 12	Thursday	CDTC Board Meeting 9:00 AM		
August 17	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
August 18	Wednesday	GWATA Board Meeting; 3:00 PM		
August 24	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
August 25	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
September 6	Monday	Labor Day/Office Closed		

September 8	Wednesday	NCWEDD Meeting		
September 9	Thursday	CDTC Board Meeting 9:00 AM		
September 14	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
September 15	Wednesday	GWATA Board Meeting; 3:00 PM		
September 21	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
September 22-24	Wed-Friday	WPPA Environmental Seminar; Alderbrook;not yet booked		
September 28	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
September 29	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
October 12	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
October 13	Wednesday	NCWEDD Meeting		
October 14	Thursday	CDTC Board Meeting 9:00 AM		
October 19	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
October 20	Wednesday	GWATA Board Meeting; 3:00 PM		
October 20-22	Wed-Friday	WPPA Small Ports;Enzian; not yet booked and dates not firm		
October 26	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
October 27	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
November 9	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
November 10	Wednesday	NCWEDD Meeting		
November 16	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
November 17	Wednesday	GWATA Board Meeting; 3:00 PM		
November 18	Thursday	CDTC Board Meeting 9:00 AM		
November 23	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
November 24	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
November 25	Thursday	Thanksgiving/Office Closed		
November 26	Friday	Day After Thanksgiving/Office Closed		
December 1-3	Wed-Friday	WPPA Annual Meeting; Hyatt Regency Hotel Bellevue;tentative		
December 8	Wednesday	NCWEDD Meeting		
December 9	Thursday	CDTC Board Meeting 9:00 AM		
December 14	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
December 15	Wednesday	GWATA Board Meeting; 3:00 PM		
December 21	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
December 23	Thursday	Christmas Holiday Observed Office Closed		
December 24	Friday	Christmas Holiday Observed Office Closed		

December 28	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
December 29	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
December 31	Friday	New Years Day Observed/Office Closed		