



**Board of Directors  
Chelan Douglas Regional Port Authority  
Meeting Minutes  
April 13<sup>th</sup>, 2021  
9:00 am**

**Present:**

**Directors**

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

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

**Staff**

Jim Kuntz, Chief Executive Officer  
Trent Moyers, Director of Airports (Zoom)  
Ron Criddlebaugh, Dir. of Economic Dev.  
Tricia Degnan, CTC Manager (Zoom)  
Pete Fraley, Legal Counsel  
Jennifer Sands, Legal Counsel  
Laura Camarillo Reyes, CTC Asst. (Zoom)  
Esther McKivor, Accounting Specialist (Zoom)

Monica Lough, Dir. of Finance & Admin.  
Ron Russ, Property Manager  
Craig Larsen, Econ. Dev. Manager  
Cami Harris, Executive Assistant  
Bealinda Tidd, Accounting Specialist (Zoom)  
Sarah Deenik, Comm. Coordinator (Zoom)  
Randy Asplund, Port Engineer (Zoom)

**Guests (all via Zoom)**

Ray Dobbs  
Erin McCardle, City of Chelan  
Erik Howe, RH2

Rich Wheeler, Synergy Food Solutions  
Sena Wheeler, Synergy Food Solutions  
David Hulse, Alcoa

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

**Introductions were made.**

**Conflict of Interest:** None

**CONSENT AGENDA:**

**CDRPA CONSENT AGENDA:**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of consisting of Minutes of March 23<sup>rd</sup>, 2021 Meeting; Minutes of March 30<sup>th</sup>, 2021 Tri Commission Meeting; Check Register Pages #2021-09-#2021-11 including electronic transfers; and CDRPA Resolution No. 2021-07 voiding check #7775 was presented and the following action was taken:

**Motion No.**

Moved by:  
Seconded by:

**04-01-21 CDRPA**

JC Baldwin  
Mark Spurgeon

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of March 23<sup>rd</sup>, 2021 Meeting; Minutes of March 30<sup>th</sup>, 2021 Tri Commission Meeting; Check Register Pages #2021-09-#2021-11 including electronic transfers; and CDRPA Resolution No. 2021-07 voiding check #7775, as presented.

Motion passed 6-0.

**POCC CONSENT AGENDA:**

The Port of Chelan County Consent Agenda consisting of Check Register Page #2021-04 was presented and the following action was taken:

<i><b>Motion No.</b></i>	<b>04-02-21 POCC</b>
<i>Moved by:</i>	<i>Donn Etherington</i>
<i>Seconded by:</i>	<i>JC Baldwin</i>
	<i>To approve the Port of Chelan County Consent Agenda consisting of Check Register Page #2021-04, as presented.</i>

*Motion passed 3-0.*

**PRESENTATIONS:**

**Synergy Food Solutions (via Zoom)** – Rich and Sena Wheeler of Synergy Food Solutions provided information on their company and its history. They recently signed a lease for IB#2 and intend to build-out a commercial kitchen with walk-in coolers and a freezer in the space. In addition to using the space for their seafood business for storage, packaging and shipping, they plan to work with other local businesses, including food trucks, to provide space for prep and storage. Board and staff welcomed them to the building.

**EXECUTIVE SESSION:**

Executive Session was called at 9:25 am for 30-minutes 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)). Executive Session was extended for 30-minutes at 9:55 am. Regular Session reconvened at 10:25 am.

**CDRPA ACTION ITEMS:**

**Federal Lobbyist Request** – The City of Wenatchee recently requested the Regional Port share in the cost of retaining a Federal Lobbyist in Washington DC. Link Transit has agreed to share a third of the costs. Discussion ensued.

<i><b>Motion No.</b></i>	<b>04-03-21 CDRPA</b>
<i>Moved by:</i>	<i>Jim Huffman</i>
<i>Seconded by:</i>	<i>Rory Turner</i>
	<i>To approve the City of Wenatchee’s request to help fund a Federal Lobbyist, subject to the Regional Port’s contribution be capped at \$1,000 per month for up to 24 months, and subject to the parties seeking additional support from other entities in Chelan and Douglas Counties.</i>

***After further discussion, the motion and second were withdrawn. No action was taken.***

Staff will ask the City of Wenatchee to seek contributions from other local entities and bring back additional information to the Board at an upcoming meeting.

**Purchasing & Contracting Policy and Resolutions** – de Mestre provided information on the Regional Port’s current purchasing and contracting procedures. In order for the Regional Port to have an inclusive policy pertaining to purchasing and contracting; and to adopt the policies and procedures for design-build contracting that the Port of Chelan County previously adopted; and to bring the small works and consulting services roster development and maintenance in house, the following Resolutions were presented for discussion:

**CDRPA Resolution No. 2021-08 – Adopting Policies & Procedures to Implement Design-Build Contracting for Public Works Projects**

The following action was taken:

<b>Motion No.</b>	<b>04-04-21 CDRPA</b>
Moved by:	Rory Turner
Seconded by:	Mark Spurgeon
	To adopt CDRPA Resolution No. 2021-08 adopting Policies & Procedures to implement design-build contracting for Public Works Projects.

*Motion passed 6-0.*

**CDRPA Resolution No. 2021-09 – Adopting Small Works & Consulting Services Roster Policy**

The following action was taken:

<b>Motion No.</b>	<b>04-05-21 CDRPA</b>
Moved by:	JC Baldwin
Seconded by:	Mark Spurgeon
	To adopt CDRPA Resolution No. 2021-09 adopting Small Works & Consulting Services Roster Policy, as amended.

*Motion passed 6-0.*

**CDRPA Resolution No. 2021-10 – Adopting Purchasing & Contracting Policy**

The following action was taken:

<b>Motion No.</b>	<b>04-06-21 CDRPA</b>
Moved by:	Rory Turner
Seconded by:	Mark Spurgeon
	To adopt CDRPA Resolution No. 2021-10 adopting a Purchasing & Contracting Policy.

*Motion passed 6-0.*

**Mission Peak Computing – First Right to Negotiate/Pangborn Business Park** – Kuntz provided information on the First Right to Negotiate Agreement with Mission Peak Computing for the former Giga Watt pods at Pangborn Business Park. Staff recommends Mission Peak work with the Douglas County PUD to secure power to the site prior to entering into an agreement with the Regional Port. The Board concurred with this approach.

**Director Etherington was excused for a prior commitment at 11:30 am.**

**CWICC Building Carpet Replacement Project** – Russ reported 2 bids were received for the CWICC Building Carpet Replacement Project. Staff recommends awarding the contract to The Floor Factory, the apparent, responsible low bidder. Discussion ensued and the following action was taken:

<b>Motion No.</b>	<b>04-07-21 CDRPA</b>
Moved by:	JC Baldwin
Seconded by:	Mark Spurgeon
	To authorize the CEO to award the CWICC Building Carpet Replacement Project to The Floor Factory in the amount of \$14,158.17, including WSST, and to establish an overall project budget in an amount of \$17,000.

*Motion passed 5-0.*

#### **INFORMATIONAL ITEMS:**

- **Lineage South** – Kuntz reviewed a purchase proposal from Restoration 1. The proposal meets most of the Regional Port’s goals for redevelopment of the property:
  - Private sector investment.
  - New job creation.
  - Transition property back onto the tax rolls.
  - Exterior architecture enhancements.

Staff will work further with Restoration 1 on pricing and exterior design concepts. Additional details and information will be provided at an upcoming Board meeting.

- **FAA CARES ACT Grant Project Allocation** – Kuntz & Lough noted the balance remaining for FAA CARES Act Grant #43 is \$1.4 million. Because this grant is less restrictive than the recent \$1 million CARES Act Grant #45, staff recommends using funds from Grant #43 for several capital projects. A list of those projects was reviewed. Discussion ensued and the following action was taken:

<b>Motion No.</b>	<b>04-08-21 CDRPA</b>
Moved by:	JC Baldwin
Seconded by:	Rory Turner
	To approve the proposed project allocation of remaining FAA CARES Act Grant #43, as presented.

*Motion passed 5-0.*

- **IB#3 Potential Tenant** – Kuntz briefly reviewed a tenant lead for IB#3. The lead will not be pursued further as the property is not currently zoned for this type of business.
- **Cashmere Mill District Wetland Management** – Russ provided an update on the Cashmere Mill District Wetland Management/Beaver Mitigation Project. He met with Cascadia Conservation District and Trout Unlimited to discuss potential short and long term solutions to the intermittent flooding from the beaver ponds in Brender Creek. In the short term, staff recommends installing a new leveler and reinforcing some of the existing levelers. In support of these efforts, RH2 prepared a task authorization of design drawings, cost estimates, and technical support for the project. Discussion ensued and the following action was taken:

<b>Motion No.</b>	<b>04-09-21 CDRPA</b>
Moved by:	Mark Spurgeon
Seconded by:	JC Baldwin
	To authorize the CEO to sign RH2 Task Authorization No. 12 in the amount of \$7,311 for engineering and consulting services for beaver mitigation in Brender Creek.

*Motion passed 5-0.*

**MISC STAFF REPORTS:**

**Kuntz provided information and updates including:**

- Chelan Airport Blue Ribbon Panel met last week and will meet again on April 21.
- Douglas County Commissioners have agreed to sponsor/initiate the Regional Port's rezoning request for Pangborn Airport property.
- Discussion on Tax Increment Financing and the potential opportunities for the Regional Port.
- Staff met with Douglas/Chelan County Fire Chief Brian Brett to discuss the current ARFF contract. More information will be brought back at an upcoming meeting.
- New Regional Port signs have been installed on properties owned by the Port.
- Giga Watt Pods – discussion on a Latino Trades Workshops concept on the property.
- Chelan County has designated the Regional Port as the ADO for two years – expect Douglas County to do the same.
- Jack Penning of Volaire Aviation will provide a presentation/update on air service at the April 27<sup>th</sup> Board Meeting.
- WPPA Virtual Spring Meeting is May 20-21.

**Lough provided information and updates including:**

- Provided a financial report on Regional Port Health Insurance costs for 2020.

**Moyers provided information and updates including:**

- Airport Environmental Assessment is nearing completion.
- Airport Apron Project review meeting with T-O Engineers is this Friday.
- Discussion on the concrete for the Apron Project – must have an approved mix design of the concrete. More information will be brought back at an upcoming meeting.

**Cridlebaugh provided information and updates including:**

- Department of Commerce Working Washington Round 4 Grant applications are now closed. Reviewed fund allocations expected in Chelan and Douglas Counties.
- Provided an update on potential tenants at Cashmere Mill District.

**Larsen provided information and updates including:**

- Update on Curb Appeal Landscaping at Cashmere Mill District; they are moved in and open for business.

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

- CWICC HVAC Replacement Project was awarded to North Cascades Heating & Cooling.
- Orondo River Park:
  - Working with the Recreation & Conservation Office (RCO) concerning the fuel dock removal.
  - Concession trailer has been removed.

**Russ provided information and updates including:**

- Orondo River Park opens this Thursday for the season.
- Received zero bids for the roof replacement for the modular home used by Airlift NW. Will rebid at a later date.

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


**REVIEW CALENDAR OF EVENTS:** Did not review

**ITEMS FROM BOARD OF DIRECTORS:** None.

Meeting adjourned at 1:25 pm.

Signed and dated this 27<sup>th</sup> day of April, 2021.

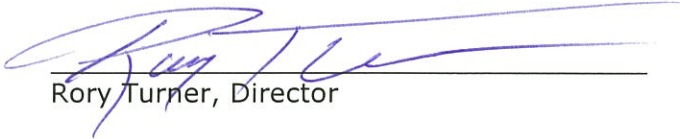
**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**



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JC Baldwin, Director



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Donn Etherington, Director



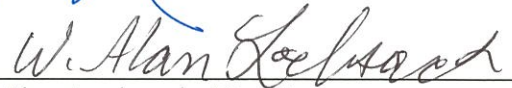
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Rory Turner, Director



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Jim Huffman, Director



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Mark Spurgeon, Director



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W. Alan Loebsock, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
RESOLUTION NO. 2021-08**

**POLICIES AND PROCEDURES TO IMPLEMENT  
DESIGN-BUILD CONTRACTING FOR PUBLIC WORKS PROJECTS**

The Port District enabling statute (Chapter 53 of the Revised Code of Washington) was passed in 1912. Since 1912, the authorizing statute provides two options to Port Districts for bid based contracting.

The first option provides authority to award a contract to the lowest responsible bidder "upon plans and specifications on file." Option one is the traditional "design-bid-build" process in which the Port designs the project before bidding and contracting for the construction of the project.

The Chelan Douglas Regional Port Authority (the "Port") is also authorized under RCW 53.08.130 to award a contract to a bidder submitting their own plans and specifications. In other words, the second option is a "design-build" process that authorizes the Port to award a contract to a party that agrees to both design and build the project.

This specific authorization to award a design-build contract contained in RCW 53.08.130 has not been limited or changed by other statutory contracting authority. Specifically, the Alternative Public Works Contracting Process of RCW 39.10 states, "...unless otherwise specifically provided for in law, public bodies may use only those alternative public works contracting procedures specifically authorized in this chapter..." Because Port Districts, and select other public entities, have authority to utilize a design-build process "otherwise specifically provided for in law," Port Districts are not bound by the alternative public works contracting procedures and requirements of RCW 39.10.

The Port's authority outside of RCW 39.10 to pursue "design-build" projects was more clearly stated in a past version of the law: "The authority granted to port districts in this section is in addition to and does not affect existing contracting authority under RCW 53.08.120 and 53.08.130." RCW 39.10.050, amended by 1997, ch. 376, § 3.

The Final Bill Report for the 1997 amendment (SHB 1425) explains:

The vast majority of public works projects use the traditional design-bid-build contracting method. Comparatively, design-build has been used to only a limited extent in Washington. Under explicit statutory authority, port districts have used design-build for over two decades to construct industrial buildings and equipment... During the 1994 legislative session, a consortium of state agencies and local governments requested that the use of GC/CM be expanded to other agencies and that design-build be explicitly authorized in statute for agencies other than ports.

SHB 1425-Final House Bill Report, C 376, Leg. 97 (emphasis added).

Although the express language identifying the separate authority of Port Districts was removed from the statute, currently there is no statutory mandate that Port Districts use the Alternative Public Works Contracting Process of RCW 39.10 in order to award design-build contracts.

The design-build contracting process has many potential benefits not achievable with the traditional design-bid-build method. The phases of design, advertisement, award, construction and completion of the design-build method offer potential savings in time over the design-bid-build method. Additional potential benefits of design-build include: cost savings, improved quality without sacrificing schedule and budget, creativity arising from multiple potential viewpoints, use of current construction and design means and methods, and improved coordination of efforts.

It is anticipated that the design-build process will save the Port time and money and ensure the use of innovative design and construction techniques.

**In light of the foregoing, the Board of Directors for the Chelan Douglas Regional Port Authority hereby resolve and establish the following policies and procedures to implement the Design Build authority:**

#### **Section 1: Design Build Procedures**

Compliance with Public Works Laws. All design-build contracting by the Port will follow the requirements for Public Works contracting contained in RCW 39.04 and the supplemental processes and methods presented in this Resolution for projects utilizing the design-build contracting process.

Compliance with Prevailing Wage Laws. All public works projects of the Port will comply with the Prevailing Wage requirements of RCW 39.12 regardless of the contracting process utilized.

Design-Build Project Development. The Commission shall consider the use of the design-build contracting process when a project is authorized. The Commission shall consider the potential benefits to the Port, as well as the ability of the process to be implemented in an open and fair process based on objective and equitable project-based criteria.

The proposal for use of the design-build process should outline the project specific information accounting for costs and resources required to develop, implement, and support the process. When necessary, aspects of quality assessment and quality control, document control, consultant support, co-location support, or legal support should be identified.

Contracts for design-build services shall be awarded through a competitive process using public solicitation of proposals for design-build services. The award of all design-build projects shall be based on two foundational elements: Value and Technical Design. Together these two elements define the standard for selecting "the best bidder submitting his or her own plans and specifications."



Design Build Committee. The Port Commission may establish a Design Build Committee for purposes of overseeing all aspects of the Design-Build process and making recommendations to the Commission (the "Committee"). The Committee shall be made up of individuals who have knowledge, training, or experience pertinent to the project. The Committee may include the Engineer of Record and/or the Architect of Record for the Port. The composition of the Committee will be determined at the time the design-build process is identified for a particular project. Alternatively, in the absence of a creation of a Committee, the Executive Director will oversee all aspects of the Design-Build process and make recommendations to the Commission (references in this Resolution to the "Committee" shall also include the Executive Director when a Committee is not created for a particular design-build project).

Letters of Interest. As an initial step, the Port may publish a Letter of Interest prior to the filing of an approved project plan in order to communicate to industry professionals the preliminary concept for a project. This communication effort is intended to inform industry experts and professionals of the Port's intent, and it establishes a process and opportunity for the Port and industry to begin to exchange information, gain understanding, and measure industry interest.

Project Scope and Estimate: Prior to pursuing the design-build process set forth below, the Committee shall describe the project in reasonable detail and establish an estimate of the costs of the project. The project description and estimate shall be presented to the Port Commission for approval, and if approved the project description and estimate shall be placed on file for public inspection.

Request for Qualifications (RFQ). The RFQ process is the first phase of a two-phase procurement process and is used to identify interested and qualified parties. The RFQ typically includes, at a minimum, the following elements:

- a. A general description of the project that provides sufficient information for proposers to submit qualifications;
- b. The reasons for using the design-build procedure, including identification of the project characteristics that will be most informative in evaluating the proposer's qualifications;
- c. A description of the required qualifications of the proposer; and
- d. A description of the evaluation process for proposers' qualifications and finalists' proposals, including evaluation factors and the relative weight of factors and any specific forms to be used by the proposers.

Because the design-build process will often be used in order to best utilize the technical and design skills of a design-build team, RFQs prepared for design-build projects should articulate those unique, innovative, technical, or complex aspects of the project that will be weighed along with a parties' experience and expertise. The required qualifications shall be developed in order to best determine the proposer's fitness and ability to achieve the design and technical requirements demanded by the Project. An RFQ shall request information about a proposer's experience that can be evaluated in an objective manner. Responses will then be evaluated using the criteria, also identified in the RFQ. Specific requests for information may be included in the RFP if that information will be useful in determining a

proposer's qualifications. Examples of specifically requested information include, but are not limited to:

- Capabilities; ability to meet timeline
- Experience; prior design build projects
- Past performances
- Current work load on specific issues pertinent to the design-build project
- Project team organization,
- Key project team members
- Minimum qualification requirements for key members
- Key member resume
- Quality control approach
- Construction team member safety records
- Approach and understanding of the project
- Legal and Financial disclosure

The evaluation and scoring methods shall be disclosed in the RFQ. The RFQ is intended to allow the proposers to demonstrate their strengths, and permit the Committee to determine which of the design-build-teams are the most highly qualified.

Statement of Qualifications. Parties interested in participating in the design-build contracting process shall respond to a published RFQ with a Statement of Qualification (SOQ.) The SOQ must include all of the required information identified in the RFQ and should generally provide information to the Port identifying:

- a. Qualifications
- b. The Key personnel
- c. Information of the submitter's technical approach
- d. Other information required by the RFQ

SOQs may be limited in length, as set forth in the RFQ, and focus on the applicants' experience with those design and technical features specifically identified in the RFQ as aspects of the design-build project.

Evaluation of Qualifications and Short-Listing. Each SOQ will be evaluated using the criteria identified in the RFQ. The RFQ evaluation criteria shall, whenever possible, prioritize the objective characteristics and experience of parties in determining qualification for a project.

Criteria shall be selected in order to develop and maintain a level and uniform playing field. In addition to creating a uniform and fair selection process, the evaluation criteria shall focus on specialized capabilities required for the project. The actual criteria selected for use shall be applicable to the project and demonstrate the parties' ability to perform the work. Individual criteria shall be weighted according to their relative importance to the successful completion of the project. Evaluation factors for RFQs typically include, but are not be limited to:

- a. technical qualifications, such as specialized experience and technical competence;
- b. capability to perform;
- c. past performance of the proposer's team, including the architect-engineer and construction members; and

- d. the proposer's past performance in utilization of small business entities and disadvantaged business enterprises.

Examples of additional commonly used criteria include, but are not limited to:

- Individual experience of team members with Design-Build contracting
- Corporate experience with Design-Build contracting
- Experience in the execution of fast-track projects
- History of the proposed team working together
- Specialized design capability for the key project elements
- Specialized construction capability for the key project elements
- Experience with complex construction staging, traffic control, or site conditions
- Safety record
- Staff available (Project Manager, Design Manager, Construction Superintendent, Quality Manager, etc.)
- Quality performance
- Quality assurance/Quality control organization
- Bonding record or proof of bonding ability
- Past performance on awarded contracts (completion, liquidated damages, quality, claims, fines, schedule adherence)
- Financial capacity
- Experience with formal partnering activities
- Experience in similar types of work.
- History of performance (unsubstantiated claims, fines, suits, quality, accuracy, schedule)
- Understanding of local environment
- Resource capacity and availability
- Scheduling and control systems to track and manage project
- Specialized expertise that reduces risk and assures quality of work

Cost or price-related factors are not evaluated in the request for qualifications phase. The Committee shall recommend (short list) the qualified parties submitting SOQs to the Port Commission. If approved, then the identified parties shall be invited to respond to the RFP process outlined below.

Request for Proposals. The Request for Proposals (RFP) is the second phase of the two-phase procurement process for design-build proposals. The RFP should be issued as soon as practicable.

Proposals submitted in response to an RFP shall be in two parts: (i) Technical Design; and (ii) Price Proposal. The Technical Design shall respond to all information requested and requirements in the RFP. The Price Proposal shall include a price for the completed project, and a price for any individual project aspects or phases specified in the RFP, if any.

The Committee may elect to evaluate the Technical Design and Price Proposal separately (e.g. only after the Technical Design evaluation is completed will the Port open the Price Proposal). Evaluation factors for finalists' proposals typically include, but are not be limited to, the factors utilized in the RFQ evaluation, as well as:

- a. technical approach design concept;
- b. ability of professional personnel;

- c. past performance on similar projects;
- d. ability to meet time and budget requirements;
- e. ability to provide a performance and payment bond for the project;
- f. recent, current, and projected workloads of the submitter;
- g. location; and
- h. cost or price-related factors that may include operating costs.

The Port may also consider a proposer's outreach plan to include small business entities and disadvantaged business enterprises as subcontractor and suppliers for the project. If the Port determines that all finalists will be capable of producing a design that adequately meets project requirements, the Port may award the contract to the party that submits the responsive proposal with the lowest price.

Awarding of Design-Build Projects. The award of all design-build projects must be based on the "best bidder" standard contained in RCW 53.08.130. The Committee shall recommend to the Port Commission one party for the project. If approved, then the Port shall provide a notice of award and proceed with the customary contracting and bonding requirements necessary for commencement of the project. The selection of a proposal shall be announced by written notice to the selected party. The Port shall also, at the same time, send the other parties a written notice that their proposals were not selected. Upon award of the contract, the bidder is solely responsible for the completion of the design necessary for obtaining any and all requisite permits at his or her sole cost.

Limitations; Rejections. All submittals must be received by the date and time stated in the RFQ or in the RFP. Proposals submitted after the submission deadline, or incomplete proposals will not be considered by the Design Build Committee. At all times the Port reserves the right to reject all proposals.

**Section 2.** Any prior Resolution(s) of the Port in related to design-build procedures are hereby repealed.

**Section 3.** If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

**Section 4.** This Resolution shall be effective upon passage by the Board.

**ADOPTED** by the Chelan Douglas Regional Port Authority Board of Directors at a regular meeting thereof held on this 13<sup>th</sup> day of April, 2021.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

  
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JC Baldwin, Director

  
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Jim Huffman, Director

  
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Donn Etherington, Director

  
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Mark Spurgeon, Director

  
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Rory Turner, Director

  
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W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
RESOLUTION NO. 2021-09**

**A RESOLUTION OF THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
ADOPTING SMALL WORKS ROSTER DEVELOPED AND MAINTAINED BY PORT  
STAFF; AND ADOPTING CONSULTING SERVICES ROSTER MAINTAINED BY PORT  
STAFF FOR PROFESSIONAL CONSULTING SERVICES INCLUDING ARCHITECTS  
AND ENGINEERS**

**Whereas**, RCW 39.04.155, and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

**Whereas**, Chapter 39.80 RCW, and other laws regarding contracting for consulting services by municipalities, allow certain contracts for professional consulting services to be awarded by a consultant roster process; and

**Whereas**, in order to implement small works and consulting roster processes, the Chelan Douglas Regional Port Authority ("Port") is required by law to adopt a resolution establishing specific procedures related to the same; and

**Whereas**, the Port now desires to adopt procedures related to small works projects as set forth in this Resolution, **NOW, THEREFORE**,

**THE BOARD OF COMMISSIONERS OF THE CHELAN DOUGLAS REGIONAL  
PORT AUTHORITY HEREBY RESOLVES AS FOLLOWS:**

**Section 1. Adoption of in house Small Works and Professional Consulting Services Rosters.** The Board of Commissioners ("Board") of the Port wishes to manage and use in house Small Works and Professional Consulting Services Rosters.

**Section 2. Small Public Works Roster.** The following small works roster procedures are established for use by the Port pursuant to RCW 39.04.155:

**1. Small Works.** Small Works are contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property which the estimated cost is \$300,000 or less, which includes the cost of labor, material, equipment and sales and/or use taxes as applicable. The Port need not comply with formal sealed bidding procedures for Small Works. Instead, the Port may use the Small Works Roster procedures for public works projects.

**2. Publication.** At least once a year, the Port shall publish in a newspaper of general circulation within the Port's jurisdiction, a notice of the existence of the Small Works Roster and solicit the names of contractors for such roster. The Port may also publish notice on other media platforms. Responsible contractors shall be added to roster at any time that they complete the online application, submit the necessary documents, and meet the State requirements for roster listing.

**3. Purchasing and Contracting Policy.** Specific policies and procedures for the use of the Small Works Roster and contracting for small public works projects are

outlined in the Port's Purchasing and Contracting Policy adopted contemporaneously herewith by Port Resolution No. 2021-10.

**4. Reservation of Rights.** Nothing in this Resolution prohibits the Port from using a Formal Solicitation for projects of any value when appropriate.

**Section 3. Consulting Services Roster.** The following consulting services roster procedures are established for use by the Port:

**1. Consulting Services.** Consulting Services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020. The Port, when appropriate, may use the Consulting Services Roster to select a professional services firm based on its Statement of Qualifications and the Port's established criteria.

**2. Publication.** At least once a year, the Port shall, publish in a newspaper of general circulation within the Port's jurisdiction, a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. The Port may also publish notice on other media platforms. The Port shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application, submits a Statement of Qualifications, and meets minimum State requirements for roster listing.

**3. Purchasing and Contracting Policy.** Specific policies and procedures for the use of the Consulting Services Roster and contracting for Professional Consulting Services are outlined in the Port's Purchasing and Contracting Policy adopted contemporaneously herewith by Port Resolution No. 2021-10.

**4. Reservation of Rights.** Nothing in this Resolution prohibits the Port from using any alternative procedures set forth in RCW 39.80.030 to solicit and enter into contracts for consulting services.

**Section 4.** Any prior Resolution(s) of the Port in conflict with the policies and provisions established and set forth in this Resolution are hereby repealed.

**Section 5.** If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

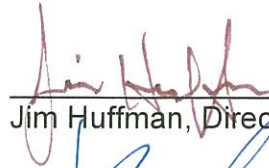
**Section 6.** This Resolution shall be effective upon passage by the Board.

**ADOPTED** by the Chelan Douglas Regional Port Authority Board of Directors at a regular meeting thereof held this 13<sup>th</sup> day of April, 2021.

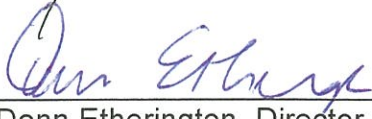
**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**



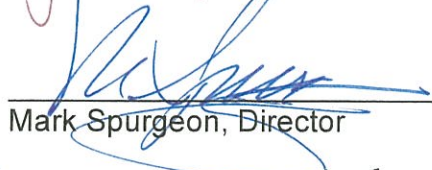
JC Baldwin, Director



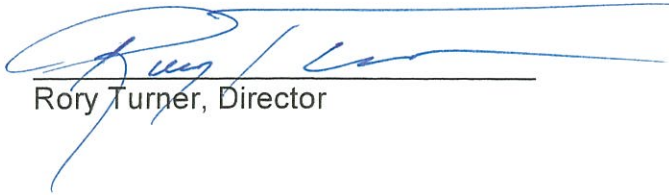
Jim Huffman, Director



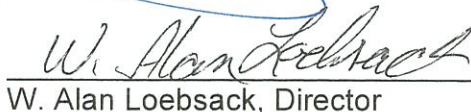
Donn Etherington, Director



Mark Spurgeon, Director



Rory Turner, Director



W. Alan Loeb sack, Director



**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
RESOLUTION NO. 2021-07**

**RESOLUTION TO VOID CHECK NO. 7775**

**Whereas** Check No. 7775 in the amount of \$215.00, payable to Mike Holder, on Register Page No. 2021-04 was created and signed on January 31, 2021.

**Whereas** check was not received by payee and has not cleared the Chelan Douglas Regional Port Authority main checking account, and is considered to be lost in the mail at this time. Check #8028 is being issued as a replacement.

**Now, therefore be it resolved** by the Board of Directors of the Chelan Douglas Regional Port Authority, a municipal corporation of the State of Washington, that Check No. 7775 be declared VOID.

Dated this 13<sup>th</sup> day of April, 2021.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**



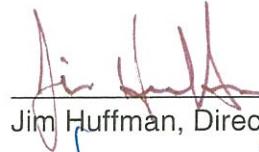
JC Baldwin, Director



Donn Etherington, Director



Rory Turner, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
RESOLUTION NO. 2021-10**

**A RESOLUTION OF THE CHELAN DOUGLAS REGIONAL  
PORT AUTHORITY ADOPTING PURCHASING &  
CONTRACTING POLICY ESTABLISHING GUIDELINES FOR  
THE ACQUISITION OF EQUIPMENT, MATERIALS,  
SERVICES, PROFESSIONAL & PERSONAL SERVICES,  
AND PUBLIC WORKS**

**Whereas**, state and other laws regarding contracting and purchasing by municipalities require competitive bidding when contracts are above certain dollar thresholds to encourage fairness, open competition, and efficiency; and

**Whereas**, under those thresholds, municipalities have varying degrees of flexibility in establishing purchasing and contracting procedures; and

**Whereas**, the Chelan Douglas Regional Port Authority ("Port") now desires to establish guidelines, responsibilities and procedures to be followed by the Port in acquiring equipment, materials and services to accomplish its overall mission as set forth in this Resolution, **NOW, THEREFORE**,

**THE BOARD OF COMMISSIONERS OF THE CHELAN DOUGLAS REGIONAL  
PORT AUTHORITY HEREBY RESOLVES AS FOLLOWS:**

**Section 1.** **Adoption of Purchasing and Contracting Policy.** The Port desires to adopt for the Port use the Chelan Douglas Regional Port Authority Purchasing and Contracting Policy. The Purchasing and Contracting Policy are attached to this Resolution as Exhibit A and incorporated herein by this reference.

**Section 2.** If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

**Section 3.** This Resolution shall be effective upon passage by the Board.


**ADOPTED** by the Board of Directors of the Chelan Douglas Regional Port Authority at a regular meeting thereof held this 13<sup>th</sup> day of April, 2021.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

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

  
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Donn Etherington, Director

  
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Rory Turner, Director

  
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Jim Huffman, Director

  
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Mark Spurgeon, Director

  
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W. Alan Loebsock, Director