



*Working Together to Enhance the Economic Vitality of North Central Washington*

**Chelan Douglas Regional Port Authority**

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

**Meeting Agenda  
July 11<sup>th</sup>, 2023  
9:00 am**

**I. CALL TO ORDER**

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

**II. INTRODUCTIONS**

**III. CONFLICT OF INTEREST**

**IV. PUBLIC COMMENT**

**V. CONSENT AGENDA**

- **CDRPA:** Approval of the June 27<sup>th</sup>, 2023 Meeting Minutes and Check Register Pages 2023-25 through 2023-28, including Electronic Transfers.
- **POCC:** Approval of Check Register Page 2023-06.

**VI. PRESENTATIONS**

**VII. CDRPA ACTION ITEMS**

- (1) Authorization to Bid Snow Removal Equipment
- (2) Approval of 2022 Financial Statements – CDRPA
- (12) Ownership Allocation Memo – Shaffer

**VIII. POCC ACTION ITEMS**

- (3) Approval of 2022 Financial Statements – POCC

**IX. PODC ACTION ITEMS**

- (4) Approval of 2022 Financial Statements - PODC

**X. PUBLIC COMMENT**

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

- (5) CTC Restoration Update and Quarterly Meeting Room Activity
- (6) FAA Land Release – Pangborn Update
- (7) Pangborn Festival of Flight – Event Recap
- (8) Olds Station Business Park – Irrigation Association
- (9) Malaga – GBI Cooling Water Infrastructure Improvements
- (10) Pangborn Airport TIF District Concept
- (11) Travel Policy Review

**XII. SUGGESTED BREAK: 10 MINUTES (APPROXIMATELY 10:30AM)**

**XIII. MISCELLANEOUS STAFF REPORTS**

- CEO
- Director of Finance & Administration
- Director of Airports
- Director of Economic Development & Capital Projects
- Community Relationship Manager
- Property & Maintenance Manager
- CTC Manager

**XIV. PUBLIC COMMENT**

**XV. REVIEW CALENDAR OF EVENTS**

**XVI. ITEMS FROM BOARD OF DIRECTORS**

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

**XVI. ADJOURN**

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

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



**Board of Directors  
Chelan Douglas Regional Port Authority  
Meeting Minutes  
June 27<sup>th</sup>, 2023  
9:00 am**

**Present:**

**Directors:**

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

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

**Staff:**

*Jim Kuntz, Chief Executive Officer  
Trent Moyers, Director of Airports  
Stacie de Mestre, Dir. of Econ Dev.  
Ron Russ, Maint. & Prop. Mngr  
Craig Larsen, Community Rel. Mngr.  
Tricia Degnan, CTC Manager (Zoom)*

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

**Legal Counsel:**

*Quentin Batjer, Davis Arneil Law Firm LLP*

**Guests:**

*Kyle Steinburg, Douglas Co. Commissioner  
Rich Cole  
Mike Mackey  
Kalie Worthen, Wenatchee World (Zoom)  
Jason Taylor, KPQ (Zoom)  
Mike Walker, Community Member (Zoom)  
Jerri Barkley, Visit Chelan County Executive Director (Zoom)*

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

**Introductions were made.**

**Conflicts of Interest:** None

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

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

The Chelan Douglas Regional Port Authority Consent Agenda consisting of June 13<sup>th</sup>, 2023 Meeting Minutes and May 2023 Commission Calendar were presented.

**Motion No.**

Moved by:

Seconded by:

**06-06-23 CDRPA**

JC Baldwin

W. Alan Loeb sack

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the June 13<sup>th</sup>, 2023 Meeting and May 2023 Commission Calendar.

*Motion Passed 6-0*

**Commissioner Spurgeon noted that the Port of Douglas County action item will be presented prior to the Port of Chelan County action item.**

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

#### **Unified Tax Levy Resolution No. 2023-02**

Kuntz reviewed with the Board edits that have been made to the resolution since the June 13<sup>th</sup> Board meeting. Both county assessors have reviewed the resolution and approved it as to form only. Kuntz reminded the Board that the EHB 1663 was approved unanimously in both the House and the Senate. EHB 1663 requires the approval of two thirds from each Board to submit the Unified tax levy to the voters. The Board reviewed the projected levy equalization rate and its impact on both counties. Lastly, Kuntz shared a list of discretionary investments that the Regional Port has made in Douglas County.

#### **PUBLIC COMMENTS:**

- **Rich Cole** – Mr. Cole requested clarification on which airport terminal is receiving the investment for renovations. Kuntz confirmed it is the General Aviation Terminal. Mr. Cole went through a list of questions regarding the Unified Tax Levy which were answered by the Board. He thanked the Board for having public comment up front on the topic prior to calling for a vote.
- **Commissioner Kyle Steinburg** – Read a statement from the Douglas County Commissioners on why they believe the Unified Tax Levy should not go before the voters. Requested the Port of Douglas County Commissioners to vote against the Resolution. Discussion ensued.

**Motion No.**

Moved by:

Seconded by:

**06-07-23 PODC**

Jim Huffman

Mark Spurgeon

To adopt PODC Resolution No. 2023-02 authorizing the Unified Tax Levy to go before voters in Chelan and Douglas counties at the November 7<sup>th</sup>, 2023 election.

*Motion passed 3-0*

### **PORT OF CHELAN COUNTY ACTION ITEM:**

#### **Unified Tax Levy Resolution 2023-01**

Commissioner DeRock expressed the importance of the Regional Port's levy equalization projections being accurate, especially the impact to Douglas County taxpayers. In the event voters approve the levy equalization and the county assessors final unified levy is higher than the Regional Port's projections, then the Regional Port should reduce its property tax collections to keep the unified rate as projected prior to the election. All Board members supported Commissioner DeRock's recommendation. Discussion ensued and the following action was taken:

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

**06-08-23 POCC**

Richard DeRock  
JC Baldwin

To adopt POCC Resolution No. 2023-01 authorizing the Unified Tax Levy to go before voters in Chelan and Douglas counties at the November 7<sup>th</sup>, 2023 election.

Motion passed 3-0

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

**Unified Tax Levy Concurrence**

The Unified Tax Levy was reviewed during the Port of Chelan and Port of Douglas Action Items.

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

**06-09-23 CDRPA**

Donn Etherington  
W. Alan Loeb sack

To concur with POCC Resolution No. 2023-01 and PODC Resolution No. 2023-02 authorizing the Unified Tax Levy to go before voters in Chelan and Douglas counties at the November 7<sup>th</sup>, 2023 election.

Motion passed 6-0

**At 10:23 a.m. Commissioner Spurgeon called for a 10-minute break.**

**Authorization to Solicit Qualifications for Architectural Service – Airlift Northwest Hangar**

de Mestre reviewed the history of the project. Discussed the timeline and need to solicit bids. Kuntz reviewed the financials of the project with the Board. Commissioner Etherington requested that any deviation from the approved final design be noted as an Airlift Northwest cost. Kuntz assured that the design will be signed off on by Airlift Northwest prior to construction beginning. Discussion ensued and the following action was taken:

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

**06-10-23 CDRPA**

Richard DeRock  
Jim Huffman

To authorize the CEO to solicit Qualifications for Architectural Services for the Airlift Northwest Hangar.

Motion passed 6-0

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

**INFORMATIONAL ITEMS:**

**Taxiway B/Hangar Site Development – Lease Terms** – Kuntz reminded the Board that the Capital Recovery Fees were established at the last Board meeting. He then walked the Board through general lease terms and conditions for their input.

**ABC Learning Center – Lease Renewal** – The Board reviewed photos showing the current exterior condition of ABC Learning Center compared to the Regional Port’s Industrial Building #5 and Chelan County PUD’s new buildings. Kuntz shared that a meeting is scheduled with the current tenant to discuss their interest in a lease renewal at the end of November. Kuntz recommended the exterior of the building be upgraded.

**Social Pinpoint Website – Regional Sports Complex Feasibility Study** – de Mestre walked the Board through the Social Pinpoint website to showcase the survey options presented to the public to collect data for the Regional Sports Complex feasibility study.

## **MISCELLANEOUS STAFF REPORTS:**

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

- Shared with the Board data from the May 2023 Employment Security Labor Report.

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

- Discussed the presentation and airport tour that occurred on June 23<sup>rd</sup> with the Upper Valley Commissioners.
- Shared that Pangborn Memorial Airport has a new FAA Program Manager and that a visit occurred on June 23<sup>rd</sup> to review current and upcoming projects.
- Updated the Board on the Waterville Airport. Runway edge lights have been installed. The beacon tower and approach path indicator lights installation are all that remain to complete the project.
- Reminded the Board that the Pangborn Festival of Flight event is occurring on July 7<sup>th</sup> and tickets are still available for the fundraiser dance being held at Executive Flight on July 6<sup>th</sup>.

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

- Updated the Board on the Malaga Waterline project. A weeklong delay was approved to deal with unexpected fiber lines being found during the dig. The project engineers took the delay to work through the best course of action moving forward.
- Discussed the Chelan PUD's redevelopment plans for their 5<sup>th</sup> Street campus.

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

- Discussed the potential of using the CTC basement as a space to rent out server racks. She continues to research the concept.

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

- Shared that a full reimbursement will be issued by the insurance company of the driver who wrecked into the Pangborn Memorial Airport fencing along Grant Road last year.

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

- Reviewed recent community meetings.
- Shared that Alyce Brown will be stepping down from her role at the Economic Development District.

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

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

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

### **EXECUTIVE SESSION:**

Executive Session was announced at 12:26 p.m. for a period of thirty minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.110(1)(c) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price (final action selling or leasing public property shall be taken in a meeting open to the public). Executive Session was extended for an additional ten minutes at 12:56 p.m. Executive Session was extended for an additional ten minutes at 1:06 p.m. Executive Session concluded at 1:16 p.m.

**Meeting reconvened in Regular Session and was immediately adjourned at 1:16 p.m. with no action taken.**

Signed and dated this 11<sup>th</sup> day of July 2023.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

\_\_\_\_\_  
Mark Spurgeon, Director

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Richard DeRock, Director

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Donn Etherington, Director

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JC Baldwin, Director

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Jim Huffman, Director

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W. Alan Loeb sack, Director

**Chelan Douglas Regional Port Authority**  
**Check Register Listing**  
**2023-June**

<u>Date Issued</u>	<u>Register #</u>	<u>Reason</u>	<u>First #</u>	<u>Last #</u>	<u>Amount</u>
06/15/23		Mid-Month Employee Advances		ACH	\$4,000.00
06/15/23	2023-25	Mid-Month Payables	11634	11713	\$3,427,595.63
06/19/23	2023-26	Lodging; WPPA/WAMA Conferences	11714	11714	\$1,746.46
06/23/23		DOR Business License - Minor Work Permit		ACH	\$10.00
06/28/23		WA Dept of Revenue - Sales Tax		ACH	\$5,905.34
06/30/23	2023-27	June 2023 Payroll	11715	11716	\$286,097.69
06/30/23	2023-28	Month-End Payables	11717	11788	\$4,438,480.35

Transactions for approval July 11, 2023 total:

\$8,163,835.47

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 

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Dir of Finance & Admin. 

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Director Etherington \_\_\_\_\_

Director DeRock \_\_\_\_\_

Director Baldwin \_\_\_\_\_

Director Loeb sack \_\_\_\_\_

Director Spurgeon \_\_\_\_\_

Director Huffman \_\_\_\_\_



**Chelan Douglas Regional Port Authority  
Check Register  
2023-25**

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 June 15, 2023 checks 11634 - 11713 in the amount of

**\$3,427,595.63**

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>
<b><u>CASHMERE MILL DISTRICT</u></b>				
6/15/2023	City of Cashmere	Utilities	11656	749.36
6/15/2023	D&B Backflow LLC	Building Maintenance	11664	275.00
6/15/2023	Door Tech, Inc.	Overhead Door Repairs	11667	7,169.46
6/15/2023	Waste Management	Utilities	11706	421.43
	<b>Net Cashmere Mill District</b>			<b>8,615.25</b>
<b><u>CONFLUENCE TECHNOLOGY CENTER</u></b>				
6/15/2023	Banner Bank - TD	Office & Irrigation Supplies/Advertising	11650	987.64
6/15/2023	Chelan County PUD	Utilities	11654	9,714.61
6/15/2023	City of Wenatchee	Utilities	11657	836.74
6/15/2023	Crown Paper & Janitorial Supply	Custodial Supplies	11663	727.34
6/15/2023	Department of Labor & Industries	Elevator; Annual Operating Certificate	11665	578.55
6/15/2023	Express Services, Inc.	Admin Assistant	11672	720.24
6/15/2023	Firefly	Hardware/Software/Manage Services	11674	6,098.33
6/15/2023	GFC Services	Meeting Room Setups/Janitorial Services	11676	9,957.08
6/15/2023	Home Depot Pro	Landscaping Supplies	11678	101.05
6/15/2023	JBe Marketing	Security Deposit Refund	11680	672.80
6/15/2023	Kelley Connect	Kyocera Copier Usage	11681	167.62
6/15/2023	Lowe's	Landscaping Supplies	11686	73.50
6/15/2023	North Central ESD	Video Conference Operator	11688	5,039.00
6/15/2023	Pacific Security	Patrol Service	11692	444.00
6/15/2023	S & W Irrigation Supply	Landscaping Supplies	11698	386.27
6/15/2023	Stoneway Electric Supply	Maintenance Supplies	11702	577.16
6/15/2023	Waste Management	Utilities	11706	1,208.44
6/15/2023	Weinstein Beverage Co.	Coffee Supplies	11707	600.53
6/15/2023	WSU	Customer Refund	11709	422.94
	<b>Net Confluence Technology Center</b>			<b>39,313.84</b>
<b><u>DOWNTOWN WENATCHEE SOUTH</u></b>				
6/15/2023	Chelan County PUD	Utilities	11654	1,183.25
6/15/2023	City of Wenatchee	Utilities	11657	755.38
	<b>Net Downtown Wenatchee South</b>			<b>\$1,938.63</b>
<b><u>OLDS STATION BUSINESS PARK</u></b>				
6/15/2023	Banner Bank - RR	Maintenance Supplies	11647	41.20
6/15/2023	Chelan County PUD	Utilities	11654	2,336.07
6/15/2023	City of Wenatchee	Utilities	11657	960.02
6/15/2023	D&B Backflow LLC	Building Maintenance	11664	550.00
6/15/2023	Ferguson Enterprises, Inc.	Maintenance Supplies	11673	38.89
6/15/2023	Keyhole Security Inc.	Building Maintenance	11682	16.96
6/15/2023	Pacific Security	Patrol Service	11692	888.00
6/15/2023	S & W Irrigation Supply	Irrigation Supplies	11698	50.39
6/15/2023	Stemilt World Famous Compost	Landscaping	11701	90.00
6/15/2023	Waste Management	Utilities	11706	146.83
	<b>Net Olds Station Business Park</b>			<b>5,118.36</b>

**Chelan Douglas Regional Port Authority  
Check Register  
2023-25**

<u><b>PANGBORN AIRPORT</b></u>			
6/15/2023	Ag Supply Co.	Fuel, Diesel, Propane - ARFF Training	11636 3,239.60
6/15/2023	Airside Solutions, Inc.	Airfield Signs	11637 308.45
6/15/2023	Amazon Capital Services	Marketing; Festival of Flight	11638 216.52
6/15/2023	Anatek Labs, Inc.	Water Analysis	11639 110.00
6/15/2023	Banner Bank - TF	Maintenance Supplies	11651 283.40
6/15/2023	Banner Bank - TM	Phone Service/WAMA Conference/NWAAE	11652 1,196.34
6/15/2023	Clean Air Connection	Terminal Maintenance	11658 19,114.95
6/15/2023	Columbia River Steel Supply	Maintenance Supplies	11660 21.13
6/15/2023	Douglas County PUD	Utilities	11668 1,889.00
6/15/2023	Erickson Airshow Collection LLC	Deposit - Pangborn Festival of Flight	11671 2,000.00
6/15/2023	Firefly	Managed Services	11674 3,000.30
6/15/2023	FlashParking, Inc.	Parking Fees	11675 4.17
6/15/2023	Harvest Valley Pest Control, Inc.	Pest Control	11713 81.23
6/15/2023	Home Depot Pro	Maintenance Supplies	11678 681.10
6/15/2023	Inland Fire Protection, Inc.	Annual Inspection	11679 1,009.36
6/15/2023	Keyhole Security Inc.	Maintenance Repairs	11682 212.07
6/15/2023	Les Schwab Tire Center	Vehicle Maintenance	11683 145.01
6/15/2023	Lowe's	Maintenance Supplies	11686 116.56
6/15/2023	Omnipark Inc.	Parking Software	11689 366.05
6/15/2023	Pacific Security	Patrol Service	11692 444.00
6/15/2023	ProDIGIQ, Inc.	Regulatory Compliance	11695 750.00
6/15/2023	Rodda Paint Co.	Airfield Maintenance	11697 1,663.11
6/15/2023	S & W Irrigation Supply	Landscaping Supplies	11698 348.52
6/15/2023	Stan's Merry Mart	Maintenance Supplies	11700 25.82
6/15/2023	Volaire Aviation Inc	Air Service Dev Retainer	11705 4,000.00
6/15/2023	Waste Management	Utilities	11706 665.00
	<b>Net Pangborn Airport</b>		<b>41,891.69</b>
<u><b>PANGBORN FBO</b></u>			
6/15/2023	Amazon Capital Services	FBO Supplies	11638 58.46
6/15/2023	AvFuel Corp	Av Gas/Jet A Fuel	11640 54,636.33
6/15/2023	Banner Bank - PE	Coffee/Supplies	11646 104.66
6/15/2023	Cintas Corporation	Uniforms	11655 111.51
6/15/2023	Oxarc Inc.	FBO Supplies	11690 89.32
6/15/2023	Waste Management	Utilities	11706 175.50
	<b>Net Pangborn FBO</b>		<b>55,175.78</b>
<u><b>PANGBORN BUSINESS PARK</b></u>			
6/15/2023	Banner Bank - TF	Outdoor Literature Boxes	11651 119.43
6/15/2023	Douglas County PUD	Utilities	11668 1,355.00
6/15/2023	Harvest Valley Pest Control, Inc.	Pest Control	11713 387.27
6/15/2023	York Building Services, Inc.	Janitorial	11711 3,576.00
	<b>Net Pangborn Business Park</b>		<b>5,437.70</b>
<u><b>RPA OFFICE/AVIATION CENTER</b></u>			
6/15/2023	Douglas County PUD	Utilities	11668 1,046.00
6/15/2023	TK Elevator Corporation	Building Maintenance	11703 2,080.01
6/15/2023	Waste Management	Utilities	11706 460.21
	<b>Net RPA Office/Aviation Center</b>		<b>3,586.22</b>
<u><b>LAKE CHELAN AIRPORT</b></u>			
6/15/2023	Chelan County PUD	Utilities	11654 23.68
6/15/2023	Young Bucks Landscaping LLC	Lawn Maintenance	11712 3,698.45
	<b>Net Lake Chelan Airport</b>		<b>3,722.13</b>
<u><b>MANSFIELD AIRPORT</b></u>			
6/15/2023	Douglas County PUD	Utilities	11668 17.00
	<b>Net Mansfield Airport</b>		<b>17.00</b>

**Chelan Douglas Regional Port Authority  
Check Register  
2023-25**

<b><u>ORONDO RIVER PARK</u></b>			
6/15/2023	Pacific Security	Patrol Service	11692 1,513.60
6/15/2023	Waste Management	Utilities	11706 127.27
6/15/2023	Young Bucks Landscaping LLC	Lawn Maintenance	11712 3,812.16
	<b>Net Orondo River Park</b>		<b>5,453.03</b>
<b><u>BUSINESS PARK MAINTENANCE</u></b>			
6/15/2023	Coleman Oil Company	Fuel	11659 640.75
6/15/2023	Lowe's	Maintenance Supplies	11686 40.45
	<b>Net Business Park Maintenance</b>		<b>681.20</b>
<b><u>ADMINISTRATIVE &amp; GENERAL</u></b>			
6/15/2023	Amazon Capital Services	Office Supplies	11638 307.03
6/15/2023	Banner Bank - CL	Registration; Economic Outlook Conference	11642 20.00
6/15/2023	Banner Bank - DE	Lodging; WPPA Spring Conference	11643 507.42
6/15/2023	Banner Bank - JK	Registration/Travel; Brownfields Conference/WPPA Mtg	11644 2,772.89
6/15/2023	Banner Bank - MS	Lodging/Meals; Data Center Conference/WPPA Mtg	11645 1,752.88
6/15/2023	Banner Bank - PE	Office Supplies/Meals; Board Mtg Lunch	11646 618.78
6/15/2023	Banner Bank - RR	Software	11647 119.12
6/15/2023	Banner Bank - SD	Lodging/Meals; WPPA Meeting	11648 1,045.92
6/15/2023	Banner Bank - TC	Subscriptions/Software	11649 2,397.94
6/15/2023	Cascade Quality Water	Bottled Water	11653 104.43
6/15/2023	Elevate Government Affairs, LLC	Governmental Affairs Federal Contract	11669 8,500.00
6/15/2023	Emily B. Lammert	Meeting Supplies Reimbursement	11670 42.00
6/15/2023	Firefly	Managed Services	11674 4,351.30
6/15/2023	Lodestar Strategic LLC	Governmental Affairs State Contract	11684 6,000.00
6/15/2023	Lorena Amador	Mileage	11685 31.70
6/15/2023	Quadiant Finance USA, Inc.	Postage Lease	11695 220.80
6/15/2023	Sarah K Deenik	Meals/Lodging/Travel; 2023 Finance Seminar	11699 1,106.55
6/15/2023	Xerox Corporation	Copier Maintenance	11710 74.79
	<b>Net Administrative &amp; General</b>		<b>\$29,973.55</b>
<b><u>BUSINESS DEVELOPMENT &amp; MARKETING</u></b>			
6/15/2023	Banner Bank - JK	Travel/Meals; Data Center Conference	11644 1,789.76
6/15/2023	Banner Bank - PE	Marketing; Regional Sports Complex Study Meeting	11646 59.99
6/15/2023	Banner Bank - SD	Meals; NCWEDD/Colville Tribe Lunch	11648 51.57
6/15/2023	Banner Bank - TC	Adobe Subscription	11649 22.77
6/15/2023	PNBRA	Marketing; Entiat Hydroplane Event Sponsorship	11693 250.00
6/15/2023	Wenatchee Valley Chamber of Commerce	2023 Relocation Guide Advertisement	11708 350.00
	<b>Net Business Development &amp; Marketing</b>		<b>\$2,524.09</b>
<b><u>CAPITAL PROJECTS</u></b>			
6/15/2023	Absher Construction Company	CTC - Salvage, Demo and Restoration	11635 307,360.40
6/15/2023	Avidex	CTC VCC Camera System Upgrade	11641 30,366.88
6/15/2023	Banner Bank - TD	CTC VCC Camera System Upgrade	11650 24.88
6/15/2023	Colvico, Inc.	Runway Edge Lighting System Replacement	11661 186,699.77
6/15/2023	Consolidated Supply Co.	Malaga Water Improvements	11662 159,746.50
6/15/2023	Design West Architects	Trades District Project	11666 230,625.00
6/15/2023	Maul Foster Alongi, Inc.	EPA Brownsfields Coalition Grant Consulting Services	11687 13,633.55
6/15/2023	North Central ESD	CTC VCC Camera System Upgrade	11688 385.00
6/15/2023	North Central ESD	CTC VCC Audio System Upgrade	11688 2,849.00
6/15/2023	Pacific Appraisal Associates, PLLC	RPZ Land Appraisal	11691 4,000.00
6/15/2023	RH2 Engineering, Inc.	National Guard Site Planning	11696 343.19
6/15/2023	Selland Construction, Inc	Pangborn Taxiway A Realignment	11634 2,268,552.19
6/15/2023	Valley Tractor & Rentals, Inc.	Maintenance Equipment; Kubota RTV	11704 19,560.80
			<b>3,224,147.16</b>
			<b>3,427,595.63</b>

VOID: 11677


**Chelan Douglas Regional Port Authority  
Check Register  
2023-26**

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.

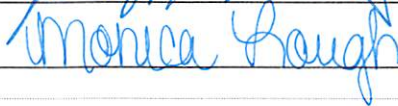
For approval June 19, 2023 check 11714 in the amount of

\$ **1,746.46**

Jim Kuntz, Chief Executive Officer



Monica Lough, Director of Finance & Admin



Date Issued	Claimant	Purpose	Check Number	Amount
<b><u>ADMINISTRATIVE &amp; GENERAL</u></b>				
06/19/2023	Banner Bank - JC	Lodging; WPPA/WAMA Conferences	11714	1,746.46
	<b>Net Administrative &amp; General</b>			<b><u>\$1,746.46</u></b>
	<b>TOTAL</b>			<b><u>\$1,746.46</u></b>

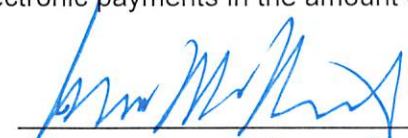
**Chelan Douglas Regional Port Authority**  
**Check Register**  
**2023-27**

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.

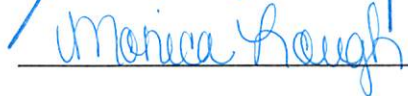
For approval June 30, 2023, checks 11715 - 11716 and electronic payments in the amount of:

\$ 286,097.69

Jim Kuntz, Chief Executive Officer




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Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<b>Payroll</b>				
06/30/23	Amador Lopez, Lorena	June 2023 Payroll	EFT	3,916.13
06/30/23	Asplund, Randy L	June 2023 Payroll	EFT	711.09
06/30/23	Baldwin, Janet L	June 2023 Payroll	EFT	1,432.68
06/30/23	Beidler, Camryn N	June 2023 Payroll	EFT	3,275.83
06/30/23	Blake, Kenny R	June 2023 Payroll	EFT	73.88
06/30/23	Burdick-Avis, Julie A	June 2023 Payroll	EFT	3,255.80
06/30/23	Camarillo-Reyes, Laura	June 2023 Payroll	EFT	3,444.28
06/30/23	Chatriand, Bobbie J	June 2023 Payroll	EFT	3,698.48
06/30/23	Day, Skylar	June 2023 Payroll	EFT	3,176.53
06/30/23	de Mestre, Stacie C	June 2023 Payroll	EFT	7,420.15
06/30/23	Deenik, Sarah K	June 2023 Payroll	EFT	5,665.66
06/30/23	Degnan, Tricia E	June 2023 Payroll	EFT	5,148.27
06/30/23	DeRock, Richard A	June 2023 Payroll	EFT	1,229.18
06/30/23	Etherington, Donn	June 2023 Payroll	EFT	2,048.84
06/30/23	Fancher, Ryan W	June 2023 Payroll	EFT	3,914.42
06/30/23	Flaget, Todd R	June 2023 Payroll	EFT	4,887.10
06/30/23	Goodrich, Colby A	June 2023 Payroll	EFT	4,770.13
06/30/23	Huffman, James D	June 2023 Payroll	EFT	1,197.39
06/30/23	Kern, Dana	June 2023 Payroll	EFT	2,904.23
06/30/23	Kuntz, James M	June 2023 Payroll	EFT	12,606.87
06/30/23	Lamb, Kenneth R	June 2023 Payroll	EFT	4,900.59
06/30/23	Lamb, Shane C	June 2023 Payroll	EFT	5,419.23
06/30/23	Lammert, Emily B	June 2023 Payroll	EFT	2,176.34
06/30/23	Larsen, Craig N	June 2023 Payroll	EFT	5,456.22
06/30/23	Loebsack, W Alan	June 2023 Payroll	EFT	1,105.97
06/30/23	Lough, Monica D	June 2023 Payroll	EFT	8,374.10
06/30/23	Martin, Kole R	June 2023 Payroll	EFT	1,969.76
06/30/23	Martinez, Rafael	June 2023 Payroll	EFT	3,109.19
06/30/23	McKivor, Esther S	June 2023 Payroll	EFT	759.57

06/30/23	Moyers, Trent D	June 2023 Payroll	EFT	8,429.62
06/30/23	Orr, Marcus J	June 2023 Payroll	EFT	4,626.52
06/30/23	Rumburg, Concetta A	June 2023 Payroll	EFT	1,471.72
06/30/23	Russ, Ronald R	June 2023 Payroll	EFT	6,693.06
06/30/23	Russell, Justin L	June 2023 Payroll	EFT	3,944.43
06/30/23	Smith, Charles B	June 2023 Payroll	EFT	3,946.61
06/30/23	Spurgeon, Mark M	June 2023 Payroll	EFT	914.93
06/30/23	Vargas-Mata, Manuel A	June 2023 Payroll	EFT	4,896.57
06/30/23	Warren, Kole A	June 2023 Payroll	EFT	3,176.61
05/31/23	HRA VEBA Trust	June VEBA	EFT	1,750.00
05/31/23	Bobbie Chatriand	June Sunshine Fund	11715	125.00
05/31/23	Health Care Authority	July Insurance	11716	48,341.89
05/31/23	Department of Retirement Systems	June Retirement	ACH	37,888.56
05/31/23	US Treasury	June Payroll Taxes	EFTPS	51,844.26
	<b>Net Payroll</b>			<b><u>286,097.69</u></b>

**Chelan Douglas Regional Port Authority  
Check Register  
2023-28**

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 June 30, 2023 checks 11717 - 11788 in the amount of **\$4,438,480.35**

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

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

Date Issued	Claimant	Purpose	Check Number	Amount
<b><u>CASHMERE MILL DISTRICT</u></b>				
6/30/2023	Chelan County PUD	Utilities	11729	1,008.48
6/30/2023	Local Tel Communications	Fire Alarm Service	11764	75.96
6/30/2023	North Cascades Heating & A/C, Inc	Building Maintenance	11768	926.63
6/30/2023	Schmitt Electric, Inc	Building Maintenance	11775	392.77
6/30/2023	Wilbur-Ellis Company LLC	Landscaping	11786	46.02
	<b>Net Cashmere Mill District</b>			<b><u>2,449.86</u></b>
<b><u>CONFLUENCE TECHNOLOGY CENTER</u></b>				
6/30/2023	Cascade Natural Gas	Utilities	11728	13.78
6/30/2023	Chelan County PUD	Utilities	11729	208.55
6/30/2023	Consolidated Electrical Distributors, Inc	Maintenance Supplies	11735	193.12
6/30/2023	Crown Paper & Janitorial Supply	Janitorial Supplies	11737	345.29
6/30/2023	Express Services, Inc.	Admin Assistant	11748	750.26
6/30/2023	Firefly	Managed Services	11751	3,312.90
6/30/2023	H.D Fowler Company	Landscaping Supplies	11753	332.64
6/30/2023	Home Depot Pro	Landscaping Supplies	11755	126.69
6/30/2023	Local Tel Communications	Fire Suppression/Telephone	11764	559.60
6/30/2023	Lowe's	Landscaping Supplies	11765	108.37
6/30/2023	S & W Irrigation Supply	Landscaping Supplies	11774	109.23
6/30/2023	Weinstein Beverage Co.	Coffee Supplies	11784	298.24
	<b>Net Confluence Technology Center</b>			<b><u>6,358.67</u></b>
<b><u>DOWNTOWN WENATCHEE SOUTH</u></b>				
6/30/2023	Cascade Natural Gas	Utilities	11728	449.58
6/30/2023	Local Tel Communications	Utilities	11764	383.90
6/30/2023	Local Tel Communications	Annual Inspection	11764	66.63
	<b>Net Downtown Wenatchee South</b>			<b><u>900.11</u></b>
<b><u>OLDS STATION BUSINESS PARK</u></b>				
6/30/2023	Cascade Natural Gas	Utilities	11728	13.78
6/30/2023	Chelan County PUD	Utilities	11729	626.24
6/30/2023	Department of Labor & Industries (boiler)	Building Maintenance	11741	308.80
6/30/2023	Glacier Supply Group	Building Maintenance	11752	431.63
6/30/2023	Local Tel Communications	Alarm Systems	11764	152.20
6/30/2023	Lowe's	Maintenance Supplies	11765	243.99
6/30/2023	S & W Irrigation Supply	Landscaping Supplies	11774	113.11
6/30/2023	Valley Tractor & Rentals, Inc.	Maintenance Supplies	11780	42.37
	<b>Net Olds Station Business Park</b>			<b><u>1,932.12</u></b>

**Chelan Douglas Regional Port Authority  
Check Register  
2023-28**

**PANGBORN AIRPORT**

6/30/2023	Ag Supply Co.	Festival of Flight Supplies	11717	60.74
6/30/2023	Airside Solutions, Inc.	Airfield Signs	11718	2.64
6/30/2023	Amazon Capital Services	Festival of Flight Prizes	11722	43.30
6/30/2023	ARDURRA	Engineering Services	11723	2,082.00
6/30/2023	Confluence Health	ARFF Testing	11734	126.00
6/30/2023	Dave Ruud	Fuel Reimbursement	11738	142.83
6/30/2023	East Wenatchee Water District	Water	11745	402.80
6/30/2023	Erickson Airshow Collection LLC	Pangborn Festival of Flight	11747	8,000.00
6/30/2023	Federal Express Corp	Regulatory Compliance	11749	46.33
6/30/2023	Firefly	Managed Services	11751	3,000.30
6/30/2023	Home Depot Pro	Maintenance Supplies	11755	91.24
6/30/2023	Inter Avionics Inc	Altimeter Calibration	11757	680.63
6/30/2023	Jerry's Auto Supply	Maintenance Supplies	11760	815.81
6/30/2023	Keyhole Security Inc.	Supplies	11761	28.26
6/30/2023	Les Schwab Tire Center	Equipment Maintenance	11763	11.92
6/30/2023	Local Tel Communications	Phone/Internet/Cable	11764	517.90
6/30/2023	Lowe's	Maintenance Supplies	11765	405.93
6/30/2023	Moon Security Services, Inc	Security Expenses	11767	47.65
6/30/2023	Ogden Murphy Wallace, PLLC	Legal Fees	11769	1,085.00
6/30/2023	RACOM Corporation	Equipment Repair	11771	135.63
6/30/2023	S & W Irrigation Supply	Irrigation Supplies	11774	161.00
6/30/2023	T-O Engineers	Engineering Services	11779	172.50
6/30/2023	Virtower LLC	VirTower Tracking Software	11781	400.00
	<b>Net Pangborn Airport</b>			<b>18,460.41</b>

**PANGBORN FBO**

6/30/2023	Avfuel Corp	Av Gas	11725	25,171.18
6/30/2023	AvLab	FBO Supplies	11726	260.62
6/30/2023	Cintas Corporation	Uniforms	11730	107.57
6/30/2023	Jerry's Auto Supply	Maintenance Supplies	11760	77.13
6/30/2023	Local Tel Communications	Utilities	11764	249.97
6/30/2023	Schmitt Electric, Inc	Fuel System Maintenance	11775	435.83
	<b>Net Pangborn FBO</b>			<b>26,302.30</b>

**PANGBORN BUSINESS PARK**

6/30/2023	East Wenatchee Water District	Water	11745	782.60
6/30/2023	Local Tel Communications	Fire Alarm Service	11764	37.74
6/30/2023	Lowe's	Landscaping Supplies	11765	61.56
6/30/2023	Young Bucks Landscaping LLC	Landscape Maintenance	11787	3,733.10
	<b>Net Pangborn Business Park</b>			<b>\$4,615.00</b>

**RPA OFFICE/AVIATION CENTER**

6/30/2023	Cascade Natural Gas	Utilities	11728	73.35
6/30/2023	Department of Labor & Industries	Annual Elevator Operating Certificate	11740	161.65
6/30/2023	East Wenatchee Water District	Water	11745	223.60
6/30/2023	Holland Machine, Inc	Rebuild Hangar Door	11754	872.75
6/30/2023	Home Depot Pro	Building Maintenance	11755	132.40
6/30/2023	Inland Fire Protection, Inc.	Annual Inspection	11756	3,533.89
6/30/2023	Legacy An Ontivity Company	Building Maintenance	11762	1,532.45
6/30/2023	Star Rentals, Inc.	Building Maintenance	11778	2,224.80
6/30/2023	Young Bucks Landscaping LLC	Landscape Maintenance	11787	2,488.74
	<b>Net RPA Office/Aviation Center</b>			<b>11,243.63</b>



**Chelan Douglas Regional Port Authority  
Check Register  
2023-28**

<b><u>MANSFIELD AIRPORT</u></b>			
6/30/2023	Virtower LLC	VirTower Tracking Software	11781 400.00
	<b>Net Mansfield Airport</b>		<b><u>400.00</u></b>
<b><u>BUSINESS PARK MAINTENANCE</u></b>			
6/30/2023	Coleman Oil Company	Fuel	11732 414.47
6/30/2023	Lowe's	Maintenance Supplies	11765 40.45
	<b>Net Business Park Maintenance</b>		<b><u>454.92</u></b>
<b><u>WATERVILLE AIRPORT</u></b>			
6/30/2023	Douglas County PUD	Utilities	11744 29.00
6/30/2023	Virtower LLC	VirTower Tracking Software	11781 400.00
	<b>Net Waterville Airport</b>		<b><u>429.00</u></b>
<b><u>LAKE CHELAN AIRPORT</u></b>			
6/30/2023	Virtower LLC	VirTower Tracking Software	11781 400.00
	<b>Net Lake Chelan Airport</b>		<b><u>400.00</u></b>
<b><u>ORONDO RIVER PARK</u></b>			
6/30/2023	Alpine Environmental	Drinking Water Sampling	11720 988.80
6/30/2023	Douglas County PUD	Utilities	11744 96.00
6/30/2023	Ferguson Enterprises, Inc.	Maintenance Supplies	11750 41.28
6/30/2023	Local Tel Communications	Internet	11764 65.90
6/30/2023	Lowe's	Maintenance Supplies	11765 38.18
6/30/2023	Young Bucks Landscaping LLC	Landscape Maintenance	11787 4,765.20
	<b>Net Orondo River Park</b>		<b><u>5,995.36</u></b>
<b><u>MALAGA PROPERTIES</u></b>			
6/30/2023	Chelan County PUD	Utilities	11729 63.46
	<b>Net Malaga Property</b>		<b><u>63.46</u></b>
<b><u>ADMINISTRATIVE &amp; GENERAL</u></b>			
6/30/2023	Alan Loeb sack	Mileage	11719 49.39
6/30/2023	Amazon Capital Services	Office Supplies	11722 163.61
6/30/2023	Craig Larsen	Mileage/Meals	11736 212.25
6/30/2023	Davis Arneil Law Firm, LLP	Legal Services	11739 6,417.00
6/30/2023	Donn Etherington	Mileage	11743 311.91
6/30/2023	Emily B. Lammert	Mileage	11746 59.80
6/30/2023	Firefly	Managed Services	11751 4,351.30
6/30/2023	J. C. Baldwin	Mileage	11759 956.96
6/30/2023	Local Tel Communications	Telephone	11764 899.32
6/30/2023	Mark M Spurgeon	Mileage	11766 243.66
6/30/2023	Ogden Murphy Wallace, PLLC	Legal Services	11769 895.00
6/30/2023	RH2 Engineering, Inc.	Engineering Services	11772 2,609.28
6/30/2023	Richard DeRock	Mileage	11773 55.02
6/30/2023	Shane Lamb	Mileage	11777 87.12
6/30/2023	Washington Public Ports Association	Registrations; 2023 WPPA Spring Conference	11783 3,140.00
	<b>Net Administrative &amp; General</b>		<b><u>20,451.62</u></b>

**Chelan Douglas Regional Port Authority  
Check Register  
2023-28**

**BUSINESS DEVELOPMENT & MARKETING**

6/30/2023	BerryDunn	Regional Sports Complex Feasibility	11727	10,452.00
6/30/2023	Column Software PBC	Legal Advertising	11788	676.37
6/30/2023	Emily B Lammert	Regional Sports Complex Event Boards	11746	445.02
	<b>Net Business Development &amp; Marketing</b>			<b>11,573.39</b>

**CAPITAL PROJECTS**

6/30/2023	ALSC Architects	Pangborn Airport Terminal Building	11721	4,460.18
6/30/2023	ARDURRA	Pangborn SRE Procurement	11723	21,117.46
6/30/2023	ARDURRA	MALSR Construction Assistance	11723	1,157.50
6/30/2023	ARDURRA	Taxiway A Realignment	11723	274,137.75
6/30/2023	ARDURRA	Terminal Apron Reconstruction	11723	11,619.00
6/30/2023	ARDURRA	AGIS Terrain Survey	11723	2,985.00
6/30/2023	ARDURRA	RPZ Land Acquisition	11723	333.75
6/30/2023	ARDURRA	Executive Hangar Site Design	11723	19,106.35
6/30/2023	ARDURRA	GA Terminal EA	11723	56,502.21
6/30/2023	ARDURRA	Taxiway B/Executive Hangar Site Design	11723	23,973.15
6/30/2023	Aspect Consulting, LLC	CTC Soil Testing	11724	1,979.00
6/30/2023	Coffman Engineers	EF Foam System Evaluation	11731	7,875.00
6/30/2023	Colvico, Inc.	Runway Edge Lighting System Replacement	11733	227,756.49
6/30/2023	Consolidated Electrical Distributors, Inc	CTC VCC Camera System Upgrade	11735	134.69
6/30/2023	DOH Associates	CTC Shell Restoration	11742	5,249.26
6/30/2023	J-U-B Engineers, Inc.	Waterville Runway Lighting System	11758	12,493.91
6/30/2023	Ogden Murphy Wallace, PLLC	Malaga Property	11769	589.00
6/30/2023	Ogden Murphy Wallace, PLLC	Microsoft	11769	11,685.50
6/30/2023	Ogden Murphy Wallace, PLLC	South End Utilities - LAMIRD	11769	279.00
6/30/2023	Ogden Murphy Wallace, PLLC	Malaga Cooling Water Agreement	11769	93.00
6/30/2023	Ogden Murphy Wallace, PLLC	National Guard Lease	11769	2,418.00
6/30/2023	Ogden Murphy Wallace, PLLC	Adcock Property Purchase	11769	62.00
6/30/2023	Ogden Murphy Wallace, PLLC	Firing Range Assoc Property	11769	899.00
6/30/2023	Ogden Murphy Wallace, PLLC	Kemah Management Property	11769	31.00
6/30/2023	Ogden Murphy Wallace, PLLC	Malaga Springs Property	11769	310.00
6/30/2023	Ogden Murphy Wallace, PLLC	Shaffer Lease Company Property	11769	31.00
6/30/2023	Pacific Engineering	Executive Flight Apron Repair	11770	1,972.86
6/30/2023	RH2 Engineering, Inc.	Malaga Water System Improvements	11772	53,451.96
6/30/2023	RH2 Engineering, Inc.	LOJO Cooling Water Disposal Evaluation	11772	2,438.99
6/30/2023	RH2 Engineering, Inc.	Adcock Property EA	11772	2,384.67
6/30/2023	RH2 Engineering, Inc.	Firig Range Assoc Property	11772	1,942.35
6/30/2023	RH2 Engineering, Inc.	Kemah Management Property EA	11772	1,829.37
6/30/2023	RH2 Engineering, Inc.	C. Quilter Property EA	11772	3,170.39
6/30/2023	RH2 Engineering, Inc.	J. Quilter Property EA	11772	2,378.77
6/30/2023	RH2 Engineering, Inc.	Schoenwald Property EA	11772	3,094.23
6/30/2023	RH2 Engineering, Inc.	Schaffer Property EA	11772	2,407.47
6/30/2023	Selland Construction, Inc	Taxiway A Realignment	11776	3,329,869.50
6/30/2023	T-O Engineers	MALSR Construction Assistance	11779	14,477.94
6/30/2023	T-O Engineers	Taxiway A Realignment	11779	123,857.54
6/30/2023	T-O Engineers	Terminal Apron Reconstruction	11779	34,924.00
6/30/2023	T-O Engineers	RPZ Land Acquisition	11779	143.75
6/30/2023	T-O Engineers	AGIS Terrain Survey	11779	1,147.50
6/30/2023	T-O Engineers	GA Terminal Plan Review	11779	100.00
6/30/2023	T-O Engineers	Taxiway B/Executive Hangar Site Design	11779	56,731.01
6/30/2023	Washington Appraisal Services	Lytle Property Appraisal	11782	2,850.00
	<b>Net Capital Projects</b>			<b>\$4,326,450.50</b>

**TOTAL**

**\$4,438,480.35**

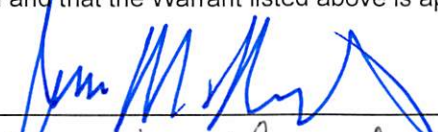
Port of Chelan County  
Check Register Log  
2023 - June

<u>Date Issued</u>	<u>Register #</u>	<u>Reason</u>	<u>First #</u>	<u>Last #</u>	<u>Amount</u>
6/6/2023	Wire Transfer	Property Purchase - C. Quilter	-	-	\$ 861,522.48
6/6/2023	Wire Transfer	Property Purchase - J. Quilter	-	-	\$ 691,439.96
6/27/2023	2023-06	Property Purchase - Kemah Mgt./Schoenwald	5145	5146	\$ 1,482,916.91
Three Transactions for approval July 11, 2023 total:					<u><u>\$3,035,879.35</u></u>

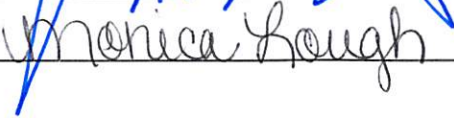
Voided checks: None

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

Executive Director

  
\_\_\_\_\_

Dir. of Finance & Admin.

  
\_\_\_\_\_

Commissioner Etherington

\_\_\_\_\_

Commissioner DeRock

\_\_\_\_\_

Commissioner Baldwin

\_\_\_\_\_

**Port of Chelan County  
Check Register  
2023-06**

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 June 27, 2023 - Check 5145 - 5146 in the amount of \$ 1,482,916.91

Jim Kuntz, Executive Director

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check #	Amount
6/27/2023	CW Title & Escrow	Malaga Property Purchase - Kemah Management	5145	\$ 891,539.98
6/27/2023	CW Title & Escrow	Malaga Property Purchase - Schoenwald	5146	\$ 591,376.93

Voided Checks: None

# Memo

**To:** Board of Directors

**From:** Trent Moyers

**Date:** July 7, 2023

**Re:** Authorization to Solicit Snow Removal Equipment Bids

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You may recall that in 2020, the Pangborn Memorial Airport solicited, received, opened, and ultimately rejected bids to acquire airport snow removal equipment (SRE). Since that time, staff purchased a 1996 rotary plow (snow blower) in the amount of \$56,375 from the Pullman-Moscow Airport to ensure the airport could continue to meet FAA's criteria for airport snow removal.

With the completion of the new apron and parallel taxiway, the airport's paved surfaces have expanded and the need for new, efficient SRE has grown as well.

With the assistance of our airport consultants, staff prepared a budget estimate, as well as plans and specifications required for solicitation of bids from qualified vendors.

Contingent on review and concurrence from the FAA, staff is seeking Board authorization to solicit bids.

**Pangborn Memorial Airport  
Snow Removal Equipment Procurement  
Proposed Budget**

**Description of Project**

**Purchase a self-propelled truck with high-speed rotary plow (snow blower) and a self-propelled Multi-Tasking Equipment vehicle with a dedicated front mount plow and mid-point broom.**

**Budget Estimate**

<b>Rotary Plow (blower):</b>	<b>\$ 864,610 (incl. WA sales tax)</b>
<b>Broom:</b>	<b>\$ 898,890 (incl. WA sales tax)</b>
<b>A&amp;E Fees, etc:</b>	<b>\$ <u>34,500</u> (task order 22-13)</b>
<b><u>Total Project Budget:</u></b>	<b>\$1,798,000 (proposed in CDRPA FY24 capital budget)</b>

**Funding sources:**

<b>FAA AIP Grant:</b>	<b>\$1,620,000 (90%)</b>
<b>WSDOT Aviation Grant:</b>	<b>\$ 90,000 (5% pending award)</b>
<b>Local Match:</b>	<b>\$ <u>90,000</u> (5%)</b>
<b><u>Total:</u></b>	<b>\$1,800,000</b>

Chelan Douglas Regional Port Authority  
(Official Name of Government)

3252  
MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office

For the fiscal year end December 31, 2022

GOVERNMENT INFORMATION:

Official Mailing Address: One Campbell Parkway, Suite A  
East Wenatchee, Washington 98802

Official Website Address: [www.cdrpa.org](http://www.cdrpa.org)

Official E-mail Address [info@cdrpa.org](mailto:info@cdrpa.org)

Official Phone Number (509) 884-4700

PREPARER INFORMATION and CERTIFICATION:

Preparer Name and Title: Monica Lough, Director of Finance & Administration

Contact Phone Number: (509) 884-4700

Contact E-mail Address [monica@cdrpa.org](mailto:monica@cdrpa.org)

I certify this 8th day of May, 2023, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Preparer Signature: Monica Lough

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

**Financial Statements**

**(Cash Basis)**

**December 31, 2022**

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Chelan Douglas Regional Port Authority  
Fund Resources and Uses Arising from Cash Transactions  
For the Year Ended December 31, 2022

Beginning Cash and Investments		
3083100	Restricted	339,555
3085100	Assigned	340,275
3089100	Unassigned	<u>17,021,324</u>
	Total Cash and Investments	17,701,154
Revenues		
3111000	Property Tax	-
3312000	U.S. Department of Transportation - FAA Grant	10,755,725
3312000	U.S. Department of Transportation - FAA PFC Funds	129,302
3316600	U.S. Environmental Protection Agency Grant	328,493
3319700	Department of Homeland Security - TSA	13,400
3340360	WA State Department of Transportation	61,070
3340420	WA State Department of Commerce Grants	150,000
3370000	Local Grants, Entitlements and Other Payments	348,272
3445000	Sales of Fuel	2,123,478
3446000	Airports and Ports Services	5,573,525
3611000	Investment Earnings	85,960
3699100	Miscellaneous Other	<u>25,928</u>
	Total Revenues	19,595,153
Expenditures		
5460010	Salaries	2,333,540
5460020	Benefits	765,539
5460030	Supplies	2,054,489
5460040	Services	<u>3,597,106</u>
	Total Expenditures	<u>8,750,674</u>
	Excess (Deficiency) Revenues over Expenses	10,844,479

Other Increases	
3821000 Refundable Deposits	20,272
3822000 Retainage Deposits	60,591
3850000 Special Item - Cash from Port of Chelan County	5,175,000
3850000 Special Item - Cash from Port of Douglas County	859,800
3951000 Proceeds from Sales of Capital Assets	-
Total Other Increases	<u>6,115,663</u>
Other Decreases	
5821000 Refund of Deposits	15,375
5822000 Refund of Retainage	30,143
5944660 Capital Expenditures/Expenses	<u>20,061,288</u>
Total Other Decreases	<u>20,106,806</u>
Increase (Decrease) in Cash and Investments	(3,146,664)
Ending Cash and Investments	
5083100 Restricted	27,070
5085100 Assigned	340,275
5089100 Unassigned	<u>14,187,145</u>
Total Ending Cash and Investments	<u>\$ 14,554,490</u>

## **Chelan Douglas Regional Port Authority Notes to Financial Statements**

### **Note 1 - Summary of Significant Accounting Policies**

The Chelan Douglas Regional Port Authority (Port Authority) was established in 2019, with operations commencing on January 1, 2020, and operates under the laws of the state of Washington applicable to port districts. The Port Authority is a special purpose local government entity and provides industrial parks, airport, tourism and economic development services to the general public, and is supported through user charges and tax revenues.

The Port Authority is governed by a six-member board composed of the elected Commissioners of the Port of Chelan County and Port of Douglas County.

The Port Authority reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements (see Note 3 - Functional Consolidation).
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances for proprietary and fiduciary funds are presented using classifications that are different from the ending net position classifications in GAAP.

#### **A. Fund Accounting**

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as "memo only" because any interfund activities are not eliminated. The following fund types are used:

##### **GOVERNMENTAL FUND TYPES:**

##### **General Fund**

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

## **B. Basis of Accounting and Measurement Focus**

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

## **C. Cash and Investments**

See Note 2, *Deposits and Investments*.

## **D. Capital Assets**

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets and inventory are recorded as capital expenditures when purchased.

## **E. Compensated Absences**

Vacation leave maybe accumulated up to 240 hours and is payable upon separation or retirement.

Sick leave may accumulate up to 480 hours, and is not payable upon resignation or termination of employment, other than retirement. If an employee retires under the Public Employees Retirement System (PERS), at the time of termination of employment, the Port Authority shall contribute an amount equal to 25% of the value of accrued unused sick leave to a Voluntary Employees' Beneficiary Association account (VEBA). In addition, for those employees that start the calendar year with the maximum hours of sick leave accrued, and during the year use less sick leave than the amount accrued, will also receive a contribution of 25% of the excess accrual to a VEBA account.

## **F. Long-Term Debt**

See Note 4 - *Long-Term Debt*.

## **G. Restricted and Committed Portion of Ending Cash and Investments**

Beginning and Ending Cash and Investments are reported as restricted or committed when it is subject to restrictions on use imposed by external parties or due to internal commitments established by the Board of Directors. When expenditures that meet restrictions are incurred, the Port Authority intends to use the most restricted resources first.

As of December 31, 2022, the Port Authority held \$27,070 in restricted funds. These Passenger Facility Charges may only be used to fund FAA approved projects.

Assigned Cash and Investments reflect the portion of funds that are intended to be used for a specific purpose that are neither restricted nor committed. Funds Assigned for specific use consist of \$340,275 for the Air Service Investment Program (ASIP).

## Note 2 - Deposits and Investments

It is the Port Authority's policy to invest all temporary cash surpluses.

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the Port Authority would not be able to recover deposits or would not be able to recover collateral securities that are in possession of an outside party. The Port Authority's deposits and certificates of deposit are mostly covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

Investments are reported at original cost.

Investments by type at December 31, 2022 are as follows:

<u>Type of Investment</u>	<u>Port Authority's Own Investments</u>	<u>Investments held by Port Authority as an agent for other local governments, individuals or private organizations.</u>	<u>Total</u>
Cash in Bank	\$10,984,079	\$ _____	\$10,984,079
U.S. Government Securities	3,570,411	_____	3,570,411
Other:	_____	_____	_____
Total	<b><u>\$14,554,490</u></b>	_____	<b><u>\$14,554,490</u></b>

All investments are insured, registered, or held by the Port Authority or its agent in the government's name.

## Note 3 - Functional Consolidation

The Port of Chelan County and Port of Douglas County (Ports) operate jointly as the Chelan Douglas Regional Port Authority (Port Authority). The Port Authority was formed by resolution effective January 1, 2020, for the purpose of functionally consolidating both Ports' operations, and as an ownership and operational entity for Pangborn Memorial Airport. The Joint Venture is governed by a six-member board composed of the three Commissioners from each Port District.

The Ports are obligated to remit all revenues to support the Port Authority's operations, capital acquisitions and debt service. Upon potential dissolution of the joint venture, the assets and liabilities would be distributed to the Ports according to the initial contributions, then according to a ratio based on free cash flow from each Port, as defined in the Interlocal Agreement.

During 2022, the Port of Chelan County contributed \$5,175,000, and the Port of Douglas County contributed \$859,800 toward operations.

Complete financial statements for each entity can be obtained from the Port Authority administrative office located at One Campbell Parkway, Suite A, East Wenatchee, WA or electronically via the website for the Office of the Washington State Auditor:

[sao.wa.gov/reports-data/audit-reports/](http://sao.wa.gov/reports-data/audit-reports/)

#### **Note 4 - Long-Term Debt**

The accompanying Schedule of Liabilities provides more details of the outstanding debt and liabilities of the Port Authority and summarizes the Port Authority's debt transactions for the year ended December 31, 2022.

#### **Note 5 - Other Postemployment Benefits**

During the year ended December 31, 2022, the Port District adopted guidance for the presentation and disclosure of postemployment benefits other than pensions, as required by the BARS manual. This requirement resulted in the addition of a postemployment benefit liability reported on the Schedule of Liabilities.

The Port District is a participating employer in the state's Public Employees Benefits Board (PEBB) program, a defined benefit plan administered by the Washington State Health Care Authority. The plan provides medical, dental, and life insurance benefits for public employees and retirees and their dependents on a pay-as-you-go basis. The plan provides OPEB benefits through both explicit and implicit subsidies. The explicit subsidy is a set dollar amount that lowers the monthly premium paid by members over the age of 65 enrolled in Medicare Parts A and B. PEBB determines the amount of the explicit subsidy annually. The implicit subsidy results from the inclusion of active and non-Medicare eligible retirees in the same pool when determining premiums. There is an implicit subsidy from active employees since the premiums paid by retirees are lower than they would have been if the retirees were insured separately. The Port District had 31 active plan members and no retired plan members as of December 31, 2022. As of December 31, 2022, the Port District's total OPEB liability was \$1,135,233 as calculated using the alternative measurement method. The Port District contributed (\$202,001) to the plan for the year ended December 31, 2022.

#### **Note 6 - Pension Plans**

##### State Sponsored Pension Plans

Substantially all Port Authority full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans.

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available annual comprehensive financial report (ACFR) that includes financial statements and required supplementary information for each plan.

The DRS ACFR may be downloaded from the DRS website at [www.drs.wa.gov](http://www.drs.wa.gov).

At June 30, 2022, the Port Authority's proportionate share of the collective net pension liabilities, as reported on the Schedule of Liabilities, was as follows:

Plan	Employer Contributions	Allocation Percentage	Liability (Asset)
PERS 1	\$ 67,891	0.011078%	\$ 308,452
PERS 2/3	\$ 116,384	0.014487%	\$ (537,291)
LEOFF 2	\$ 8,344	0.004030%	\$ (109,523)

Only the net pension liabilities are reported on the Schedule 09.

#### LEOFF Plan 2

The Port Authority also participates in the LEOFF Plan 2. The Legislature, by means of a special funding arrangement, appropriates money from the state general fund to supplement the current service liability and fund the prior service costs of Plan 2 in accordance with the recommendations of the Pension Funding Council and the LEOFF Plan 2 Retirement Board. This special funding situation is not mandated by the state constitution and could be changed by statute.

#### **Note 7 - Risk Management**

The Port Authority is a member of the Enduris Washington (Pool). Chapter 48.62 RCW provides the exclusive source of local government entity authority to individually or jointly self-insure risks, jointly purchase insurance or reinsurance, and to contract for risk management, claims, and administrative services. The Pool was formed July 10, 1987 pursuant to the provisions of Chapter 48.62 RCW, Chapter 200-100 WAC, and Chapter 39.34 RCW when two counties and two cities in the State of Washington joined together by signing an interlocal governmental agreement to fund their self-insured losses and jointly purchase insurance and administrative services. For the Pool's fiscal year ending August 31, 2022, there were 527 Enduris members representing a broad array of special purpose districts throughout the state.

The Enduris program provides for various forms of joint self-insurance and reinsurance coverage for its members: Liability coverage, which includes: General Liability, Automobile Liability, Public Officials' Errors and Omissions liability, Terrorism liability and Employment Practices liability; Property coverage, which includes: Building and Contents, Mobile Equipment, Boiler and Machinery, and Business Interruption/Extra Expense; Automobile Physical Damage coverage; Cyber coverage; Crime blanket coverage; Named Position coverage; and an Identity Fraud reimbursement policy. Pollution and Cyber coverage are provided on a claims made coverage form. Crime coverage is

provided on a discovery form. All other coverage is provided on an occurrence coverage form.

Members are responsible for a coverage deductible or co-pay on each covered loss. Each policy year members receive a Memorandum of Coverage (MOC) outlining the specific coverage, limits, and deductibles/co-pays that are applicable to them. In certain cases, the Pool may allow members to elect to participate in the programs at limits, coverage, deductibles, and co-pays that are specific to their needs. Enduris is responsible for payment of all covered losses above the member retention, up to the Pool self-insured retention (SIR). Enduris acquires excess/reinsurance from unrelated insurance companies to cover losses above the Pool's SIR up to the coverage maximum limit of liability. The tables below reflect the Pool's SIR, reinsurance limits and member deductibles/co-pays by coverage type.

Coverage	Coverage Type	Pool Self-Insured Retention	Excess/ Reinsurance Limits	Member Deductibles/ Co-Pays (1)
<b>Liability:</b>				
Comprehensive General Liability	Per Occurrence	\$1 million	\$20 million	\$1,000 - \$100,000
Automobile Liability	Per Occurrence	\$1 million	\$20 million	\$1,000 - \$100,000
Public Officials Errors and Omissions Liability	Each Wrongful Act Member Aggregate	\$1 million	\$20 million \$20 million	\$1,000 - \$100,000
Terrorism Liability (2)	Per Occurrence Pool Aggregate	\$500,000 \$1 million	\$0 Fully funded by Pool	\$1,000 - \$100,000
Employment Practices Liability	Per Occurrence Member Aggregate	\$1 million	\$20 million \$20 million	20% Copay(3)

(1) Members may request or be required to pay a higher deductible than the minimum for certain coverage and certain types of losses require a specific co-pay or deductible

(2) Terrorism liability is fully funded by the Pool i.e. no excess/reinsurance is procured.

(3) Members pay a 20% co-pay of costs. By meeting established guidelines, the co-pay may be waived.



Coverage	Coverage Type	Pool Self-Insured Retention	Excess/ Reinsurance Limits	Member Deductibles/ Co-Pays (1)
<b>Property (2):</b>				
Buildings and Contents	Per Occurrence	\$250,000	\$1 billion	\$1,000 - \$250,000
Mobile Equipment	Per Occurrence	\$250,000	\$1 billion	\$1,000 - \$250,000
Boiler and Machinery (3)	Per Occurrence	Varies	\$100 million	Varies
Business Interruption (BI)/ Extra Expense (EE) (4)	Per Occurrence	\$250,000	\$100 million (BI)/ \$50 million (EE)	\$1,000 - \$250,000
<b>Sublimit (5):</b>				
Flood	Per Occurrence	\$250,000	\$50 million (shared by Pool members)	\$1,000 - \$250,000
Earthquake	Per Occurrence	5% of indemnity; subject to \$250,000 minimum	\$10 million (shared by Pool members)	\$1,000 - \$250,000
Terrorism Primary	Per Occurrence Pool Aggregate	\$250,000	\$100 million per occurrence \$200 million aggregate	\$1,000 - \$250,000
Terrorism Excess	Per Occurrence APIP Per Occurrence APIP Aggregate	\$500,000	\$600 million/Pool aggregate \$1.1 billion/per occurrence APIP program \$1.4 billion/APIP program aggregate	\$0
<b>Automobile Physical Damage (6)</b>	Per Occurrence	\$25,000; \$100,000 for Emergency Vehicles; \$250,000 for Emergency Vehicles valued >\$750,000	\$1 billion	\$250 - \$1,000

Coverage	Coverage Type	Pool Self-Insured Retention	Excess/ Reinsurance Limits	Member Deductibles/ Co-Pays (1)
<b>Crime Blanket (7)</b>	Per Occurrence	\$50,000	\$1 million	\$1,000
<b>Named Position (8)</b>	Per Occurrence	\$50,000	\$1 million	\$1,000
<b>Cyber (9)</b>	Each Claim APIP Aggregate	\$100,000	\$2 million \$40 million	20% Copay
<b>Identity Fraud Expense Reimbursement (10)</b>	Member Aggregate	\$0	\$25,000	\$0

- (1) Members may request or be required to pay a higher deductible than the minimum for certain coverage and certain types of losses require a specific co-pay or deductible.
- (2) Property coverage for each member is based on detailed property schedule. Scheduled items are covered to the extent of the cost of repair or replacement pursuant to the excess/reinsurance policy terms. Under the Alliant Property Insurance Program (APIP) Reinsurance carriers cover insured losses over \$250,000 to the limit of \$1 billion except for certain types of sub-limited property losses such as flood, earthquake, and terrorism.
- (3) Boiler and Machinery self-insured retention for the Pool varies depending on motor horsepower.
- (4) Business Interruption/ Extra expense coverage is based on scheduled revenue generating locations/operations. A limited number of members schedule and the rest are limited to \$500,000 of coverage with a \$2.5 million Pool maximum for undeclared exposure. The waiting period (deductible) is typically 24 hours but there are exceptions specific to the type of exposure covered.
- (5) This sublimit list is simplified and is not all-inclusive. In addition, sub-limits are often shared or aggregated by all pool members and, in a few cases, are shared by all APIP members. Deductibles often vary by coverage sub-limit.
- (6) Auto Physical Damage coverage includes comprehensive, named perils and collision. Coverage for each member is based on a detail vehicle schedule.
- (7) Crime Blanket coverage (also referred to as "Employee Dishonesty Coverage with Faithful Performance") of \$2,500 is provided to each member. Member's may elect to "buy-up" the level of coverage from \$5,000 to \$2 million.
- (8) Named Position coverage is optional. Members may elect to schedule various employees, directors, and commissioners, with individual limits of between \$5,000 and \$1 million.
- (9) Cyber coverage is included under the Pool's Property program. Members are subject to a 20% co-pay per loss and the Pool's SIR is tiered between \$50,000 and \$100,000 depending on the insured/members property TIV with an 8 hour waiting period. By meeting established guidelines, the co-pay may be waived. The reinsurance maximum limit of liability is \$2 million, with various declared sub-limits.
- (10) Identity Fraud Expense Reimbursement coverage is purchased by Enduris. Member claims do not have a deductible. There is a \$25,000 limit per member.

Members make an annual contribution to fund the Pool. Since Enduris is a cooperative program, there is joint liability among the participating members. There were no claim settlements in excess of the insurance coverage in any of the last three policy years.

Upon joining the Pool, members are contractually obligated to remain in the Pool for a minimum of one year and must give notice 60 days before renewal in order to terminate participation. The Interlocal Governmental Agreement (formerly known as the Master Agreement) is automatically renewed each year unless provisions for withdrawal or termination are applied. Even after termination, a member is

still responsible for contribution to Enduris for any unresolved, unreported and in process claims for the period they were a signatory to the Interlocal Governmental Agreement.

Enduris is fully funded by its member participants. Claims are filed by members with the Pool who determines coverage and administers the claims.

The Pool is governed by a Board of Directors which is comprised of seven board members. The Pool's members elect the Board, and the positions are filled on a rotating basis. The Board meets quarterly and is responsible for overseeing the business affairs of Enduris and providing policy direction to the Pool's Executive Director.

## **Note 8 - Other Disclosures**

### **Contingency**

The Port Authority participates in a number of federal, state and locally assisted programs. The grants the Port Authority receives under these programs are subject to audit by the grantors or their representatives. Such audits could result in requests for reimbursement to grantor agencies for expenditures disallowed under the terms of the grants. Management believes that such disallowances, if any, will be immaterial.







Chelan Douglas Regional Port Authority  
Notes to the Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2022

**Note 1 - Basis of Accounting**

This Schedule is prepared on the same basis of accounting as the Port Authority's financial statements. The Port Authority uses the cash basis of accounting.

**Note 2 – Federal Indirect Cost Rate**

The Port Authority has not elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

**Note 3 - Program Costs**

The amounts shown as current year expenditures represent only the federal grant portion of the program costs. Entire program costs, including the Port Authority's portion, may be more than shown. Such expenditures are recognized following, as applicable, either the cost principles in the OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, or the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY  
OWNERSHIP ALLOCATION MEMO  
SHAFFER PROPERTY ACQUISITION  
REAL PROPERTY ACQUIRED AFTER JANUARY 1, 2020  
CHELAN COUNTY, WA PARCEL #222135240050**

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

The Board of Directors has an interest in purchasing the Shaffer property located in Malaga, Washington with a parcel number of 222135240050. The property encompasses approximately 21.38 acres with an anticipated acquisition price of \$1,400,000.00.

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

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

Board approved and signed this 11<sup>th</sup>, day of July 2023.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

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

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

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

\_\_\_\_\_  
Mark Spurgeon, Director

\_\_\_\_\_  
Richard DeRock, Director

\_\_\_\_\_  
W. Alan Loeb sack, Director



Port District of Chelan County, Washington  
(Official Name of Government)

1700  
MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office

For the fiscal year end December 31, 2022

GOVERNMENT INFORMATION:

Official Mailing Address: One Campbell Parkway, Suite A  
East Wenatchee, Washington 98802

Official Website Address: [www.cdrpa.org](http://www.cdrpa.org)

Official E-mail Address [info@cdrpa.org](mailto:info@cdrpa.org)

Official Phone Number (509) 884-4700

PREPARER INFORMATION and CERTIFICATION:

Preparer Name and Title: Monica Lough, Director of Finance & Administration

Contact Phone Number: (509) 884-4700

Contact E-mail Address [monica@cdrpa.org](mailto:monica@cdrpa.org)

I certify this 8th day of May, 2023, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Preparer Signature: Monica Lough

**PORT DISTRICT OF  
CHELAN COUNTY, WASHINGTON**

**Financial Statements**

**(Cash Basis)**

**December 31, 2022**

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Port District of Chelan County, Washington  
Fund Resources and Uses Arising from Cash Transactions  
For the Year Ended December 31, 2022

Beginning Cash and Investments		
3085100 Assigned	\$	-
3089100 Unassigned		1,699,384
Total Cash and Investments		1,699,384
Revenues		
3111000 Property Tax		3,312,889
3316600 U.S. Environmental Protection Agency Grant		328,493
3340420 Department of Commerce Grants		-
3370000 Local Grants, Entitlements and Other Payments		-
3446000 Airports and Ports Services		3,300
3611000 Investment Earnings		4,285
3699100 Miscellaneous Other		451,585
Total Revenues		4,100,552
Expenditures		
5460030 Supplies		-
5460040 Services		328,493
Total Expenditures		328,493
Excess (Deficiency) Revenues over Expenses		3,772,059
Other Increases		
3911000 General Obligation Bonds Issued		-
3951000 Proceeds from Sales of Capital Assets		9,323,199
Total Other Increases		9,323,199
Other Decreases		
5850000 Special Items - Investment in Joint Venture		5,175,000
5914670 Debt Repayment - Airports and Ports		258,234
5924680 Interest and Other Debt Service Cost		85,210
5944660 Capital Expenditures/Expenses		4,154,591
Other Decreases		9,673,035
Increase (Decrease) in Cash and Investments		3,422,223
Ending Cash and Investments		
5085100 Assigned		-
5089100 Unassigned		5,121,607
Total Ending Cash and Investments		\$ 5,121,607

## Port District of Chelan County, Washington Notes to Financial Statements

### Note 1 - Summary of Significant Accounting Policies

The Port of Chelan County (Port) was established in 1958 and operates under the laws of the state of Washington applicable to port districts. The Port is a special purpose local government entity and provides industrial park, airport, tourism and economic development services to the general public, and is supported through user charges and tax revenues.

The Port is governed by an elected three-member commission.

The Port reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from Generally Accepted Accounting Principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements (see Note 4 - Joint Venture).
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances for proprietary and fiduciary funds are presented using classifications that are different from the ending net position classifications in GAAP.

#### A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as "memo only" because any interfund activities are not eliminated. The following fund types are used:

GOVERNMENTAL FUND TYPES:

##### General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

## **B. Basis of Accounting and Measurement Focus**

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received, and expenditures are recognized when paid.

## **C. Cash and Investments**

See Note 2, *Deposits and Investments*.

## **D. Capital Assets**

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets and inventory are recorded as capital expenditures when purchased.

## **E. Long-Term Debt**

See Note 5, *Long-Term Debt*

## **F. Restricted and Committed Portion of Ending Cash and Investments**

Beginning and Ending Cash and Investments are reported as restricted or committed when it is subject to restrictions on use imposed by external parties or due to internal commitments established by the Board of Commissioners. When expenditures that meet restrictions are incurred, the Port intends to use the most restricted resources first. The Port had no Restricted or Committed cash on December 31, 2022.

### **Note 2 - Deposits and Investments**

It is the Port's policy to invest all temporary cash surpluses.

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the Port would not be able to recover deposits or would not be able to recover collateral securities that are in possession of an outside party. The Port's deposits and certificates of deposit are mostly covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

All investments are insured, registered or held by the Port or its agent in the government's name.

Investments are reported at original cost. At December 31, 2022, Port cash and investments of \$5,121,607 were held in checking or savings accounts.

### **Note 3 - Property Tax**

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed after the end of each month.

Property tax revenues are recognized when cash is received by the Port. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The Port's regular levy for the year 2022 was \$0.2078269477 per \$1,000 on an assessed valuation of \$16,157,112,432 or a total regular levy \$3,357,883.

**Note 4 - Joint Venture – Chelan Douglas Regional Port Authority**

The Port of Chelan County and Port of Douglas County (Ports) operate jointly as Chelan Douglas Regional Port Authority (Port Authority). The Port Authority was formed by resolution effective January 1, 2020, for the purpose of functionally consolidating both Ports' operations, and as an ownership and operational entity for Pangborn Memorial Airport. The Joint Venture is governed by a six-member board composed of the three Commissioners from each Port District.

The Ports are obligated to remit all revenues to support the Port Authority's operations, capital acquisitions and debt service. Upon potential dissolution of the joint venture, the assets and liabilities would be distributed to the Ports according to the initial contributions, then according to a ratio based on free cash flow from each Port, as defined in the Interlocal Agreement.

During 2022, the Port of Chelan County contributed \$5,175,000 toward operations.

**Note 5 - Long-Term Debt**

The accompanying Schedule of Liabilities provides more details of the outstanding debt and liabilities of the Port and summarizes the Port's debt transactions for year ended December 31, 2022.

The debt service requirements for general obligation bonds, revenue bonds and notes payable are as follows:

Year ending December 31,	Principal	Interest	Total
2023	259,475	83,969	343,444
2024	217,895	77,021	294,916
2025	224,908	70,007	294,915
2026	231,987	62,928	294,915
2027	239,138	55,778	294,916
2028-2032	1,229,745	169,050	1,398,795
2033-2035	630,935	26,467	657,402
Total	<u>\$ 3,034,083</u>	<u>\$ 545,220</u>	<u>\$ 3,579,303</u>

## Note 6 - Risk Management

Port of Chelan County is a member of the Enduris Washington (Pool). Chapter 48.62 RCW provides the exclusive source of local government entity authority to individually or jointly self-insure risks, jointly purchase insurance or reinsurance, and to contract for risk management, claims, and administrative services. The Pool was formed July 10, 1987 pursuant to the provisions of Chapter 48.62 RCW, Chapter 200-100 WAC, and Chapter 39.34 RCW when two counties and two cities in the State of Washington joined together by signing an interlocal governmental agreement to fund their self-insured losses and jointly purchase insurance and administrative services. For the Pool's fiscal year ending August 31, 2022, there were 527 Enduris members representing a broad array of special purpose districts throughout the state.

The Enduris' program provides for various forms of joint self-insurance and reinsurance coverage for its members: Liability coverage, which includes: General Liability, Automobile Liability, Public Officials' Errors and Omissions liability, Terrorism liability and Employment Practices liability; Property coverage, which includes: Building and Contents, Mobile Equipment, Boiler and Machinery, and Business Interruption/Extra Expense; Automobile Physical Damage coverage; Cyber coverage; Crime blanket coverage; Named Position coverage; and an Identity Fraud reimbursement policy. Pollution and Cyber coverage are provided on a claims made coverage form. Crime coverage is provided on a discovery form. All other coverage is provided on an occurrence coverage form.

Members are responsible for a coverage deductible or co-pay on each covered loss. Each policy year members receive a Memorandum of Coverage (MOC) outlining the specific coverage, limits, and deductibles/co-pays that are applicable to them. In certain cases, the Pool may allow members to elect to participate in the programs at limits, coverage, deductibles, and co-pays that are specific to their needs. Enduris is responsible for payment of all covered losses above the member retention, up to the Pool self-insured retention (SIR). Enduris acquires excess/reinsurance from unrelated insurance companies to cover losses above the Pool's SIR up to the coverage maximum limit of liability. The tables below reflect the Pool's SIR, reinsurance limits and member deductibles/co-pays by coverage type.

Coverage	Coverage Type	Pool Self-Insured Retention	Excess/ Reinsurance Limits	Member Deductibles/ Co-Pays <sup>(1)</sup>
<b>Liability:</b>				
Comprehensive General Liability	Per Occurrence	\$1 million	\$20 million	\$1,000 - \$100,000
Automobile Liability	Per Occurrence	\$1 million	\$20 million	\$1,000 - \$100,000

Coverage	Coverage Type	Pool Self-Insured Retention	Excess/ Reinsurance Limits	Member Deductibles/ Co-Pays <sup>(1)</sup>
Public Officials Errors and Omissions Liability	Each Wrongful Act Member Aggregate	\$1 million	\$20 million \$20 million	\$1,000 - \$100,000
Terrorism Liability <sup>(2)</sup>	Per Occurrence Pool Aggregate	\$500,000 \$1 million	\$0 Fully funded by Pool	\$1,000 - \$100,000
Employment Practices Liability	Per Occurrence Member Aggregate	\$1 million	\$20 million \$20 million	20% Copay <sup>(3)</sup>

(1) Members may request or be required to pay a higher deductible than the minimum for certain coverage and certain types of losses require a specific co-pay or deductible

(2) Terrorism liability is fully funded by the Pool i.e. no excess/reinsurance is procured.

(3) Members pay a 20% co-pay of costs. By meeting established guidelines, the co-pay may be waived.

#### Property <sup>(2)</sup>:

Buildings and Contents	Per Occurrence	\$250,000	\$1 billion	\$1,000 - \$250,000
Mobile Equipment	Per Occurrence	\$250,000	\$1 billion	\$1,000 - \$250,000
Boiler and Machinery <sup>(3)</sup>	Per Occurrence	Varies	\$100 million	Varies
Business Interruption (BI)/ Extra Expense(EE) <sup>(4)</sup>	Per Occurrence	\$250,000	\$100 million (BI)/ \$50 million (EE)	\$1,000 - \$250,000

#### Sublimit <sup>(5)</sup>:

Flood	Per Occurrence	\$250,000	\$50 million (shared by Pool members)	\$1,000 - \$250,000
Earthquake	Per Occurrence	5% of indemnity, subject to \$250,000 minimum	\$10 million (shared by Pool members)	\$1,000 - \$250,000



Coverage	Coverage Type	Pool Self-Insured Retention	Excess/ Reinsurance Limits	Member Deductibles/ Co-Pays <sup>(1)</sup>
Terrorism Primary	Per Occurrence Pool Aggregate	\$250,000	\$100 million per occurrence \$200 million aggregate	\$1,000 - \$250,000
Terrorism Excess	Per Occurrence APIP Per Occurrence APIP Aggregate	\$500,000	\$600 million/Pool aggregate \$1.1 billion/per occurrence APIP program \$1.4 billion/APIP program aggregate	\$0
<b>Automobile Physical Damage<sup>(6)</sup></b>	Per Occurrence	\$25,000; \$100,000 for Emergency Vehicles; \$250,000 for Emergency Vehicles valued >\$750,000	\$1 billion	\$250 - \$1,000
<b>Crime Blanket<sup>(7)</sup></b>	Per Occurrence	\$50,000	\$1 million	\$1,000
<b>Named Position<sup>(8)</sup></b>	Per Occurrence	\$50,000	\$1 million	\$1,000
<b>Cyber<sup>(9)</sup></b>	Each Claim APIP Aggregate	\$100,000	\$2 million \$40 million	20% Copay
<b>Identity Fraud Expense Reimbursement<sup>(10)</sup></b>	Member Aggregate	\$0	\$25,000	\$0

- (1) Members may request or be required to pay a higher deductible than the minimum for certain coverage and certain types of losses require a specific co-pay or deductible.
- (2) Property coverage for each member is based on detailed property schedule. Scheduled items are covered to the extent of the cost of repair or replacement pursuant to the excess/reinsurance policy terms. Under the Alliant Property Insurance Program (APIP) Reinsurance carriers cover insured losses over \$250,000 to the limit of \$1 billion except for certain types of sub-limited property losses such as flood, earthquake, and terrorism.
- (3) Boiler and Machinery self-insured retention for the Pool varies depending on motor horsepower.
- (4) Business Interruption/ Extra expense coverage is based on scheduled revenue generating locations/operations. A limited number of members schedule and the rest are limited to \$500,000 of coverage with a \$2.5 million Pool maximum for undeclared exposure. The waiting period (deductible) is typically 24 hours but there are exceptions specific to the type of exposure covered.
- (5) This sublimit list is simplified and is not all-inclusive. In addition, sub-limits are often shared or aggregated by all pool members and, in a few cases, are shared by all APIP members. Deductibles often vary by coverage sub-limit.
- (6) Auto Physical Damage coverage includes comprehensive, named perils and collision. Coverage for each member is based on a detail vehicle schedule.

Coverage	Coverage Type	Pool Self-Insured Retention	Excess/ Reinsurance Limits	Member Deductibles/ Co-Pays <sup>(1)</sup>
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- (7) Crime Blanket coverage (also referred to as "Employee Dishonesty Coverage with Faithful Performance" of \$2,500 is provided to each member. Member's may elect to "buy-up" the level of coverage from \$5,000 to \$2 million.
- (8) Named Position coverage is optional. Members may elect to schedule various employees, directors, and commissioners, with individual limits of between \$5,000 and \$1 million.
- (9) Cyber coverage is included under the Pool's Property program. Members are subject to a 20% co-pay per loss and the Pool's SIR is tiered between \$50,000 and \$100,000 depending on the insured/members property TIV with an 8 hour waiting period. By meeting established guidelines, the co-pay may be waived. The reinsurance maximum limit of liability is \$2 million, with various declared sub-limits.
- (10) Identity Fraud Expense Reimbursement coverage is purchased by Enduris. Member claims do not have a deductible. There is a \$25,000 limit per member.

Members make an annual contribution to fund the Pool. Since Enduris is a cooperative program, there is joint liability among the participating members. There were no claim settlements in excess of the insurance coverage in any of the last three policy years.

Upon joining the Pool, members are contractually obligated to remain in the Pool for a minimum of one year and must give notice 60 days before renewal in order to terminate participation. The Interlocal Governmental Agreement (formerly known as the Master Agreement) is automatically renewed each year unless provisions for withdrawal or termination are applied. Even after termination, a member is still responsible for contribution to Enduris for any unresolved, unreported and in process claims for the period they were a signatory to the Interlocal Governmental Agreement.

Enduris is fully funded by its member participants. Claims are filed by members with the Pool who determines coverage and administers the claims.

The Pool is governed by a Board of Directors which is comprised of seven board members. The Pool's members elect the Board, and the positions are filled on a rotating basis. The Board meets quarterly and is responsible for overseeing the business affairs of Enduris and providing policy direction to the Pool's Executive Director.

**Note 7 - Other Disclosures**

**Contingency**

The Port participates in a number of federal, state and locally assisted programs. The grants the Port receives under these programs are subject to audit by the grantors or their representatives. Such audits could result in requests for reimbursement to grantor agencies for expenditures disallowed under the terms of the grants. Management believes that such disallowances, if any, will be immaterial.





Port District of Chelan County, Washington  
Notes to the Schedule of Expenditures of Federal Awards  
For the Year Ended December 31, 2022

**Note 1 - Basis of Accounting**

This Schedule is prepared on the same basis of accounting as the Port's financial statements. The Port uses the cash basis of accounting.

**Note 2 - Federal Indirect Cost Rate**

The Port has not elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

Port District of Douglas County, Washington  
(Official Name of Government)

1709  
MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office

For the fiscal year end December 31, 2022

GOVERNMENT INFORMATION:

Official Mailing Address: One Campbell Parkway, Suite A  
East Wenatchee, Washington 98802

Official Website Address: [www.cdrpa.org](http://www.cdrpa.org)

Official E-mail Address [info@cdrpa.org](mailto:info@cdrpa.org)

Official Phone Number (509) 884-4700

PREPARER INFORMATION and CERTIFICATION:

Preparer Name and Title: Monica Lough, Director of Finance & Administration

Contact Phone Number: (509) 884-4700

Contact E-mail Address [monica@cdrpa.org](mailto:monica@cdrpa.org)

I certify this 8th day of May, 2023, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Preparer Signature: Monica Lough

**PORT DISTRICT OF  
DOUGLAS COUNTY, WASHINGTON**

**Financial Statements**

**(Cash Basis)**

**December 31, 2022**

**I N D E X**

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Port District of Douglas County, Washington  
Fund Resources and Uses Arising from Cash Transactions  
For the Year Ended December 31, 2022

Beginning Cash and Investments		
3085100 Assigned	-	
3089100 Unassigned	60,647	
Total Cash and Investments	60,647	
Revenues		
3111000 Property Tax	1,129,060	
3340420 Department of Commerce Grants	-	
3370000 Local Grants, Entitlements and Other Payments	80,000	
3446000 Airports and Ports Services	-	
3611000 Investment Earnings	212	
3699100 Miscellaneous Other	-	
Total Revenues	1,209,272	
Expenditures		
5460030 Supplies	-	
5460040 Services	-	
Total Expenditures	-	
Excess (Deficiency) Revenues over Expenses	1,209,272	
Other Decreases		
5850000 Special Items - Investment in Joint Venture	859,800	
5914670 Debt Repayment - Airports and Ports	81,854	
5924680 Interest and Other Debt Service Cost	819	
5944660 Capital Expenditures/Expenses	190,208	
Other Decreases	1,132,681	
Increase (Decrease) in Cash and Investments	76,591	
Ending Cash and Investments		
5085100 Assigned	-	
5089100 Unassigned	137,238	
Total Ending Cash and Investments	\$ 137,238	



## Port District of Douglas County, Washington Notes to Financial Statements

### Note 1 - Summary of Significant Accounting Policies

The Port of Douglas County (Port) was established in 1958 and operates under the laws of the state of Washington applicable to port districts. The Port is a special purpose local government entity and provides industrial park, airport, tourism and economic development services to the general public, and is supported through user charges and tax revenues.

The Port is governed by an elected three member commission.

The Port reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements (see Note 4 – Joint Venture).
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances for proprietary and fiduciary funds are presented using classifications that are different from the ending net position classifications in GAAP.

#### A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues, and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as "memo only" because any interfund activities are not eliminated. The following fund types are used:

GOVERNMENTAL FUND TYPES:

##### General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

## **B. Basis of Accounting and Measurement Focus**

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received, and expenditures are recognized when paid.

## **C. Cash and Investments**

See Note 2, *Deposits and Investments*.

## **D. Capital Assets**

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets and inventory are recorded as capital expenditures when purchased.

## **E. Long-Term Debt**

See Note 5, *Long-Term Debt*.

## **F. Restricted and Committed Portion of Ending Cash and Investments**

Beginning and Ending Cash and Investments are reported as restricted or committed when it is subject to restrictions on use imposed by external parties or due to internal commitments established by the Board of Commissioners. When expenditures that meet restrictions are incurred, the Port intends to use the most restricted resources first. The Port had no Restricted or Committed cash at December 31, 2022.

## **Note 2 - Deposits and Investments**

It is the Port's policy to invest all temporary cash surpluses.

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the Port would not be able to recover deposits or would not be able to recover collateral securities that are in possession of an outside party. The Port's deposits and certificates of deposit are mostly covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

All investments are insured, registered or held by the Port or its agent in the government's name.

Investments are reported at original cost. At December 31, 2022, Port cash and investments of \$137,238 were held in checking or savings accounts.

### Note 3 - Property Tax

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed after the end of each month.

Property tax revenues are recognized when cash is received by the Port. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The Port's regular levy for the year 2022 was \$0.1544957946 per \$1,000 on an assessed valuation of \$7,240,923,372 for a total regular levy \$1,118,692.

### Note 4 - Joint Venture – Chelan Douglas Regional Port Authority

The Port of Chelan County and Port of Douglas County (Ports) operate jointly as Chelan Douglas Regional Port Authority (Port Authority). The Port Authority was formed by resolution effective January 1, 2020, for the purpose of functionally consolidating both Ports' operations, and as an ownership and operational entity for Pangborn Memorial Airport. The Joint Venture is governed by a six-member board composed of the three Commissioners from each Port District.

The Ports are obligated to remit all revenues to support the Port Authority's operations, capital acquisitions and debt service. Upon potential dissolution of the joint venture, the assets and liabilities would be distributed to the Ports according to the initial contributions, then according to a ratio based on free cash flow from each Port, as defined in the Interlocal Agreement.

During 2022, the Port of Douglas County contributed \$859,800 toward operations.

### Note 5 - Long-Term Debt

The accompanying Schedule of Liabilities provides more details of the outstanding debt and liabilities of the Port and summarizes the Port's debt transactions for year ended December 31, 2022.

The debt service requirements for general obligation bonds, revenue bonds and notes payable are as follows:

<u>Year ending December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	81,854	409	82,263
2024	-	-	-
Total	<u>\$ 81,854</u>	<u>\$ 409</u>	<u>\$ 82,263</u>

## Note 6 - Risk Management

Port of Douglas County is a member of the Enduris Washington (Pool). Chapter 48.62 RCW provides the exclusive source of local government entity authority to individually or jointly self-insure risks, jointly purchase insurance or reinsurance, and to contract for risk management, claims, and administrative services. The Pool was formed July 10, 1987, pursuant to the provisions of Chapter 48.62 RCW, Chapter 200-100 WAC, and Chapter 39.34 RCW when two counties and two cities in the State of Washington joined together by signing an interlocal governmental agreement to fund their self-insured losses and jointly purchase insurance and administrative services. For the Pool's fiscal year ending August 31, 2022, there were 527 Enduris members representing a broad array of special purpose districts throughout the state.

The Enduris' program provides for various forms of joint self-insurance and reinsurance coverage for its members: Liability coverage, which includes: General Liability, Automobile Liability, Public Officials' Errors and Omissions liability, Terrorism liability and Employment Practices liability; Property coverage, which includes: Building and Contents, Mobile Equipment, Boiler and Machinery, and Business Interruption/Extra Expense; Automobile Physical Damage coverage; Cyber coverage; Crime blanket coverage; Named Position coverage; and an Identity Fraud reimbursement policy. Pollution and Cyber coverage are provided on a claims made coverage form. Crime coverage is provided on a discovery form. All other coverage is provided on an occurrence coverage form.

Members are responsible for a coverage deductible or co-pay on each covered loss. Each policy year members receive a Memorandum of Coverage (MOC) outlining the specific coverage, limits, and deductibles/co-pays that are applicable to them. In certain cases the Pool may allow members to elect to participate in the programs at limits, coverage, deductibles, and co-pays that are specific to their needs. Enduris is responsible for payment of all covered losses above the member retention, up to the Pool self-insured retention (SIR). Enduris acquires excess/reinsurance from unrelated insurance companies to cover losses above the Pool's SIR up to the coverage maximum limit of liability. The tables below reflect the Pool's SIR, reinsurance limits and member deductibles/co-pays by coverage type.

Coverage	Coverage Type	Pool Self-Insured Retention	Excess/ Reinsurance Limits	Member Deductibles/ Co-Pays <sup>(1)</sup>
<b>Liability:</b>				
Comprehensive General Liability	Per Occurrence	\$1 million	\$20 million	\$1,000 - \$100,000
Automobile Liability	Per Occurrence	\$1 million	\$20 million	\$1,000 - \$100,000

Coverage	Coverage Type	Pool Self-Insured Retention	Excess/ Reinsurance Limits	Member Deductibles/ Co-Pays <sup>(1)</sup>
Public Officials Errors and Omissions Liability	Each Wrongful Act Member Aggregate	\$1 million	\$20 million \$20 million	\$1,000 - \$100,000
Terrorism Liability <sup>(2)</sup>	Per Occurrence Pool Aggregate	\$500,000 \$1 million	\$0 Fully funded by Pool	\$1,000 - \$100,000
Employment Practices Liability	Per Occurrence Member Aggregate	\$1 million	\$20 million \$20 million	20% Copay <sup>(3)</sup>

(1) Members may request or be required to pay a higher deductible than the minimum for certain coverage and certain types of losses require a specific co-pay or deductible.

(2) Terrorism liability is fully funded by the Pool i.e. no excess/reinsurance is procured.

(3) Members pay a 20% co-pay of costs. By meeting established guidelines, the co-pay may be waived.

#### Property <sup>(2)</sup>:

Buildings and Contents	Per Occurrence	\$250,000	\$1 billion	\$1,000 - \$250,000
Mobile Equipment	Per Occurrence	\$250,000	\$1 billion	\$1,000 - \$250,000
Boiler and Machinery <sup>(3)</sup>	Per Occurrence	Varies	\$100 million	Varies
Business Interruption (BI)/ Extra Expense(EE) <sup>(4)</sup>	Per Occurrence	\$250,000	\$100 million (BI)/ \$50 million (EE)	\$1,000 - \$250,000

#### Sublimit <sup>(5)</sup>:

Flood	Per Occurrence	\$250,000	\$50 million (shared by Pool members)	\$1,000 - \$250,000
Earthquake	Per Occurrence	5% of indemnity subject to \$250,000 minimum	\$10 million (shared by Pool members)	\$1,000 - \$250,000

Coverage	Coverage Type	Pool Self-Insured Retention	Excess/ Reinsurance Limits	Member Deductibles/ Co-Pays <sup>(1)</sup>
Terrorism Primary	Per Occurrence Pool Aggregate	\$250,000	\$100 million per occurrence \$200 million aggregate	\$1,000 - \$250,000
Terrorism Excess	Per Occurrence APIP Per Occurrence APIP Aggregate	\$500,000	\$600 million/Pool aggregate \$1.1 billion per occurrence APIP program \$1.4 billion/APIP program aggregate	\$0
<b>Automobile Physical Damage<sup>(6)</sup></b>	Per Occurrence	\$25,000; \$100,000 for Emergency Vehicles; \$250,000 for Emergency Vehicles valued >\$750,000	\$1 billion	\$250 - \$1,000
<b>Crime Blanket<sup>(7)</sup></b>	Per Occurrence	\$50,000	\$1 million	\$1,000
<b>Named Position<sup>(8)</sup></b>	Per Occurrence	\$50,000	\$1 million	\$1,000
<b>Cyber<sup>(9)</sup></b>	Each Claim APIP Aggregate	\$100,000	\$2 million \$40 million	20% Copay
<b>Identity Fraud Expense Reimbursement<sup>(10)</sup></b>	Member Aggregate	\$0	\$25,000	\$0

- (1) Members may request or be required to pay a higher deductible than the minimum for certain coverage and certain types of losses require a specific co-pay or deductible.
- (2) Property coverage for each member is based on detailed property schedule. Scheduled items are covered to the extent of the cost of repair or replacement pursuant to the excess/reinsurance policy terms. Under the Alliant Property Insurance Program (APIP) Reinsurance carriers cover insured losses over \$250,000 to the limit of \$1 billion except for certain types of sub-limited property losses such as flood, earthquake, and terrorism.
- (3) Boiler and Machinery self-insured retention for the Pool varies depending on motor horsepower.
- (4) Business Interruption/ Extra expense coverage is based on scheduled revenue generating locations/operations. A limited number of members schedule and the rest are limited to \$500,000 of coverage with a \$2.5 million Pool maximum for undeclared exposure. The waiting period (deductible) is typically 24 hours but there are exceptions specific to the type of exposure covered.
- (5) This sublimit list is simplified and is not all-inclusive. In addition, sub-limits are often shared or aggregated by all pool members and, in a few cases, are shared by all APIP members. Deductibles often vary by coverage sub-limit.
- (6) Auto Physical Damage coverage includes comprehensive, named perils and collision. Coverage for each member is based on a detail vehicle schedule.
- (7) Crime Blanket coverage (also referred to as "Employee Dishonesty Coverage with Faithful Performance" of \$2,500 is provided to each member. Member's may elect to "buy-up" the level of coverage from \$5,000 to \$2 million.
- (8) Named Position coverage is optional. Members may elect to schedule various employees, directors, and commissioners, with individual limits of between \$5,000 and \$1 million.
- (9) Cyber coverage is included under the Pool's Property program. Members are subject to a 20% co-pay per loss and the Pool's SIR is tiered between \$50,000 and \$100,000 depending on the insured/members property TIV with an 8 hour waiting period. By meeting established guidelines, the co-pay may be waived. The reinsurance maximum limit of liability is \$2 million, with various declared sub-limits.
- (10) Identity Fraud Expense Reimbursement coverage is purchased by Enduris. Member claims do not have a deductible. There is a \$25,000 limit per member.

Members make an annual contribution to fund the Pool. Since Enduris is a cooperative program, there is joint liability among the participating members. There were no claim settlements in excess of the insurance coverage in any of the last three policy years.

Upon joining the Pool, members are contractually obligated to remain in the Pool for a minimum of one year and must give notice 60 days before renewal in order to terminate participation. The Interlocal Governmental Agreement (formerly known as the Master Agreement) is automatically renewed each year unless provisions for withdrawal or termination are applied. Even after termination, a member is still responsible for contribution to Enduris for any unresolved, unreported and in process claims for the period they were a signatory to the Interlocal Governmental Agreement.

Enduris is fully funded by its member participants. Claims are filed by members with the Pool who determines coverage and administers the claims.

The Pool is governed by a Board of Directors which is comprised of seven board members. The Pool's members elect the Board, and the positions are filled on a rotating basis. The Board meets quarterly and is responsible for overseeing the business affairs of Enduris and providing policy direction to the Pool's Executive Director.

## **Note 7 - Other Disclosures**

### **Contingency**

The Port participates in a number of federal, state and locally assisted programs. The grants the Port receives under these programs are subject to audit by the grantors or their representatives. Such audits could result in requests for reimbursement to grantor agencies for expenditures disallowed under the terms of the grants. Management believes that such disallowances, if any, will be immaterial.





# Memo

**To:** Board of Directors

**From:**  Jim Kuntz

**Date:** July 6, 2023

**Re:** CTC Salvage, Demolition and Restoration Project

---

At Tuesday's meeting staff will be providing the Board an update on the above referenced project. Please find attached a budget tracking worksheet for your review.

The overall approved budget is \$3,217,287. Actapio has paid \$1,900,000. Also, when Yahoo asked that the lease be assigned to Actapio, the Port of Chelan received a payment of \$1.0 million in addition to annual lease payments.

**CTC Salvage, Demolition, and Restoration  
Budget Tracking**

**Budget - Established November 14, 2022**

<b>Absher Contract</b>	<b>\$ 2,570,257</b>
<b>DOH Contracts</b>	<b>\$ 209,652</b>
<b>Special Inspector</b>	<b>\$ 20,000</b>
<b>Costs Prior to 2022</b>	<b>\$ 39,378</b>
<b>10% Contingency</b>	<b>\$ 378,000</b>
<b>Total</b>	<b>\$ 3,217,287</b>

**Additional Incurred/Committed Costs**

<b>Absher Change Order 1</b>	<b>\$ 3,482</b>	<b>Increase Tax Rate</b>
<b>Absher Change Order 2</b>	<b>\$ 58,591</b>	<b>Electrical Coordination, Sprinkler Head Testing, Landscaping, Site Concrete Repairs</b>
<b>3rd Floor Mold Testing</b>	<b>\$ 1,100</b>	
<b>Soil Testing</b>	<b>\$ 2,500</b>	<b>Suspect soil under equipment yard</b>
<b>Proposal Request 5</b>	<b>\$ 12,000</b>	<b>Replace existing glass to match new</b>
<b>Field Order 5</b>	<b>\$ 3,000</b>	<b>Caulking at roof structure to stop leak</b>
<b>Field Order 2</b>	<b>\$ 75,000</b>	<b>Demo CDF (instead of dirt) at conduit bank</b>
<b>Proposal Request 6</b>	<b>\$ 30,000</b>	<b>Replace all 3rd floor window gaskets</b>
<b>Total</b>	<b>\$ 185,673</b>	

**Remaining Contingency                      \$ 192,327**

## CTC Meeting Center Revenue Report

	<u>Q1 2023</u>	<u>Q1 2022</u>	<u>Q1 2021</u>	<u>Q1 2020</u>	<u>Q1 2019</u>
January	\$ 12,507.29	\$ 14,249.50	\$ 140.00	\$ 9,504.35	\$ 10,088.42
February	\$ 15,847.17	\$ 7,768.25	\$ 175.00	\$ 11,263.03	\$ 9,830.21
March	\$ 28,945.66	\$ 13,451.80	\$ 6,079.24	\$ 15,523.71	\$ 20,696.16
<b>1st Qtr Total</b>	<b>\$ 57,300.12</b>	<b>\$ 35,469.55</b>	<b>\$ 6,394.24</b>	<b>\$ 36,291.09</b>	<b>\$ 40,614.79</b>
		<u>Q2 2022</u>	<u>Q2 2021</u>	<u>Q2 2020</u>	<u>Q2 2019</u>
April	\$ 19,080.25	\$ 17,580.07	\$ 7,033.14	\$ -	\$ 16,936.67
May	\$ 24,650.94	\$ 20,162.65	\$ 4,493.45	\$ 418.00	\$ 37,688.47
June	\$ 16,472.16	\$ 11,578.60	\$ 4,369.26	\$ 2,302.78	\$ 13,294.77
<b>2nd Qtr Total</b>	<b>\$ 60,203.35</b>	<b>\$ 49,321.32</b>	<b>\$ 15,895.85</b>	<b>\$ 2,720.78</b>	<b>\$ 67,919.91</b>
		<u>Q3 2022</u>	<u>Q3 2021</u>	<u>Q3 2020</u>	<u>Q3 2019</u>
July		\$ 12,216.75	\$ 4,359.46	\$ -	\$ 18,618.12
August		\$ 13,483.30	\$ 6,770.08	\$ 1,207.40	\$ 18,383.73
September		\$ 21,822.30	\$ 729.08	\$ 1,144.00	\$ 14,042.10
<b>3rd Qtr Total</b>		<b>\$ 47,522.35</b>	<b>\$ 11,858.62</b>	<b>\$ 2,351.40</b>	<b>\$ 51,043.95</b>
		<u>Q4 2022</u>	<u>Q4 2021</u>	<u>Q4 2020</u>	<u>Q4 2019</u>
October		\$ 11,004.99	\$ 27,146.90	\$ 1,247.50	\$ 38,908.17
November		\$ 7,927.87	\$ 8,135.96	\$ 509.50	\$ 16,470.41
December		\$ 15,671.47	\$ 6,759.49	\$ 2,586.10	\$ 9,814.57
<b>4th Qtr Total</b>		<b>\$ 34,604.33</b>	<b>\$ 42,042.35</b>	<b>\$ 4,343.10</b>	<b>\$ 66,330.75</b>
		<u>YTD 2022</u>	<u>YTD 2021</u>	<u>YTD 2020</u>	<u>YTD 2019</u>
<b>YTDTotal</b>	<b>\$ 117,503.47</b>	<b>\$ 166,917.55</b>	<b>\$ 76,191.06</b>	<b>\$ 45,706.37</b>	<b>\$ 225,909.40</b>

\*This does not include the \$75,000 per year from the Chelan PUD

AIRPORT PROPERTY TABLE - EXISTING FEE OWNERSHIP									
PARCEL # (AIRCRAFT)	GRANTOR	DATE ACQUIRED	GRANTEE	RECORDED	F.A.S. GRANT #	TYPE PURPOSE	AREA (ACRES)	PLANNED RELEASE	STATUS
F-1	PORT OF CHELAN COUNTY	6/21/1914	PORT OF DOUGLAS COUNTY	8K 48 PG 219	N/A	LAND	58.33	-	-
F-2	PORT OF CHELAN COUNTY	N/A	U.S. OF AMERICA DEPARTMENT OF THE INTERIOR BUREAU OF RECLAMATION	8K 244 PG 186	N/A	POND	12.40	-	-
F-3	MOONEY	N/A	PORT OF DOUGLAS COUNTY	8K 281 PG 40	3-5-2004-4	LAND	6.43	-	-
F-4	KAUFMAN	2/28/1996	PANGBORN MEMORIAL AIRPORT BOARD	8K 48 PG 219	3-5-2004-11	RFPZ	8.43	-	-
F-5	GARLIN	1/19/1996	PANGBORN MEMORIAL AIRPORT BOARD	8K 48 PG 219	3-5-2004-16	RFPZ	1.90	-	-
F-6	PROCTOR	6/14/1981	PANGBORN MEMORIAL AIRPORT BOARD	222-148-40-2	3-5-2004-13	RFPZ	5.30	-	-
F-7	SCHELL	1/11/1989	PANGBORN MEMORIAL AIRPORT BOARD	BY AUDITOR #	3-5-2004-11	RFPZ	7.50	-	-
F-8	KORTHER	1/11/1989	PANGBORN MEMORIAL AIRPORT BOARD	BY AUDITOR #	3-5-2004-17	RFPZ	5.20	-	-
F-9	DAVIS	1/8/2004	PANGBORN MEMORIAL AIRPORT BOARD	222-148-40-23	3-5-2004-24	RFPZ	9.78	-	-
F-10	WALL	6/23/2005	PANGBORN MEMORIAL AIRPORT BOARD	222-110-10-2	3-5-2004-25	RFPZ	6.55	-	-
F-11	YONKKA	6/12/2005	PANGBORN MEMORIAL AIRPORT BOARD	222-110-10-5	3-5-2004-25	RFPZ	6.21	-	-
F-12	HOUTZ	6/26/2005	PANGBORN MEMORIAL AIRPORT BOARD	222-215-10-41	3-5-2004-25	RFPZ	9.50	-	-
F-13	FELDMACHERY	1/4/2006	PANGBORN MEMORIAL AIRPORT BOARD	222-110-20-7	RFC 86	RFPZ	9.30	-	-
F-14	WANDER	12/20/2006	PANGBORN MEMORIAL AIRPORT BOARD	425-588-008-10	3-5-2004-027	RFPZ	6.50	-	-
F-15	SPANER LAND HOLDINGS, LLC	7/23/2008	PANGBORN MEMORIAL AIRPORT BOARD	222-109-30-0	3-5-2004-027	RFPZ	15.10	-	-
F-17	DOUGLAS COUNTY NOW (RELEASED 8TH STREET)	6/16/2005	PANGBORN MEMORIAL AIRPORT BOARD	TLS55-989	3-5-2004-25	RFPZ	2.50	-	-
F-18	SCHELL ORCHARDS	12/30/2008	PANGBORN MEMORIAL AIRPORT BOARD	222-110-200-2	NONE	RFPZ	8.00	-	-
<b>TOTAL - EXISTING</b>							<b>626.03</b>		

NOTE 1: THE RUNWAY PROTECTION ZONE (RPZ) FOR THE 12 AND 81 RUNWAYS WILL BE CONTROLLED THROUGH AVIATION EASEMENTS WITH LAND ACQUISITION TO BE PURSUED UPON THE AVIATION PROPERTY RELEASE PLAN.

NOTE 2: THE AIRPORT OWNER HAS CONTROLLED PROPERTY NO LONGER PLANNED FOR AVIATION PURPOSES. THE DISCHARGE OR REIMBURSEMENT OF THESE PROPERTIES/PARCELS AS SUBJECT TO FAA RELEASE AUTHORIZATION, INVOLVES LAND BEING RELEASED FROM THE AIRPORTS' OBLIGATIONS, INCLUDING FROM A PARTICULAR FAA AGREEMENT OR FEDERAL AGREEMENT, AGREEMENTAL USE, AND/OR CONDITIONS, REGARDING THE FUTURE CRITICAL USES OF PROPERTY.

NOTE 3: PROPERTY ACQUISITION AND RELEASE NUMBERS CORRESPOND TO THE AIRPORT MASTER PLAN REPORT. PROPERTY RELEASE TRACTS DESCRIBED IN MASTER PLAN FACILITY REQUIREMENTS (MASTER PLAN FACILITY REQUIREMENTS) RELATE TO AIR COORDINATION WITH SPECIFIC LAND USE CONDITIONS AND FEDERAL OBLIGATIONS.

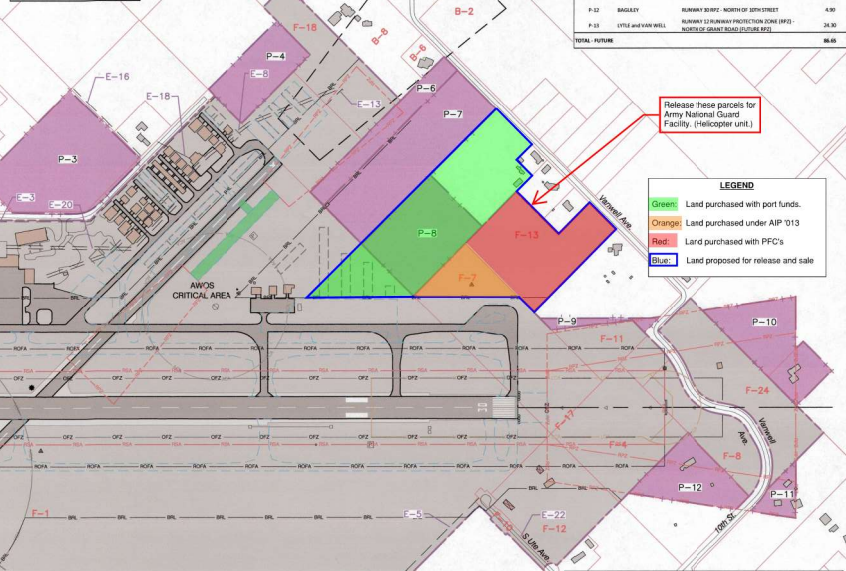
NOTE 4: ALL PROPERTY MAPS BASED ON FAA-APPROVED DESIGN "A" PROPERTY MAP DATED 11/17/2017.

NOTE 5: PANGBORN MEMORIAL AIRPORT - A JOINT AIRPORT SPONSORSHIP OWNERSHIP BY THE PORT OF CHELAN COUNTY AND THE PORT OF DOUGLAS COUNTY. PANGBORN AIRPORTS PARK OPERATED BY THE PORT OF DOUGLAS COUNTY. TOTAL RUNWAY 12 EXTENSION ACQUISITION - 14.25 ACRES. PROPERTY PLANNED TO BE RELEASED FROM FAA ADMINISTRATIVE OBLIGATIONS.

NOTE TO RELEASEE RECENT ACRES, MARKED ALONG WITH STREET, A PORTION OF THE ACQUIRED LAND PROPERTY WAS REDEVELOPED BACK TO DOUGLAS COUNTY IN ORDER TO ESTABLISH RIGHT OF WAY (ROW) AND CONSTRUCT UTILITY AVENUE.

PROPERTY MAP UPDATED AS PART OF A/P AND MASTER PLAN. THIS PROPERTY MAP IS NOT AN EXHIBIT UPDATE.

RPZ EASEMENTS				FEDERAL AGREEMENTS			
OWNER	AUDITOR #	ACRE	FEE #	OWNER	AUDITOR #	ACRE	FEE #
B-1	BOB BARRING	15828		A-1	YANVELL RUSSETT	17539	15-87
B-2	FRANK GLEN	33975		A-2	LUTZ	17539	15-87
B-3	BRUN PARTNERS	15828		A-3	BATTERMAN	17539	15-87
B-4	LUTZ	15828		A-4	ARDE SOCIAL	17539	15-87
B-5	YANVELL RUSSETT	15828		*NOTE: FACILITY #1 LOCATED NORTH OF VIEW SHOWN			



AIRPORT PROPERTY TABLE - FUTURE FEE OWNERSHIP			
PARCEL #	OWNER	PURPOSE	AREA (ACRES)
P-1	LITTE	RUNWAY 12 RUNWAY PROTECTION ZONE (RPZ) - NORTH OF GRANT ROAD (EXTENSION RPZ)	4.90
P-2	DOMINIQUE-RECCA	EAST PANGBORN OVERFLOW - EAST OF RUNWAY TERMINAL (NO RUNWAY)	3.65
P-3	UNREEL	EAST ANGLAR - NORTH OF AIRPORT WAY	11.90
P-4	C.O. NUBERRY	EAST ANGLAR - NORTHWARD ROW CONNECTION - VANWELL STREET (NO RUNWAY)	5.08
P-5	KAUF	EAST ANGLAR - FUTURE (A) DEVELOPMENT	6.50
P-6	KENNEDY TRUST	EAST ANGLAR - SOUTHWARD ROW CONNECTION - VANWELL STREET	5.96
P-7	KENNEDY TRUST	EAST ANGLAR - FUTURE DEVELOPMENT	11.90
P-8	BLANKING	EAST ANGLAR - FUTURE DEVELOPMENT	7.00
P-9	YONKKA	RUNWAY 12 - SOUTH - SOUTH EAST	0.80
P-10	DUECK	RUNWAY 12 - SOUTH - EAST OF VANWELL STREET	6.70
P-11	BRANCH	RUNWAY 12 - SOUTH - SOUTH OF 20TH STREET	1.50
P-12	BAGLEY	RUNWAY 12 - SOUTH - NORTH OF 20TH STREET	4.90
P-13	LITTE AND HAY WELLS	RUNWAY 12 - SOUTH - NORTH OF 20TH STREET (RPZ) - NORTH OF GRANT ROAD (EXTENSION RPZ)	26.30
<b>TOTAL - FUTURE</b>			<b>86.63</b>

Release these parcels for Army National Guard Facility (helicopter unit).

**LEGEND**  
 Green: Land purchased with port funds.  
 Orange: Land purchased under AIP '013  
 Red: Land purchased with PFC's  
 Blue: Land proposed for release and sale

LEGEND	EXISTING	FUTURE
AIRPORT PROPERTY LINE	-	-
PROPERTY TO BE RELEASED (AIRPORT CONTROL)	N/A	-
PROPERTY TO BE RELEASED (NON-AIRPORT CONTROL)	N/A	-
EASEMENT	N/A	-
RPZ EASEMENT	N/A	-
PARCEL	N/A	-
AIRFIELD PAVEMENT	-	-
AIRFIELD PAVEMENT REMOVAL	N/A	-
TURF RUNWAY	N/A	-
DECING BASIN	N/A	-
BUILDING	-	-
FENCE	N/A	-
AUTOMATED SURFACE OBSERVATION SYSTEM (ASOS)	-	-
GLIDE SLOPE	-	-
SURVEY MONUMENT	-	-
LOCALIZER CRITICAL AREA	-	-
GLIDE SLOPE CRITICAL AREA	-	-
BUILDING RESTRICTION LINE (BRL)	-	-
RUNWAY OBJECT FREE AREA (ROFA)	-	-
RUNWAY PROTECTION ZONE (RPZ)	-	-
RUNWAY SAFETY AREA (RSA)	-	-
RUNWAY VISIBILITY ZONE (RVZ)	-	-
ASOS CRITICAL AREA	-	-
VOR CRITICAL AREA	-	-

EASEMENTS		
WIDTH	AUDITOR #	IN FAVOR OF:
10.0	16040	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16024	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16025	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16026	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16027	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16028	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16029	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16030	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16031	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16032	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16033	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16034	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16035	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16036	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16037	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16038	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16039	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16040	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16041	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16042	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16043	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16044	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16045	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16046	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16047	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16048	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16049	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16050	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16051	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16052	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16053	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16054	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16055	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16056	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16057	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16058	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16059	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16060	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16061	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16062	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16063	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16064	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16065	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16066	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16067	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16068	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16069	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16070	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16071	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16072	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16073	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16074	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16075	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16076	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16077	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16078	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16079	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16080	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16081	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16082	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16083	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16084	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16085	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16086	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16087	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16088	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16089	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16090	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16091	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16092	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16093	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16094	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16095	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16096	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16097	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16098	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16099	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE
10.0	16100	PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY, EAST WENATCHEE

EASEMENTS - RUNWAY 12 EXT	
WIDTH	IN FAVOR OF:
10.0	VARIES 3/4 ACRES 1039276
10.0	80' FOOT 3392466
10.0	30' FOOT 3392384
10.0	30' FOOT 3379526
10.0	10' FOOT 3379526
10.0	VARIES 26 ACRES 89156
10.0	VARIES 2.6 ACRES 89156
10.0	15' FOOT VACATED 339275
10.0	33' FOOT VACATED 339275
10.0	60' FOOT VACATED 234823

NO. REVISION SPONSOR DATE

## AIRPORT LAYOUT PLAN - FINAL DRAFT

EAT - PANGBORN MEMORIAL AIRPORT - EAST WENATCHEE, WA

### AIRPORT PROPERTY MAP

part of **chelan county** **WENATCHEE** **Mead & Hunt**

DESIGN: JS DRAWN: DR DATE: OCTOBER 2019 SHEET 15 OF 15

The preparation of these documents was financed in part through a planning grant from the Federal Aviation Administration under the provisions of the Airport and Airway Improvement Act of 1982, as amended. The contents do not necessarily reflect the official view or policy of the FAA. Acceptance of these documents by the FAA does not in any way constitute a commitment on the part of the United States to participate in any engineering project shown on these documents that the project development is environmentally acceptable in accordance with appropriate public laws.

# Memo

**To:** Board of Directors

**From:** Jim Kuntz

**Cc:** Ron Russ

**Date:** July 7, 2023

**Re:** Olds Station Business Park – Irrigation Association

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At Tuesday's meeting, staff will be reviewing the Olds Station Irrigation Association and the need to repair the existing infrastructure.

Attached is an email from Ron Russ, Property & Maintenance Manager discussing the need to review the OSBP Irrigation System Agreements and the recovery of repair costs.

The Current Membership & Annual Assessments are as follows:

<b>Member (* Known Agreement on File)</b>	<b>Assessment</b>
Berry Investment Company, LLC	.72 share @ \$20 per share = \$14.40
Cashmere Valley Bank	1.15 shares at \$20 per share = \$23.00
CFLP Property, LLC *	.25 share at \$20 per share = \$5.00
Chelan County PUD *	2 shares at \$20 per share = \$40.00
Columbia Fruit Packers	2.5 shares at \$20 per share = \$50.00

Custom Apple Packers	2.5 shares at \$20 per share = \$50.00
JDSA Building, LLC	1.71 shares at \$20 per share = \$34.20
Link - Pom Arleau property	1 share at \$20 per share = \$20.00
M&S Investments / Conrad Schoessler	.5 share at \$20 per share = \$10.00
Meyers Enterprises	1.09 shares at \$20 per share = \$21.80
Nuchief Sales / Finest of WA - Randall Steensma	.6 share at \$20 per share = \$12.00
Penny Properties, LLC	1.60 shares at \$20 per share = \$32.00
Port of Chelan County	11.55 shares at \$20 per share = \$231.00
Tramp Investments LLC	4.10 shares at \$20 per share = \$82.00
Wenatchee School District No. 246 *	1.5 shares at \$20 per share = \$30.00

## Sarah Deenik

---

**From:** Ron Russ  
**Sent:** Friday, June 30, 2023 11:46 AM  
**To:** Sarah Deenik; Monica Lough  
**Subject:** RE: 05.11.22 OSBP Irrigation Contact List.pdf  
**Attachments:** Irrigation agreements.xlsx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

In light of the recent expenses we have incurred to repair the OSBP irrigation system, Jim would like us to evaluate options to recover some of the costs from system users. The Irrigation System Agreements that I have been able to locate in the electronic files (I have looked in both Y:\ drive and S:\ drive) all contain a clause which clearly gives us the right and authority to pass on such costs.

*5. Special Assessment. In the event the Port incurs costs for maintenance and repair associated with the common system, the costs shall be equitably allocated by the Port among the users benefitting from the common system (on a per share basis). The Grantee shall pay the special assessment within thirty (30) days of the receipt of an invoice from the Port. Any special assessment not paid when due shall accrue interest at the rate of twelve percent (12%) per annum until paid.*

However, I have only been able to find Irrigation System Agreements for 3 users (see attached). I recall Pete mentioning in previous conversations that we may not have Irrigation System Agreements for all users, but I'm hoping we may have some paper copies of agreements for additional users. The agreements that I have been able to locate are in Y:\3 - Properties\Olds Station Business Park\Maintenance and Testing Records\Irrigation System.

Any thoughts?

### Ron Russ

#### Property and Maintenance Manager

One Campbell Parkway Suite A, East Wenatchee, WA 98802

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---

**From:** Sarah Deenik <Sarah@cdrpa.org>  
**Sent:** Friday, June 30, 2023 10:13 AM  
**To:** Ron Russ <ronr@cdrpa.org>  
**Subject:** RE: 05.11.22 OSBP Irrigation Contact List.pdf

Here you go! If I make any adjustments, I'll be sure to send them to you.

### Sarah Deenik

#### Communications Coordinator/Finance Specialist

One Campbell Parkway, Suite A, East Wenatchee, WA 98802





*All e-mail communications with the Chelan Douglas Regional Port Authority, related attachments, and any response are subject to disclosure under the Public Records Act and should be presumed to be public.*

---

**From:** Ron Russ <[ronr@cdrpa.org](mailto:ronr@cdrpa.org)>  
**Sent:** Friday, June 30, 2023 9:12 AM  
**To:** Sarah Deenik <[Sarah@cdrpa.org](mailto:Sarah@cdrpa.org)>  
**Subject:** 05.11.22 OSBP Irrigation Contact List.pdf

Sarah,  
Do we have this in MS Excel?

# Memo

**To:** Board of Directors

**From:**  Jim Kuntz

**Date:** July 7, 2023

**Re:** Malaga Cooling Water Agreement – Microsoft

---

Within the next 30 days, a final draft Cooling Water agreement should be ready for Board consideration. Pete Fraley is working with Microsoft on a “Development and Reimbursement Agreement.”

As an update, please find enclosed the following documents:

- Technical Memo
- Construction Schedule
- Budget

# RH2 TECHNICAL MEMORANDUM

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Client: Chelan Douglas Regional Port Authority

Project: LOJO Industrial Site

Project File: RPA 20.0026.19.0001

Composed by: Katrina Olson, EIT

Reviewed by: Adam Neff, LHG, and Eric Smith, PE

Subject: GBI Site Feasibility for LOJO Industrial Site Cooling Water Disposal

Date: June 30, 2023

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Signed:  
6/15/2022  
REV.  
6/30/2023



Signed:  
6/15/2022  
REV.  
6/30/2023

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## Introduction

The Microsoft Corporation (MSFT) has proposed to construct three data center buildings at the LOJO site near Malaga, Washington. The LOJO site includes the Chelan Douglas Regional Port Authority's (Port) parcel nos. 222135100060, 222135100072, and 222135100071, which are intended for the first three data center buildings and will be purchased by MSFT from the Port. MSFT has expressed interest in potentially constructing six total buildings, which may prompt additional land acquisition.

One of the primary infrastructure necessities for this development is the conveyance and disposal of cooling water that generally consists of recycled potable water used by the data center cooling systems. In the RH2 Engineering, Inc., (RH2) Preliminary Utility Service Study (Study) [1], several alternatives were evaluated for cooling water disposal, including conveyance to a neighboring purveyor (i.e. connection into the City of Wenatchee's (City) sewer system and wastewater treatment plant). Connection to the City's sewer system was determined to be infeasible due to the high capital cost and lack of regional benefit provided by the infrastructure extension. A direct surface water

discharge to the Columbia River was also preliminarily explored with the Washington State Department of Ecology (Ecology), but uncertainties were identified related to the heat load allocation for new dischargers to this reach of the Columbia River based on the U.S. Environmental Protection Agency's Columbia and Lower Snake Rivers Temperature Total Maximum Daily Load (TMDL) [2]. These uncertainties, and the long lead time in potentially procuring a National Pollutant Discharge Elimination System (NPDES) permit for this discharge, made this option infeasible.

The Study recommended some form of disposal of the cooling water at a dedicated disposal site near the LOJO site. The Port identified multiple parcels owned by GBI Holding Co. (GBI), referred to herein as the GBI site (Parcel No's. 222127595110, 222126595115, 222126595120, 222126595125, and 2221659130) for this purpose (Figure 1 and Exhibit 1). As part of the due diligence, the Port has asked RH2 to evaluate the feasibility of using the GBI site to dispose of process water used for cooling the proposed data centers.

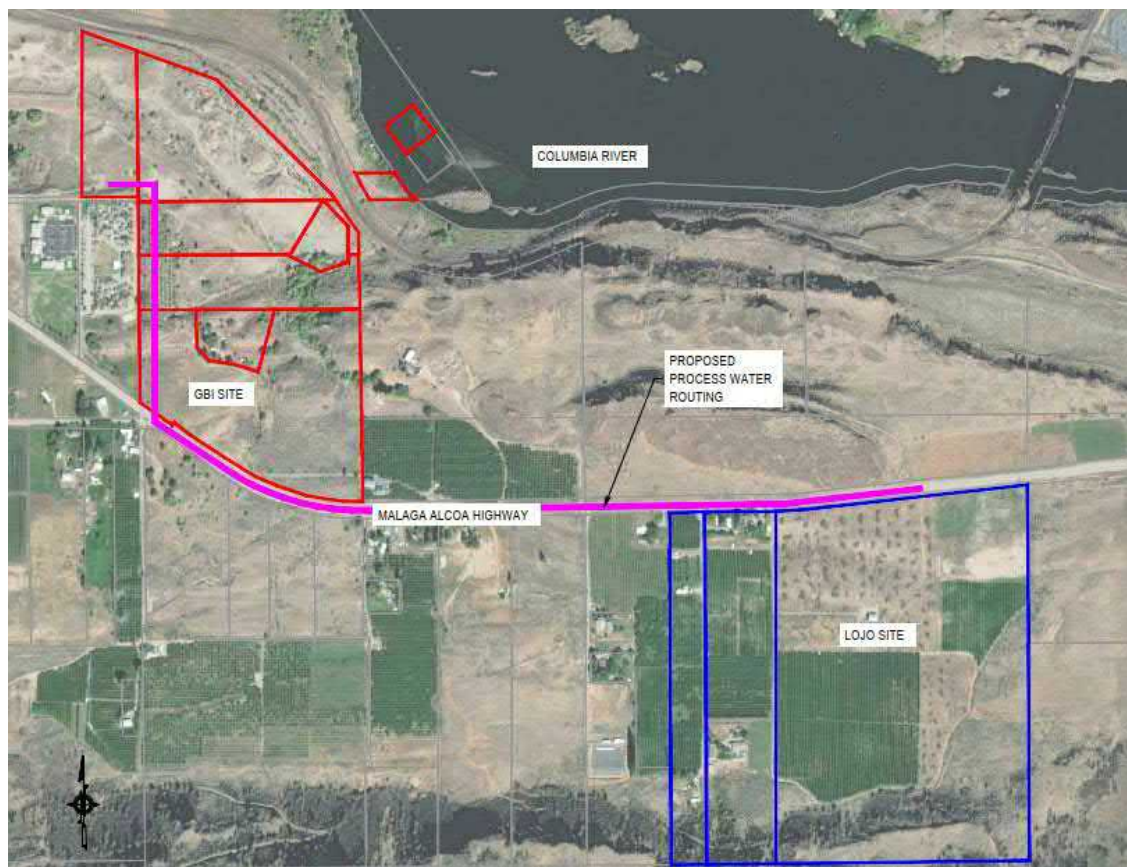


Figure 1 – Vicinity Map

## GBI Site Description

The GBI site is located on the right bank of the Columbia River approximately 7 miles downstream from the George Sellar bridge (Highway (Hwy) 285), extending south from the shoreline, across the railroad tracks, up onto a gently sloping bench, and then extending further south up on to a higher bedrock (basalt) bench near the Malaga Alcoa Highway at approximately 810 feet in elevation above mean sea level. The lower bench area has been heavily altered from previous gravel mining activities, leaving

many humps, hills, and depressions. The gravel mining left elevated areas of what is assumed to be native ground surrounding the existing electrical transmission line power poles and guy wires, as well as along a natural gas main that bisects the property from east to west.

The GBI site is currently vacant land, though in the past much of it was used for agricultural and residential purposes. There is a considerable amount of debris scattered across the site, primarily of agricultural origin (stockpiled irrigation materials), defunct irrigation systems, and miscellaneous consumer garbage/debris scattered about.

## Historical Uses

The GBI site was originally used for residential and commercial orchard activities from the early 1900s through approximately 1977, when gravel mining activities started. Gravel mining continued on the northern portion of the site. The house was removed prior to 1990 to accommodate additional gravel mining, which continued until approximately 1998. The last orchard was removed in 2013.

## Site Geology

The site geology consists of approximately 100 vertical feet of glacial outburst flood related alluvium overlaying a variable topography of basalt bedrock and capped, in some places, by a few feet of loess. The alluvium is comprised of a wide range of materials from units of cobble-sized gravels with very little sand to medium plasticity clay but is primarily coarse sands and gravels up to 1 foot in diameter.

The majority of the gravel mining appears to have concentrated on the gravel layers between the base of the loess and the top of the clay layer, approximately 15 to 20 feet below the estimated original ground surface.

## Contaminated Soils

Due to the historic orchard activities, portions of the original topsoil, where they remain, are contaminated with lead and arsenic at levels greater than cleanup levels (Model Toxics Control Act (MTCA) Method A). There were detections of dichlorodiphenyldichloroethylene (DDE) (a derivative of dichlorodiphenyltrichloroethane (DDT)) present on the site but at concentrations generally below application cleanup standards (one sample was above the level for the protection of groundwater). These soils will need to be mitigated or remediated as part of any development disturbances, which may involve consolidation and/or capping of the soils. Additional sampling is necessary to fully quantify the concentrations and extents.

## Existing Easements and Land Restrictions

Use of the GBI site is limited by the existing topography, utilities, and easements. The previous gravel mining efforts left a site of highly variable terrain that is not easily graded or leveled as shown in Exhibit 1. This uneven topography is mostly associated with existing utilities that bisect the property: a natural gas main and multiple overhead power transmission lines. A buffer of undisturbed soil remains around the natural gas main, as well as the transmission poles and guy wire anchors. These areas are intended to remain undisturbed by any improvements to the site.

The easements associated with these utilities also limit the ability to use some of the property. The

natural gas easement effectively limits all construction within the easement, although designs for crossing roads and utilities may be allowed if approved by the utility owner. Power transmission easements generally preclude structure construction directly below them but may allow for some level of development (e.g., spray fields).

Other easements likely bisect the property that impact the potential for development, which are currently being investigated and mapped by a local surveyor.

## Disposal Feasibility Analysis Criteria

This analysis will evaluate the suitability and feasibility of the GBI site to provide disposal of cooling water discharged from up to six potential data center buildings.

### Cooling Water Quantity

MSFT's design consultant estimated cooling water generation for the purposes of this analysis. The Clear Water Discharge Demand Technical Memo (Memo) (Appendix 1) summarizes the proposed cooling water discharge. Cooling water discharge generally will be a function of ambient outdoor air temperature between May and September. The cooling water discharge from the data centers will occur approximately 420 hours per year. Cooling water discharge is not anticipated during winter months. The quantity and discharge rate of cooling water discharge is summarized as follows:

- Total annual cooling water discharge per building: 819,000 gallons.
- Peak month cooling water discharge per building: 11,175 gallons per day (gpd).
- Peak week cooling water discharge per building: 31,825 gpd.
- Peak day cooling water discharge per building: 42,000 gpd.
- Peak hour cooling water discharge per building: 97 gallons per minute (gpm).

Table 1 shows the expected monthly flow distribution throughout each year.

Table 1  
Monthly Cooling Water Discharge Flow Distribution

Month	Cumulative Flow (gallons/building/month)
January through April	0
May	46,600
June	145,000
July	243,000
August	346,400
September	37,800
October through December	0

## Cooling Water Quality

The Memo estimates that potable water used for cooling will be recycled three times before being discharged to the disposal system, thus concentrating any background constituents of the potable water three-fold. It is yet to be determined whether the source water will come from the Malaga Water District (District), the Greater Wenatchee Regional Water System, or a combination of both. Table 2 shows the nitrate and total dissolved solids (TDS) concentrations as reported in each purveyors' Water System Plan [3][4].

Table 2  
Cooling Water Quality Parameters

Source	Nitrates (mg/L)	TDS (mg/L)
District	4.0	250-300
Greater Wenatchee Regional Water System	0.2	110

mg/L = milligrams per liter

The parameters shown in Table 2 may potentially exceed groundwater quality requirements if concentrated by a factor of three and discharged to groundwater. Washington Administrative Code (WAC) 173-200-040 lists the following criteria for water quality standards for groundwaters of the State of Washington [5]:

- Nitrate – 10 mg/L
- TDS – 500 mg/L

Based on the values shown in Table 2 and a concentration of three times, source water from the District would be expected to exceed the water quality standards for nitrate and TDS for groundwater discharge.

## Disposal Alternatives

The general options reviewed for disposal of cooling water at the GBI site include infiltration, evaporation, or land application for crop uptake. The feasibility of these options are discussed herein.

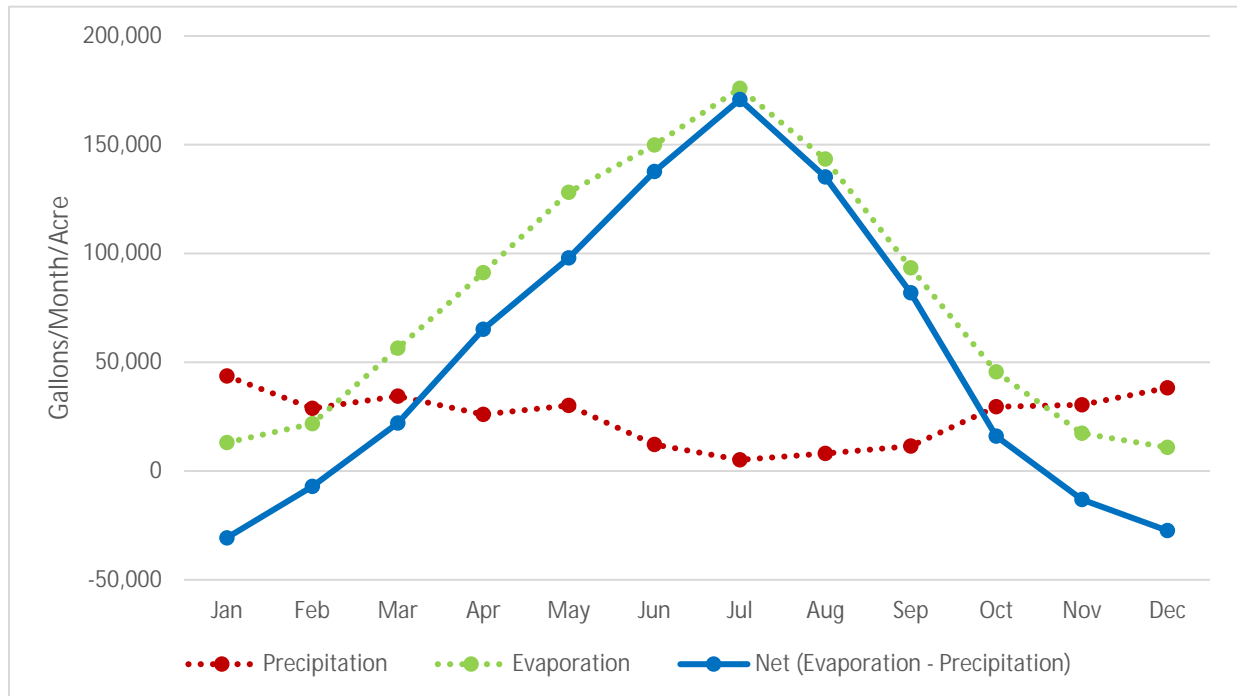
### Infiltration

There are various methods of infiltration available for this purpose. Infiltration would consist of a discharge to groundwaters of the State, and the discharge would generally be subject to meeting the groundwater quality standards listed in WAC 173-200-040. As previously noted, water provided by the District and concentrated three times by the data center cooling systems would be expected to exceed groundwater quality standards for nitrate and TDS. Some form of mitigation of the constituents exceeding the groundwater quality standard would likely be necessary if District water is utilized for cooling. Solely relying on infiltration for disposal of cooling water is not recommended at the GBI site.

## Evaporation

Evaporation of cooling water via lined basins is another option for disposal, which would not require discharge permitting through Ecology or another agency (although typical construction permits are still necessary). The disposal capacity of evaporation basins was estimated by subtracting effective precipitation data [6] from evaporation rates assuming a 2-foot-deep water body [7] using real climate data from nearby weather stations maintained as part of the Washington State University's (WSU) AgWeatherNet program. Both were adjusted to approximate a 20-year return period (high precipitation, low evaporation). Chart 1 shows the annual evaporation and precipitation per acre of basin. Note that the per acre size measures the water surface area of the basin; therefore, the actual basin footprint would be slightly larger to account for side slopes above the water surface.

Chart 1  
Basin Evaporation and Precipitation by Month per Acre of Basin Water Surface



Evaporation exceeds precipitation in March through October. The total annual net evaporation potential is approximately 650,000 gallons per acre (gal/acre), and the net monthly evaporation peaks at around 170,000 gal/acre in July. This distribution aligns well with cooling water use since the most cooling water will be needed during the hottest summer months. Approximately 1.3 acres of basin water surface area would be needed per building to provide complete cooling water disposal via evaporation. Multiple basins would be recommended to provide operational flexibility and redundancy.

The GBI site is large enough to dispose of cooling water from six data center buildings using lined evaporation basins. However, a minimum of 8 acres of lined basins would be necessary with additional basin volume likely needed to provide redundancy. Due to the topographical nature of the site, configuring such a large volume of basins on the site likely would be difficult and costly, and would not make the most effective use of the space available. Though it is likely feasible, solely relying on lined

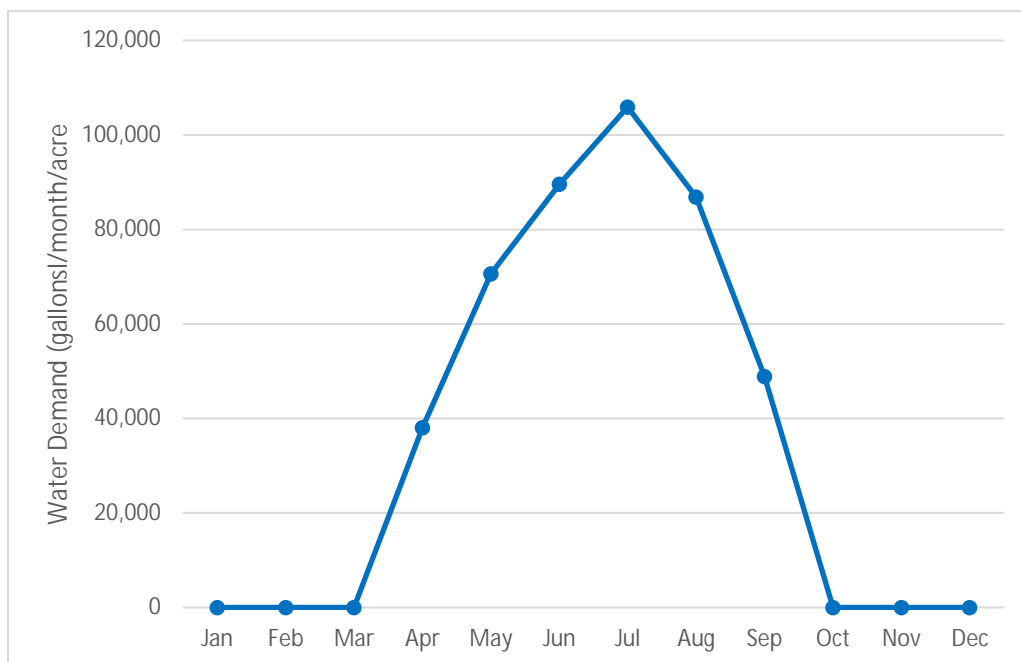


evaporation basins for cooling water disposal is not recommended for the GBI site.

## Land Application

Land application of the cooling water is another option that would rely on evapotranspiration to dispose of the water. Evapotranspiration refers to the combination of evaporation of water from ground surface plus transpiration by plants. For the GBI site, one potential option would be the aerial application of cooling water to designated spray field areas covered by a suitable vegetative cover (e.g. grasses and forbs). For the purposes of estimating evapotranspiration provided by spray fields at the GBI site, a correlation was devised to use the typical irrigation demand of an acre of pasture (as defined by the Washington Irrigation Guide [Natural Resource Conservation Service] and WSU irrigation guidance) for each month throughout the year using WSU's online irrigation calculator [7]. The irrigation demand was increased by 10 percent to account for evaporation losses during application per guidance from Ecology's Determining Irrigation Efficiency and Consumptive Use [8] for impact sprinklers. Adjusting demand down to account for higher precipitation years, the typical demand was extrapolated for a wet year with a 20-year return period based on the relationship between return period and irrigation demand established in the WSU paper Irrigation Requirements for Washington Estimates and Methodology [9]. Then a factor of safety was applied since sprinklers cannot apply irrigation perfectly over the entire area of land; Chart 2 assumes a factor of safety of 1.5, but this factor may be adjusted during design. Chart 2 shows the resultant irrigation demand throughout the year.

Chart 2  
Irrigation Demand by Month per Acre of Grass



Irrigation season spans from late March to early October. The total annual irrigation demand is approximately 440,000 gal/acre, and demand peaks at around 105,000 gal/acre per month in July. This distribution aligns well with cooling water use since the most cooling water will be needed during the hottest summer months. This analysis assumes that sufficient equalization volume is provided to equalize the peak cooling water discharge flows throughout the year and to allow application of the

cooling water through the irrigation season. Based on this analysis, approximately 1.9 acres of irrigated grass would be needed per building to support cooling water disposal.

The estimated peak month, week, day, and hour process water flow rates far exceed the expected average flow rate, so it would be impractical to size the spray fields to operate without equalizing the peak flows, as shown in Table 3. For example, approximately 50 acres of spray field per building would be needed to dispose of the projected peak hour flow if no equalization is provided. This is because the projected process water flow averaged over an entire year equates to approximately 2,250 gpd per building (gpd/building), whereas peak hour flow equates to approximately 140,000 gpd/building.

Table 3  
Required Spray Field Area by Design Scenario

Spray Field Design Flow	Cooling Water Discharge (gpd/building)	Acres of Spray Field Required per Building
Average Annual Flow (with Equalization)	2,250	1.9
Peak Hour Flow (without Equalization)	139,680	49.8

In order to utilize this approach, water should generally be applied below the evapotranspiration rate to preclude water from infiltrating below the root zone. The intent of the spray field design would be to avoid appreciable discharge to groundwater while maximizing disposal via evaporation and plant uptake. The root zone for established grass/pasture is estimated to be up to 2 feet deep [9]. Based on on-site monitoring wells, the depth to groundwater is approximately 100 feet below the existing ground, as measured near the southern edge of the railroad tracks, on the GBI Site, within the base of the previously mined gravel areas. Groundwater elevations will likely fluctuate by as much as 10 feet based on seasonal flows within the Columbia River and dam operations at Rock Island Dam.

To keep water within the root zone, the irrigation system will need to cycle applications between fields and cycle on and off throughout the day at rates below the infiltration rates of the surficial soils. Specific infiltration rates will be determined during design. It is anticipated that the irrigation system would use impact sprinklers and an automated control system.

The ideal vegetative cover includes both warm and cool weather grasses (potentially with minor forb component) that do not require significant long-term maintenance (mowing, re-seeding, etc.). Transpiration rates can be increased under higher intensity management such as haying if desired, but the assumptions within this memo are based very minimal to negligible long-term annual maintenance. Short-term maintenance associated with the initial establishment of the crop is estimated to include approximately 2 years of seeding, fertilizing, and mowing. Long-term maintenance may require 1-2 mowings per year.

A grass mixture is a preferred vegetative cover due to its varied growth under a wide range of climate conditions, hot and relatively dry to cool and wet. When faced with non-ideal conditions many perennial grasses have the ability to go dormant then re-activate once conditions improve. For cool

season grasses this is typically in July, August, and parts of September; for warm season grasses this is between Oct and May.

## Recommended Approach

As previously stated, solely relying on lined evaporation basins is not preferred as the proportional capital cost of constructing lined basins will significantly exceed that of constructing spray fields. However, the difference between the estimated peak day cooling water disposal flow and the average expected flow over the course of the cooling season also makes it impractical solely rely on spray fields without some form of equalization storage.

The recommended approach to disposal consists of equalizing the incoming flow with lined basins (smaller than those necessary for complete evaporation) and discharging to designated spray field areas. As equalization volume is necessary for this approach, the final design should balance the evaporation provided by equalization basins with the necessary amount of spray field area. This approach represents the lowest capital cost option and provides significant flexibility in the configuration and operation of the system. Further, the GBI site provides a substantial amount of area that is likely undesirable for other uses, and conversion of some of these areas to spray fields is practical and provides some beneficial reuse of the water.

Exhibit 1 attached shows the GBI site and the approximated feasible areas for the construction of the proposed facilities. Areas 1 and 2, which were previously heavily mined, will likely be converted for use as spray fields. Area 3 will most likely be used for lined basin and pump station construction, and could provide additional areas for spray fields if needed.

## Conveyance and Pumping

Piping will be needed to convey cooling water discharge from the LOJO site to the GBI site. Based on preliminary sizing, an 8-inch-diameter pipe should be sufficient. This pipe will likely be installed within or near the edge of the Malaga Alcoa Highway and needs to be installed in a separate trench a minimum of 10 feet from the potable water main. It is assumed that MSFT will provide its own conveyance from within the LOJO site up to the edge of the right-of-way.

A pump station will be needed to regulate flow and convey water from the lined basin to the spray fields. The exact configuration of the pump station will be determined during final design in conjunction with the siting of the lined basins and spray fields. It is expected that the pump station will include a small building to house the electrical equipment, pumps, automated valving and other appurtenances for distribution to the spray fields. The pump station should be automatically controlled to allow for remote monitoring and ensure reliability and redundancy in the electrical and mechanical equipment.

## Permitting Considerations

Per Ecology's Implementation Guidance for the Ground Water Quality Standards, disposal via a double-lined evaporation basin with a leak detection system would not require a discharge permit since it is not considered a threat to groundwater quality [10]. The land application of cooling water may require an Ecology-issued State Waste Discharge (SWD) Permit; however, the regulatory

framework for this disposal system has yet to be determined. An engineering report will need to be provided to Ecology for review and will ultimately guide the determination of the permit framework.

Additionally, the project also will require:

- State Environmental Policy Act checklist.
- Wetland determination/delineation.
- Geologic hazard assessment.
- Building Permit (for pump station).
- Conditional Use Permit (may be required by Chelan County).

### Engineer’s Opinion of Probable Construction Costs

An Engineer’s Opinion of Probable Construction Costs (OPCC) for the preferred alternative of equalization/evaporation basins followed by spray field application is summarized in Table 4. The costs are planning-level estimates and have not yet been developed in detail. The indirect portion of the price includes approximately 35 percent for predesign, survey, design, permitting, construction administration and inspection based on projects of similar size and complexity. Prices also include 7-percent annual inflation and a 25-percent contingency. The OPCC for the disposal system described is \$16.8 million.

Table 4  
 OPCC

Item Description	Total Cost
Mobilization	\$450,000
Pipe Extension from LOJO to Site	\$1,090,000
Site Preparation	\$530,000
Lined Basins	\$720,000
Spray Field	\$1,750,000
Pump Station Mechanical and Building	\$660,000
Electrical and Controls	\$600,000
Site Restoration Allowance	\$300,000
<b>Construction Subtotal</b>	<b>\$6,100,000</b>
Sales Tax (8.3%)	\$510,000
<b>Construction Total (2023)</b>	<b>\$6,610,000</b>
Indirect Costs (35%)	\$2,320,000
<b>Construction Total (2023)</b>	<b>\$8,930,000</b>
Administrative Cost (5%)	\$450,000
Planning Level Contingency (25%)	\$2,240,000
<b>Construction Total + Contingency (2023)</b>	<b>\$11,620,000</b>
Construction Year	2025
Annual Inflation	7%

Estimated Total Inflation	\$1,690,000
<b>Land Acquisition</b>	<b>\$1,925,000</b>
<b>Estimated Project Total (2025)</b>	<b>\$15,235,000</b>
<b>Project Cap</b>	<b>\$16,800,000</b>

The OPCC assumes that 1.5 acres of evaporation/equalization basins and 9.0 acres of spray fields will be constructed, but this distribution may change during final design. 1.5-acres of basin could support flow from one data center building, meaning the basin could be built to support the first building and ahead of spray field construction.

For the OPCC, the Pipe Extension from LOJO to GBI Site line item includes cost for an 8-inch-diameter pipe installed within right-of-way (ROW) along the Malaga Alcoa Hwy from the LOJO site to the GBI site, bedding, backfill, and a hot mixed asphalt trench patch. Cost for roadway grinding and overlay is not included since it was accounted for in a separate cost estimate for the LOJO site's water system. The Site Preparation cost includes a construction access road. The Lined Basins cost includes clearing and grubbing, earthwork, a double layer high-density polyethylene liner, bedding sand, liner weight tubes, leak detection, air vent pipe, safety ladder, and perimeter fence. It is assumed that excavated soils can be reused as fill on-site and will not need to be hauled away. The Pump Station cost includes a small building, pumps, conveyance from the lined basin, and electrical and control systems. The Spray Field cost includes clearing and grubbing, earthwork, irrigation pipe, sprinklers, control valves, topsoil, and hydroseeding.

## Other Considerations

It is anticipated based on the above assumptions and subsequent analysis that there will be areas of the GBI site not needed for the current anticipated cooling water disposal needs. These areas (Areas 4 and 5; Exhibit 1) likely are suitable for other forms of development due to their proximity to the Malaga Alcoa Highway, utilities, and generally flat topography. Area 4 contains soils with concentrations of legacy pesticides in excess of cleanup standards for unrestricted land use. Additional testing in Area 5 may be warranted. Soils above cleanup levels will have to be mitigated as part of development.

## Next Steps

The GBI site appears to provide sufficient space to feasibly dispose of cooling water from up to six data centers by using a combination of lined basins and spray fields. It is recommended that this approach be verbally discussed with Ecology soon to identify any potential concerns. An Engineering Report in accordance with WAC 173-240-130 will need to be submitted to Ecology for official approval. Pending the regulatory framework for this system, a SWD Permit will need to be completed and submitted to Ecology for the issuance of a discharge permit for this system. It is expected that Ecology's review of the Engineering Report and issuance of a temporary discharge permit would take 1 year to complete, with a final discharge permit issued in subsequent years.

## References

- [1] RH2 Engineering, Inc. (2022). Preliminary Utility Service Study. Prepared for Chelan Douglas Regional Port Authority.
- [2] U.S. Environmental Protection Agency. (2021). Columbia and Lower Snake Rivers Temperature Total Maximum Daily Load. Retrieved from <https://www.epa.gov/columbiariver/tmdl-temperature-columbia-and-lower-snake-rivers>.
- [3] RH2 Engineering, Inc. (2019). 2019 Water System Plan. Prepared for Malaga Water District.
- [4] RH2 Engineering, Inc. (2019). 2018 Comprehensive Water System Plan. Prepared for City of Wenatchee.
- [5] Washington Administrative Code. (1990). Chapter 173-200, Water Quality Standards for Groundwaters of the State of Washington. Retrieved from <https://app.leg.wa.gov/WAC/default.aspx?cite=173-200&full=true>.
- [6] Washington State University. AgWeatherNet. Retrieved from <https://weather.wsu.edu/?p=93150&desktop>.
- [7] Washington State University. Historic Average Water Needs Estimate. Retrieved from <http://irrigation.wsu.edu/Content/Calculators/Historic/StationCropDOY.php>.
- [8] Washington State Department of Ecology. (2005). Program Guidance: Determining Irrigation Efficiency and Consumptive Use. Retrieved from <https://apps.ecology.wa.gov/publications/summarypages/2011076.html>.
- [9] James, L.G., Erpenbeck, J.M, Bassett, D.L., & Middleton, J.E. (1982). Irrigation Requirements for Washington Estimates and Methodology. Washington State University.
- [10] Washington State Department of Ecology. (2005). Implementation Guidance for the Ground Water Quality Standards. Retrieved from <https://apps.ecology.wa.gov/publications/SummaryPages/9602.html>.

## Attachments

### Exhibit:

Exhibit 1 - GBI Site Disposal Areas Map

### Appendix:

Appendix 1 – Clear Water Discharge Demand Technical Memorandum

## **Exhibit 1**

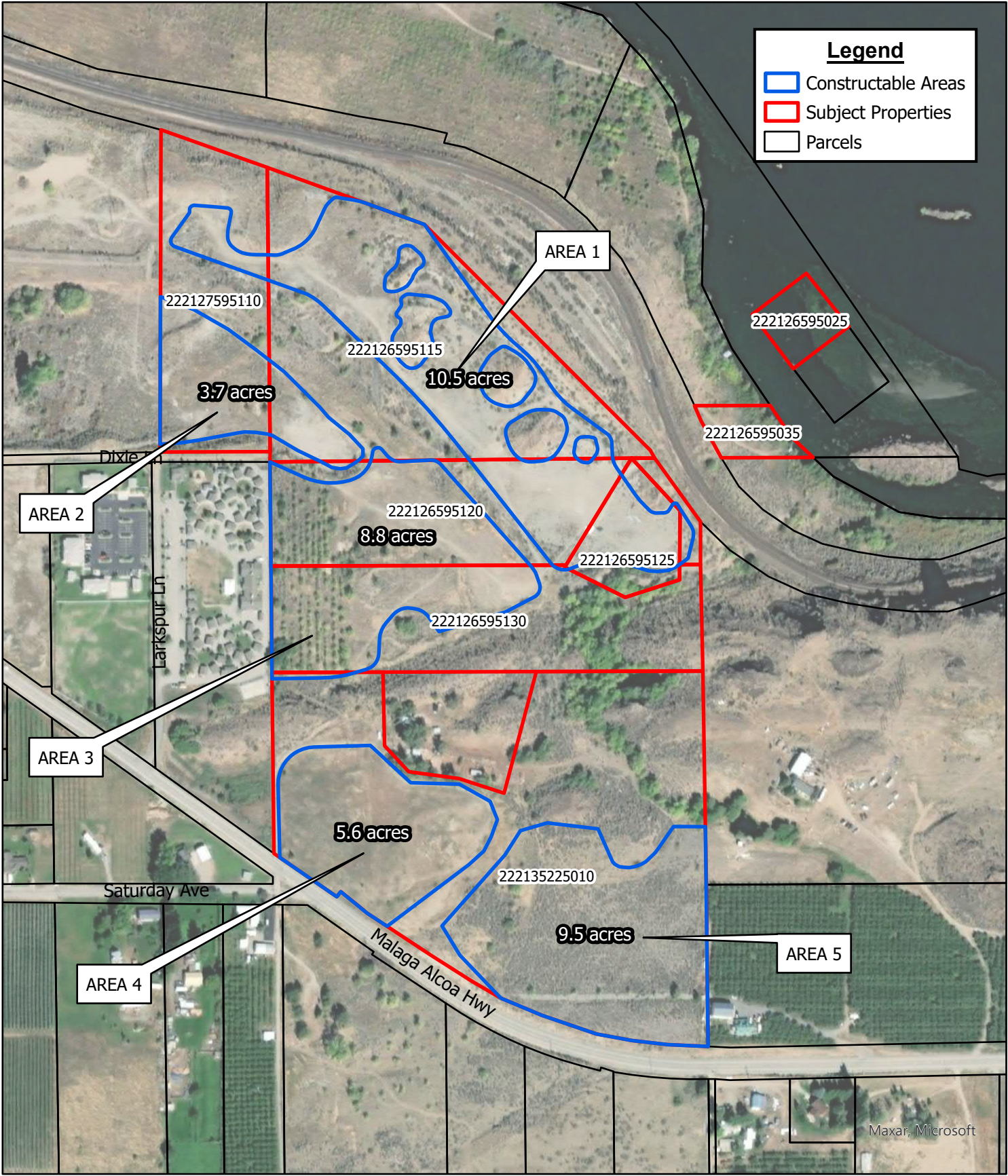
### **GBI Site Disposal Areas Map**

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**Legend**

- Constructable Areas
- Subject Properties
- Parcels



J:\DATA\RA\20-0026-19\GIS\LOJO COOLING MAPPING.APRX BY: ANEFF PLOT DATE: JUN 14, 2022 COORDINATE SYSTEM: NAD 1983 2011 STATEPLANE WASHINGTON NORTH FIPS 4601 FT US

**RH2**

**NORTH**

1 inch : 400 Feet

0 100 200 400 Feet

DRAWING IS FULL SCALE WHEN BAR MEASURES 2"

**CHELAN DOUGLAS Regional Port AUTHORITY**

**Exhibit 1**

**Disposal Areas**

**CDRPA**

**GBI HOLDINGS**

**Vicinity Map**

ESTIMATED HERE, Garmin USGS, EPA, NPS

This map is a graphic representation derived from the Chelan Douglas Regional Port Authority (Port) Geographic Information System. It was designed and intended for Port staff use only; it is not guaranteed to survey accuracy. This map is based on the best information available on the date shown on this map.

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## **Appendix 1**

### **Clear Water Discharge Demand Technical Memorandum**

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# Technical Memo

<b>Client Company</b>	Microsoft	<b>ESD Project #</b>	C220230-011
<b>Client Contact / Phone #</b>	Avery Africa	<b>Date</b>	06/03/22
<b>Author / Phone #</b>	Chad Mendell / 312-456-2387	<b>Date of Visit</b>	
<b>Project Name</b>	Microsoft EAT12 LDO-Energy		
<b>Location</b>	Malaga, Washington (in Chelan County)		

<b>Subject</b>
Clear Water Discharge Demand

<b>Comments</b>																								
<p><b>Summary:</b> The utility to accept the clear water discharge from the Microsoft EAT12 site in Malaga, Washington should be sized for 6 Data Center Buildings. The current need is for 3 Buildings, but this anticipated to expand to 6 Buildings in the future.</p> <p>Clear Water Discharge will come from the mechanical equipment used to cool the data center spaces within the building.</p> <p><b>General Statistics:</b></p> <ul style="list-style-type: none"><li>• Cycles of Concentration: 3</li><li>• Estimated Use Per Year: 420 Hours per Year</li></ul> <p><b>Clear Water Discharge During the Hottest Month of the Year (August):</b></p> <ul style="list-style-type: none"><li>• Discharge Temperature: 83.5 Deg F Average / 83.5 Deg F Max</li></ul>																								
<table border="1"><thead><tr><th></th><th><b>1 Building</b></th><th><b>6 Buildings</b></th><th><b>Unit</b></th></tr></thead><tbody><tr><td><b>Peak Instantaneous Discharge</b></td><td>97</td><td>582</td><td><b>GPM</b></td></tr><tr><td><b>Peak Hour Discharge</b></td><td>97</td><td>582</td><td><b>GPM</b></td></tr><tr><td><b>Total Discharge on Peak Day</b></td><td>42,000</td><td>252,000</td><td><b>GPD</b></td></tr><tr><td><b>Avg Discharge Over Peak 7 Days</b></td><td>31,825</td><td>190,950</td><td><b>GPD</b></td></tr><tr><td><b>Avg Discharge Over Peak Month</b></td><td>11,175</td><td>67,050</td><td><b>GPD</b></td></tr></tbody></table>		<b>1 Building</b>	<b>6 Buildings</b>	<b>Unit</b>	<b>Peak Instantaneous Discharge</b>	97	582	<b>GPM</b>	<b>Peak Hour Discharge</b>	97	582	<b>GPM</b>	<b>Total Discharge on Peak Day</b>	42,000	252,000	<b>GPD</b>	<b>Avg Discharge Over Peak 7 Days</b>	31,825	190,950	<b>GPD</b>	<b>Avg Discharge Over Peak Month</b>	11,175	67,050	<b>GPD</b>
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<b>Comments</b>			
<b>Clear Water Discharge Per Month:</b>			
	<b>1 Building</b>	<b>6 Buildings</b>	<b>Unit</b>
<b>January</b>	0	0	<b>Gallons</b>
<b>February</b>	0	0	<b>Gallons</b>
<b>March</b>	0	0	<b>Gallons</b>
<b>April</b>	0	0	<b>Gallons</b>
<b>May</b>	46,600	279,603	<b>Gallons</b>
<b>June</b>	144,991	869,947	<b>Gallons</b>
<b>July</b>	242,922	1,457,530	<b>Gallons</b>
<b>August</b>	346,341	2,078,048	<b>Gallons</b>
<b>September</b>	37,784	226,705	<b>Gallons</b>
<b>October</b>	0	0	<b>Gallons</b>
<b>November</b>	0	0	<b>Gallons</b>
<b>December</b>	0	0	<b>Gallons</b>
<b>TOTAL (ANNUAL)</b>	<b>818,639</b>	<b>4,911,384</b>	<b>Gallons</b>

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Half 2, 2023							Half 1, 2024					Half 2, 2024					Half 1, 2025					Half 2, 2025					Half 1, 2026					Half 2, 2026	
							M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F
1		<b>Cooling Water Discharge System</b>	<b>753 days</b>	<b>Mon 7/31/23</b>	<b>Wed 7/1/26</b>																																			
2		RPA/MSFT Agreement	0 days	Mon 7/31/23	Mon 7/31/23																																			
3		RPA/RH2 agreement	0 days	Thu 8/17/23	Thu 8/17/23	2FS+14 days																																		
4		<b>Phase 1 Design</b>	<b>130 days</b>	<b>Fri 8/18/23</b>	<b>Mon 2/26/24</b>																																			
5		Pipe conveyance design	20 days	Fri 8/18/23	Fri 9/15/23	3																																		
6		Geotechnical analysis	30 days	Mon 9/18/23	Fri 10/27/23	5																																		
7		Stormwater engineering and reporting	20 days	Mon 10/30/23	Wed 11/29/23	6																																		
8		Prepare site grading plan	20 days	Thu 11/30/23	Fri 12/29/23	7																																		
9		Design site access	20 days	Tue 1/2/24	Mon 1/29/24	8																																		
10		Design lined pond	20 days	Tue 1/30/24	Mon 2/26/24	9																																		
11		<b>Phase 1 Bid</b>	<b>60 days</b>	<b>Tue 4/9/24</b>	<b>Tue 7/2/24</b>	<b>4</b>																																		
12		Bid period	35 days	Tue 4/9/24	Mon 5/27/24	27,28																																		
13		Award and execution	25 days	Tue 5/28/24	Tue 7/2/24	12																																		
14		<b>Phase 1 Construction</b>	<b>80 days</b>	<b>Wed 7/3/24</b>	<b>Wed 10/23/24</b>																																			
15		Construct conveyance system	20 days	Wed 7/3/24	Wed 7/31/24	11																																		
16		Construct pond	60 days	Thu 8/1/24	Wed 10/23/24	15																																		
17		EAT 12 Comissioning	154 days	Tue 4/1/25	Fri 10/31/25																																			
18		EAT 12 Startup	0 days	Mon 12/1/25	Mon 12/1/25																																			
19		<b>Phase 2 Design</b>	<b>120 days</b>	<b>Tue 2/27/24</b>	<b>Wed 8/14/24</b>																																			
20		Design spray field system	40 days	Tue 2/27/24	Mon 4/22/24	4																																		
21		Design mechanical system	30 days	Tue 4/23/24	Tue 6/4/24	20																																		
22		Design electrical system	30 days	Wed 6/5/24	Wed 7/17/24	21																																		
23		Prepare landscape plans	20 days	Thu 7/18/24	Wed 8/14/24	22																																		
24		<b>Land Use and Construction Permitting</b>	<b>290 days</b>	<b>Wed 11/29/23</b>	<b>Wed 1/15/25</b>																																			
25		County Pre-Application Meeting	0 days	Wed 11/29/23	Wed 11/29/23	7																																		
26		SEPA	30 days	Thu 11/30/23	Mon 1/15/24	25																																		
27		County Right of Way Permit	20 days	Tue 1/16/24	Mon 2/12/24	26																																		
28		County Franchise Permit	90 days	Thu 11/30/23	Mon 4/8/24	25																																		
29		Cultural Resource Survey	60 days	Tue 1/2/24	Mon 3/25/24	8																																		
30		Public Involvement	90 days	Tue 1/30/24	Tue 6/4/24	9																																		
31		Critical Areas Permit	90 days	Tue 1/2/24	Mon 5/6/24	8																																		
32		Preapre CUP	120 days	Tue 5/7/24	Wed 10/23/24	20,31,29,26																																		
33		County Building Permit	60 days	Thu 10/24/24	Wed 1/15/25	23,32																																		
34		Construction Stormwater Permit	60 days	Tue 2/27/24	Mon 5/20/24	10																																		

Project: Project Schedule  
Date: Fri 6/30/23

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			



### Cooling Water Discharge System (Phase 1 and Phase 2)

Item Description	Total Cost
Mobilization (8%)	\$450,000
Pipe Extension from LOJO to Site	\$1,090,000
Site Preparation	\$530,000
Lined Basins	\$720,000
Spray Field	\$1,750,000
Pump Station Mechanical and Building	\$660,000
Electrical and Controls	\$600,000
Site Restoration Allowance	\$300,000
<b>Construction Subtotal</b>	<b>\$6,100,000</b>
Sales Tax (8.3%)	\$510,000
<b>Construction Total (2023)</b>	<b>\$6,610,000</b>
Indirect Costs (35%)*	\$2,320,000
<b>Construction Total (2023)</b>	<b>\$8,930,000</b>
Administrative Cost (5%)	\$450,000
Planning Level Contingency (25%)	\$2,240,000
<b>Construction Total + Contingency (2023)</b>	<b>\$11,620,000</b>
Construction Year	2025
Annual Inflation	7%
Estimated Total Inflation	\$1,690,000
<b>Land Acquisition</b>	<b>\$1,925,000</b>
<b>Estimated Project Total (2025)</b>	<b>\$15,235,000</b>
<b>Project Cap</b>	<b>\$16,800,000</b>

\*Indirect costs include permitting, engineering, and legal fees

## **CHELAN DOUGLAS REGIONAL PORT AUTHORITY POLICY AND PROCEDURES FOR TRAVEL AND MEALS**

### **(1) PURPOSE**

This policy applies to Chelan Douglas Regional Port Authority (Port Authority) Board of Directors and employees traveling or incurring expenses on Port Authority business.

The purpose of this policy is to define allowable Port Authority business expenses and establish protocols for incurring and obtaining reimbursement for reasonable travel, local Port Authority business expenses, and educational expenses when engaged in official Port Authority business. It is expected that costs incurred are reasonable and necessary.

### **(2) POLICY**

It is the policy of the Port Authority that all Board of Directors and employees of the Port Authority (hereafter, collectively referred to as "Port Authority Personnel") shall receive their reasonable and necessary travel and other business expenses when engaged in official Port Authority business.

### **(3) PROCEDURE OVERVIEW**

As a general rule, all travel and business expenses must be claimed by the person incurring the expenses. Itemized receipts are required along with supporting documentation. If expenses also cover other Port Authority Personnel, then the documentation must clearly show who participated in the event/meal. In the event the Port Authority has prepaid expenses for which services are not ultimately rendered, the Director or employee is responsible to obtain the related charges or refunds. This normally occurs in connection with pre-paid transportation or accommodation expenses, where the itinerary or method of travel may require last-minute changes after purchase and payment.

Travel expenses while on Port Authority business should be paid for using the Port Authority issued charge card if available. If a Port Authority charge card is not available, Port Authority Personnel may pay travel expenses with a personal credit card, cash or check, and thereafter make a claim for reimbursement. A detailed receipt is required in addition to the form of payment (credit card slip, cancelled check).

### **(4) TRAVEL PLANNING**

#### **(a) Authorization:**

Port Authority employee travel outside Washington must be approved in advance, and approval should be in writing, by the Chief Executive Officer. Employee travel within Washington must be approved in advance, and may be approved verbally or



in writing by the department director or the Chief Executive Officer. In the event travel is authorized verbally, the signed and approved Travel Expense Claim Form will serve as proof of authorization.

Board of Director travel within Washington does not require approval from the Port Authority Board of Directors. Board of Director travel outside Washington must be approved in advance by the Port Authority Board of Directors, provided, however, the Chief Executive Officer may authorize such travel in the event of unique or unanticipated circumstances and obtaining advance approval of the Board is not possible. In this event, the Chief Executive Officer shall notify the entire Board at the next meeting.

Port Authority Personnel travel expenses in excess of \$5,000 per individual must receive prior Board of Director approval.

(b) Domestic Travel:

Travel within the United States and British Columbia, Canada is treated as domestic travel for purposes of this policy.

(c) International Travel:

With the exception of travel to British Columbia, Canada, all international travel must be authorized in advance by the Chief Executive Officer as to Port Authority employees and by the Port Authority Board of Directors, in an open public meeting, as to Board of Directors and Chief Executive Officer.

(d) Travel Reward Programs:

Travel reward programs such as frequent flier mileage, certificates for travel when bumped from a flight and hotel points programs are recognized as the Port Authority Personnel's personal property. In no instance should the acquisition of such rewards cause the Port Authority to incur additional expenses.

## (5) ALLOWABLE EXPENSES

(a) Receipts and Documentation:

In general, itemized receipts are required for all expenses.

Original receipts and supporting documentation must be retained for six years to comply with the State of Washington records retention schedule. The Port Authority business purpose and location for all expenditures must be explained and documented.

(b) Business Travel Combined with Personal or non-Port Authority Travel:

Personal/non-Port Authority charges on Port Authority charge cards by Port Authority Personnel constitute a lending of the Port Authority's credit, and thus are strictly prohibited. Any misuse that results in a suspected or actual loss will be reported to the State Auditor's Office and could include revocation of the charge card and other progressive measures as deemed appropriate.

(c) Clear Separation Between Port Authority Business and Non-Port Authority Business Travel:

Any time travel to a destination for Port Authority business is combined with non-Port Authority travel before and/or after the duration of travel for official Port Authority business, all services rendered on a Port Authority issued charge card must start and stop on the start and end date of Port Authority business travel. Utilizing any services during the extended duration involving personal or non-Port Authority travel, such as lodging, rental car, parking and meals, must be billed separately and paid for personally.

Any time air travel to a destination for Port Authority business is also combined with personal or non-Port Authority travel before and/or after the duration of travel for official Port Authority business, the air travel costs must be properly segregated between the Port Authority business and personal or non-Port Authority travel portions. The Port Authority business portion should be charged to the Port Authority travel charge card. All personal or non-Port Authority related costs must be charged separately to a personal charge card, at the time of incurring the costs. For example, charges may be segregated by a travel agent or a customer service representative of a travel provider to comply with this requirement.

Combined business and extended personal or non-Port Authority travel, and time away by Port Authority employees must be authorized in advance by the Chief Executive Officer. The Port Authority assumes no responsibility or liability for personal or non-Port Authority travel taken in conjunction with Port Authority business travel.

**(6) AIR TRAVEL**

(a) Flight Class:

Authorized air travel arrangements shall be "Coach Class" or equivalent.

(b) Exceptions:

The Chief Executive Officer or the Director of Finance & Administration may authorize a class change to economy plus if available, business or first class or equivalent under the following conditions:

- When it is essential to conduct Port Authority business during the travel route with a customer who is ticketed in a class other than coach.
- Where the scheduled flight time, including connecting flights and change of planes, is in excess of 10 hours.
- When regularly scheduled flights between origin/destination points provide only economy plus, business or first-class accommodations, in which case the least cost upgrade would be allowed, or when time is of the essence and no coach class or equivalent rate or space is available.
- When a special condition or circumstance exists such as a physical or medical condition, or carry-on requirements (packages or equipment), which cannot be accommodated by coach class travel, or if the Board of Director or employee will be immediately conducting business upon arrival.
- When the class change results in an overall cost savings to the Port Authority by avoiding additional subsistence costs, overtime or lost productive time while awaiting coach-class accommodations.

(c) Group Travel:

When traveling on Port Authority business with a group, such as a trade mission, the traveler should attempt if possible to travel together with the group.

(d) Cost vs. Reasonable Flight Itinerary:

The most economical airfare should be purchased that also provides a practical flight itinerary and meets the requirements of the trip, with a preference for non-stop flights. Total cost consideration can also weigh the advantages of airline frequent traveler benefits, such as baggage charge waivers and business travel efficiency. Inquiry must be made about government discounts, travel agent discounts, and special rates when making reservations, as applicable. Port Authority Personnel must provide legitimate Port Authority business justification where airfare purchased is notably higher than the lowest available fare providing a reasonable flight itinerary.

(e) Travel to the Airport:

To ensure the safety and alertness of Port Authority Personnel travelling to and from SEA-TAC Airport, hotel accommodations are allowed the night before a flight that departs before 12pm or arrives after 7pm.

(f) Flight/Itinerary Changes:

When necessary, Port Authority Personnel may change an itinerary for legitimate Port Authority business reasons. Reimbursement claims for change fees shall be reviewed by, and may be approved by, the Chief Executive Officer or the Director of Finance & Administration. Any reimbursements or payments received as a result of the change must be submitted to the Port Authority. Ensure the carrier/service provider makes all payments payable to: "Chelan Douglas Regional Port Authority."

All change fees or other charges imposed for changes made by Port Authority Personnel to the itinerary for personal or non-Port Authority related reasons, whether in advance of travel or while travelling, are the personal responsibility of the traveler. Reminder, personal or non-Port Authority charges are prohibited on Port Authority charge cards.

(g) Excess Luggage/Baggage:

Charges for excess business or personal/non-Port Authority luggage are not allowed unless it is necessary to carry out official Port Authority business and at a reasonable cost.

**(7) LODGING**

(a) Accommodations:

Authorized lodging accommodations shall be 'Single Occupancy', except when spouses/domestic partners are required to accompany Port Authority Personnel for Port Authority business reasons. Use of prudence is required when selecting accommodations (hotel, motel, etc.) appropriate to carry out the Port Authority business purpose of travel. The location, conference hotel, overall costs, availability and quality of facilities must also be taken into consideration. Lodging will be reimbursed at cost when accompanied by an itemized receipt from the place of stay and an approved travel authorization.

(b) Same Day Travel:

To ensure the safety and alertness of Port Authority Personnel travelling to a conference/meeting/training where they would have to leave their worksite or home address (whichever is less) before 7 am, hotel accommodations are allowed and reimbursable. Similarly, if a Board of Director or employee concludes a

conference/meeting/training after 7 pm, hotel accommodations are allowed and reimbursable.

(c) Discounts:

Inquiry should be made about any government rates, special rates, or discounts available to the Port Authority by the lodging establishment or service provider.

(d) Resort or Fitness Facility Fees:

Resort or facility use fees, such as for a fitness center, included in the standard rate or imposed by the hotel or place of stay are covered as a Port Authority business-related lodging expense. However, 'discretionary' guest fees for the use of facilities offered by the hotel or place of stay are a non-allowed, non-reimbursable business expense.

(e) Hotel Parking:

Actual expenses incurred for hotel parking, as appropriate, are allowable. Original receipts must accompany reimbursement requests. The cost of parking charges at the hotel must be considered when deciding whether to rent a vehicle while travelling. Valet parking will be reimbursed at the self-park rates unless self-park is full, it is the only available parking, or it is approximately the same rate given the length of stay or need for in/out access.

(f) Non-Port Authority Expenses:

All personal or non-Port Authority expenses included on a lodging bill must be paid separately and personally, at the time of checkout by the Port Authority Director or employee. Request must be made to have the business and personal/non-Port Authority charges split into separate bills for payment. Reminder, personal or non-Port Authority charges are prohibited on Port Authority charge cards.

**(8) RENTAL VEHICLES**

(a) Need for Vehicle:

When necessary to carry out Port Authority business, a rental vehicle may be authorized while travelling. The Port Authority business need for use of a rental vehicle must be substantiated and documented. If the event/purpose of Port Authority business travel is held at the same location as the hotel or within reasonable walking distance, or if necessary travel is only between the airport and

hotel, a rental vehicle is not allowed. In those situations, a shuttle van or taxi should be used.

(b) Vehicle Class & Costs:

A compact or mid-size vehicle should be rented, except when there are justified circumstances, such as customer, physical or group requirements. Authorized rental vehicle expenses include: the cost of rental, mileage, gasoline, and insurance as specified under Insurance Protocols.

(c) Rental Vehicle Insurance Protocols:

The Port Authority's auto insurance policy covers Port Authority Personnel for both liability and physical damage while renting a car for Port Authority business in both the United States and Canada. If a loss should occur while renting a car on Port Authority business, the Port Authority's auto insurance policy is primary and an employee's personal auto insurance will be secondary or utilized on an excess basis. Port Authority Personnel are encouraged to confirm and read their personal auto insurance policy as it pertains to renting a car for business purposes.

Port Authority Personnel must 'decline' the Supplemental Liability Insurance offered by the rental car agency and the Loss Damage Waiver (or the Collision Damage Waiver) as offered. Any other insurance offered by car rental companies must be declined as these insurance costs will not be reimbursed.

(d) Payment Method:

Vehicle rentals while on Port Authority business should be paid for using the Port Authority issued charge card if available. A copy of the rental contract must be included with other receipts upon filing a travel expense report. If the Port Authority Director or Employee does not have a Port Authority-issued charge card, a personal credit card can be used.

(e) Accidents & Driver Safety Policy:

In case of an incident, the appropriate authority, such as local Police and the rental agency, must be informed. The Port Authority's Administrative Office must also be informed within 24 hours following an incident. An Accident/Incident Report Form will be completed by the Port Authority Employee within 48 hours of the accident.

(f) Rental Vehicle Usage:

Rental vehicles shall be used for Port Authority business purposes only; however, depending on the location, approximately 30 mile radius within the vicinity may be considered de minimis personal use (drive to a restaurant, shopping center, local point of interest, etc.).

## **(9) BUSINESS MEETINGS/CONFERENCES/SEMINARS/TRAINING**

'Business Meetings' are defined as meetings with Port Authority customers or potential customers or of official groups in which the Port Authority holds memberships or is otherwise affiliated for the purposes of promotion, education, research or joint action. Legitimate expenses may include, but are not limited to, registration fees, printed materials, business phone calls, baggage handling, or such other miscellaneous items as may be reasonable and necessary in order to participate in the official proceedings.

### **(a) Business Need:**

The travel authorization must document legitimate Port Authority business purpose for attendance. The cost of the travel must be considered as part of the decision to attend. Inquiry should be made whether the same business meeting, conference, seminar or training will be provided in-state and/or via teleconference or internet. If the same business meeting, conference, seminar or training is available in-state or online, attendance should be in-state or online, unless job requirements or circumstances preclude that or out-of-state attendance is an integral and necessary part of the job. Documenting the basis for the decision to authorize travel out-of-state is required.

### **(b) Arrangements & Costs:**

Business meetings, conference, seminar and training arrangements may be made by the attendee or by administrative staff. Necessary and reasonable business expenses are reimbursable at cost when proper authorization to attend is received. Other miscellaneous expenses related to, authorized travel may be reimbursed as incurred when accompanied by receipt and justification.

## **(10) MEALS**

### **(a) Meal Expenses:**

Meals while traveling on Port Authority business should be based on reasonable costs for the area of travel. The following provisions apply to meal reimbursement:

- (i) In general, the Port Authority's preference for meal reimbursements will be based on an itemized receipt. However, in an effort to create efficiencies in the reimbursement process when Port Authority business travel requires overnight

lodging, the Port Authority will allow Port Authority Personnel to choose between providing itemized receipts or receiving GSA per diem allowance for the area of travel. However, when a Port Authority issued credit card is used, Port Authority Personnel must provide detailed receipts.

- (ii) In the event an itemized receipt is not available, the following options are available: a) Port Authority Personnel may submit a “Substitute Receipt” form; or b) Port Authority Personnel may elect to be paid the GSA per diem allowance. In any case, no reimbursement may exceed the GSA per diem allowance for the area of travel. Current federal per diem meal rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- (iii) Meals should not exceed approximately 200% of the federal per diem rate in the area of travel. If the meal costs exceed 200% of the federal per diem meal rate for the area of travel, Port Authority Personnel must provide a legitimate business reason and receive the written approval of the Director of Finance & Administration. If a legitimate business reason and approval is not provided, Port Authority Personnel will pay the difference or not be reimbursed.
- (iv) If the travel includes international locations, the Department of State Foreign Per Diem rates may be used. Those rates can be found at [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp).
- (v) If an employee or Board of Director deems it is more beneficial to the Port Authority to have a meeting with colleagues, business partners, consultants or to work remotely versus attending a prepaid conference meal, the employee or Director should provide an explanation when requesting a meal reimbursement which is substituted for a conference meal. The Port Authority also recognizes that continental breakfasts are not always a healthy or acceptable option; in this case an itemized receipt for the substitute meals is required.
- (vi) Reimbursement for business meals on the first and last day of travel will be allowed per the following schedule:

<b>Summary of Overnight Travel Scenarios: Travel Time</b>	<b>Breakfast Reimbursed</b>	<b>Lunch Reimbursed</b>	<b>Dinner Reimbursed</b>
Leave before 7am	Yes	Yes	Yes
Leave after 7am, before 12 pm	No	Yes	Yes
Leave after 12pm, before 7 pm	No	No	Yes
Return before 12pm	Yes	No	No
Return after 12pm, before 7pm	Yes	Yes	No
Return after 7pm	Yes	Yes	Yes



(vii) Reimbursement for business meals during same day travel will be allowed per the following schedule:

<b>Summary of Same Day Travel Scenarios: Travel Time</b>	<b>Breakfast Reimbursed</b>	<b>Lunch Reimbursed</b>	<b>Dinner Reimbursed</b>
Leave before 7am return before 1 pm	Yes	No	No
Leave before 7am return before 7 pm	Yes	Yes	No
Leave before 7am return after 7 pm	Yes	Yes	Yes
Leave before 12pm, return after 7pm	No	Yes	Yes
Leave before 12pm, return before 7pm	No	Yes	No
Leave after 1pm, return before 7pm	No	No	No

(viii) Promotional hosting and business meals are excluded from these requirements.

(b) Combined Employee Expenses:

In general, Port Authority Personnel may not pay expenses of other Port Authority Personnel and be reimbursed for such expenses, unless they are a participant in the same event and it is necessary for practical purposes such as a combined restaurant bill or hotel expenses of staff attending the same event. Itemized receipts are required along with supporting documentation clearly showing who participated in the event/meal.

(c) Business Meal Expenses:

If an Employee or Director deems it is more beneficial to the Port Authority to have a meeting over a meal with a colleague, business partner, consultant or customer, the actual expenses will be utilized for reimbursement. The business purpose and names and titles of the attendees must be substantiated on the Travel Expense Claim form and receipt.

(d) Meals While Not Travelling:

Expenses incurred for meals and refreshments exclusively between and among Port Authority Personnel are not reimbursable while not travelling, except that expenses for meals and refreshments may be reimbursed for official Port Authority business purposes as follows:

- Meals and refreshments consumed for Port Authority staff meetings or Port Authority Commission retreats, workshops or meetings lasting more than a half day or extending past 1pm for lunch and 6pm for dinner.

- Meals and refreshments consumed on-site when an integral part of a job-related meeting (consultant, attorney or business partner is present and business is continued through the meal period), conference, convention or training.
- Working meetings with or between Port Authority Board of Directors and Chief Executive Officer, where Port Authority business schedules necessitate.
- Meals to encourage voluntary participation over the lunch hour to participate in a business meeting, training or other information gathering.
- Occasional meals and refreshments to facilitate working late (in excess of 10 hours) or weekend hours (in excess of 6 hours) to meet deadlines or complete an important project, grant application, etc.

(e) Special Exceptions for Working Meals:

Expenses incurred for meals and refreshments during a public safety emergency, storm, or event that requires deployment of Port Authority Personnel, where it is not in the public safety interest for them to leave their assignment for meal breaks, may be reimbursed when approved by Chief Executive Officer.

(f) Not Allowable & Non-Reimbursable:

Alcohol is not reimbursable, unless such expense is incurred during promotional hosting activities. Refer to the Port Authority Policy on Promotional Hosting for appropriate guidelines.

When a meal is provided and paid for as part of a conference, training, seminar or a lodging package, costs for a related meal elsewhere are not allowable unless sufficient justification is provided and it is approved by the Chief Executive Officer or Director of Finance & Administration.

## (11) MISCELLANEOUS EXPENSES

Necessary and reasonable miscellaneous expenses and incidentals are reimbursable at cost when accompanied by receipts or an employee may elect to receive the GSA per diem allowance for incidental expenses. For domestic travel, the current GSA incidental rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>. For international travel, the Department of State Foreign Per Diem rates can be found at [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp). Both domestic and international incidental expenses should be accompanied by a brief Port Authority business justification.

(a) Phone/Fax/Internet:

All such business-related expenses are reimbursable at cost. Receipts are required for all phone/fax/internet expenses. Airplane phones should be used only when absolutely necessary for Port Authority business that cannot wait until after the plane lands.

(b) Laundry and/or Dry Cleaning:

Laundry and dry cleaning costs are allowable when travelling in excess of five days. Reasonable costs are reimbursable when accompanied by a receipt, and should be based on the number of days and the location of travel.

(c) Tipping/Baggage Handling:

Reimbursement will be made for customary tips and gratuities. Tips for meals are authorized at up to 20% and are to be included as part of the meal cost. Tips of a nominal amount are authorized for taxi drivers, bellhops, housekeeping, parking attendants, etc. All tips, other than for meals, are to be accounted for as miscellaneous expenses. If available, receipts should be attached to the Travel Expense Claim Form.

(d) Public Transportation (airline, railroad, bus, etc.):

The passenger copy of the transportation itinerary or ticket must be submitted to receive reimbursement.

## **(12) PRIVATE VEHICLE USAGE AND MILEAGE**

Port Authority Personnel are encouraged to use a Port Authority vehicle for Port Authority business whenever possible. However, an employee may be authorized to use his/her private vehicle for conducting Port Authority business as determined by the Chief Executive Officer. If a Port Authority vehicle is not available, reimbursement for mileage shall be based upon the Internal Revenue Service mileage reimbursement rate for business miles in effect at the time of travel. In the event the employee prefers to use his/her private vehicle for out-of-town travel in lieu of an available Port Authority vehicle, the employee shall receive prior approval to be reimbursed for mileage.

For all private vehicle mileage reimbursement requests, details on the date of travel, the starting and ending destinations, the purpose of travel, the miles driven, tolls and parking costs incurred must be provided and recorded on a Travel Claim Expense Form. Private vehicle mileage will not be reimbursed unless the driver has a valid and properly classed driver's license.

(a) Regular Commute:

For the purposes of this policy, an employee's regular commute in his/her private vehicle to and from his/her regular work station during the regular work week of Monday through Friday is not eligible for mileage reimbursement. Additionally, an employee's regular commute is also not considered to be 'Port Authority business' and therefore not subject to the insurance provision below.

For exempt Port Authority Employees, mileage will be reimbursed for commuting to a Port Authority facility when weekend work of at least two (2) hours is required.

(b) Insurance:

Port Authority Personnel who use their private vehicle for Port Authority business shall have a valid driver's license and vehicle insurance to protect the Port Authority in the event of an accident. In the event of an accident or loss while driving a private vehicle on Port Authority business, the following will occur:

- The Chief Executive Officer and, as applicable, the employee's immediate supervisor will be notified of the accident or loss within 24 hours.
- The Director's or Employee's automobile insurance will be viewed as the primary insurance since the insurance follows the automobile. The Port Authority's insurance policies may provide coverage in the event that the primary auto insurance policy is not adequate.
- If a Port Authority employee is injured in an auto accident while on official Port Authority business, the employee is covered by the Port Authority's worker's compensation coverage through the Washington State Department of Labor & Industries ("L&I").
- Any injured passengers in the private vehicle driven by a Port Authority Director or Employee may be covered by the driver's auto insurance, unless the injured passenger is a Port Authority employee, in which case coverage through L&I would apply.
- An Accident/Incident Report Form shall be completed by the employee or Director within 48 hours after the accident or loss, or as soon thereafter as is practicable.

When a Port Authority vehicle is available, Port Authority Personnel are strongly encouraged to utilize the Port Authority vehicle for Port Authority business.

**(13) TRIP INTERRUPTION**

(a) Extended Stay:

While travelling on Port Authority business, the stay may be extended or cut short at the hotel if travel plans are changed due to reasons defined in the following section.

(b) Travel or Event Cancellation:

Every reasonable effort must be made to transfer paid travel or event reservations for attendance by another Port Authority representative, with the exception of Port Authority Officers who may only transfer event reservations to another Officer.

Port Authority Personnel scheduled to travel or attend an event on Port Authority business may cancel without personal cost under the following unforeseen emergencies and conditions:

- Essential Port Authority or Board of Directors business
- Bereavement leave
- Military leave
- Jury duty leave
- Becomes ill or disabled before or during the Port Authority business travel
- Family medical leave
- An immediate family member is injured or becomes ill and requires the care of the Port Authority Officer or Employee.
- Severe weather conditions.
- Employment termination.

Other documented situations, such as legitimate unforeseen business schedule conflicts, as deemed appropriate by the Chief Executive Officer for Port Authority employees.

#### **(14) TRAVEL TIME COMPENSATION FOR FLSA NON-EXEMPT EMPLOYEES**

The time Port Authority Employees spend commuting to and from their regular place of work each day is not work time; thus, employees are not compensated for this time. Work time does include time spent traveling to another location for a special assignment, travel for an emergency outside the normal working hours, and time spent traveling during regular work hours as part of the employee's principal job duties. Overnight travel or travel away from home is work time when it cuts across the employee's normal workday and/or requires the employee to work on weekends or days when he or she would not otherwise be required to work. Regular meal periods and time spent sleeping or in other leisure activities while traveling is not work time, and employees are not compensated for this time.

#### **(15) HOW TO OBTAIN REIMBURSEMENT**

In auditing the claim for technical compliance with statutory and Port Authority procedural requirements, the Director of Finance & Administration is authorized to refuse payment of any expense claims, or portions thereof, which are not properly authorized or reimbursable, or which are not submitted in accordance with the requirements established in this policy.

**Adopted by the Chelan Douglas Regional Port Authority Board of Directors**

on September 10<sup>th</sup>, 2019.

**Chelan Douglas Regional Port Authority - Lease Report**  
**Leases & Renewals - Reporting Period JUNE 2023 | CDRPA Related**  
**Meeting: JULY 11, 2023**

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
Jade Mint Forge, LLC Jeffrey Fong LEASE ASSUMPTION	3355 SE 2nd Street East Wenatchee, WA	3,600 Sq Ft	6/1/2023	Current Terms Ends 5/31/2025	\$3,570.00
KRCI, LLC	Parking/Storage	1,200 sq ft	6/1/2023	M2M	\$500.00

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
6/1/2023	Blue Spirits Distilling Bldg B	Building B	Increase 3,344 sq ft Totaling 9,545 sq ft	M2M	\$2,718.43

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	
None Reported for this Period					

**Executive Director's Authority to Sign Leases**

Lease terms of five years duration or less.

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

**Chelan Douglas Regional Port Authority - Lease Report**  
**Leases & Renewals - Reporting Period JUNE 2023 | CTC Related**  
**Meeting: JULY 11, 2023**

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
None Reported for this Period					

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
None Reported for this Period					

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	
None Reported for this Period					

**Executive Director's Authority to Sign Leases**

Lease terms of five years duration or less.

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



**Chelan Douglas Regional Port Authority - Lease Report**  
**Leases & Renewals - Reporting Period JUNE 2023 | AVIATION Related**  
**Meeting: JULY 11, 2023**

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
Robert (Cody) Reck	Waterville Airport Suite B	Parcel Number: 252 222 100 11 1,824 sq ft	6/1/2023	M2M	\$300.00

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
None Reported for this Period					

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	
Town Air, LLC.	Executive Flight		6/30/2023	\$1,650.00	
Rantz Air	3764 Airport Way GA Terminal Office	240 Sq Ft	6/30/2023	\$126.00	

**Executive Director's Authority to Sign Leases**

Lease terms of five years duration or less.

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

**Chelan Douglas Regional Port Authority - Lease Report**  
**Leases & Renewals - Reporting Period MAY 2023 | CDRPA Related**  
**Meeting: JULY 11, 2023**

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
None Reported for this Period					

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
None Reported for this Period					

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	
None Reported for this Period					

**Executive Director's Authority to Sign Leases**

Lease terms of five years duration or less.

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

**Chelan Douglas Regional Port Authority - Lease Report**  
**Leases & Renewals - Reporting Period MAY 2023 | CTC Related**  
**Meeting: JULY 11, 2023**

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
None Reported for this Period					

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
None Reported for this Period					

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	
JBe Marketing	CTC Tech Center Suite 139	290 sq ft	5/31/2023	\$692.98	

**Executive Director's Authority to Sign Leases**

Lease terms of five years duration or less.

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

**Chelan Douglas Regional Port Authority - Lease Report**  
**Leases & Renewals - Reporting Period MAY 2023 | AVIAITON Related**  
**Meeting: JULY 11, 2023**

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
J&FP Air LLC Nick Plath	Executive Flight / Hangar One Campbell Parkway	Aviation Hangar	5/1/2023	M2M	\$385.00

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
	None Reported for this Period				

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	
Andrew Handley	Tie-Down		5/31/2023	\$67.00	

**Executive Director's Authority to Sign Leases**

Lease terms of five years duration or less.

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



RECEIVED

JUN 29 2023

**Executive Flight, Inc.**

CHELAN DOUGLAS  
REGIONAL PORT AUTHORITY

June 28, 2023

Pangborn Field Airport Board  
Chelan Douglas Regional Port Authority  
Attn: Trent Moyers, Director of Airports  
One Campbell Parkway, Suite A  
East Wenatchee, WA 98802

Re: June 6, 1983 Pangborn Field Airport Board and Executive Flight, Inc. Lease Agreement,  
as amended and extended

To Pangborn Field Airport Board:

On behalf of Executive Flight, Inc. ("Executive Flight"), I am reaching out to you as the June 6, 1983 Pangborn Field Airport Board ("Pangborn") and Executive Flight Lease Agreement, as amended and extended, for Douglas County Parcel No. 22211530029 (the "Lease") will expire on December 31, 2023. Please know I will refer to Douglas County Parcel No. 22211530029 as the "Leased Property" in this letter.

In accordance with the existing lease, Executive Flight and Pangborn have continually agreed to extend the Lease in five year increments. Executive Flight will not be requesting to extend the Lease any further, and will cease operating the Leased Property at the end of the current Lease term.

Paragraph 25 of the Lease states upon expiration of the Lease, any building, fixture, or improvements then existing on the premises shall revert to Pangborn at their option in good condition and repair, albeit normal wear and tear is acceptable. Unless otherwise agreed upon, Executive Flight will turn over the Property in good condition and repair, with normal wear and tear, to Pangborn upon expiration of the Lease.

As you know, Executive Flight erected a building on the Leased Property of which the northern portion is subleased to Federal Express ("FedEx") and the adjoining 80' x 80' aircraft hangar is leased to Shane Atkins. Executive Flight has notified its sublessees regarding the expiration of their individual sublease agreements with Executive Flight, effective as of December 31, 2023.

Pangborn Field Airport Board  
June 28, 2023  
Page -2-

Our information for communication with Tenant FedEx is attached. You may also communicate to their local address:

FedEx Shipping Center  
Atten: Station Manager  
3790 Airport Way  
East Wenatchee, WA 98802

Regarding the proportional subleases of the Leased Property, you may contact Shane Atkins at 225 Turtle Rock, East Wenatchee, WA 98802 or by phone (909) 499-7955 or Email at <bushpilot720@gmail.com>

Executive Flight is willing to sign a Bill of Transfer or other documentation as desired, evidencing Pangborn's acceptance of the building, fixtures, and improvements made by Executive Flight upon the Leased Property upon expiration of the Lease. This document will be forthcoming prior to the expiration of the Lease.

It has been a pleasure to work with you over the years. Please reach out with any questions you may have. Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Thomas Dye". The signature is written in a cursive style with a large, looped initial 'T'.

Thomas Dye  
Chief Executive Officer

Attachment

Cc: Colleen Frei



One Campbell Parkway, Suite A | East Wenatchee, WA 98802 | Phone: 509.884.4700 | Fax: 509.662.5151 | [www.cdrpa.org](http://www.cdrpa.org)

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July 6, 2023

Clint Wall  
Mayor - City of Mansfield  
P.O. Box 218  
Mansfield, WA 98830

Dear Mayor Wall,

Please find the Mansfield Airport Virtower Airport Operations Tracking Activity Report for the month of June 2023 enclosed.

Sincerely,

*Sarah Deenik*

Sarah Deenik  
Communications Coordinator

CC: Jim Kuntz, Chief Executive Officer  
Trent Moyers, Director of Airports

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**BOARD OF DIRECTORS**

Donn Etherington, Commissioner, Chelan County Dist. 1 | Jim Huffman, Commissioner, Douglas County Dist. 1 | JC Baldwin, Commissioner, Chelan County Dist. 2  
W. Alan Loeb sack, Commissioner, Douglas County Dist. 2 | Richard DeRock, Commissioner, Chelan County Dist. 3 | Mark Spurgeon, Commissioner, Douglas County Dist. 3



Airport Operations Tracking

**VirTower LLC**

13721 Jetport Commerce Pkwy, Suite 2  
 Fort Myers FL 33913  
 Phone +1 888 31 70 747  
 virtower.com | info@virtower.com

Airport Operations

**Snapshot Local Time**

Start Date 06/01/2023 00:00 LT  
 End Date 06/30/2023 23:59 LT

Creation 07/03/2023 13:31  
 User trent\_moyers8W3  
 Customer ID K8W3

**Summary**

Landings		Take-Offs		Totals	
Single Engine	1	Single Engine	2	Single Engine	3
Helicopter	1	Helicopter	0	Helicopter	1
<b>TOTAL</b>	<b>2</b>	<b>TOTAL</b>	<b>2</b>	<b>TOTAL</b>	<b>4</b>

**FAA AAC/ADG Summary**

Landings		Take-Offs		Totals	
A1	1	A1	2	A1	3
HEL	1	HEL	0	HEL	1
<b>TOTAL</b>	<b>2</b>	<b>TOTAL</b>	<b>2</b>	<b>TOTAL</b>	<b>4</b>

**Operations by Aircraft Type**

Single Engine	Single Engine Turbine	Multi Engine	Multi Engine Turbine	Business Jet	Jet 2	Jet NB	Jet 4	Jet WB	Helicopter	
C182	2								R66	1
Maule	1									

**Activity Summary**

LANDING RWY 03	2
TAKEOFF RWY 03	1
TAKEOFF RWY 21	1
<b>TOTAL</b>	<b>4</b>

*This report was generated using sensors monitoring aircraft operations at the selected airport and may not contain aircraft that do not have ADS-B. Airports that have multiple sensors deployed will also feature aircraft fitted with transponders only. The information presented is correct to the best of our knowledge from available sensors at the time: Les Goldsmith, President VirTower LLC*



# G-I

General Industrial

## PANGBORN AIRPORT PERMITTED USES

	<u>principal uses</u>	<u>accessory uses</u>	<u>prohibited uses</u>
<p><b>Pangborn Airport CDRPA Trade District:</b> envisioned to be a productive asset for the community by modifying and completing development to serve businesses with a special emphasis in serving underserved businesses.</p>	<p><b><u>Light manufacturing Uses</u></b></p> <ol style="list-style-type: none"><li>1. Arts, crafts, jewelry</li><li>2. Carpentry</li><li>3. Food Production</li><li>2. Horticulture</li><li>3. Marijuana Production</li><li>4. Mechanical fabrication</li><li>5. Micro-Brewery (onsite sales)</li><li>6. Packaging of beer, spirits, wine (on-site sales)</li><li>7. Spirits/Wine Distillery</li></ol> <p><b><u>Retail Type Uses</u></b></p> <ol style="list-style-type: none"><li>1. Apparel business</li><li>2. Art Studio</li><li>3. Bakery business</li><li>4. Business Supply retail</li><li>5. Construction retail sales</li><li>6. Convenience sales</li><li>7. Farm equipment sales</li><li>8. Feed Store</li><li>9. Finished goods retail</li><li>10. Food and Beverage sale</li><li>11. General Beverage</li><li>12. Greenhouse/Nursery</li><li>13. HVAC Vendors</li><li>14. Home furnishing retail</li><li>15. Jewelry, Arts &amp; Crafts.</li><li>16. Specialty retail sales</li></ol> <p><b><u>Other Uses</u></b></p> <ol style="list-style-type: none"><li>1. Professional Offices</li><li><del>2. Dance Hall</del></li></ol> <p><b><u>Public Uses</u></b></p> <ol style="list-style-type: none"><li>1. Farmers Market</li><li><del>2. Entertainment Stage</del></li></ol> <p><b><u>Service Uses:</u></b></p> <ol style="list-style-type: none"><li>1. Auto detailing</li><li>2. Alteration and Sewing</li><li>3. Aviation Support services</li></ol>	<ol style="list-style-type: none"><li>1. Employee recreation facilities and daycare centers and preschool</li><li>2. Limited repair of merchandise manufactured, assembled, or stored on the site, or of equipment and vehicles associated with the permitted business (on-site repairs)</li><li>3. Other accessory uses and buildings, such as cafe or cafeteria, security and caretaker</li></ol>	<ol style="list-style-type: none"><li>A. General commercial use, except as specifically permitted in this chapter;</li><li>B. Advertising displays or structures for off-premises businesses or activities;</li><li>C. General residential uses, except as specifically permitted in DCC Section <a href="#">18.60.030(D)</a>;</li><li>D. Mineral extraction except as specifically permitted in DCC Sections <a href="#">18.60.030(E)</a> and <a href="#">18.60.040(L)</a>;</li><li>E. Primary metal industries including blast furnaces and steel works; mills for primary smelting, secondary smelting, refining, reducing, finishing, rolling, drawing, extruding, and casting of ferrous and nonferrous metals;</li><li>F. Animal rendering facilities;</li><li>G. Recreational overlay designation;</li><li>H. Chemical production facilities;</li><li>I. Marijuana cooperatives as defined and described in RCW <a href="#">69.51A.250</a> as it now exists or may hereafter be amended;</li><li>J. The use of cargo containers, railroad cars, semi-truck trailers and other similar storage containers for data processing.</li></ol>

	<ol style="list-style-type: none"><li>4. Bookkeeping Services</li><li>5. Café/Restaurants</li><li>6. Catering &amp; Food Services</li><li>7. Cleaning Service</li><li>8. Commercial Kennel</li><li>9. Commercial Kitchen</li><li>6. Commercial Recreation</li><li>7. Computer/Technology repair services</li><li>8. Contractor Shops</li><li>9. Convenience Store</li><li>10. Counseling Services</li><li><del>11. Dance Halls</del></li><li>12. Delivery Services</li><li>13. Dry Cleaning services</li><li>14. Electrician/Plumber shop</li><li>15. Farm equipment repair</li><li>16. Food Trucks</li><li>17. Flooring Installation</li><li>18. Hotel/motel</li><li>19. Insurance Services</li><li>20. General Business support services</li><li>21. Graphic design support services</li><li>22. Hair Studio</li><li>23. Landscaping Services</li><li>24. Legal Services</li><li>25. Locksmith Services</li><li>26. Marketing Services</li><li>27. Massage Therapy</li><li>28. Moving Services</li><li>29. Pest Extermination Services</li><li>30. Printing and Publishing services</li><li>31. Recycling Services</li><li>32. Seamstress services</li><li>33. Shoe Repair</li><li>34. Wine bar</li><li>35. Warehouse &amp; Distribution</li><li>36. Welding Services</li><li>37. Wholesale storage</li></ol>		
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## 2023 CDRPA Calendar of Events

### JULY 2023

Date:	Time:	Event:	Location:	Attending:
11-Jul	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
13-Jul	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
13-14 Jul	All Day	WPPA 2023 Directors' Seminar	Hotel Indigo, Everett	Kuntz
18-Jul	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
22-23 July	All Day	Entiat Vintage Hydro Races	Entiat Park	
24-26 Jul	All Day	WPPA 2023 Commissioner Seminar	Alderbrook Resort	Commissioners Baldwin, Spurgeon and DeRock
25-Jul	9:00am	CANCELLED CDRPA Board Meeting	CTC	Board of Directors; Staff

### AUGUST 2023

Date:	Time:	Event:	Location:	Attending:
2-Aug	12:00pm	Wenatchee Confluence Rotary Club - CDRPA Presentation	Town Toyota Center - Second Floor	Commissioner Baldwin & Deenik
8-Aug	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
8-Aug	1:00pm-3:00pm	Tri-Commission Meeting	CTC	Board of Directors; Staff
8-Aug	5:30pm	Leavenworth Parking Study Session	Leavenworth City Hall	Kuntz and de Mestre
8-10 Aug	All Day	WEDA Summer Conference	Marcus Whitman Hotel & Conference Center, Walla Walla	Kuntz
8-11 Aug	All Day	Brownfields 2023 Conference	Detroit, MI	Larsen & Lammert
10-Aug	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner DeRock
13-15 Aug	All Day	Routes Takeoff (Airline Meetings)	Atlantic City, NJ	Moyers
15-Aug	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
21-24 Aug	All Day	Northwest Economic Development Course	Lacey, WA	Deenik & Lammert
22-Aug	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
29-Aug	6:00pm	Dinner with Jack Penning	Visconti's	Commissioners Baldwin & Spurgeon
30-Aug	7:30am-1:30pm	Partners in Economic Development Breakfast & Lunch - Jack Penning	Wenatchee Valley Convention Center	Board of Directors; Staff
30-Aug	6:00pm	Dinner with Jack Penning	Atlas Fare	Commissioner Etherington
31-Aug	12:00pm	Wenatchee Rotary Club	Pybus Event Center	Kuntz and Deenik

### SEPTEMBER 2023

Date:	Time:	Event:	Location:	Attending:
4-Sep	All Day	Labor Day - Office Closed	All Offices	CDRPA Staff
10-12 Sep	All Day	National Airports Conference	Spokane, WA	Moyers
11-15 Sep	All Day	Fall DC Fly-In	Washington, D.C.	
12-Sep	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
13-Sep	2:30pm-4:00pm	Douglas County Community Leadership Advisory Group	Executive Flight	Commissioner DeRock, Commissioner Huffman and Kuntz; Advisory Group members
14-Sep	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner DeRock
18-21 Sep	All Day	Fall DC Fly-In Alternate	Washington, D.C.	

19-Sep	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
21-22 Sep	All Day	WPPA 2023 Fall Environmental Seminar	Silver Cloud Hotel, Pt. Ruston - Tacoma, WA	
19-22 Sep	All Day	2023 WFOA 68th Annual Conf.	Spokane Convention Ctr.	Lough
20-22 Sep	All Day	NWAAAE Annual Conference	Kelowna, BC	Moyers
26-Sep	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
<b>OCTOBER 2023</b>				
<b>Date:</b>	<b>Time:</b>	<b>Event:</b>	<b>Location:</b>	<b>Attending:</b>
7-Oct	All Day	Triannual Fire Exercise Training	Pangborn Airport	Commissioner Spurgeon & Moyers
10-Oct	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
12-Oct	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner DeRock
17-Oct	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
19-21 Oct	All Day	PMA Fresh Summit	Anaheim, CA	de Mestre
24-Oct	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
24-26 Oct	All Day	Infrastructure Assistance Coordinating Council Conference	Wenatchee Convention Center	
26-27 Oct	All Day	Small Ports Seminar	Campbell's Resort	Commissioners Spurgeon and Baldwin
<b>NOVEMBER 2023</b>				
<b>Date:</b>	<b>Time:</b>	<b>Event:</b>	<b>Location:</b>	<b>Attending:</b>
9-Nov	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner DeRock
14-Nov	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
21-Nov	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
23-Nov	All Day	Thanksgiving Holiday - Office Closed	All Offices	CDRPA Staff
24-Nov	All Day	Thanksgiving Holiday - Office Closed	All Offices	CDRPA Staff
28-Nov	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
<b>DECEMBER 2023</b>				
<b>Date:</b>	<b>Time:</b>	<b>Event:</b>	<b>Location:</b>	<b>Attending:</b>
6-8 Dec	All Day	WPPA 2023 Annual Meeting	Hilton: Vancouver	Commissioner Baldwin, Spurgeon & DeRock
12-Dec	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
3-Dec	2:30pm-4:00pm	Douglas County Community Leadership Advisory Group	Executive Flight	Commissioner DeRock, Commissioner Huffman and Kuntz; Advisory Group members
14-Dec	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioner DeRock
19-Dec	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
25-Dec	All Day	Christmas - Office Closed	All Offices	CDRPA Staff
26-Dec	All Day	Christmas - Office Closed	All Offices	CDRPA Staff