

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
April 12th, 2022
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. CONSENT AGENDA

CDRPA: Approval of Chelan Douglas Regional Port Authority Minutes of March 22nd, 2022 Meeting; Approval of Tri Commission Meeting Minutes of March 29th, 2022; Check Register Pages #2022-09 - #2022-13, including Electronic Transfers

POCC: Approval of Port of Chelan County Check Register Page #2022-02

V. PRESENTATION

- T-O Engineers – MALSR Project Update

VI. CDRPA ACTION ITEMS

- (1) Authorization to enter into Cooling Water Disposal Evaluation with RH2 Engineering for GBI Property in Malaga
- (2) Authorization to enter into General Engineering Services with RH2 Engineering for Malaga water system improvements to Lojo Property
- (3) Revised Operating Policy – Airport Terminal Building Parking Lot
- (4) Executive Flight Fueling System Repairs & Improvements – Change Order
- (5) Authorization to Bid Waterville Airport Lighting Project & submit grant to WSDOT Aviation Division, with a 10% Regional Port match

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

- Letter of Support Request – Renaming US Highway 97 to “World War II Veterans Memorial Highway”
- Congressionally Directed Spending Requests – FY23
- Cashmere Mill District – Land Appraisal Results
- Lineage Property – Going Forward Strategy
- Recap – Partnership Breakfast & Lunch Events
- Alaska Airlines Fall Schedule - Pangborn
- Greater Wenatchee Irrigation District Update
- Airport Apron Rehabilitation Project Update

VIII. MISCELLANEOUS STAFF REPORTS

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

IX. PUBLIC COMMENT

X. REVIEW CALENDAR OF EVENTS

XI. ITEMS FROM BOARD OF DIRECTORS

- XII. 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))

XIII. 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
SUGGESTED MOTIONS
April 12th, 2022

IV.

CDRPA CONSENT AGENDA

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the March 22nd, 2022 Meeting and the March 29th, 2022 Tri Commission Meeting, and Check Register Pages #2022-09 - #2022-13, including Electronic Transfers.

POCC CONSENT AGENDA

To approve the Port of Chelan County Consent Agenda consisting of Check Register Page #2022-02.

VI. CDRPA ACTION ITEMS

1. Authorization to enter into Cooling Water Disposal Evaluation with RH2 Engineering for GBI Property in Malaga

To authorize the CEO to enter into a Cooling Water Disposal Evaluation Agreement with RH2 Engineering for the GBI Property in Malaga, in the amount of \$45,813, as presented.

2. Authorization to enter into General Engineering Services with RH2 Engineering for Malaga water system improvements to Lojo Property

To authorize the CEO to enter into a General Engineering Services Agreement with RH2 Engineering for Malaga water system improvements to Lojo Property, in the amount of \$404,012, as presented.

3. Revised Operating Policy – Airport Terminal Building Parking Lot

To approve the Revised Operating Policy for the Airport Terminal Building Parking Lot, as presented.

4. Executive Flight Fueling System Repairs & Improvements – Change Order

To approve Executive Flight Fueling System Repairs & Improvements COP #2 and increase the overall project budget to \$75,000.

5. Authorization to Bid Waterville Airport Lighting Project & submit grant to WSDOT Aviation Division, with a 10% Regional Port match

To authorize the CEO to proceed with bidding the Waterville Airport Lighting Project and to submit a WSDOT Aviation Grant pledging a 10% Regional Port match.



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
March 22, 2022
9:00 am**

Present:

Directors:

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

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

Staff:

Jim Kuntz, Chief Executive Officer
Trent Moyers, Director of Airports
Quentin Batjer, Legal Counsel
Bobbie Chatriand, Administrative Assistant
Esther McKivor, Acct. Specialist (Zoom)
Tricia Degnan, CTC Mgr. (Zoom)
Laura Camarillo Reyes, Admin. Assistant (Zoom)

Monica Lough, Director of Finance
Ron Criddlebaugh, Director of Econ. Dev.
Stacie de Mestre, Capital Projects Mgr.
Sarah Deenik, Comm. Specialist
Craig Larsen, Business Dev. Manager
Bealinda Tidd, Acct. Specialist (Zoom)
Ron Russ, Property & Maintenance Mgr.

Guests:

Ray Dobbs (Zoom)
Emily Thompson, Wen. World
JR Norvell, T.O. Engineers (Zoom)
Tina Johansen, ALSC Architects (Zoom)
Tal Glass, Mead & Hunt (Zoom)
Aaron Bonck, Time Value Investments (Zoom)
Aaron Buob, T.O. Engineers (Zoom)
Chris Mansfield, T.O. Engineers (Zoom)
Brett Baba – Graham Baba Architects
Brian Jones – Graham Baba Architects
Linda Haugland, Wenatchee Downtown Association

Erik Howe, RH2 (Zoom)
Kyle Lamb, KPQ (Zoom)
Mike Walker, Pybus Public Market (Zoom)
Timothy Ike, JUB Engineers (Zoom)
Jerri Barkley, Wenatchee Valley Chamber
Kevin Vitulli, Banner Bank (Zoom)
Morgan Shook- Eco Northwest

The Chelan Douglas Regional Port Authority Board Meeting was called to order at 9:11 am. The meeting began late due to IT/Sound Issues.

Introductions were made.

Conflict of Interest: None

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of March 8th, 2022 Meeting and February 2022 Commission Calendar.

Motion No.

Moved by:

Seconded by:

03-08-22 CDRPA

W. Alan Loeb sack

Jim Huffman

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of February 23rd, 2022 Meeting and February 2022 Commission Calendar.

Motion passed 5-0.

Director Baldwin called for a 10-minute break at 10:35 am, meeting reconvened at 10:45 am.

Commissioner Etherington joined the meeting at 10:45am.

PRESENTATIONS:

Time Value Investments – Aaron Bonck

Aaron Bonck shared the current investment portfolio summary of the CDRPA. In addition, Bonck gave an update on the current state of the financial markets.

Lineage Adaptive Reuse Master plan – Graham Baba Architects/Eco Northwest

A presentation was made on the Columbia Street adaptive reuse feasibility study. Brett Baba, Brian Jones and Morgan Shook went over the proposed redevelopment plans and detailed cost estimates. Board members thanked Graham Baba for their thoughtful redevelopment plan.

CDRPA ACTION ITEMS:

Pangborn Memorial Airport Taxiway A Realignment Project Bid Award

To accept the Engineer’s recommendation that Selland Construction, Inc. is the apparent low bidder for the Pangborn Memorial Airport Taxiway A Realignment Project, in the amount of \$16,444,627.44, including Washington State Sales Tax.

Motion No.
Moved by:
Seconded by:

03-09-22 CDRPA
W. Alan Loeb sack
Mark Spurgeon
To accept the Engineer’s recommendation that Selland Construction, Inc. is the apparent low bidder for the Pangborn Memorial Airport Taxiway A Realignment Project, in the amount of \$16,444,627.44, including Washington State Sales Tax.

Motion passed 6-0.

To authorize the CEO to award and sign the contract with Selland Construction, Inc., in the amount of \$16,444,627.44 including Washington State Sales Tax, upon receipt and acceptance of all necessary deliverables required by the contract documents from the contractor and further conditioned on the Regional Ports prior acceptance of and FAA grant offer for said project.

Motion No.
Moved by:
Seconded by:

03-10-22 CDRPA
Jim Huffman
W. Alan Loeb sack
To authorize the CEO to award and sign the contract with Selland Construction, Inc., in the amount of \$16,444,627.44 including Washington State Sales Tax, upon receipt of and acceptance of all necessary deliverables required by the contract documents.

Motion passed 6-0.

To authorize the CEO to enter into a FAA AIP Grant Offer for the Pangborn Memorial Airport Taxiway A Realignment Project.

Motion No.
Moved by:
Seconded by:

03-11-22 CDRPA
Mark Spurgeon
Jim Huffman
To authorize the CEO to enter into a FAA AIP Grant Offer for the Pangborn Memorial Airport Taxiway A Realignment Project.

Motion passed 6-0

To establish an overall construction phase budget in an amount not to exceed \$ 20,471,949 consisting of the Construction Contract, previously approved Design & Construction Management Contract, plus a 5% contingency.

Motion No.
Moved by:
Seconded by:

03-12-22 CDRPA
Mark Spurgeon
W. Alan Loeb sack
To establish an overall construction phase budget in an amount not to Exceed \$20,471,949.

Motion passed 6-0.

Orondo River Park Long Term Operation Agreement -The CDRPA along with the Chelan County Public Utility District have drafted a new lease and operating agreement for Orondo River Park. This will be a 10-year agreement, with a review after year five. Either party may also terminate the agreement without cause with 180 day written notice.

Motion No.
Moved by:
Seconded by:

03-13-22 CDRPA
Jim Huffman
Mark Spurgeon
To authorize the CEO to sign the Orondo Riverpark Long Term Operating Agreement.

Motion passed 6-0.

Airport General Consulting Services – Pangborn Airport

Motion No.
Moved by:
Seconded by:

03-14-22 CDRPA
Mark Spurgeon
W. Alan Loeb sack
To authorize the CEO to enter into a 5-year Pangborn Airport General Consulting Services Agreement with T.O. Engineers.

Motion passed 6-0.

POCC ACTION ITEM

Appointment Process for District #3 Vacancy- With Commissioner Turner’s resignation, the Port of Chelan County needs to fill this vacancy. Discussion ensued on how this should be accomplished. Commissioners approved a timeline for the selection process and an application form, subject to question no. 7 being revised.

CDRPA INFORMATIONAL ITEMS:

- **Pangborn Airport Glider Meeting** – Kuntz and Moyers provided information on the meeting and its attendance. The Glider club has shown much enthusiasm regarding the possibility of a new grass runway. Future meetings are being planned.

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- Partners in Economic Development upcoming events; both events are at the Wenatchee Convention Center and will feature guest speaker John Mitchell:
 - o Breakfast March 23rd
 - o Lunch March 24th

Moyers provided information and updates including:

- EA for the FAA is published on the CDRPA website and the Flywenatchee website and is also available at the library.
- Terminal Apron project is underway, possible completion by mid-July.
- Moyers presented pictures of the vehicle that drove through the airport perimeter fence.
- Moyers also showed photographs of the Air Force KC135 Super Tanker that overnighted at PMA recently.
- The MALSR Runway Light Project will be going out to bid on May 1st.

Lough provided information and updates including:

- PODC election invoice was received.

de Mestre provided information and updates including:

- Stacie discussed recent updates from SoCo Crossing and its possible financing from Banner Bank.
- Will be doing Chelan PUD RFP Group Site Visits.

Cridlebaugh provided information and updates including:

- #3306 building will have a new tenant starting in mid- April. *Marathon Digital Holdings*, is a digital asset technology company based out of Las Vegas. They engage in mining crypto currencies and will start out with a two-year lease.

Degnan provided information and updates including:

- The CTC event management software is outdated and will be needing an upgrade, she is currently researching this.
- Johnson Controls recently updated the HVAC controls, lighting systems among other things, the update is working great.

Russ provided information and updates including:

- Updated everyone on irrigation meter replacement timelines
- Provided information on possible squatters in one of the lineage buildings

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

REVIEW CALENDAR OF EVENTS: Did not review.

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

EXECUTIVE SESSION:

An Executive Session was called at 12:35 pm for 15-minutes to discuss with legal counsel matters affecting Real Estate.

Meeting reconvened in Regular Session and was immediately adjourned at 12:50 pm with no action taken.

Signed and dated this 12th day of April 2022.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director

**Tri-Commission Meeting
Special Meeting Minutes
Confluence Technology Center and Zoom Virtual Conference
March 29, 2022 1:00 pm**

Present:

Chelan Douglas Regional Port Authority

JC Baldwin, POCC Commissioner
Donn Etherington, POCC Commissioner
Jim Huffman, PODC Commissioner
Mark Spurgeon, PODC Commissioner
Jim Kuntz, CEO
Ron Cridlebaugh, Dir. of Econ. Dev.
Stacie de Mestre, Pub Works/Cap. Projects Mgr.
Bobbie Chatriand, Administrative Assistant
Sarah Deenik, Communications Coord.

Chelan County PUD

Randy Smith, Commissioner
Steve McKenna, Commissioner
Garry Arsenaault, Commissioner
Justin Erickson, Managing Director Dist. Svcs.
Rachel Hansen, Sr. Communications Strategist
Rebekah Neumann, Clerk of the Board

Chelan County

Kevin Overbay, Commissioner
Bob Bugert, Commissioner
Tiffany Gehring, Commissioner

Carlye Baity, Clerk of the Board
Sasha Sleiman, Housing Program Coord.

Elected Officials

Bob Goedde, Mayor, City of Chelan
Frank Kuntz, Mayor, City of Wenatchee

Carl Florea, Mayor, City of Leavenworth
Jim Fletcher, Mayor, City of Cashmere

Guests

Steve Wright
Linda Haugland, Wenatchee Downtown Assoc.
Renee Swearingen, Entiat Chamber
Christopher Carlson, City of Cashmere
David Arbaugh, Lobbyist
Mike Mackey, Chelan Douglas Land-Trust
David Hulse, ALCOA
David Richey
Soo Ing-Moody, WA Dept. of Commerce
Nick Warner, Salcido Enterprises
Malachi Salcido, Salcido Enterprises
Jennifer Korfiatis, Salcido Enterprises
Molly Nelson, Salcido Enterprises

Wade Farris, Administrator City of Chelan
Kyle Lamb, Cherry Creek Radio
Emily Thornton, Wenatchee World
Mike Walker, Eagle Group
Curt Soper, Chelan Douglas Land-Trust
Mike Tanchuk, Business Results
Celina Venegas-Sanchez, Assoc. General Contractors
Kelli Scott, US Rep. Kim Schrier
Blake Baldwin, NCW Tech Alliance
Laura Merrill, Exec. Svc. Director, City of Wenatchee

The Tri Commission Meeting and respective Special Commission Meetings were called to order and/or reconvened at 1:00 pm. The Pledge of Allegiance was conducted and roll call was taken. Justin Erickson, Chelan County PUD, facilitated the meeting.

ALCOA CLOSURE ANNOUNCEMENT – Jim Kuntz, CEO of the Chelan Douglas Regional Port Authority provided perspective on community engagement with the redevelopment of the Alcoa property.

NCW TECH ALLIANCE PRESENTATION – Blake Baldwin, Director of Operations provided an insight about the new branding and structure of the NCW Tech Alliance, formally known as GWATA. Blake also discussed programs and partnerships that the alliance is a part of and the success of each.

LEGISLATIVE SESSION REVIEW – Dave Arbaugh provided perspectives on the past and upcoming Legislative sessions.

TRI-COMMISSION UPDATES:

- **Chelan County PUD Commission**
 - Service Center timeline completion.
 - 5th Street Campus Redevelopment.
 - Confluence Parkway Open House.

- **Chelan County Commission**
 - CPIF Grants for infrastructure.
 - Organization assessment for the homeless program.
 - New facilities plan.

- **Chelan Douglas Regional Port Authority**
 - Various Airport Projects.
 - Army National Guard possible relocation to Pangborn in the next year.
 - Trades District – Pangborn Airport Business Park update.
 - Alaska Airlines/Horizon Airlines phasing out Q400’s for E175’s.

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

OPPORTUNITY FOR PUBLIC COMMENT: No comments were made.

COMMISSIONER COMMENTS: Commissioner Baldwin requested Jim Kuntz clarify the process of funding airport projects and precisely where the funding comes from.

The Tri Commission Meeting and respective Special Commission Meetings adjourned at 3:00 pm.

Signed and dated this 12th day of April 2022.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Not in Attendance
Rory Turner, Director

Mark Spurgeon, Director

Donn Etherington, Director

Not in Attendance
W. Alan Loeb sack, Director

**Chelan Douglas Regional Port Authority
Check Register Listing
2022-March**

Date Issued	Register #	Reason	First #	Last #	Amount
03/01/22	2022-09	GWID - Purchasing 3 Meters	9492	9492	\$7,800.00
03/03/22		VIMLY HRA Benefits Claim		ACH	\$35.16
03/14/22		VIMLY HRA Benefits Claim		ACH	\$1,781.14
03/15/22		Payroll Mid-month Draws		ACH	\$1,000.00
03/15/22	2022-10	Mid-Month Payables	9493	9565	\$616,353.19
03/16/22	2022-11	Christopher Lytle - Moving Expense Claim	9566	9566	\$11,500.00
03/18/22		WA Dept of Revenue - Sales Tax		ACH	\$5,619.03
03/31/22	2022-12	March 2022 Payroll	9567	9569	\$255,449.49
03/31/22	2022-13	Month-end Payables	9570	9640	\$295,939.55

Transactions for approval April 12, 2022 total: \$1,195,477.56

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

Chief Executive Officer 

Dir of Finance & Admin. 

Director Baldwin _____

Director Etherington _____

Director Huffman _____

Director Loeb sack _____

Director Spurgeon _____

Director Turner _____

**Chelan Douglas Regional Port Authority
Check Register
2022-09**

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 March 1, 2022 check 9492 in the amount of \$ 7,800.00

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check Number	Amount
<u>ADMINISTRATIVE & GENERAL</u>				
03/01/2022	Great Wenatchee Irrigation Dist.	Purchasing 3 Meters	9492	7,800.00
	Net Administrative & General			<u>7,800.00</u>
TOTAL				<u>7,800.00</u>

Void:

**Chelan Douglas Regional Port Authority
Check Register
2022-10**

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 March 15, 2022 checks 9493 - 9565 in the amount of

\$ 616,353.19

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
03/15/2022	Banner Bank	Building Maintenance	9503	125.00
03/15/2022	Chelan County PUD	Electricity	9510	2,674.40
03/15/2022	City of Cashmere	Water/Sewer	9512	362.60
03/15/2022	DGS Landscaping	Snow Removal Services	9521	714.78
03/15/2022	Waste Management	Monthly Service	9557	405.24
Net Cashmere Mill District				<u><u>\$4,282.02</u></u>
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
03/15/2022	Banner Bank	Marketing, Subscriptions, Supplies	9505	302.59
03/15/2022	Cascade Natural Gas	Natural Gas	9508	13.78
03/15/2022	Chelan County PUD	Electricity/Water	9510	10,980.36
03/15/2022	City of Wenatchee	Wastewater/Sewer/Storm Water	9513	767.15
03/15/2022	Commercial Printing, Inc.	Notary Stamp - T. Degnan	9517	59.02
03/15/2022	Crown Paper & Janitorial Supply	Custodial Supplies	9519	704.92
03/15/2022	Express Services, Inc.	Admin Assistant	9524	949.97
03/15/2022	GFC Services	Custodial Services, Room Set-up	9528	5,340.95
03/15/2022	Home Depot Pro	Maintenance Supplies	9532	36.35
03/15/2022	Keyhole Security Inc.	Office Key	9534	6.46
03/15/2022	North Central ESD	February Hours	9539	6,402.00
03/15/2022	NuClear Property Maintenance	Window Cleaning	9540	4,195.27
03/15/2022	Office Depot	Office Supplies	9541	515.80
03/15/2022	On the Beach Tax & Accounting, PLLC	Return Tenant Deposit	9543	560.67
03/15/2022	Waste Management	Monthly Service	9557	1,083.71
03/15/2022	Weinstein Beverage Co.	Coffee Service	9558	169.14
Net Confluence Technology Center				<u><u>\$32,088.14</u></u>
<u>DOWNTOWN WENATCHEE SOUTH</u>				
03/15/2022	City of Wenatchee	Utilities	9513	728.62
03/15/2022	Precision Waterjet, Inc.	Refund overpayment on lease	9548	622.39
Net Downtown Wenatchee South				<u><u>\$1,351.01</u></u>
<u>OLDS STATION BUSINESS PARK</u>				
03/15/2022	Banner Bank	Supplies	9503	11.91
03/15/2022	Chelan County PUD	Electricity/Water	9510	3,524.47
03/15/2022	City of Wenatchee	Sewer & Storm Drain	9513	852.50
03/15/2022	Ferguson Enterprises, Inc.	Sensor Faucet	9525	441.29
03/15/2022	Keyhole Security Inc.	Keys	9534	21.50
03/15/2022	Stemilt Organic Recycling Center	Landscape Waste	9554	24.00
03/15/2022	Waste Management	Monthly Service	9557	134.45
Net Olds Station Business Park				<u><u>\$5,010.12</u></u>

**Chelan Douglas Regional Port Authority
Check Register
2022-10**

PANGBORN AIRPORT

03/15/2022	Ag Supply Co.	Offroad Diesel Bulk	9493	1,117.88
03/15/2022	Automation DeSigns & Solutions, Inc	FingerPro Software Extended Warranty	9496	535.59
03/15/2022	Avfuel Corp	Jet Fuel	9497	71,351.37
03/15/2022	Aviation Laboratories, Inc	FBO Supplies	9563	103.36
03/15/2022	Banner Bank	Subscriptions and Supplies	9501	977.78
03/15/2022	Banner Bank	Non-Aviation Maintenance & Security Expenses	9503	353.00
03/15/2022	Banner Bank	Terminal & Airfield Maintenance Supplies	9506	973.90
03/15/2022	Banner Bank	Memberships, Phone	9507	256.79
03/15/2022	Cintas Corporation	Uniforms	9511	116.62
03/15/2022	Douglas County PUD	Airfield & Terminal Electricity	9522	4,633.00
03/15/2022	Firefly	Computer Hardware & IT Managed Services	9526	8,119.26
03/15/2022	FlashParking, Inc.	Mobile Payments	9527	391.83
03/15/2022	Graybeal Signs, Inc.	Parking decals (100)	9530	510.42
03/15/2022	Home Depot Pro	Maintenance Supplies	9532	155.62
03/15/2022	Norco Inc	First Aid Kits & Eye Wash	9537	297.88
03/15/2022	OSHKOSH Airport Products, LLC	Air Valve Assbly	9544	123.10
03/15/2022	Oxarc Inc.	Cylinder Rental	9545	77.69
03/15/2022	Platt Electric Supply	Aviation & Non-Aviation Maintenance	9547	1,102.71
03/15/2022	Stan's Merry Mart	Coveralls	9553	293.15
03/15/2022	T-O Engineers	PFC Funding Analysis	9555	675.00
03/15/2022	Volaire Aviation Inc	Air Service Development Retainer	9556	4,000.00
03/15/2022	Waste Management	Monthly Service	9557	816.66
	Net Pangborn Airport			<u><u>\$96,982.61</u></u>

PANGBORN AIRPORT BUSINESS PARK

03/15/2022	Douglas County PUD	Electricity	9522	1,947.00
03/15/2022	Graybeal Signs, Inc.	Ballast	9530	200.91
03/15/2022	Harvest Valley Pest Control, Inc.	Quarterly Pest Control	9531	235.39
03/15/2022	York Building Services, Inc.	Janitorial Service	9562	1,535.00
	Net Pangborn Airport Business Park			<u><u>\$3,918.30</u></u>

RPA OFFICE/AVIATION CENTER

03/15/2022	Banner Bank	Building Maintenance & Repairs	9503	8.56
03/15/2022	Douglas County PUD	Electricity	9522	1,382.00
03/15/2022	Platt Electric Supply	Building Maintenance & Repairs	9547	253.22
03/15/2022	Waste Management	Monthly Service	9557	359.98
	Net RPA Office/Aviation Center			<u><u>\$2,003.76</u></u>

LAKE CHELAN AIRPORT

03/15/2022	Chelan County PUD	Utilities	9510	23.67
	Net Lake Chelan Airport			<u><u>\$23.67</u></u>

MANSFIELD AIRPORT

03/15/2022	Douglas County PUD	Utilities	9522	45.00
	Net Mansfield Airport			<u><u>\$45.00</u></u>

PYBUS INCUBATOR

03/15/2022	Chelan County PUD	Utilities	9510	66.85
03/15/2022	CliftonLarsonAllen LLP	Refund Security Deposit	9514	3,900.00
03/15/2022	Home Depot Pro	Maintenance Supplies	9532	9.21
03/15/2022	Sherwin-Williams	Paint	9552	99.33
	Net Pybus Incubator			<u><u>\$4,075.39</u></u>

MALAGA PROPERTY

03/15/2022	Chelan County PUD	Utilities	9510	24.69
	Net Malaga Property			<u><u>\$24.69</u></u>

**Chelan Douglas Regional Port Authority
Check Register
2022-10**

<u>PESHASTIN PROPERTY</u>				
03/15/2022	Apple Valley Pumping Service	Portable Rental	9495	90.00
	Net Peshastin Property			<u>90.00</u>
<u>ADMINISTRATIVE & GENERAL</u>				
03/15/2022	Banner Bank	Business Lunch - J. Kuntz, Mayor Fletcher	9500	31.45
03/15/2022	Banner Bank	Subscriptions, Supplies, Board Mtg. Meals	9501	713.18
03/15/2022	Banner Bank	SimpleTix - WEDA Winter Conference	9502	181.56
03/15/2022	Banner Bank	The Seattle Times	9504	15.96
03/15/2022	Banner Bank	4imprints - logo journals and scratch pads	9564	2,663.21
03/15/2022	Cashmere Chamber of Commerce	Spring Annual Auction Registration (2)	9509	150.00
03/15/2022	Coleman Oil Company	Port Truck Fuel	9515	187.61
03/15/2022	Columbia Basin Development League	2022 Membership	9516	625.00
03/15/2022	Commercial Printing, Inc.	Business Cards, Laser Checks	9517	869.66
03/15/2022	Costco	Annual Membership Renewal	9565	60.00
03/15/2022	Home Depot Pro	Office Supplies	9532	10.84
03/15/2022	Office Depot	Printer, Office Supplies	9541	526.70
03/15/2022	Ogden Murphy Wallace, PLLC	Legal Services	9542	14,487.51
03/15/2022	Pacific Northwest Aerospace Alliance	Affiliate Membership	9546	150.00
03/15/2022	RH2 Engineering, Inc.	Commissioner Meetings	9549	200.00
03/15/2022	Ron Criddlebaugh	Mileage	9550	231.08
03/15/2022	Sarah K. Deenik	Office Supplies	9551	107.04
03/15/2022	Xerox Corporation	XC60 Printer Service	9560	251.22
	Net Administrative & General			<u>\$21,462.02</u>
<u>BUSINESS DEVELOPMENT & MARKETING</u>				
03/15/2022	Banner Bank	PNAAC Conference - mileage, lodging	9499	342.54
03/15/2022	Banner Bank	Subscriptions, World Ag Expo Expenses	9502	1,119.95
03/15/2022	Wenatchee World	RFP - 5th St. Campus	9559	162.76
03/15/2022	Yakima County Development Assoc	EWEDA Marketing flyers/website	9561	63.69
	Net Business Development & Marketing			<u>\$1,688.94</u>
<u>CAPITAL PROJECTS</u>				
03/15/2022	Airport IFE Services, Inc	Taxiway A Realignment Project	9494	3,000.00
03/15/2022	Banner Bank	CTC Monitor ceiling mount & cable	9505	307.19
03/15/2022	Daily Journal of Commerce	Notice Inviting Bid - Taxiway A	9520	1,228.20
03/15/2022	Environmental Systems Design, Inc.	Malaga Due Diligence	9523	15,958.25
03/15/2022	Graham Baba Architects	Columbia Street Study	9529	15,636.73
03/15/2022	Home Depot Pro	CTC Board Rm TV Power	9532	9.44
03/15/2022	J-U-B Engineers, Inc.	Runway Edge Lighting Sys Replacement	9533	1,433.00
03/15/2022	Lowe's	EBR Monitor for CTC	9535	105.36
03/15/2022	Maul Foster Alongi, Inc.	Brownsfield Coalition Consulting Services	9536	31,113.74
03/15/2022	North Cascades Heating & A/C, Inc	CTC Air Re-balance Project	9538	18,896.40
03/15/2022	Ogden Murphy Wallace, PLLC	PMA Instrument Lighting System	9542	342.00
03/15/2022	RH2 Engineering, Inc.	Cashmere Mill Site Wood Waste Removal	9549	5,206.69
03/15/2022	RH2 Engineering, Inc.	LOJO Property Phase 1 Planning	9549	9,686.96
03/15/2022	T-O Engineers	MALSR Final Design	9555	11,970.00
03/15/2022	T-O Engineers	Taxiway A Realignment Project	9555	306,897.40
03/15/2022	T-O Engineers	Terminal Apron Reconstruction	9555	19,767.85
03/15/2022	T-O Engineers	RW12 RPZ Land Acq	9555	1,624.17
03/15/2022	Wenatchee World	RFQ - GA Terminal	9559	124.14
	Net Capital Projects			<u>\$443,307.52</u>
TOTAL			9498, 9518	<u>\$616,353.19</u>

Void:

**Chelan Douglas Regional Port Authority
Check Register
2022-11**

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 March 16, 2022 check 9566 in the amount of

\$ **11,500.00**

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<u>ADMINISTRATIVE & GENERAL</u>				
03/16/2022	Christopher Lytle Net Administrative & General	Moving Claim	9566	11,500.00
				<u>\$11,500.00</u>
TOTAL				<u>\$11,500.00</u>

Void:

**Chelan Douglas Regional Port Authority
Check Register
2022-12**

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 March 31, 2022, checks 9567 - 9569 and electronic payments in the amount of:

\$ 255,449.49

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<u>Payroll</u>				
03/31/22	Asplund, Randy	March 2022 Payroll	EFT	203.17
03/31/22	Baldwin, Janet L	March 2022 Payroll	EFT	1,529.89
03/31/22	Beidler, Camryn N	March 2022 Payroll	EFT	2,171.11
03/31/22	Camarillo Reyes, Laura	March 2022 Payroll	EFT	3,253.16
03/31/22	Chatriand, Bobbie J	March 2022 Payroll	EFT	3,186.52
03/31/22	Cridlebaugh, Ronald W	March 2022 Payroll	EFT	6,182.48
03/31/22	Day, Skylar	March 2022 Payroll	EFT	2,869.07
03/31/22	de Mestre, Stacie	March 2022 Payroll	EFT	5,834.11
03/31/22	Deenik, Sarah K	March 2022 Payroll	EFT	5,503.45
03/31/22	Degnan, Tricia E	March 2022 Payroll	EFT	4,588.67
03/31/22	Dennis, Kyle L.	March 2022 Payroll	EFT	230.87
03/31/22	Etherington, Donn	March 2022 Payroll	EFT	1,519.81
03/31/22	Flaget, Todd R	March 2022 Payroll	EFT	4,600.67
03/31/22	Goodrich, Colby	March 2022 Payroll	EFT	4,026.90
03/31/22	Harris, Camille L	March 2022 Payroll	EFT	3,291.74
03/31/22	Huffman, James D	March 2022 Payroll	EFT	1,433.81
03/31/22	Kern, Dana	March 2022 Payroll	EFT	3,305.06
03/31/22	Kuntz, James M	March 2022 Payroll	EFT	12,535.71
03/31/22	Lamb, Kenneth R	March 2022 Payroll	EFT	4,423.31
03/31/22	Lamb, Shane C	March 2022 Payroll	EFT	3,285.89
03/31/22	Larsen, Craig N	March 2022 Payroll	EFT	5,647.93
03/31/22	Loesack, W Alan	March 2022 Payroll	EFT	1,204.18
03/31/22	Lough, Monica D	March 2022 Payroll	EFT	7,761.95
03/31/22	Martinez, Rafael	March 2022 Payroll	EFT	3,229.71
03/31/22	McKivor, Esther S	March 2022 Payroll	EFT	4,168.70
03/31/22	Moyers, Trent D	March 2022 Payroll	EFT	7,591.39
03/31/22	Orr, Marcus J	March 2022 Payroll	EFT	4,668.36
03/31/22	Quitoriano, Sal	March 2022 Payroll	EFT	461.75
03/31/22	Russ, Ronald R	March 2022 Payroll	EFT	5,956.47

03/31/22	Russell, Justin L	March 2022 Payroll	EFT	3,837.75
03/31/22	Ruud, David K.	March 2022 Payroll	EFT	461.75
03/31/22	Smith, Charles B	March 2022 Payroll	EFT	3,801.74
03/31/22	Spurgeon, Mark M	March 2022 Payroll	EFT	912.92
03/31/22	Stutzman, Lynn A.	March 2022 Payroll	EFT	411.75
03/31/22	Tidd, Bealinda	March 2022 Payroll	EFT	3,586.48
03/31/22	Turner, Rory A	March 2022 Payroll	EFT	1,465.60
03/31/22	Vargas, Manuel A	March 2022 Payroll	EFT	4,263.58
03/31/22	Bobbie Chatriand	March Sunshine fund	9567	125.00
03/31/22	Health Care Authority	April Insurance	9568	40,332.32
03/31/22	HRA VEBA Trust	March VEBA	9569	1,000.00
03/31/22	Department of Retirement Systems	March Retirement	ACH	34,575.82
03/31/22	US Treasury	March Payroll taxes	EFTPS	46,008.94
	Net Payroll			<u>255,449.49</u>

Voided:

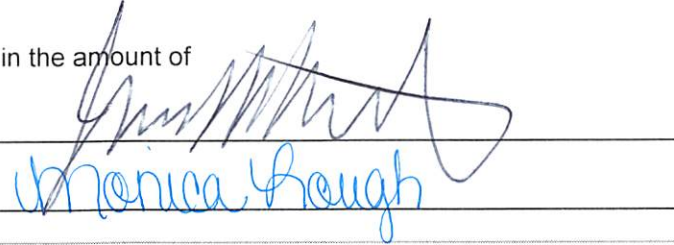
**Chelan Douglas Regional Port Authority
Check Register
2022-13**

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 March 31, 2022 checks 9570 - 9640 in the amount of \$ 295,939.55

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin



Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
03/31/2022	Curb Appeal Landscape Supply LLC	Deposit Refund	9586	1,089.00
03/31/2022	Local Tel Communications	Fire Alarm Services	9613	181.94
03/31/2022	Sherwin-Williams	Paint	9629	99.33
Net Cashmere Mill District				\$1,370.27
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
03/31/2022	Anderson Landscaping	Snow Removal Services	9573	1,167.45
03/31/2022	Cascade Natural Gas	Natural Gas	9575	13.78
03/31/2022	Chelan County PUD	Water/Fire Sprinkler	9578	204.72
03/31/2022	Crown Paper & Janitorial Supply	Janitorial Supplies	9585	561.32
03/31/2022	Express Services, Inc.	Admin Assistant	9599	992.07
03/31/2022	Firefly	IT Managed Services	9601	2,053.21
03/31/2022	Gene Sharratt	Refund Deposit	9602	543.49
03/31/2022	Kelley Imaging Systems, Inc.	Copier Service	9611	505.02
03/31/2022	Keyhole Security Inc.	Security Camera Repair	9612	244.35
03/31/2022	Local Tel Communications	Fire Suppression & Sprinkler/Phone	9613	1,343.68
03/31/2022	Lowe's	Building Maintenance & Repair	9614	26.19
03/31/2022	Pacific Security	Patrol Service	9622	444.00
03/31/2022	Weinstein Beverage Co.	Coffee Service	9636	353.33
03/31/2022	Zoom Video Communications, Inc	Added Webinar 500	9639	493.41
Net Confluence Technology Center				\$8,946.02
<u>DOWNTOWN WENATCHEE SOUTH</u>				
03/31/2022	Anderson Landscaping	Snow Removal Services	9573	162.90
03/31/2022	Cascade Natural Gas	Utilities	9575	701.51
03/31/2022	Chelan County PUD	Utilities	9578	1,382.77
03/31/2022	Local Tel Communications	Utilities	9613	110.94
Net Downtown Wenatchee South				\$2,358.12
<u>OLDS STATION BUSINESS PARK</u>				
03/31/2022	Anderson Landscaping	Snow Removal Services	9573	2,421.78
03/31/2022	Cascade Natural Gas	Natural Gas	9575	13.78
03/31/2022	Chelan County PUD	Water	9578	568.25
03/31/2022	Chelan County Treasurer	2022 Irrigation	9579	805.88
03/31/2022	City of Wenatchee	Right-of-Way Permit	9640	84.00
03/31/2022	Door Tech, Inc.	Building Maintenance & Repair	9591	325.80
03/31/2022	Home Depot Pro	Landscape Maintenance Tool	9606	19.53

**Chelan Douglas Regional Port Authority
Check Register
2022-13**

03/31/2022	Local Tel Communications	Alarm Systems	9613	573.42
03/31/2022	Pacific Security	Patrol Service	9622	444.00
03/31/2022	Stan's Merry Mart	Maintenance Supplies	9631	116.18
03/31/2022	Stemilt Organic Recycling Center	Landscape Waste	9633	24.00
	Net Olds Station Business Park			\$5,396.62

PANGBORN AIRPORT

03/31/2022	Ag Supply Co.	Unleaded & Offroad Diesel Bulk	9570	5,149.33
03/31/2022	Airside Solutions, Inc.	Airfield Maintenance	9571	354.88
03/31/2022	Avfuel Corp	Jet Fuel & Refueler Rental	9574	46,292.04
03/31/2022	Cintas Corporation	Uniforms	9581	71.82
03/31/2022	Douglas County PUD	Airfield Electricity	9593	18.00
03/31/2022	Douglas County Sewer District No. 1	Sewer	9594	281.19
03/31/2022	Douglas County Treasurer	Irrigation/Stormwater/Pest Control	9595	81,762.08
03/31/2022	East Wenatchee Water District	Domestic Water	9596	559.00
03/31/2022	Enduris	Prop. Insurance for 3355 2nd St. SE	9598	239.00
03/31/2022	Firefly	IT Managed Services	9601	1,734.42
03/31/2022	Greater Wenatchee Irrigation Dist.	Fee for Meter Installation	9604	333.33
03/31/2022	Home Depot Pro	Maintenance Supplies	9606	383.97
03/31/2022	Local Tel Communications	Phone/Internet/Cable, Phone Install	9613	1,768.44
03/31/2022	Lowe's	Maintenance Supplies	9614	104.27
03/31/2022	Moon Security Services, Inc	Commercial Monitoring - April 2022	9618	47.65
03/31/2022	ProDIGIQ, Inc.	Sel-Inspection Portal Maintenance & Support	9624	750.00
03/31/2022	RH2 Engineering, Inc.	Professional Services	9626	463.30
03/31/2022	Stan's Merry Mart	Maintenance Supplies	9631	125.93
03/31/2022	T-O Engineers	Engineering Services	9634	883.75
03/31/2022	Wenatchee World	RFP Security Services	9638	100.10
	Net Pangborn Airport			\$141,422.50

PANGBORN BUSINESS PARK

03/31/2022	Ag Supply Co.	Maintenance Supplies	9570	82.32
03/31/2022	Anderson Landscaping	Snow Removal Services	9573	1,180.47
03/31/2022	Douglas County Sewer District No. 1	Sewer	9594	91.00
03/31/2022	Douglas County Treasurer	Stormwater	9595	3,667.50
03/31/2022	East Wenatchee Water District	Water	9596	112.00
03/31/2022	Ferguson Enterprises, Inc.	Meter Install Parts	9600	85.43
03/31/2022	Greater Wenatchee Irrigation Dist.	Fee for Meter Installation	9604	666.67
03/31/2022	H.D. Fowler Company	Meter Install Parts	9605	688.02
03/31/2022	Local Tel Communications	Fire Alarm Services	9613	171.13
03/31/2022	Lowe's	Meter Install Parts	9614	37.71
03/31/2022	Platt Electric Supply	Meter Install Parts	9623	417.17
	Net Pangborn Business Park			\$7,199.42

RPA OFFICE/AVIATION CENTER

03/31/2022	Cascade Natural Gas	Natural Gas	9575	3,506.09
03/31/2022	Douglas County PUD	Electricity	9593	1,154.00
03/31/2022	Douglas County Sewer District No. 1	Sewer	9594	284.83
03/31/2022	Douglas County Treasurer	Stormwater	9595	1,417.50
03/31/2022	East Wenatchee Water District	Water	9596	231.50
03/31/2022	Lowe's	Building Maintenance & Repair	9614	19.48
03/31/2022	TK Elevator	Smoke & Heat Detector Testing	9635	648.73
	Net RPA Office/Aviation Center			\$7,262.13

**Chelan Douglas Regional Port Authority
Check Register
2022-13**

<u>LAKE CHELAN AIRPORT</u>				
03/31/2022	Chelan County PUD	Utilities	9578	23.47
	Net Lake Chelan Airport			<u>\$23.47</u>
<u>WATERVILLE AIRPORT</u>				
03/31/2022	Douglas County PUD	Utilities	9593	36.00
	Net Waterville Airport			<u>\$36.00</u>
<u>ORONDO RIVER PARK</u>				
03/31/2022	Douglas County PUD	Utilities	9593	65.00
03/31/2022	Local Tel Communications	Utilities	9613	65.90
	Net Orondo River Park			<u>\$130.90</u>
<u>PYBUS INCUBATOR</u>				
03/31/2022	Keyhole Security Inc.	Rekey 3 Doors	9612	233.49
	Net Pybus Incubator			<u>\$233.49</u>
<u>MALAGA PROPERTY</u>				
03/31/2022	Chelan County PUD	Utilities	9578	17.19
	Net Malaga Property			<u>\$17.19</u>
<u>ADMINISTRATIVE & GENERAL</u>				
03/31/2022	Alan Loeb sack	Mileage	9572	87.75
03/31/2022	Cashmere Valley Record	Subscription Renewal	9576	45.00
03/31/2022	Coleman Oil Company	Port Truck Fuel	9584	161.41
03/31/2022	Davis Arneil Law Firm, LLP	Legal Services	9589	5,741.00
03/31/2022	Donn Etherington	Mileage	9590	49.73
03/31/2022	Douglas County Elections	2021 General Election Costs	9592	18,916.61
03/31/2022	Firefly	Conference Room System/IT Managed Services	9601	5,833.20
03/31/2022	J. C. Baldwin	Mileage & Meals	9607	152.70
03/31/2022	James Kuntz	Alaska Lounge - Signature Day Pass	9608	30.00
03/31/2022	Kelley Connect	Printer repairs	9610	195.13
03/31/2022	Local Tel Communications	Telephone	9613	1,005.06
03/31/2022	Mark M. Spurgeon	Mileage	9615	53.82
03/31/2022	Monica Lough	Membership, Mileage	9617	365.72
03/31/2022	Office Depot	Office Supplies	9620	797.73
03/31/2022	Ogden Murphy Wallace, PLLC	Legal Services	9621	15,395.00
03/31/2022	Quadient Leasing USA, INC.	Postage Meter Lease	9625	220.80
03/31/2022	RH2 Engineering, Inc.	Professional Services	9626	767.51
03/31/2022	Rory Turner	Mileage	9627	57.33
03/31/2022	Shane Lamb	Mileage	9628	68.66
03/31/2022	Stacie de Mestre	Mileage	9630	74.88
	Net Administrative & General			<u>\$50,019.04</u>
<u>BUSINESS DEVELOPMENT & MARKETING</u>				
03/31/2022	Daily Journal of Commerce	RFP - 5th St. Redevelopment	9587	299.00
03/31/2022	Dana Kern	Work Boots	9588	151.75
03/31/2022	Go USA, Inc.	Logo Wear	9603	52.62
03/31/2022	Journal of Business	RFP - 5th St. Redevelopment	9609	285.00
03/31/2022	Wenatchee Convention Center	Port Breakfast & Lunch Room Rental & Buffet	9637	5,523.68
	Net Business Development & Marketing			<u>\$6,312.05</u>

**Chelan Douglas Regional Port Authority
Check Register
2022-13**

ECONOMIC DEV CONTR - Municipalities

03/31/2022	Eastmont Metropolitan Park District	Economic Development Contract	9597	7,801.39
Net Economic Dev Contr - Municipalities				<u>7,801.39</u>

CAPITAL PROJECTS

03/31/2022	Central Washington Asphalt, Inc.	Release retainage for IB #2 Parking	9577	5,538.49
03/31/2022	Christopher Lytle	Relocation Assistance - 12 mos Storage Cost	9580	4,646.78
03/31/2022	Claridge Media	Drone Aerial Video - Apron	9582	780.90
03/31/2022	Maul Foster Alongi, Inc.	Brownfield Coalition Grant Consulting Services	9616	35,131.03
03/31/2022	Ogden Murphy Wallace, PLLC	PMA Instrument Lighting System	9621	2,679.00
03/31/2022	RH2 Engineering, Inc.	Cashmere Mill Site Wood Waste Removal	9626	1,222.96
03/31/2022	RH2 Engineering, Inc.	LOJO Property Phase 1 Planning	9626	5,491.78
03/31/2022	Status Controls, LTD	Final Completion Equip Install - CTC	9632	1,920.00
Net Capital Projects				<u>57,410.94</u>

TOTAL

295,939.55

Void: 9583, 9619

**Port of Chelan County
Check Register Log
2022- March**

<u>Date Issued</u>	<u>Register #</u>	<u>Reason</u>	<u>First #</u>	<u>Last #</u>	<u>Amount</u>
3/18/2022	2022-02	Mid-month Payables	5099	5099	\$ 95,000.00

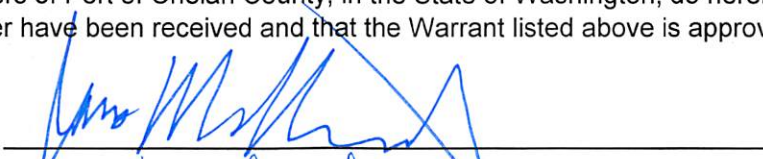
One Transaction for approval April 12, 2022 total:

\$95,000.00

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 Baldwin

Commissioner Etherington

Commissioner Turner

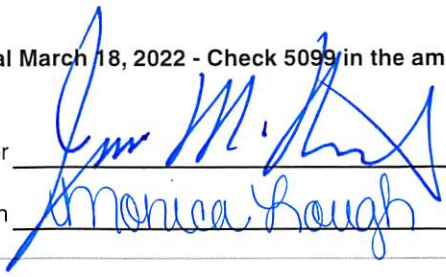
**Port of Chelan County
Check Register
2022-02**

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 March 18, 2022 - Check 5099 in the amount of \$ 95,000.00

Jim Kuntz, Executive Director _____

Monica Lough, Director of Finance & Admin _____



Date Issued	Claimant	Purpose	Check #	Amount
3/18/2022	Central Washington Title Services	Earnest Money - Malaga Property Purchase	5099 \$	95,000.00

VOID CHECKS: none

Memo

To: Board of Directors

From: Stacie de Mestre

Date: April 6, 2022

Re: Cooling Water Disposal Evaluation – GBI Property

The Regional Port has optioned the GBI property in Malaga. A Phase I Environmental Assessment is underway.

One of the potential uses for the property is for the disposal of non-contact cooling water related to a client interested in the LOJO Industrial site. In order to determine feasibility, RH2 has proposed the attached scope of work and fee estimate. The client has reviewed the scope of work and concurs this analysis needs to proceed.

Staff would like Tasks 1 and 2, totaling \$45,813.00, completed during our due diligence period with GBI. The Regional Port will initially fund this work with the client reimbursing the Regional Port as the project proceeds further.

Task Authorization No. 19
 Chelan Douglas Regional Port Authority
 LOJO Industrial Site
 Cooling Water Disposal Evaluation and Permitting Assistance
 March 2022
 RH2 Project No. RPA 200026.19

In accordance with our Professional Services Agreement for General Engineering Services, dated February 19, 2020, this Task Authorization outlines the Scope of Work for the LOJO Industrial Site Cooling Water Disposal Evaluation and Permitting Assistance. The work will be performed and invoiced in compliance with the terms and conditions listed in the governing Agreement and any issued Contract Amendments.

Scope of Work

Refer to Exhibit A – Scope of Work.

Subconsultants

There will be two (2) subconsultants used for this project. One to drill test pits, and one to provide the survey. They are to be determined.

Fee for Services

The fee for services shall be on a time and expense basis and shall not exceed \$201,543 as shown on attached Exhibit B, Fee Estimate using 2022 Schedule of Rates and Charges (Exhibit C) without prior written authorization of Chelan Douglas Regional Port Authority.

RH2 Engineering, Inc.



Signature

Paul R. Cross, Executive Vice President

Print Name/Title

3/10/2022

Date

Chelan Douglas Regional Port Authority

Signature

Print Name/Title

Date

EXHIBIT A
Scope of Work
Task Authorization No. 19
Chelan Douglas Regional Port Authority
LOJO Industrial Site
Cooling Water Disposal Evaluation and Permitting Assistance
March 2022

Background

The Chelan Douglas Regional Port Authority (Port) has requested RH2 Engineering, Inc., (RH2) provide assistance with the permitting of a cooling water disposal facility to serve a planned industrial facility in the area east of Malaga, Washington, on parcel nos. 222135100060, 222135100072, and 222135100071 (referred to as the LOJO site). The Port is currently working with a potential tenant (Industry) for this site. The industrial facility will utilize water purchased from the Malaga Water District and/or the Greater Wenatchee Regional Water System for evaporative cooling of industrial server equipment. The water will be recycled through the cooling system multiple times prior to discharging to the disposal facility. This Scope of Work identifies the anticipated process and steps necessary to receive a State Waste Discharge (SWD) Permit issued by the Washington State Department of Ecology (Ecology) for this facility to be suitable for the disposal of noncontact cooling water near the LOJO site. The Port has identified property near the LOJO site (parcel nos. 222127595110, 222126595115, 222126595120, 222126595125, and 2221659130), referred to herein as the GBI site, which could be acquired and large enough to support a disposal system for the LOJO site.

RH2 has completed the preliminary analyses of alternatives for the disposal of industrial cooling water from the LOJO site and has generally ruled out the following options:

- Installation of infrastructure to transmit the cooling water to the City of Wenatchee's sewer system was not cost effective.
- Surface water discharge to the Columbia River was not feasible due to the time and complexity associated with establishing a National Pollutant Discharge Elimination System permit based on discussions between RH2, the Port, and Ecology.
- Disposal of significant volumes of cooling water via infiltration was difficult due to the geology of the GBI site and surrounding area and was considered undesirable.

A potentially viable option is to allow the cooling water to discharge to the ground, which will include components of vegetative uptake and potentially minor infiltration. This option would be permitted via a SWD Permit. Another viable option is the evaporation process of the cooling water via lined lagoons and spray discharge that do not require a discharge permit. These options, as well as combinations of these options, will be considered for the GBI site.

This Scope of Work assumes that the GBI site, or a portion thereof, will be procured for this purpose, and the analyses will be specific to this site. If at any point during this project, the GBI site is identified as infeasible, RH2 will alert the Port so an alternate site can be identified. The remaining funds for this Task Authorization would be reallocated for the evaluation of the new site.

The sanitary sewer discharged from the LOJO site will be treated and disposed of separately using an on-site septic system, which is assumed to be designed and permitted by the Washington State Department of Health (DOH) during a subsequent design phase.

Task 1 – Summarize Cooling Water Discharge Parameters

Objective: Determine specific discharge volumes and flow rates of the cooling water and estimate the anticipated water quality.

Approach:

- 1.1 Tabulate volume and discharge rates of cooling water based on information from the Industry. Based on incoming water characteristics and recycle rates provided by the Industry, estimate and tabulate the water quality characteristics.
- 1.2 Review the tabulated flow and quality data with the Port and the Industry to confirm assumptions and accuracy for the disposal system sizing.

Assumptions:

- *The specifics regarding discharge rates and timing are required before other tasks can be started. The Industry will provide these details.*
- *Discharge water quality is anticipated to be based on incoming water quality concentration and based on the projected cooling water recycle rate. The Industry will provide this recycle rate. Exact water quality will be verified by the Industry once the system is in operation.*
- *RH2 will rely upon the accuracy and completeness of information, data, and materials generated or produced by the Port or others in relation to this Scope of Work. RH2 assumes that the entity providing such information to RH2 is either the owner of such information or has obtained written authorization from the owner to distribute said information.*

Provided by Port:

- Facilitate acquisition of the specifics regarding the discharge quantity and quality.

RH2 Deliverables:

- Tables of flow volume and discharge rates of cooling water in PDF format.

Task 2 – Background Research and Site Investigation

Objective: Analyze available hydrogeological information for the GBI site and nearby properties. Perform infiltration testing at the GBI site to determine the rate at which cooling water could be land applied without allowing significant infiltration.

Approach:

- 2.1 Research available hydrogeological information from well logs and other sources at or near the GBI site and estimate the overall geologic and hydrogeological characteristics of the site.
- 2.2 Perform a site visit to visually assess the topography and existing encumbrances of the site.
- 2.3 Perform on-site infiltration testing to determine the infiltrative characteristics of the upper soil layers for use in establishing potential land application rates. Due to the size of the site, two (2) days of on-site infiltration testing will be necessary utilizing a local contractor with a backhoe and water truck(s) to complete the work. *A subconsultant budget of \$10,000 is included in this subtask for the work by a local contractor.*
- 2.4 Consult with a soil scientist on potential water application rates and other requirements applicable to land application of cooling water as necessary pending a review of the site and infiltration testing results. *A subconsultant budget of \$15,000 is included in this subtask for this consultation.*

Assumptions:

- *A Hydrogeologic Evaluation that would be necessary for disposal to groundwater (Washington Administrative Code (WAC) 173-240-130(2)(P)) is not included in this Scope of Work, as the potentially viable alternatives do not include a significant infiltration component. If these alternatives prove infeasible, further investigation for an infiltrative option may be necessary and an amendment to this Task Authorization will be created.*
- *The subconsultant fees are conservatively estimated at this time and will be refined with quotations based after background research and site assessment is completed. If subconsultant quotations exceed the estimates given, the scope and fee will be amended.*

RH2 Deliverables:

- Attendance at site visit. Summary of infiltration testing results and proposed application rates in PDF format.

Task 3 – Industrial Wastewater Engineering Report

Objective: Complete an Industrial Wastewater Engineering Report (Report) in accordance with WAC 173-240-130 for industrial wastewater treatment facilities as required by Ecology for the disposal of the industrial cooling water.

Approach:

- 3.1 Incorporate flow and water quality information from Task 1 to establish approximate sizing of the various potentially viable disposal system alternatives at the GBI site.
- 3.2 Summarize previous analyses that ruled out other disposal options and analyze the currently applicable alternatives. Provide a narrative summarizing these analyses and describe the major design, construction, and operational considerations for each viable alternative.

- 3.3 Recommend the preferred alternative based on the outcome of the analyses in subtask 3.2. Establish the proposed design criteria and complete figures detailing the recommended alternative.
- 3.4 Estimate the capital cost of the recommended alternative. Summarize operational and maintenance considerations to estimate the life-cycle cost of the recommended alternative.
- 3.5 Analyze and discuss the potential expansion of the recommended alternative to support future additional dischargers of industrial cooling water.
- 3.6 Compile analyses from Task 3 into a Report per WAC 173-240-130 and submit it to the Port for review.
- 3.7 Meet with the Port to review the Report and update the Report per the Port's comments.
- 3.8 Submit the Report to Ecology for review and attend one (1) virtual meeting with Ecology and the Port to discuss the Report. Make modifications to the Report, if necessary, based on Ecology's comments and finalize the Report.

Assumptions:

- *The disposal facility will be owned and operated by a public entity.*
- *The LOJO site is unavailable for disposal of cooling water.*
- *Efforts associated with a hydrogeologic evaluation, if necessary, will be approved by an amendment to this Task Authorization.*
- *The draft Report will be reviewed by Ecology. There are no assurances or estimates on Ecology's ability to provide a timely review.*

Provided by Port:

- Access to surrounding properties for visual recognizance for suitability of alternatives.

RH2 Deliverables:

- Draft Report in PDF format.
- Attendance at meeting with Port via Microsoft Teams. Agenda and meeting minutes in PDF format.
- Attendance at meeting with Port and Ecology via Microsoft Teams. Agenda and meeting minutes in PDF format.
- Final Report in PDF format.

Task 4 – SWD Permit Application

Objective: Complete the SWD Permit application for submittal to Ecology.

Approach:

- 4.1 Compile necessary information and complete the SWD Permit application.
- 4.2 Submit the SWD Permit application to Ecology with the Report for review and issuance of a SWD Permit for the disposal facility. *No date is warranted or implied for Ecology review or approval.*

RH2 Deliverables:

- SWD Permit application in PDF format.
- Final Report in PDF format.

Task 5 – Management Reserve

To be used as directed by the Port to complete unidentified tasks such as advancing a preliminary design concept or early action on items on time sensitive tasks such as permitting. A not to exceed budget amount is included in this Scope of Work and Fee Estimate.

Future Tasks: Estimate of Final Design and bidding Services

Final design will be scoped pending the outcome of the analyses in the preceding tasks. This Task is provided to convey the expected main items for this future task. *Assuming that the GBI site is suitable and permissible for a cooling water disposal system, the final design of this system is expected to include the following elements:*

- *Permitting (excluding SWD Permit): Cultural Resources Investigation, State Environmental Policy Act compliance, and Chelan County permitting such as Conditional Use permitting (shoreline permitting is unlikely as the property is over 200 feet from the Columbia River), and stormwater permitting.*
- *Pipe Design: Single pipeline from the LOJO site to the GBI site, primarily routed within the right-of-way of Malaga-Alcoa Highway.*
- *Disposal System Design: Design of a lined lagoon storage and equalization system with a pump station for discharge to a disposal system. The disposal system consists of below-grade piping routed to above-grade sprayers.*
- *Services during bidding and construction administration.*

RH2 Deliverables:

- To be determined.

EXHIBIT B

Fee Estimate

Task Authorization No. 19

Chelan Douglas Regional Port Authority

LOJO Industrial Site

Cooling Water Disposal Evaluation and Permitting Assistance

Mar-22

Description	Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Task 1 Summarize Cooling Water Discharge Parameters	19	\$ 3,094	\$ -	\$ 455	\$ 3,549
Task 2 Background Research and Site Investigation	63	\$ 12,630	\$ 28,750	\$ 884	\$ 42,264
Task 3 Industrial Wastewater Engineering Report	231	\$ 40,674	\$ -	\$ 4,348	\$ 45,022
Task 4 SWD Permit Application	47	\$ 7,665	\$ -	\$ 795	\$ 8,460
Task 5 Management Reserve	525	\$ 97,125	\$ -	\$ 5,123	\$ 102,248
PROJECT TOTAL	885	\$ 161,188	\$ 28,750	\$ 11,605	\$ 201,543

EXHIBIT C		
RH2 ENGINEERING, INC.		
2022 SCHEDULE OF RATES AND CHARGES		
RATE LIST	RATE	UNIT
Professional I	\$153	\$/hr
Professional II	\$166	\$/hr
Professional III	\$182	\$/hr
Professional IV	\$198	\$/hr
Professional V	\$210	\$/hr
Professional VI	\$227	\$/hr
Professional VII	\$241	\$/hr
Professional VIII	\$252	\$/hr
Professional IX	\$252	\$/hr
Control Specialist I	\$138	\$/hr
Control Specialist II	\$149	\$/hr
Control Specialist III	\$164	\$/hr
Control Specialist IV	\$180	\$/hr
Control Specialist V	\$190	\$/hr
Control Specialist VI	\$205	\$/hr
Control Specialist VII	\$218	\$/hr
Control Specialist VIII	\$229	\$/hr
Technician I	\$114	\$/hr
Technician II	\$126	\$/hr
Technician III	\$144	\$/hr
Technician IV	\$155	\$/hr
Technician V	\$168	\$/hr
Technician VI	\$184	\$/hr
Technician VII	\$200	\$/hr
Technician VIII	\$209	\$/hr
Administrative I	\$76	\$/hr
Administrative II	\$89	\$/hr
Administrative III	\$105	\$/hr
Administrative IV	\$126	\$/hr
Administrative V	\$147	\$/hr
CAD/GIS System	\$27.50	\$/hr
CAD Plots - Half Size	\$2.50	price per plot
CAD Plots - Full Size	\$10.00	price per plot
CAD Plots - Large	\$25.00	price per plot
Copies (bw) 8.5" X 11"	\$0.09	price per copy
Copies (bw) 8.5" X 14"	\$0.14	price per copy
Copies (bw) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 8.5" X 14"	\$1.20	price per copy
Copies (color) 11" X 17"	\$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Mileage	\$0.5850	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	

Rates listed are adjusted annually.

Memo

To: Board of Directors

From: Stacie de Mestre

Date: April 6, 2022

Re: Malaga Water System Improvements – Lojo Property

As negotiations and planning continue with a client for the Lojo Property in Malaga, it has become clear that engineering work needs to start on the Malaga Water System Improvements.

RH2 has proposed the attached scope of work and fee estimate. The client has reviewed the scope of work and concurs that elements of this scope need to proceed to meet their anticipated occupancy date.

Staff would like Board approval to proceed on Tasks 1, 2, 3, and 5a which total \$404,012.00. The Regional Port will initially fund this work with the client reimbursing the Regional Port as the project proceeds further. It should be noted that these improvements must take place for any future industrial development in this area.

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

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

Background

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

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

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

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

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

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

Project Understanding and Assumptions

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

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

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

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

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

GENERAL PROJECT TASKS

Task 1 – Project Management

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

Approach:

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

RH2 Deliverables:

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

Task 2 – Preliminary Engineering and Reporting

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

Approach:

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

Assumptions:

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

Provided by the Port and District:

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

RH2 Deliverables:

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

Task 3 – Groundwater Source Evaluation and Development

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

Approach:

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

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

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

Assumptions:

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

Provided by the Port or District:

- Available background information related to the proposed well site.

RH2 Deliverables:

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

Task 4 – Design Water Main Improvements

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

Approach:

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

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

Assumptions:

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

RH2 Deliverables:

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

Task 5 – Design Water Storage Reservoir

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

Approach:

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

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

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

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

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

a) Prepare 60-Percent Design: Prepare 60-percent construction plans, technical specifications, and an updated OPCC for review by the Port and the District. *The comments developed during the 30-percent design review process will be addressed.* This work includes the following:

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

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

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

Assumptions:

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

Provided by the Port and District:

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

RH2 Deliverables:

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

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

Task 6 – Design Groundwater Supply Facility

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

Approach:

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

- will include conveyance, runoff treatment, and flow control BMPs as required by the SWMMEW.
- b) Develop Stormwater Site Plan: Develop an SSP conforming to the SWMMEW, including assessment of both temporary and permanent stormwater and drainage impacts.
 - c) Prepare Stormwater Pollution Prevention Plan: Prepare a SWPPP meant to control erosion and prevent sediment and other pollutants from leaving the site during the construction phase of the project.
 - d) Develop Operations and Maintenance Manual: Develop an O&M manual for the proposed stormwater facilities and BMPs.
 - e) Perform Off-Site Analysis: Perform and document a qualitative off-site analysis that assesses the potential off-site impacts of stormwater discharge. *If an off-site quantitative analysis and/or mitigation are determined to be required after performing the qualitative off-site analysis, then a modification to this Scope of Work will be required.*
 - f) Submit for Client Review: Submit the preliminary SSP to the Port and District for review and comment.
 - g) Perform Quality Control Review: Perform in-house QA/QC review of the SSP, SWPPP, and O&M manual.
 - h) Finalize Stormwater Reports: Incorporate Port, District, and internal QA/QC review comments and finalize the SSP, SWPPP, and O&M manual for inclusion in the final design and permit submittal to the County.
- 6.4 Prepare Bid-Ready Plans and Specifications for Well Building: Prepare 60-percent plans, technical specifications, and OPCC and submit to the Port and District for review. Develop 90-percent plan sheets, technical specifications, bid documents, and OPCC and submit to the Port and District. Perform QA/QC reviews on 60-percent and 90-percent design documents. Incorporate review comments and prepare bid-ready plans, specifications, and OPCC. This work includes the following:
- a) Prepare 60-Percent Design: Prepare 60-percent construction plans, technical specifications, and an updated OPCC for review by the Port and the District. *The comments developed during the 30-percent design review process will be addressed.* This work includes the following:
 - Prepare structural calculations for the well building. Provide internal QA/QC review of structural calculations. Make recommended updates and additions to calculations per review comments. Prepare and format calculations, with supporting documentation, for the Building Permit application.
 - Prepare site and utility plans to show the major utility appurtenances such as isolation valves, vaults, manholes, catch basins, and lighting.
 - Provide detailed design of the building foundation, walls, and roof.

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

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

Assumptions:

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

Provided by the Port and District:

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

RH2 Deliverables:

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

Task 7 – Land Use and Construction Permitting

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

Approach:

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

Assumptions:

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

RH2 Deliverables:

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

Task 8 – Services During Bidding

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

Approach:

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

Assumptions:

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

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

RH2 Deliverables:

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

Task 9 – Services During Construction

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

Approach:

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

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

Assumptions:

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

RH2 Deliverables:

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

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

Task 10 – Management Reserve (As Directed Task)

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

Approach:

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

Project Schedule

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

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

Fee for Services

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

RH2 Engineering, Inc.



Signature

Paul R. Cross, Executive Vice President

Print Name/Title

4/6/2022

Date

Chelan Douglas Regional Port Authority

Signature

Print Name/Title

Date

EXHIBIT A

Fee Estimate

Task Authorization No. 17

Chelan Douglas Regional Port Authority

General Engineering Services

Local Water System Improvements to LOJO Property

Apr-22

Description	Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Classification					
GENERAL PROJECT TASKS					
Task 1 Project Management	236	\$ 54,034	\$ -	\$ 163	\$ 54,197
Task 2 Preliminary Engineering and Reporting	470	\$ 98,356	\$ 28,750	\$ 2,842	\$ 129,948
Task 3 Groundwater Source Evaluation and Development	137	\$ 29,327	\$ -	\$ 190	\$ 29,517
Task 4 Design Water Main Improvements	1185	\$ 224,099	\$ 69,000	\$ 21,483	\$ 314,582
Task 5a Design Water Storage Reservoir (Preliminary Design - Tasks 5.1-5.3)	770	\$ 158,632	\$ 23,000	\$ 8,718	\$ 190,350
Task 5b Design Water Storage Reservoir (Final Design - Task 5.4)	1080	\$ 217,160	\$ -	\$ 12,041	\$ 229,201
Task 6 Design Groundwater Supply Facility	957	\$ 192,192	\$ 11,500	\$ 11,456	\$ 215,148
Task 7 Land Use and Construction Permitting	249	\$ 51,164	\$ -	\$ 2,086	\$ 53,250
Task 8 Services During Bidding	224	\$ 43,716	\$ -	\$ 13,740	\$ 57,456
Task 9 Services During Construction	2869	\$ 571,610	\$ -	\$ 10,927	\$ 582,537
Subtotal	8177	\$ 1,640,290	\$ 132,250	\$ 83,645	\$ 1,856,185
Task 10 Management Reserve (As Directed Task)	1225	\$ 247,450	\$ -	\$ 2,550	\$ 250,000
PROJECT TOTAL	9402	\$ 1,887,740	\$ 132,250	\$ 86,195	\$ 2,106,185

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

Rates listed are adjusted annually.

Memo

To: Board of Directors
From: Monica Lough
cc: Jim Kuntz
Date: April 12, 2022
Re: Terminal Building Parking Lot Policy Update

Attached is a proposed updated Terminal Parking Lot Operating Policy. Now that we've been operating it for almost a year, we've reviewed our original policies and need them to align with actual practice. We have not changed anything related to the fee schedule. The following items were adjusted:

- In limited circumstances, cash payments will be accepted to pay infraction notices.
- Refunds below \$50 will be authorized on a case by case basis, depending on circumstances.
- No penalties are being enforced, we are asking customers to pay their parking fee only. The software we use is not set up to implement a one time penalty.

We are requesting board approval at this time.

**Chelan Douglas Regional Port Authority
Pangborn Memorial Airport
Airport Terminal Building Parking Lot
Fee Schedule and Operating Policy**

Fee Schedule

Short Term Parking - \$13.00 per 24 hours (first 4 hours free)

Long Term Parking - \$10.00 per 24 hours

Long Term Parking - Economy Lot (GA) - \$7.00 per 24 hours

Airline Employees - \$50 per month

Extended Stay Parking (30 day) - \$150 per month

Operating Policy

- Upon arrival at the Airport, customers have the option of using a smart phone access payment system noted on signage in the parking lot, and/or a kiosk inside the Airport Terminal Building to pay for parking.
- Customers prepay for parking based on the estimated time they will be gone.
- Regional Port will accept credit card payments only for parking. In limited situations, cash payments will be accepted for payment of parking infractions.
- No refunds will be processed on prepaid parking, unless the amount of prepayment made, but not used, exceeds \$50.00, and in the case of a cancelled flight out of Pangborn Memorial Airport. The CEO or Director of Finance can approve refunds below this amount on a case by case basis.
- Individual leases with car rental companies and other terminal tenants will remain in place, although reserved spaces are subject to relocation.

- The placement of prepaid parking tickets on car dashboards is helpful, but not required. Regional Port employees can monitor which cars have or have not paid based on a software tracking system.
- Regional Port Employees will monitor the parking lot and place tickets on all cars not registered as paid.

Ticket Fee Schedule

- Customers who have not prepaid for parking will receive a ticket (infraction) notice in the amount of the daily parking fee.
- Repeat offenders who return to the Airport, do not pay for parking, and have previous unpaid tickets will receive a notice to pay or be subject to being towed on their next visit.
- The Director of Finance or CEO are authorized to waive fees based on individual circumstances.
- The CEO is authorized to turn delinquent nonpayment tickets over to a collection agency.
- Any car in the parking lot that has not paid and remains in the parking lot for 30 days or more may be towed. The registered owner of the vehicle is responsible for any fees charged.
- Any car in the parking lot leaking oil/gas that is considered a hazard, or any cars considered a security risk, may be towed immediately.
- The CEO may develop a designated employee parking lot for employees of businesses that operate within the Airport Terminal Building. A car decal parking permit system will be implemented to prevent any unauthorized use.
- The CEO is authorized to allow Regional Port Authority personnel to park at the Airport Terminal Building without charge. A car decal

parking permit system will be developed to prevent any unauthorized use.

In consideration of the airport parking fees assisting with the offset of operating expenses of the airport, the Regional Port does not generally offer frequent user discounts and/or discounts for extended stay parking requests, other than those listed.

Approved by the Chelan Douglas Regional Port Authority Board of Directors on _____ .

Memo

To: Board of Directors

From: Ron Russ

Date: April 6, 2022

Re: Executive Flight Fueling System Repairs and Improvements
– Change Order #1

Granite Petroleum has presented two change order proposals (COP#1 and COP#2) for the Executive Flight Fueling System Repairs and Improvements project.

COP#1 includes additional parts and labor required to restore full function of the existing additive injection system. Total additional cost for COP#1 would be \$1,601.78

COP#2 proposes replacing the existing electronic additive injection system with a new mechanical additive injection system. Granite has advised, based on the model and serial number, that the existing additive injection system is likely over 20 years old and while parts are currently still available, that may not be the case in the future. The new mechanical system is inherently more reliable, easier to calibrate and more durable. Total additional cost for COP#2 would be \$11,678.66, which includes a deduction of \$8,562 for the parts and labor to repair the existing system.

Staff recommend approval of COP#2 and increasing the project budget from \$65,000 to \$75,000. COP#1 would be rejected.

In addition, this change order will include an extension of contract time, due to extended lead times for some components. The new substantial completion date is June 24th.

CHANGE ORDER

Number: 1

PROJECT:
EFI Fueling System Repairs and Improvements
OWNER:
Chelan Douglas Regional Port Authority
CONTRACTOR:
Granite Petroleum, Inc.

DATE OF ISSUANCE: 4/12/2022
BID ITEMS: 1
PROJECT MANAGER: Ron Russ

You are directed to make the following changes in the Contract Documents:

Description:

COP#2 - Provide and install Hammond Model 600 Fluid Powered Metering Pump with tank mounted stationary fueling system. Includes piping/plumbing modifications and removal of existing Enraf Prist Injection System.

Attachments (List documents supporting change): Change Order Proposal #2

CHANGE IN CONTRACT PRICE:

Contract Price Prior to Change Order:

\$ 56,862.00 + WSST

Net Increase of this Change Order

\$ 10,794.54 + WSST

Contract Price with all Approved

Change Orders :

\$ 67,656.54 + WSST

CHANGE CONTRACT TIME:

Prior to this change order

4/29/2022 Substantial Completion

5/13/2022 Physical Completion

Working day change

n/a Substantial Completion

n/a Physical Completion

Current

6/24/2022 Substantial Completion

7/8/2022 Physical Completion

RECOMMENDED:

by: _____

Project Manager

APPROVED

by: _____

Chelan Douglas Regional Port Authority

APPROVED

by: _____

Change Order Proposal

Granite Petroleum, Inc
 PO Box 6167
 Spokane, WA 99217

Job Name: Fuel Reclaim System and Prist injec
 Owner:Chelan Douglas Regional Port Authority



Current Change Order Status (Choose Pending or Proceeding)	Approved? No	Contract Number 2022-01	Proposal Requested By Randy Walker	COP-# COP-2	RFP Number	Amount	Duration Impact
---	-----------------	-----------------------------------	---------------------------------------	----------------	------------	--------	-----------------

Change Description: Provide and Install Hammond Model 600 Fluid Powered Metering Pump with tank, for Prist Injection at existing tank mounted stationary fueling system. Includes piping/plumbing modifications and removal of Existing Honeywell Enraf Prist Injection System.

Attached Supporting Documentation:	1 Hammond 600 Spec Sheet	5	9
	2 Prist Tank Dwg	6	10
	3 GPI Equipment Layout Sketch 1	7	11
	4 GPI Equipment Layout Sketch 2	8	12

DESCRIPTION	Notes	MATERIAL				EQUIPMENT / PURCHASE ORDER / A&E					LABOR			SUBCONTRACT QUOTE	TOTAL COST	COST CODE	
		QNTY	UNIT	UNIT PRICE	TOTAL	QNTY	UNIT	UNIT PRICE	TOTAL	TYPE	HRS	RATE	TOTAL				
Hammond Mod 600 Metering Pump with Tank		1	LS	14,565.25	14,565.25				0.00	R			0.00		14,565.25	01.10.2010	
S.S. Piping		1	LS	372.74	372.74				0.00	P			0.00		372.74		
Labor					0.00				0.00	AE	24	98.8	2,371.20		2,371.20		
Removal of Existing Prist Injection System					0.00				0.00		8	98.8	790.40		790.40		
Work not performed on Existing Honeywell ENRAF System		-1	LS	8,562.00	-8,562.00				0.00				0.00		0.00		
Tax on Material & equipment only (Federal & Reservation Jobs)	0.00%				0.00				0.00				0.00		0.00		
					6,375.99				0.00		32		3,161.60	0.00	9,537.59		
Notes, Terms and Conditions;											Overhead		5.00%	476.88			
											Mark Up on Material		10.00%	637.60			
											Tax (State & Private Jobs)		8.30%	884.12			
											Bond		1.235%	142.47	01.84.1000		
											TOTAL PROPOSED AMOUNT				11,678.66		

Response:

Accepted Date: _____

By: _____

Rejected If rejected, Provide reason for rejection

Refueler and Hydrant Injector

The 600 Series system offers single or multiple additive injection at flow rates typically found in aviation refuelers, fueling cabinets, portable carts, heating oil trucks, bulk fuel delivery trucks and wet hose fuelers. The 600 is also available for water treatment applications when manufactured in PVC. Hammonds' exclusive positive displacement fluid motor responds precisely to changes in product volume even at very low flow rates. Like all Hammonds fluid powered systems, additive is dispensed precisely at a continuous, pulse-free rate, eliminating additive "slugging" found in meter-paced, electric and air-powered systems. Additive is injected upstream of the 6 vane fluid motor providing continuous and thorough blending of additive and fuel.

SPECIFICATIONS

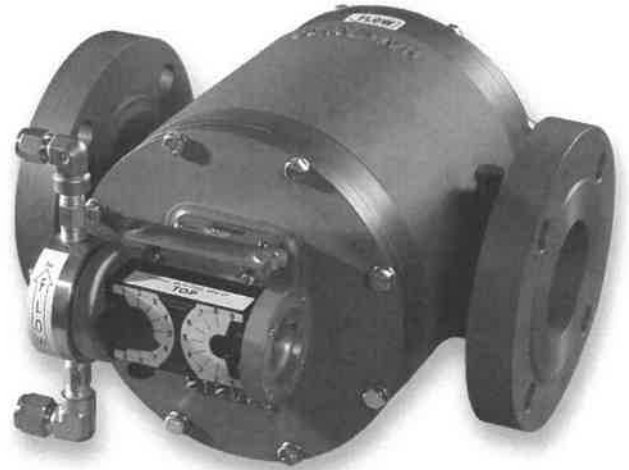
- Flooded suction required
- Number of additives: 1 standard, up to 4 optional
- 3" 150# RF Flanges connections standard (other connections available, consult factory for details)
- Injection ratios: 0-4000 PPM depending upon application
- 20-200 GPM (75 - 750 lpm) continuous operation
- 20-300 GPM (75 - 1100 lpm) intermittent operation
- Product temperature range: -40° - +120°F - 50°C (-40° - +121°C)
- Maximum product line pressure: 150 PSI - higher pressures available with HP housing and seals
- Product viscosities: To 10,000 SSU
- Fuels, oils, additives and liquid gases
- Duty cycle: intermittent
- "Smart" monitoring package available

CONSTRUCTION MATERIALS

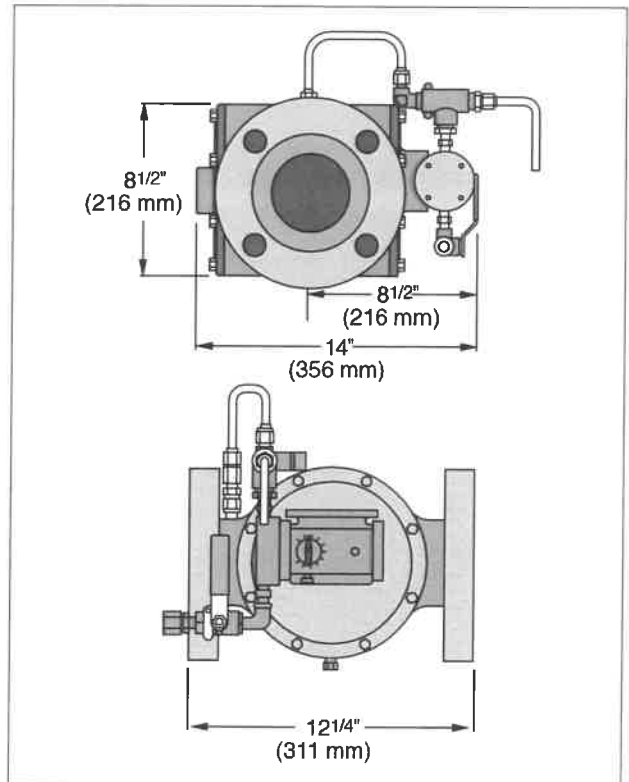
- Hard anodized aluminum or optional: carbon or stainless steel
- Metering pump: All wetted parts 300 series stainless steel
- Elastomers: Aflas®, Viton® and Teflon®
- Mechanical Seal: Carbon on ceramic

The Model 600 is a completely self-contained unit that offers totally unassisted injection. Product meters and pulsers are not required allowing a simple and economical installation that provides the customer with guaranteed precision blending of their additive time after time.

To contact a Hammonds additive injection specialist, please call (800) 582-4224.



INNOVATION
—pure and simple



Hammonds®

Project CHELAN DOUGLAS R PA

Project No. 2206

Date: 3-16-22

Subject HAMMONDS 600 PRIST INJ.

Prepared By: RW

Page 1 of 1

[] Site Observations [] Meeting Notes [] Drawing [] Telephone Record [] PM / Sup't Rvw

P P E

Plan Prepare Execute

PROBLEMS / ISSUES

1. Schedule
2. Quality
3. Potential Legal
4. CT / CTC
5. Design
6. Corrective Measures

RESOURCES REQUIRED

1. Subs
2. Materials
3. Equipment
4. Other
5. Labor

CHANGE ORDERS

1. Owner
2. SubOnly
3. BackCharges
4. Unforeseen

OWNER / ARCHITECT

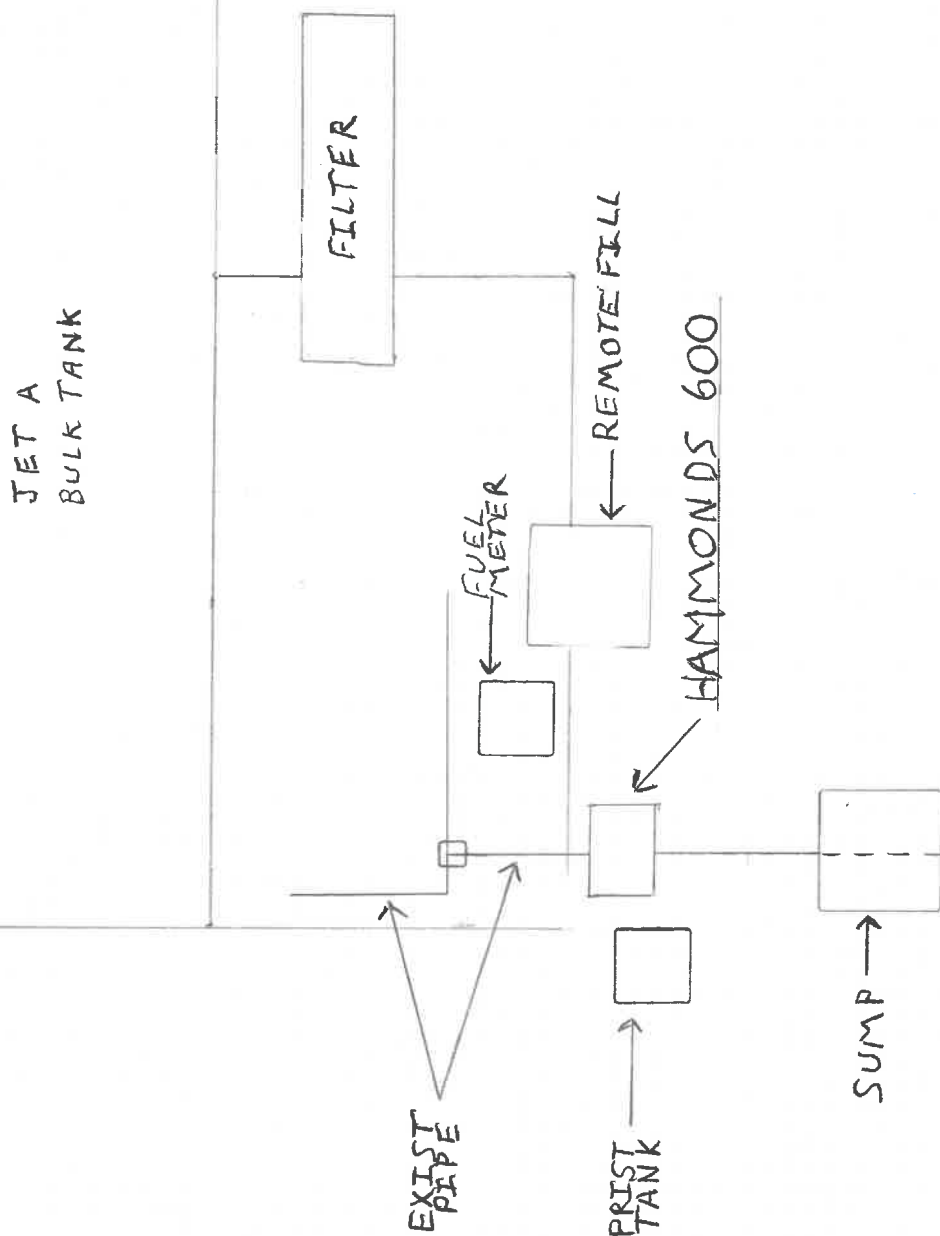
1. CO's
2. Submittals
3. PayApp's
4. RFI's
5. Consultants

PLANNING

1. Schedule
2. WorkPlan
3. Checklists
4. Final Inspections

INSPECTIONS

1. Inspections
2. Corrections
3. 3RDParty



Project CHELAN DOUGLAS R PA

Project No. 2206

Date: 3-16-22

Subject HAMMOND 600 PRIST INJ

Prepared By: RW

Page 1 of 1

[] Site Observations [] Meeting Notes [] Drawing [] Telephone Record [] PM / Sup't Rww

P P E
Plan Prepare Execute

PROBLEMS / ISSUES

1. Schedule
2. Quality
3. Potential Legal
4. CT / CTC
5. Design
6. Corrective Measures

RESOURCES REQUIRED

1. Subs
2. Materials
3. Equipment
4. Other
5. Labor

CHANGE ORDERS

1. Owner
2. SubOnly
3. BackCharges
4. Unforeseen

OWNER / ARCHITECT

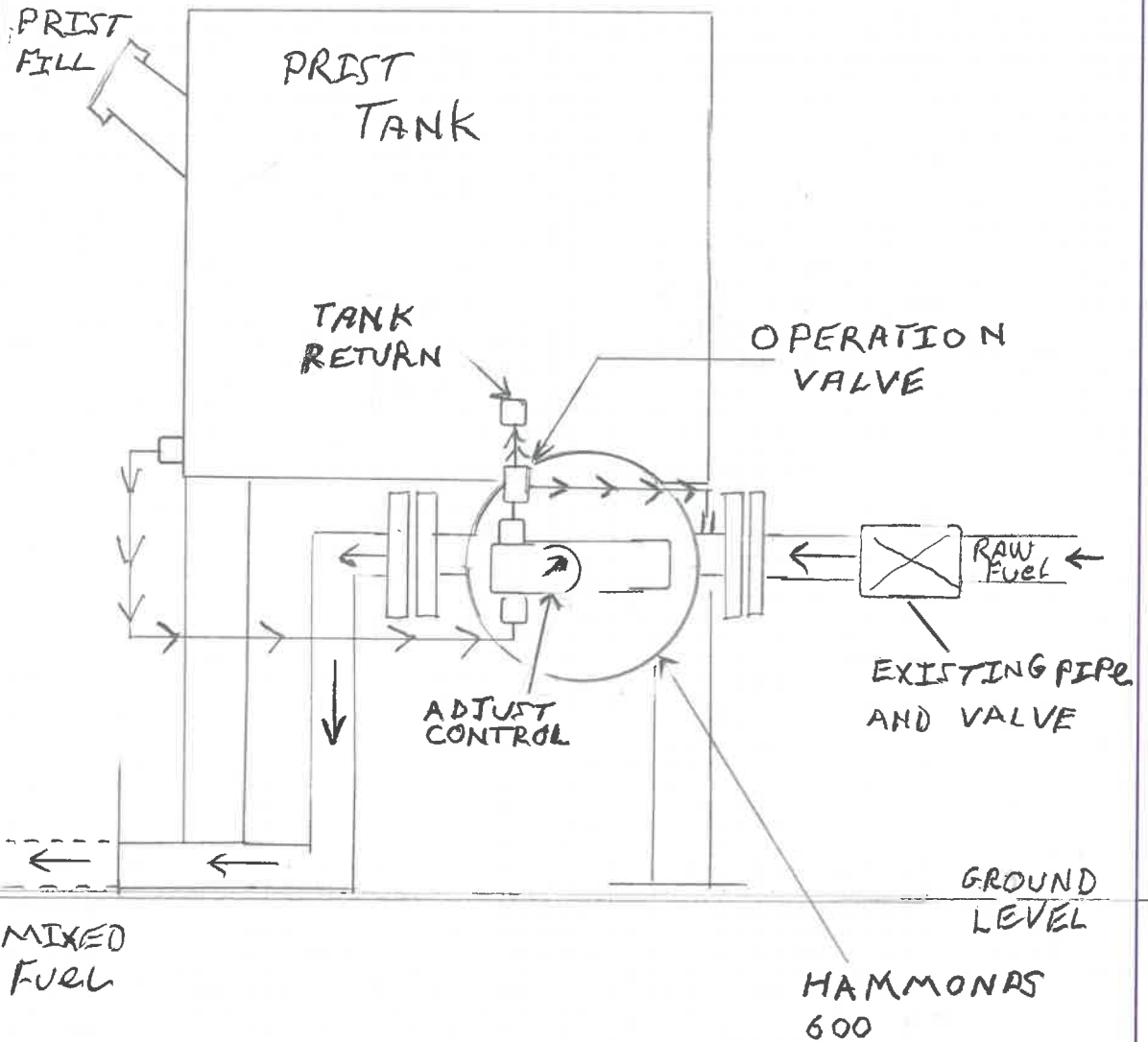
1. CO's
2. Submittals
3. PayApp's
4. RFI's
5. Consultants

PLANNING

1. Schedule
2. WorkPlan
3. Checklists
4. Final Inspections

INSPECTIONS

1. Inspections
2. Corrections
3. 3RDParty



Memo

To: Board of Directors

From: Stacie de Mestre

Date: April 7, 2022

Re: Waterville Airport Lighting Project

In the approved 2022 Budget a line item for \$44,970 was included to complete the design of the Waterville Airport Lighting project – 90% of this fee was reimbursed via a WSDOT Aviation Grant. The project includes new lights, new cable and conduit, demolition of the Johnson hangar, a new electrical vault building (including a restroom), Precision Approach Path Indicators, and rehabilitation of the wind indicator. See attached for the lighting layout plan.

The design has been completed and JUB Engineers has advised Staff that we should move the bidding, WSDOT Aviation grant application, and construction up to 2022. WSDOT Aviation has a larger pool of grant money available this year due to an increased allocation of fuel tax. Staff has been advised that next year the fuel tax money will be in a separate pool with more stringent project requirements. Also, since we received a grant to fund the design, WSDOT aviation is more inclined to fund the construction.

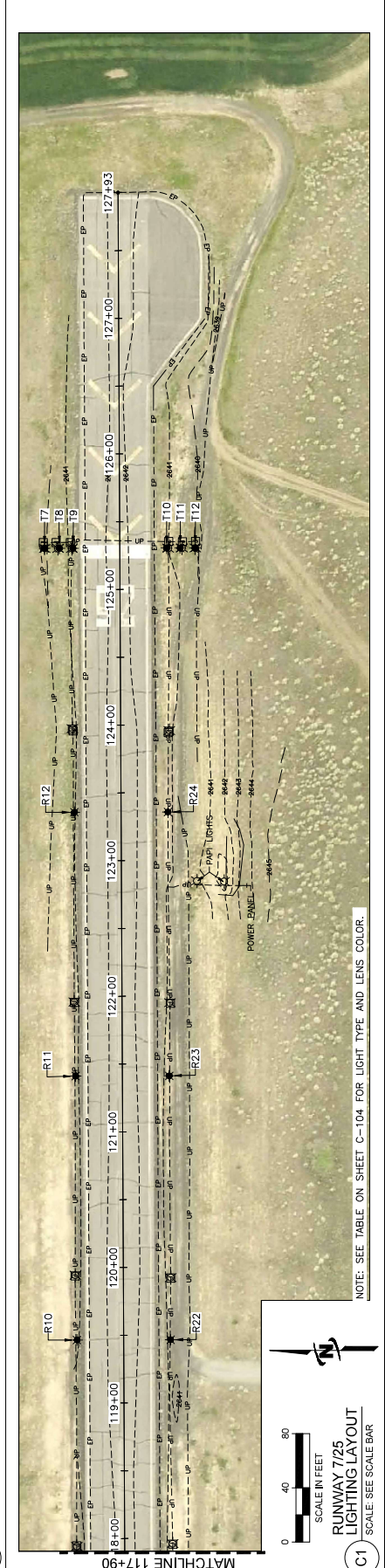
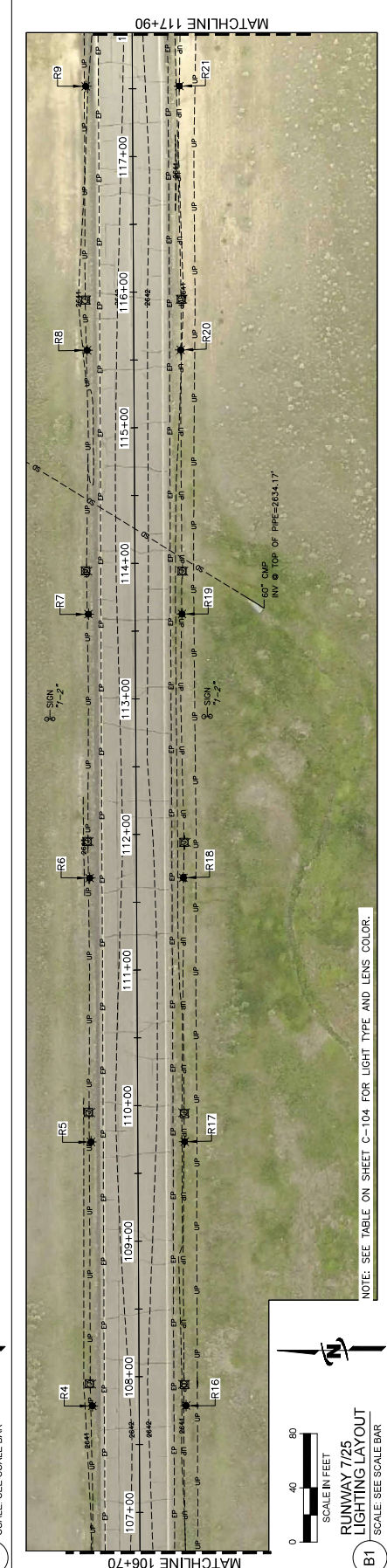
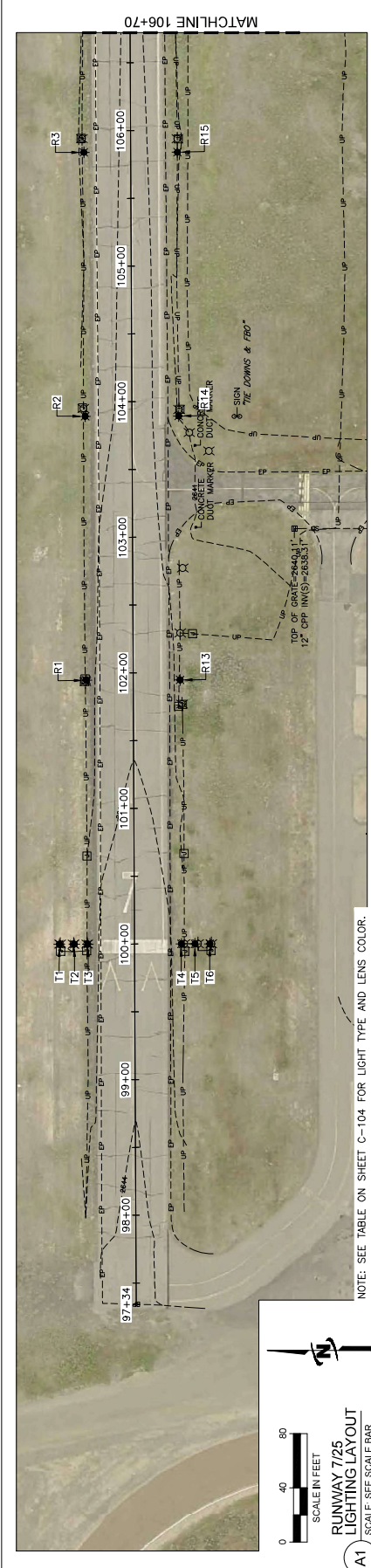
The current engineer's estimate for the construction project is \$400,000. Staff is proposing that we proceed with soliciting bids. Once the lowest, responsible bid is identified we would then apply for a WSDOT Aviation grant for 90% of the construction costs. Award of the construction contract would be contingent upon receiving the grant.

NO.	DESCRIPTION	BY	DATE

PRELIMINARY PLANS
 NOT FOR CONSTRUCTION

WATERVILLE AIRPORT
 CHELAN DOUGLAS REGIONAL PORT AUTHORITY (CDRPA)
 RUNWAY EDGE LIGHTING SYSTEM REPLACEMENT PROJECT

SHEET NUMBER: **C-103**



Plan: 11/29/2011 11:29 AM Modified: 11/29/2011 11:29 AM
 Title: Runway 7/25 Lighting Layout
 Project: Chehalis Douglas Regional Port Authority
 Location: Waterville Airport
 Drawing: Runway 7/25 Lighting Layout
 Scale: As Shown
 Date: 11/29/2011 11:29 AM
 Author: JUB Engineers, Inc.



JUB ENGINEERS, INC.
W. 422 Riverside Ave.
Suite 304
Spokane, WA 99201
Phone: 509.458.3727
www.jub.com

PRELIMINARY
PLANS
NOT FOR
CONSTRUCTION

No.	DESCRIPTION	BY	DATE

CHelan Douglas Regional Port Authority (CDRPA)
WATERVILLE AIRPORT
RUNWAY EDGE LIGHTING SYSTEM REPLACEMENT PROJECT
RUNWAY LIGHTING TABLE AND GENERAL NOTES

DATE: 08/28/2024
PROJECT: WATERVILLE AIRPORT
DRAWN BY: JMS
CHECKED BY: JMS
SCALE: AS SHOWN
SHEET NUMBER: C-104

GENERAL NOTES

- CONTRACTOR TO SALVAGE ALL EXISTING CONDUCTORS, COIL OR ROLL ON SPOOLS, AND RETURN TO THE AIRPORT AT A DESIGNATED LOCATION.
- CONTRACTOR TO SALVAGE EXISTING EDGE LIGHT COMPONENTS. EDGE LIGHT ASSEMBLIES SHALL BE DISASSEMBLED AND THE COMPONENTS SHALL BE SORTED AND PLACED INTO BINS PROVIDED BY THE CONTRACTOR.
- SOME EXISTING EDGE LIGHT BASE PLATE BOLTS MAY REQUIRE MECHANICAL EXTRACTION (DRILLING/TAPPING ETC.) DUE TO BREAKAGE DURING REMOVAL. SALVAGE ALL INTACT BASE PLATE BOLTS AND RETURN TO AIRPORT.
- ALL ELEVATED LIGHTS ARE TO BE 24" HIGH.

LIGHTING TABLE			
LIGHT	DESCRIPTION	STATION	OFFSET
R1	WHITE ELEVATED	101+94.76	34.50
R2	WHITE ELEVATED	103+89.41	34.50
R3	WHITE ELEVATED	105+84.06	34.50
R4	WHITE ELEVATED	107+78.71	34.50
R5	WHITE ELEVATED	109+73.37	34.50
R6	WHITE ELEVATED	111+68.02	34.50
R7	WHITE ELEVATED	113+62.67	34.50
R8	WHITE ELEVATED	115+57.33	34.50
R9	WHITE ELEVATED	117+51.98	34.50
R10	WHITE ELEVATED	119+46.63	34.50
R11	WHITE ELEVATED	121+41.29	34.50
R12	WHITE ELEVATED	123+35.94	34.50
R13	WHITE ELEVATED	101+94.59	34.50
R14	WHITE ELEVATED	103+89.24	34.50
R15	WHITE ELEVATED	105+83.89	34.50
R16	WHITE ELEVATED	107+78.55	34.50
R17	WHITE ELEVATED	109+73.20	34.50
R18	WHITE ELEVATED	111+67.85	34.50
R19	WHITE ELEVATED	113+62.50	34.50
R20	WHITE ELEVATED	115+57.16	34.50

LIGHTING TABLE			
LIGHT	DESCRIPTION	STATION	OFFSET
R21	WHITE ELEVATED	117+51.81	34.50
R22	WHITE ELEVATED	119+46.46	34.50
R23	WHITE ELEVATED	121+41.11	34.50
R24	WHITE ELEVATED	123+35.77	34.50
T1	GREEN RED ELEVATED	100+00.15	55.50
T2	GREEN RED ELEVATED	100+00.13	44.50
T3	GREEN RED ELEVATED	100+00.10	34.50
T4	GREEN RED ELEVATED	99+99.94	34.50
T5	GREEN RED ELEVATED	99+99.91	44.50
T6	GREEN RED ELEVATED	99+99.89	55.50
T7	RED GREEN ELEVATED	125+30.84	55.50
T8	RED GREEN ELEVATED	125+30.62	44.52
T9	RED GREEN ELEVATED	125+30.59	34.52
T10	RED GREEN ELEVATED	125+30.42	34.50
T11	RED GREEN ELEVATED	125+30.39	44.48
T12	RED GREEN ELEVATED	125+30.37	55.50

NOTES:
1. FOR SPLIT COLOR LENS (X/X), THE FIRST COLOR LISTED FACES WEST.

A1 RUNWAY 7/25 LIGHTING TABLE
SCALE: N.T.S.

RECEIVED

MAR 23 2022

Executive Director Jim Kuntz
Chelan Douglas Port Authority
One Campbell Parkway, Suite A
East Wenatchee, WA. 98802

CHELAN DOUGLAS
REGIONAL PORT AUTHORITY

March 21, 2022

RE: Naming US Highway 97

My name is David Schwab. I am a 44 year resident of Douglas County, Washington. I am a US Army Veteran 1967-70, I am a member of the Veterans of Foreign Wars Wenatchee Valley Post 3617, member of the American Legion Post 10 and a member of the Douglas County Veterans Advisory Board.

I am in the process of initiating a request to the Washington State Transportation Commission to name US Highway 97, "World War II Veterans Memorial Highway". My petition is only for the portion of US Highway 97 that is within the boundaries of Douglas County, Washington,

US Highway 97 in the State of Oregon, from the California State border to the Washington State border, was named "World War II Veterans Historic Highway". The naming was accomplished by the Bend Hero's Foundation from Bend Oregon.

A veteran named Steven Miller from Klickitat County Washington sponsored a request to the Washington State Transportation Commission and was successful in having the portion of Highway 97 within the boundaries of Klickitat County named "World War II Veterans Memorial Highway". Mr. Miller reached out to veterans groups and asked for support in naming US Highway 97, in Washington State, from the Oregon Border to the Canadian border to continue the naming process.

During World War II from Washington State there were:

- 3941 State wide deaths from the Army/Air Forces, 17 were from Douglas County
- 1505 State wide deaths from the Navy/USMC/Coast Guard, 2 were from Douglas County
- 113 State wide deaths from the Merchant Marines
- An estimated 8200 wounded Washington State Veterans
- There were 1085 Prisoners of War from Washington State. 849 POW's returned
- There were 1365 Washington State Veterans Missing in Action, 28 sets of remains were returned. Still to this day 1337 remain missing.
- An estimated 217,840 Washington State residents served during WWII.

I want to honor all World War II Veteran's for their service and sacrifice. My immediate family has a history of service in World War II:

- Father in Law John Huffstutter of East Wenatchee, Washington - Member of the First Special Service Force and a POW for 14 months in 3 Italian and 3 German Camps.

- Uncle Jack Creighton of Olympia Washington - Us Army, POW Captured on Corregidor and was POW in the Philippines (Cabanatuan) from May-November 1942. He was on the 2nd Hell ship to Japan for 3 weeks.
- Uncle Wilburn Hammonds of Weedpatch, California – US Army, POW and survivor of the Bataan Death March.
- Uncle Les Stewart of Reseda California – Us Navy World War II Veteran.
- Uncle Forrest Hall of Van Nuys California – US Navy World War II Veteran

Washington State Transportation Commission Policy & Procedure No. 12 , Section 6

Non Legislative Naming Process

To initiate the naming process without a legislative Joint Memorial being enacted, an interested party must contact the Commission to establish their interest in seeking a naming. The requesting party shall provide sufficient evidence to the Commission indicating community support and acceptance of the proposal. Evidence of support and acceptance may include things such as:

1. *Letters of support from state and federal legislators representing area of the facility;*
2. *Resolutions passed by local, publicly elected bodies in the area of the facility;*
3. *Department support;*
4. *Supportive action by letters from local organizations such as local chambers of commerce or service clubs.*

I have included in this request a list of the elected officials, local organizations and service clubs who provided me letters of support for the naming of US Highway 97.

I am requesting a letter from you in support of the naming of US Highway 97 through the Douglas County corridor to be named “World War II Veterans Memorial Highway”. Please address the letter to the Washington State Transportation Commission and send it to me. I will assemble all the letters of support and submit them to the Commission.

Thank you for your time and consideration. If you have any questions you can contact me at 818 N. Ladd Ave, East Wenatchee, WA. 98802 or phone at 509 630 0173 or email at davidschwab1946@charter.net

Sincerely



David Schwab

Letters of Support:

Douglas County Commissioners

East Wenatchee City Council

Bridgeport City Council

Rock Island City Council

Waterville City Council

Eastmont School Board

Chelan Douglas Transportation Council

Sunrise Rotary Club, East Wenatchee

Wenatchee Valley Veterans of Foreign Wars Post 3617

Sarah Deenik

From: Sarah Deenik
Sent: Friday, April 1, 2022 1:23 PM
To: davidschwab1946@charter.net
Cc: Jim Kuntz
Subject: Naming US Highway 97

Good Afternoon David,

I'm emailing you on behalf of Jim Kuntz, CEO of Chelan Douglas Regional Port Authority (CDRPA). Jim received your letter regarding naming the Douglas County portion of US Highway 97 "World War II Veterans Memorial Highway".

The topic has been put on the next CDRPA Board Meeting agenda. Meeting will take place April 12th beginning at 9A. You are more than welcome to attend the meeting to listen to Board discussion and provide public comment.

Meeting location is the Confluence Technology Center, located in Olds Station Business Park (285 Technology Center Way, Wenatchee). There is also a Zoom Meeting option ([pre-register here](#)). Meeting information will be available on our [website](#) at the end of next week.

Happy to answer any questions you may have.

Have a good weekend,

Sarah Deenik
Communications Coordinator/Finance Specialist
One Campbell Parkway Suite A, East Wenatchee, WA 98802
☎ 509.884.4700 | www.cdrpa.org



Memo

To: Board of Directors

From:  Jim Kuntz

Date: April 7, 2022

Re: Congressionally Directed Spending – FY 2023

Congress has approved the return of congressionally directed spending (earmarks). Our congressional delegation is accepting applications for community projects. They have a very tight turnaround time.

At Tuesday's meeting, staff will review with the Board our thoughts on which projects to submit to each congressional member.

Congressionally Directed Spending

Fiscal Year 2023

Draft Project Requests

Senator Patty Murray

- The Trades District
- Lineage – Small Business Production Spaces

Senator Maria Cantwell

- Pangborn Airport - G. A. Terminal Building
- Airlift Northwest Hangar

Congresswoman Kim Schrier

- Airlift Northwest Hangar
- Lineage – Small Business Production Spaces

Congressman Dan Newhouse

- Pangborn Airport – Terminal Building

ROSA DELAURO, CONNECTICUT, CHAIR

MARCY KAPTUR, OHIO
DAVID E. PRICE, NORTH CAROLINA
LUCILLE ROYBAL ALLARD, CALIFORNIA
SANFORD D. BISHOP, JR., GEORGIA
BARBARA LEE, CALIFORNIA
BETTY MCCOLLUM, MINNESOTA
TIM RYAN, OHIO
C. A. DUTCH RUPPERSBERGER, MARYLAND
DEBBIE WASSERMAN SCHULTZ, FLORIDA
HENRY GUELLAR, TEXAS
CHELLIE PINGREE, MAINE
MIKE QUIGLEY, ILLINOIS
DEREK KILMER, WASHINGTON
MATT CARTWRIGHT, PENNSYLVANIA
GRACE MENG, NEW YORK
MARK POCAN, WISCONSIN
KATHERINE M. CLARK, MASSACHUSETTS
PETE AGUILAR, CALIFORNIA
LOIS FRANKEL, FLORIDA
CHERI BUSTOS, ILLINOIS
RONNIE WATSON-COLEMAN, NEW JERSEY
BRENDA L. LAWRENCE, MICHIGAN
NORMA J. TORRES, CALIFORNIA
CHARLIE CRIST, FLORIDA
ANN KIRKPATRICK, ARIZONA
ED CASE, HAWAII
ADRIANO ESPAILLAT, NEW YORK
JOSH HARDER, CALIFORNIA
JENNIFER WEXTON, VIRGINIA
DAVID J. TRONE, MARYLAND
LAUREN UNDERWOOD, ILLINOIS
SUSIE LEE, NEVADA

Congress of the United States
House of Representatives
Committee on Appropriations
Washington, DC 20515-6015

KAY GRANGER, TEXAS
HAROLD ROGERS, KENTUCKY
ROBERT B. ADERHÖLT, ALABAMA
MICHAEL K. SIMPSON, IDAHO
JOHN R. CARTER, TEXAS
KEN CALVERT, CALIFORNIA
TOM COLE, OKLAHOMA
MARIO DIAZ-BALART, FLORIDA
STEVE WOMACK, ARKANSAS
CHUCK FLEISCHMANN, TENNESSEE
JAIME HERRERA BEUTLER, WASHINGTON
DAVID P. JOYCE, OHIO
ANDY HARRIS, MARYLAND
MARK E. ANDELL, NEVADA
CHRIS STEWART, UTAH
STEVEN M. PALAZZO, MISSISSIPPI
DAVID G. VALADAO, CALIFORNIA
DAN NEWHOUSE, WASHINGTON
JOHN R. MOOLENAAR, MICHIGAN
JOHN H. RUTHERFORD, FLORIDA
BEN CLINE, VIRGINIA
GUY RESCHENTHALER, PENNSYLVANIA
MIKE GARCIA, CALIFORNIA
ASHLEY HINSON, IOWA
TONY GONZALES, TEXAS

ROBIN JULIANO
CLERK AND STAFF DIRECTOR
(202) 225-2771

March 18, 2022

Dear Colleague:

With President Biden's signature on Tuesday, I am thrilled to announce that your Community Project Funding items in the fiscal year 2022 Omnibus are now enacted into law. This would not have been possible without your hard work to select high-quality projects for your district. I know many of your recipients will have questions about next steps. As is true for any grant recipient, they will need to work with the respective Executive Branch departments and agencies to determine when funds may be ready for release, and that timing may vary by department. We are working to provide resources to your staff that may help guide your communities through this process.

Building upon that success, I am pleased to announce the Committee on Appropriations will again be soliciting Community Project Funding requests, along with the standard programmatic and language-based requests, for the fiscal year 2023 cycle. Information regarding how the Member request process will work is included in Committee guidance [available here](#). Please refer to this information when engaging with your communities regarding which projects to request.

The process for submitting traditional appropriations requests (programmatic funding, bill language, and report language) remains the same as in prior years. The Community Project Funding request process remains similar to that of last year. Members will be required to enter requests (regular appropriations requests and Community Project Funding requests) at the same time using the Member database at: <https://AppropriationsSubmissions.house.gov>. This site will be available beginning on April 4th, pending the submission of the President's budget request for fiscal year 2023, and will remain open until the end of April. Please refer to specific deadlines included in Subcommittee Dear Colleagues when those are released. These deadlines will also be posted on the Committee's website when available.

All of the [transparency and accountability requirements](#) the Committee announced last year for Community Project Funding requests remain in place, including limiting spending on Community Project Funding to no more than 1 percent of discretionary spending. However, there are a few important changes:

- For transparency in the process, Members are again required to post online their Community Project Funding requests and financial disclosure letters that certify no financial interest in the projects requested. For the Committee to consider a Community Project Funding request, these requirements must be met. A template along with instructions for how to submit the certification are [available here](#) and in the database. In a change from last year, offices are asked to wait until 15 calendar days after the Committee's submission deadline before posting the information online. Providing 15 days between the submission deadline and posting will allow Committee staff to review the requests and make sure they are properly categorized as a Community Project Funding request. Online posting should occur in the time period between 15 and 20 days following the submission deadline.
- The Committee intends to fund community projects on a limited basis. However, Members will now be able to submit up to 15 (up from a total of 10 requests last year) Community Project Funding requests across all Subcommittees. Identifying your top priorities for the Committee will help ensure projects are requested in the correct bills and accounts and will enable the Subcommittees to have the information necessary to evaluate requests. The Member database will be used to collect information about project requests with each Subcommittee tailoring questions specific to its programs or purposes.
- For the fiscal year 2023 cycle electronic signatures affixed to documents submitted to the Committee are acceptable. However, if Members choose to sign electronically, they must do so using the newly established Quill system.

For these requests, community engagement and support are again crucial in determining which projects are worthy of Federal funding. To that end, Members will be asked to include evidence of community support that served as compelling factors in the decision to submit project requests. This will include any letters of support, press articles, or relevant links to information online.

More specific instructions will be provided in Dear Colleagues from each of the Subcommittee Chairs, including eligible accounts and the required information to accompany such requests, as well as any updated guidelines.

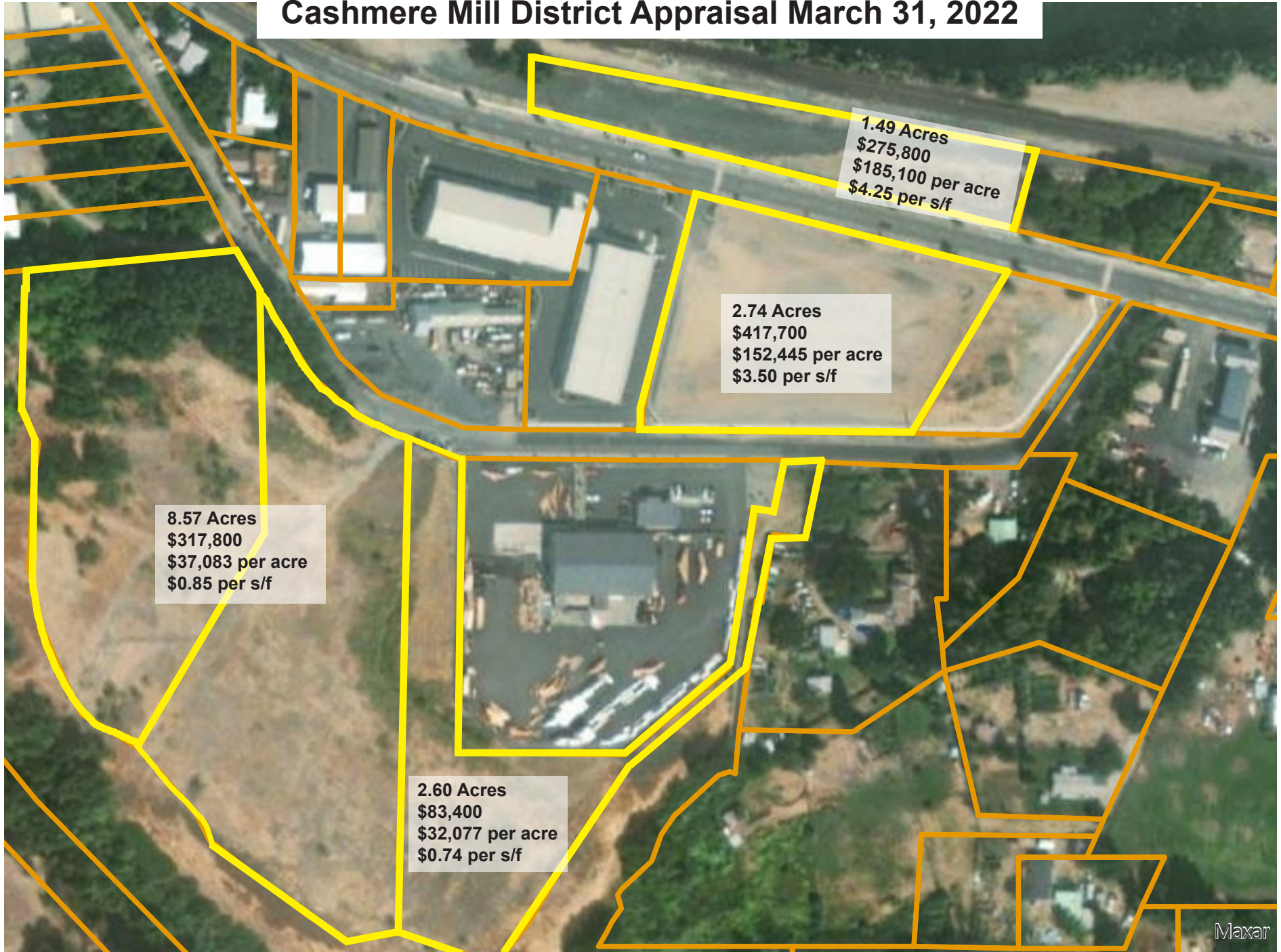
As always, Committee staff are available to provide assistance to Members and their staff. If you have questions concerning the Committee's requirements, please contact Jason Gray with the Full Committee Staff.

Sincerely,

A handwritten signature in black ink that reads "Rosa L. DeLauro". The signature is written in a cursive, flowing style.

Rosa L. DeLauro
Chair, House Appropriations Committee

Cashmere Mill District Appraisal March 31, 2022



Lineage Middle Section

Draft – Going Forward Strategy

1. Determine if SoCo Sale Proceeds

- **June 1, 2022, Deadline**
- **\$2.0 Million Sale**

2. Board adopts overall ownership model for all Lineage Properties

- **What is to be sold**
- **What is to be retained by Regional Port**

3. If SoCo Property Sale Proceeds

- **Re-invest proceeds into Building F?**
- **Seek .09 Sales Tax Grant from Chelan County**
- **Congressional Directed Spending Request**
- **2023 State Capital Budget**
- **CERB Loan**

4. Explore Design/Build partnership

- **Project is designed to our budget (\$2 million minimum)**
- **Will most likely need a consultant to help with CPARB approval**
- **CPARB Project Review Committee Upcoming meetings:**
 - **June 23, 2022**
 - **Application Due 5/20/2022**
 - **July 28, 2022**
 - **Application Due 6/20/2022**
 - **September 22, 2022**
 - **Application Due 8/22/2022**



One Campbell Parkway, Suite A | East Wenatchee, WA 98802 | Phone: 509.884.4700 | Fax: 509.662.5151 | www.cdrpa.org

April 12, 2022

Honorable Commissioners
Chelan County Public Utility District
327 N. Wenatchee Avenue
Wenatchee, WA 98801

SUBJECT: Confluence Parkway Transportation Project – Support for Letter of Concurrence

Dear Chelan County Public Utility District Commissioners,

On behalf of the Chelan Douglas Regional Port Authority, we write to you in support of the Confluence Parkway project and specifically request that the Chelan County Public Utility District (PUD) support this project through a Section 4F letter of concurrence.

The Chelan Douglas Regional Port Authority supported this project last year when the City and its regional partners applied for the federal INFRA grant and that brought \$92 million to the region for transportation infrastructure. With the recent news of an additional \$85 million to complete Confluence Parkway, the Chelan Douglas Regional Port Authority once again is ready to show its support for the project and see it come to fruition.

For the past 10 years, Confluence Parkway has been the region's top transportation priority. Confluence Parkway is not just a road, it is a multi-modal transportation project; it will build a new bridge over the Wenatchee River, invest \$10 million in Apple Capital Loop Recreation Trail including a new, wider pedestrian bridge, add over four acres of rehabilitated habitat to the Horan Natural Area, reduce traffic congestion along North Wenatchee Avenue, support a new electric bus rapid transit service, and add more miles of new north to south bikeways.

We understand that you have a lot to consider as responsible stewards of public land, we have seen the success of the PUD in navigating infrastructure and the environment in a manner that is conscientious and sustainable and we think Confluence Parkway has similarly achieved that balance. Confluence Parkway is a long overdue investment in our

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 | Mark Spurgeon, Commissioner, Douglas County Dist. 3 | Rory Turner, Commissioner, Chelan County Dist. 3

community and a result of years of planning, analyzing, community-oriented design, now is the time to build this project for the greater good tomorrow.

Sincerely,

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

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director

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 | Mark Spurgeon, Commissioner, Douglas County Dist. 3 | Rory Turner, Commissioner, Chelan County Dist. 3

Chelan Douglas Regional Port Authority Contract Log

Updated: 3/30/2022

Contract Number	Contract Type	Company Name	Scope	Original Amount w/ Tax	Final Amount	Contract Start	Contract End	Type of Solicitation	Type of Funding
2020-10	PROF	Landline Surveyors	Pangborn Memorial Airport Boundary Line Adjustment	\$27,000.00		1/4/2021		Task Authorization	CDRPA
2020-13	PROF	TO Engineers	Pangborn Memorial Airport Terminal Apron Reconstruction	\$932,445.00		1/26/2021	12/31/2022	Task Authorization	CDRPA/FAA
2021-11	UP	Inland Fire Protection	Fire Sprinkler Maintenance, Repair and Inspection Services	\$60,992.88		5/1/2021	5/1/2024	Small Works	CDRPA
2021-12	UP	D&B Backflow	Backflow Assembly Maintenance, Repair and Inspection Services	\$9,830.10		5/1/2021	5/1/2024	Small Works	CDRPA
2021-24	PS	LocalTel Communications	CTC Fire and Security Alarm Monitoring	\$10,419.25		1/1/2020	12/31/2022	Small Works	CDRPA
2021-26	PS	GFC Services	CTC and CTC South Janitorial Services	\$47,874.54		1/1/2021	12/31/2022	Small Works	CDRPA
2021-27	PS	NuClear Building Maintenance	CTC and CTC South Window Cleaning	\$7,167.33		1/1/2021	12/31/2022	Small Works	CDRPA
2021-38	PROF	Forte Architects	Executive Flight Meeting Room	\$45,515.00		6/24/2021		Formal	CDRPA
2021-43	EQP	SkyMark Refuelers, Inc.	Jet-A Aircraft Refueler	\$300,486.42		8/31/2021	2/22/2022	Formal	CDRPA
2021-44	UP	Schmitt Electric, Inc.	Unit Price Commercial Electrical Services	\$32,416.55		8/1/2021	7/31/2024	Small Works	CDRPA
2021-45	PS	iPro Building Services LLC	Executive Flight Janitorial Services	\$6,129.78		8/1/2021	1/31/2022	Direct	CDRPA
2021-49	PROF	GeoEngineers	Cashmere Mill Site Wood Waste Removal - Assessment and Design	\$39,500.00		8/11/2021	9/30/2021	Roster	Grant
2021-50	PW	Holiday Parks	Executive Flight Phase 2 HVAC Improvements	\$808,606.39		8/11/2021	12/31/2021	Design Build	CDRPA
2021-59	PROF	Berger Partnership	Tech Ctr Way Landscaping - Schematic Design	\$8,500.00		9/30/2021		Roster	CDRPA
2021-60	PROF	DOH Associates	CTC Core and Shell Restoration	\$94,660.00		6/16/2021		Task Authorization	CDRPA/Actapio
2021-61	PROF	DOH Associates	GA Terminal Remodel Feasibility	\$21,215.00		8/4/2021		Task Authorization	CDRPA
2021-62	PROF	RH2 Engineering	MALSR Property Phase I ESA	\$7,549.00		9/20/2021		Task Authorization	CDRPA
2021-63	PW	Hurst Construction	Pangborn Terminal Apron Reconstruction	\$9,500,017.54		8/25/2021		Formal	CDRPA/FAA
2021-64	PW	DOH Associates	General Services	\$3,700.00		3/2/2021		Task Authorization	CDRPA
2021-69	PROF	Graham Baba	Columbia Street Properties Adaptive Reuse	\$180,406.00		10/27/2021	4/15/2022	Formal	CDRPA
2021-73	PS	Anderson Landscaping	Snow Removal Services - OSBP, PABP, Downtown	\$6,450.00		11/1/2021	3/31/2022	Small Works	CDRPA
2021-74	PS	DG's Landscaping	Snow Removal Services - Cashmere	\$610.00		11/1/2021	3/31/2022	Small Works	CDRPA
2021-76	PROF	Environmental Systems Design (ESD)	Malaga Site Due Dilligence	\$175,085.00		11/23/2021		Formal	CDRPA
2021-79	SW	Standard Paint and Flooring	Revised Executive Flight Carpet Replacement	\$89,822.20		2/14/2022	5/15/2022	Small Works	CDRPA
2021-80	PU	Pacific Security	Security Patrol and Guard Services	\$21,792.00		1/1/2022	12/31/2022	Public Works	CDRPA
2022-01	SW	Granite Petroleum, Inc.	EFI Fuel System Repairs and Upgrades	\$61,581.55		3/3/2022	4/29/2022	Roster	CDRPA
2022-03	PS	Resimplifi	Choose Chelan Douglas Website Maintenance	\$5,400.00		2/1/2022	1/31/2023		CDRPA
2022-05	PS	Basin Tree Service & Pest Control, Inc.	CDRPA Vegetation Management 2022 (Weed Spraying)	\$28,676.84		3/1/2022	11/30/2022	Roster	CDRPA
2022-10	PS	Young Bucks Landscaping LLC	60 Airport Way Landscape Maintenance 2022	\$9,043.05		4/1/2022	10/31/2022	Roster	CDRPA
2022-11	PW		Pangborn Memorial Airport Taxiway A Realignment					Formal	CDRPA/FAA
2022-12	PROF		Architectural Services - Pangborn Memorial Airport General Aviation Terminal Building					Formal	CDRPA
2022-16	PS	Young Bucks Landscaping LLC	Orondo River Park Landscape Maintenance 2022 Rebid	\$28,325.00		4/1/2022	10/31/2022	Roster	CDRPA
2022-17	LPW	Hurst Construction, LLC	GWID Meter 269A Replacement	\$11,625.00		3/14/2022	3/25/2022	Direct	CDRPA
2022-18	PS	Young Bucks Landscaping LLC	Executive Flight and Pangborn Business Park Landscape Maintenance 2022 Rebid	\$25,825.00		4/1/2022	10/31/2022	Roster	CDRPA
2022-19	PS	Erlandsen and Associates, Inc.	Van Well Property Survey	\$2,500.00		3/16/2022			CDRPA
2022-20	PS		Armed Security Patrol & Guard Services - Pangborn Memorial Airport Terminal Building			6/1/2022	5/31/2023	Formal	CDRPA
2022-22	UP	Johnson Controls	Building Management System Upgrade	\$36,900.00		1/5/2022		Direct	CDRPA
2022-23	UP	Fire Protection Specialists, LLC	Fike Fire System Panel Board Replacement	\$2,990.00		3/18/2022		Direct	CDRPA
2022-24	PS	Keyhole Security, Inc.	Replace Loading Dock Camera	\$3,127.72		3/15/2022		Direct	CDRPA

Chelan Douglas Regional Port Authority - Lease Report

Leases & Renewals -Aviation Related

Reporting Period - March 2022

4/12/2022

New Leases					
Lease Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
3/24/2022	C & E Aviation (Hahn)	PMA	Tie-Down	M-2-M	\$64.00
3/17/2022	Andrew Handley	PMA	Hangar B10	M-2-M	\$205.00
4/1/2022	Dennis Williams	PMA	Hangar B12	M-2-M	\$205.00
3/29/2022	Ben Peters	PMA	Tie-Down	M-2-M	\$64.00

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	
C & E Aviation (Hahn)	Executive Flight Bldg	Hangar	3/31/2022	\$350.00	
Mark Ojendyk	PMA	Hangar B12	3/31/2022	\$205.00	
Bernard Eskildsen	PMA	Hangar B10	3/31/2022	\$205.00	

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 - CTC

Reporting Period - March 2022

4/12/2022

New Leases					
Lease Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
3/16/2022	JBe Marketing	CTC, Suite 133	290 SQFT	M-2-M	\$672.80
3/16/2022	College Promise Coalition	CTC, Suite 140	137 SQFT	M-2-M	\$317.99
3/30/2022	Hazel Technologies	CTC South Office 105	138 SQFT	M-2-M	\$506.07

Lease Renewals					
Renewal Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
3/24/2022	Chelan County PUD	CTC Suite 145	1,413 SQFT	5/1/2022 - 4/30/2023	\$3,722.14

Tenants Moving Out					
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month	
On the Beach Tax & Accounting	CTC, Suite 133	290 SQFT	3/4/2022	\$560.67	
JBe Marketing	CTC, Suite 139	137 SQFT	3/31/2022	\$265.83	
College Promise Coalition	CTC, Suite 141	128 SQFT	3/31/2022	\$257.69	

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 - CDRPA

Reporting Period - March 2022

4/12/2022

New Leases					
Lease Signed	Tenant	Building or Land	SQFT or Acres	Term	Base Rent/Month
3/10/2022	Pybus Market Charitable Foundation	Pybus, Suite 202	642 SQFT	4/1/2022 - 9/30/2023	\$1,070.00

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

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 Calendar of Events

Updated 4/7/22

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
2022				
April 2022				
April 11	Monday	Cashmere City Council - CDRPA Presentation; 6:00p	Commissioner Baldwin; J. Kuntz; S. Deenik	
April 12	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
April 13	Wednesday	NCWEDD Meeting	Commissioner Huffman	
April 14	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
April 15	Friday	Deadline for Commission Vacancy Applications		
April 19	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
April 19	Tuesday	Special Commission Meeting for Contractor Yard & Hangar Pad Workshop and to review Commission Applications; 1P		
April 20	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
April 21	Thursday	Army National Guard Site Visit; 9 AM (time adjustment)	Commissioners Attending?	
April 22	Friday	Cashmere Chamber Annual Auction & Dinner	Commissioner Baldwin	Ticket purchased
April 25	Monday	Public Presentation by Port staff for Commissioner Finalists		
April 26	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
April 26	Tuesday	Commission Vacancy Interviews at CDRPA Board Meeting		
April 27	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)	Board of Directors; staff	
May 2022				
May 4-6	Wed-Friday	WPPA Spring Meeting; Skamania Lodge	Baldwin, Spurgeon, J. Kuntz	Rooms booked ; Registration booked
May 9-11	Mon-Wed	WAMA 2022 Annual Conference; Sun Mt. Lodge, Winthrop	Moyers	
May 10	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
May 11	Wednesday	NCWEDD Meeting	Commissioner Huffman	
May 12	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
May 17	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
May 18	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
May 19	Thursday	NCW Tech Alliance Flywheel Conference; Conv. Center	Commissioner Baldwin	
May 24	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	

Chelan Douglas Regional Port Authority Calendar of Events

Updated 4/7/22

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
May 25	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
May 30	Monday	Memorial Day Holiday Office Closed		
June 2022				
June 5-8	Sun-Tuesday	AAAE 94th Annual Conference; Seattle	Baldwin, Etherington, Spurgeon, J. Kuntz, Moyers	Rooms and Conference conference booked
June 8-10	Wed-Friday	WPPA Finance Seminar; Campbells Resort	M. Lough	M. Lough Registered
June 8	Wednesday	NCWEDD Meeting	Commissioner Huffman	
June 9	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
June 14	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
June 15	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
June 21	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
June 22	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
June 28	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
July 2022				
July 4	Monday	4th of July Holiday Office Closed		
July 12	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
July 13	Wednesday	NCWEDD Meeting	Commissioner Huffman	
July 14	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
July 19	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
July 20	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
July 26	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
July 27	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
August 2022				
August 6	Saturday	Wings n' Wheels / Aviation Day		
August 9	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
August 10	Wednesday	NCWEDD Meeting	Commissioner Huffman	
August 11	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
August 16	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
August 17	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		

Chelan Douglas Regional Port Authority Calendar of Events

Updated 4/7/22

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
August 23	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
August 24	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
September 2022				
September 5	Monday	Labor Day Office Closed		
September 8	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
September 13	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
September 14	Wednesday	NCWEDD Meeting	Commissioner Huffman	
Septembr 20	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
September 21	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
September 27	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
September 27-29	Tues - Thurs	NW AAAE - Jackson Hole, WY	Trent Moyers	
September 28	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
October 2022				
October 11	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
October 12	Wednesday	NCWEDD Meeting	Commissioner Huffman	
October 13	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
October 18	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
October 19	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
October 25	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
October 26	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)	Cancel???	
October 26	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Center Confirmed	
October 27	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
November 2022				
November 8	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
November 9	Wednesday	NCWEDD Meeting	Commissioner Huffman	
November 10	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	

Chelan Douglas Regional Port Authority Calendar of Events

Updated 4/7/22

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attends</i>	<i>RSVP arrangements if applicable</i>
November 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
November 16	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
November 22	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
November 23	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
November 24	Thursday	Thanksgiving/Office Closed		
November 25	Friday	Thanksgiving/Office Closed		
December 2022				
December 8	Thursday	CDTC Board Meeting 9:00 AM	Commissioner Baldwin	
December 13	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
December 14	Wednesday	NCWEDD Meeting	Commissioner Huffman	
December 20	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am	Commissioner Spurgeon & Etherington	
December 21	Wednesday	NCW Tech Alliance Board Meeting; 3:00 PM		
December 23	Friday	Christmas Eve Holiday Observed Office Closed	?	
December 26	Monday	Christmas Day Holiday Observed Office Closed	?	
December 27	Tuesday	CDRPA Board Meeting; 9:00 am	Board of Directors; staff	
December 28	Wednesday	DC Community Leadership Advisory Meeting - CTC; 2:30p (4th Weds)		
2023				
January 2023				
January 2	Monday	New Years Day 2023 Observed Office Closed	?	