



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
Executive Flight Inc.
One Campbell Parkway
East Wenatchee, WA 98802
January 14th, 2020
9:00 am**

Present:

JC Baldwin, Director	Jim Huffman, Director
Donn Etherington, Director	Mark Spurgeon, Director
Rory Turner, Director	Alan Loeb sack, Director
Jim Kuntz, Chief Executive Officer	Ron Cridlebaugh, Development Director
Monica Lough, Director of Finance & Admin.	Quentin Batjer, Legal Counsel
Craig Larsen, Business Development Manager	Trent Moyers, Director of Airports
Tricia Degnan, CTC Manager	
Stacie de Mestre, Facilities & Property Development Mgr.	
Sarah Deenik, Communications Coordinator	
Cami Harris, Executive Assistant	

Guests:

Karen Rutherford, Jenny Rojanasthien, Randy Rantz, Peter Jamtgaard, Nancy Warner, Paul Moore, Mark Botello, Mike Buckingham.

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

Conflict of Interest – None. Legal Counsel provided an overview of what constitutes a conflict of interest.

CDRPA CONSENT AGENDA:

The Consent Agenda consisting of minutes of the Chelan Douglas Regional Port Authority (CDRPA) meeting of December 17th, 2019 was presented and the following action was taken:

Motion No.	01-01-20 CDRPA
Moved by:	Mark Spurgeon
Seconded by:	JC Baldwin
	To approve the Chelan Douglas Regional Port Authority (CDRPA) Consent Agenda consisting of minutes of December 17 th , 2019 Meeting, as presented.

Motion passed 6-0.

PRESENTATION – Nancy Warner of IRIS provide a presentation on the organization’s 2019 activities and thanked the CDRPA for their support.

WEBSITE REVIEW:

Deenik provided a comprehensive review of the new Chelan Douglas Regional Port Authority Website. The Board of Directors thanked Ms. Deenik for her work on the website.

CDRPA INFORMATION & UPDATES:

Kuntz provided information and updates including:

- Lineage update. De Mestre provided further information including the formation of a "subdivision committee" to plan the next steps for the property.
- Douglas County PUD rate increase update. On January 27th the PUD plans to take action on the rate increase. The Port will follow up with a letter to the PUD prior to that date.
- Update on Gigawatt.

Public Comment – Karen Rutherford thanked the Port Authority Board of Directors for their continued support of GWATA and provided them an update on the 2020 Flywheel conference.

A 10-minute break was called at 11:50 am.

Lough provided information and updates including:

- Review of the accounting department duties.
- Overview of Commissioner travel and reimbursement policies.

Moyers provided information and updates including:

- 2019 Passenger enplanements.
- Terminal improvement projects are moving forward and on schedule for a February 2020 completion.
- Drive on the Jet-A Fuel Tank is being replaced.

De Mestre provided information and updates including:

- Commission Chamber layout.
- Kelly Property in Chelan.
- Cashmere Mill District buildings A & B have been deemed substantially complete.

Degnan provided information and updates including:

- Provided a 2019 summary of the CTC meeting and Conference Center.
- The CTC HVAC units have been ordered.

Review Calendar of Events – WPPA Port Day is January 28th.

Items from Board of Directors - None

The Chelan Douglas Regional Port Authority meeting was adjourned at 1:40 pm.

Signed and dated this 27th day of January, 2020.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Jim Huffman, Director



Donn Etherington, Director



Mark Spurgeon, Director



Rory Turner, Director



W. Alan Loeb sack, Director

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

INTRODUCTION

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

POLICY

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

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

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

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

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2020-01**

**A RESOLUTION AUTHORIZING INVESTMENT
OF CHELAN DOUGLAS REGIONAL PORT AUTHORITY MONIES IN THE
LOCAL GOVERNMENT INVESTMENT POOL**

Whereas, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

Whereas, from time to time it may be advantageous to the authorized governmental entity, Chelan Douglas Regional Port Authority, the "governmental entity", to contribute funds available for investment in the LGIP; and

Whereas, the investment strategy for the LGIP is set forth in its policies and procedures; and

Whereas, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the Chelan Douglas Regional Port Authority, the "governing body" or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

Whereas, the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

Whereas, the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

Whereas, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

Now Therefore, Be It Resolved that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

Be It Further Resolved that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by the Director of Finance & Administration and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

Be It Further Resolved that the governmental entity designates the Director of Finance & Administration, the "authorized individual" to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

Be It Further Resolved that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual's instructions until such time as said notice has been provided.

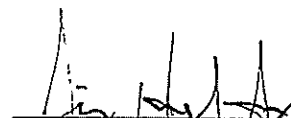
Be It Further Resolved that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual's delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

Be It Further Resolved that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

Passed and Adopted by the Board of Directors of the Chelan Douglas Regional Port Authority at a regular meeting thereof held on this 14th day of January, 2020.



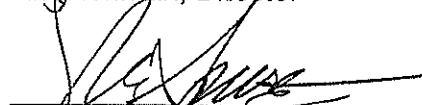
JC Baldwin, Director



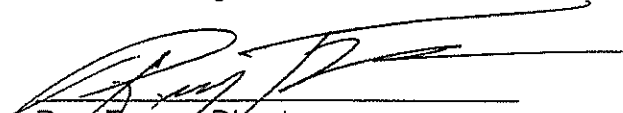
Jim Huffman, Director



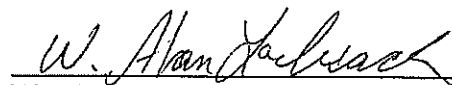
Donn Etherington, Director



Mark Spurgeon, Director



Rory Turner, Director



W. Alan Loebisack, Director



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

Organization	Propose to Fund (Y/N)	Requested Funding	CDRPA Proposed Funding	Project Description
Cascade Foothills Farmland Association	Y	\$ 30,000	\$ 27,000	Formation of a strategic planning group, organizational strategic plan, 50,000 tasting maps
Cashmere Chamber of Commerce	Y	\$ 13,500	\$ 13,500	Events, website redesign, advertising
Chelan-Douglas Land Trust	Y	\$ 29,500	\$ 5,500	Stewardship Assistant (32 hrs per week for 37 weeks) & software
Entiat Valley Chamber of Commerce	Y	\$ 20,000	\$ 10,000	Tourism marketing, business recruitment, rent for a makers retail space
GWATA	Y	\$ 37,000	\$ 37,000	Flywheel, Flywheel Angel Network and ongoing programs
Manson Chamber of Commerce	Y	\$ 30,000	\$ 15,000	Events
Our Valley Our Future	Y	\$ 10,000	\$ 10,000	Tech Hub Strategic Plan
Spirit of Wenatchee	Y	\$ 5,473	\$ 5,473	ADS-B equipment for Miss Veedol as required by the FAA
Wenatchee Downtown Association	Y	\$ 3,000	\$ 3,000	Possibility Tours (Downtown Buildings) as part of the DTA economic development efforts
Wenatchee Outdoors	Y	\$ 7,000	\$ 7,000	Tourism and outdoor recreation marketing campaign



**Partners In Economic Development
Municipalities - Year 2020**

Organization	Propose to Fund (Y/N)	Requested Funding	CDRPA Proposed Funding	Project Description
City of Bridgeport	Y	\$ 20,000	\$ 20,000	Economic Revitalization Plan for SR 173 Corridor
City of Cashmere	Y	\$ 20,000	\$ 20,000	Economic Development Plan for the former wastewater lagoons
City of Cashmere #2	Y	\$ 15,000	\$ 15,000	Design and engineering to extend water and wastewater to the City owned property on Pariroad Ave
City of Chelan	Y	\$ 30,000	\$ 30,000	Implement a city-wide wayfinding program
East Wenatchee Water District	Y	\$ 30,000	\$ 30,000	1,330' of 12" water main from Goldcrest to 35th in Wenatchi Landing
Eastmont Metropolitan Parks District	Y	\$ 30,000	\$ 20,000	Installation of an instructional kitchen in the Eastmont Community Center

RESOLUTION NO. 2020-02

**RESOLUTION AUTHORIZING INVESTMENT
OF PORT OF CHELAN COUNTY MONIES IN THE
LOCAL GOVERNMENT INVESTMENT POOL**

Whereas, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

Whereas, from time to time it may be advantageous to the authorized governmental entity, Port of Chelan County, the "governmental entity", to contribute funds available for investment in the LGIP; and

Whereas, the investment strategy for the LGIP is set forth in its policies and procedures; and

Whereas, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the Port of Chelan County, the "governing body" or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

Whereas, the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

Whereas, the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

Whereas, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

Now Therefore, Be It Resolved that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

Be It Further Resolved that the governing body has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by the Director of Finance & Administration and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

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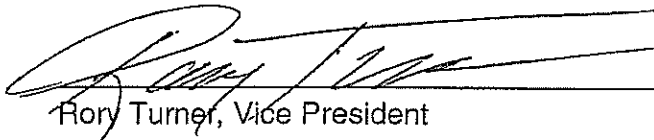
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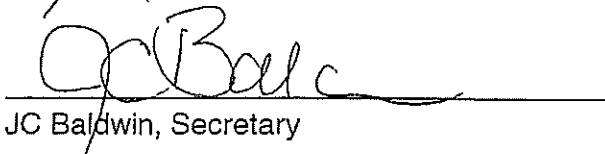
Passed and Adopted by the Board of Commissioners of the Port of Chelan County at a regular meeting thereof held this 14th day of January, 2020.



Donn Etherington, President



Rory Turner, Vice President



JC Baldwin, Secretary

RESOLUTION NO. 2020-01

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OF PORT OF DOUGLAS COUNTY MONIES IN THE
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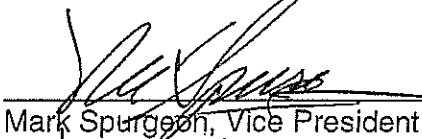
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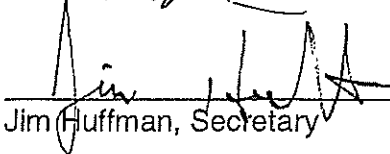
Passed and Adopted by the Board of Commissioners of the Port of Douglas County at a regular meeting thereof held on this 14th day of January, 2020.



W. Alan Loeb sack, President



Mark Spurgeon, Vice President



Jim Huffman, Secretary

**PORT OF CHELAN COUNTY RESOLUTION NO. 2019-23
PORT OF DOUGLAS COUNTY RESOLUTION NO. 2019-16
CHELAN DOUGLAS REGIONAL PORT AUTHORITY RESOLUTION NO. 2019-24**

**A JOINT RESOLUTION OF THE PORT OF CHELAN COUNTY, THE PORT OF
DOUGLAS COUNTY, AND THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY
REGARDING ADMINISTRATION OF THE COMPREHENSIVE PLANS FOR THE PORT
OF CHELAN COUNTY AND THE PORT OF DOUGLAS COUNTY**

WHEREAS the Port of Chelan County and the Port of Douglas County (the "Ports") entered into an Interlocal Agreement for the functional consolidation of the Ports, including finances, management and operations, dated June 11, 2019 (the "2019 ILA");

WHEREAS in furtherance of the 2019 ILA, the Ports formed the Chelan Douglas Regional Port Authority ("CDRPA") on June 30, 2019, setting a functional consolidation date effective January 1, 2020;

WHEREAS the Port of Chelan County ("POCC") adopted a Comprehensive Scheme of Harbor Improvements on November 17, 2017 ("POCC Comp Plan");

WHEREAS the Port of Douglas County ("PODC") adopted a Comprehensive Scheme of Harbor Improvements on December 22, 2015 ("PODC Comp Plan"). Collectively, the POCC Comp Plan and the PODC Comp Plan shall be referred to as the "Plans";

WHEREAS the Ports desire the CDRPA to administer the Plans;

WHEREAS pursuant to the 2019 ILA specific authority is specifically reserved to the respective Ports, including the sale of real property; and

WHEREAS consistent with the 2019 ILA, the POCC will be responsible for amendments to the POCC Comp Plan and the PODC will be responsible for amendments to the PODC Comp Plan.

NOW, THEREFORE, the Commissioners for the POCC and the PODC, and Board of Directors of the CDRPA hereby resolve as follows:

1. The Plans shall remain in place and are not amended as a result of the functional consolidation of the POCC and the PODC pursuant to the 2019 ILA.
2. The CDRPA shall administer the Plans and to the maximum extent possible take the Plans into consideration when making decisions.
3. The POCC shall retain the sole authority to amend the POCC Comp Plan and to declare property owned by the POCC as surplus to the needs of the POCC. The

PODC shall retain the sole authority to amend the PODC Comp Plan and to declare property owned by the PODC as surplus to the needs of the PODC.

4. In the event of a conflict between one of the Plans and a proposed action by the CDRPA, the conflict shall be identified and discussed prior to the CDRPA taking action and, if necessary, the POCC or the PODC, as the case may be, shall evaluate amending their Plan to address the conflict prior to the CDRPA taking action.

DATED: 12-17-19

PORT OF CHELAN COUNTY



J.C. Baldwin, Commissioner




Donn Etherington, Commissioner



Rory Turner, Commissioner

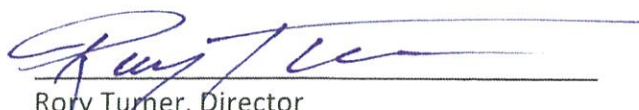
CHELAN DOUGLAS REGIONAL PORT AUTHORITY:



J.C. Baldwin, Director



Donn Etherington, Director



Rory Turner, Director

DATED: 1/14/2020

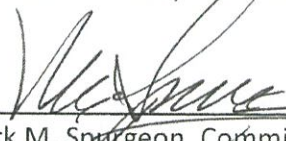
PORT OF DOUGLAS COUNTY



Jim Huffman, Commissioner



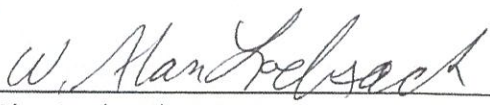
W. Alan Loeb sack, Commissioner



Mark M. Spurgeon, Commissioner



Jim Huffman, Director



W. Alan Loeb sack, Director



Mark M. Spurgeon, Director