



Working Together to Enhance the Economic Vitality of North Central Washington

Chelan Douglas Regional Port Authority

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

**Meeting Agenda
March 14th, 2023
9:00 am**

I. CALL TO ORDER

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

II. INTRODUCTIONS

III. CONFLICT OF INTEREST

IV. PUBLIC COMMENT

V. CONSENT AGENDA

- **CDRPA:** Approval of the February 28th, 2023 Meeting Minutes; CDRPA Resolution No. 2023-02 Voiding Check No. 10877; and Check Register Pages #2023-07 through #2023-10, including Electronic Transfers.
- **POCC:** Approval of Port of Chelan County Check Register Page #2023-02.

VI. PRESENTATIONS

- Caryl Andre with Wenatchee Valley Sports Foundation – Special Olympics

VII. CDRPA ACTION ITEMS

- (1) Authorization to Proceed – CTC Videoconference Center Camera System Replacement
- (2) Authorization to Proceed – RH2 Engineers Task Authorization 28 – Malaga Area Multiple Phase I ESAs
- (3) 2023 Partners in Economic Development - Funding Request – Greater Leavenworth Museum

VIII. PUBLIC COMMENT

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

- (4) Capital Project Review
- (5) FAA CIP Letter
- (6) Economic Development Transition Planning

X. BREAK AND TOUR OF CTC RESTORATION PROJECT (APPROXIMATELY 30-MINUTES)

XI. 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

XII. PUBLIC COMMENT

XIII. REVIEW CALENDAR OF EVENTS

XIV. ITEMS FROM BOARD OF DIRECTORS

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

XVI. ADJOURN

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

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



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
February 28th, 2023
9:00 am**

Present:

Directors:

*Donn Etherington, Director (Zoom)
Jim Huffman, Director
JC Baldwin, Director*

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

Staff:

*Jim Kuntz, Chief Executive Officer
Monica Lough, Director of Finance & Admin.
Ron Cridlebaugh, Director of Econ. Dev.
Stacie de Mestre, Capital Projects Mngr.
Ryan Fancher, Project Manager
Ron Russ, Property & Maintenance Mngr.
Tricia Degnan, CTC Manager (Zoom)*

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

Legal Counsel:

Quentin Batjer, Davis Arneil Law Firm, LLP

Guests:

*Linda Haglund, Wenatchee Downtown Association
Rosa Pulido, Wenatchee Downtown Association
Kyle Skalinsky, CAS Aerosolutions
Jason Taylor, KPQ (Zoom)
Emily Thorton, Wenatchee World (Zoom)
Vincent Barthels, Ardurra (Zoom)*

*Craig Quilter (Zoom)
David Marten, Elevate (Zoom)*

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

Introductions were made.

Conflicts of Interest: None

CDRPA CONSENT AGENDA

The Chelan Douglas Regional Port Authority Consent Agenda consisting of January 24th, 2023 Meeting Minutes, February 16th, 2023 Special Meeting Minutes, Check Register Pages #2023-01 through #2023-05, including Electronic Transfers and the January 2023 Commission Calendar was presented.

Motion No.
Moved by:
Seconded by:

02-04-23 CDRPA

JC Baldwin
W. Alan Loeb sack

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the January 24th, 2023 Meeting, February 16th, 2023 Special Meeting, Check Register Pages #2023-01 through #2023-05, including Electronic Transfers and January 2023 Commission Calendar.

Motion Passed 6-0

PORT OF CHELAN CONSENT AGENDA:

The Port of Chelan County Consent Agenda consisting of Check Register Page #2023-01 was presented.

Motion No.
Moved by:
Seconded by:

02-05-23 POCC

JC Baldwin
Donn Etherington

To approve the Port of Chelan County Consent Agenda consisting of Check Register Page #2023-01.

Motion Passed 3-0

PUBLIC COMMENTS – Kyle Skalinsky with CAS Aerospace spoke to his company’s interest in relocating to Pangborn Memorial Airport with an intent to build a hangar complex. He emphasized the importance of updating the GA Terminal building to the incentive of the move.

PRESENTATIONS:

The Board recognized Linda Haglund, Executive Director of the Wenatchee Downtown Association, for her years of service in enhancing Downtown Wenatchee.

CHELAN DOUGLAS REGIONAL PORT ACTION ITEMS:

2023 Partners in Economic Development – Funding Request – Wenatchee Downtown Association

Kuntz reviewed the Wenatchee Downtown Association’s application for funding. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

02-06-23 CDRPA

Richard DeRock
Jim Huffman

To approve the 2023 Partners in Economic Development Grant request from the Wenatchee Downtown Association in the amount of \$4,000.00.

Motion passed 6-0

2023 Partners in Economic Development – Funding Request – TREAD

Kuntz reviewed with the Board why TREAD was asked to resubmit their application and the adjustments that were made from the original request. Commissioner DeRock noted that it should be made clear that this is not a multi-year commitment from the Chelan Douglas Regional Port Authority, but a one-time payment for the purchase of collective impact software. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

02-07-23 CDRPA

Jim Huffman
Richard DeRock

To approve the 2023 Partners in Economic Development Grant request from TREAD in the amount of \$20,000.00.

Motion passed 6-0

Authorizing the CEO to enter into an Interlocal Agreement for Funding the Regional Sports Complex Feasibility Study

Kuntz updated the Board on the status of the Regional Sport Complex study. An Interlocal Agreement has been prepared to memorialize the financial commitments of all the parties.

Motion No. **02-08-23 CDRPA**

Moved by: Richard DeRock

Seconded by: JC Baldwin

To authorize the CEO to enter into an Interlocal Agreement with the City of Wenatchee, City of East Wenatchee, Greater Wenatchee Public Facilities District, Chelan County and Douglas County.

Motion passed 6-0

Authorizing RH2 to proceed with Task Items 6 and 7 – Malaga Waterline Project

de Mestre reviewed the status of the project and the need to proceed with task items 6 and 7 with RH2 to meet the timeline with Microsoft as required by the Phase I Development and Reimbursement Agreement.

Motion No. **02-09-23 CDRPA**

Moved by: Richard DeRock

Seconded by: W. Alan Loeb sack

To authorize the CEO to approve revisions to Exhibit A of Task Authorization 17.

Motion passed 6-0

Motion No. **02-10-23 CDRPA**

Moved by: Richard DeRock

Seconded by: W. Alan Loeb sack

To proceed with Tasks 8A and 9A with a total amount of Phase I not to exceed \$1,038,591.00.

Motion passed 6-0

Authorizing the CEO to enter into a Purchase and Sale Agreement with John and Patsy Ford – Malaga Water Reservoir Project

Kuntz reviewed the Purchase and Sale Agreement with the Board. The property is of interest as a location for a water reservoir.

Motion No. **02-11-23 CDRPA**

Moved by: Richard DeRock

Seconded by: W. Alan Loeb sack

To authorize the CEO to enter into a Purchase and Sale Agreement with John and Patsy Ford for property in Malaga.

Motion passed 6-0

PORT OF CHELAN COUNT ACTION ITEMS:

Authorizing the Executive Director to enter into a Purchase and Sale Agreement with Shaffer Leasing Company for property in Malaga

Kuntz reviewed the purchase and sale agreement with the Board.

Motion No. **02-12-23 POCC**

Moved by: JC Baldwin

Seconded by: Donn Etherington

To authorize the Executive Director to enter into a Purchase and Sale Agreement with Shaffer Leasing Company for property in Malaga.

Motion passed 3-0

Authorizing the Executive Director to enter into a Purchase and Sale Agreement with Kemah Management LLC for property in Malaga

Kuntz reviewed the purchase and sale agreement with the Board.

Motion No.

02-13-23 POCC

Moved by:

JC Baldwin

Seconded by:

Donn Etherington

To authorize the Executive Director to enter into a Purchase and Sale Agreement with Kemah Management LLC for property in Malaga.

Motion passed 3-0

Authorizing the Executive Director to enter into a Purchase and Sale Agreement with Michael and Frances Schoenwald for property in Malaga

Kuntz reviewed the purchase and sale agreement with the Board.

Motion No.

02-14-23 POCC

Moved by:

JC Baldwin

Seconded by:

Donn Etherington

To authorize the Executive Director to enter into a Purchase and Sale Agreement with Michael and Frances Schoenwald for property in Malaga.

Motion passed 3-0

Authorizing the Executive Director to enter into a Purchase and Sale Agreement with Craig and Claudia Quilter for property in Malaga

Kuntz reviewed the purchase and sale agreement with the Board.

Motion No.

02-15-23 POCC

Moved by:

JC Baldwin

Seconded by:

Donn Etherington

To authorize the Executive Director to enter into a Purchase and Sale Agreement with Craig and Claudia Quilter for property in Malaga.

Motion passed 3-0

Authorizing the Executive Director to enter into a Purchase and Sale Agreement with Jeff and Melissa Quilter for property in Malaga

Kuntz reviewed the purchase and sale agreement with the Board.

Motion No.

02-16-23 POCC

Moved by:

JC Baldwin

Seconded by:

Donn Etherington

To authorize the Executive Director to enter into a Purchase and Sale Agreement with Jeff and Melissa Quilter for property in Malaga.

Motion passed 3-0

Authorizing the Executive Director to enter into a Purchase and Sale Agreement with Terry and Mary Adcock for property in Malaga

Kuntz reviewed the purchase and sale agreement with the Board.

Motion No.

02-17-23 POCC

Moved by:

JC Baldwin

Seconded by:

Donn Etherington

To authorize the Executive Director to enter into a Purchase and Sale Agreement with Terry and Mary Adcock for property in Malaga.

Motion passed 3-0

CHELAN DOUGLAS REGIONAL PORT AUTHORITY CONCURRENT ACTION ITEMS:

Authorizing the CEO to enter into Purchase and Sale and Agreements with Shaffer Leasing Company, Kemah Management LLC, Michael and Frances Shoenwald, Craig and Claudia Quilter, Jeff and Melissa Quilter and Terry and Mary Adcock for properties in Malaga in concurrence with the Port of Chelan County Action Items

The Purchase and Sale Agreements were reviewed during the Port of Chelan County Action Items.

Motion No.

Moved by:

Seconded by:

02-18-23 CDRPA

JC Baldwin

Richard DeRock

To concur with the previous Port of Chelan County actions regarding property acquisitions in Malaga.

Motion passed 6-0

PUBLIC COMMENTS – Kyle Skalinsky requested to comment again to share his interest in electric aircraft and the sustainable movement in aviation. Discussion ensued.

Commissioner Spurgeon called for a 10-minute break at 10:04 a.m., meeting reconvened at 10:14 a.m.

INFORMATIONAL ITEMS:

The Trades District – Budget and Financial Projections – Kuntz gave an overview of the budget and financial projections of the project.

Taxiway B Hangar Pad Project – Budget and Financial Projections– Kuntz gave an overview of the budget and financial projections of the project.

Washington D.C. – Meeting Recaps – The Board was briefed on the Regional Port Delegation meetings in Washington D.C. went and the progress that was made on budgetary requests for CDRPA Capital Projects.

Ports Day – Olympia Recap – Commissioner Baldwin gave a report of how Ports Day went and meetings she attended in Olympia.

Pangborn Airport – Year End Activity Report – Moyers reviewed the Year End Activity Report with the Board. Moyers and Goodrich spent some time discussing the future of leaded fuel at the airport.

G.A. Terminal Building Project – Kuntz announced the Regional Port was not awarded FAA funding for the G.A. Terminal Building Project. David Marten, Executive Vice President of Elevate Governmental Affairs, shared with the Board why he believes the project went unfunded. Kuntz shared funding options moving forward. de Mestre updated the Board on the FAA’s requirement for an environmental assessment due to their labeling of the building as historic.

Congressionally Directed Spending – Staff reviewed proposed economic development projects to submit as congressionally directed spending requests to Congress for fiscal year 2024. They are the Trades District, Lineage and the G.A. Terminal Building. The Board concurred.

CTC Restoration Project – de Mestre shared an update and progress photos on the project.

4th Quarter FBO Report – Lough reviewed details of the FBO Report with the Board.

Evergreen Manufacturing Growth Grant Application – Cridlebaugh reviewed with the Board the requirements of the grant and what the funding can be used for. The Chelan Douglas Regional Port Authority has received one application from Beta Hatch.

MISCELLANEOUS STAFF REPORTS:

Lough provided information and updates including:

- Lough shared that Streamline continues to be a thriving tenant and has continued to expand their leased space.

Moyers provided information and updates including:

- Shared with the Board that Pangborn Memorial Airport has a new FAA certification inspector.
- Moyers reviewed that a live crash exercise must be performed every three years and that 2023 is a scheduled year for it.
- Informed the Board that the Radio Repeater issue in the airport terminal building has been resolved and that the equipment is now working properly.
- Reviewed how the Northwest Aviation Conference in Puyallup went.

Degnan provided information and updates including:

- Degnan updated the Board on reservation numbers and that March is close to the 2019 in meeting room use volume.
- Shared with the Board that there are two new tenants at the CTC.
- Updated the Board on a power outage that occurred and how it was handled.

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

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

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

EXECUTIVE SESSION:

Executive Session was announced at 12:34 p.m. for a period of twenty minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.110(1)(i) to discuss with legal counsel litigation, potential litigation and/or legal risks and RCW 42.30.110 (1)(c) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price (final action selling or leasing shall be taken in a meeting open to the public). Executive Session concluded at 12:54 p.m.

Meeting reconvened in Regular Session and was immediately adjourned at 12:55 p.m. with no action taken.

Signed and dated this 14th day of March 2023.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

Mark Spurgeon, Director

Richard DeRock, Director

Donn Etherington, Director

JC Baldwin, Director

Jim Huffman, Director

W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2023-02
RESOLUTION TO VOID CHECK NO. 10877**

Whereas Check No. 10877 in the amount of \$941.05, payable to Midvalley Automotive, on Register Page No. 2022-50 was created and signed on December 30, 2022.

Whereas check issued is lost, and replacement check No. 10988 will be issued for same amount.

Now, therefore be it resolved by the Board of Directors of the Chelan Douglas Regional Port Authority, a municipal corporation of the State of Washington, that Check No. 10877 be declared VOID.

Dated this 14th day of March 2023.

Chelan Douglas Regional Port Authority

Donn Etherington, Director

W. Alan Loeb sack, Director

Richard DeRock, Director

Mark Spurgeon, Director

JC Baldwin, Director

Jim Huffman, Director

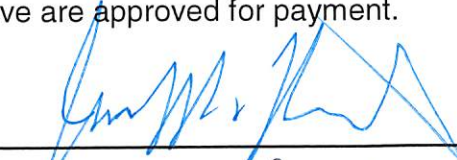
**Chelan Douglas Regional Port Authority
Check Register Listing
2023-February**

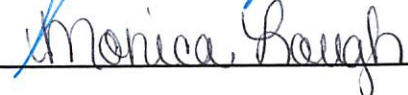
<u>Date Issued</u>	<u>Register #</u>	<u>Reason</u>	<u>First #</u>	<u>Last #</u>	<u>Amount</u>
02/01/23		WA Dept of Revenue - LH Tax		ACH	\$93,548.59
02/09/23	2023-07	Executive Flight Hangar Door Repairs	11059	11059	\$11,214.47
02/15/23		Mid-Month Employee Advances		ACH	\$3,000.00
02/15/23	2023-08	Mid-Month Payables	11060	11142	\$1,094,436.62
02/28/23		WA Dept of Revenue - Sales Tax		ACH	\$3,952.03
02/28/23	2023-09	February 2023 Payroll	11143	11147	\$291,607.21
02/28/23	2023-10	Month-End Payables	11148	11198	\$148,002.53

Transactions for approval March 14, 2023 total:

\$1,645,761.45

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 Etherington _____

Director DeRock _____

Director Baldwin _____

Director Loeb sack _____

Director Spurgeon _____

Director Huffman _____

**Chelan Douglas Regional Port Authority
Check Register
2023-07**

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 February 9, 2023 check 11059 in the amount of

\$11,214.47

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CAPITAL PROJECTS</u>				
2/9/2023	Hangar Door Specialists, Inc.	Executive Flight Hangar Door Repairs	11059	11,214.47
	Net Capital Projects			<u>\$11,214.47</u>
	TOTAL			<u>\$11,214.47</u>

**Chelan Douglas Regional Port Authority
Check Register
2023-08**

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 February 15, 2023 checks 11060 - 11142 in the amount of **\$1,094,436.62**

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

<u>Date Issued</u>	<u>Claimant</u>	<u>Purpose</u>	<u>Check Number</u>	<u>Amount</u>
<u>CASHMERE MILL DISTRICT</u>				
2/15/2023	Chelan County PUD	Utilities	11084	3,605.65
2/15/2023	City of Cashmere	Utilities	11086	365.76
2/15/2023	Waste Management	Utilities	11136	421.43
	Net Cashmere Mill District			4,392.84
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
2/15/2023	Applied Case Management	Tenant Deposit Refund	11065	374.36
2/15/2023	B&C Snowplowing	Snow Removal	11142	2,782.72
2/15/2023	Banner Bank - PE	Building Repairs	11071	397.12
2/15/2023	Banner Bank - TD	Office Supplies/Maintenance Supplies	11077	1,001.05
2/15/2023	Cascade Natural Gas	Natural Gas	11081	13.78
2/15/2023	Chelan County PUD	Utilities	11084	10,782.85
2/15/2023	City of Wenatchee	Utilities	11088	862.92
2/15/2023	Consolidated Electrical Distributors, Inc	Maintenance Supplies	11091	203.95
2/15/2023	Crown Paper & Janitorial Supply	Custodial Supplies	11093	426.34
2/15/2023	Express Services, Inc.	Admin Assistant	11101	525.39
2/15/2023	Firefly	Managed Services/Annual Software/Projects	11103	13,568.76
2/15/2023	GFC Services	Meeting Room Setups/Janitorial Services	11106	5,882.73
2/15/2023	Home Depot Pro	Maintenance Supplies	11107	5.41
2/15/2023	Kelley Connect	Copier Maintenance	11112	145.62
2/15/2023	Lowe's	Maintenance Supplies	11115	47.20
2/15/2023	North Central ESD	Contract Service - January	11118	9,941.00
2/15/2023	Pacific Security	Patrol Service	11122	444.00
2/15/2023	Status Controls, LTD	Remote Support	11130	940.00
2/15/2023	Waste Management	Utilities	11136	1,158.85
2/15/2023	Wenatchee Valley Fire Department	Annual Fire Protection	11137	11,096.77
	Net Confluence Technology Center			60,600.82
<u>DOWNTOWN WENATCHEE SOUTH</u>				
2/15/2023	Chelan County PUD	Utilities	11084	1,576.01
2/15/2023	City of Wenatchee	Utilities	11088	1,118.45
2/15/2023	Ridgeline Custom Builders LLC	Building Repairs	11125	967.43
2/15/2023	Wenatchee Valley Fire Department	Annual Fire Protection	11137	12,778.95
	Net Downtown Wenatchee South			\$16,440.84
<u>OLDS STATION BUSINESS PARK</u>				
2/15/2023	B&C Snowplowing	Snow Removal	11142	7,685.11
2/15/2023	Chelan County PUD	Utilities	11084	4,066.21
2/15/2023	City of Wenatchee	Utilities	11088	967.16
2/15/2023	Home Depot Pro	Maintenance Supplies	11107	69.77
2/15/2023	Pacific Security	Patrol Service	11122	888.00
2/15/2023	Rodda Paint Co.	Building Maintenance	11126	161.92
2/15/2023	Waste Management	Utilities	11136	139.88
2/15/2023	Wenatchee Valley Fire Department	Annual Fire Protection	11137	13,396.81
	Net Olds Station Business Park			27,374.86

**Chelan Douglas Regional Port Authority
Check Register
2023-08**

<u>PANGBORN AIRPORT</u>				
2/15/2023	Ag Supply Co.	Maintenance Supplies	11061	91.59
2/15/2023	Anatek Labs, Inc.	Glycol Testing	11064	496.00
2/15/2023	Banner Bank - PE	Marketing; Pangborn Festival of Flight	11071	108.84
2/15/2023	Banner Bank - RR	Winter Operations	11074	94.14
2/15/2023	Banner Bank - TF	Vehicle/Equipment Maintenance	11078	2,940.26
2/15/2023	Banner Bank - TM	Phone Service, Membership, NBAA Conference	11079	1,914.36
2/15/2023	Federal Express Corp	Postage	11102	23.25
2/15/2023	Firefly	Managed Services/Annual Software/Projects	11103	6,156.40
2/15/2023	FlashParking, Inc.	Parking Fees	11104	8.72
2/15/2023	Home Depot Pro	Maintenance Supplies	11107	1,082.21
2/15/2023	Jerry's Auto Supply	Vehicle Maintenance	11110	375.48
2/15/2023	John Deere Financial	Equipment Maintenance	11111	2,617.61
2/15/2023	LocalTel Communications	Fire Inspection	11113	608.65
2/15/2023	Lowe's	Maintenance Supplies	11115	9.24
2/15/2023	Omnipark Inc.	Parking Software	11120	366.05
2/15/2023	Pacific Security	Patrol Service	11122	444.00
2/15/2023	Platt Electric Supply	Terminal Maintenance	11123	1,354.67
2/15/2023	Rodda Paint Co.	Airfield Maintenance	11126	2,477.49
2/15/2023	Stan's Merry Mart	Maintenance Supplies	11128	125.91
2/15/2023	Star Rentals, Inc.	Equipment Rental	11129	402.59
2/15/2023	Voltaire Aviation Inc	Air Service Dev Retainer	11132	4,000.00
2/15/2023	Waste Management	Utilities	11136	660.74
	Net Pangborn Airport			26,358.20
<u>PANGBORN FBO</u>				
2/15/2023	Ag Supply Co.	FBO Supplies	11061	311.91
2/15/2023	AvFuel Corp	Jet Fuel/Refueler Rental	11066	50,036.75
2/15/2023	Banner Bank - CG	Membership/Marketing/Lodging	11068	2,037.39
2/15/2023	Camcal Inc	Calibration of New Fuel Truck	11080	1,964.25
2/15/2023	Cintas Corporation	Uniforms	11085	146.82
2/15/2023	Home Depot Pro	FBO Supplies	11107	258.22
2/15/2023	ODP Business Solutions LLC	FBO Supplies	11119	110.20
2/15/2023	Oxarc Inc.	FBO Supplies	11121	171.20
2/15/2023	Waste Management	Utilities	11136	174.37
	Net Pangborn FBO			55,211.11
<u>PANGBORN BUSINESS PARK</u>				
2/15/2023	After Hours Plumbing & Heating, Inc.	Building Repairs	11060	1,032.82
2/15/2023	East Wenatchee Water District	Utilities	11098	20.90
2/15/2023	Local Tel Communications	Fire Inspection	11113	825.25
2/15/2023	Schmitt Electric, Inc.	Building Maintenance	11127	2,439.66
2/15/2023	York Building Services, Inc.	Janitorial Service	11140	1,535.00
	Net Pangborn Business Park			5,853.63
<u>RPA OFFICE/AVIATION CENTER</u>				
2/15/2023	Ag Supply Co.	Building Maintenance	11061	155.38
2/15/2023	Lowe's	Maintenance Supplies	11115	170.97
2/15/2023	Schmitt Electric, Inc	Building Maintenance	11127	2,842.59
2/15/2023	Star Rentals, Inc.	Building Maintenance	11129	1,558.45
2/15/2023	Waste Management	Utilities	11136	374.35
	Net RPA Office/Aviation Center			5,101.74

**Chelan Douglas Regional Port Authority
Check Register
2023-08**

<u>MANSFIELD AIRPORT</u>			
2/15/2023	Douglas County PUD Net Mansfield Airport	Utilities	11097 46.00 <u>46.00</u>
<u>BUSINESS PARK MAINTENANCE</u>			
2/15/2023	Coleman Oil Company	Fuel	11089 101.04
2/15/2023	Employment Security Department Net Business Park Maintenance	Benefit Charges - K. Martin	11100 1,087.94 <u>1,188.98</u>
<u>ADMINISTRATIVE & GENERAL</u>			
2/15/2023	Amazon Capital Services	Office Supplies	11063 165.57
2/15/2023	Banner Bank - DE	Registration/Lodging; DC Delegation Trip	11069 247.00
2/15/2023	Banner Bank - MS	Supplies/Lodging; DC Delegation Trip	11070 247.57
2/15/2023	Banner Bank - PE	Travel/Office Supplies/Meals;Delegation, Board Mtg Lur	11071 2,007.46
2/15/2023	Banner Bank - RD	Lodging; DC Delegation Trip	11073 443.21
2/15/2023	Banner Bank - TC	Subscription/Software	11076 233.16
2/15/2023	Cascade Quality Water	Bottled Water - Office	11082 48.35
2/15/2023	Concourse Financial Group Securities	Q4 2022 Investment Management	11090 2,475.00
2/15/2023	CPI Printing	Business Cards; R. Fancher	11092 56.32
2/15/2023	Elevate Government Affairs, LLC	Governmental Affairs Federal Contract	11099 7,500.00
2/15/2023	Employment Security Department	Benefit Charges - F. Lape	11100 10,907.00
2/15/2023	Firefly	Managed Services/Annual Software/Projects	11103 9,597.70
2/15/2023	Lodestar Strategic LLC	Governmental Affairs State Contract	11114 6,000.00
2/15/2023	Monica Lough	Travel/Lodging/Meals; DC Delegation Trip	11117 1,057.09
2/15/2023	ODP Business Solutions LLC	Office Supplies	11119 145.57
2/15/2023	Trent Moyers	Meals; NBAA Conference	11131 242.00
2/15/2023	WA State Good Roads & Transp. Assoc.	2023 Membership	11133 250.00
2/15/2023	Washington Public Ports Association	Registration; WPPA Small Ports Seminar	11134 400.00
2/15/2023	Xerox Corporation	Copier Maintenance	11139 314.04
	Net Administrative & General		<u><u>\$42,337.04</u></u>
<u>BUSINESS DEVELOPMENT & MARKETING</u>			
2/15/2023	Banner Bank - PE	Advertising; Project Manager	11071 78.94
2/15/2023	Banner Bank - RC	Marketing/Travel/Meals; Metro Connect	11072 1,044.61
2/15/2023	Banner Bank - SD	Marketing; Project Manager	11075 164.62
2/15/2023	Chelan County PUD	Regional Water Second Source Study	11084 184,941.23
2/15/2023	Daily Journal of Commerce	Legal Ad - Sports Complex Study	11094 254.40
2/15/2023	GPA Embroidery & Screen Printing	Logo Wear - JC Baldwin	11105 22.83
2/15/2023	RESimplifi, Inc.	Website Property Listings	11124 5,400.00
2/15/2023	Washington State University	2022 Funding for SBDC	11135 60,000.00
2/15/2023	Wenatchee World	Legal Advertising	11138 228.89
	Net Business Development & Marketing		<u><u>\$252,135.52</u></u>
<u>CAPITAL PROJECTS</u>			
2/15/2023	ALSC Architects	GA Terminal Building	11062 1,997.50
2/15/2023	Century West Engineering	IFE Services - Terminal Apron	11083 3,000.00
2/15/2023	City of Pullman	1996 Stevenson Snow Blower	11087 56,377.75
2/15/2023	Design West Architects	Trades District Schematic Design	11095 20,250.00
2/15/2023	DOH Associates	CTC Shell Restoration	11096 7,738.40
2/15/2023	DOH Associates	CWICC Carpet Replacement	11096 894.00
2/15/2023	Hurst Construction LLC	Terminal Apron Reconstruction	11108 490,471.16
2/15/2023	J-U-B Engineers, Inc.	Waterville Lighting Design	11109 1,498.10
2/15/2023	Maul Foster Alongi, Inc.	EPA Brownsfields Coalition Grant	11116 14,873.41
2/15/2023	Wenatchee World	Malaga Water Improvements	11138 294.72
			<u><u>597,395.04</u></u>
			<u><u>1,094,436.62</u></u>

VOID: 11067,11141

Chelan Douglas Regional Port Authority
Check Register
2023-09

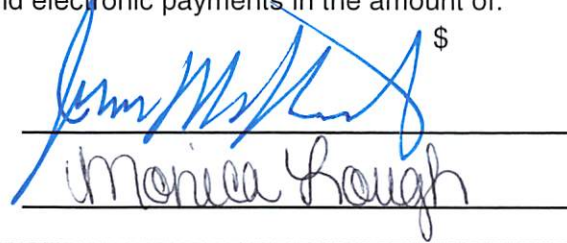
We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval February 28, 2023, checks 11143 - 11147 and electronic payments in the amount of:

\$ 291,607.21

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin



Date Issued	Claimant	Purpose	Check Number	Amount
Payroll				
02/28/23	Amador Lopez, Lorena	February 2023 Payroll	EFT	3,510.57
02/28/23	Asplund, Randy L	February 2023 Payroll	EFT	914.27
02/28/23	Baldwin, Janet L	February 2023 Payroll	EFT	1,211.47
02/28/23	Beidler, Camryn N	February 2023 Payroll	EFT	3,011.71
02/28/23	Blake, Kenny R	February 2023 Payroll	EFT	461.75
02/28/23	Burdick-Avis, Julie A	February 2023 Payroll	EFT	3,341.04
02/28/23	Camarillo-Reyes, Laura	February 2023 Payroll	EFT	3,329.26
02/28/23	Chatriand, Bobbie J	February 2023 Payroll	EFT	3,537.29
02/28/23	Cridlebaugh, Ronald W	February 2023 Payroll	EFT	6,819.30
02/28/23	Day, Skylar	February 2023 Payroll	EFT	2,980.96
02/28/23	de Mestre, Stacie C	February 2023 Payroll	EFT	6,621.34
02/28/23	Deenik, Sarah K	February 2023 Payroll	EFT	5,510.48
02/28/23	Degnan, Tricia E	February 2023 Payroll	EFT	5,148.27
02/28/23	DeRock, Richard A	February 2023 Payroll	EFT	1,820.22
02/28/23	Downs, Paul J	February 2023 Payroll	EFT	411.75
02/28/23	Etherington, Donn	February 2023 Payroll	EFT	1,843.42
02/28/23	Fancher, Ryan W	February 2023 Payroll	EFT	3,578.46
02/28/23	Flaget, Todd R	February 2023 Payroll	EFT	4,351.02
02/28/23	Gamache, Raymond B	February 2023 Payroll	EFT	461.75
02/28/23	Goodrich, Colby A	February 2023 Payroll	EFT	4,770.14
02/28/23	Huffman, James D	February 2023 Payroll	EFT	1,433.80
02/28/23	Kern, Dana	February 2023 Payroll	EFT	2,987.11
02/28/23	Kuntz, James M	February 2023 Payroll	EFT	12,491.87
02/28/23	Lamb, Kenneth R	February 2023 Payroll	EFT	4,360.96
02/28/23	Lamb, Shane C	February 2023 Payroll	EFT	3,539.71
02/28/23	Lammert, Emily B	February 2023 Payroll	EFT	1,831.41
02/28/23	Larsen, Craig N	February 2023 Payroll	EFT	6,038.54
02/28/23	Loebsack, W Alan	February 2023 Payroll	EFT	1,105.97
02/28/23	Lough, Monica D	February 2023 Payroll	EFT	8,374.09

02/28/23	Martinez, Rafael	February 2023 Payroll	EFT	2,919.98
02/28/23	Moyers, Trent D	February 2023 Payroll	EFT	8,317.39
02/28/23	Orr, Marcus J	February 2023 Payroll	EFT	4,025.14
02/28/23	Rumburg, Concetta A	February 2023 Payroll	EFT	1,379.86
02/28/23	Russ, Ronald R	February 2023 Payroll	EFT	6,686.30
02/28/23	Russell, Justin L	February 2023 Payroll	EFT	3,890.16
02/28/23	Smith, Charles B	February 2023 Payroll	EFT	3,433.20
02/28/23	Spurgeon, Mark M	February 2023 Payroll	EFT	799.93
02/28/23	Stutzman, Lynn A	February 2023 Payroll	EFT	411.75
02/28/23	Vargas-Mata, Manuel A	February 2023 Payroll	EFT	4,250.39
02/28/23	Warren, Kole A	February 2023 Payroll	EFT	3,023.38
02/28/23	Ruud, David K.	February 2023 Payroll	EFT	461.75
02/28/23	HRA VEBA Trust	February VEBA	EFT	1,750.00
02/28/23	Airlift Northwest	Airlift Northwest Membership	11143	550.00
02/28/23	Bobbie Chatriand	February Sunshine Fund	11144	135.00
02/28/23	Life Flight Network Foundation	Life Flight Membership	11146	715.00
02/28/23	Health Care Authority	March Insurance	11147	51,094.51
02/28/23	Department of Retirement Systems	February Retirement	ACH	39,576.20
02/28/23	US Treasury	February Payroll Taxes	EFTPS	52,389.34
	Net Payroll			<u><u>291,607.21</u></u>

VOID: 11145

**Chelan Douglas Regional Port Authority
Check Register
2023-10**

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 February 28, 2023 checks 11148 - 11198 in the amount of

\$148,002.53

Jim Kuntz, Chief Executive Officer _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
2/28/2023	DGS Landscaping	Snow Removal	11161	2,783.31
2/28/2023	Local Tel Communications	Fire Alarm Service	11178	75.96
2/28/2023	Schmitt Electric, Inc	Building Maintenance	11191	946.52
	Net Cashmere Mill District			<u>3,805.79</u>
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
2/28/2023	Cascade Natural Gas	Utilities	11154	13.78
2/28/2023	Chelan County PUD	Utilities	11155	201.82
2/28/2023	Firefly	Managed Services	11168	3,246.01
2/28/2023	Home Depot Pro	Maintenance Supplies	11171	56.80
2/28/2023	Local Tel Communications	Fire Suppression/Telephone	11178	558.82
2/28/2023	Lowe's	Maintenance Supplies	11179	122.89
2/28/2023	Weinstein Beverage Co.	Coffee Supplies	11197	220.12
	Net Confluence Technology Center			<u>4,420.24</u>
<u>DOWNTOWN WENATCHEE SOUTH</u>				
2/28/2023	Asbestos Central LLC	Building Inspection	11151	410.00
2/28/2023	Beacon Building Products	Building Repairs	11153	92.75
2/28/2023	Cascade Natural Gas	Utilities	11154	578.86
2/28/2023	Local Tel Communications	Utilities	11178	384.67
2/28/2023	Lowe's	Maintenance Supplies	11179	16.90
2/28/2023	Star Rentals, Inc.	Equipment Rental	11193	569.24
	Net Downtown Wenatchee South			<u>2,052.42</u>
<u>OLDS STATION BUSINESS PARK</u>				
2/28/2023	Cascade Natural Gas	Utilities	11154	24.43
2/28/2023	Chelan County PUD	Utilities	11155	576.63
2/28/2023	Local Tel Communications	Alarm Systems	11178	152.20
2/28/2023	Lowe's	Maintenance Supplies	11179	10.28
2/28/2023	Oxarc Inc.	Equipment	11186	506.61
2/28/2023	Stemilt Organic Recycling Center	Yard Waste	11194	15.00
	Net Olds Station Business Park			<u>1,285.15</u>

**Chelan Douglas Regional Port Authority
Check Register
2023-10**

<u>PANGBORN AIRPORT</u>				
2/28/2023	Ag Supply Co.	Maintenance Supplies	11148	76.06
2/28/2023	Avfuel Corp	Jet Fuel	11152	41,145.99
2/28/2023	Douglas County Sheriff's Office	Security Expenses	11164	1,984.29
2/28/2023	East Wenatchee Water District	Water	11165	1,048.60
2/28/2023	Federal Express Corp	Winter Operations	11167	56.69
2/28/2023	Firefly	Managed Services	11168	2,828.04
2/28/2023	First2Aid	Regulatory Compliance	11169	595.00
2/28/2023	Les Schwab Tire Center	Equipment Repair	11177	12.98
2/28/2023	Local Tel Communications	Phone/Internet/Cable	11178	493.31
2/28/2023	Marcus Orr	Maintenance Supplies	11180	151.90
2/28/2023	Moon Security Services, Inc	Security Expenses	11183	47.65
2/28/2023	Ogden Murphy Wallace, PLLC	Professional Fees	11185	651.00
2/28/2023	Stan's Merry Mart	Maintenance Supplies	11192	23.90
2/28/2023	T-O Engineers	Engineering Services	11195	1,213.25
2/28/2023	Virtower LLC	VirTower Tracking Software	11196	400.00
	Net Pangborn Airport			50,728.66
<u>PANGBORN FBO</u>				
2/28/2023	Cintas Corporation	Uniforms	11156	103.37
2/28/2023	Colby Goodrich	NBAA Conference; Travel/Meals	11157	578.32
2/28/2023	FBO Partners, LLC	FBO Memberships	11166	1,794.00
2/28/2023	Local Tel Communications	FBO Utilities	11178	224.91
	Net Pangborn FBO			2,700.60
<u>PANGBORN BUSINESS PARK</u>				
2/28/2023	Ag Supply Co.	Maintenance Supplies	11148	14.30
2/28/2023	East Wenatchee Water District	Water	11165	455.50
2/28/2023	Harvest Valley Pest Control, Inc.	Pest Control	11170	128.00
2/28/2023	Local Tel Communications	Fire Alarm Service	11178	37.74
	Net Pangborn Business Park			\$635.54
<u>RPA OFFICE/AVIATION CENTER</u>				
2/28/2023	Cascade Natural Gas	Utilities	11154	7,599.43
2/28/2023	East Wenatchee Water District	Water	11165	238.00
2/28/2023	Federal Express Corp	Building Maintenance	11167	44.81
2/28/2023	Keyhole Security Inc.	Building Maintenance	11176	81.20
2/28/2023	Star Rentals, Inc.	Equipment Rental	11193	545.45
	Net RPA Office/Aviation Center			8,508.89
<u>MANSFIELD AIRPORT</u>				
2/28/2023	Virtower LLC	VirTower Tracking Software	11196	400.00
	Net Mainsfield Airport			\$400.00
<u>BUSINESS PARK MAINTENANCE</u>				
2/28/2023	Coleman Oil Company	Fuel	11158	294.67
2/28/2023	Jerry's Auto Supply	Auto Expenses	11174	12.69
	Net Business Park Maintenance			307.36
<u>WATERVILLE AIRPORT</u>				
2/28/2023	Douglas County PUD	Utilities	11163	54.00
2/28/2023	Virtower LLC	VirTower Tracking Software	11196	400.00
	Net Waterville Airport			454.00

**Chelan Douglas Regional Port Authority
Check Register
2023-10**

<u>LAKE CHELAN AIRPORT</u>			
2/28/2023	Virtower LLC Net Lake Chelan Airport	VirTower Tracking Software	11196 400.00 <u>400.00</u>
<u>ORONDO RIVER PARK</u>			
2/28/2023	Douglas County PUD	Utilities	11163 59.00
2/28/2023	Local Tel Communications Net Orondo River Park	Internet	11178 65.90 <u>124.90</u>
<u>MALAGA PROPERTIES</u>			
2/28/2023	Chelan County PUD Net Malaga Property	Utilities	11155 60.51 <u>60.51</u>
<u>ADMINISTRATIVE & GENERAL</u>			
2/28/2023	Alan Loeb sack	Mileage	11149 49.39
2/28/2023	Amazon Capital Services	Office Supplies	11150 473.39
2/28/2023	Costco	Costco Membership Renewal	11159 60.00
2/28/2023	Davis Arneil Law Firm, LLP	Legal Services	11160 15,607.00
2/28/2023	Donn Etherington	Mileage	11162 87.90
2/28/2023	Firefly	Managed Services, Desktop Rotations	11168 7,297.67
2/28/2023	J. C. Baldwin	Mileage	11172 91.05
2/28/2023	James Kuntz	Washington DC; Mileage/Transportation	11173 387.09
2/28/2023	Julie Burdick-Avis	Mileage/Office Supplies	11175 49.28
2/28/2023	Local Tel Communications	Telephone	11178 898.24
2/28/2023	Mark M Spurgeon	Mileage	11181 55.28
2/28/2023	Monica Lough	Webinars/Mileage/Lodging/Meals	11182 845.53
2/28/2023	ODP Business Solutions, LLC	Office Supplies	11184 723.28
2/28/2023	Ogden Murphy Wallace, PLLC	Legal Services	11185 2,489.00
2/28/2023	Richard DeRock	Mileage	11188 7.86
2/28/2023	Ron Cridlebaugh	World Ag Expo; Mileage/Meals/Lodging	11189 504.10
2/28/2023	Sarah K. Deenik	Mileage	11190 38.71
2/28/2023	Wenatchee Business Journal Net Administrative & General	Subscription	11198 48.00 <u>29,712.77</u>
<u>BUSINESS DEVELOPMENT & MARKETING</u>			
2/28/2023	Amazon Capital Services Net Business Development & Marketing	Marketing Supplies	11150 7.97 <u>7.97</u>
<u>CAPITAL PROJECTS</u>			
2/28/2023	Ogden Murphy Wallace, PLLC	Confluence Tech Center	11185 150.00
2/28/2023	Ogden Murphy Wallace, PLLC	Malaga Property - LAMIRD	11185 5,534.50
2/28/2023	Ogden Murphy Wallace, PLLC	Malaga UGA	11185 1,395.00
2/28/2023	Ogden Murphy Wallace, PLLC	Shaffer Lease Co Property Purchase	11185 155.00
2/28/2023	Ogden Murphy Wallace, PLLC	Kemah Management Property Purchase	11185 62.00
2/28/2023	Ogden Murphy Wallace, PLLC	Santa Cruz Farm, LLC Property Purchase	11185 62.00
2/28/2023	RH2 Engineering, Inc.	LOJO Industrial Cooling Water Eng.	11187 197.57
2/28/2023	T-O Engineers Net Capital Projects	Pangborn Taxiway A Realignment	11195 34,841.66 <u>42,397.73</u>
TOTAL			<u><u>148,002.53</u></u>

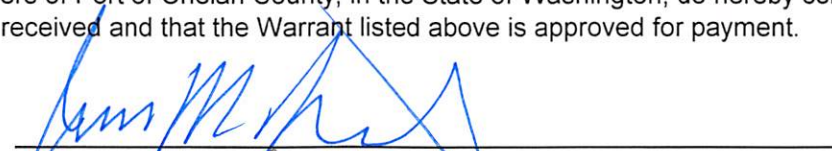
**Port of Chelan County
Check Register Log
2023 - February**

<u>Date Issued</u>	<u>Register #</u>	<u>Reason</u>	<u>First #</u>	<u>Last #</u>	<u>Amount</u>
2/28/2023	2023-02	Earnest Money - Malaga Properties	5123	5127	\$ 50,000.00
2/28/2023	2023-02	Comp Plan Amendment Applications	5132	5140	\$ 17,685.00
Fourteen Transactions for approval March 14, 2023 total:					<u><u>\$67,685.00</u></u>

Voided checks: 5114 - 5122, 5128 - 5131, 5141

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

Executive Director



Dir. of Finance & Admin.



Commissioner Etherington

Commissioner DeRock

Commissioner Baldwin

**Port of Chelan County
Check Register
2023-02**

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 February 28, 2023 - Checks 5114 - 5141 in the amount of \$ **67,685.00**

Jim Kuntz, Executive Director _____

Monica Lough, Director of Finance & Admin _____

Date Issued	Claimant	Purpose	Check #	Amount
2/28/2023	Chelan County Community Development	Comp. Plan Amendment Application Fee (Firing Range Assoc.)	5132	\$ 1,965.00
2/28/2023	Chelan County Community Development	Comp. Plan Amendment Application Fee (Kemah Management)	5133	\$ 1,965.00
2/28/2023	Chelan County Community Development	Comp. Plan Amendment Application Fee (C. & C. Quilter)	5134	\$ 1,965.00
2/28/2023	Chelan County Community Development	Comp. Plan Amendment Application Fee (Schoenwald)	5135	\$ 1,965.00
2/28/2023	Chelan County Community Development	Comp. Plan Amendment Application Fee (J. & M. Quilter)	5136	\$ 1,965.00
2/28/2023	Chelan County Community Development	Comp. Plan Amendment Application Fee (Shaffer Leasing Co.)	5137	\$ 1,965.00
2/28/2023	Chelan County Community Development	Comp. Plan Amendment Application Fee (Port of Chelan Co.)	5138	\$ 1,965.00
2/28/2023	Chelan County Community Development	Comp. Plan Amendment Application Fee (Adcock)	5139	\$ 1,965.00
2/28/2023	Chelan County Community Development	Comp. Plan Amendment Application Fee (Malaga Springs LLC)	5140	\$ 1,965.00
2/28/2023	CW Title and Escrow	Earnest Money - Shaffer Leasing Company	5123	\$ 10,000.00
2/28/2023	CW Title and Escrow	Earnest Money - Kemah Management, LLC	5124	\$ 10,000.00
2/28/2023	CW Title and Escrow	Earnest Money - Schoenwald	5125	\$ 10,000.00
2/28/2023	CW Title and Escrow	Earnest Money - C. & C. Quilter	5126	\$ 10,000.00
2/28/2023	CW Title and Escrow	Earnest Money - J. & M. Quilter	5127	\$ 10,000.00

Voided Checks: 5114 - 5122, 5128 - 5131, 5141

**Chelan Douglas Regional Port
Authority**

Memo

To: Board of Directors
From: Tricia Degnan
cc: Jim Kuntz
Date: March 8, 2023
Re: CTC Videoconference Center Camera System Replacement

The Board previously approved \$74,000 in the 2023 capital budget for the CTC Videoconference Center Camera System Replacement Project.

Avidex will provide the equipment, materials, audiovisual engineering and programming.

Staff will remove old cameras and install new 4k cameras, to stay within the approved budget.

Staff recommends replacing the Videoconference Center Camera System with the budget presented below.

Avidex Proposal (including WSST)	\$59,614
Labor & Contingency	\$14,386

Total Project Budget:	\$74,000
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Memo

To: Board of Directors

From: Stacie de Mestre

Date: March 9, 2023

Re: RH2 Engineers Task Authorization 28 – Malaga Area Multiple Phase I ESAs

At the February 28, 2023 Board of Directors meeting authorization was given to enter into six purchase and sale agreements for property in Malaga. Standard practice when purchasing property is to perform a Phase I Environmental Site Assessment. Please see attached for Task Authorization 28 for RH2 Engineers outlining the scope of work and estimated cost to complete these assessments.

Since the total estimated cost is over \$50,000, staff is seeking Board approval to authorize RH2 Engineers to proceed with Task Authorization 28 in an amount not to exceed \$67,843.

Task Authorization No. 28
Chelan Douglas Regional Port Authority
General Engineering Services
2023 Malaga Area Multiple Phase I ESAs

March 2023
RH2 Project No. RPA 0200026.28

In accordance with our Professional Services Agreement for the General Engineering Services project, dated February 19, 2020, this Task Authorization outlines the Scope of Work for 2023 Malaga Area Multiple Phase I Environmental Site Assessments (ESAs). 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

The Chelan Douglas Regional Port Authority (Port) has requested that RH2 Engineering, Inc., (RH2) conduct Phase I ESAs of several properties east of Malaga, Washington, in association with the Port's prospective purchase of the properties. These properties are adjacent to, and west of, properties previously purchased by the Port and subsequently sold to Microsoft in Malaga, Washington.

This effort is separated into various tasks as the properties will have unique Purchase and Sale Agreements with unique feasibility periods and closing dates. Each property will be treated as a separate effort with a stand-alone ESA report.

General Assumptions

- *RH2 will rely upon the accuracy and completeness of any information, data, and materials generated or produced by the Port or others in relation to this Task Authorization.*
- *RH2 is not responsible for identification or removal of potential or actual hazardous or toxic materials, or for delays attributed to potential observation of subject materials.*
- *RH2 will perform the services outlined in this Scope of Work to the level of effort identified in the Fee Estimate.*
- *Port to provide unrestricted access to each site, contacts for current and past site owners/occupants, and all title reports.*
- *Port authorization for individual Tasks will only be provided once access to the site has been secured by the Port. Individual task authorization may be provided by email notice to proceed to the RH2 project manager.*
- *For properties where soil samples will be collected the specific sample locations will be determined in the field based on professional judgment.*
- *The schedule identified for each Task assumes that the Port provides timely review of draft documents.*
- *Schedules are subject to the accessibility of information to be provided by the Port.*
- *Deliverables will be submitted in electronic format (PDF) unless otherwise noted.*

The assessment will include the work outlined in this Scope of Work as follows.

Task 1 – Schaffer Property (Parcel No. 222135240050) Phase I ESA

Objective: Assist the Port with a Phase I ESA for the Schaffer Property.

Approach:

- 1.1 Perform a field investigation of the site to observe the current conditions. Review local site features for indications of former use and for potential presence of hazardous and/or toxic materials. If potentially hazardous or toxic material is believed to be observed, RH2 will notify the Port immediately.
- 1.2 Interview current and former owner(s)/occupant(s), when possible, by telephone or email.
- 1.3 Review available historical and current aerial photographs, environmental records on file with public agencies, and other records of property use that may be available. This will include the standard Phase I ESA document order from Environmental Data Resources, LLC, which includes historic aerials, radius report, Sanborn maps, and a city directory search.
- 1.4 Prepare a letter report meeting ASTM International 1527-21 standard practice for a Phase I ESA. The letter report will summarize the current and past uses and activities on the property related to recognizable environmental conditions.

RH2 Deliverables:

- Phase I ESA the Schaffer Property.

Task 1 Schedule

The feasibility period ends on June 28th. RH2 can provide the Phase I ESA Report in draft format prior to June 1, 2023 and the final ESA by June 20, 2023.

Task 2 – Quilter Property (Parcel No. 222135120150) Phase I ESA

Objective: Assist the Port with a Phase I ESA for the Quilter Property.

Approach:

- 2.1 Perform a field investigation of the site to observe the current conditions. Review local site features for indications of former use and for potential presence of hazardous and/or toxic materials. If potentially hazardous or toxic material is believed to be observed, RH2 will notify the Port immediately.
- 2.2 Interview current and former owner(s)/occupant(s), when possible, by telephone or email.
- 2.3 Review available historical and current aerial photographs, environmental records on file with public agencies, and other records of property use that may be available. This review will include the standard Phase I ESA document order from Environmental Data Resources, LLC., which includes historic aerials, radius report, Sanborn maps, and a city directory search.
- 2.4 Collect and submit to a soil laboratory two (2) soil samples for legacy orchard potential contaminant analysis; semivolatile organic compounds (SVOCs) (pesticides and herbicides), lead, and arsenic.

- 2.5 Prepare a letter report meeting ASTM International 1527-21 standard practice for a Phase I ESA. The letter report will summarize the current and past uses and activities on the property related to recognizable environmental conditions.

RH2 Deliverables:

- Phase I ESA for the Quilter Property.

Task 2 Schedule

The feasibility period ends on May 29th. RH2 can provide the Phase I ESA Report in draft format prior to May 1, 2023 and the final ESA by May 20, 2023.

Task 3 – Quilter Property (Parcel No. 222135130175) Phase I ESA

Objective: Assist the Port with a Phase I ESA for the Quilter Property.

Approach:

- 3.1 Perform a field investigation of the site to observe the current conditions. Review local site features for indications of former use and for potential presence of hazardous and/or toxic materials. If potentially hazardous or toxic material is believed to be observed, RH2 will notify the Port immediately.
- 3.2 Interview current and former owner(s)/occupant(s), when possible, by telephone or email.
- 3.3 Review available historical and current aerial photographs, environmental records on file with public agencies, and other records of property use that may be available. This review will include the standard Phase I ESA document order from Environmental Data Resources, LLC., which includes historic aerials, radius report, Sanborn maps, and a city directory search.
- 3.4 Collect and submit to a soil laboratory two (2) soil samples for legacy orchard potential contaminant analysis; semivolatile organic compounds (SVOCs) (pesticides and herbicides), lead, and arsenic.
- 3.5 Prepare a letter report meeting ASTM International 1527-21 standard practice for a Phase I ESA. The letter report will summarize the current and past uses and activities on the property related to recognizable environmental conditions.

RH2 Deliverables:

- Phase I ESA for the Quilter Property.

Task 3 Schedule

The feasibility period ends on May 29th. RH2 can provide the Phase I ESA Report in draft format prior to May 1, 2023 and the final ESA by May 20, 2023.

Task 4 – Schoenwald Property (Parcel No. 222135120200) Phase I ESA

Objective: Assist the Port with a Phase I ESA for the Schoenwald Property.

Approach:

- 4.1 Perform a field investigation of the site to observe the current conditions. Review local site features for indications of former use and for potential presence of hazardous and/or toxic materials. If potentially hazardous or toxic material is believed to be observed, RH2 will notify the Port immediately.
- 4.2 Interview current and former owner(s)/occupant(s), when possible, by telephone or email.
- 4.3 Review available historical and current aerial photographs, environmental records on file with public agencies, and other records of property use that may be available. This review will include the standard Phase I ESA document order from Environmental Data Resources, LLC, which includes historic aerials, radius report, Sanborn maps, and a city directory search.
- 4.4 Collect and submit to a soil laboratory two (2) soil samples for legacy orchard potential contaminant analysis; SVOCs (pesticides and herbicides), lead, and arsenic.
- 4.5 Prepare a letter report meeting ASTM International 1527-21 standard practice for a Phase I ESA. The letter report will summarize the current and past uses and activities on the property related to recognizable environmental conditions.

RH2 Deliverables:

- Phase I ESA for the Schoenwald Property.

Task 4 Schedule

The feasibility period ends on May 29th. RH2 can provide the Phase I ESA Report in draft format prior to May 1, 2023 and the final ESA by May 20, 2023.

Task 5 – Adcock Property (Parcel No. 222135240100) Phase I ESA

Objective: Assist the Port with a Phase I ESA for the Adcock Property.

Approach:

- 5.1 Perform a field investigation of the site to observe the current conditions. Review local site features for indications of former use and for potential presence of hazardous and/or toxic materials. If potentially hazardous or toxic material is believed to be observed, RH2 will notify the Port immediately.
- 5.2 Interview current and former owner(s)/occupant(s), when possible, by telephone or email.
- 5.3 Review available historical and current aerial photographs, environmental records on file with public agencies, and other records of property use that may be available. This review will include the standard Phase I ESA document order from Environmental Data Resources, LLC, which includes historic aerials, radius report, Sanborn maps, and a city directory search.
- 5.4 Collect and submit to a soil laboratory four (4) soil samples for legacy orchard potential contaminant analysis; SVOCs (pesticides and herbicides), lead, and arsenic.

- 5.5 Prepare a letter report meeting ASTM International 1527-21 standard practice for a Phase I ESA. The letter report will summarize the current and past uses and activities on the property related to recognizable environmental conditions.

RH2 Deliverables:

- Phase I ESA for the Adcock Property.

Task 5 Schedule

RH2 can provide the Phase I ESA in draft format sixty (60) calendar days after Task 5 is approved. Approved is assumed to coincide with a signed Purchase and Sale Agreement. The final ESA can be provided thirty (30) calendar days after the draft review comments are received.

Task 6 – Kemah Management Property (Parcel No. 222135100070) Phase I ESA

Objective: Assist the Port with a Phase I ESA for the Kemah Management Property.

Approach:

- 6.1 Perform a field investigation of the site to observe the current conditions. Review local site features for indications of former use and for potential presence of hazardous and/or toxic materials. If potentially hazardous or toxic material is believed to be observed, RH2 will notify the Port immediately.
- 6.2 Interview current and former owner(s)/occupant(s), when possible, by telephone or email.
- 6.3 Review available historical and current aerial photographs, environmental records on file with public agencies, and other records of property use that may be available. This review will include the standard Phase I ESA document order from Environmental Data Resources, LLC, which includes historic aerials, radius report, Sanborn maps, and a city directory search.
- 6.4 Collect and submit to a soil laboratory three (3) soil samples for legacy orchard potential contaminant analysis; SVOCs (pesticides and herbicides), lead, and arsenic.
- 6.5 Prepare a letter report meeting ASTM International 1527-21 standard practice for a Phase I ESA. The letter report will summarize the current and past uses and activities on the property related to recognizable environmental conditions.

RH2 Deliverables:

- Phase I ESA for the Kemah Management Property.

Task 6 Schedule

The feasibility period ends on May 29th. RH2 can provide the Phase I ESA Report in draft format prior to May 1, 2023 and the final ESA by May 20, 2023.

Fee for Services

The fee for services shall be on a time and expense basis and shall not exceed \$67,843.00 as shown on attached **Exhibit A, Fee Estimate** using **Exhibit B, 2023 Schedule of Rates and Charges** without prior written authorization of Chelan Douglas Regional Port Authority.

RH2 Engineering, Inc.



Signature

Paul R. Cross, Executive Vice-President

Print Name/Title

3/8/2023

Date

Chelan Douglas Regional Port Authority

Signature

Print Name/Title

Date

EXHIBIT A

Fee Estimate

Task Authorization No. 28

Chelan Douglas Regional Port Authority

General Engineering Services

2023 Malaga Area Multiple Phase I ESAs

Mar-23

Description	Total Hours	Total Labor	Total Expense	Total Cost
Task 1 Schaffer Property (Parcel No. 222135240050) Phase I ESA	43	\$ 8,858	\$ 922	\$ 9,780
Task 2 Quilter Property (Parcel No. 222135120150) Phase I ESA	42	\$ 8,544	\$ 1,803	\$ 10,347
Task 3 Quilter Property (Parcel No. 222135130175) Phase I ESA	42	\$ 8,544	\$ 1,803	\$ 10,347
Task 4 Schoenwald Property (Parcel No. 222135120200) Phase I ESA	42	\$ 8,544	\$ 1,803	\$ 10,347
Task 5 Adcock Property (Parcel No. 222135240100) Phase I ESA	53	\$ 10,841	\$ 2,875	\$ 13,716
Task 6 Kemah Management Property (Parcel No. 222135100070) Phase I ESA	53	\$ 10,841	\$ 2,465	\$ 13,306
PROJECT TOTAL	275	\$ 56,172	\$ 11,671	\$ 67,843

EXHIBIT B
RH2 ENGINEERING, INC.
2023 SCHEDULE OF RATES AND CHARGES

RATE LIST	RATE	UNIT
Professional I	\$159	\$/hr
Professional II	\$174	\$/hr
Professional III	\$193	\$/hr
Professional IV	\$213	\$/hr
Professional V	\$226	\$/hr
Professional VI	\$244	\$/hr
Professional VII	\$257	\$/hr
Professional VIII	\$268	\$/hr
Professional IX	\$268	\$/hr
Technician I	\$123	\$/hr
Technician II	\$135	\$/hr
Technician III	\$152	\$/hr
Technician IV	\$166	\$/hr
Technician V	\$182	\$/hr
Technician VI	\$199	\$/hr
Technician VII	\$216	\$/hr
Technician VIII	\$226	\$/hr
Administrative I	\$82	\$/hr
Administrative II	\$96	\$/hr
Administrative III	\$112	\$/hr
Administrative IV	\$134	\$/hr
Administrative V	\$158	\$/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	\$0.6550	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: Sarah Deenik

Cc: Jim Kuntz
Ron Cridlebaugh

Date: March 8, 2023

Re: Partners in Economic Development Request – Greater Leavenworth Museum

We have received a 2023 Partners in Economic Development funding request from the Greater Leavenworth Museum, for a total of \$6,500.

- Please find their application materials attached.
- The organization is requesting \$6,500 towards the funding of a feasibility study to expand the museum's operations into an additional location in Leavenworth. The additional location is the Chumstick Grange Hall.
- The Board approved a funding request for the Museum on September 13, 2022 in the amount of \$6,800 for the expansion of the p'squosa (Wenatchi) Tribal Exhibit. The effective date of this agreement is 10/1/22 through 9/30/23. A reimbursement request for the \$6,800 was received on 3/8/23 and will be paid 3/15/23.

Also included for your review:

- A summary recap sheet showing prior year commitments and available 2023 funding that has been set aside for the non-profit category.



**2023 Partners in Economic Development
Non-Profits**

Budget: \$ 93,222

Projects Approved:

Cashmere Chamber of Commerce	\$ 12,000
Greater Leavenworth Museum	\$ 6,800
Lake Chelan Wine Alliance (estimated 75% in 2023 - \$14,830 approved in total)	\$ 11,123
Our Valley Our Future (\$20k Pass Thru)	\$ 20,000
TREAD	\$ 20,000
Wenatchee Downtown Association	\$ 4,000
WV Sports Foundation - Winter Special Olympics (Prior Year Approval)	\$ 7,000
	<u>\$ 80,923</u>

Available Funding: \$ 12,300

Pending Requests:

Greater Leavenworth Museum - Feasibility Study to Expand Museum to the Chumstick Grange Hall	\$ 6,500
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Selection Criteria

Measurably contribute to the economic development of Chelan and Douglas Counties.

Examples include projects that will:

- 1) Retain and/or create living-wage jobs.
- 2) Stimulate private sector capital investments.
- 3) Infrastructure investments that directly support economic development.
- 4) Strategic planning efforts which have a strong probability of achieving measurable economic development results.



**Partners in Economic Development Program
Nonprofits Application Form**

Organization Name:
Greater Leavenworth Museum

Organization Address:
PO Box 2189, Leavenworth, WA 98826

Organization Phone Number:
(509) 548-0728

Program Title:
Feasibility Study to Expand Greater Leavenworth Museum to the Chumstick Grange Hall

Program Contact:
Matt Cade

Contact Phone:
(253) 334-1144

Contact E-mail:
Matt@LeavenworthMuseum.org

Contact Title/Position:
Matt Cade, Board President

Is the Organization a dues paying entity? (Do members pay dues as part of membership requirement) Yes No

Investment request is to fund:

- Starting, scaling, and/or improving program/project
- Capacity Building (Investment in future sustainability)
- Other (Please Specify Below)

Provide a program description, including: Justification (how this program/project will improve economic development in Chelan and Douglas Counties); Methodology, including if/how program/project will be sustainably maintained; Work to date (if any); Partners committed, if any (commitment letters required for partners); and Deliverables defined.

See attached.

Program Start Date (if applicable): N/A

Program End Date (if applicable): N/A

Program timeline/milestones (by quarter):

See attached.

Total Program Cost: \$14,740 to \$18,650

Requested Port Funding: \$6,500 (44% to 35% of total cost)

Budget total, broken out by category. (Note: Indirect costs are not allowed)

See attached.

Is this request for partial funding of a larger project? If so, identify other funding **requested** for this project (entity, amount requested and anticipated award date), and other funding **secured** for this project (source, amount secured).

No.

Is this a multi-year project? If yes, what are the anticipated funding needs for future years?

No.

If this program is not funded at the full requested amount, how will the organization adjust for less funding?

If Icicle Fund does not approve our grant application, then we will appeal to our community for donations to cover the shortfall.

Expenses are reimbursed quarterly by invoice/report; explain if another option is needed:

Quarterly reimbursement is not expected to be a hardship. t

Definition of success of the project/program, including metrics used to evaluate success (may be quantitative and/or qualitative) and method for gathering metrics:

See attached.

Has this organization received previous funding from the Port of Chelan County and/or Port of Douglas County? If so, list other funding received and when:

We received \$6,800 in the prior year.

In addition to a completed Application Form, please provide the following:

1. Strategic Plan including mission and goals;
2. Current year budget (including all income and expenses by category);
3. Upcoming (proposal) year budget (including all income and expenses by category);
4. List sources of support (especially if public sector);
5. List of Board members;
6. Active WA Secretary of State corporate registration;
7. IRS Tax Determination Letter (if none, explain); and
8. Most recent federal tax filing (IRS 990 cover page or 990-N post card), if applicable.

Add additional pages, as needed, to complete questions, but please do not exceed a five page application (excluding the attachments requested above).

Questions related to this program should be directed to Ron Cridlebaugh, Director of Economic & Business Development, 509-884-4700 or via email at ron@cdrpa.org

Provide a project description, including: Justification (how this project will improve economic development in Chelan and Douglas Counties); Methodology, including if/how project will be sustainably maintained; Work to date (if any); Partners committed, if any (commitment letters required for partners); and Deliverables defined.

PROJECT DESCRIPTION

The Project aims to perform a feasibility study of the Chumstick Grange Hall building (Grange Hall) as a second site for expanding the Greater Leavenworth Museum (Museum). This second location will expand the Museum's exhibit space from 1,355 to 4,165 square feet (approximately). In addition, the area used for storing and processing items in our collection and other educational materials will expand from 600 to over 2,400 square feet.

The Grange Hall, located at 621 Front Street in Leavenworth, is owned and occupied by Chumstick Grange #819 (Grange) and is used for monthly meetings for less than ten active Grange members. The Grange Hall is also rented for special events and to a church once a week.

Assuming the feasibility results are positive, the Grange will lease the Grange Hall and the half-acre of real estate it occupies on a perpetual basis. The Executive Board of Chumstick Grange is supportive of the plan, which is explained in the following message, excerpted from a communication the Grange shared with its membership:

“Our Chumstick Grange members are getting on in years and are less physically able to manage our building and grounds, let alone muster enough members for a quorum for a meeting per Grange rules. The proposal below would enable the Chumstick Grange to continue existing at its present location and hold regular membership meetings. At the same time, our Grange Hall would help provide a place to help preserve and promote the heritage of the Upper Wenatchee Valley.

The Upper Valley Historical Society (UVHS) needs more display space, public access, and street-level access. In addition, UVHS needs room to maintain and grow its Collection Department. The Collection Department is an umbrella term for three sub-departments that manage different aspects of the care and presentation of all museum objects: Registration, Conservation, and Exhibition Design and Preparation.

UVHS can access various grants, including the Washington State Historical Society and Heritage Capital Projects program. These grants would supplement donations raised by a community Capital Project Fund drive to be used to make much-needed repairs and upgrades to the Grange Hall and its surrounding areas.

The proposal to the Membership of the Chumstick Grange 819, as presented by members Paul Gray and Matt Cade, is to lease the Chumstick Grange Hall (Grange Hall) to the Upper Valley Historical Society on a long-term basis. Matt Cade is also the board president of UVHS and led the recent successful relocation of UVHS's museum to its new location at 735 Front Street.

In exchange for leasing the Grange Hall and property to UVHS, UVHS would be responsible for 1) upgrading the Hall to the City's building code, 2) all repairs, maintenance, and future upgrades to the Hall and property, 3) any property or other taxes assessed against the property, 4) all utilities and City assessments, and 5) providing a meeting room to be used on a first-priority basis by the Chumstick Grange for holding meetings and other activities."

The Project will provide Community Benefit and/or Increase Public Access

In 2020, the Greater Leavenworth Museum relocated to 735 Front Street. This space is limited, and the museum needs additional exhibit space and a place for a meeting room, processing items into its collection, and sufficient storage space to hold its growing collection.

The Grange Hall would add over 2,800 square feet of exhibit space on the street-level main floor with plans for a hands-on children's museum. Since the building's original use from 1910 to 1929 was as the Great Northern Railway passenger depot, this same floor would include a diorama replicating the town of Leavenworth in 1915.

The basement floor is also 2,800 square feet and would include 1) a multipurpose meeting room, 2) a publicly accessible history research center, and 3) the processing and storing of the museum's collection.

In addition, UVHS plans to add a 1,240-square-foot street-level structure for exhibiting and storing a fully restored 1939 convertible Ford Fire Engine purchased by the City of Leavenworth, which has been its sole owner. This same structure will include displays about the City's history. Other plans include an outdoor amphitheater for plays, presentations, movies, community meetings, etc. The seating for the arena is estimated to be 150.



The Project will Help Support the Histories of Marginalized or Underrepresented Communities

The Greater Leavenworth Museum is working closely with the Wenatchee Advisory Group (WAG) in developing the content for the museum’s soon-to-be-completed p’squosa (Wenatchi) First Peoples Tribe. WAG comprises several well-known and respected p’squosa (Wenatchi) Tribe members. WAG and other members of the Colville Confederated Tribes will be invited to develop and present regular programs about Past and Present First Peoples presentations at the outdoor theater.

A. JUSTIFICATION

For decades, the Chumstick Grange Hall was once the center for community social events and activities in the City of Leavenworth. Now quiet and nearly forgotten, the Grange Hall is the last affordable option for expanding the Greater Leavenworth Museum, and the window period to acquire this property is closing fast.

Once the Chumstick Grange #819 ceases to function due to a lack of members, according to its charter, the property will revert to the Washington State Grange, which will then sell the property for development by private investors and be lost as a community asset forever.

To acquire use of the Grange Hall is an incredible one-time opportunity to expand the experience of visitors and guests significantly.

If the Project is funded and the feasibility study results in the Greater Leavenworth Museum annexing the Chumstick Grange, we estimate the expansion project will be complete by June 2025. The following are attendance and admission numbers (actual and projected) for the years 2021 through 2026:

Year	Attendance	Operating Days	Average Daily Attendance	Admission and Store Revenues	FTE
2021	6,224	177	35	\$ 26,961	0.0
2022	10,629	269	38	\$ 37,510	0.5
2023	14,500	329	44	\$ 53,500	1.0
2024	18,900	364	52	\$ 69,700	1.4
2025	35,400	364	97	\$130,600	3.0
2026	45,500	364	125	\$167,800	4.5

With almost 98% of visitors traveling more than fifty miles, the Greater Leavenworth Museum has been a growing major attraction for those seeking an exciting and inspiring cultural experience. We tell the unique and inspiring story of how Leavenworth

transformed itself from a dying former railroad and timber town into a significant tourist destination with over two million visitors annually.

Our previous location was invisible to most visitors and residents and was hardly visited. The impact of our recently relocated museum as a 'must-do' family activity is increasing.

The economic impact of our emerging 'small but mighty' museum is better explained by Laura Lott, the American Alliance of Museums (AAM), who said, "the types of travelers who visit museums spend 63 percent more than other leisure travelers."

B. METHODOLOGY

By the end of 2023, estimated operating revenues, accompanied by grants from Chelan County and the City of Leavenworth Lodging Tax Advisory Committee Grant funds like 2022, plus donations and memberships will exceed operating expenses into the foreseeable future.

C. WORK TO DATE

Obtained Pre-Design Services Proposal from Syndicate Smith, Leavenworth Architects.

D. PARTNERS COMMITTED

A benefactor donated \$3,000 towards the Project.

E. DELIVERABLES

The single deliverable is a feasibility report which will establish whether or not the pursuit of the Grange Hall's conversion into a second site to operate the Greater Leavenworth Museum, from a financial and effort standpoint, is in the greater interest of the organization.

For more detailed information, please see the attached Pre-Design Services Proposal prepared by Syndicate Smith, a well-known and respected architectural firm in Leavenworth.

Project timeline/milestones (by quarter):

- 2023 Q1** We received a \$3,000 unrestricted donation from a benefactor towards the Project.
- 2023 Q2** Sufficient funds raised to engage Syndicate Smith to perform Pre-Design Services Proposal. Syndicate Smith begins work on the Pre-Design Services Proposal engagement.
- 2023 Q3** Pre-Design Services Proposal is finished and received by UVHS.

Budget total, broken out by category.

Pre-Design Services	\$9,750
Third-Party Consulting	
Survey	\$3,000 to \$5,000
Geo Hazard Assessments	\$800 to \$1,700
Structural Engineering Assessment	\$1,200 to \$2,400
Total Project Cost	\$14,750 to \$18,650

Definition of success of the Project, including metrics used to evaluate success (may be quantitative and/or qualitative) and method for gathering metrics:

Our definition of success is the completion of the feasibility study, which results in action taken by UVHS to obtain and execute a lease of the Grange Hall and the half-acre of real estate it occupies on a perpetual basis.

Greater Leavenworth Museum Strategic Plan 2022

Adopted by the Upper Valley Historical Society
April 15, 2022

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Upper Valley Historical Society & Greater Leavenworth Museum Strategic Plan

Executive Summary

Upper Valley Historical Society (UVHS) operates a museum in downtown Leavenworth, with walking tours, local history events, and a collection of artifacts and documents.

UVHS envisions a community with an appreciation of its past, and understanding of how the past affects both present and future. When UVHS is successful, the past people and stories of the region are visible and connected to the present. Local residents have stronger ties to their past, to each other, and to the community as a whole. Also, UVHS brings the story of this place to visitors and new residents, encouraging appreciation of the various peoples, cultures, and stories of the region.

UVHS is committed to the values of integrity, fairness, vitality, and fun, and strives to reach people of all ages, serving the area as a resource, leader, educator, and catalyst.

Mission Statement

**To preserve and promote the heritage and
history of the Upper Wenatchee Valley.**

We are a museum on the move!

Strategic Issues & Goals

Regional growth and changes in tourism, culture, and local economy spell out abundant opportunities for UVHS to advance its mission. As a small, volunteer run organization, the biggest challenge lies in a lack of capacity.

Recently, the Museum moved to a highly visible location in downtown Leavenworth, installing a professional and engaging exhibit that is well-liked. Key stakeholders are pleased with the direction that the organization is headed.

Finances and volunteer capacity are stable, but limited. Promotions are improving, and awareness among potential supporters is growing. This plan aims to prioritize among the potential directions and goals for the coming years.

Goal 1: Increase volunteer and board capacity.

- **Increase board size through active recruitment.**
(Target 50% increase in board membership by 2024)
- **Increase volunteer base through active recruitment.**
(Target 100% in volunteer base by 2024)
- **Clarify and streamline systems, roles, and responsibilities.**
(Target 30% improvement in volunteer and board satisfaction by 2025)
- **Invest in a staffing program that excites, with systems that scale.**
(Target staffing of museum 100% met through paid and/or volunteers by 2024)

Goal 2: Increase public awareness and engagement

- **Establish consistent brand and messaging platform / communications plan**
(Target new communications plan drafted in 2022)
- **Develop the portfolio of promotional assets.**
(Target of 1 asset per key ambassador per channel by 2024)
- **Engage in regular and various digital and social media activities.**
(Target of 25% increase in key social media metrics each year)
- **Establish and tend to key local and relationships and partnerships.**
(Targets to be determined, likely amount of outreach and number of partnerships)

Goal 3: Programmatic investments

- **Write a programming and evaluation plan.**
(Target is four plans by 2023, for Museum, Oral History, Education, and Events.)
- **Develop and expand oral history program.**
(Targets to be determined, likely number of interviews, number of transcriptions, number of oral histories accessed or distributed, number of people reached)
- **Develop an education outreach program.**
(Targets to be determined, likely number of schools, percentage of schools, number of students, number of classrooms, teacher and student self-reported outcomes)
- **Expand and develop regular event programming.**
(Targets to be determined, likely number of events, number of events per month, geography reached, number of attendees, demographics of participants)

Goal 4: Cultivate and stewardship of supporters (moves management)

- **Maximize membership**
(Targets to be determined... number of members, % conversion from participants)
- **Converting members to donors**
(Targets to be determined... number of community donors, % conversion from membership)
- **Recruiting major donor patronage**
(Targets to be determined... number of major donors, % conversion from donor base)

Overview

The Upper Valley Historical Society (UVHS) is a local nonprofit history organization that operates a small museum in downtown Leavenworth. It also conducts walking tours, presents local history events, and maintains a growing collection of historical artifacts and documents.

UVHS envisions a community that is recognized for a deep and inclusive appreciation of its past, with broad understanding of how the past affects the present and drives the future. Towards that vision, UVHS preserves and promotes the heritage and history of the Upper Wenatchee Valley through exhibits and events at the Greater Leavenworth Museum and elsewhere in the region, along with producing and distributing content for the public both online and in print.

When UVHS is successful, the people and stories of the Upper Valley's past are more visible and connected to the present. Students and parents have a broader understanding of their region. Teachers and administrators have more access to local history resources both in and out of the classroom. Local businesses and institutions are more engaged in Leavenworth's history. And local residents have stronger ties to the past, and thus to each other and to the community as a whole.

Especially through its primary offering of the Greater Leavenworth Museum, UVHS brings the story of Leavenworth and the Upper Valley to a broad base of visitors and new residents, encouraging connection, empathy, and awareness among guests for the various peoples, cultures, and stories of the region's past and present.

UVHS is committed to the values of integrity, fairness, vitality, and fun. They aim to weave these values into organizational practices, and to reach people of all ages, serving the area as a community resource, leader, educator, and catalyst.

Mission Statement

To preserve and promote the heritage and history of the Upper Wenatchee Valley.

We are a museum on the move!

Strategic Plan

This Strategic Plan was developed by the Board of Directors as a guide for the next several years of strategic direction and priority for UVHS and the Museum. It was informed by the input of a number of key stakeholders who contributed their advice and expertise, including local civic leaders, businesses, philanthropic funders, and key partners of the Museum.

This document was prepared over a four month period with the help and facilitation of consultant, Andy Fife of Fife Consulting. Fife's work was paid for through a grant by the Icicle Fund and Community Foundation of North Central Washington. It was approved by the UVHS board of directors on April 15, 2022.

Current Conditions *(Diagnostic Assessment)*

Generally, UVHS is in a good position to take advantage of the growth and changes in tourism, culture, and economy for the area. Their biggest challenge lies in the development of the capacities required to take advantage of the abundant opportunities before the organization.

The strengths are clear for UVHS. The new location for the Museum in downtown Leavenworth provides strong visibility among both visitors and locals, including especially other businesses and civic partners downtown. Funders and other key stakeholders in the region perceive the organization as headed in the right direction, and the greater community is full of engaged people who are potential new supporters and participants.

Finances and volunteer capacity are stable, although both are fairly limited. Digital presence is growing, aided by an improving base of promotional assets, along with the strategic use of content from the collection.

In particular, a key opportunity is available in the number of philanthropic resources in the area, with many untapped potential donors, both among potential major patrons as well as smaller, more community-based levels of donor support, a group which also may yield potential volunteers.

Otherwise, local residents will need fresh and/or changing programmatic offerings if they are to engage and remain engaged over time. But with any programmatic growth, there are many opportunities to bring in local residents through partnerships with schools, community groups, businesses, civic organizations, and other groups, especially those with a committed and active membership base.

By far the greatest challenge for UVHS is in finding the capacity to properly and sustainably pursue the great number of opportunities available today. Board and other volunteers are often heavily burdened with responsibility, and there is a very real potential for burnout and loss of personnel.

Though they are less prominent, other threats are important to recognize as well.

The COVID-19 Pandemic dramatically affected attendance and revenues. Such large-scale public health and natural disasters should be considered in all planning and readiness.

Of greater concern is the constant loss of stories and memories as local elders age and pass away. As a history organization, UVHS is keenly aware of the constant need to urgently prioritize the collection of information and artifacts before time and entropy steal them away from the community. An opportunity here may be to develop a stronger system and practice of intake and promotion of the collection among residents.

Strategic Goals & Objectives *(Prescriptive Direction)*

Goal 1: Increase volunteer and board capacity.

Since the vast majority of work at UVHS and the Museum is not performed by paid staff members, “increasing capacity” mostly means increasing the number of volunteers with the skills and experience that are needed to do the work. However, it also means better utilizing those volunteers.

For UVHS, the need for additional people is clear both in the staff and the board. Intentional and structured recruitment is needed to not just bring in relief for the current board and volunteers, but to grow the overall numbers over time. Also, further refinement is needed for the roles and responsibilities, in order to maximize satisfaction and productivity.

Increase board size through active recruitment.

(Target 50% increase in board membership by 2024)

- Identify and clarify general board responsibilities and qualifications (job description)
- Identify specific target skills, abilities, and/or backgrounds desired (ie “legal experience,” “business community,” or “P’squosa.”)
- Assemble a list of candidates and articulate a structured project plan for recruitment and onboarding.
- Conduct recruitment and onboarding, reporting on progress and adjusting as necessary.
- Repeat, adopting the tactics as a consistent and ongoing practice of board cultivation, recruitment, and training.

Clarify and streamline systems, roles, and responsibilities.

(Target: 100% achievement of following tasks by 2025)

- Establish a clear organizational chart, job descriptions for general and discrete roles within the board, committees and volunteer system.

- Document roles, responsibilities, policies, and processes into clear handbooks and manuals.
- Conduct annual reviews to identify improvements, clarify roles and goals, and collect satisfaction rankings
- Collect, survey, synthesize and report on volunteer and employee satisfaction, identifying and making adjustments to systems and roles as needed.

Invest in a scalable staffing program.

(Target: staffing of museum 100% met through paid and/or volunteers by 2024)

- Identify target volunteer metrics.
 - # of volunteers available
 - Number of volunteer positions / types
 - Number of hours per month per volunteer
 - Cross-training % (across types/positions)
- Adjust and/or articulate volunteer roles and positions
- Update onboarding and training materials
- Conduct volunteer program promotion and outreach
- Continue to recruit and train new volunteers.

Goal 2: Increase public awareness and engagement

Even in order to begin to accomplish the capacity increases of the first goal above, UVHS will need to increase awareness and engagement among the public, both as potential audience and as potential partners, volunteers and board members. And once the capacity begins to increase, promotions and communications will remain a top priority, in order to elevate the public profile and attract a broad base of support and participation.

Establish consistent brand and messaging platform / communications plan

(Target new communications plan drafted in 2022)

- Determine baselines and metric targets for marketing and communications
- Define primary and secondary audiences
- Compose key messages
- Identify key ambassadors and stakeholders
- Determine key channels
- Outline timing and delivery

Develop the portfolio of promotional assets.

(Target of 1 asset per key ambassador per channel by 2024)

The specific deliverables will be defined by the communications plan above, but will likely include the following:

- Outreach presentation slide decks
- Information sheet for tourism, hotel and hospitality workers

- Promotional brochures for museum, walking tours, other programs
- Title cards and graphics for short online videos
- Stickers, t-shirts, coasters, water bottles, and/or other member collateral

Engage in regular and various digital and social media activities.

(Targets: 25% increase in traditional social media metrics)

The specific targets and methods for social media are to be defined later by the communications plan mentioned above. However, it is likely to include the following:

- Conduct an audit of the current and available social media channels
- Develop a segmented and maintained email list and deliver targeted e-newsletters at least monthly
- Develop regular and efficient practices for sharing and promotions on Facebook and Instagram
- Explore additional platforms such as YouTube and others
- Commit to continuous cultivation of social media channels for growth of reach and conversion of readers into participants.

Establish and tend to key local and relationships and partnerships.

(Targets to be determined, likely amount of outreach and number of partnerships)

The specific targets and methods for outreach and partnership are to be defined later by the communications plan mentioned above. However, it is likely to include the following:

- Use goals and objectives to establish a list of key stakeholders and speakers
- Develop or adapt promotional materials and standard “roadshow” presentations
- Structure outreach tactics so they are efficient, repeatable, trackable and reportable
- Establish baseline metrics and targets for engagement
- Conduct outreach to key stakeholders

Goal 3: Programmatic investments

Structuring the activities of UVHS as a set of programs with specific segmented resources, outputs and outcomes will allow for stronger program planning, development, and implementation, leading ultimately to a more effective use of resources and increased impact.

This strategic plan recommends articulating the following four programs: the Museum, the Oral History project, an Education program, and Event programs.

Write a programming and evaluation plan

(Target is four plans by 2023, for Museum, Oral History, Education, and Events.)

Structuring the activities of UVHS as a set of programs with specific segmented resources, outputs and outcomes will allow for stronger program planning, development, resourcing, management, and evaluation.

- Segment activities by program

- Identify resources, activities and outputs
- Articulate expected short term (learning, exposure, etc) and long term outcomes (behavior, action)
- Outline development, management, operation, and evaluation plans for each program
- Regularly (quarterly and/or annually) produce evaluation reports and use input to plan further program adjustment and development.

Develop and expand oral history program

(Targets to be determined, likely number of interviews, number of transcriptions, number of oral histories accessed or distributed, number of people reached)

With the constant ravages of time, age, and entropy, many of the stories and artifacts of history go uncollected and unpreserved. UVHS will prioritize quick and easy ongoing collection of local stories through the expansion of oral history activities.

- Take stock of what has already been done
- Identify potential subjects and prioritize
- Reach out to GLM communities to identify other elders to interview
- Recruit volunteer(s) to manage the oral history process
- Define interview process methodology and quality standards
- Acquire required resources

Education Outreach

(Targets to be determined, likely number of schools, percentage of schools, number of students, number of classrooms, teacher and student self-reported outcomes)

- Outreach to develop awareness and relationship with school district and teachers
- Develop age-appropriate programs for students in partnership with the school district
- Explore student and youth opportunities, such as the following:
 - junior historian program
 - youth advisory board
 - research lab internships

Events & Programs - lab/development

(Targets to be determined, likely number of events, number of events per month, geography reached, number of attendees, demographics of participants)

- Identify program event ideas and possibilities
- Prioritize and plan event projects
- Produce and evaluate new events and programs
- Report on past events and use to guide future event programming
- Ideas to explore include the following:
 - Re-visit past tea history events

- Academic, historian partnerships (such as Rollie Schmitt's Lake Wenatchee History event)
- Special guest walking tours

Goal 4: Cultivation and stewardship of supporters

Across the goals of increased capacity, improved communications, and more structured programming comes the need for increased resources and support. UVHS will engage in smart and intentional fundraising, using **best practices** to focus on those members of the community and supporters that are most likely to deepen their engagement levels.

Maximize the membership base

(25% increase by EOY 2022)

Grow membership through improvement of the membership program and increased promotions and “entryways” that convert awareness and engagement into membership.

- Assess current membership program
- Plan and prioritize multiple improvements to benefits, messaging, and promotions
- Develop membership program through iterative discrete improvements so that the changes can be monitored and evaluated for effectiveness
- Scale up effective changes throughout the outputs of UVHS until membership is a natural and seamless next step for participants

Converting members to donors

(10% increase in donors by EOY 2022)

Grow the base of individual donors by cultivating donations from the growing membership base with both targeted and blanket donation requests. Look to public media and other familiar community support programs for broader solicitation of contributions.

- Review current fundraising systems and activities, including the database, fundraising messages, receipts and recognition.
- Develop baseline numbers of historic donors vs. membership records
- Plan and prioritize multiple improvements to donor relations and fundraising administration
- Develop community fundraising activities through campaign-based planning and evaluation
- Engage existing donors by cultivating a community of support, recognition, gratitude, and celebration.
- Review previous capital campaign strategies and successes for possible future replication

- Repeat successful membership campaigns on a regular seasonal and/or annual cycle

Recruiting major donor patronage

(Target to be determined... number of major donors, % conversion from donor base)

Cultivate one or more cohorts of committed major donors who will sustain their support and patronage over time. These generous supporters will be cultivated from the greater base of supporters, community members, volunteers and partners.

- Review member, donor and partner lists of UVHS and peer organizations to identify prospective donors
- Prioritize and plan outreach to build and strengthen relationships with prospective donors.
- Develop fundraising pitch materials and messages, as well as elevated donor benefits and recognition that stewards sustained relationships over time.
- Train and develop board members to use materials and conduct major donor outreach.
- Engage existing patron relationships with recognition, gratitude, and inclusion.
- Track and record results and notes for future relationship management.

Addenda

[Attachment A - Stakeholder Engagement Report](#)

[Attachment B - Retreat SWOT Notes](#)

[Attachment C - Retreat Memo on Capacity](#)

[Attachment D - Retreat Memo on Strategic Direction](#)

Attachment A

Upper Valley Historical Society & The Greater Leavenworth Museum Strategic Planning **Stakeholder Engagement Report**

Stakeholder engagement

We held one focus group and 3 interviews to explore stakeholder knowledge and input regarding the organization's facility, activity, impacts, communications, fundraising, governance and direction. In total, 10 people engaged, representing a limited cross section of local stakeholders:

- Troy Campbell, Executive Director of Leavenworth Chamber of Commerce
- Christine Morgan, Executive Director of Icicle Fund
- Carolyn Griffin-Bugert, Executive Director of Wenatchee River Institute
- Wade Nash, local volunteer & supporter with UVHS and Cascade Medical
- Kevin Rieke, Shop owner and Chamber Board member
- Pam Brulotte, owner, Icicle Brewing
- Rollie Schmitt, Local author and historian
- Strode Weaver, Educator and volunteer, Friends of the Library

Summary of Findings

- Generally, the Museum is seen to be headed in the right direction by the stakeholders.
- Consensus is that the new exhibit is of excellent quality and professionalism and that the new location is a huge asset in visibility and accessibility.
- Stakeholders see opportunity to build relationships and visibility through more and continued outreach, engagement and off site programming.
- Participants agreed that there are untapped resources waiting in the cultivation of more individual donors and sponsors.
- People see the Museum in a unique and potentially important position, bridging across the often negative divide of residents and visitors.

Exhibit, Location, and Building

The Museum exhibit is strongly appreciated and sets a good bar for future development. Any changes, additional activities, growth, new spaces or other additional programming should strive for the quality and professionalism of the current exhibit.

The Museum location on the main strip of downtown Leavenworth is a major asset. Its location in town is very visible for discovery by visitors, with a lot of foot traffic.

However, there isn't much room or ability to increase visibility due to restrictions on signage.

Being on the second floor likely decreases attendance just simply due to the barrier of climbing steps. While the elevator helps with ADA accessibility, it is more an issue of public behavior, where people are just less likely to climb stairs, which is why first floor retail leases at a much higher amount in Leavenworth.

The space inside is seen as adequate for the existing exhibit, but too cramped to accommodate much new or changed activity. It offers significant challenges due to the space limits for any kind of gatherings, programs or other activities.

Awareness and visibility in the community

With the new location and exhibit, along with the efforts of the board to get the word out, awareness is spreading naturally in the local community. However, it could be sped up with key programmatic and promotional investments.

Local residents may need a reason to return. One idea is to rotate elements of the exhibit, from the collection or otherwise provide changing programming to bring people back. The museum could become known as a place you want to visit once per year to see the new exhibit. And if it is on a predictable schedule, that awareness will build. (Maybe in the spring?)

Many people mentioned the opportunity for school partnerships – school trips to the museum, presentations and programs by UVHS in the schools, and UVHS partnership to bring an historical perspective to other school trips in the area. In addition to contributing to the museum's impact, it also raises awareness as student awareness leads to parental awareness and interest.

More and continued outreach to local civic groups that have group meetings, such as the Chamber, Rotary, and Lyons. The limitations of the space means it is hard to hold meetings there. But maybe there is a meeting nearby and there is a museum walk-through. And/or maybe there are different presentations designed to be performed off-site.

As per the last note, there is opportunity for more off-site programming. One example from the past is Rollie Schmitt's presentation on the history of Lake Wenatchee based upon his book. The free event had more than 100 attendees. With a new book coming,

Rollie is interested in another event, possibly adding admission charges. This could be a program of the museum held off-site in partnership.

Participants also saw the value of developing a series of slide deck or video presentations on local history that could appear at other meetings and events. Special topics. Customizable. Partner with historians like Rollie.

Communication tools and assets could use an update, such as the website, newsletter, social media. Not just posting from the Museum but also posting to specific Leavenworth groups and lists (on Facebook, for example). Promotional partners.

Friday photo day on Facebook is appreciated by those who knew about it. Maybe a way to go farther? Or across platforms. Perhaps short video stories?

Raising Funds

The museum is known to be working on a shoestring budget with the primary currency being found in volunteer hours. With increased awareness comes increased visitors, which in turn increases admissions revenue. But the admissions are not seen to be an opportunity for significant growth. Instead, stakeholders agreed that there is a considerable untapped resource in potential individual donors. Along with some potential for business support. But people felt overwhelmingly that individual philanthropic patronage holds the greatest potential.

UVHS has the opportunity to seek out major donors through philanthropic patronage from “guardian angels” as one person put it. Specifically, stakeholders suggested pursuing support from families and people tied to the history of Leavenworth. “History is full of names and some of those names have the resources to give,” said one of the participants.

Another stakeholder suggested that a nonprofit organization’s business model is only as good as the database of past and current donors. And suggested that UVHS pursue a large database of donors through the years, cultivating especially repeating donors.

In order to attract and build relationships with donors, several tactics were suggested, including the development of events, programs and activities that might cater specifically to a higher price point donor experience. (examples... history gala, wine events)

While individual donors were seen as the biggest opportunity, businesses and institutions were mentioned as well. One participant reinforced a sense of duty, suggesting that Leavenworth institutions could be pressured to rally around the museum as a point of pride. Business/institutional memberships should be promoted. If you love Leavenworth, support the Museum.

An additional suggestion was to partner with other organizations who have major donor base and share. Get names and data. Create relationships. Commission a play about Leavenworth history? Joint projects, exhibits, media, etc with Cashmere Museum, Wenatchee Museum and/or other locals?

Finally, one stakeholder suggested naming opportunities, such as a donor recognition board or other recognition of donor names.

Unique positioning and other ideas

One thread that came up several times regards the Museum's interesting position in the community. While Leavenworth is generally challenged by the divide between tourists and local residents, the Museum serves both critically. As one person put it, "Tourists drive the economy, but they just trample everything." Clearly, the Museum is an attraction well-positioned for visitors. But it is specifically presenting the story of the residents. Therefore, the Museum has the opportunity to serve an important outcome by sharing the community's story to visitors and new residents, reinforcing culture and history, inviting empathy and building understanding. Inviting visitors to be a part of the Leavenworth story.

One person suggested that the organization might have a branding opportunity in the dynamic of UVHS vs Greater Leavenworth Museum. The Museum could continue to be a single program of the UVHS and that it is pretty stable. There might be some tweaks going forward, but it's pretty good. Instead, the big growth is in the UVHS now in building outreach, partnership, and fundraising. Maybe there will be another physical site project called something else. Maybe there is a podcast, documentary series, or class. Focus on relationships under the UVHS brand and discover the next program.

Find ways to work with as many structures and organizations in town as possible.

Other ideas of note:

- Local history audio tours (partner with History Link? And/or Tread?)
- More partnership with Winter Sports Club.
- A question came up about the archives of The Leavenworth Echo. Opportunity to partner on preserving the archive.

- WVMCC is the flagship history museum / institution in the region. The connection to them is important. Leadership transition is critical.
- Satisfaction and interest in the Native American engagement and inclusion. More work with tribes.
- Opportunity/interest in Latinx engagement and involvement. Big part of the region but not included in many of the institutions.

Specific Stakeholder Notes

Icicle Fund is excited by the current direction. Generally, IF wants to see two things when they are considering funding... impact and organizational capacity. They want to see firstly a significant contribution in their mission areas, showing that their funding leads to increased depth and breadth of impact, along with contributions to diversity, equity and inclusion. And otherwise, they look for strong institutions with adequate capacity to succeed and grow, including board size and diversity, leadership development, financial position, and long-term planning. Christine had this advice:

- Keep growing the board in size and diversity.
- Build a broad funding base with mixture of donors, funders, sponsors.
- Know and share your metric indicators for the success of your strategic plan. Not just finance or attendance numbers.

Generally, the Chamber is on board to help and sees the relationship going in a good direction. This summer, they are planning to install a visitor kiosk directly in the park and sees it as an opportunity for the Museum to gain visibility. Otherwise, they would like to help the Museum incorporate social media influencers into the communication strategy. And they are available to help broker partnerships among other visitor experiences like the Reindeer Farm. Finally, they are currently working on building a curated list of frontline service personnel locally (front desk, concierge, restaurant managers, etc) in order to be able to communicate around COVID and other issues, which can be used for sharing information and promotions goi

Upper Valley Historical Society & The Greater Leavenworth Museum Strategic Planning **Retreat Memo on Capacity**

By Neil & Brian

The assignment for our team (Brian and I) was to provide ideas on how to address the issue of “increase capacity” in order to support the other strategies in the new strategic plan. In most nonprofit organizations, increasing capacity means increasing the number of volunteers with the focus on the skills and experience that you need to implement the plan’s strategies.

It starts with the board. The current board is smaller than a typical nonprofit board. That doesn’t mean adding board members just to be increasing the board size. However, you need more board members to do more things in a nonprofit with limited staffing. A board should determine what skills and experience that will be needed to address the goals of the strategic plan. It should be a variety of skills and experience, from fundraising to knowing the history of the area you are serving and knowing people who will be willing to help. Or it could be financial management skills, marketing experience, communications or good contacts with many organizations who could be partners or who provide help at critical times. Also, it is helpful to have at least some of the board members with solid board experience who understand a board’s role and how it should operate effectively. You likely have some of the needed skills now so the focus should be on what other skills and experience you need.

I guess the question from those who had no or limited board experience is: why even have a board? Good boards bring another perspective to the agency’s management and to the board itself as well as providing their oversight responsibilities. If you are dealing with the public as much as a museum does, then having people who understand what the community needs and wants is very important. Of course, experienced board members will help a board do what a good board does and keep the board on track.

Where do you get good board members? The best ones don’t come by running ads in the newspaper or radio or whatever you mass communication vehicles are. The best way is to have your current board members to identify and help recruit board members that meet the list of skills and experience that you have agreed upon. In recruiting, one of the best tools to use in talking with a prospective board member is to give them a list of board expectations BEFORE you ask them to join the board. You give the impression that the organization has its act together because not many small nonprofits use this approach. The second benefit: If they agree after doing that, they are more likely to be good board members because they feel morally obligated.

I could go on and on how to build a board but we can talk about that later. But this brief description should give an idea of what is needed to recruit a good volunteer board.

Secondly, how about recruiting other volunteers to help but not serve on the board initially? Many of the same practices you use for board members apply to recruiting volunteers in general. One of the big differences is that you don't expect as much out of your volunteers as you do from your board members. But you still need to focus on what type of people you want as volunteers and get your board and staff to identify potential candidates, and then design a recruiting process. If your board members are well connected in the area the museum serves, they should have lots of ideas. An effective strategy is to spread the word about your recruiting efforts to the movers-and-shakers in your community and ask them for names. If the individual or their organization has a stake in the success of the museum, they will have good ideas and in many cases, they help you recruit them.

The overall approach you need in talking with potential volunteers is to create excitement and optimism about what you are doing and how they will be part of something special in the Greater Leavenworth area. Don't focus on how hard it is to find volunteers to staff the museum and other similar examples. Talk about it as an opportunity, not a chore to tell the wonderful story of Leavenworth, from logging and ski jumping to the Bavarian turnaround and the success as a tourist destination.

Upper Valley Historical Society &
The Greater Leavenworth Museum Strategic Planning

Retreat Memo on Strategic Directions

By Margaret & Ann

What are the biggest issues, the strategies to meet them and the metrics to measure success:

1. Lack of awareness:
 - a. Use the strength of committed supporters and community
 - b. Communicate more effectively: Newsletter, email
 - c. Build partnerships
 - d. Roadshows out to entire area
 - e. Possible Metrics: More local visitors to the museum, volunteers and donors.
2. Burnout of volunteers and board members: increase capacity!
 - a. Recruit engaged board members and volunteers via streamlining routes for individuals to become members and volunteers.
 - b. Merch/benefits (I think this means we need to better convey “what’s in it for them.”
 - c. Possible Metrics: Museum is seen as an organization people want to be part of! Board has sufficient membership to handle our “to do’s” (7-to 8 with candidates waiting in the wings).
3. Death/erasure (loss) of memories: Build on what has been done with oral history project.
 - a. Identify what has been done.
 - b. Identify who should be interviewed and prioritize
 - c. Reach out to GLM communities to identify other elders to interview
 - d. Recruit volunteer to manage the oral history process
 - e. Define interview process including methods (i.e., recording interviews, remote, written, etc.)
 - f. Find tools to assist
 - g. Establish standards for quality
 - h. Possible Metrics: # of people interviewed, # of outreach events, # of interviews transcribed, oral histories being used as part of our displays, road shows and events.

2. Current year budget (including all income and expenses by category); See 2023 budget below.
3. Upcoming (proposal) year budget (including all income and expenses by category); 2024 budget will not be available until December 2023.

	Revised 2022 Budget	2023 Budget
Revenue		
400 INCOME		
411 Donations-Restricted	2,500	2,000
416 City of Leavenworth	18,500	16,000
417.5 Chamber Ambassador Program	6,500	7,000
425 Grants - Unrestricted	-	-
425.0 SBA PPP Loan Forgiven	-	-
427.4 Humanities Washington	2,500	-
425.2 Icicle Fund	17,500	10,000
425.5 Chelan County Grant	12,000	14,000
425.6 Community Foundation	10,000	2,500
Total 425 Grants - Unrestricted	42,000	26,500
426 Grants - Restricted	-	
Restricted - City of Leavenworth - p'squosa	-	
Restricted - Chelan County - p'squosa	-	
426.0 Restricted - The Colonial Dames	-	
426.2 CFNCW-Wood Family Grant	-	
426.3 CFNCW-Youth Grant	1,000	1,000
Total 426 Grants - Restricted	1,000	1,000
430 Membership - business	2,300	3,500
432 Membership - individual	3,000	3,000
Total 400 INCOME	75,800	59,000
401 Donations		
402 Donations - Capital Fund	18,000	20,000
410 Donations	2,500	3,000
Total 401 Donations	20,500	23,000
500 Museum Revenues		
405 Admissions	37,000	54,000
501 Gift Shop Sales	5,550	8,800
Tours - Bavarian	600	1,000
Total 500 Museum Revenues	43,150	63,800
590 Interest Income	100	100
Total Revenue	140,550	146,900
Expenditures		
602 Purchases for Gift Shop	4,500	4,400
610 Accounting & consulting fees	500	500
Bookkeeping	6,000	6,000
612 Advertising	5,500	
613 Archiving supplies	5,800	3,000
616 Business Fees & licenses	150	200
621 Credit card fees	1,100	1,595
625 Exhibits	41,000	5,000

	Revised 2022 Budget	2023 Budget
630 Insurance	3,200	3,500
632 Memberships and Dues	500	750
645 Computer Supplies	2,200	2,500
646 Museum Supplies	250	550
647 Office Supplies	1,500	2,200
648 Volunteer Supplies and Expense	400	600
648 Volunteering Parking	2,100	2,500
649 Postage, Mailing Service	1,000	1,500
650 Printing	900	1,200
651 Rent - Museum	24,000	24,000
Rent - River Haus	300	300
652 Repairs and Maintenance	1,500	2,000
652.9 Carpet Cleaning	1,100	1,500
653 Cleaning Supplies	300	400
Payroll Expense	-	
666 Wage Expense	17,500	43,600
666 Payroll Tax Expense	1,750	4,360
Total 651 Payroll Expense	19,250	47,960
667 Payroll Processing	1,300	1,500
669 Business Taxes and Licenses	200	300
672 Telephone & Internet	1,400	1,700
673 Security	1,000	1,000
Special Events		
684.0 Other	1,300	2,500
684.2 Grand Opening	1,300	-
684.4 Open House	2,200	2,500
Total Special Events Expense	3,500	5,000
690 Website & Domain Registration	200	300
692 Utilities	1,200	1,400
Total Expenditures	133,150	123,355
Net Income (Loss)	7,400	23,545

List Sources of Support

- City of Leavenworth – Lodging Tax Advisory Committee
- Chelan County – Lodging Tax Advisory Committee
- Icicle Fund
- Community Foundation of North Central Washington

Upper Valley Historical Society Board Members – 2023

Name	Current Position	Affiliations	Years on Board	Contact Info
Matt Cade	President ♦ Treasurer	<ul style="list-style-type: none"> ○ Leavenworth resident since 2010 – Retired ○ Member of the Upper Valley Historical Society (2010 to present) ○ Member of the American Institute of Certified Public Accountants (1981-2002) and Washington Society of Certified Public Accountants (1980-2002) ○ Limited Practice Officer – Washington State Bar Association (1994-2000) ○ Director of Administration – Aerospace metal finishing company (2001-2017) 	Four years	(253) 334-1144 matt@leavenworthmuseum.org
Ann Peavey	Vice President ♦ Secretary	<ul style="list-style-type: none"> ○ Director of Visitor Services for Visit Seattle (2005-2018) ○ Board Member of the Concierge Guild of Seattle (2012-2014) ○ Member of the Museum of History and Industry (2014 to present) ○ Member of the Washington Chapter of Meeting Planners International (2018-2020) ○ 10+ years administering Visit Seattle's social media channel (2007-2018) ○ Washington Wine Commission's Tourism Concierge of the Year (2013) 	Two years	(206) 276-9229 annpeaveyglm@gmail.com
Christie Voos	Board Member	<ul style="list-style-type: none"> ○ Communications Analyst – City of Leavenworth ○ LTAC Board Member - Westport, Washington (2017-2021) ○ VP Operations + People; Chief of Staff - LOGE Camps (2017-2020) ○ Advisor - LOGE Co. (2016-2017) ○ City General Manager Seattle; San Francisco - Munchery Inc. (2013-2017) 	Joined September 2022	(206) 890-6153 christie@enchantmentpeaksconsulting.com
Brian Praye	Board Member	<ul style="list-style-type: none"> ○ Leavenworth resident since 1979 ○ Member of the Upper Valley Historical Society Board (2019 to present) ○ Owner Mountain Home Drywall, 40+ years in construction ○ Draftsman/Designer ○ Video and Photo editing experience 	Three years	(509) 548-4444 bkpra2020@hotmail.com

Upper Valley Historical Society Board Members - 2023

Name	Current Position	Affiliations	Years on Board	Contact Info
Sharon Waters	Board Member	<ul style="list-style-type: none"> ○ Leavenworth resident since 1970 – Retired ○ Leavenworth City Council Member (2016 to present) ○ 2022 Royal Lady of the Autumn Leaves ○ Established Winter Festhalle Walking Program and current volunteer (2018 to present) ○ Bag lunches for Cascade School Children who qualify for this service - 2019 to present) ○ Member of the Upper Valley Historical Society Board (2020 to present) ○ Chelan Douglas Health District Board (2020 to present) ○ Leavenworth Mosquito District Board (2020 to present) ○ Solid Waste Council Member (2020 to present) ○ Chumstick Wildfire Stewardship Coalition Board (2019 to present) ○ Festhalle Oversight Committee (2018 to present) ○ Residential Advisory Committee (2015 to present) ○ Parks Advisory Committee (2018 to present) ○ Public Works Committee (2019 to present) ○ Downtown Steering Committee (2019 to present) ○ Housing Committee (2019 to present) ○ Osborne Building Committee (2021 to present) ○ Leavenworth Area Promotions Committee (2021 to present) ○ Leavenworth City Swimming Pool Swimming Instructor (1982 to present) ○ Local School District employee (1978 – 2010) 	Two years	(509) 433-2274 yomama44@nwi.net
Mary Nelson	Board Member	<ul style="list-style-type: none"> ○ Leavenworth resident since 2004 – Retired ○ Member of Upper Valley Historical Society (2021 to present) ○ Member of National Association of Elementary Principals (to 2004) ○ Member of Association of Washington School Principals (to 2010) ○ Elementary School Principal Lake Washington School District (to 2003) ○ Member of Cascade Education Foundation Board of Trustees (present) 	One Year	(509) 548-7856 nelsonm5@nwi.net



PRE-DESIGN SERVICES PROPOSAL GREATER LEAVENWORTH MUSEUM

This Proposal is paired with the Architectural Design Services Agreement.

Project Information

Date: 10/4/2022

Project Name	GREATER LEAVENWORTH MUSEUM	Parcel #	241712815035
Project Address	621 FRONT ST	City, State, Zip	LEAVENWORTH, WA 98826

Owner Information

Owner Name	MATT CADE C/O GREATER LEAVENWORTH MUSEUM	Company	GREATER LEAVENWORTH MUSEUM
Phone	(253) 334-1144	Email	mattcade@comcast.net
Mailing	P.O. Box 2189	City, State, Zip	LEAVENWORTH, WA 98826

Project Introduction

Mr. Cade has introduced the intentions of the Greater Leavenworth Museum (GLM) to pursue renovation and lease hold of the current "Leavenworth Grange" building for their museum operations. This new location would allow for the Museum to have a larger facility and more exposure to promote the collections and story of the Greater Leavenworth Museum and its patrons.

The first effort towards pursuing this new home revolves around preparing and understanding of the existing structure on a variety of different fronts to establish whether or not the pursuit from a financial and effort standpoint is in the greater interest of the Organization.

Built in 1910, the existing structure has been home to many uses, and can provide an interesting framework opportunity for continued use to an organization such as the Greater Leavenworth Museum. The topics that are in need of determination for this effort revolve around assessing the existing condition. Parallel to the determination of the existing condition, it is also the intent to define what needs to be done to make the place a more appropriate facility for the Museum's Uses. These topics include but are not limited to ADA access, Occupancy Change, Structural Seismic and Geologic Soundness, Moisture / Water intrusion, Mechanical / Energy Qualifications, Use/Circulation and compliance with the City of Leavenworth's Old World Alpine Theme.

While it is known that this effort is a considerable endeavor, it is not known to what extent fixes, alterations or new remedies are necessary for this structure. The initial needs of the GLM are to establish efforts to define what are the elements necessary to make this building into a suitable home. This involves considerable effort to define what is and what needs to be done.

This first effort revolves around the "Feasibility" of this building's conversion into the GLM's home and this document establishes a snapshot from an architectural standpoint to understand what that entails and how to get there. While Feasibility is a commonly used term, it is a general one establishing reasonable efforts within the willingness of the financial party to do so. With this in mind, it would be the intent of this initial effort to establish minimums and maximums towards what is feasible from a monetary standpoint.



PRE-DESIGN SERVICES PROPOSAL GREATER LEAVENWORTH MUSEUM

Pre-Design Scope, Services, & Deliverables

Land use
_ City of Leavenworth Code research and report on Central Commercial (Zone) uses and requirements
_ Solicitation of Topographical/Boundary Survey
_ Assess Old world Bavarian Alpine Theme needs / thresholds for change.
Building / Structure
_ As-built measuring and drafting/modeling of existing condition: Plans, Sections, Elevations and 3-d (with brief of existing electrical/mechanical and Plumbing systems in Schematic Form + Structural Systems Brief)
_ Geologic hazard assessment solicitation and coordination from Geologist/Geotechnical Engineer (by other)
_ Structural Engineer Assessment Solicitation and coordination of existing condition based on proposed use (By International Existing Building Code Research/Report
Program & Plans
_ Solicit and Define Brief GLM program of use regarding spaces rooms and needs
_ Prepare schematic plan and exiting / egress plan based on program along with occupancy calculations and classifications
_ Prepare Rough Massing model of potential exterior for the purposes of Pre Application with City of Leavenworth
Report & Pre application with City
_ Prepare Pre application narrative and package for City of Leavenworth Input.
_ Attend pre application meeting with City
_ Prepare report of Min / Max scope elements with rough budget expectations for construction.

Pre-Design Services Fee and Target Timeline

Pre-Design Services will be billed to the Owner on a monthly basis based on completion. Please note that this service is a fixed fee. Totals do not reflect other miscellaneous expenses estimated or inferred within this document. See Miscellaneous Costs below for details. Also being that the timeline of this proposal is not known due to grant solicitation, a total timeline/ start/ finish cannot be given at this time, however, a 2 month period from start to completion could be a target of understanding.

Design Services		Begin	End	Fixed Fee
PD	Pre Design	TBD	TBD	\$9,750.00
TOTAL				\$9,750.00

Additional Architectural Services

Consulting	
Services in addition to what is outlined above under "Limited Scope" will be billed by the hour according to the rates below. The rates below are valid for up to one year from date of signature and are subject to change after.	
Billing Rates	\$ Per Hour
Architect Director / Owner	\$150.00
Principal Architect	\$135.00
Architect / Project Manager	\$120.00
Project Designer / Production	\$105.00
Administration	\$90.00

Memo

To: Board of Directors

From: Stacie de Mestre

Date: March 9, 2023

Re: 2023 Capital Projects and Contracting Plan

The approved 2023 budget included nearly \$53,000,000 in capital projects. Staff is hyper focused on successfully executing these projects. The attached spreadsheet has been put together to track the progress of each project. All staff members involved in capital projects meet bi-weekly to review the status of each project. At Tuesday's meeting, this plan will be reviewed in further detail.

Note: The total budgeted amount on the attached spreadsheet does not match the total amount in the budget due to land acquisition being included in the budget and additional administrative contracts/studies being included on the spreadsheet.

2023 CDRPA Capital Projects and Contracting Plan

Project	Budget	Project Lead	Notes	Target Schedule	
				Solicit	Complete
Cashmere Mill District					
Confluence Technology Center					
Avidex Audio System (Approved in 2022)	\$ 120,000	Tricia	Install scheduled for 03/27 - 04/07/23		4/30/2023
Salvage, Demo & Restoration	\$ 4,257,257	Stacie/Tricia	In Progress		8/16/2023
CDRPA Office Space Study & Design	\$ 40,000	Stacie	SOQs due 3/22	2/16/2023	
CDRPA Office Build Out (Construction)	\$ 90,000	Stacie/Tricia			11/30/2023
Meeting Center Cameras	\$ 74,000	Tricia	Get the board approval to move forward on 03/14		7/31/2023
Cameras/Security System	\$ 64,000	Tricia	Would like to be ready to send RFP on 03/15/23		10/31/2023
Downtown Wenatchee					
Malaga Industrial Park					
Waterline Extension	\$ 5,269,471	Stacie	Contract signed, waiting to schedule pre-con mtg		1/1/2024
Test Well #1		Stacie	In Progress - may need extension		3/30/2023
Test Well #1 Pump Test		Stacie	Depends on initial test results	4/1/2023	6/30/2023
Test Well #2		Stacie	Need site		
Reservoir Site Feasibility/Geotech		Stacie	In progress		
Cooling Water Disposal - Design	\$ 1,700,000	Stacie	Need Scope from RH2		
Olds Station Business Park					
IB #9 Emergency Power Shut Off	\$ 45,000	Ron	In Progress - On Call Contract		4/15/2023
IB #9 Roof Repairs		Ron			
Pangborn Airport					
Terminal Apron Change Order	\$ 533,278	Stacie/Trent	Not approved, waiting on qty balance, revised cost		
Apron Punchlist Items		Stacie/Trent	Ardurra provided contractor updated list on 2/16		
Taxiway A	\$ 18,678,699	Stacie/Trent	Start date 4/3		11/28/2023
Taxiway B/Hangar Site Development - Design	\$ 242,000	Stacie/Trent	90% Design Review Mtg 3/2, Pre-App scheduled 4/5		4/6/2023
Taxiway B/Hangar Site Development - Const	\$ 4,229,156	Stacie/Trent	Pre-grant app in progress, Trent verify date funds avail.	4/13/2023	
Airlift NW Hangar - Design			Pending Funding		
Airlift NW Hangar - Construction			Pending Funding		
GA Terminal Remodel	\$ 5,140,742	Stacie/Trent	Working on EA Scope/Ardurra and IFE		
MALSR Carryover & Equipment	\$ 252,705	Stacie/Trent	Joint Acceptance Inspection with FAA - 2/21		
Foam Testing Equipment	\$ 30,000	Trent	On hold - Waiting for FAA input - part of apron grant		
Snow Removal Equipment A&E	\$ 35,000	Trent	Scope/Fee approved by FAA 3/1 3/16 staff mtg		

2023 CDRPA Capital Projects and Contracting Plan

Project	Budget	Project Lead	Notes	Target Schedule	
				Solicit	Complete
Commercial Air Service Support/Equipment	\$ 150,000	Trent	Colby - for 737 aircraft - assessing needs		
Baggage Screening Remodel	\$ 82,500	Trent/Ron	On hold - TSA/GSA - Monica assisting with lease rates		
Terminal Radio Repeater	\$ 150,000	Ron	Internal fix appears successful		
Remove Underground Storage Tanks - Design	\$ 50,000	Ron/Ryan	Environmental Engineer - add oil tanks (fire cache/FBO)?? FAA involvement??? Add to GA Terminal EA?		
Remove Underground Storage Tanks - Construction	\$ 110,000	Ryan/Ron			
FBO - Deice Truck (Used)	\$ 90,000	Trent	Colby - researching specs and availability		

Pangborn Business Park

Trades District - Design	\$ 5,972,500	Stacie/Ryan	Stacie lead design, Ryan lead grants/construction		
Trades District - Construction		Ryan/Stacie	All info submitted to DOC & CERB. Working on EDA SACs	5/15/2023	
CWICC Carpet Replacement	\$ 95,000	Ron	Fall 2023	7/1/2023	12/31/2023
Accor HVAC Design Phase 1	\$ 50,000	Ryan	Need to modify procurement policy to allow ESPC		

Regional Port Office/Aviation Center

Roof Repair/Gutter Modification	\$ 50,000	Ron/Ryan			
Hangar Foam Suppression System Conversion	\$ 50,000	Ron			
Apron Pavement/Concrete Repair		Ryan	Waiting for proposal from Pacific Eng		
Surveillance Camera System	\$ 19,875	Ron	Ordered. Need low voltage wiring contractor		

Chelan Airport

Waterline Extension	\$ 670,000		Monetary contribution only		
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Waterville Airports

Lighting Project Construction	\$ 555,003	Trent	NTP issued 3/6 - project starts 3/20		5/1/2023
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Orondo River Park

Well Pump/Chlorination System	\$ 150,000	Ron	Assessment/Design 2023, Construction off season		
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Vehicles/Equipment

Engine for Elgin Vac Truck	\$ 18,000	Trent	Pape hired to replace engine - order placed 2/7		
Subcompact Tractor w/Mower Deck	\$ 50,000	Trent/Ron			5/1/2023
SxS UTV	\$ 15,000	Ron			
Small to Mid-size Pesticide Sprayer	\$ 5,000	Ron			
Mower with 72" Deck, Blower, Broom	\$ 40,000	Ron			
Fleet Vehicle - Manuel	\$ 45,000	Ron	Vehicle may not arrive until 2024		

Other

2023 CDRPA Capital Projects and Contracting Plan

Project	Budget	Project Lead	Notes	Target Schedule	
				Solicit	Complete
Administrative - Copier	\$ 15,000	Bobbie			
Sports Complex Feasibility Study	\$ 300,000	Stacie	Interviews 3/15		1/30/2024
EPA Brownsfield Grant	\$ 150,000	Stacie			
IT Managed Services		Ryan	Need new RFP, Questions for Quentin.		
Opportunity Fund - Other	\$ 250,000				
	\$ 49,934,186				



Federal Aviation
Administration

Memorandum

Date: 2/17/2023

To: Pangborn Memorial Airport, Wenatchee (EAT)

From: Agnes Fisher

Subject: 2024 - 2028 CIP

The development of a solid Capital Improvement Plan (CIP) is important to identify the highest priority work within the anticipated funds that would most effectively improve the statewide airport system from a safety and preservation perspective. The summary table below represents the plan the FAA will move forward with at this time for the CIP and Bipartisan Infrastructure Law (BIL) funding; however as in any given year, projects are dependent on the availability of funding. Any changes to the agreed upon project list needs to be coordinated on your next SCIP and may affect funding and year.

Pangborn Memorial Airport Wenatchee
5-YEAR PROJECTS & PLANNED FUNDING

Year#	Project Name	P/C*	DI	BIL	Total
2024	Acquire SRE	\$0	\$0	\$1,620,000	\$1,620,000
2025	Reconstruct RWY 12/30 – Design and Construction	\$2,000,000	\$17,000,000	\$0	\$19,000,000**
2026	Install Perimeter Fence and Access Control	\$0	\$0	\$414,000	\$414,000
2027	Construct SRE Equipment Building: Design and Construction	\$0	\$0	\$2,083,000	\$2,083,000
2028	Reconstruct RWY 12/30 – Construction	\$3,000,000	\$11,000,000	\$0	\$14,000,000**

Projects originally planned for FY2023 that have been postponed are not addressed in this memo.

If you plan to move a FY2023 project into FY2024 for a grant, please talk to your project manager.

**Note that your submitted CIP shows AIP funding needs greater than what is anticipated to be available.

For reference primary entitlements and BIL balance prior to any FY2023 funding actions are listed below.

(Expiring funds)	P/C	BIL
FY 2020	\$ 0	
FY2021	\$ 0	
FY2022	\$ 0	\$1,041,901
FY 2023	\$ 1,000,000	\$1,041,400
TOTAL	\$ 1,000,000	\$2,083,301

If you have any questions, comments or concerns related to the CIP memo, please contact Agnes Fisher, 206-231-3984, Agnes.Fisher@faa.gov



Memo



To: Board of Directors

From: Sarah Deenik

Cc: Jim Kuntz

Date: March 8th, 2023

Re: 03.05.23 Public Records Request - Policy Data Institute

The Regional Port received a Public Records Request via email on March 3, 2023 from Policy Data Institute. Please find a copy of the request and CDRPA Response Letter that was sent on March 8, 2023.

Staff is working with Quentin on the process of clarifying the request and providing records in a timely manner, while following RCW 42.56.020.

Sarah Deenik

From: eballantine@civicmeter.com
Sent: Sunday, March 5, 2023 10:55 PM
To: info
Subject: ATTN: Request for Information

Follow Up Flag: Follow up
Flag Status: Flagged

To Whom It May Concern:

Pursuant to the Freedom of Information Act and the analogous state statute (collectively, the "Freedom of Information Statutes"), we hereby request the following public contracts, agreements and any associated resolutions and requests for proposal (RFPs, et al):

1. The four currently valid agreements with the highest dollar amounts in the each of following categories (implied, accrued and/or paid, or anticipated).

- a. construction
- b. retail concessions
- c. gate/slot
- d. leases to aircraft servicing firms
- e. parking lots/garages
- g. car rental concessions
- h. construction
- i. engineering
- j. architecture
- k. strategic or operational consulting
- l. underwriters
- m. financial advisors
- n. attorneys
- o. all other concessions not mentioned above
- p. tangible property purchase agreements (such as vehicles and equipment)

If such agreement have expired, then such documents as may have been executed within the past five (5) years.

2. If not available online, the FOIA log, preferably in a database or spreadsheet format.

We will pay up to \$25.00 for search and review fees. If the costs are estimated to exceed this amount, please contact me for confirmation that we will reimburse you for such higher amount. My telephone number is (847) 371-1964.

However, since I work for a non-profit media organization, I ask you waive the processing fees. The principal purpose of this is to make this information more accessible to the public and to access and disseminate information regarding the health, safety, and welfare of the general public.

Electronic correspondence is highly preferred and may be sent to the account shown below.

If you have any questions about this request please call me.

Sincerely,

Edward Ballantine
Policy Data Institute
Phone: 847.371.1964
Eballantine@Civicmeter.com

426 W Surf St.
Suite #412
Chicago IL, 60657

March 8, 2023

Edward Ballantine
Policy Data Institute
426 W Surf Street Ste 412
Chicago, IL 60657
Eballantine@Civicmeter.com

Re: Public Record Request Dated March 5, 2023

Dear Mr. Ballantine:

This letter acknowledges receipt of your public records request to the Chelan Douglas Regional Port Authority (“CDRPA”) at 10:55 PM March 5, 2023 (“Request”). The CDRPA is interpreting your Request under Chapter 42.56 RCW, which is the current Washington Public Records Act. *See* RCW 42.56.020.

You have requested the following:

“Pursuant to the Freedom of Information Act and the analogous state statute (collectively, the “Freedom of Information Statutes”), we hereby request the following public contracts, agreements and any associated resolutions and requests for proposal (RFPs, et al):

1. The four currently valid agreements with the highest dollar amounts in the each of following categories (implied, accrued and/or paid, or anticipated). A. construction; b. retail concessions; c. gate/slot; d. leases to aircraft servicing firms; e. parking lots/garages; <f omitted>; g. car rental concessions; h. construction; i. engineering; j. architecture; k. strategic or operational consulting; l. underwriters; m. financial advisors; n. attorneys; o. all other concessions not mentioned above; p. tangible property purchase agreements (such as vehicles and equipment. If such agreement have expired, then such documents as may have been executed within the past five (5) years.

2. If not available online, the FOIA log, preferably in a database or spreadsheet format.”

BOARD OF DIRECTORS

As to the term “et al” (bolded above), this term is vague and ambiguous. Moreover, Item No. 2 (“*If not available online, the FOIA log, preferably in a database or spreadsheet format.*”) is unclear. The CDRPA is unable to discern what public records will be responsive to these parts of your request due to the lack of clarity inherent in the phrases which are subject to numerous interpretations. As a result, the CDRPA is seeking clarification as to what records you are seeking in those parts of your Request.

Please provide clarifications directly to me via email at: sarah@cdrpa.org, by telephone at (509) 884-4700, or by mail at One Campbell Parkway Suite A, East Wenatchee, WA 98802. If you fail to clarify this part of your request by March 22, 2023, then the CDRPA will deem this part abandoned and will provide no further response as that part of the Request.

Pursuant to RCW 42.56.520, the CDRPA is notifying you that it anticipates fulfilling your Request by May 31, 2023. This time is necessary to locate records that may be responsive to your Request, and to determine whether any exemptions might apply to those records. Please be advised that the CDRPA may also need to notify third parties of your Request before it discloses certain records. This anticipated date is only an estimate and may need to be revised as the CDRPA processes the Request.

As may be necessary, the CDRPA may respond to your Request on an installment basis pursuant to RCW 42.56.080. Additionally, the CDRPA may contact you for further clarification regarding your Request.

Sincerely,

Sarah Deenik
Public Records Officer

BOARD OF DIRECTORS

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

Chelan Douglas Regional Port Authority - Lease Report
Leases & Renewals - Reporting Period FEBRUARY 2023 | CDRPA Related
Meeting: March 14, 2023

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
Streamline Fullfillment	Bldg D 123 S. Columbia Street	4,685 sq ft	2/6/2023	M2M	\$2,108.25
Streamline Fullfillment	Bldg C 119 S. Columbia Street	4,000 sq ft	2/16/2023	M2M	\$1,800.00

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	
Pacific Aerospace & Electronics	Terminal Parking	2 @ \$120.00	2/28/2023	\$240.00	

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

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

Chelan Douglas Regional Port Authority - Lease Report
Leases & Renewals - Reporting Period FEBRUARY 2023 | CTC Related
Meeting: March 14, 2023

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
National Financial Literacy Campaign	Confluence Technology Center CTC South IB3	138 sq ft	2/16/2023	2/16/2023 - 3/1/2024	\$527.16

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

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

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

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

Chelan Douglas Regional Port Authority - Lease Report
Leases & Renewals - Reporting Period FEBRUARY 2023 | AVIATION Related
Meeting: March 14, 2023

New Leases					
Tenant	Building or Land	SQFT or Acres	Starting	Term	Base Rent/Month
Brandon Parker Sierra Aviation	Hangar H-9 Pangborn Memorial Airport	Hangar H-9	2/28/2023	M2M	\$196.74

Lease Renewals	
None Reported for this Period	

Tenants Moving Out				
Tenant	Building or Land	SQFT or Acres	Ending	Base Rent/Month
Rick Morris	Hangar H-9 Pangborn Memorial Airport	Hangar H-9	2/28/2023	\$196.74

Executive Director's Authority to Sign Leases

Lease terms of five years duration or less.

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

2023 CDRPA Calendar of Events

MARCH 2023

Date:	Time:	Event:	Location:	Attending:
14-Mar	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
15-Mar	All Day	State Legislative Meetings	Olympia, WA	Kuntz
21-Mar	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
22-Mar	7:30am-9:00am	Partners Breakfast	Wenatchee Conv. Center	Commissioners Spurgeon and DeRock; CDRPA Staff
22-Mar	5:00pm-8:00pm	Leavenworth Chamber Banquet	The Enzian Inn	Commissioner Baldwin
23-Mar	12:00pm-1:30pm	Partners Lunch	Wenatchee Conv. Center	Commissioner Spurgeon & CDRPA Staff
23-24 Mar	All Day	EDA Conference	Seattle	Larsen
28-Mar	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
29-30 Mar	All Day	WEDA Spring Conference & Legislative Reception	Olympia, WA	

APRIL 2023

Date:	Time:	Event:	Location:	Attending:
11-Apr	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
18-Apr	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
19-21 Apr	9am-5pm (Main Day)	Flywheel Investment Conference	Wenatchee Conv. Center	
21-Apr	5:30pm-8:30pm	Cashmere Chamber Banquet	Chelan County Expo Center	Commissioner Baldwin
25-Apr	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

MAY 2023

Date:	Time:	Event:	Location:	Attending:
8-10 May	All Day	WAMA Annual Conference	Spokane, WA	Commissioner Baldwin and Moyers
8-11 May	All Day	Data Center World Conference	Austin, TX - Convention Center	Commissioner Spurgeon and Kuntz
9-May	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
11-May	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
16-May	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
17-19 May	All Day	WPPA 2023 Spring Meeting	Davenport Hotel	Commissioners Baldwin, Spurgeon & DeRock; Kuntz
21-24 May	All Day	117th Annual Conference - Gov. Fin. Officers Association	Portland, OR	Lough
23-May	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
29-May	All Day	Memorial Day - Office Closed	All Offices	CDRPA Staff

JUNE 2023

Date:	Time:	Event:	Location:	Attending:
3-5 Jun	All Day	AAAE Annual Conference	Denver, CO	Commissioners Baldwin & DeRock; Moyers
7-9 Jun	All Day	WPPA Fin. & Admin Seminar	Alderbrook Resort	Deenik

8-Jun	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
13-Jun	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
20-Jun	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
27-Jun	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

JULY 2023

Date:	Time:	Event:	Location:	Attending:
4-Jul	All Day	Independence Day - Office Closed	All Offices	CDRPA Staff
8-Jul	All Day	Pangborn Festival of Flight	Pangborn Airport	Commissioner DeRock; CDRPA Staff
11-Jul	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
13-Jul	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
18-Jul	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	
24-26 Jul	All Day	WPPA 2023 Commissioner Seminar	Alderbrook Resort	Commissioners Baldwin & DeRock
25-Jul	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

AUGUST 2023

Date:	Time:	Event:	Location:	Attending:
8-Aug	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
8-11 Aug	All Day	Brownfields 2023 Conference	Detroit, MI	
10-Aug	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
13-15 Aug	All Day	Routes Takeoff (Airline Meetings)	Atlantic City, NJ	Moyers
15-Aug	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
22-Aug	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

SEPTEMBER 2023

Date:	Time:	Event:	Location:	Attending:
4-Sep	All Day	Labor Day - Office Closed	All Offices	CDRPA Staff
10-12 Sep	All Day	National Airports Conference	Spokane, WA	Moyers
12-Sep	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
14-Sep	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
19-Sep	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
19-22 Sep	All Day	2023 WFOA 68th Annual Conf.	Spokane Convention Ctr.	Lough
20-22 Sep	All Day	NWAAAE Annual Conference	Kelowna, BC	Moyers
26-Sep	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

OCTOBER 2023

Date:	Time:	Event:	Location:	Attending:
10-Oct	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
12-Oct	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
17-Oct	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
24-Oct	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
26-27 Oct	All Day	Small Ports Seminar	Campbell's Resort	Commissioner Baldwin

NOVEMBER 2023

Date:	Time:	Event:	Location:	Attending:
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9-Nov	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
14-Nov	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
21-Nov	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
23-Nov	All Day	Thanksgiving Holiday - Office Closed	All Offices	CDRPA Staff
24-Nov	All Day	Thanksgiving Holiday - Office Closed	All Offices	CDRPA Staff
28-Nov	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff

DECEMBER 2023

Date:	Time:	Event:	Location:	Attending:
6-8 Dec	All Day	WPPA 2023 Annual Meeting	Hilton: Vancouver	Commissioner Baldwin & DeRock
12-Dec	9:00am	CDRPA Board Meeting	CTC	Board of Directors; Staff
14-Dec	9:00am-11:00am	CDTC Board Meeting	CTC	Commissioners Baldwin & DeRock
19-Dec	6:30am	WVCC Board Meeting	Wenatchee Valley Chamber of Commerce	Commissioners Spurgeon & Etherington
25-Dec	All Day	Christmas - Office Closed	All Offices	CDRPA Staff
26-Dec	All Day	Christmas - Office Closed	All Offices	CDRPA Staff