



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

**Chelan Douglas Regional Port Authority  
Meeting Agenda  
August 10<sup>th</sup>, 2021  
9:00 am**

**In order to maximize social distancing related to COVID-19, the meeting will be held at the CTC and remotely using Zoom Virtual Conference.**

**I. CALL TO ORDER**

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

**II. INTRODUCTIONS**

**III. CONFLICT OF INTEREST**

**IV. CONSENT AGENDAS**

**CDRPA:** Approval of Chelan Douglas Regional Port Authority Minutes of July 27<sup>th</sup>, 2021 Commission Meeting; and Check Register Pages #2021-24-#2021-28, including Electronic Transfers

**PODC:** Approval of Port of Douglas County Check Register Page #2021-04

**V. PRESENTATIONS**

- Pangborn Café – Jeffrey Kirkley & Shilian Xiao
- Chelan Douglas Transportation Council – Jeff Wilkens
- S.P.O.R.T. Update – Flint Hartwig

**VI. CDRPA ACTION ITEMS**

- (1) Partners in Economic Development Grant Request – Manson Park & Recreation District

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

- (2) Chelan Airport Board Meeting – September Meeting Date Discussion
- (3) The Trades District – Draft Operating Principals
- (4) Authorization to Submit EDA Grant
- (5) Washington State Department of Ecology – Remedial Action Grant/Rock Island

**VIII. MISCELLANEOUS STAFF REPORTS**

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

**IX. PUBLIC COMMENT**

**X. REVIEW CALENDAR OF EVENTS**

**XI. ITEMS FROM BOARD OF DIRECTORS**

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

**XIII. ADJOURN**

**PLEASE NOTE:** The agenda is tentative only. The Board of Directors may add, delete, or postpone items and may take action on any item not on the agenda. 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 is committed to maintaining a meeting atmosphere of mutual respect and speakers are encouraged to honor this principal.

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



**Board of Directors**  
**SUGGESTED MOTIONS**  
**August 10, 2021**

**IV. CONSENT AGENDAS**

**CDRPA CONSENT AGENDA**

- To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of July 27<sup>th</sup>, 2021 Commission Meeting; and Check Register Pages #2021-24-#2021-28 including Electronic Transfers, as presented.

**PODC CONSENT AGENDA**

- To approve the Port of Douglas County Consent Agenda consisting of Check Register Page #2021-04, as presented.

**VI. ACTION ITEMS**

- To approve the Manson Park & Recreation District Partners in Economic Development Grant Request in the amount of \$25,000.



**Board of Directors**  
**Chelan Douglas Regional Port Authority**  
**Special Meeting Minutes**  
**July 27<sup>th</sup>, 2021**  
**1:00 pm**

**Present:**

**Directors**

JC Baldwin, Director  
W. Alan Loeb sack, Director  
Rory Turner, Director

Jim Huffman, Director  
Donn Etherington, Director  
Mark Spurgeon, Director

**Staff**

Jim Kuntz, Chief Executive Officer  
Trent Moyers, Director of Airports  
Stacie de Mestre, Capital Projects Mgr.  
Cami Harris, Executive Assistant  
Bealinda Tidd, Accounting Specialist (Zoom)  
Esther McKivor (Zoom)  
Bobbie Chatriand, Admin. Assistant (Zoom)

Monica Lough, Dir. of Finance & Admin.  
Ron Criddlebaugh, Dir. of Economic Dev.  
Craig Larsen, Business Dev. Mgr.  
Quentin Batjer, Legal Counsel  
Randy Asplund, Consultant  
Laura Camarillo Reyes, CTC Asst. (Zoom)

**Guests**

Erik Howe, RH2 (Zoom)  
Steve Robinson (Zoom)

Erin McCardle, City of Chelan (Zoom)

**The Chelan Douglas Regional Port Authority (CDRPA) Special Meeting was called to order at 1:00 pm. Due to COVID-19 restrictions, the meeting was held at Confluence Technology Center and via Zoom as previously posted in the required Public Meeting Notice.**

**Introductions were made.**

**Conflict of Interest:** None

**CDRPA CONSENT AGENDA:**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes July 13<sup>th</sup>, 2021 Commission Meeting; and June 2021 Commission Calendar, was presented and the following action was taken:

**Motion No.**

Moved by:  
Seconded by:

**07-09-21 CDRPA**

Jim Huffman  
JC Baldwin

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of July 13<sup>th</sup>, 2021 Commission Meeting; and June 2021 Commission Calendar, as presented.

*Motion passed 4-0.  
Directors Turner & Spurgeon Abstained.*

**Agenda was reordered for time purposes.**

**MISC. STAFF REPORTS:**

**Washington Army National Guard** – Kuntz reported discussions continue with the Washington Army National Guard to potentially lease the Executive Flight Building. Kuntz provided details on the time frame for occupation and space needed for their operations. The Army National Guard is interested in locating in Central Washington after they vacate Fairchild Air Force Base in Spokane. Kuntz reviewed draft lease terms and discussions ensued. The Army National Guard will tour the Executive Flight Building for a second time tomorrow. More information will be brought back to the Board at an upcoming meeting.

**INFORMATIONAL ITEMS:**

**Pangborn Memorial Airport Financial Review** – Lough provided a review of Pangborn Financials including 2020 Carry Forward Balances; 2021 Operating Budget; 2021 Capital Budget; 2021 Budgeted Income and Expenses; Revenue Trends; and Preliminary Airport Capital Project Schedules through 2026 and beyond. The Board asked a host of questions, and discussions ensued.

**CDRPA ACTION ITEMS:**

**Executive Flight HVAC Phase II Project** – de Mestre & Asplund provided an update on the Executive Flight HVAC Phase II Project. The Holaday Parks proposal received on July 7<sup>th</sup> totaled \$808,606.39. Staff met with Holaday Parks to review the proposal and clarify certain scope items. As a result of the meeting, Staff recommended acceptance of the proposal. Discussions ensued and the following actions were taken:

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

**07-10-21 CDRPA**

Rory Turner  
Jim Huffman

To authorize the CEO to award and sign the contract with Holaday Parks for the Executive Flight HVAC Phase II Improvement Project in the amount of \$808,606.39, including Washington State Sales Tax, upon receipt and acceptance of all necessary deliverables required by the contract documents from the contractor.

Motion passed 6-0.

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

**07-11-21 CDRPA**

Mark Spurgeon  
JC Baldwin

To establish an overall project budget in an amount not to exceed \$855,000.00, including Washington State Sales Tax.

Motion passed 6-0.

**Cashmere Mill Site Wetland Improvements** – de Mestre provided an update on the Cashmere Mill District Wetland Improvement Project. RH2 submitted a scope of work for flooding mitigation in Brender Creek, with the project estimated to cost \$33,000. This project was not included in the 2021 Budget; therefore staff requested Board authorization to seek bids. The following action was taken:

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

**07-12-21 CDRPA**

Jim Huffman  
Mark Spurgeon

To authorize the CEO to seek bids for Cashmere Mill Site Wetland Improvements.

Motion passed 6-0.

**Cashmere Mill Site Wood Waste Removal** – de Mestre provided an update on the Cashmere Mill District Wood Waste Removal Project. The CDRPA was awarded a .09 Sales Tax Grant from Chelan County in the amount of \$200,000 for the project. Staff requested GeoEngineers draft a scope of work to perform testing on the site and create a wood waste removal plan that can be used to solicit bids from contractors. This project was not included in the 2021 Budget; therefore staff requested Board authorization to enter into an agreement with GeoEngineers. The following action was taken:

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

**07-13-21 CDRPA**

Rory Turner  
JC Baldwin

To authorize the CEO to sign an agreement with GeoEngineers for the Cashmere Mill Site Wood Waste Removal Project in the amount of \$39,500, and to further authorize the CEO to sign the CPIF Grant Agreement with Chelan County in the amount of \$200,000, subject to legal counsel review and approval.

*Motion passed 6-0.*

**Interlocal Agreement with Chelan County PUD – 5<sup>th</sup> Street Campus Marketing** – Kuntz reviewed the proposed Interlocal Agreement with Chelan County PUD for the Regional Port to market the PUD’s 5<sup>th</sup> Street Campus. Discussions ensued and the following action was taken:

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

**07-14-21 CDRPA**

Jim Huffman  
JC Baldwin

To authorize the CEO to sign an Interlocal Agreement with Chelan County PUD regarding the 5<sup>th</sup> Street Campus Marketing Project.

*Motion passed 6-0.*

**Director Loeb sack called for a 10-minute break at 3:45 pm; meeting reconvened at 3:55 pm.**

**INFORMATIONAL ITEMS, cont.**

**AAAE Conference Recap/Report** – Directors Turner & Spurgeon attended the AAAE Conference last week in Las Vegas. Both provided their feedback, perspectives, and insights on the event.

**MISC. STAFF REPORTS, cont.**

**Kuntz provided information and updates including:**

- SBDC Advisor John Morosco is retiring at the end of August; Staff will meet with SBDC on Thursday regarding his replacement.
- Reported on an airline with potential interest in service at Pangborn.
- Update on Trades District; will provide further information on this project at the next Board Meeting.
- American Rescue Grant update: several local governmental agencies may want the Regional Port to manage a Small Business Grant Program.
- Submitted a lease renewal proposal to Sinclair.
- Several presentations will be provided at the next Board Meeting including Chelan Douglas Transportation Council; and the new airport tenant, Pangborn Café.

**Lough provided information and updates including:**

- State audits will take place during August for all four entities.

**Moyers provided information and updates including:**

- Provided an overview of the Pangborn year-to-date 2021 Activity Reports including passenger enplanements; load factor; and parking revenue.

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

- Environmental test results for the Johnson Hangar at Waterville Airport will be back next week.

**Larsen provided information and updates including:**

- Prospective pickle ball tenant for Lineage still interested in buildings E & F; Staff continues to work with them on initial due diligence.
- Downtown Possibilities Tour is tomorrow.
- Reported on a tech lead for the Pybus Incubator space.

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

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

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

Signed and dated this 10<sup>th</sup> day of August, 2021.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

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

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Jim Huffman, Director

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Donn Etherington, Director

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Mark Spurgeon, Director


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Rory Turner, Director

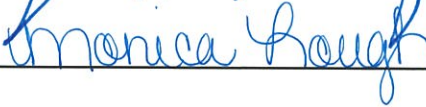
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W. Alan Loeb sack, Director

**Chelan Douglas Regional Port Authority  
Check Register Listing  
2021-July**

<b>Date Issued</b>	<b>Register #</b>	<b>Reason</b>	<b>First #</b>	<b>Last #</b>	<b>Amount</b>
07/13/21		Payroll Mid-month Draws		ACH	\$2,300.00
07/15/21	2021-24	Mid-Month Payables	8474	8539	\$416,301.65
07/21/21	2021-25	2Q 2021 Payroll Taxes	8540	8541	\$9,222.93
07/26/21	2021-26	Interim Payables	8542	8542	\$11,618.97
07/27/21		WA Dept of Revenue - Sales Tax		ACH	\$6,585.96
07/30/21	2021-27	July 2021 Payroll	8543	8545	\$225,804.65
07/30/21	2021-28	Month-end Payables	8546	8608	\$289,573.24
Transactions for approval August 10, 2021 total:					\$961,407.40

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

Chief Executive Officer 

Dir of Finance & Admin. 

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

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

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

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

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

Director Turner \_\_\_\_\_



**Chelan Douglas Regional Port Authority  
Check Register  
2021-24**

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 July 15, 2021 checks 8474 - 8539 in the amount of **\$ 416,301.65**

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
<b><u>CASHMERE MILL DISTRICT</u></b>				
07/15/2021	Chelan County PUD	Electricity	8486	702.74
07/15/2021	City of Cashmere	Water/Sewer	8488	710.82
07/15/2021	D&B Backflow LLC	Test backflow on potable waterline	8495	220.00
07/15/2021	Local Tel Communications	Fire Alarm Wiring Service	8517	598.90
07/15/2021	Lowe's	Building supplies	8518	64.49
07/15/2021	Waste Management	Monthly Service	8535	389.66
<b>Net Cashmere Mill District</b>				<b>\$2,686.61</b>
<b><u>CONFLUENCE TECHNOLOGY CENTER</u></b>				
07/15/2021	Banner Bank	Office Supplies, Ads, Marketing	8482	292.97
07/15/2021	Chelan County PUD	Electricity/Water	8486	9,203.87
07/15/2021	City of Wenatchee	Wastewater/Sewer/Storm Water	8490	591.80
07/15/2021	Consolidated Electrical Distributors, Inc	Two Ballasts for CTC	8492	317.36
07/15/2021	Crown Paper & Janitorial Supply	Janitorial Supplies	8494	97.28
07/15/2021	Firefly	Hardware/Software Support	8503	2,228.59
07/15/2021	GFC Services	June 2021 Custodial Services	8505	5,145.07
07/15/2021	Home Depot Pro	Landscaping Supplies	8508	36.28
07/15/2021	Kelley Connect	Copier service	8513	362.06
07/15/2021	Kelley Imaging Systems, Inc.	Copier service	8514	168.34
07/15/2021	Local Tel Communications	Wiring service	8517	2,512.90
07/15/2021	North Central ESD	May & June 2021 Video Conference Svcs	8520	10,708.50
07/15/2021	Pacific Security	June 2021 Patrol Service	8525	362.82
07/15/2021	Waste Management	Monthly Service	8535	975.63
<b>Net Confluence Technology Center</b>				<b>\$33,003.47</b>
<b><u>DOWNTOWN WENATCHEE SOUTH</u></b>				
07/15/2021	Chelan County PUD	Utilities	8486	1,112.12
07/15/2021	City of Wenatchee	Utilities	8490	819.84
07/15/2021	D&B Backflow LLC	Plumbing Services	8495	880.00
<b>Net Downtown Wenatchee South</b>				<b>\$2,811.96</b>
<b><u>OLDS STATION BUSINESS PARK</u></b>				
07/15/2021	Chelan County PUD	Electricity/Water	8486	1,990.85
07/15/2021	City of Wenatchee	Utilities	8490	717.49
07/15/2021	Express Services, Inc.	Sewer/Storm Water	8501	248.00
07/15/2021	Keyhole Security Inc.	New keys	8515	5.37
07/15/2021	S & W Irrigation Supply	Irrigation Supplies	8530	193.05
07/15/2021	Waste Management	Monthly Service	8535	134.45
<b>Net Olds Station Business Park</b>				<b>\$3,289.21</b>

**Chelan Douglas Regional Port Authority  
Check Register  
2021-24**

**PANGBORN AIRPORT**

07/15/2021	Ag Supply Co.	Unleaded/Offroad Diesel Bulk	8474	2,773.64
07/15/2021	Avfuel Corp	Jet Fuel	8475	26,787.73
07/15/2021	Banner Bank	Office Supplies	8476	100.82
07/15/2021	Banner Bank	Office Supplies	8478	141.04
07/15/2021	Banner Bank	Columbia Electric Supplies	8480	86.86
07/15/2021	Banner Bank	Terminal & Equipment Maintenance	8483	619.92
07/15/2021	Banner Bank	Office Supplies, AAAE Conf. Travel Exp.	8484	1,820.28
07/15/2021	Cintas Corporation	Uniforms	8487	60.62
07/15/2021	Department of Ecology	Hazardous Waste Generation Fee	8497	56.00
07/15/2021	Douglas County PUD	Airfield & Terminal Electricity	8499	2,025.00
07/15/2021	Federal Express Corp	Altimeter Calibration shipping	8502	26.86
07/15/2021	FlashParking, Inc.	Parking lot mobile payments	8504	20.47
07/15/2021	Home Depot Pro	Maintenance Supplies	8508	342.23
07/15/2021	Inter Avionics Inc	Tested Field Reference Altimeters	8509	678.75
07/15/2021	Jerry's Auto Supply	Maintenance Supplies	8512	48.86
07/15/2021	Keyhole Security Inc.	Rekey for TSA office	8515	124.55
07/15/2021	Landline Surveyors	Proof map and drafting	8516	681.25
07/15/2021	Moon Security Services, Inc	Security Services	8519	203.07
07/15/2021	Northwest Snow& Ice Equipment	Equipment supplies	8521	139.71
07/15/2021	OmniPark, Inc	Software and monthly support	8523	366.05
07/15/2021	Oxarc Inc.	Gas Cylinder Rental	8524	79.22
07/15/2021	Ricoh USA, Inc	Annual Support Renewal	8527	208.10
07/15/2021	Ridgeline Graphics, Inc	Fuel Tickets	8528	608.69
07/15/2021	USDA, APHIS	Inspection Services thru June 2021	8531	799.84
07/15/2021	Valley Tractor & Equipment, Inc.	Equipment supplies	8532	236.80
07/15/2021	Voltaire Aviation Inc	Air Service Development Retainer - July 2021	8534	4,000.00
07/15/2021	Waste Management	Monthly Service	8535	831.50
	<b>Net Pangborn Airport</b>			<b><u><u>\$43,867.86</u></u></b>

**PANGBORN AIRPORT BUSINESS PARK**

07/15/2021	Banner Bank	Maintenance Supplies	8480	148.45
07/15/2021	Douglas County PUD	Electricity	8499	1,171.00
07/15/2021	Harvest Valley Pest Control, Inc.	Commercial Pest Control	8507	258.84
07/15/2021	Peaceful Retreat Yard Care & Landscaping	Grounds Maintenance - June 2021	8526	2,842.88
07/15/2021	York Building Services, Inc.	Janitorial Services	8539	1,788.00
	<b>Net Pangborn Airport Business Park</b>			<b><u><u>\$6,209.17</u></u></b>

**RPA OFFICE/AVIATION CENTER**

07/15/2021	Douglas County PUD	Electricity	8499	841.00
07/15/2021	Rosales Landscaping Inc.	Lawn Service - May 2021	8529	2,003.55
07/15/2021	Waste Management	Monthly Service	8535	354.90
	<b>Net RPA Office/Aviation Center</b>			<b><u><u>\$3,199.45</u></u></b>

**LAKE CHELAN AIRPORT**

07/15/2021	City of Chelan	3Q 2021 Airport Operations	8489	11,321.50
07/15/2021	Vita Green LLC	Landscape Maintenance	8533	3,327.90
	<b>Net Lake Chelan Airport</b>			<b><u><u>\$14,649.40</u></u></b>

**Chelan Douglas Regional Port Authority  
Check Register  
2021-24**

<b><u>MANSFIELD AIRPORT</u></b>				
07/15/2021	Woodland Resource Services, Inc.	Mowing & Weed Control	8538	4,856.39
07/15/2021	Douglas County PUD	Utilities	8499	42.00
	<b>Net Mansfield Airport</b>			<b><u><u>\$4,898.39</u></u></b>
<b><u>ORONDO RIVER PARK</u></b>				
07/15/2021	Banner Bank	Maintenance & Supplies	8480	174.03
07/15/2021	Express Services, Inc.	Park Attendants	8501	968.94
07/15/2021	Home Depot Pro	Janitorial Supplies	8508	401.92
07/15/2021	Pacific Security	June 2021 Patrol Services	8525	1,169.00
07/15/2021	Peaceful Retreat Yard Care & Landscaping	Grounds Maintenance - June 2021	8526	2,682.19
07/15/2021	Waste Management	Utilities	8535	247.64
	<b>Net Orondo River Park</b>			<b><u><u>\$5,643.72</u></u></b>
<b><u>PYBUS INCUBATOR</u></b>				
07/15/2021	Chelan County PUD	Electricity	8486	73.19
07/15/2021	Keyhole Security Inc.	Reset master and tenant code	8515	268.43
	<b>Net Pybus Incubator</b>			<b><u><u>\$341.62</u></u></b>
<b><u>ADMINISTRATIVE &amp; GENERAL</u></b>				
07/15/2021	Banner Bank	Office supplies, subscriptions, registrations	8478	4,360.44
07/15/2021	Banner Bank	WEDA Conference Registration	8479	284.54
07/15/2021	Banner Bank	Air travel for AAAE Conference	8481	256.81
07/15/2021	Banner Bank	Exxon Mobile - Gas for Port Truck	8484	73.26
07/15/2021	Coleman Oil Company	Port Trucks Fuel	8491	274.74
07/15/2021	Davis Arneil Law Firm, LLP	Legal Services	8496	6,209.50
07/15/2021	Douglas County Empire Press	Annual renewal	8498	23.00
07/15/2021	Douglas County Transp & Land Services	2021 Pictometry Bill	8500	7,498.48
07/15/2021	Firefly	Hardware Support	8503	244.76
07/15/2021	James Kuntz	Mileage	8511	238.56
07/15/2021	Jerry's Auto Supply	Maintenance Supplies	8512	14.50
07/15/2021	Office Depot	Office Supplies	8522	460.52
	<b>Net Administrative &amp; General</b>			<b><u><u>\$19,939.11</u></u></b>
<b><u>BUSINESS DEVELOPMENT &amp; MARKETING</u></b>				
07/15/2021	Banner Bank	Logo Wear	8477	48.83
07/15/2021	Banner Bank	Marketing Services	8478	62.81
07/15/2021	Banner Bank	Conf. Reg. and Marketing Services	8479	415.73
07/15/2021	Davis Arneil Law Firm, LLP	Public Records Requests	8496	291.50
07/15/2021	Wenatchee World	Legal Ad, Maintenance Job Posting	8537	431.85
	<b>Net Business Development &amp; Marketing</b>			<b><u><u>\$1,250.72</u></u></b>
<b><u>ECONOMIC DEV CONTR - NONPROFITS</u></b>				
07/15/2021	Greater Wenatchee Area Tech Alliance	Economic Development	8506	7,500.00
07/15/2021	Wenatchee Outdoors	2Q 2021 Grant - Wenatchee Moves	8536	1,250.00
	<b>Net Economic Dev Contr - Nonprofits</b>			<b><u><u>\$8,750.00</u></u></b>

**Chelan Douglas Regional Port Authority  
Check Register  
2021-24**

<b><u>CAPITAL PROJECTS</u></b>			
07/15/2021	Banner Bank	Western Materials - landscape materials	8482      160.93
07/15/2021	Central Service, Inc.	Release Retainage for Fueling Station	8485      32,792.69
07/15/2021	CR Contracting	Waterville Airport Pavement Rehab Project	8493      215,042.97
07/15/2021	J-U-B Engineers, Inc.	Waterville Airport Rehab	8510      17,488.30
07/15/2021	Ridgeline Graphics, Inc	Plans, Specs and Bid Packets	8528      276.07
	<b>Net Capital Projects</b>		<b><u>265,760.96</u></b>
<b>TOTAL</b>			<b><u>416,301.65</u></b>

**Void:**

**Chelan Douglas Regional Port Authority  
Check Register  
2021-25**

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

For approval July 21, 2021 checks 8540 - 8541 in the amount of \$ 9,222.93

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


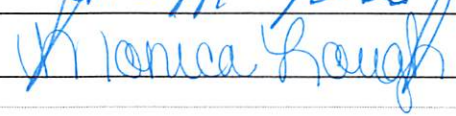
Monica Lough, Director of Finance & Admin \_\_\_\_\_

Date Issued	Claimant	Purpose	Check Number	Amount
<b><u>ADMINISTRATIVE &amp; GENERAL</u></b>				
07/21/2021	Department of L&I	2Q21 Payroll Taxes	8540	7,903.16
07/21/2021	Employment Security Department	2Q21 Payroll Taxes - WA PFML	8541	1,319.77
	<b>Net Administrative &amp; General</b>			<b><u>9,222.93</u></b>
<b>TOTAL</b>				<b><u>9,222.93</u></b>

Void: NONE

**Chelan Douglas Regional Port Authority  
Check Register  
2021-26**

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

For approval July 26, 2021 check 8542 in the amount of \$ 11,618.97  
 Jim Kuntz, Chief Executive Officer   
 Monica Lough, Director of Finance & Admin 

Date Issued	Claimant	Purpose	Check Number	Amount
	<b><u>CAPITAL PROJECTS</u></b>			
07/26/2021	Luft Trailer Sales	Utility Trailer w/spare tire	8542	11,618.97
	<b>Net Capital Projects</b>			<b><u>11,618.97</u></b>
		<b>TOTAL</b>		<b><u>11,618.97</u></b>

Void:

**Chelan Douglas Regional Port Authority  
Check Register  
2021-27**

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

For approval July 30, 2021, checks 8543 - 8545, and electronic payments in the amount of:

\$ 225,804.65

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

<u>Date Issued</u>	<u>Claimant</u>	<u>Purpose</u>	<u>Check Number</u>	<u>Amount</u>
<b><u>Payroll</u></b>				
07/30/21	Applebury, Briar	July 2021 Payroll	EFT	2,503.70
07/30/21	Asplund, Randy	July 2021 Payroll	EFT	2,247.67
07/30/21	Baldwin, Janet L	July 2021 Payroll	EFT	1,421.67
07/30/21	Beidler, Camryn N	July 2021 Payroll	EFT	2,360.13
07/30/21	Camarillo Reyes, Laura	July 2021 Payroll	EFT	2,846.42
07/30/21	Chatriand, Bobbie J	July 2021 Payroll	EFT	2,906.12
07/30/21	Cridlebaugh, Ronald W	July 2021 Payroll	EFT	5,966.90
07/30/21	de Mestre, Stacie	July 2021 Payroll	EFT	3,841.73
07/30/21	Deenik, Sarah K	July 2021 Payroll	EFT	4,584.79
07/30/21	Degnan, Tricia E	July 2021 Payroll	EFT	4,410.45
07/30/21	Etherington, Donn	July 2021 Payroll	EFT	1,521.34
07/30/21	Flaget, Todd R	July 2021 Payroll	EFT	3,796.99
07/30/21	Harris, Camille L	July 2021 Payroll	EFT	3,158.59
07/30/21	Huffman, James D	July 2021 Payroll	EFT	1,321.13
07/30/21	Kuntz, James M	July 2021 Payroll	EFT	11,869.01
07/30/21	Lamb, Kenneth R	July 2021 Payroll	EFT	3,717.57
07/30/21	Lamb, Shane C	July 2021 Payroll	EFT	3,452.80
07/30/21	Larsen, Craig N	July 2021 Payroll	EFT	5,797.15
07/30/21	Loebsack, W Alan	July 2021 Payroll	EFT	660.30
07/30/21	Lough, Monica D	July 2021 Payroll	EFT	7,706.01
07/30/21	Martinez, Rafael	July 2021 Payroll	EFT	2,744.84
07/30/21	McKivor, Esther S	July 2021 Payroll	EFT	3,962.67
07/30/21	Moyers, Trent D	July 2021 Payroll	EFT	7,222.65
07/30/21	Orr, Marcus J	July 2021 Payroll	EFT	3,939.82
07/30/21	Ramos, Jorge E	July 2021 Payroll	EFT	2,132.70
07/30/21	Russ, Ronald R	July 2021 Payroll	EFT	5,724.85
07/30/21	Russell, Justin L	July 2021 Payroll	EFT	4,153.32
07/30/21	Scott, Tristan L	July 2021 Payroll	EFT	3,222.24
07/30/21	Smith, Charles B	July 2021 Payroll	EFT	3,198.00

07/30/21	Spurgeon, Mark M	July 2021 Payroll	EFT	796.72
07/30/21	Thorpe, Colby	July 2021 Payroll	EFT	415.58
07/30/21	Tidd, Bealinda	July 2021 Payroll	EFT	3,392.19
07/30/21	Turner, Rory A	July 2021 Payroll	EFT	1,476.67
07/30/21	Vargas, Manuel A	July 2021 Payroll	EFT	3,221.04
07/30/21	Bealinda Tidd	July Sunshine fund	8543	125.00
07/30/21	Washington Counties Insurance Fund	August Insurance	8544	28,895.56
07/30/21	HRA VEBA Trust	July VEBA	8545	2,000.00
07/30/21	Department of Retirement Systems	July Retirement	ACH	31,244.55
07/30/21	US Treasury	July Payroll taxes	EFTPS	41,845.78
	<b>Net Payroll</b>			<b><u>225,804.65</u></b>

**Voided:**



**Chelan Douglas Regional Port Authority  
Check Register  
2021-28**

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

For approval July 30, 2021 checks 8546 - 8608 in the amount of **\$ 289,573.24**

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

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

<b>Date Issued</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Check Number</b>	<b>Amount</b>
<b><u>CASHMERE MILL DISTRICT</u></b>				
07/30/2021	Local Tel Communications	Fire Alarm Services	8579	181.94
<b>Net Cashmere Mill District</b>				<b>\$181.94</b>
<b><u>CONFLUENCE TECHNOLOGY CENTER</u></b>				
07/30/2021	Cascade Natural Gas	Natural Gas	8554	13.78
07/30/2021	Consolidated Electrical Distributors, Inc	Maintenance supplies	8558	244.35
07/30/2021	Crown Paper & Janitorial Supply	Custodial supplies	8560	291.09
07/30/2021	Firefly	IT Managed Services - Aug 2021	8569	1,976.11
07/30/2021	Home Depot Pro	Irrigation supplies	8572	22.06
07/30/2021	Local Tel Communications	Fire Suppression & Sprinkler	8579	517.52
07/30/2021	Lowe's	Landscaping supplies	8580	59.27
07/30/2021	Rodda Paint Co.	Building maintenance supplies	8593	164.02
07/30/2021	Weinstein Beverage Co.	Beverage service	8606	89.44
07/30/2021	Zipty Fiber	Monthly Service	8608	1,246.01
<b>Net Confluence Technology Center</b>				<b>\$4,623.65</b>
<b><u>DOWNTOWN WENATCHEE SOUTH</u></b>				
07/30/2021	Cascade Natural Gas	Natural Gas	8554	333.27
<b>Net Downtown Wenatchee South</b>				<b>\$333.27</b>
<b><u>OLDS STATION BUSINESS PARK</u></b>				
07/30/2021	Cascade Natural Gas	Natural Gas	8554	13.78
07/30/2021	Express Services, Inc.	Landscaping Service	8567	386.35
07/30/2021	Local Tel Communications	Alarm Systems	8579	573.42
07/30/2021	North Cascades Heating & A/C, Inc	System Check & Maintenance Service	8585	233.49
07/30/2021	Stemilt Organic Recycling Center	Landscape refuse	8599	20.00
<b>Net Olds Station Business Park</b>				<b>\$1,227.04</b>
<b><u>PANGBORN AIRPORT</u></b>				
07/30/2021	Ag Supply Co.	Maintenance Supplies	8546	50.92
07/30/2021	Avfuel Corp	Jet Fuel	8549	150,278.36
07/30/2021	Berk Consulting, Inc.	Land Use Plan	8550	11,140.00
07/30/2021	Cintas Corporation	Uniforms	8556	186.99
07/30/2021	Douglas County Sewer District No. 1	Sewer	8564	251.12
07/30/2021	East Wenatchee Water District	Domestic Water	8565	1,008.94
07/30/2021	Firefly	IT Managed Services - Aug 2021	8569	1,511.87
07/30/2021	Graybeal Signs, Inc.	Remove & Dispose of Terminal fuel island sign	8570	2,354.44
07/30/2021	Home Depot Pro	FBO gear	8572	3.42
07/30/2021	Jerry's Auto Supply	Vehicle maintenance supplies	8575	46.67
07/30/2021	Keyhole Security Inc.	Keys for Cafe	8577	40.56

**Chelan Douglas Regional Port Authority  
Check Register  
2021-28**

07/30/2021	Local Tel Communications	Phone/Internet/Cable	8579	858.51
07/30/2021	Lowe's	Terminal, Vehicle & Equipment Maint Supplies	8580	129.63
07/30/2021	Moon Security Services, Inc	Commercial Monitoring	8583	42.28
07/30/2021	Ogden Murphy Wallace, PLLC	Professional Fees	8587	10,370.00
07/30/2021	RACOM Corporation	ARFF Portable Radios	8591	3,789.50
07/30/2021	RH2 Engineering, Inc.	Engineering Services	8592	152.21
07/30/2021	Smartsign2go	Annual Service Plan - Digital Signage	8597	936.58
07/30/2021	Wenatchee World	Jet A Aircraft Refueler bid	8607	100.10
	<b>Net Pangborn Airport</b>			<b><u><u>\$183,252.10</u></u></b>

**PANGBORN AIRPORT BUSINESS PARK**

07/30/2021	Douglas County Sewer District No. 1	Sewer	8564	86.00
07/30/2021	East Wenatchee Water District	Water	8565	563.20
07/30/2021	Keyhole Security Inc.	Commercial Key	8577	12.92
07/30/2021	Local Tel Communications	Fire Alarm Service & System Check	8579	225.28
07/30/2021	North Cascades Heating & A/C, Inc	System check and service	8585	6,650.17
07/30/2021	Peaceful Retreat Yard Care & Landscaping	Grounds Maintenance - July 2021	8590	2,842.88
	<b>Net Pangborn Airport Business Park</b>			<b><u><u>\$10,380.45</u></u></b>

**RPA OFFICE/AVIATION CENTER**

07/30/2021	Cascade Natural Gas	Natural Gas	8554	57.74
07/30/2021	Douglas County Sewer District No. 1	Sewer	8564	171.14
07/30/2021	East Wenatchee Water District	Water	8565	387.85
	<b>Net RPA Office/Aviation Center</b>			<b><u><u>\$616.73</u></u></b>

**WATERVILLE AIRPORT**

07/30/2021	Douglas County PUD	Utilities	8563	25.00
	<b>Net Waterville Airport</b>			<b><u><u>\$25.00</u></u></b>

**ORONDO RIVER PARK**

07/30/2021	Douglas County PUD	Utilities	8563	101.00
07/30/2021	Express Services, Inc.	Park Attendants	8567	945.87
07/30/2021	Local Tel Communications	Utilities	8579	65.90
07/30/2021	Peaceful Retreat Yard Care & Landscaping	Grounds Maintenance - July 2021	8590	2,682.19
	<b>Net Orondo River Park</b>			<b><u><u>\$3,794.96</u></u></b>

**PESHASTIN PROPERTY**

07/30/2021	Apple Valley Pumping Service	Portable Toilet Rental	8548	90.00
	<b>Net Peshastin Property</b>			<b><u><u>\$90.00</u></u></b>

**ADMINISTRATIVE & GENERAL**

07/30/2021	Alan Loeb sack	Mileage	8547	88.03
07/30/2021	Bobbie Chatriand	Mileage	8551	35.28
07/30/2021	Coleman Oil Company	Fuel for Port Trucks	8557	82.44
07/30/2021	Craig Larsen	Mileage	8559	98.11
07/30/2021	Donn Etherington	Mileage	8562	35.84
07/30/2021	Employment Security Department	Benefit Charge 2Q 2021	8566	158.75
07/30/2021	Federal Express Corp	Mailed Service Manual to Genie Lift Buyer	8568	12.95
07/30/2021	Firefly	IT Managed Services - Aug 2021	8569	2,318.70
07/30/2021	J. C. Baldwin	Mileage	8574	82.32
07/30/2021	Kelley Connect	Copier Toner	8576	458.64
07/30/2021	Local Tel Communications	Monthly Service	8579	1,053.44
07/30/2021	Mark M. Spurgeon	Mileage & Airfare to AAAE Conference	8581	309.90
07/30/2021	Office Depot	Office Supplies	8586	181.54

**Chelan Douglas Regional Port Authority  
Check Register  
2021-28**

07/30/2021	Ogden Murphy Wallace, PLLC	Legal Services	8587	7,040.50
07/30/2021	RH2 Engineering, Inc.	Engineering Services	8592	2,150.83
07/30/2021	Ron Cridlebaugh	Mileage	8594	66.08
07/30/2021	Rory Turner	Mileage	8595	74.48
07/30/2021	Silicon Valley Business Journal	Digital + Print Subscription	8596	95.00
07/30/2021	Stacie de Mestre	Mileage	8598	116.48
07/30/2021	Trent Moyers	Travel meals	8602	52.00
07/30/2021	Washington Cattlemen's Association	Regular Associate Membership	8604	50.00
<b>Net Administrative &amp; General</b>				<b><u><u>\$14,561.31</u></u></b>

**BUSINESS DEVELOPMENT & MARKETING**

07/30/2021	Parsons Photography	Business Portait Session	8589	119.35
07/30/2021	Wenatchee World	Ad for Facilities Maintenance Assistant	8607	381.80
<b>Net Business Development &amp; Marketing</b>				<b><u><u>\$501.15</u></u></b>

**ECONOMIC DEV CONTR - Nonprofits**

07/30/2021	Cascade Foothills Farmland Association	2021 Initiatives & Event Seed Funds	8552	1,482.75
07/30/2021	Cascade Loop Association	Video Service: 2021 Cascade Loop Shared PSA	8553	2,500.00
07/30/2021	Cashmere Chamber of Commerce	2Q 2021 Funding	8555	3,625.00
07/30/2021	Historic Downtown Chelan Association	2Q 2021 Grant Disbursement	8571	2,500.00
07/30/2021	IRIS	2Q 2021 payment for 25% of award amount	8573	750.00
07/30/2021	Lake Chelan Wine Alliance	2Q 2021 Quarterly Grant Disbursement	8578	2,500.00
07/30/2021	NCW Economic Development Dist.	2Q 2021 Supernova BLC	8584	2,500.00
07/30/2021	TREAD	2Q Installment of Port Grant	8601	2,500.00
07/30/2021	Waterville Main Street Association	Community Development Grant - 2Q	8605	1,250.00
<b>Net Economic Dev Contr - Nonprofits</b>				<b><u><u>\$19,607.75</u></u></b>

**CAPITAL PROJECTS**

07/30/2021	DOH Associates	Professional Services - Actapio Restoration	8561	21,885.02
07/30/2021	Maul Foster Alongi, Inc.	Brownfields Coalition Grant Consulting Svcs	8582	6,722.30
07/30/2021	Ogden Murphy Wallace, PLLC	PMA Instrument Lighting System	8587	2,040.50
07/30/2021	Ogden Murphy Wallace, PLLC	Actapio Restoration - Legal Services	8587	1,509.00
07/30/2021	Pacific Appraisal Associates, PLLC	Appraisal for Lytle Property	8588	5,800.00
07/30/2021	RH2 Engineering, Inc.	Cashmere Mill Site Beaver Mitigation	8592	2,732.42
07/30/2021	T-O Engineers	RPZ Land Acquisition	8600	6,838.65
07/30/2021	Washington Appraisal Services, Inc	Appraisal Field Review Fee - Lytle	8603	2,850.00
<b>Net Capital Projects</b>				<b><u><u>\$50,377.89</u></u></b>

**TOTAL**

**\$289,573.24**

**Void:**

**Port of Douglas County  
Check Register Log  
2021 - July**


<u>Date Issued</u>	<u>Register #</u>	<u>Reason</u>	<u>First #</u>	<u>Last #</u>	<u>Amount</u>
7/6/2021	2021-04	Mid Month Payable	5077	5077	\$ 90,532.89

Transactions for approval August 10, 2021 total: \$ 90,532.89

Voided checks: None

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

Executive Director

  
\_\_\_\_\_

Dir. of Finance & Admin.

  
\_\_\_\_\_

Commissioner Huffman

\_\_\_\_\_

Commissioner Spurgeon

\_\_\_\_\_

Commissioner Loeb sack

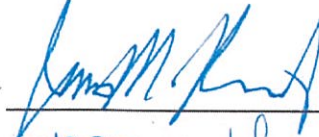
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**Port of Douglas County  
Check Register  
2021-04**

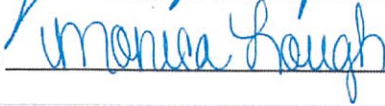
We, the undersigned Port of Douglas County, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval July 6, 2021 check 5077 in the amount of \$ 90,532.89

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>
07/06/21	Douglas County Sewer District No 1	Sewer Planning/Construction Loans	5077	90,532.89

TOTAL 90,532.89

# Memo

**To:** Board of Directors

**From:**  Jim Kuntz

**Date:** August 5, 2021

**Re:** Partners in Economic Development Grant Request – Manson Park & Recreation District

---

Please find enclosed a grant request from the Manson Park & Recreation District. They are requesting a \$25,000 grant, to be paid over two years (2021 = \$12,500 & 2022 = \$12,500).

If approved by the Board, the funding would come from our Partners in Economic Development Program – Local Government Fund. There is currently \$50,000 in the opportunity placeholder account.



**Partners in Economic Development Program  
Local Governments/Municipalities  
Application Form**

Organization Name: Manson Park & Recreation District  
Organization Address: PO Box 590, Manson WA 98831  
Organization Phone Number: (509) 687-9635  
Program Title: Manson Bay Marina - Breakwater Replacement  
Program Contact: Robin Pittman  
Contact Phone: (509) 687-9635  
Contact E-mail: robin@mansonparks.com  
Contact Title/Position: Director

Investment request is to fund:

Manson Parks is requesting \$25,000 from CDRPA to serve as matching funds for the planning phase of the Manson Bay Marina Breakwater Replacement project.

Provide a project description, including: Justification (how this program/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.

This project will provide feasibility planning, permitting and 90% construction drawings for a much needed marina breakwater replacement. Manson Bay Marina is located at the economic "front door" to Manson. Replacing the failing breakwater will ensure the annual crowd of 10,000 tourists continue to be drawn to Manson's waterfront via the marina. These boaters spend their dollars not only at the marina, but also at the local restaurants, wineries, rental properties, retail shops, and marine supply stores. The Recreation and Conservation Office (RCO) of Washington State has already committed \$82,500 to the project. Once we have completed this planning effort, Manson Parks will submit another grant application during the next grant cycle in 2022 for construction phase funding.

Project Start Date (if applicable): 7/1/2021

Project End Date (if applicable): 12/31/2023

Program timeline/milestones (by quarter):

See attached Milestone Worksheet.

Total Project Cost: \$110,000

Requested CDRPA Funding: \$25,000

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

See budget from 2020 RCO grant application below:

Category	Work Type	Estimated Cost	Note
Cultural Resources	Cultural resources	\$2,500	Existing documentation review, coordination with DAHP/Tribes.
Permits	Obtain permits	\$7,500	Includes JARPA, shoreline, building permits (if needed), and PUD coordination.
Recreation Facility Design	Engineering/design of boating facilities	\$95,000	Includes geotechnical, bathymetry, survey, feasibility, preliminary and final design.
Recreation Facility Planning	Environmental documentation	\$5,000	Biological assessment
	Subtotal:	\$110,000	
	Total Estimate For Worksite:	\$110,000	

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. However, this project does support Manson Parks' overall efforts to revive the landscape and infrastructure along Manson Bay - including park amenities. Manson Parks has secured a \$630,000 RCO grant to improve the Old Swim Hole which is directly adjacent to Manson Bay Park and the marina.



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

Yes, this is a multi-year project. For this effort we are requesting \$25,000 over a two-year period (e.g. 2021 = \$12,500; 2022 = \$12,500).

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

Manson Parks may try to extend the project's timeline to stretch the matching share across a greater period of time. However, due to Manson Parks' limited annual operating budget, if additional funding support is unable to be secured, the grant may have to be forfeited if other unanticipated operating costs arise.

Expenses are reimbursed after the project is completed by invoice/report; explain if another option is needed:

If feasible, Manson Parks would like to propose reimbursement for expenses at completion of certain tasks versus completion of the entire project. For example, proposed tasks could include 1) Feasibility Study (\$12,500) and 2) 30% concept drawings (\$12,500).

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

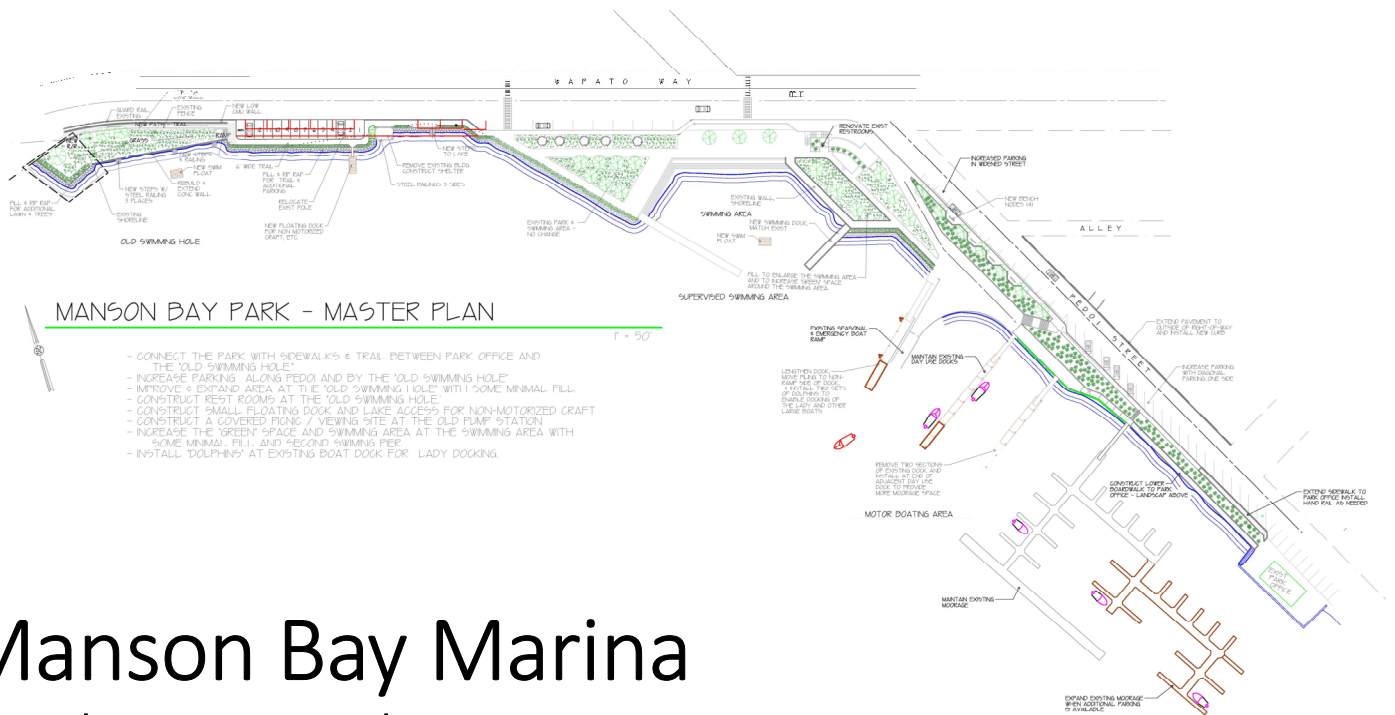
Success for this project will be measured by securing community and project stakeholder buy-in for the breakwater replacement - including the feasibility analysis for potential expansion of the marina for public use. Additionally, achieving permitting and project approval from regulatory agencies will be considered a victory for this project. Success will also be measured in a final deliverable that is completed on-time and on budget. Gathering metrics will be completed by Manson Parks Director in the form of hard-copy deliverables.

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:

Yes, Manson Parks received funding from the Port of Chelan County for master planning efforts in regard to Manson Bay Park (which includes the marina) and its Comprehensive Parks Plan (2017; \$15,000).

# mansonparks

AND RECREATION DISTRICT



## Manson Bay Marina Breakwater Replacement Project



## Boating Facilities Program – Planning Grant Match Request *July 2021*

Robin Pittman, Director  
**Manson Park & Recreation District**  
 PO Box 590  
 142 Pedoi Street  
 Manson, WA 98831  
 509.687.9635  
[www.mansonparks.com](http://www.mansonparks.com)

# Manson Bay Marina Breakwater Replacement Project



Manson is well-known for its pristine waters, mountain setting, and recreational opportunities. The community includes a resident population of about 1,600, which can swell to over 10,000 during the summer months. Manson Bay is located on the west end of downtown Manson. It is easily accessible via the marina for people traveling by boat, jet ski, or kayak. Manson Bay is comprised of several park and recreational facilities, including Old Swim Hole, Manson Bay Park, and Manson Bay Marina. Manson Bay Marina—the *only public marina in Manson*—is an important economic component of this thriving downtown area. Built in 2003, this 32-slip public marina provides recreational boat moorage and is home to two popular commercial watercraft rental businesses.

Lake Chelan’s waters are notoriously rough. Due to the abuse dealt by Mother Nature, Manson Bay Marina’s existing breakwater (which doubles as a dock) is nearing the end of its useable lifespan. A recent inspection alerted the Park District that the timber structure, pile connections, and joints have all sustained significant damage and are rapidly deteriorating. Because of its poor condition, the breakwater needs to be replaced within the next five years—or sooner—to ensure adequate user safety. If left as is, the breakwater will continue to degrade and be rendered unusable. If this were to happen, the marina would no longer be able to support Manson’s downtown economy through crucial public water access.

Due to the high amount of boating activity on the lake, the breakwater serves as an environmental barrier to reduce wave impacts along the shoreline. Manson Bay Marina is one of the few (if not the last) public facilities whose structure utilizes old rubber tires. This is a major environmental concern which has the attention of the State’s Department of Natural Resources. The sooner these tires can be removed, the better!

In 2020, the Parks District applied for two grants through Washington State’s Recreation and Conservation Office’s (RCO) program to fund major improvements in Manson Bay. This area serves as Manson’s economic “front door”. Grant pursuits included 1) acquisition and development at Old Swim Hole, and 2) planning for the marina’s breakwater design as well as expansion feasibility. The Parks District was successful in obtaining funding for *both* projects. The Aquatic Lands Enhancement Account (ALEA) allocated \$630,000 to the Old Swim Hole efforts, and the Boating Facilities Program (BFP) designated \$82,500 for the planning efforts at Manson Bay Marina.

The Parks District will utilize the awarded ALEA funds to purchase and develop approximately .1 acres of the Old Swim Hole property adjacent to Manson Bay Park. By acquiring this property, the Parks District is able to preserve and enhance open space waterfront recreation and improve public water access.

Planned development includes restoring a rapidly eroding shoreline, improving access, and providing connections to extend public green space and walking trails along the waterfront of Lake Chelan. This will be achieved by means of a new boardwalk trail, ADA access, safe water access, and addition of a dock to provide access for non-motorized watercraft.

The BFP grant will be used to complete planning requirements for replacement of the existing breakwater. At public request, it will also assist in a feasibility study for potential marina expansion. Anticipated efforts will result in a facility assessment, 90% construction drawings, engineering and required permits for the necessitated renovation of the breakwater.

Manson Bay Park is owned by Chelan PUD and authorized by the Federal Energy Regulatory Commission (FERC) as a recreation facility under the Lake Chelan Hydroelectric Project license (FERC No. 637). The Parks District operates the park under an Operating Agreement with Chelan PUD that extends through the term of the license (2056) or any extensions of the license. In 2003, RCO grant funds were used to construct the marina and breakwater. Chelan PUD has since amended their policy and does not typically allow RCO-funded improvements on their land. However, for this planning effort, the PUD provided a letter of support for non-construction activities. The Parks District will continue to work closely with Chelan PUD for this project as it progresses.

Both the Old Swim Hole and Manson Bay Marina projects will preserve and vastly improve public waterfront access, recreational opportunities, and the economic impact on downtown businesses. These simultaneous projects will also have an impact on the Parks District’s minimal operating budget. The Parks District generates its revenue through a combination of user fees and voter-approved property tax dollars. The Parks District is respectfully requesting financial support from the Chelan-Douglas Regional Port Authority (CDRPA) in the amount of \$25,000. This amount would serve as a matching funds per RCO, for the Manson Bay Marina breakwater replacement project. The monetary request is proposed to be distributed over a two-year period, with \$12,500 allocated in 2021 and the remaining \$12,500 in 2022.

The Parks District was fortunate enough to partner with the previous Chelan County Port District authority for various projects in the past and is excited at the opportunity to partner with the new CDRPA for the first time. With final grant-award approval from RCO’s board obtained earlier this month, the Parks District will be finalizing contractual agreements with RCO in August/September 2021. The upcoming agreement expedites the timeline for a confirmed response from CDRPA in regards to financial support of the above request. **Thank you for your time and consideration of our request.**

## Milestone Worksheet – Planning Projects

Project Number	
Project Name	
Sponsor Organization Name	

The milestone worksheet is used by RCO to create the starting and ending dates for your project and to identify important project milestones that will help make sure your project stays on schedule. They should be realistic, attainable, and allow for quick implementation and expenditure of grant funds.

### *Instructions:*

1. In the Target Date column, identify the estimated date that you expect to complete the milestone. If the milestone has already been completed put in the date it was completed. If it is not applicable to your project please do not delete the milestone; rather, put N/A.
2. Use the Comments/Description column if needed to write notes that will assist in describing the milestone. Examples are: permits in hand; property acquired under a RCO waiver; in-water work window; etc.
3. Attach this document to your project in PRISM and select the “Milestones” attachment type.

<b>Milestone</b>	<b>Target Date</b>	<b>Comments/Description</b>
Project Start		
Data Gathering Started		
Design Initiated		
Cultural Resources Complete		
60% Plans to RCO		
Applied for Permits		
SEPA/NEPA Completed		
All Bid Docs/Plans to RCO		
Funding Acknowledgement Sign Posted		
Proposed Agreement End Date		

NOTE that when writing the project agreement, RCO will add a few other milestones such as Progress Reports, Billings, Inspections and Final Report. Special Conditions will also be added if applicable.

# Letters of Support

STATE REPRESENTATIVE  
12<sup>th</sup> LEGISLATIVE DISTRICT  
MIKE STEELE

State of  
Washington  
House of  
Representatives



10/28/2020

Recreation and Conservation Office (RCO)  
PO Box 40917  
Olympia WA 98504-0917

RE: Manson Park & Recreation District  
Manson Bay Marina

Dear RCO Boating Facilities Program (BFP) Review Committee:

In my capacities as both Executive Director of the Lake Chelan Chamber of Commerce, and as State Representative of the 12<sup>th</sup> District, I am writing in support of the Manson Park & Recreation District's planning efforts for the renovation of the Manson Bay Marina. I appreciate the leadership the District has shown in moving forward with the revitalization of their facilities, and I am confident the recreational benefits of the proposed project will yield positive impacts for both the District and the community of Manson.

The marina helps support our local economy throughout the warmer months and is a notable recreational draw for tourism in the Lake Chelan Valley. I believe this project will help ensure that the marina is able to serve our community's boating needs for years to come.

I sincerely appreciate your consideration of the District's BFP grant application. If you have questions, please do not hesitate to contact me.

Respectfully,

LEGISLATIVE OFFICE: 122F LEGISLATIVE BUILDING • PO BOX 40600 • OLYMPIA, WA 98504-0600 • 360-786-7832  
E-MAIL: Mike.Steele@leg.wa.gov  
TOLL-FREE LEGISLATIVE HOTLINE: 1-800-562-6000 • TDD: 1-800-635-6003 • www.leg.wa.gov  
PRINTED ON RECYCLED PAPER



One Campbell Parkway, Suite A | East Wenatchee, WA 98802 | Phone: 509.884-4700 | Fax: 509.662-5151 | www.cdrpa.org

October 26, 2020

Recreation and Conservation Office (RCO)  
PO Box 40917  
Olympia WA 98504-0917

RE: Manson Park & Recreation District  
Manson Bay Marina

Dear RCO Boating Facilities Program (BFP) Review Committee:

As the CEO of the Chelan Douglas Regional Port Authority, I am writing in support of the Manson Park & Recreation District's planning efforts for the renovation of the Manson Bay Marina. I appreciate the leadership the District has shown in moving forward with the revitalization of their facilities, and I am confident the recreational benefits of the proposed project will yield positive impacts for both the District and Manson community.

As the lead economic development agency for Chelan and Douglas Counties, we understand and value the economic impacts of boating facilities.

I sincerely appreciate your consideration of the District's BFP grant application. If you have questions, please do not hesitate to contact me.

Warm Regards,

James M. Kuntz  
CEO  
[jim@cdrpa.org](mailto:jim@cdrpa.org)

### 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 Loeback, Commissioner, Douglas County Dist. 2 Mark Spurgeon, Commissioner, Douglas County Dist. 3 Rory Turner, Commissioner, Chelan County Dist. 3

Rodney L. Anderson  
Secretary-Manager  
PHONE 509-687-3548

Lake Chelan Reclamation District  
POST OFFICE BOX J  
MANSON, WASHINGTON 98831

BOARD OF DIRECTORS  
Dave Clark, President  
Todd Jeffries, Vice President  
Paul Mogan  
Nate England  
Chad Steiner

October 26, 2020

Recreation and Conservation Office (RCO)  
PO Box 40917  
Olympia WA 98504-0917

RE: Manson Parks & Recreation District  
PROJECT: Manson Bay Marina

Dear RCO Boating Facilities Program (BFP) Review Committee:

As the manager of Lake Chelan Reclamation District, I am writing in support of the Manson Parks & Recreation District's planning efforts for the renovation of the Manson Bay Marina. I appreciate the leadership the District has shown in moving forward with the revitalization of their facilities, and I am confident the recreational benefits of the proposed project will yield positive impacts for both the District and Manson community.

This project would greatly enhance water access by upgrading the existing breakwater, and allow for planning the potential future increase in boat slip capacity. This would benefit the community and also transient recreational boating which is a notable recreational draw for tourism on Lake Chelan. The Marina supports our local economy and keeping it in good condition will allow it to continue serving our community's boating needs for years to come.

I sincerely appreciate your consideration of the District's BFP grant application. If you have questions, please do not hesitate to contact me.

Warm Regards,

Rodney L. Anderson  
Secretary-Manager  
Lake Chelan Reclamation District  
509 687-3548  
randerson@lcrd.org



### BOARD OF COMMISSIONERS CHELAN COUNTY

STATE OF WASHINGTON  
COUNTY ADMINISTRATION BUILDING  
400 DOUGLAS STREET, SUITE #201  
WENATCHEE, WA 98801  
PHONE (509) 667-6215 FAX (509) 667-6599

October 26, 2020

Recreation and Conservation Office (RCO)  
PO Box 40917  
Olympia WA 98504-0917

RE: Manson Park & Recreation District  
Manson Bay Marina

Dear RCO Boating Facilities Program (BFP) Review Committee:

We are writing in support of the Manson Park & Recreation District's planning efforts for the renovation of the Manson Bay Marina. We appreciate the leadership the District has shown in moving forward with the revitalization of their facilities, and we are confident the recreational benefits of the proposed project will yield positive impacts for both the District and Manson community.

This facility has been an invaluable asset to the Manson Community and is a much needed amenity.

We appreciate your consideration of the District's BFP grant application.

Sincerely,

Board of Chelan County Commissioners

Doug England, Chairman

Bob Bugert, Commissioner

Kevin Overbay, Commissioner

# Memo

**To:** Board of Directors

**From:**  Jim Kuntz

**Date:** August 5, 2021

**Re:** The Trades District

---

Regional Port staff has been working with Jeannie Beckett of the Beckett Group to submit a grant request to the Economic Development Administration (EDA) to fund a significant portion of the Trades District project at Pangborn Airport.

The EDA application is very detailed and requires the Regional Port to have leasing guidelines and lease rates clearly defined.

While one of the goals at the Trades District is to provide reasonably priced production space for under-represented populations, we need to be careful that our leasing practices are non-discriminatory.

Please find enclosed some initial thoughts on leasing guidelines, rates, and a memo from Peter Fraley on ways to make sure we lease these buildings on a non-discriminatory basis.

**The Trades District @ Pangborn Airport Business Park**  
**Leasing Guidelines**

**Permissible considerations based on neutral factors applicable across all protected classes:**

- **Maximum current annual business income.**
- **Business currently in operation, but without a commercial business location/store front.**
- **Business with less than a certain number of employees.**
- **Family owned/multigenerational business.**
- **Business in operation for less than a certain number of years.**

**Proposed Trade District Leasing Criteria**  
**Open to any business meeting the following criteria**

**Requirements:** (at the time of applying to lease space only)

- **Maximum annual business income of \$250,000 or less per year. Based on gross revenues of business, regardless of location.**
- **Business with less than 10 full time employees. Full time is defined as an employee working 30 hours per week or more. Part time and seasonal employees not included in full time employee threshold.**
- **Registered business in the State of Washington.**

**Additional factors/emphasis (not requirements)**

- **New startup business**
- **Business currently in operation, but without a commercial business location/store front.**
- **Family owned/multigenerational business.**
- **Business in operation for less than five years.**

**The Trades District  
Pangborn Airport Business Park  
Rental Schedule**

<u>Year</u>	<u>Rate</u>	<u>Square Footage</u>	<u>Monthly Rent</u>	<u>State Leasehold Tax</u>	<u>Total</u>
1	\$ 0.65	1,255	\$ 815.75	\$ 104.74	\$ 920.49
2	\$ 0.75	1,255	\$ 941.25	\$ 120.86	\$ 1,062.11
3	\$ 0.85	1,255	\$ 1,066.75	\$ 136.97	\$ 1,203.72
4	\$ 0.95	1,255	\$ 1,192.25	\$ 153.08	\$ 1,345.33
5	\$ 1.05	1,255	\$ 1,317.75	\$ 169.20	\$ 1,486.95

After Year 5 - 3.5% each year.



## The Trades District @ Pangborn Airport Business Park

### Overall Financing Plan

#### Estimated Costs (Repurposing 25 pods @ 1,255 sq. ft. each)

Site preparation & infrastructure cost: \$ 1,551,700

Building rebuilds/remodel: \$10,047,200

Total cost: \$11,598,900

Cost per square foot = \$370.00

#### Cost Drivers

- Prevailing wage
- Energy cost compliance
- Rising cost of construction materials
- Availability of contractors & subcontractors

Cost estimate prepared by: Forte Architects & RH2 Engineering

#### Financing Concept

EDA Grant	\$ 7,000,000
Congressional District Spending (Senator Murray)	\$ 2,500,000
Regional Port Authority	\$ 1,600,000
Douglas County (American Rescue Funds and/or .09 sales tax)	<u>\$ 500,000</u>
Total:	\$11,600,000

#### Other Potential Funding Sources

Tax Increment Financing

CERB Grant/Loan

State Capital Budget Request

Next Round of FAA Funding to Support Airports

**The Trades District @ Pangborn Airport Business Park**  
**Regional Port Re-Investment Limitation**

**25 structures @ 1,255 sq. ft. each = 31,375 total sq. ft.**

**31,375 sq. ft. @\$0.85 per month rental rate**

- **\$26,668.75 per month**
- **\$320,025 per year**

**Vacancy rate @ 10%**

- **\$24,000**
- **\$288,000**

**Reinvestment limitation for a 10% ROI = \$2.8 million**

**Vacancy rate @ 25%**

- **\$20,000**
- **\$240,000**

**Reinvestment limitation for a 10% ROI = \$2.4 million**

## MEMORANDUM

DATE: July 6, 2021

TO: Pete Fraley

FROM: Kaitlin Schilling (state analysis) and Jennifer Sands (federal analysis)

RE: Airport Business Park  
Differentiating Between Business Applicants Based on Non-Discriminatory  
Factors

---

### I. Background.

The background facts are presented as follows: the Pangborn Memorial Airport operated by the Regional Port Authority (the "Airport") owns real property in Douglas County that has several small buildings or "pods". The Airport would like to rent out the pods to small, local business owners, including, potentially marketing the pods as a "trade center" to promote occupancy by specific tenants.

The purpose of this memorandum is to address whether or not the Airport may differentiate between pod rental applicants of differing business size or types under state and federal law.

### II. Applicable Law.

#### A. State Law.

Chapter 49.60 RCW, Washington's Law Against Discrimination ("WLAD"), defines discrimination as denying a person equal treatment because of race, creed, color, national origin, citizenship or immigration status, sex, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. The WLAD is designed to prevent discrimination against, or the grant of preferential treatment to, any person based on the above qualities in the areas of employment, lending, public accommodations, and real estate. The WLAD applies to any political subdivision or governmental instrumentality within or of the state. RCW 49.60.400(8). Because the Airport is owned and operated by the Chelan-Douglas County Regional Port Authority, the WLAD applies.

WLAD specifically applies to real estate transactions:

(1) It is an unfair practice for any person, whether acting for himself, herself, or another, because of sex, marital status, sexual orientation, race, creed, color, national origin, citizenship or immigration status, families with children status, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability:

(a) to refuse to engage in a real estate transaction with a person. RCW 49.60.222.

Under the WLAD, “real estate transaction” is considered the sale, exchange, purchase, rental or lease of real property. Voris v. Washington State Human Rights Com’n, 41 Wn. App. 283, 288 (1985). The court in Voris, concluded that the defendant could not discriminate on the basis of race when renting a room in a single family home that had been converted to multiple apartment units.

If the Airport chooses to differentiate among applicants for pod leases, WLAD provides that it must do so in such a way that does not directly or indirectly discriminate on the basis of race, creed, color, national origin, citizenship or immigration status, sex, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

It appears that permissible considerations (i.e. those based on neutral factors applicable across all protected classes) include:

- Maximum current annual business income
- Businesses currently in operation, but without a commercial business location/ store front
- Businesses with less than a certain number of employees
- Family owned/multigenerational businesses
- Businesses in operation for less than a certain number of years

Research revealed no examples of commercial leasing that used this type of differentiation when screening applicants. Similarly, no caselaw in Washington discusses this type of differentiation. However, the somewhat analogous case of low income housing lends some credence to the above described application requirements. In low-income preferred housing, an applicant is accepted or rejected based on the whether they fall under a set threshold of gross annual income. For instance, Terrace Manor in East Wenatchee restricts leases to applicants who have an income below 60% of the annual median income for the area. See <https://www.terracewa.com/incomequalifications.aspx>.

The Airport should be wary of constraining rental applicants in a way that is facially neutral, but has the effect of discriminating against a group protected by nondiscrimination laws. The Airport must be able to articulate a non-discriminatory basis for its decisions. It would be inadvisable to market or promote the pods in a way that identifies with a particular race or culture, since this could lead to

allegations of discrimination and preferential treatment by business owners who do not identify with the identified group.

B. Federal Law.

As a recipient of federal funds, the Airport is bound both by contractual grant obligations and federal regulations governing the use of federal funds.

1. Grant Assurances. Differentiating between rental applicants implicates the federal grant assurances made by the Airport under 49 USCA § 47107 (the “Grant Assurances”). The Grant Assurances include general requirements to comply with federal laws and regulations [including Title VI of the Civil Rights act of 1964 (prohibiting discrimination on the basis of race, color, national origin)], in addition to specific assurances to take measures ensuring that no person is subject to discrimination or excluded from a grant funded activity on the grounds of “race, creed, color, national origin, sex, age or disability” (Grant Assurance No. 30).

Grant Assurance 30’s express language defines the provision’s applicability as follows:

“b. Applicability.

- 1) Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor’s programs or activities, these requirements extend to all of the sponsor’s programs and activities.
- 2) Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.
- 3) Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.”

The term “program and activity” is defined under Title 49 CFR §21.23 as: “all of the operations of any entity described in paragraphs (e)(1) through (4) of this section, any part of which is extended Federal financial assistance.” The Airport is an entity described in the CFR and the Grant Assurance would extend to the leasing activity as an operation of the entity (whether or not the leasing activity benefitted from federal funds.) Note, however, that the Grant Assurances do not create a private right of action for damages, but do give rise to an administrative enforcement action against a non-compliant airport.<sup>1</sup>

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<sup>1</sup> Note that Grant Assurance 22, which imposes upon the Airport the requirement to make its airport available to users “without unjust discrimination” applies only to aeronautical activities. The FAA defines “aeronautical activity” as any activity that involves, makes possible, or is required for the operation of aircraft or that contributes to or is required for the safety of such operations. FAA Advisory Circular 150/5 190-6 1 § 1.1(a).

A review of the administrative cases involving a sponsor's compliance with Grant Assurance 30 establishes that the challenges center primarily on an exclusive FBO lease, a preferential location, or more favorable lease terms given to one tenant versus a similarly situated tenant.

Title VI of the Civil Rights Act provides: "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance".

Applying the same definition of "program or activity" under 49 CFR § 21.33, Title VI's prohibition would extend to the Airport's leasing activities. Although the WLAD is more expansive in the groups protected than Title VI, the analysis under the WLAD and Title VI is similar. Title VI would prevent the Airport from using race, color or national origin as factors in pod rentals, whether as an express factor or by use of a facially neutral standard with discriminatory impact.

## 2. DBE Programs.

As an airport receiving federal Department of Transportation Assistance, Pangborn is a participant in the Disadvantaged Business Enterprise (DBE) program for federally assisted contracting. 49 CFR Part 26. The Part 26 DBE program's aim is to increase the participation of minority and women owned businesses in federally funded transportation projects, and to remedy ongoing discrimination and the continuing effects of past discrimination (USDOT overview statement of DBE program). Based on the DBE program's stated objectives in federally funded contracts, it does not clearly and directly apply to general operations at Airport property. However, there is a corollary program applicable to Airport concessions (Part 23 ACDBE program), aimed at remedying discrimination and intended to provide similar opportunities as the DBE program, for airport concessions. 49 CFR Part 23. 49 CFR 23 applies to all airports that have received grants for airport development at any time after January 1988, under CFR 49. Although not all airports are required to have a formal ACDBE program submitted to the FAA, every airport receiving federal funds must nonetheless encourage ACDBEs to participate as concessionaires whenever there is an opportunity. 49 CFR § 23.21.

As defined in the CFR, the below terms apply to ACDBEs:

*"Concession"* means one or more of the types of for-profit businesses listed in paragraph (1) or (2) of this definition:

(1) A business, located on an airport subject to this part, that is engaged in the sale of **consumer goods or services** to the public under an agreement with the recipient, another concessionaire, or the owner or lessee of a terminal, if other than the recipient. (emphasis added)

(2) A business conducting one or more of the following covered activities, even if it does not maintain an office, store, or other business location on an airport subject to this part, as long as the activities take place on the airport: Management contracts and subcontracts, a web-based or other electronic business in a terminal or which passengers can access at the terminal, an advertising business that provides advertising displays or messages to the public on the airport, or a business that provides goods and services to concessionaires.

(3) For purposes of this subpart, a business is not considered to be “located on the airport” solely because it picks up and/or delivers customers under a permit, license, or other agreement. For example, providers of taxi, limousine, car rental, or hotel services are not considered to be located on the airport just because they send shuttles onto airport grounds to pick up passengers or drop them off. A business is considered to be “located on the airport,” however, if it has an on-airport facility. Such facilities include in the case of a taxi operator, a dispatcher; in the case of a limousine, a booth selling tickets to the public; in the case of a car rental company, a counter at which its services are sold to the public or a ready return facility; and in the case of a hotel operator, a hotel located anywhere on airport property.

(4) Any business meeting the definition of concession is covered by this subpart, regardless of the name given to the agreement with the recipient, concessionaire, or airport terminal owner or lessee. A concession may be operated under various types of agreements, including but not limited to the following:

- (i) Leases.
- (ii) Subleases.
- (iii) Permits.
- (iv) Contracts or subcontracts.
- (v) Other instruments or arrangements.

“DBE” means a for-profit *small business*: at least 51% owned by one or more individuals who are both socially and economically disadvantaged; and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

“Program” means any undertaking on a recipient’s part to use DOT/FAA financial assistance, authorized by the laws to which this part applies.”

“Race-conscious” measure or program is one that is focused specifically on assisting only ACDBEs, including women-owned ACDBEs. For the purposes of this part, race-conscious measures include gender-conscious measures.

“Race-neutral” measure or program is one that is, or can be, used to assist all small businesses, without making distinctions or classifications on the basis of race or gender.

“Socially **and** economically disadvantaged individual” means any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who is—

(1) Any individual determined by a recipient to be a socially and economically disadvantaged individual on a case-by-case basis.

(2) Any individual in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged: Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans, Women and any additional groups whose members are designated as socially and economically disadvantaged by the SBA.

*“Small business”* means a business with gross receipts that do not have gross receipts of more than \$56.42 million (averaged over the previous 3 fiscal years.)

An Airport required to have an ACDBE program must annually an overall percentage goal for DBE participation. The DBE goals under Part 26 and ACDBE goals under Part 23 may be the same. Currently, Pangborn’s DBE goal is 4.24%, although there is a statutory aspirational percentage goal for ACDBEs of “not less than 10 percent” of concession businesses at all airports. 49 CFR § 23.59. DBE’s must be certified by a Uniform Certification Program, to qualify as DBEs.

An Airport is to use race-neutral measures to meet the maximum feasible portion of their overall DBE goals. As a result, an airport may not establish use quotas or set -aside a certain percentage of its concessions for DBE participation only, nor may it use a local geographic preference to favor local ACDBEs to meet its goals. 49 CFR § 23.61; § 23.79. Only if it appears that race-neutral measures will not lead to the DBE participation goals in a given period, then the Airport may implement race-conscious measures to achieve its goals.<sup>2</sup>

If there is a state or local law that differs from the requirements of 49 CFR 23, then the federal requirements govern. The U.S. Supreme Court has found that the federal DBE program pre-empts state law, to ensure that any DBE program is as narrowly tailored as possible which is a prerequisite to the program’s constitutionality. *Adarand v. Peña*, 515 US 200 (1995). Any race-based governmental action (including those intended to benefit groups suffering historical discrimination) is subject to the most rigid scrutiny to ensure that no group is denied equal protection under the law. *Id.*

Based on the above, the Airport is able to consider its ACDBE goals in leases of property at the Airport which are considered “airport concessions” which may include the above-described pods. The term “concession” is broadly defined under the regulations as a business located on airport that is engaged in the sale of consumer goods or services to the public, and does not limit the meaning to “the traveling public”. However, the Airports Council International has provided an opinion (based on the legislative and regulatory history of 49 CFR 23) that the ACDBE applies only to those businesses serving the traveling public versus the public in general.

In any event, the Airport must first use race-neutral measures to fulfill its overall ACDBE goals. If race-neutral measures will not lead to fulfillment of the goals, then the Airport may turn to race-conscious goals, including specific DBE contract award goals. Note, however, that the ACDBE program does not permit targeting contract goals to specific subgroups of DBEs or to those who are not certified DBE’s.

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<sup>2</sup> Examples of race neutral measures include providing technical assistance or trainings to all small businesses versus a race-conscious measure of putting a DBE participation contract goal on a specific invitation to bid/offer/lease, or providing trainings or conferences open only to women and non-Caucasian business owners.



# Memo

**To:** Board of Directors

**From:**  Jim Kuntz

**Date:** August 5, 2021

**Re:** Remedial Action Grant – Rock Island

---

In March 2020, the Washington State Department of Ecology was putting together a 10 year forecast of needs for Remedial Action Grants across the state. At the encouragement of Lisa Parks, we submitted the Rock Island Silicon Smelter Site simply to get on the list. We were shocked to learn this week the Port was awarded a \$1.0 million Remedial Action Grant. Please find additional details enclosed.

This grant will build on previous investigations and is expected to fully characterize the extent of impacts and support decisions on appropriate clean-up action to lead to regulatory closure and redevelopment of the property. A local \$250k match is required.

Earlier this year we did a deep dive into the Rock Island Site at a Board meeting. The conclusion was it would take a significant public subsidy to redevelop the site. Maul Foster came to the same conclusion in an April 2019 Adaptive Reuse Study. The planned action EIS is also a major obstacle to development as it triggers very expensive off site capital investments.

Will provide additional details at Tuesday's meeting.

**From:** Ben Johnson <bjohnson@maulfoster.com>  
**Sent:** Tuesday, August 3, 2021 12:23 PM  
**To:** Stacie De Mestre <stacie@cdrpa.org>  
**Subject:** FW: RAG projection

I found this email correspondence with Ron that reference \$1 million RAG. I can't find any additional materials in our project folder.

**From:** Lisa Parks  
**Sent:** Tuesday, March 17, 2020 11:02 AM  
**To:** Ron Cridlebaugh <[ron@cdrpa.org](mailto:ron@cdrpa.org)>  
**Subject:** RAG projection

Hey Ron,

Today is the deadline for getting a projection in to Ecology for their RAG 10 year forecast, and I was wanting to follow up and see if you were able to get anything submitted? If nothing else, I think putting in a number for the Rock Island site would be helpful. I looked at the most recent work completed early last year (using the extra \$120k from Ecology/EPA) and the clean up alternative that was recommended came in at \$789,000...I would think if you put \$1M in for this next biennium (in the row for "Cleanup Construction") you would be covered.

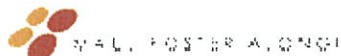
I know you're busy, and I also know this project isn't a big priority, but if there's a way to get that estimate into this request, it would at least leave the potential for this grant money in place, which has always been one of the negotiating points with Peterson. If the project doesn't get listed in this go around, it wont be eligible for RAG funding until it can be added again, in early 2022 (assuming they continue this biennial process).

Let me know! 😊

I hope you and Bev are doing well, please say "Hi" to her for me!

**LISA PARKS** | MAUL FOSTER & ALONGI, INC.

c. 206 741 4039 | d. 206 556 2012 | o. 206 858 7620 | f. 360 906 1958  
2815 2<sup>ND</sup> Avenue, Suite 540, Seattle, WA 98121  
[www.maulfooster.com](http://www.maulfooster.com)



Hello,

The Department of Ecology (Ecology) is pleased to relay that your Oversight Remedial Action Grant project(s) requested in the 2021–23 biennial budget has been **conditionally funded**. Prior to the grant funding being awarded, applicants must complete a survey to [update their permitting status](https://www.surveymonkey.com/r/RAGPermit2123) (<https://www.surveymonkey.com/r/RAGPermit2123>) for any changes since applications were submitted in the February 2020 RAG solicitation.

**Applicants must respond by August 17.** The survey response must be completed by an authorized official of the local government, not a consultant. Grants will not be written until Ecology receives updates on project permitting status. Please fill out the survey for the following project: **TCPRA-2123-PrtDgs-00072**.

Projects unable to demonstrate compliance with the permit condition may be provided phased funding for scopes of work not requiring permits. Additional funds may be made available to phased projects as they spend down or demonstrate compliance with the permit condition between now and July 2022. Ecology may de-obligate funding on projects that are not able to meet the grant condition by July 1, 2022.

Please refer to the [focus sheet<sup>\[1\]</sup>](#) or [Remedial Action Grant Loan Guidance for the 2021-23 Biennium<sup>\[2\]</sup>](#) for more information.

The solicitation for the **2023-25 Remedial Action Grant funding cycle** will occur in the first quarter of 2022. During this solicitation, local governments should reapply for funding phases of work that will not meet the permitting condition by July 2022 for their 2021-23 funded projects or if they did not receive funding in the 2021-23 biennium. Local governments should expect to demonstrate compliance with the permit condition within one calendar year of the enacted budget for the 2023-25 biennium (July 2024).

Thank you for being involved in cleanup throughout Washington State. Please let me know if you have any questions.

Best Regards,

*Lyndsay Gordon*

*Budget Analyst*

Toxics Cleanup Program | Department of Ecology

PH: 360.810.1636 | P.O. Box 47600 Olympia, WA 98504

[lgor461@ecy.wa.gov](mailto:lgor461@ecy.wa.gov) | 300 Desmond Dr, Lacey, WA 98503

This email is subject to public disclosure.

## TOXICS CLEANUP REMEDIAL ACTION GRANT AND LOAN PROGRAM

Organization: Port of Douglas County

TCPRA-2123-PrTDgs-00072

### General Information

Project Title	Rock Island Redevelopment
Project Short Description	Clean up and redevelopment of the Rock Island Silicon Smelter.
Project Long Description	<p>This site is currently privately owned, but the Port has been working with the property owner for the past 4 years and access to the site has been granted. The approximately 60-acre property is located on the Columbia River immediately south of downtown Rock Island. The smelter is separated from the rest of the city by a state highway and railroad line. The property includes approximately 1,000 feet of riverfront with steep banks. The river level is maintained by the Rock Island hydroelectric dam and only a small portion of the shoreline is within the 100-year floodplain. The two largest buildings (each over 10,000 square feet in area and over 70 feet tall) on the property remain, while many of the smaller structures have been demolished and the production equipment has been removed.</p> <p>This smelter is a regional priority for redevelopment for several reasons. It is a large property zoned for commercial and industrial uses located in an urban growth boundary. It has existing infrastructure, including access to highway, rail, hydroelectric power, and municipal water and sewer service. It is currently vacant. During its operation, the smelter produced ferrous silicon and silicon metal. These products were primarily used in aluminum alloys. Raw materials, including silica sand, crushed quartz, powdered or granular coal, and charcoal were delivered to the facility by rail. The materials were heated in furnaces to a temperature as high as 6,000 degrees Fahrenheit. The tremendously high heat caused smelting reactions to occur. Molten metal was tapped from the furnace, refined to remove impurities, and poured into casting dishes.</p> <p>The smelting process produced significant air emissions that were not regulated for decades. Long-time community members recall the town being covered with 'black snow' from the smelter and taking school field trips to orchards where the trees had died from being covered by dust from the facility. With the passage of the Clean Air Act, the facility's air emissions became regulated. Particulate matter, sulfur dioxide, and carbon monoxide were emitted at over 100 tons per year. The facility was required to install emission controls but continued to violate air emissions permits in the 1990's.</p> <p>The silica fume waste product of the smelting process contains elevated levels of metals. The fume was deposited in settling ponds. The volume of the fume ponds is approximately 43,500 cubic yards. After drying out, the fume was transferred to large storage piles. The fume storage areas contain approximately 133,000 cubic yards of material. In 2013, the USEPA conducted a Site Inspection of the property. The Site Inspection collected soil and groundwater samples in and adjacent to the fume settling ponds and fume storage area. The study found elevated concentrations of cadmium, copper, lead, selenium, and zinc in the fume material. However, samples of native soil and groundwater did not exceed cleanup levels for these constituents. Proper handling and disposal of the fume presents a major challenge to redevelopment.</p> <p>There are several other areas of concern at the smelter facility. Recent sampling conducted with funds from the Washington State Department of Ecology found</p>

# TOXICS CLEANUP REMEDIAL ACTION GRANT AND LOAN PROGRAM

Organization: Port of Douglas County

TCPRA-2123-PrDgs-00072

## General Information

elevated concentrations of chromium and polycyclic aromatic hydrocarbons in soil along with arsenic above cleanup levels in groundwater near the former smelter building. There is a quality control lab where elevated concentrations of mercury were found in shallow soil. There is a former waste dump area that has not been assessed. The smelter building itself is likely to contain lead paint and other hazardous building materials.

The confirmed and suspected presence of toxic and carcinogenic contaminants at the former silicon smelter present risks to local residents and the environment. They also create risk and uncertainty that deter businesses and developers from investing in redevelopment of the property. Since the EPA assessment grant will build on previous investigations it is expected that this project can fully characterize the extent of impacts and support decisions on appropriate cleanup actions to lead to regulatory closure and redevelopment of the property.

Total Cost	\$1,000,000.00*	Total Eligible Cost	\$1,000,000.00*
Effective Date	6/1/2020	Expiration Date	12/31/2023
Ecology Program	Toxics Cleanup		
Project Category*	Safe Drinking Water Action Grant		

Area-wide Groundwater Investigation Grant  
✓ Oversight Remedial Action Grant or Loan

Will Environmental Monitoring Data be collected?: Yes

Overall Goal

The overall goal of this project is to clean up the site and redevelop it to promote job creation and economic development focused on emerging technologies. The existing buildings provide a unique character and connection to history. Adaptive reuse could support a mix of office space focused on technology and education classrooms, along with retail amenities, hotels and event space. The combination of uses is intended to foster creativity and collaboration among nearby businesses and educational institutions and to promote the waterfront as a unique destination.

**TOXICS CLEANUP REMEDIAL ACTION GRANT AND LOAN PROGRAM**

Organization: Port of Douglas County

TCPRA-2123-PrtDgs-00072

**Project Eligibility and Criteria**

**Eligibility, Funding Priority, and General Information**

WAC 173-322A-320(3)

Please select your type of local government.

Port

If other, please identify your local government type.

Is the site currently under Order or Decree with Ecology?

Yes  No  In Negotiation

If yes, please upload the most recent copy of the Order or Decree below.

Upload

Description

**Total Eligible Cost: \$1,000,000.00**

Are you requesting funding for the 2021-2023 Biennium?

Yes  No

For this project we are (please select the applicable response): Prospective Purchaser

Are you applying for an:  Oversight Grant  Oversight Loan

Our Site/ cleanup project has:

- previously received remedial action grant funding.
- never received remedial action grant funding.

Per WAC 173-322A-210(1)(b) projects with previous Remedial Action Grant funding will be given priority. Please see the Guidance for more information.

All permits for work funded in the 2021-2023 Biennium must be received by July 1, 2022. Please identify the status of all permits required for funding being requested in the upcoming 2021-2023 Biennium:

Obtained

Expected by July 1, 2021 (beginning of biennium)

Permits expected within one year of the enacted budget (approximately July 1, 2022)

Not expected within one year of the enacted budget (approximately July 1, 2022). Projects without the necessary permits within one year of the enacted budget are not eligible for funding in the 2021-2023 biennium, but will be included in the MTCA Ten Year Financing Report.

- No permits are required for the work being conducted at the site with funds requested for the 2021-2023 Biennium.

Please list all permits needed for work associated with funding requested for the 21-23 Biennium.

**TOXICS CLEANUP REMEDIAL ACTION GRANT AND LOAN PROGRAM**

Organization: Port of Douglas County

TCPRA-2123-PrtDgs-00072

**Project Eligibility and Criteria**

Please choose the selection that best describes any ground disturbing activity at the Site (including sampling):

- Previously occurred
- Will occur in the future

- Currently ongoing
- Is not needed for the project to be completed

If ground disturbing activity has previously occurred or is actively ongoing, indicate the start date:  
11/1/2018

- |  |     |  |
|--|-----|--|
| Have you submitted Ecology's Cultural Review Form?                       | Yes | No                                     |
| Have you received your Ecology Cultural Review Final Determination Memo? | Yes | <input checked="" type="checkbox"/> No |

Date Received (if known):

Cleanup Site ID (CSID), if known:

Link to site information:  
<https://fortress.wa.gov/ecy/gsp/Sitepage.aspx?csid=>  
Enter your CSID Number, click SAVE, a link will appear above these instructions. Please verify the site page link shown is correct.

Project Address:	Street 100 4th St SW	City Rock Island	Zip Code 98850
------------------	----------------------	------------------	----------------

If the street address of the project is not known, please provide the Parcel Number(s).  
Parcel #

Please identify all environmental benefits or investments resulting from the proposed budget:  
Select all that apply.

- |  |  |
|--|--|
| Habitat restoration  | Eliminate a public health emergency                                      |
| Restore or protect designated beneficial use   | <input checked="" type="checkbox"/> New substantial economic development |
| <input checked="" type="checkbox"/> Regulatory compliance with MTCA or CERCLA            | <input checked="" type="checkbox"/> Public recreation or access          |
| <input checked="" type="checkbox"/> Address contamination in a Highly Impacted Community | Other (specify)  |

**Evaluation Criteria** WAC 173-322A-330(4)

1.2 Applicant's Readiness to Proceed (select all that apply):

## TOXICS CLEANUP REMEDIAL ACTION GRANT AND LOAN PROGRAM

Organization: Port of Douglas County

TCPRA-2123-PrtDgs-00072

### Project Eligibility and Criteria

Contracts are in place to begin the project (such as public works) or an environmental consultant is hired.

Required state, local, or federal permits have been obtained or are not required for the work to be funded at the Site during the 2021-2023 Biennium.

✓ Required state, local, or federal permits have been identified for the work to be funded at the Site during the 2021-2023 Biennium.

✓ Matching funds are secured and ready to be spent.

✓ Local government/ staff project manager identified.

None of the above apply.

Please provide any additional context to support your answer using the textbox (optional).

#### 1.3 Status of the Project to Leverage Other Funds (select one):

Applicant has secured additional grants, private funds (including contributions, insurance, public-private partnerships, etc.).

✓ Applicant is pursuing grant applications, private funds (including contributions, insurance, public-private partnerships, etc.).

Applicant has a capital plan for both cleanup and redevelopment or reuse of the Site.

None of the above apply.

Please provide any additional context to support your answer using the textbox (optional).

#### 3.4 Does the site have the opportunity for significant fish/wildlife habitat restoration and/or other conservation benefits?

Yes  No

Please provide any additional context to support your answer using the textbox (optional).

#### 3.5 Please select the statement below that best applies to the project's inclusion of green remediation.

The project evaluates or implements green remediation principles to minimize the environmental impact from cleanup actions (such as minimizing greenhouse gas emissions or implementing water conservation) or uses a reputable sustainability or green remediation program (such as LEED and Envision).

The project incorporates sustainability or green remediation principles to some extent.

✓ The project does not incorporate sustainability or green remediation principles.

Please provide any additional context to support your answer using the textbox (optional).



**TOXICS CLEANUP REMEDIAL ACTION GRANT AND LOAN PROGRAM**

Organization: Port of Douglas County

TCPRA-2123-PrtDgs-00072

**Project Eligibility and Criteria**

5.1 Does the Site contain a vacant, abandoned, or underutilized former industrial or commercial facility?

Yes  No

5.2 Does the Site already have an identified a purchaser, developer, operator, or lessee when redeveloped?

Yes  No

Please provide any additional context to support your answer using the textbox (optional).

5.3 Please select the statement below that best applies to the project's consideration of climate adaptation.

The project 1) includes or will include a vulnerability assessment to understand the risks and impacts from climate change (such as sea level rise, extreme storm events and flooding, and wildfires) and 2) does or will incorporate climate change adaptation measures to increase the resilience of cleanup remedies.

The project incorporates or discusses climate change adaptation principles to some extent.

The project does not incorporate climate change adaptation considerations.

Please provide any additional context to support your answer using the textbox (optional).

5.4 Please select the statement below that best applies to the funding's ability to expedite cleanup.

Project cannot start without funds.

Project has stopped and cannot continue without additional funds.

Project has started, but cannot be expeditiously completed without additional funds.

None of the above apply.

Please provide any additional context to support your answer using the textbox (optional).

6.1 Please select the statement below that best applies to the location of the project.

Site is located within a Redevelopment Opportunity Zone (ROZ).

Site is located within an incorporated city, town, or urban growth area designated under RCW 36.70A.110.

None of the above apply.

Please provide any additional context to support your answer using the textbox (optional).

6.2 Please select the statement below that best applies to the current local infrastructure at the site (such as

**TOXICS CLEANUP REMEDIAL ACTION GRANT AND LOAN PROGRAM**

Organization: Port of Douglas County

TCPRA-2123-PrtDgs-00072

**Project Eligibility and Criteria**

public transit, roads, water, sewer, utilities).

- ✓ Local infrastructure is already in place to serve the redeveloped Site.
- Local infrastructure is under construction to serve the redeveloped Site.
- Local infrastructure is planned to serve the redeveloped Site.
- None of the above apply.

Please provide any additional context to support your answer using the textbox (optional).

6.3 Does the project provide affordable housing?

- The project preserves affordable housing.
- The project adds additional affordable housing.
- ✓ The project does not preserve or add affordable housing.

Please provide any additional context to support your answer using the textbox (optional).

6.4 Please select the statement below that best fits the public use for the project once cleanup is complete.

- Redeveloped Site will be primarily for public use (for example, park, museum, library).
- Redeveloped Site will be partially for public use (example, Site contains both a public trail and private housing).
- ✓ None of the above apply.

Please provide any additional context to support your answer using the textbox (optional).

**Additional Documentation for Consideration**

Please use the optional text box and upload section below to provide additional comments for Ecology to consider when evaluating your project for criteria answered only by Ecology staff. In the text box please identify each criteria corresponding to the comment. These criteria are listed in the following section.

**Additional Documentation for Consideration** Please upload the additional documentation below and identify the criteria for Ecology's consideration. An explanation for the criteria is provided below. To upload additional files press save and another line will appear.

<b>Additional Document Title</b>	<b>Criteria</b>
----------------------------------	-----------------

**Criteria Answered by Ecology Staff**

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## TOXICS CLEANUP REMEDIAL ACTION GRANT AND LOAN PROGRAM

Organization: Port of Douglas County

TCPRA-2123-PrDgs-00072

### Project Eligibility and Criteria

The following criteria will be answered by Ecology staff and considered in the evaluation of the application. Please use the text box and upload area directly above to provide supporting documentation or comments as applicable. This section is not required. Criteria derived from WAC 173-322A-320(3) and further information is available in the Guidance.

- 1.1 **Prior Grant Performance:** Ecology will consider if the Applicant has an active grant for the Site and if it is reasonable to expect the grant to be spent by the beginning of the 2021-2023 Biennium. Projects without current funding will score higher for this criteria. If the Applicant has an active grant for the Site please update the spending plan in the current grant, upload any supporting documentation for expected spending, or use the textbox to explain grant status.
- 1.4 **Ecology's Readiness to Proceed:** An order or decree for the work corresponding to the funding request is under negotiation or effective, Ecology Cleanup Project Manager (Site Manager) has been assigned, or neither apply.
- 2.1 Does the Site contain Extremely or Very Hazardous Chemicals as defined in the Guidance?
- 2.2 How many exposure routes of concern are there for the Site: soil, groundwater, surface water, vapor intrusion, sediment?
- 2.3 Does the current or adjacent use of property create potential exposure risk to a sensitive population (for example, daycare, nursing home, hospital)?
- 3.1 Does the contamination have the potential to spread?
- 3.2 Is a designated sensitive environment or fishery resource exist within one mile of the Site's boundary?
- 3.3 Does the Site have potential exposure to sensitive wildlife or plant species (for example, redband trout, migratory birds, orcas, salmon, monarch butterflies, and/or endangered species that might access the site or be impacted by the contamination spreading) or potential exposure to priority habitat?
  - Washington Department of Fish and Wildlife (WDFW) list of WA threatened/endangered species  
(<https://wdfw.wa.gov/species-habitats/at-risk/listed>)
  - WDFW interactive map of priority habitats and species  
(<http://apps.wdfw.wa.gov/phsontheweb/>)
  - Washington Department of Natural Resources (DNR) list of rare plant species  
(<https://www.dnr.wa.gov/NHPIlists>)
  - Federally protected species in WA  
(<https://www.fws.gov/wafwo/promo.cfm?id=177175754>)
- 4.1 Would the grant help ensure diverse distribution as defined in the Guidance?
- 4.2 Is the community immediately surrounding the Site a Highly Impacted Community as defined in the Guidance?
- 5.5 Has the applicant provided documents or information demonstrating that a lack of local funding or ability to obtain financing is significantly delaying the cleanup and subsequent use, sale, or redevelopment of the Site?
- 6.8 Did the project demonstrate a clear vision for future use of the property?

**Chelan Douglas Regional Port Authority  
Enduris Invoice Recap  
September 1, 2021 thru August 31, 2022**

	<u>2021/2022</u> <u>CDRPA</u>	<u>2020/2021</u> <u>CDRPA</u>	<u>Increase/</u> <u>(Decrease)</u>	
General Liability	88,109.00	89,210.00	(1,101.00)	-1.23%
Property	254,040.00	241,566.00	12,474.00	5.16%
Auto Physical Damage	24,045.00	20,609.00	3,436.00	16.67%
Crime	2,590.00	2,355.00	235.00	9.98%
	<u>368,784.00</u>	<u>353,740.00</u>	<u>15,044.00</u>	<u>4.25%</u>

**Chelan Douglas Regional Port Authority**

**Leases & Renewals - General**

**Reporting Period - July 2021**

**8/10/2021**

<b>New Leases</b>					
<b>Lease Signed</b>	<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Term</b>	<b>Base Rent/Month</b>
None Reported for this Period					

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

<b>Tenants Moving Out</b>					
<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Ending</b>	<b>Base Rent/Month</b>	
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**  
**Leases & Renewals - Aviation Related**  
**Reporting Period - July 2021**  
**8/10/2021**

<b>New Leases</b>					
<b>Lease Signed</b>	<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Term</b>	<b>Base Rent/Month</b>
7/6/2021	Pangborn Café, LLC	Airport Restaurant	2,175 SQFT	8/15/2021 - 7/31/2023	\$350.00
7/26/2021	Mitch Barnes	Ground Lease & Purch Hangar Reversion 3962 Airport Way	4,200 SQFT	3/1/2022 - 2/28/2027	\$1,336.94/yr

<b>Lease Renewals</b>					
<b>Renewal Signed</b>	<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Term</b>	<b>Base Rent/Month</b>
7/19/2021	The Hertz Corporation	Airport Terminal	240 SQFT	1/1/2022 - 12/31/2023	\$1,131.12 plus 10% Gross Revenue

<b>Tenants Moving Out</b>					
<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Ending</b>	<b>Base Rent/Month</b>	
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**  
**Leases & Renewals - Confluence Technology Center**  
**Reporting Period - July 2021**  
**8/10/2021**

<b>New Leases</b>					
<b>Lease Signed</b>	<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Term</b>	<b>Base Rent/Month</b>
7/22/2021	Applied Case Management	CTC South Suite 106	98 SQFT	Month to Month	\$374.36
7/23/2021	On the Beach Tax & Accounting	CTC Suite 133	290 SQFT	Month to Month	\$560.67

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

<b>Tenants Moving Out</b>					
<b>Tenant</b>	<b>Building or Land</b>	<b>SQFT or Acres</b>	<b>Ending</b>	<b>Base Rent/Month</b>	
On the Beach Tax & Accounting	CTC Suite 139	137 SQFT	7/31/2021	\$265.83	

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

Lease terms of five years duration or less.

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



STATE OF WASHINGTON  
DEPARTMENT OF COMMERCE  
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • 360-725-4000  
[www.commerce.wa.gov](http://www.commerce.wa.gov)

July 23, 2021

Chelan Douglas Regional Port Authority  
Attn: Ron Cridlebaugh, Director of Economic & Business Development  
1 So. Campbell Parkway, Suite A  
East Wenatchee, WA 98802

Dear Ron:

Congratulations, Chelan County has designated your organization as their Associate Development Organization for the new biennium. The Department of Commerce will administer the award for the 2021-2023 Biennium as a single, two-year grant contract.

Your award for State Fiscal Year 22 is \$75,000, and the award for State Fiscal Year 23 is \$75,000; for the total biennium award of \$150,000.

Diana Divens will be your contact for this grant and will work with you on executing your contract. She will email you a copy of the grant contract for signature. After the contract is fully executed you will receive a copy for your records.

Once this process is completed, the beginning cost date to claim reimbursement on expenses will go back to July 1, 2021. Funds are available quarterly when a request for reimbursement is submitted online.

We look forward to working with you and your staff on your economic development activities for Chelan County. If you have any questions, please contact Diana Divens at cell: 564.999.3279 or email her at: [diana.divens@commerce.wa.gov](mailto:diana.divens@commerce.wa.gov).

Sincerely,

Chris Green  
Assistant Director  
Office of Economic Development & Competitiveness





STATE OF WASHINGTON  
DEPARTMENT OF COMMERCE  
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • 360-725-4000  
[www.commerce.wa.gov](http://www.commerce.wa.gov)

July 23, 2021

Chelan Douglas Regional Port Authority  
Attn: Ron Cridlebaugh, Director of Economic & Business Development  
1 So. Campbell Parkway, Suite A  
East Wenatchee, WA 98802

Dear Ron:

Congratulations, Douglas County has designated your organization as their Associate Development Organization for the new biennium. The Department of Commerce will administer the award for the 2021-2023 Biennium as a single, two-year grant contract.

Your award for State Fiscal Year 22 is \$75,000, and the award for State Fiscal Year 23 is \$75,000; for the total biennium award of \$150,000.

Diana Divens will be your contact for this grant and will work with you on executing your contract. She will email you a copy of the grant contract for signature. After the contract is fully executed you will receive a copy for your records.

Once this process is completed, the beginning cost date to claim reimbursement on expenses will go back to July 1, 2021. Funds are available quarterly when a request for reimbursement is submitted online.

We look forward to working with you and your staff on your economic development activities for Douglas County. If you have any questions, please contact Diana Divens at cell: 564.999.3279 or email her at: [diana.divens@commerce.wa.gov](mailto:diana.divens@commerce.wa.gov).

Sincerely,

Chris Green  
Assistant Director  
Office of Economic Development & Competitiveness

*But  
the possibilities  
made this  
happen!*



**HUGE THANK YOU!!**

**The 2021 Downtown Possibilities Tour  
was a success thanks to your help!!**

**What a great day downtown!!**

**Sincerely,**

**Linda and entire Economic Committee**

A handwritten signature in black ink, appearing to be a stylized name, located at the bottom right of the page.

**Chelan Douglas Regional Port Authority  
Calendar of Events**

8/6/2021

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attending</i>	<i>Cami RSVP arrangements if applicable</i>
August 10	Tuesday	CDRPA Board Meeting; 9:00 AM		
August 10	Tuesday	Bisnow - Data Center Site Selection (trade show); Seattle		
August 11	Wednesday	CDRPA BBQ Ex. Flight 12:00 PM		
August 11	Wednesday	NCWEDD Meeting		
August 12	Thursday	CDTC Board Meeting 9:00 AM		
August 16-19	Mon-Thurs	AFCOM; Data Center Conference; Orlando		
August 11-13	Wed-Friday	Voltaire Air Service Forum; St. Augustine Florida	Trent	
August 17	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
August 18	Wednesday	GWATA Board Meeting; 3:00 PM		
August 19	Thursday	Link Transit Summit Event; 11:00 AM - 2:30 PM; Pybus	Commissioner Baldwin; Jim Kuntz	
August 20	Friday	WAMA Tour of PMA; 9am-Noon		
August 24	Tuesday	CDRPA Board Meeting; 9:00 AM		
August 25	Wednesday	PUD Discovery Center Ribbon Cutting Rocky Reach Dam 9-10am		
August 25	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
August 26-29	Thur-Sunday	NCW Fair Waterville (CDRPA Booth)		
August 28	Saturday	Wenatchee Wine & Food Festival; Town Toyota		
September 6	Monday	Labor Day/Office Closed		
September 8	Wednesday	NCWEDD Meeting		
September 9	Thursday	CDTC Board Meeting 9:00 AM		
September 14	Tuesday	CDRPA Board Meeting; 9:00 AM		
September 15	Wednesday	GWATA Board Meeting; 3:00 PM		
September 14-15	Tues-Wed	AMCOM; Advanced Manufacturing trade show; Tacoma		
September 21	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
September 23-24	Thurs-Friday	WPPA Environmental Seminar; Alderbrook		
September 28	Tuesday	CDRPA Board Meeting; 9:00 AM		
September 29	Wednesday	NCW Tech Alliance Innovator Awards Lunch; Convention Center; 11:30 am		
September 29	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		

**Chelan Douglas Regional Port Authority  
Calendar of Events**

**8/6/2021**

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attending</i>	<i>Cami RSVP arrangements if applicable</i>
October 4-6	Mon-Wednesday	WAMA Conference; Alderbrook		
October 12	Tuesday	CDRPA Board Meeting; 9:00 AM		
October 13	Wednesday	Partner Breakfast; Convention Center; 7:30am-9am	Center Confirmed	John Mitchell Confirmed Speaker
October 14	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	John Mitchell Confirmed Speaker
October 13	Wednesday	NCWEDD Meeting		
October 14	Thursday	CDTC Board Meeting 9:00 AM		
October 19	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
October 20	Wednesday	GWATA Board Meeting; 3:00 PM		
October 21-22	Thur-Friday	WPPA Small Ports;Enzian Leavenworth		
October 26	Tuesday	CDRPA Board Meeting; 9:00 AM	Commissioner Spugeon Ex. Ab.	
October 27	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
October 28-30	Thurs-Saturday	PMA Fresh Summit; New Orleans		
November 9	Tuesday	CDRPA Board Meeting; 9:00 AM		
November 10	Wednesday	NCWEDD Meeting		
November 16	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
November 17	Wednesday	GWATA Board Meeting; 3:00 PM		
November 18	Thursday	CDTC Board Meeting 9:00 AM		
November 23	Tuesday	CDRPA Board Meeting; 9:00 AM		
November 24	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
November 25	Thursday	Thanksgiving/Office Closed		
November 26	Friday	Day After Thanksgiving/Office Closed		
December 1-2	Wed - Thur	WPPA Finance Seminar; Hyatt Regency Hotel Bellevue		
December 1-3	Wed-Friday	WPPA Annual Meeting; Hyatt Regency Hotel Bellevue		
December 4-6	Sat-Monday	American Craft Spirits Convention;Louisville		
December 8	Wednesday	NCWEDD Meeting		
December 9	Thursday	CDTC Board Meeting 9:00 AM		
December 14	Tuesday	CDRPA Board Meeting; 9:00 AM		
December 15	Wednesday	GWATA Board Meeting; 3:00 PM		
December 21	Tuesday	Wenatchee Chamber Board Meeting; 6:30 am		
December 23	Thursday	Christmas Holiday Observed Office Closed		
December 24	Friday	Christmas Holiday Observed Office Closed		
December 28	Tuesday	CDRPA Board Meeting; 9:00 AM		

**Chelan Douglas Regional Port Authority  
Calendar of Events**

**8/6/2021**

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attending</i>	<i>Cami RSVP arrangements if applicable</i>
December 29	Wednesday	Douglas County Community Leadership Advisory Committee; 2:30 pm		
December 31	Friday	New Years Day 2022 Observed/Office Closed		
<b>2022</b>				
January 12	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Center Confirmed	
January 13	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
April 13	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Center Confirmed	
April 14	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
July 13	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Center Confirmed	
July 14	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	
October 26	Wednesday	Partner Breakfast;Convention Center; 7:30am-9am	Center Confirmed	
October 27	Thursday	Ec. Dev. Lunch; Convention Center; 11:30am-1pm	Center Confirmed	