

Chelan Douglas Regional Port Authority Sports Complex Feasibility Study Strategic Kickoff Meeting	
Meeting Title	
Date	Friday, May 5, 2023
Time and Location	9 – 10:30 a.m. PT Confluence Technology Center, 285 Technology Center Way, Wenatchee, WA
Dial-In Information	Dial: 1-253-215-8782 Access Code: 84237975759
Web Conference	URL: https://us02web.zoom.us/j/84237975759?pwd=NHphL2hRajFEK29xWGUzYmYrcXc4QT09
Meeting Facilitator	Jeff Milkes
Note Taker	Tom Diehl/Bill LaRue
Attendees	<p>Chelan Douglas Regional Port Authority: Mayor Jerrilea Crawford, Mayor Jim Fletcher, Mayor Randy Agnew, Commissioner Kevin Overbay, Commissioner Mark Straub, Commissioner Jim Huffman, Councilman Mike Poirier, Steve Wilkinson, Ruben Betancourt, Dr. Andrew Jones, Jeff Sutton, Stacie De Mestre</p> <p>BerryDunn: Jeff Milkes, Tom Diehl, Pat O’Toole, Hibah Salah</p> <p>Water Technology, Inc.: Ryan Nachreiner, Bill Weaver</p> <p>Bernardo Wills: Bill LaRue</p>

Meeting Purpose: The purpose of this kickoff meeting is to formally introduce the project teams and review project management logistics. We will discuss key project tasks to support the overall timeline of this planning process.

Agenda Items

Item #	Topic and Description
1.	<p>Introductions</p> <ul style="list-style-type: none"> Chelan Douglas Regional Port Authority Project Team BerryDunn Project Team

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	<ul style="list-style-type: none"> ○ Water Technology, Inc. ○ Bernardo Wills
2.	<p>Project Purpose and Goals</p> <ul style="list-style-type: none"> ● Committee History – starting related to pools, including competitive pools; grew to other facilities and includes soccer fields ● Economic Growth – regional sports facility <ul style="list-style-type: none"> ○ Aquatic Center – Olympic-size pool, outdoor fields sports complex (soccer, softball, baseball, pickleball), add indoor facility (basketball, volleyball, pickleball, indoor soccer, aquatics) ● Important Factors to Consider, Updates, etc. <ul style="list-style-type: none"> ○ Sports Medicine Component/Space ○ Want, Not Need ○ Might Be Funded by Sales Tax ○ Critical Success Factors
3.	<p>Project Approach – Logistics and Coordination</p> <ul style="list-style-type: none"> ● Timeline and Schedule – more target dates <ul style="list-style-type: none"> ○ Phase 1 Complete August 14 – change to the end of September ○ Phase 1 Findings August 23 ○ Phase 2 Complete January 5 (2024) ○ Final presentation January 10 (2024) ○ Phase 3 – TDB (February/March 2024) ● Work Plan and Project Schedule ● Teams – document management – folders for transferring documents – Stacie De Mestre will be the point of contact ● Communication Preferences/Check-In and Progress Updates – Stacie De Mestre will be the point of contact ● Deliverables Review and Approval – Stacie De Mestre will be the point of contact ● Project Invoicing Process (by task 25%, 50%, 75%, and 100%) – Stacie De Mestre will be the point of contact
4.	<p>Project Approach – Phase I: Existing Conditions, Demographics, Market Analysis, Public Input</p> <ul style="list-style-type: none"> ● Existing Conditions – Aquatics (Water Technology), Outdoor Sports Facilities (Bernardo Wills), Need to Add Indoor Facilities ● Market Analysis ● Public Engagement Plan

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	<ul style="list-style-type: none"> ○ Project Website (Social Pinpoint) – Hibah Salah will set up a meeting to discuss ○ Project Branding ○ Public Engagement (stakeholder interviews, focus group meetings, input events, public meetings) and Potential Dates for Engagement (steering committee, focus groups) <ul style="list-style-type: none"> ▪ June 12 – 16 ▪ Will Provide a Deliverable of Engagement ● Public Presentations and Approval of Phase 1 ● Present to the Steering Committee – September
5.	Project Approach – Phase II <ul style="list-style-type: none"> ● Kickoff Phase II ~ September 2023 ● Goals and Objectives ● Regional and Local Facility Comparison ● Facility Options, Programs, and Capital Costs ● Site Analysis ● Estimated Financial Performance ● Economic Impact Projections ● Funding Options
6.	Other Discussion Items

Meeting Notes

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1.	Introduction
2.	<p>Purpose of the Study</p> <p>Mayor Crawford:</p> <p>I see the project as looking at two items:</p> <ul style="list-style-type: none"> • Soccer fields • Aquatics and leisure pools <p>The Wenatchee pool is at the end of its useful life and was used for competitive swimming and leisure. We should also be looking at tennis courts and other recreational facilities.</p> <p>Mayor Fletcher:</p> <p>I see the project as an economic driver for the region with the main goal of promoting regional sports. We also need indoor sports for our winter months.</p> <ul style="list-style-type: none"> • Aquatics should be for competitive swimming and covered. • Softball, soccer, and pickleball should be the focus for outdoor sports. <p>Ruben Betancourt:</p> <p>The study should be looking at a sports complex as a model. It needs to be economically viable.</p> <ul style="list-style-type: none"> • The building should be able to house aquatics and have a room for sports medicine tenants and indoor basketball. • Pat O’Toole suggested that rental lease space should be provided for tenants or partners for large events. • Regional inventory should include softball, soccer, and disc golf. <p>Jeff Sutton:</p> <ul style="list-style-type: none"> • The existing 10-lane city pool was constructed in 1964. It hosts the largest swimming competitions in the state. The replacement pool should be able to host Special Olympics, support sports tourism dollars for the region, and be an Olympic-size pool.
3.	<p>Adjusted Timeline</p> <ul style="list-style-type: none"> • Phase 1 target for the end of September with the final report (Phase 2) due at the end of February 2024.
4.	<p>Logistics</p> <ul style="list-style-type: none"> • The detailed project schedule will be a living document and will be changed as necessary. • Documents can be moved in a Microsoft Teams environment and will provide a channel to manage workflow with an info in folder and an info out folder.

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	<ul style="list-style-type: none"> Meetings will take place every other week with Stacie De Mestre for progress updates and coordination. The steering committee will be invited or meetings with specific people will be scheduled as needed.
5.	<p>Deliverables</p> <ul style="list-style-type: none"> Drafts of documents will be distributed for comment and then signed off before we move forward. Invoicing will be at 25%, 50%, 75%, and 100% of each task sent to Stacie.
6.	<p>Approach</p> <ul style="list-style-type: none"> Indoor facilities such as dance and basketball should be considered. Aquatics should consider statewide competitions, not just regional competitions. Fields should consider soccer and visit with the tournament coordinators to determine need. The facility should be an economical driver for the Greater Wenatchee Valley Area for large competitive sporting events. Smaller outlying areas such as Waterville will not have infrastructure capacity to handle bigger events. Indoor gym space and soccer space should be considered.
7.	<p>Public Engagement</p> <ul style="list-style-type: none"> This will be a very robust plan; the schedule is June 13 – 14. <u>Stakeholder groups</u>, or discovery sessions, usually include a high-level discussion and will be 30 minutes long. <u>Focus groups</u> are the representatives of the groups that are running the events. These sessions are more detailed and typically take about an hour. Open house/workshops will provide opportunities for the public to provide additional input. Stacie De Mestre will set up the schedule with the different groups. It is important to get the general public, targeted groups, and types of groups on Social Pinpoint. The presentations will be made to this steering committee with Zoom as an option, but in person will be sometime in September. We can talk about Phase 2 logistics at a later date. This will be a very inclusive approach and we will need everyone's input: the head of league organizations, advocacy groups, etc. Pat O'Toole suggested we would interview focus groups in the day and hold public open houses in the evening.
8.	<p>Social Pinpoint (Hibah Salah)</p> <ul style="list-style-type: none"> We will be using Social Pinpoint as a primary tool for engagement, and will need to set up a meeting to configure and manage the site and site requirement tools, how to roll

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	<p>the site out, and options to enhance, launch, and advertise for the maximum community recommendations.</p> <ul style="list-style-type: none"> Wenatchee Valley has a high percentage Hispanic population and communication in Spanish is important. It was requested that focus groups be all Hispanic speaking for better participation since interpreters are not as good at presenting in Spanish. Tom Diehl said the team does not have Spanish-speaking consultants with the same breadth of knowledge as Jeff Milkes, Tom Diehl, and Pat O’Toole. The Social Pinpoint site does have a translation tool, and the team will make sure the marketing collateral on the site is in Spanish.
9.	<p>Economic Growth – Impact from the Regional Sports Facility</p> <ul style="list-style-type: none"> Aquatic Center – Olympic-size pool, outdoor fields sports complex (soccer, softball, baseball, pickleball), add indoor facility (basketball, volleyball, pickleball, indoor soccer, aquatics) <p>Important Factors to Consider, Updates, etc.</p> <ul style="list-style-type: none"> Sports Medicine Component/Space Want, Not Need Might Be Funded by Sales Tax
10.	<p>Comments</p> <p>Mayor Fletcher:</p> <ul style="list-style-type: none"> Infrastructure to support the tournaments should be considered as well as dovetailing with existing school district facilities. <p>Mark Straub:</p> <ul style="list-style-type: none"> We should inventory the gap. A good resource would be to speak with the planning departments to look at zoning and property availability. The Sports Field (SFA) Report was not very detailed. <p>Mayor Crawford:</p> <ul style="list-style-type: none"> We have some new options since the SFA report came out. We are now potentially looking at a second facilities district. <p>Mayor Fletcher:</p> <ul style="list-style-type: none"> Develop a priority for a project starting point. Include capital costs and operational costs, and then we can look at funding opportunities. For example, 1/10 of 1% sales tax generates \$4 million per year in our region. <p>Ryan Nachreiner:</p> <ul style="list-style-type: none"> We will be looking at the availability for aquatics facilities. <p>Mayor Agnew:</p> <ul style="list-style-type: none"> Randy Agnew likes the idea of an interactive map that has budgeting exercise and form. Engagement should end in July – Phase 1.

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	<ul style="list-style-type: none"> The Social Pinpoint site will stay up for the duration of the project.
11.	<p>General Comments</p> <ul style="list-style-type: none"> This project is about economic impact to the region and knows no boundaries. Focus on the tried and true, what has worked in the past, Special Olympics, competitive swimming for 20 years. Quincy is trying to build a \$50 million sports complex. Wenatchee is the geographic center of the State of Washington with a three-hour maximum drive. Our region is a destination including winter sports. Federal Way has the only other state competitive aquatics. Leisure water play is not a driving force for our economy. Moses Lake has leisure, as well as Chelan's Slidewaters. People do not have a problem driving to Athol, Idaho, or the Boulder Beach Water Park in Silverwood. Ten to fifteen swim teams would compete at the same event. There are 932 competitive swimmers in the area. Indoor swim meets operate differently than outdoor due to staging teams. Eastmont has a good pool but not for competition. Moses Lake and Wenatchee Community College support indoor swimming events currently. Pasco hosts track and field. Yakima Kiwanis Park hosts big softball tournaments. Skagit Valley operates 64-team swim meets with 4,000 people in attendance. Look at Eastmont Metro Parks and Public Utility Division (PUD) parks.
12.	Meeting Conclusion and Action Item Review