



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
June 28, 2022
9:00 am**

Present:

Directors:

*JC Baldwin, Director
Jim Huffman, Director
Mark Spurgeon, Director*

*Donn Etherington, Director
W. Alan Loeb sack, Director (Zoom)
Richard DeRock, Director*

Staff:

*Jim Kuntz, Chief Executive Officer (Zoom)
Monica Lough, Director of Finance & Admin.
Trent Moyers, Director of Airports (Zoom)
Ron Cridlebaugh, Director of Econ. Dev. (Zoom)
Stacie de Mestre, Capital Projects Mngr.
Craig Larsen, Bus. Dev. Mngr.
Ron Russ, Property & Maintenance Mngr. (Zoom)*

*Tricia Degnan, CTC Manager (Zoom)
Sarah Deenik, Comm. Specialist
Julie Avis, Acct. Specialist (Zoom)
Esther McKivor, Acct. Specialist (Zoom)
Laura Camarillo-Reyes, Admin Asst. (Zoom)
Bobbie Chatriand, Admin Assistant*

Legal Counsel:

*Quentin Batjer, Davis Arneil Law Firm, LLP
Peter Fraley, Ogden Murphy Wallace, PLLC*

Guests:

*Erik Howe, RH2 Engineering, Inc. (Zoom)
Adam Neff, RH2 Engineering, Inc. (Zoom)
Jason Taylor, KPQ (Zoom)
Emily Thornton, Wenatchee World*

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

Introductions were made.

Conflicts of Interest: None

Director Baldwin provided the Oath of Office for newly appointed Port of Chelan County District #3 Commissioner, Richard DeRock.

The Public Hearing for the CDRPA Proposed 2022 Supplemental Budget #1 was opened for public comment at 9:04 a.m. No public comment was provided, and the public hearing was closed at 9:05 a.m.

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the June 14th, 2022 Meeting and May 2022 Commission Calendar was presented.

Motion No.
Moved by:
Seconded by:

06-08-22 CDRPA
Jim Huffman
Mark Spurgeon
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the June 14th, 2022 Meeting and May 2022 Commission Calendar, as presented.

Motion passed 5-0-1
(Director DeRock abstained)

PRESENTATIONS:

Lough and Erik Howe, RH2 Engineering provided background information and a progress update on the GBI Holdings, Inc. property, including a proposed layout to use a portion of the property for cooling water disposal associated with the Microsoft Data Center project.

CDRPA ACTION ITEMS:

CDRPA Resolution No. 2022-07 Adoption of Chelan Douglas Regional Port Authority 2022 Supplemental Budget #1.

Lough provided a recap of the final 2022 Supplemental Budget #1, which included mid-year salary increases for all staff. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

06-09-22 CDRPA
Mark Spurgeon
Richard DeRock
To adopt CDRPA Resolution No. 2022-07 approving the 2022 Supplemental Budget #1, including the recommended mid-year salary increases for staff.

Motion passed 6-0

Cashmere Mill Site Wood Waste Removal Project Bid Approval.

de Mestre notified the Board that six bids for the Cashmere Mill Site Wood Waste Removal Project were received. SE, Inc. (Smith Excavation) of Cashmere, WA was the low bidder with a bid of \$259,811.70. Also presented was an overall project budget in the amount of \$386,867.00. The following action was taken:

Motion No.
Moved by:
Seconded by:

06-10-22 CDRPA
Mark Spurgeon
Richard DeRock
To authorize the CEO to award the Cashmere Mill Site Wood Waste Removal Project to SE, Inc. (Smith Excavation) in the amount of \$259,811.70 and to establish an overall budget of \$386, 867.00.

Motion passed 6-0

Director Baldwin called for a 10-minute break at 10:25a.m., meeting reconvened at 10:35 a.m.

Authorization to Proceed – Acquiring GBI Holdings, Inc. Property.

Lough discussed the GBI Holdings, Inc. property and its cooling water discharge capability. Also discussed was the property and its economic development uses for future projects. The following action was taken:

Motion No.	06-11-22 CDRPA
Moved by:	Jim Huffman
Seconded by:	Mark Spurgeon
	To authorize the CEO to proceed in acquiring the GBI Holdings, Inc. property located in Malaga.

Motion passed 6-0

Authorization to Proceed – Engineering Cooling Water Report – GBI Holdings, Inc Property.

de Mestre discussed the engineering report that will be required to be completed and submitted to Washington State Department of Ecology to determine that the GBI Property is a feasible site for a cooling water disposal facility. The engineering report is Task 3 of Task Authorization 19 and has a total cost of \$45,022. The following action was taken:

Motion No.	06-12-22 CDRPA
Moved by:	Mark Spurgeon
Seconded by:	Richard DeRock
	To authorize the CEO to enter into an agreement with RH2 Engineering for Task 3: Cooling Water Disposal Evaluation, for the Industrial Wastewater Engineering Report, in the amount of \$45,022.

Motion passed 6-0

Authorization to Proceed – Malaga Mainline Water Improvements.

de Mestre provided information on Task 4 – Malaga Mainline Water Improvements. The agreement will allow RH2 to obtain a topographic survey of the proposed water main alignments and prepare contract bidding documents, technical specifications and final front-end bidding documents for the proposed water main improvements. Discussion ensued and the following action was taken:

Motion No.	06-13-22 CDRPA
Moved by:	Jim Huffman
Seconded by:	Richard DeRock
	To authorize the CEO to enter into an agreement with RH2 Engineering to proceed with Task 4: Design of the Malaga Mainline Water Project in the amount of \$314,582.

Motion passed 6-0

Director Baldwin called for a 5-minute break at 10:55am, the meeting reconvened at 11:00am.

CDRPA INFORMATIONAL ITEMS:

- **FBO Activity Report** – Lough presented the FBO Activity Report for the calendar year 2021 and current year to date. The report provided income and expenditures for the FBO department. Moyers also gave a brief background of the FBO.
- **Final Phase I Development & Reimbursement Agreement – Microsoft, Inc.** – Lough informed the board this item was covered with the prior presentation provided by de Mestre.
- **First Addendum to Interlocal Cooperation Agreement – Malaga Water District** – de Mestre updated the board on the addendum recently signed, which provides the Malaga Water District 30 days to review plans.
- **Spokane Trip – Recap of Meetings** – Directors Etherington, Loeb sack, and Spurgeon provided a recap of the Spokane Trip that included visits with the National Guard at their current base, Felts Field, and Coeur d’Alene Airport private hangar developments.

MISCELLANEOUS STAFF REPORTS:

Lough provided information and updates including:

- Lough notified the board that Pybus Charitable Foundation signed an addendum to their lease to increase from 642 square feet to the entire 1,950 available square feet.
- Lough also provided information regarding the upcoming Annual Washington State Federal Audit. It will be performed remotely based out of Everett this year due to staffing issues.
- Lough informed the Board that the new Accounting/Payroll Specialist, Lorena Amador will be starting on July 5th.

Moyers provided information and updates including:

- Moyers reported the Environmental Assessment for the MALSR project is finally complete.
- Moyers advised the Board that the recent round of FAA Funding did not include the Port.

de Mestre provided information and updates including:

- de Mestre informed the Board that the Pangborn Airport Apron Project is currently at the end of Phase 4. A picture of the first half of the completed ramp area was shared.
- The 5th Street PUD proposals update was provided, and de Mestre informed that there are two leading proposals. The Chelan County PUD will determine later this month which firms are shortlisted.

Russ provided information and updates including:

- Russ notified Board members that Orondo Park has several new picnic tables. The final cost of the tables was shared with the Chelan County PUD.
- Russ provided an update on the Virtower and Camera installation at the Mansfield Airport. This project will be complete soon.
- Also provided was up update on the mold spore inspection in the GA Terminal, located in the office that was recently flooded due to heavy rain. That office has since been vacated.

Cridlebaugh provided information and updates including:

- Cridlebaugh provided an update on the EDA Grant process and his work in consulting with surrounding area tribes for the required Section 106 review. Tribes that will be contacted include the Colville Tribe, the Warms Springs Tribe, and the Yakima Nation.

REVIEW CALENDAR OF EVENTS: Lough highlighted upcoming scheduled events.

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

EXECUTIVE SESSION:

Executive session was announced at 11:30 am for a period of fifteen minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.100(1)(i)(ii) litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; and 42.30.100(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. The session was extended at 11:45 for an additional ten minutes, and at 11:55 am for an additional five minutes. Executive session concluded at 12:00 pm.

Meeting reconvened in Regular Session with no action taken.

Meeting was adjourned at 12:03 p.m.

Signed and dated this 12th day of July 2022.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Donn Etherington, Director



Richard DeRock, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2022-07**

**A RESOLUTION OF THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY
APPROVING THE 2022 SUPPLEMENTAL BUDGET**

Whereas, the proposed 2022 Supplemental Budget has been presented to and reviewed by the Chelan Douglas Regional Port Authority Board of Directors; and

Whereas, the proposed 2022 Supplemental Budget was reviewed at an open public hearing held on June 28, 2022, notice of which was published as required by law.

Be It Resolved by the Board of Directors of the Chelan Douglas Regional Port Authority that the proposed 2022 Supplemental Budget in the form submitted to the Directors on this date, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved.

This Resolution shall become effective immediately upon its adoption.

Adopted by the Board of Directors of the Chelan Douglas Regional Port Authority at a regular meeting thereof held this 28th day of June, 2022.


CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Donn Etherington, Director




Richard DeRock, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director