



Working Together to Enhance the Economic Vitality of North Central Washington

Chelan Douglas Regional Port Authority

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

**Meeting Agenda
June 28th, 2022
9:00 am**

I. CALL TO ORDER

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

II. INTRODUCTIONS

III. CONFLICT OF INTEREST

IV. OATH OF OFFICE

- **Commissioner DeRock, Port of Chelan County Commission District #3**

V. PUBLIC HEARING

- **CDRPA Proposed 2022 Supplemental Budget #1**
 - **Open Public Hearing**
 - **Receive Public Comment**
 - **Close Public Hearing**

VI. CONSENT AGENDA

- **CDRPA:** Approval of June 14th , 2022 Meeting Minutes and May 2022 Commission Calendar

VII. PRESENTATIONS

- ALSC Architects – G.A. Terminal Building Design Update
- Erik Howe – RH2 Engineering – GBI Property Update

VIII. CDRPA ACTION ITEMS

- (1) CDRPA Resolution No. 2022-07 Adoption of Chelan Douglas Regional Port Authority 2022 Supplemental Budget #1
- (2) Cashmere Mill Site Wood Waste Removal Project Bid Approval
- (3) Authorization to Proceed – Acquiring GBI Holdings, Inc. Property
- (4) Authorization to Proceed – Engineering Cooling Water Report – GBI Property
- (5) Authorization to Proceed – Malaga Mainline Water Improvements

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

- (6) FBO Business Activity Report
- (7) Final Phase I Development & Reimbursement Agreement - Microsoft, Inc.
- (8) First Addendum to Interlocal Cooperation Agreement – Malaga Water District
- (9) Spokane Trip – Recap of Meetings

X. 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

XI. PUBLIC COMMENT

XII. REVIEW CALENDAR OF EVENTS

XIII. ITEMS FROM BOARD OF DIRECTORS

XIV. 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))

XV. ADJOURN

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

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



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
June 14, 2022
9:00 am**

Present:

Directors:

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

*Donn Etherington, Director
W. Alan Loeb sack, Director*

Staff:

*Jim Kuntz, Chief Executive Officer
Monica Lough, Director of Finance & Admin.
Trent Moyers, Director of Airports
Ron Cridlebaugh, Director of Econ. Dev.
Ron Russ, Property & Maintenance Mngr.
Craig Larsen, Bus. Dev. Mngr.
Tricia Degnan, CTC Manager (Zoom)
Debby Thompson, CTC IT (Zoom)*

*Stacie de Mestre, Capital Projects Mngr.
Sarah Deenik, Comm. Specialist
Bobbie Chatriand, Admin Assistant
Laura Camarillo-Reyes, Admin Asst. (Zoom)
Julie Avis, Acct. Specialist (Zoom)
Esther McKivor, Acct. Specialist (Zoom)*

Legal Counsel:

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

Guests:

*Flint Hartwig, Eider Construction
Karen E. Davis, SPORT Parent
Sue Harris, SPORT Gym
Rhonda Hagar, SPORT Gym
Chris Widener, Eider Construction
Christine Douglas, Laura Mounter Real Estate
David Hartsig, SPORT Gym
Ellyn Freed, Forte Architects
Tina Hartsig
Bob Goedde, Mayor of Chelan (Zoom)
Chris Mansfield, TO Engineers (Zoom)
Camille Koenig, Horizon Airlines (Zoom)
Jason Taylor, KPQ (Zoom)
John Alt (Zoom)
Timothy Ike, JUB Engineers (Zoom)*

*Daleyynn Chapman, Keller-Williams
Jorja Starr
Nathan Fusselman, Blue Rock Construction
Andi Thomas, SPORT Gym
Jamie Hartwig, Eider Construction
Cinceræe Tennis, SPORT Parent
Stu Freed, Stu Freed Construction
Delisha Hutchinson, Full Throttle Rentals
Don Flick, Pangborn Tenant
Emily Thornton, Wenatchee World
Erik Howe, RH2 Engineers (Zoom)
Jerrilea Crawford, Mayor of East Wenatchee (Zoom)
Aubree Fusselman (Zoom)
Kyle Snitily, Hurst Construction (Zoom)*

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

Introductions were made.

Conflicts of Interest: None

CDRPA CONSENT AGENDA:

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the May 24th, 2022 Meeting and Check Register Pages #2022-18 through #2022-23, including electronic transfers as presented.

Motion No.
Moved by:
Seconded by:

06-01-22 CDRPA
Jim Huffman
Mark Spurgeon
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes from the May 24th, 2022 Meeting and Check Register Pages #2022-18 through #2022-23, including electronic transfers, as presented.

Motion passed 5-0

POCC CONSENT AGENDA:

To approve the Port of Chelan County Consent Agenda consisting of Check Register Pages #2022-05 through #2022-08, as presented.

Motion No.
Moved by:
Seconded by:

06-02-22 POCC
Donn Etherington
JC Baldwin
To approve the Port of Chelan County Consent Agenda consisting of Check Register Pages #2022-05 through #2022-08, as presented.

Motion passed 2-0
**District #3 Vacant*

PUBLIC COMMENT – Due to guest attendance, members of the public were invited to speak at this time. Several members of the public provided comments on the need for the Regional Port’s continued support for the SoCo Crossing Project. Public comment concluded at 9:47am.

Director Baldwin called for a 5-minute break at 9:47a.m., meeting reconvened at 9:52 a.m.

CDRPA ACTION ITEMS:

Authorization to Award Bid – Pangborn Memorial Airport – MALSR Project.

de Mestre presented information to seek Board approval on awarding the construction of the Pangborn Memorial Airport MALSR Approach Lighting System to Colvico, Inc. in the amount of \$2,909,713.04 and to establish an overall budget of \$4,039,435.00. Discussion ensued and the following action was taken.

Motion No.
Moved by:
Seconded by:

06-03-22 CDRPA
Donn Etherington
W. Alan Loeb sack
To authorize the CEO to award the construction of the Pangborn Memorial Airport MALSR Approach Lighting System to Colvico, Inc. in the amount of \$2,909,713.04 and to establish an overall project budget of \$4,039,435.00.

Motion passed 5-0

Authorization to Enter into an Interlocal Agreement- Malaga Water District.

Kuntz discussed the water system improvements necessary to support construction and operation of the Microsoft Data Center Project in Malaga. Per the interlocal agreement the Regional Port will construct the Water System improvements and upon completion turn them over to the Water District. Microsoft will reimburse the Regional Port for said costs. Discussion ensued and the following action was taken.

Motion No.
Moved by:
Seconded by:

06-04-22 CDRPA
Jim Huffman
Mark Spurgeon
To authorize the CEO to enter into an Interlocal Agreement with the Malaga Water District.

Motion passed 5-0

Authorization to Enter into Phase 1 Development & Reimbursement Agreement – Microsoft.

Kuntz presented the Phase I Development & Reimbursement Agreement with Microsoft. Kuntz thanked Pete Fraley and RH2 for their roles in completing this agreement. It was also discussed that Randy Asplund will be the Regional Port’s owner representative of the Phase I improvements. Discussion ensued and the following action was taken.

Motion No.
Moved by:
Seconded by:

06-05-22 CDRPA
Mark Spurgeon
W. Alan Loeb sack
To authorize the CEO to negotiate and enter into a Phase 1 development & reimbursement agreement with Microsoft Corporation subject to the approval of Board Chair Baldwin of the final agreement.

Motion passed 5-0

Authorization to Enter into a MOU - Washington Army National Guard.

Kuntz presented a proposed MOU that the Regional Port received from Washington Army National Guard. Kuntz stated that the MOU identifies each party’s role with the upcoming National Guard relocation to Pangborn Airport. Kuntz also discussed that legal is currently reviewing this document and he pointed out proposed amendments that he would like incorporated into the MOU. The following action was taken.

Motion No.
Moved by:
Seconded by:

06-06-22 CDRPA
W. Alan Loeb sack
Mark Spurgeon
To authorize the CEO to enter into a Memorandum of Understanding with the Washington Army National Guard.

Motion passed 5-0

POCC ACTION ITEMS:

Commission District #3 Position.

Directors discussed applicants for the vacant Chelan County Commission District #3 position. After reviewing the applications, conducting candidate interviews, and taking input from the Port of Douglas County Commissioners, the following action was taken.

Motion No.
Moved by:
Seconded by:

06-07-22 POCC
Donn Etherington
JC Baldwin
To appoint Richard DeRock for the Port of Chelan County Commission District #3 position.

Motion passed 2-0
**District #3 Vacant*

Director Baldwin called for a 5-minute break at 12:00pm, the meeting reconvened at 12:05pm.

CDRPA INFORMATIONAL ITEMS:

- **Supplemental Budget #1 – Proposed Draft** – Lough presented the 2022 Supplemental Budget #1 proposed draft, which included proposed salary increases due to inflation costs.
- **Alternate Landing Area – Pangborn Memorial Airport** – Kuntz presented a recap of the Turf Landing Strip Meeting with the Cascade Soaring Club and GA Pilots. Kuntz presented two Turf Landing Strip Concepts. Also discussed was the overwhelming interest from the Cascade Soaring Club Members as well as other GA Terminal Tenants for this project. Staff and Board members will be touring Felts Field Turf Strip in Spokane on June 22nd.
- **Chelan Airport Waterline Extension Discussion** - Kuntz presented an updated Chelan Airport Waterline Project Cost Estimate. Discussion ensued regarding both CERB and Public Works Trust Fund options to assist with funding this project.
- **Taxiway Alpha Project Update** - The next round of FAA funding is due in the beginning of July, that could assist with funding this project. The current low bidder's proposal is valid until July 14th, 2022.
- **CTC Building/Actapio Space Restoration** – de Mestre provided a cost summary estimate of the Actapio space restoration project and the possibility of putting the restoration project out to bid. Also discussed were current maintenance costs, future costs and the revenue that could be generated from selling any surplus equipment that is on hand. The Board concurred to put the project out to bid.
- **CTC Building/Meeting Rooms Audio Update** – Degnan and Thompson discussed the CTC Building's integrated conference rooms and how they are experiencing audio dropouts. They are currently working with Avidex Audio Visual to find the right fit for the CTC conference rooms.

Commissioner Baldwin excused herself from the meeting at 1:27pm.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Kuntz discussed the EDA Grant that will help to repurpose 25 pods at the Pangborn Airport Business Park.
- Information was provided on the four proposals submitted for the Chelan County PUD 5th Street Adaptive Reuse Project. Kuntz discussed that there are two proposals that currently stand out.
- Kuntz updated the Board on T-Hangar tenant David Sonn. Mr. Sonn is now in compliance with the lease, lease deposit, as well as providing a current COLI as requested.
- Kuntz discussed the upcoming Spokane trip to visit Fairchild Airforce Base, Felts Field's turf runway, as well as visiting Coeur d' Alene Airport to review their private hangar development area. In addition, they will be attending the Pacific Waterways Association Summer Conference.

Lough provided information and updates including:

- Lough notified the Board that employee Bealinda Tidd has resigned, and staff is currently looking for a suitable replacement.

Moyers provided information and updates including:

- Moyers reported the recent FAA Annual Certification Inspection findings were recently received with overall good results.
- Moyers provided information on the Virtower Operations Reports for Pangborn Airport as well as the Chelan airport, and the value of these reports for FAA funding.

de Mestre provided information and updates including:

- A Pangborn Airport Apron Project update. The project is currently at the end of Phase III. Pictures of the ramp area construction site were shared.
- The annual renewal for the Small Works and Professional Services Roster has begun.

Russ provided information and updates including:

- Russ notified Board members that Crunch-Pak has requested the use of the Cashmere Mill Site for additional parking during construction that is currently in progress at that the Crunch-Pak facility. The Regional Port is accommodating this request.

Cridlebaugh provided information and updates including:

- Cridlebaugh informed the Board that the Waterville Fair is fast approaching. The question was posed if the Regional Port will have a booth this year. It was decided due to other priorities of the Regional Port, that we should pass on a booth sponsor this year.

REVIEW CALENDAR OF EVENTS: Kuntz highlighted upcoming scheduled events.

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

Meeting was adjourned at 2:10 p.m.

Signed and dated this 28th day of June 2022.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Chelan County District #3 (VACANT)

W. Alan Loeb sack, Director

Chelan Douglas Regional Port Authority

Board of Directors Calendar

May 2022

Date	Meeting	Location	JCB	DE	JH	MS	AL
5/2	Commission Interview Discussion	Executive Flight			X		
5/3	WPPA Spring Meeting	Travel Day				X	
5/4	WPPA Spring Meeting	Skamania Lodge, Stevenson	X			X	
5/4	Meeting D. Etherington/J. Huffman	Café Mela		X	X		
5/5	WPPA Spring Meeting	Skamania Lodge, Stevenson	X			X	
5/6	WPPA Spring Meeting	Skamania Lodge/Travel	X			X	
5/9	Malaga Water District Meeting	Water District Office		X			
5/10	CDRPA Board Meeting	CTC	X	X	X	X	X
5/11	NCW Economic Dev District Board Mtg	Zoom			X		
5/12	Chelan-Douglas Transp. Council Board Mtg	CTC	X				
5/17	Wenatchee Valley Chamber Meeting	Chamber Office				X	
5/18	Flywheel Investment Conference	Wenatchee Convention Center	X				
5/18	Army National Guard	Travel Day					X
5/19	Army National Guard	Cheyenne, Wyoming					X
5/19	Flywheel Investment Conference	Wenatchee Convention Center	X				
5/20	Army National Guard	Travel Day					X
5/24	CDRPA Board Meeting	CTC	X	X	X	X	X
5/24	Meeting D. Etherington/A. Loeb sack	CTC		X*			X*
5/24	Turf Runway/Glider Meeting	CTC			X*		
5/25	Meeting D. Etherington/M. Spurgeon	Café Mela		X		X	
5/25	TREAD Meeting	CTC		X*			
5/27	Meeting w/Jeff Wilkins	Café Mela		X			
5/27	Upper Valley Commissioners Breakfast	Big Y Café	X				

**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

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Richard DeRock, Director

W. Alan Loeb sack, Director

**Chelan Douglas Regional Port Authority
DRAFT 2022 Final/Supplemental Budgets**

	<u>2022 Final</u>	<u>2022 Supplemental #1</u>
OPERATING REVENUES		
BUSINESS PARKS		
<u>CASHMERE MILL DISTRICT</u>		
Building A - Blue Spirits	\$ 163,588	\$ 163,588
Building B - Hurst International & Blue Spirits	116,580	133,017
Utility & Operating Reimbursements	56,650	56,650
Louws Property Sale	-	85,500
Misc. Income	2,178	2,178
TOTAL CASHMERE MILL DISTRICT	\$ 338,996	\$ 440,933
<u>CONFLUENCE TECHNOLOGY CENTER</u>		
Office Space Leases	\$ 468,000	\$ 468,000
CTC South Office Space Leases	5,000	14,108
Video Conference/Meeting Room Rentals	67,500	120,000
Utility & Operating Reimbursements	48,000	32,450
Misc. Income	1,500	1,500
TOTAL CONFLUENCE TECHNOLOGY CENTER	\$ 590,000	\$ 636,058
<u>COLUMBIA STREET PROPERTIES</u>		
Buildings A/B - Badger Mtn Brewing	\$ 45,360	\$ 45,360
Buildings G/I - Streamline	133,732	131,736
Building F - Streamline	-	3,000
Misc. Rents	-	4,250
Utility & Operating Reimbursements	16,750	23,500
S.P.O.R.T. Property Sale	-	-
TOTAL COLUMBIA STREET PROPERTIES	\$ 195,842	\$ 207,846
<u>MALAGA INDUSTRIAL SITE</u>		
Lojo Property Sale	\$ -	\$ 6,568,848
Curtis/Torres Property Sale	-	2,601,403
Farm/Land Rents	-	98,745
TOTAL MALAGA INDUSTRIAL SITE	\$ -	\$ 9,268,996

**Chelan Douglas Regional Port Authority
DRAFT 2022 Final/Supplemental Budgets**

	<u>2022 Final</u>	<u>2022 Supplemental #1</u>
<u>OLDS STATION BUSINESS PARK</u>		
IB 2 - Synergy Food Solutions	\$ 49,290	\$ 49,290
IB 3 - Confluence Health	69,957	69,957
IB 4 - Pregis Corporation	210,630	210,630
IB 5 - Chelan County PUD	296,400	296,400
IB 6 - ABC Early Learning	12,612	14,094
IB 7 & 8 - Pacific Aerospace & Electronics	732,919	732,919
IB 9 - Sinclair Systems & Frito Lay	247,950	247,950
Utility & Operating Reimbursements	108,350	116,350
Misc. Income	2,500	2,500
TOTAL OLDS STATION BUSINESS PARK	\$ 1,730,608	\$ 1,740,090
<u>PANGBORN AIRPORT</u>		
Landing Fees	\$ 60,000	\$ 40,000
Parking Income	300,000	300,000
Aircraft Parking	4,500	4,500
Rental Income - Aviation Land	102,013	99,716
Rental Income - NonAviation Land	79,450	67,805
Rental Income - Terminal/Aviation Building	60,195	61,675
Rental Income - NonAviation Buildings	92,950	96,090
Rental Income - Hangars	138,750	165,200
Car Rental Concession Fees	55,000	59,500
Fuel Flowage Fees	20,000	20,000
FBO Income (After hours)	25,000	25,000
FBO Fuel Income	985,000	1,400,000
FBO Misc. Income	10,000	10,000
Misc. Fees and Permits	29,750	15,000
TOTAL PANGBORN AIRPORT	\$ 1,962,608	\$ 2,364,486

**Chelan Douglas Regional Port Authority
DRAFT 2022 Final/Supplemental Budgets**

	<u>2022 Final</u>	<u>2022 Supplemental #1</u>
<u>PANGBORN BUSINESS PARK</u>		
<u>Land Leases</u>		
Lot 4 - Coca-Cola	\$ 85,778	\$ 85,778
Lot 17 - Salcido	32,490	32,490
<u>Building Leases</u>		
3306 - Multi-Tenant	113,914	115,790
3310 - Accor Building	355,167	355,167
CWICC	199,343	199,343
Utility & Operating Reimbursements	10,350	10,350
Misc. Income	2,500	2,500
TOTAL PANGBORN BUSINESS PARK	\$ 799,542	\$ 801,418
<u>REGIONAL PORT OFFICE/AVIATION CENTER</u>		
Rental Income - Offices	\$ 21,470	\$ 25,180
Rental Income - Aviation/Hangar Uses	154,537	175,000
Misc. Income	2,500	2,500
TOTAL RPA OFFICE/AVIATION CENTER	\$ 178,507	\$ 202,680
<u>LAKE CHELAN AIRPORT</u>		
Rental Income - Kelly Property	\$ 5,400	\$ 4,095
TOTAL LAKE CHELAN AIRPORT	\$ 5,400	\$ 4,095
<u>MANSFIELD AIRPORT</u>		
Lease Income	\$ -	\$ -
TOTAL MANSFIELD AIRPORT	\$ -	\$ -
<u>WATERVILLE AIRPORT</u>		
Lease Income	\$ 3,370	\$ 3,370
TOTAL WATERVILLE AIRPORT	\$ 3,370	\$ 3,370
<u>ORONDO RIVER PARK</u>		
Chelan County PUD	\$ 45,750	\$ 30,750
Misc. Income	-	-
TOTAL ORONDO RIVER PARK	\$ 45,750	\$ 30,750
<u>PYBUS INCUBATOR</u>		
Office Space Lease	\$ 3,900	\$ 17,430
Misc. Income	-	-
TOTAL PYBUS INCUBATOR	\$ 3,900	\$ 17,430
TOTAL BUSINESS PARK REVENUE	\$ 5,854,523	\$ 15,718,152

**Chelan Douglas Regional Port Authority
DRAFT 2022 Final/Supplemental Budgets**

	<u>2022 Final</u>	<u>2022 Supplemental #1</u>
<u>TAX RECEIPTS</u>		
Current Levy	\$ 4,375,292	
1.0% of Prior Year Tax	-	
New Construction	84,242	
Tax Refunded (receipts)	11,043	
TOTAL TAX RECEIPTS	\$ 4,470,577	\$ 4,470,577
<u>NON-OPERATING REVENUES</u>		
<u>Cashmere Mill District</u>		
Chelan County CPIF Grant - Cashmere Wood Debris	\$ 200,000	\$ 200,000
<u>Confluence Technology Center</u>		
Sale of Surplus Equipment	-	950,000
<u>Columbia Street Properties</u>		
Chelan County PUD Lighting Rebate - G & I	-	41,950
<u>Malaga Industrial Sites</u>		
Dept of Commerce - Malaga Waterline Ext (\$1,498,650)	1,498,650	300,000
Chelan County .09 Grant - Malaga Waterline Ext	650,000	-
Client Contribution - Malaga Waterline Ext (\$8,501,350)	650,000	1,700,000
Client Contribution - GBI Property (at 75%)	-	1,470,610
Client Contribution - Wastewater System	-	500,000
Client Contribution - Hayes Property Acquisition	-	698,650
Malaga Property Due Diligence - Client Reimbursement	175,000	175,085
Malaga Utility Study - Client Reimbursement	100,000	100,000
Client Contribution - Property Acqu. (Misc.)	-	2,000,000
<u>Pangborn Airport</u>		
FAA AIP Grant Proceeds - Env Assessment	56,011	56,011
FAA Grant Proceeds (Apron Rehab)	9,391,247	9,391,247
FAA Grant Proceeds (Taxiway A Relocation)	6,338,543	1,410,000
FAA AIP CARES Act Grant (\$18,120,860)	745,723	771,411
GA Building Restoration Financing	3,500,000	-
PFC Capital Funds (Receipts + Reserves)	515,216	515,126
TSA Operating Grant	14,600	14,600

**Chelan Douglas Regional Port Authority
DRAFT 2022 Final/Supplemental Budgets**

	2022 Final	2022 Supplemental #1
<u>Pangborn Business Park</u>		
Douglas County Payment - PWTF	80,000	80,000
EDA Grant - Trades District (\$4,990,967)	5,000,000	-
WA State Capital Budget - Trades District (\$3,000,000)	-	-
Trades District Financing (\$2,000,000)	2,500,000	200,000
<u>Waterville Airport</u>		
WSDOT Aviation - Lighting Design	40,473	51,210
WSDOT Aviation - Lighting Construction	-	387,000
<u>Economic Development</u>		
ADO Contracts - Dept. of Commerce	150,000	150,000
Chelan County .09 Grant - Partnership Projects	-	20,000
<u>Other</u>		
EPA Brownsfield Grant (\$600,000)	225,000	225,000
PUD 5th Street - Marketing/Legal Reimbursement	75,000	75,000
Other Tax Income (LHT & Timber Dist.)	8,625	8,625
Interest Income	143,250	95,060
Other Income	25,000	25,000
Sale of Fixed Assets	-	-
TOTAL NON-OPERATING REVENUES	\$ 32,082,338	\$ 21,611,585
TOTAL REVENUES	\$ 42,407,438	\$ 41,800,314

**Chelan Douglas Regional Port Authority
DRAFT 2022 Final/Supplemental Budgets**

	<u>2022 Final</u>	<u>2022 Supplemental #1</u>
BUSINESS PARK EXPENSES		
<u>CASHMERE MILL DISTRICT</u>		
Debt Service - Buildings A & B (2035)	\$ 219,134	\$ 219,134
CERB Loan (2031)	75,781	75,781
Property Insurance	19,350	19,350
Building Maintenance	4,000	4,000
Property Maintenance	25,000	25,000
Utilities	32,500	32,500
Misc. Expenses	2,500	2,500
TOTAL CASHMERE MILL DISTRICT	\$ 378,265	\$ 378,265
<u>CONFLUENCE TECHNOLOGY CENTER</u>		
Salaries	\$ 95,540	\$ 95,000
Employee Benefits	24,935	27,085
Payroll Taxes	8,694	8,300
Contract Labor	10,000	15,000
Building Operational Expenses	416,000	436,000
CTC South Building Operational Expenses	23,500	23,500
Video Conference Center/Meeting Room Expenses	123,000	123,000
Debt Service (2023)	48,529	48,529
Misc. Expenses	5,000	5,000
TOTAL CONFLUENCE TECHNOLOGY CENTER	\$ 755,198	\$ 781,414
<u>MALAGA INDUSTRIAL SITE</u>		
Lojo Property Maintenance	\$ 5,000	\$ 5,000
Curtis Property Maintenance	5,000	5,000
Torres Property Maintenance	5,000	5,000
Insurance	1,000	5,000
Utilities	2,500	2,500
Misc. Expenses	20,000	20,000
TOTAL MALAGA INDUSTRIAL SITE	\$ 38,500	\$ 42,500

**Chelan Douglas Regional Port Authority
DRAFT 2022 Final/Supplemental Budgets**

	<u>2022 Final</u>	<u>2022 Supplemental #1</u>
<u>OLDS STATION BUSINESS PARK</u>		
Building Maintenance & Repairs	\$ 10,000	\$ 10,000
Property & Grounds	30,000	40,000
Small Equipment	2,500	2,500
Utilities	54,000	54,000
Fire Protection in lieu of taxes	9,980	9,590
Property Insurance	62,075	62,075
Misc. Expenses	5,000	10,000
TOTAL OLDS STATION BUSINESS PARK	\$ 173,555	\$ 188,165
<u>COLUMBIA STREET PROPERTIES</u>		
Building Operational Expenses	\$ 38,675	\$ 46,675
Property Insurance	53,315	53,315
Misc. Expenses	12,500	12,500
TOTAL COLUMBIA STREET PROPERTIES	\$ 104,490	\$ 112,490
<u>PESHASTIN PROPERTY</u>		
Property Maintenance (thru 02/2022)	\$ 250	\$ 250
TOTAL PESHASTIN PROPERTY	\$ 250	\$ 250

**Chelan Douglas Regional Port Authority
DRAFT 2022 Final/Supplemental Budgets**

	2022 Final	2022 Supplemental #1
<u>PANGBORN AIRPORT</u>		
Salaries	\$ 776,550	\$ 807,500
Salaries - Overtime	52,250	63,565
Employee Benefits	275,105	267,475
Payroll Taxes	102,660	95,905
Engineering/Professional Fees	105,000	105,000
Non-Aviation Maintenance	10,000	15,000
Aviation Maintenance	25,000	18,000
Terminal Maintenance	40,000	50,000
Airfield Maintenance	65,000	65,000
Vehicle & Equipment Maintenance	35,000	35,000
Small Tools & Equipment	5,000	5,000
Utilities	149,350	149,350
Security Expenses	5,500	21,500
Property/Liability Insurance	123,650	123,650
FBO Expenses	37,500	65,000
Fuel (Resale)	739,550	1,120,000
Fuel (M&O)	32,050	45,000
Regulatory Compliance	42,500	42,500
Winter Operations	32,500	32,500
Memberships & Subscriptions	7,500	7,500
Marketing	25,000	25,000
Conferences, Training & Meetings	12,500	15,000
Information Technology	51,915	51,915
Parking Lot Expenses	18,375	36,000
Credit Card Fees	53,750	53,750
COVID-19 Compliance	5,000	5,000
Misc. Expenses	15,000	15,000
TOTAL PANGBORN AIRPORT	\$ 2,843,205	\$ 3,336,110

**Chelan Douglas Regional Port Authority
DRAFT 2022 Final/Supplemental Budgets**

	<u>2022 Final</u>	<u>2022 Supplemental #1</u>
<u>PANGBORN BUSINESS PARK</u>		
Maintenance	\$ 98,500	\$ 98,500
Utilities	27,500	27,500
Storm Water	4,200	3,668
Property Insurance	38,375	38,375
Debt Service (2023)	82,673	82,673
Misc. Expenses	2,000	2,000
TOTAL PANGBORN BUSINESS PARK	\$ 253,248	\$ 252,716
<u>REGIONAL PORT OFFICE/AVIATION CENTER</u>		
Building Maintenance & Repairs	\$ 35,000	\$ 40,500
Utilities	45,000	45,000
Insurance	30,750	30,750
Landscape Maintenance	17,500	12,000
Misc. Expenses	5,000	5,000
Total RPA OFFICE/AVIATION CENTER	\$ 133,250	\$ 133,250
<u>LAKE CHELAN AIRPORT</u>		
Maintenance & Operations Subsidy (City of Chelan)	\$ 46,192	\$ 46,192
Capital Contribution (City of Chelan)	5,000	5,000
Aircraft Counter/Operations Report	4,800	4,800
Environmental Assessment	7,500	11,735
Maintenance (Kelly Property)	8,500	8,500
Insurance	705	705
Utilities	305	305
Misc. Expenses (Kelly Property)	1,500	1,500
TOTAL LAKE CHELAN AIRPORT	\$ 74,502	\$ 78,737
<u>MANSFIELD AIRPORT</u>		
Maintenance	\$ 7,500	\$ 7,500
Supplies	2,750	2,750
Repairs	1,000	1,000
Utilities	600	600
Property Insurance	4,500	4,500
Virtower Installation	-	10,000
Misc. Expenses	6,300	6,300
TOTAL MANSFIELD AIRPORT	\$ 22,650	\$ 32,650

**Chelan Douglas Regional Port Authority
DRAFT 2022 Final/Supplemental Budgets**

	<u>2022 Final</u>	<u>2022 Supplemental #1</u>
<u>WATERVILLE AIRPORT</u>		
Outside Maintenance	\$ 7,000	\$ 7,000
Supplies	2,750	2,750
Repairs	500	500
Utilities	600	600
Property Insurance	4,500	4,500
Misc. Expenses	6,300	6,300
TOTAL WATERVILLE AIRPORT	\$ 21,650	\$ 21,650
<u>ORONDO RIVER PARK</u>		
Outside Services		
Consulting	\$ 6,000	\$ 6,000
Labor/Maintenance	50,000	50,000
Other	2,500	2,500
Supplies	2,500	2,500
Repairs	2,500	2,500
Utilities	2,750	2,750
Property Insurance	1,500	1,500
Misc. Expenses	1,000	1,000
TOTAL ORONDO RIVER PARK	\$ 68,750	\$ 68,750
<u>PYBUS INCUBATOR</u>		
Misc. Expenses	\$ 4,000	\$ 4,000
TOTAL PYBUS INCUBATOR	\$ 4,000	\$ 4,000
<u>CDRPA BUSINESS PARK MAINTENANCE</u>		
Salaries	\$ 138,345	\$ 134,750
Employee Benefits	25,625	17,250
Payroll Taxes	16,570	15,850
TOTAL CDRPA BUSINESS PARK MAINT.	\$ 180,540	\$ 167,850
TOTAL BUSINESS PARK EXPENSES	\$ 5,052,053	\$ 5,598,797

**Chelan Douglas Regional Port Authority
DRAFT 2022 Final/Supplemental Budgets**

	2022 Final	2022 Supplemental #1
<u>ADMINISTRATIVE & GENERAL EXPENSES</u>		
Salaries	\$ 1,089,745	\$ 1,101,500
Commissioners' Compensation, Benefits & Taxes	252,350	250,000
Employee Benefits	343,515	325,000
Payroll Taxes	99,210	95,500
Internship Opportunities	10,000	10,000
Professional Services		
Legal	220,000	220,000
Engineering/Architectural	117,500	117,500
WA State Audit Costs	55,000	55,000
Other Professional Services	40,000	40,000
County Election Costs	-	-
Conferences, Training, and Meetings	10,000	10,000
Commission Conferences & Travel	15,000	15,000
Memberships and Subscriptions	50,000	50,000
Travel	7,500	15,000
Office Expense		
Supplies	32,500	32,500
Telephone	14,250	14,250
Computers/Hardware	9,805	9,805
Software/Backup/Internet	24,950	26,950
Managed Services/Maintenance	36,435	36,435
Insurance (Public Officials, General Liability, etc)	110,250	110,250
Auto Expense	7,500	7,500
Misc. Expenses	10,000	10,000
TOTAL ADMINISTRATIVE & GENERAL EXPENSES	\$ 2,555,510	\$ 2,552,190
<u>BUSINESS DEVELOPMENT & MARKETING EXPENSES</u>		
Marketing & Communications	\$ 75,000	\$ 75,000
Business Recruitment & Trade Shows	20,000	20,000
Real Estate Marketing	25,000	25,000
Douglas County GIS	10,500	10,500
Chelan-Douglas Trends	7,000	7,000
Small Business Development Center (WSU)	80,000	80,000
Promotional Hosting	7,000	7,000
TOTAL BUSINESS DEVELOPMENT & MARKETING EXPENSES	\$ 224,500	\$ 224,500

**Chelan Douglas Regional Port Authority
DRAFT 2022 Final/Supplemental Budgets**

	2022 Final	2022 Supplemental #1
<u>ECONOMIC DEVELOPMENT CONTRACTS (NON-PROFITS)</u>		
Our Valley Our Future	\$ -	\$ 30,000
WV Sports Foundation - Winter Special Olympics	7,000	7,000
Wenatchee Downtown Association	-	3,000
Wenatchee Valley YMCA	7,500	10,000
Community Nonprofit ED Projects	135,500	100,000
TOTAL ECONOMIC DEVELOPMENT CONTRACTS	\$ 150,000	\$ 150,000
<u>COMMUNITY PARTNERSHIP PROJECTS (MUNICIPALITIES)</u>		
City of Bridgeport	\$ -	\$ 5,250
City of Cashmere #1	32,582	12,582
City of Cashmere #2	-	20,000
Eastmont Metropolitan Parks District	-	8,125
Manson Park & Recreation District	12,500	25,000
Opportunity Placeholder	104,918	79,043
TOTAL COMMUNITY PARTNERSHIP PROJECTS	\$ 150,000	\$ 150,000
<u>OTHER EXPENDITURES</u>		
EPA Brownsfield Grant - Consultant Services	\$ 225,000	\$ 225,000
PUD 5th Street Campus - Marketing & Legal	75,000	75,000
TOTAL OTHER EXPENDITURES	\$ 300,000	\$ 300,000
TOTAL EXPENSES	\$ 8,432,063	\$ 8,975,487
LESS OPERATING REVENUES	\$ 42,407,438	\$ 41,800,314
NET RESULTS BEFORE CAPITAL PROJECTS	\$ 33,975,375	\$ 32,824,827

**Chelan Douglas Regional Port Authority
DRAFT 2022 Final/Supplemental Budgets**

	<u>2022 Final</u>	<u>2022 Supplemental #1</u>
CAPITAL PROJECTS		
<u>CASHMERE MILL DISTRICT</u>		
Tenant Improvements	\$ -	\$ -
Brender Creek Management	110,000	110,000
North Sunset Lot (1.49 Acres) Site Prep	350,000	370,000
Capital Projects - Other	10,000	10,000
TOTAL CASHMERE MILL DISTRICT	\$ 470,000	\$ 490,000
<u>Confluence Technology Center</u>		
Building Entrance Enhancement	\$ 25,000	\$ 25,000
Actapio Restoration	300,000	3,624,000
Building Management System Upgrade	35,000	39,963
VCC - Sound System	-	130,000
VCC - Ceiling Microphones	15,000	15,000
VCC - Quad Back Monitors	12,000	6,178
Capital Projects - Other	10,000	10,000
TOTAL CONFLUENCE TECHNOLOGY CENTER	\$ 397,000	\$ 3,850,141
<u>MALAGA PROPERTIES</u>		
Malaga Waterline Extension - Phase I	\$ 2,800,000	\$ 2,000,000
Malaga Wastewater System	-	500,000
Property Acquisition - Curtis	1,530,000	1,529,683
Property Acquisition - GBI Holding	-	1,960,813
Property Acquisition - Hayes	-	698,650
Property Acquisition - Miscellaneous	-	2,000,000
Second Source Water Study - Chelan County PUD	300,000	300,000
Malaga Utility Study	100,000	100,000
Property Due Diligence	175,000	123,789
Capital Projects - Other	10,000	15,000
TOTAL MALAGA PROPERTIES	\$ 4,915,000	\$ 9,227,935
<u>OLDS STATION BUSINESS PARK</u>		
IB #4 Stormwater Improvements	\$ 75,000	\$ -
IB #9 Emergency Power Shut Off	65,000	65,000
Capital Projects - Other	10,000	10,000
TOTAL OLDS STATION BUSINESS PARK	\$ 150,000	\$ 75,000

**Chelan Douglas Regional Port Authority
DRAFT 2022 Final/Supplemental Budgets**

	<u>2022 Final</u>	<u>2022 Supplemental #1</u>
<u>PANGBORN AIRPORT - CAPITAL</u>		
FAA Sponsored Projects		
Environmental Assessment	\$ 61,266	\$ 61,266
Apron Rehab & Expansion	10,204,085	10,294,000
Runway Protection Zone - Land Acq./Reloc. - Lytle	-	761,697
Runway Protection Zone - Land Acq./Reloc. - VanWell	750,000	873,900
Taxiway Alpha Reconstruction - Phase I	6,008,715	1,566,666
CDRPA Funded Projects		
Land Acquisition - Santa Cruz	-	1,212,800
Airport-Wide Wireless Network	19,500	19,500
Jet-A Reclaim Tank	25,000	75,000
Terminal Radio Repeater	100,000	150,000
Maintenance/Operations Equipment	140,500	140,500
Construction of MALSR System	2,264,116	3,485,000
Jet-A Fuel Truck (5,000 gallon)	300,485	300,485
Commercial Air Service Support & Equipment	150,000	150,000
GA Building - Design Fees	-	474,258
GA Building - Reconstruction	3,500,000	-
Baggage Screening Retrofit	75,000	75,000
Fencing Damage Repair	-	25,000
SW Hangar Pads Design	-	225,000
GWID Irrigation Improvements	-	55,000
Alternative Landing Strip Analysis	-	40,000
Capital Projects Other	10,000	10,000
TOTAL PANGBORN AIRPORT - CAPITAL	\$ 23,608,667	\$ 19,995,072
<u>PANGBORN BUSINESS PARK - CAPITAL</u>		
Trades District	\$ 7,500,000	\$ 200,000
3306 Building Gutter/Siding Project	-	45,721
3310 Building HVAC Assessment/Design	125,000	200,000
TOTAL PANGBORN BUSINESS PARK - CAPITAL	\$ 7,625,000	\$ 445,721

**Chelan Douglas Regional Port Authority
DRAFT 2022 Final/Supplemental Budgets**

	<u>2022 Final</u>	<u>2022 Supplemental #1</u>
<u>REGIONAL PORT OFFICE/AVIATION CENTER</u>		
Modular Building Roof	15,000	15,000
Carpet Replacement	45,000	90,050
Surveillance Camera System	-	50,000
Roof Repair/Gutter Modification	-	50,000
HVAC Replacement Phase II	323,506	482,900
Total RPA OFFICE/AVIATION CENTER	\$ 383,506	\$ 687,950
<u>LAKE CHELAN AIRPORT - CAPITAL</u>		
Capital Projects - Other	\$ -	10,000
TOTAL LAKE CHELAN AIRPORT - CAPITAL	\$ -	\$ 10,000
<u>MANSFIELD AIRPORT - CAPITAL</u>		
Capital Projects Other	\$ 10,000	10,000
TOTAL MANSFIELD AIRPORT - CAPITAL	\$ 10,000	\$ 10,000
<u>WATERVILLE AIRPORT - CAPITAL</u>		
Runway Lighting - Design	\$ 44,970	\$ 56,916
Runway Lighting - Construction	-	430,000
Capital Projects Other	10,000	10,000
TOTAL WATERVILLE AIRPORT - CAPITAL	\$ 54,970	\$ 496,916
<u>ORONDO RIVER PARK - CAPITAL</u>		
Fuel Dock Removal	\$ 10,000	\$ 10,000
Dock Deck Repair	25,000	25,000
Furnishing Replacements (Picnic tables, etc.)	45,000	15,000
Capital Projects Other	-	10,000
TOTAL ORONDO RIVER PARK - CAPITAL	\$ 80,000	\$ 60,000
<u>COLUMBIA STREET PROPERTIES - CAPITAL</u>		
Columbia Street Properties Adaptive Reuse	130,000	\$ 89,050
Buildings G & I - Lighting	-	42,000
Building H - Fire Sprinkler/Upgrades	-	250,000
Capital Projects Other	25,000	25,000
TOTAL COLUMBIA STR PROPERTIES - CAPITAL	\$ 155,000	\$ 406,050

**Chelan Douglas Regional Port Authority
DRAFT 2022 Final/Supplemental Budgets**

	2022 Final	2022 Supplemental #1
<u>OTHER CAPITAL</u>		
Maintenance Pickup	\$ -	\$ 37,378
Regional Port Office Relocation Planning	-	50,000
Opportunity Fund - Other	100,000	100,000
TOTAL OTHER CAPITAL	\$ 100,000	\$ 187,378
TOTAL CAPITAL PROJECTS	\$ 37,949,143	\$ 35,942,163
NET RESULTS AFTER CAPITAL PROJECTS	\$ (3,973,768)	\$ (3,117,336)

**Chelan Douglas Regional Port
Authority**

Memo

To: Board of Directors
From: Tricia Degnan
cc: Jim Kuntz
Date: June 23, 2022
Re: CTC Videoconference Center Audio Replacement

The CTC VC Center Audio System is outdated and failing.

Avidex provided multiple estimates to replace the existing audio system with new, updated technology.

Staff recommends replacing the audio system with a Quality Sound Company System, installing ceiling microphones and replacing the amplifiers. The costs below reflect replacement in all 8 meeting rooms.

QSC Audio Processing System	\$62,988
Ceiling microphones (6)	\$32,580
Amplifiers	\$23,892
Total project costs:	\$119,460
Contingency	\$ 10,540
Total Project Budget:	\$130,000

Note: Due to lack of use of the Executive Board Room, staff does not recommend upgrading that room at this time.

Memo

To: Board of Directors

From: Stacie de Mestre

Date: June 23, 2022

Re: Authorization to Award and Establish an Overall Project Budget – Cashmere Wood Waste Removal

On June 21, 2022, staff received six bids for the Cashmere Mill Site Wood Waste Removal Project. SE, Inc (Smith Excavation) of Cashmere, WA was the low bidder with a bid of \$259,811.70. Please see attached for a summary of the bids received and a recommendation of award from RH2 Engineering.

Staff is proposing establishing an overall project budget as follows:

GeoEngineers – Environmental Assessment:	\$ 46,500.00
RH2 Engineering – Permit, Bid Docs, CA:	\$ 54,574.00
Construction Contract:	\$259,811.70
10% Construction Contingency:	<u>\$ 25,981.00</u>
Total Project Budget:	\$386,867.00

This project will be partially funded with the Chelan County Cascade Public Infrastructure Fund Grant the CDRPA was awarded in 2021.

Staff is seeking Board approval 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 project budget of \$386,867.00.



June 23, 2022

Ms. Stacie De Mestre
Public Works and Capital Projects Manager
Chelan Douglas Regional Port Authority
One Campbell Parkway, Suite A,
East Wenatchee, WA 98802

Sent via: Email

Subject: Evaluation of Bids and Recommendation of Award
Cashmere Mill Site Wood Waste Removal Project

Dear Stacie:

This letter summarizes our review of the bids received for the Cashmere Mill Site Wood Waste Removal project and presents our recommendation for award. Presented below is our evaluation and review of the bids based on the attached summary of the bid tabulation for the project.

The Chelan Douglas Regional Port Authority (Port) received six proposals at the time of the bid opening at 1:00 PM on June 21, 2022. Of the bidders, SE, Inc. (Smith Excavation) of Cashmere, WA was the apparent low bidder at \$239,900 (all prices exclude Washington State Sales Tax (WSST)). The bid was approximately \$22,500 below the second lowest bid received (Olin Construction of Entiat, WA at \$262,400), and \$128,100 below the engineer's estimate for this project at \$368,000 (excluding WSST).

SE Inc., has completed several large similar grading and utility projects in the area. RH2 finds Smith Excavation competent and qualified to perform this work. Contingent upon the Port's approval, we recommend award of the project to SE Inc. (Smith Excavation) in the amount of \$259,811.70 (including WSST).

Please do not hesitate to contact me with any questions you may have.

Sincerely,
RH2 ENGINEERING, INC.

Erik Howe, P.E.
Principal

AN/EH



Enclosures: Bid Tabulation

WASHINGTON LOCATIONS

- Bellingham
- Bothell (Corporate)
- East Wenatchee
- Issaquah
- Richland
- Tacoma

OREGON LOCATIONS

- Medford
- Portland

06/23/22

Chelan Douglas Regional Port Authority
 Cashmere Mill Site Wood Waste Removal
 21-Jun-22
 Bid Tabulation

Smith Excavation

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENDED
1	MOBILIZATION	1	LS	\$ 7,800.00	\$ 7,800.00
2	TESC	1	LS	\$ 9,000.00	\$ 9,000.00
3	SURVEY	1	LS	\$ 2,500.00	\$ 2,500.00
4	REMOVAL	4000	CY	\$ 7.75	\$ 31,000.00
5	BACKFILL	1400	CY	\$ 17.50	\$ 24,500.00
6	STRUCTURAL FILL	2600	CY	\$ 63.50	\$ 165,100.00
				Sub Total	\$ 239,900.00
				8.30%	\$ 19,911.70
				Total	\$ 259,811.70

Olin

UNIT PRICE	EXTENDED
\$ 45,000.00	\$ 45,000.00
\$ 10,000.00	\$ 10,000.00
\$ 25,000.00	\$ 25,000.00
\$ 22.50	\$ 90,000.00
\$ 14.00	\$ 19,600.00
\$ 28.00	\$ 72,800.00
Sub Total \$ 262,400.00	
8.30% \$ 21,779.20	
Total \$ 284,179.20	

Selland

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENDED
1	MOBILIZATION	1	LS	\$ 26,000.00	\$ 26,000.00
2	TESC	1	LS	\$ 5,000.00	\$ 5,000.00
3	SURVEY	1	LS	\$ 5,000.00	\$ 5,000.00
4	REMOVAL	4000	CY	\$ 30.00	\$ 120,000.00
5	BACKFILL	1400	CY	\$ 10.00	\$ 14,000.00
6	STRUCTURAL FILL	2600	CY	\$ 41.00	\$ 106,600.00
				Sub Total	\$ 276,600.00
				8.30%	\$ 22,957.80
				Total	\$ 299,557.80

Pipkin

UNIT PRICE	EXTENDED
\$ 28,000.00	\$ 28,000.00
\$ 12,000.00	\$ 12,000.00
\$ 12,000.00	\$ 12,000.00
\$ 20.00	\$ 80,000.00
\$ 16.50	\$ 23,100.00
\$ 51.00	\$ 132,600.00
Sub Total \$ 287,700.00	
8.30% \$ 23,879.10	
Total \$ 311,579.10	

Hurst

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENDED
1	MOBILIZATION	1	LS	\$ 39,000.00	\$ 39,000.00
2	TESC	1	LS	\$ 5,000.00	\$ 5,000.00
3	SURVEY	1	LS	\$ 6,000.00	\$ 6,000.00
4	REMOVAL	4000	CY	\$ 14.50	\$ 58,000.00
5	BACKFILL	1400	CY	\$ 14.50	\$ 20,300.00
6	STRUCTURAL FILL	2600	CY	\$ 69.00	\$ 179,400.00
				Sub Total	\$ 307,700.00
				8.30%	\$ 25,539.10
				Total	\$ 333,239.10

Matia

UNIT PRICE	EXTENDED
\$ 29,000.00	\$ 29,000.00
\$ 17,500.00	\$ 17,500.00
\$ 13,000.00	\$ 13,000.00
\$ 20.00	\$ 80,000.00
\$ 16.00	\$ 22,400.00
\$ 57.50	\$ 149,500.00
Sub Total \$ 311,400.00	
8.30% \$ 25,846.20	
Total \$ 337,246.20	

Memo

To: Board of Directors

From: Stacie de Mestre

Date: June 23, 2022

Re: Cooling Water Disposal Evaluation Task 3 – Engineering Report - GBI Property

On April 12, 2022 approval was given for RH2 Engineering to move forward with Tasks 1 and 2, totaling \$45,813.00, on Task Authorization 19 – LOJO Industrial Site Colling Water Disposal Evaluation and Permitting Assistance (attached). These tasks have been completed and it has been determined that the GBI Property is a feasible site for a cooling water disposal facility. Erik Howe will be presenting a summary of the findings during Tuesday’s meeting.

The next step is to complete an engineering report that will be submitted to Ecology to review and determine the permitting framework. The engineering report is Task 3 of Task Authorization 19 and has a total cost of \$45,022.00. The Regional Port will initially fund this work with the client reimbursing the Regional Port as the project proceeds further.

Staff is seeking Board approval to authorize RH2 Engineering to proceed with Task 3 of Task Authorization 19 bringing the total not to exceed amount of the task authorization to \$90,835.00.

Task Authorization No. 19
Chelan Douglas Regional Port Authority
LOJO Industrial Site
Cooling Water Disposal Evaluation and Permitting Assistance

March 2022
RH2 Project No. RPA 200026.19

In accordance with our Professional Services Agreement for General Engineering Services, dated February 19, 2020, this Task Authorization outlines the Scope of Work for the LOJO Industrial Site Cooling Water Disposal Evaluation and Permitting Assistance. The work will be performed and invoiced in compliance with the terms and conditions listed in the governing Agreement and any issued Contract Amendments.

Scope of Work

Refer to **Exhibit A – Scope of Work**.

Subconsultants

There will be two (2) subconsultants used for this project. One to drill test pits, and one to provide the survey. They are to be determined.

Fee for Services

The fee for services shall be on a time and expense basis and shall not exceed \$201,543 as shown on attached **Exhibit B, Fee Estimate** using 2022 Schedule of Rates and Charges (**Exhibit C**) without prior written authorization of Chelan Douglas Regional Port Authority.

RH2 Engineering, Inc.



Signature

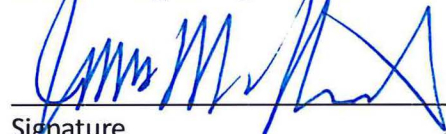
Paul R. Cross, Executive Vice President

Print Name/Title

3/10/2022

Date

Chelan Douglas Regional Port Authority



Signature

Jim Kuntz, CEO

Print Name/Title

April 13, 2022

Date

* Tasks 1 + 2 only *

EXHIBIT A
Scope of Work
Task Authorization No. 19
Chelan Douglas Regional Port Authority
LOJO Industrial Site
Cooling Water Disposal Evaluation and Permitting Assistance
March 2022

Background

The Chelan Douglas Regional Port Authority (Port) has requested RH2 Engineering, Inc., (RH2) provide assistance with the permitting of a cooling water disposal facility to serve a planned industrial facility in the area east of Malaga, Washington, on parcel nos. 222135100060, 222135100072, and 222135100071 (referred to as the LOJO site). The Port is currently working with a potential tenant (Industry) for this site. The industrial facility will utilize water purchased from the Malaga Water District and/or the Greater Wenatchee Regional Water System for evaporative cooling of industrial server equipment. The water will be recycled through the cooling system multiple times prior to discharging to the disposal facility. This Scope of Work identifies the anticipated process and steps necessary to receive a State Waste Discharge (SWD) Permit issued by the Washington State Department of Ecology (Ecology) for this facility to be suitable for the disposal of noncontact cooling water near the LOJO site. The Port has identified property near the LOJO site (parcel nos. 222127595110, 222126595115, 222126595120, 222126595125, and 2221659130), referred to herein as the GBI site, which could be acquired and large enough to support a disposal system for the LOJO site.

RH2 has completed the preliminary analyses of alternatives for the disposal of industrial cooling water from the LOJO site and has generally ruled out the following options:

- Installation of infrastructure to transmit the cooling water to the City of Wenatchee's sewer system was not cost effective.
- Surface water discharge to the Columbia River was not feasible due to the time and complexity associated with establishing a National Pollutant Discharge Elimination System permit based on discussions between RH2, the Port, and Ecology.
- Disposal of significant volumes of cooling water via infiltration was difficult due to the geology of the GBI site and surrounding area and was considered undesirable.

A potentially viable option is to allow the cooling water to discharge to the ground, which will include components of vegetative uptake and potentially minor infiltration. This option would be permitted via a SWD Permit. Another viable option is the evaporation process of the cooling water via lined lagoons and spray discharge that do not require a discharge permit. These options, as well as combinations of these options, will be considered for the GBI site.

This Scope of Work assumes that the GBI site, or a portion thereof, will be procured for this purpose, and the analyses will be specific to this site. If at any point during this project, the GBI site is identified as infeasible, RH2 will alert the Port so an alternate site can be identified. The remaining funds for this Task Authorization would be reallocated for the evaluation of the new site.

The sanitary sewer discharged from the LOJO site will be treated and disposed of separately using an on-site septic system, which is assumed to be designed and permitted by the Washington State Department of Health (DOH) during a subsequent design phase.

Task 1 – Summarize Cooling Water Discharge Parameters

Objective: Determine specific discharge volumes and flow rates of the cooling water and estimate the anticipated water quality.

Approach:

- 1.1 Tabulate volume and discharge rates of cooling water based on information from the Industry. Based on incoming water characteristics and recycle rates provided by the Industry, estimate and tabulate the water quality characteristics.
- 1.2 Review the tabulated flow and quality data with the Port and the Industry to confirm assumptions and accuracy for the disposal system sizing.

Assumptions:

- *The specifics regarding discharge rates and timing are required before other tasks can be started. The Industry will provide these details.*
- *Discharge water quality is anticipated to be based on incoming water quality concentration and based on the projected cooling water recycle rate. The Industry will provide this recycle rate. Exact water quality will be verified by the Industry once the system is in operation.*
- *RH2 will rely upon the accuracy and completeness of information, data, and materials generated or produced by the Port or others in relation to this Scope of Work. RH2 assumes that the entity providing such information to RH2 is either the owner of such information or has obtained written authorization from the owner to distribute said information.*

Provided by Port:

- Facilitate acquisition of the specifics regarding the discharge quantity and quality.

RH2 Deliverables:

- Tables of flow volume and discharge rates of cooling water in PDF format.

Task 2 – Background Research and Site Investigation

Objective: Analyze available hydrogeological information for the GBI site and nearby properties. Perform infiltration testing at the GBI site to determine the rate at which cooling water could be land applied without allowing significant infiltration.

Approach:

- 2.1 Research available hydrogeological information from well logs and other sources at or near the GBI site and estimate the overall geologic and hydrogeological characteristics of the site.
- 2.2 Perform a site visit to visually assess the topography and existing encumbrances of the site.
- 2.3 Perform on-site infiltration testing to determine the infiltrative characteristics of the upper soil layers for use in establishing potential land application rates. Due to the size of the site, two (2) days of on-site infiltration testing will be necessary utilizing a local contractor with a backhoe and water truck(s) to complete the work. *A subconsultant budget of \$10,000 is included in this subtask for the work by a local contractor.*
- 2.4 Consult with a soil scientist on potential water application rates and other requirements applicable to land application of cooling water as necessary pending a review of the site and infiltration testing results. *A subconsultant budget of \$15,000 is included in this subtask for this consultation.*

Assumptions:

- *A Hydrogeologic Evaluation that would be necessary for disposal to groundwater (Washington Administrative Code (WAC) 173-240-130(2)(P)) is not included in this Scope of Work, as the potentially viable alternatives do not include a significant infiltration component. If these alternatives prove infeasible, further investigation for an infiltrative option may be necessary and an amendment to this Task Authorization will be created.*
- *The subconsultant fees are conservatively estimated at this time and will be refined with quotations based after background research and site assessment is completed. If subconsultant quotations exceed the estimates given, the scope and fee will be amended.*

RH2 Deliverables:

- Attendance at site visit. Summary of infiltration testing results and proposed application rates in PDF format.

Task 3 – Industrial Wastewater Engineering Report

Objective: Complete an Industrial Wastewater Engineering Report (Report) in accordance with WAC 173-240-130 for industrial wastewater treatment facilities as required by Ecology for the disposal of the industrial cooling water.

Approach:

- 3.1 Incorporate flow and water quality information from Task 1 to establish approximate sizing of the various potentially viable disposal system alternatives at the GBI site.
- 3.2 Summarize previous analyses that ruled out other disposal options and analyze the currently applicable alternatives. Provide a narrative summarizing these analyses and describe the major design, construction, and operational considerations for each viable alternative.

- 3.3 Recommend the preferred alternative based on the outcome of the analyses in subtask 3.2. Establish the proposed design criteria and complete figures detailing the recommended alternative.
- 3.4 Estimate the capital cost of the recommended alternative. Summarize operational and maintenance considerations to estimate the life-cycle cost of the recommended alternative.
- 3.5 Analyze and discuss the potential expansion of the recommended alternative to support future additional dischargers of industrial cooling water.
- 3.6 Compile analyses from Task 3 into a Report per WAC 173-240-130 and submit it to the Port for review.
- 3.7 Meet with the Port to review the Report and update the Report per the Port's comments.
- 3.8 Submit the Report to Ecology for review and attend one (1) virtual meeting with Ecology and the Port to discuss the Report. Make modifications to the Report, if necessary, based on Ecology's comments and finalize the Report.

Assumptions:

- *The disposal facility will be owned and operated by a public entity.*
- *The LOJO site is unavailable for disposal of cooling water.*
- *Efforts associated with a hydrogeologic evaluation, if necessary, will be approved by an amendment to this Task Authorization.*
- *The draft Report will be reviewed by Ecology. There are no assurances or estimates on Ecology's ability to provide a timely review.*

Provided by Port:

- Access to surrounding properties for visual recognizance for suitability of alternatives.

RH2 Deliverables:

- Draft Report in PDF format.
- Attendance at meeting with Port via Microsoft Teams. Agenda and meeting minutes in PDF format.
- Attendance at meeting with Port and Ecology via Microsoft Teams. Agenda and meeting minutes in PDF format.
- Final Report in PDF format.

Task 4 – SWD Permit Application

Objective: Complete the SWD Permit application for submittal to Ecology.

Approach:

- 4.1 Compile necessary information and complete the SWD Permit application.
- 4.2 Submit the SWD Permit application to Ecology with the Report for review and issuance of a SWD Permit for the disposal facility. *No date is warranted or implied for Ecology review or approval.*

RH2 Deliverables:

- SWD Permit application in PDF format.
- Final Report in PDF format.

Task 5 – Management Reserve

To be used as directed by the Port to complete unidentified tasks such as advancing a preliminary design concept or early action on items on time sensitive tasks such as permitting. A not to exceed budget amount is included in this Scope of Work and Fee Estimate.

Future Tasks: Estimate of Final Design and bidding Services

Final design will be scoped pending the outcome of the analyses in the preceding tasks. This Task is provided to convey the expected main items for this future task. *Assuming that the GBI site is suitable and permissible for a cooling water disposal system, the final design of this system is expected to include the following elements:*

- *Permitting (excluding SWD Permit): Cultural Resources Investigation, State Environmental Policy Act compliance, and Chelan County permitting such as Conditional Use permitting (shoreline permitting is unlikely as the property is over 200 feet from the Columbia River), and stormwater permitting.*
- *Pipe Design: Single pipeline from the LOJO site to the GBI site, primarily routed within the right-of-way of Malaga-Alcoa Highway.*
- *Disposal System Design: Design of a lined lagoon storage and equalization system with a pump station for discharge to a disposal system. The disposal system consists of below-grade piping routed to above-grade sprayers.*
- *Services during bidding and construction administration.*

RH2 Deliverables:

- To be determined.

EXHIBIT B

Fee Estimate

Task Authorization No. 19

Chelan Douglas Regional Port Authority

LOJO Industrial Site

Cooling Water Disposal Evaluation and Permitting Assistance

Mar-22

Description	Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Task 1 Summarize Cooling Water Discharge Parameters	19	\$ 3,094	\$ -	\$ 455	\$ 3,549
Task 2 Background Research and Site Investigation	63	\$ 12,630	\$ 28,750	\$ 884	\$ 42,264
Task 3 Industrial Wastewater Engineering Report	231	\$ 40,674	\$ -	\$ 4,348	\$ 45,022
Task 4 SWD Permit Application	47	\$ 7,665	\$ -	\$ 795	\$ 8,460
Task 5 Management Reserve	525	\$ 97,125	\$ -	\$ 5,123	\$ 102,248
PROJECT TOTAL	885	\$ 161,188	\$ 28,750	\$ 11,605	\$ 201,543

EXHIBIT C RH2 ENGINEERING, INC. 2022 SCHEDULE OF RATES AND CHARGES		
RATE LIST	RATE	UNIT
Professional I	\$153	\$/hr
Professional II	\$166	\$/hr
Professional III	\$182	\$/hr
Professional IV	\$198	\$/hr
Professional V	\$210	\$/hr
Professional VI	\$227	\$/hr
Professional VII	\$241	\$/hr
Professional VIII	\$252	\$/hr
Professional IX	\$252	\$/hr
Control Specialist I	\$138	\$/hr
Control Specialist II	\$149	\$/hr
Control Specialist III	\$164	\$/hr
Control Specialist IV	\$180	\$/hr
Control Specialist V	\$190	\$/hr
Control Specialist VI	\$205	\$/hr
Control Specialist VII	\$218	\$/hr
Control Specialist VIII	\$229	\$/hr
Technician I	\$114	\$/hr
Technician II	\$126	\$/hr
Technician III	\$144	\$/hr
Technician IV	\$155	\$/hr
Technician V	\$168	\$/hr
Technician VI	\$184	\$/hr
Technician VII	\$200	\$/hr
Technician VIII	\$209	\$/hr
Administrative I	\$76	\$/hr
Administrative II	\$89	\$/hr
Administrative III	\$105	\$/hr
Administrative IV	\$126	\$/hr
Administrative V	\$147	\$/hr
CAD/GIS System	\$27.50	\$/hr
CAD Plots - Half Size	\$2.50	price per plot
CAD Plots - Full Size	\$10.00	price per plot
CAD Plots - Large	\$25.00	price per plot
Copies (bw) 8.5" X 11"	\$0.09	price per copy
Copies (bw) 8.5" X 14"	\$0.14	price per copy
Copies (bw) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 8.5" X 14"	\$1.20	price per copy
Copies (color) 11" X 17"	\$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Mileage	\$0.5850	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	

Rates listed are adjusted annually.

Task Authorization No. 17
Chelan Douglas Regional Port Authority
General Engineering Services
Local Water System Improvements to LOJO Property

April 2022

RH2 Project No. RPA 20.0026.17

In accordance with our Professional Services Agreement for the General Engineering Services, dated February 19, 2020, this Task Authorization outlines the Scope of Work for the Local Water System Improvements to LOJO Property. The work will be performed and invoiced in compliance with the terms and conditions listed in the governing Agreement and any issued Contract Amendments.

Background

In 2020, the Chelan Douglas Regional Port Authority (Port) purchased a 72.5-acre parcel (Chelan County Parcel No. 222135100060) from LOJO Orchards with the goal of recruiting new business and spurring economic development in the region. The property, commonly referred to as the LOJO Property, is located just beyond the eastern edge of the retail service area, but still within the service area of the Malaga Water District (District) and within the District's Pressure Zone 1 (Zone 1). The Port has identified a business partner who plans to develop the LOJO Property that is expected to require a maximum day demand (MDD) of 250 gallons per minute (gpm), a peak hour demand (PHD) of 1,200 gpm, and a fire flow demand (FF) of 2,500 gpm.

The District's *2019 Water System Plan* (WSP) identifies growth-related improvements within Zone 1 currently scheduled beyond the 10-year planning period based on modest residential growth projections. These projects include a new Zone 1 Reservoir and distribution mains to improve fire flow and distribution capacity. With the planned addition of the LOJO Property development, the fire flow demands within Zone 1 will increase by approximately 1,000 gpm beyond what was anticipated in the WSP, thereby hastening and magnifying the need for the storage and water main improvements, and adding the need for additional supply to meet the increased demands.

Based on initial discussions about providing water service to the LOJO Property, the Port acquired funding for construction of a water main extending from the District's distribution system to the LOJO Property. Additionally, the Port's funding includes construction of a water storage reservoir intended to operate as part of a private water system serving the industrial needs of the property. Since that time, it has been determined that the reservoir would best serve the needs of the LOJO Property and the community of Malaga if it was incorporated into the District's water system, where it would be owned and operated by the District. It was also subsequently determined that the anticipated water needs of the business partner may significantly exceed the assumptions used in the early reservoir sizing discussions. As such, additional planning and engineering work will need to be performed to provide sufficient infrastructure capacity and comply with regulatory requirements for domestic water system improvements.

The Port has requested RH2 Engineering, Inc., (RH2) provide engineering services to design and provide construction contract administration for the water system improvements needed to support the LOJO Property development. The following task list includes the anticipated work by RH2:

1. **Preliminary Engineering and Reporting:** Perform water system planning hydraulic analyses. Perform water storage analysis. Perform alternatives analysis for the reservoir site selection and conduct geotechnical investigations. Prepare a Project Report as required by the Washington State Department of Health (DOH) Office of Drinking Water Services documenting the project background, water system analyses, sizing, and design criteria for the proposed improvements. Update the Engineer's opinion of probable construction costs (OPCC) prepared in prior planning documents.
2. **Groundwater Source Evaluation and Development:** Evaluate supply alternatives to address water system deficiencies anticipated by the development of the LOJO Property, including the addition of a new well(s) near the District's Well No. 5 and/or on the LOJO property itself. Provide engineering and hydrogeologist services to support well drilling, testing, development, and source approval. *Should testing at either or both sites indicate that an aquifer of significant capacity exists, a contract amendment may be prepared for further evaluation to determine if the aquifer could support a supplemental water source for the Wenatchee Regional Water System.*
3. **Design Distribution Water Main Improvements:** Obtain pipe route surveys and prepare base maps. Prepare bid-ready plans and specifications for up to 12,000 feet of water main. Exact size and location of the main(s) will be determined in the planning analyses. Assumed locations are as follows:
 - a. 4,400 feet of 12-inch water main along Malaga/Alcoa Highway from Saturday Avenue to LOJO site.
 - b. 800 feet of 8-inch water main along Sweetheart Lane from Saratoga Lane to Bainard Road.
 - c. 2,000 feet of 12-inch water main from new well facility to the distribution system.
 - d. 4,500 feet of 16-inch water main from new reservoir to the distribution system.
4. **Design a Water Storage Reservoir:** Obtain topographic survey of the reservoir site and prepare base maps. Prepare bid-ready plans for the water storage tank and site.
5. **Design a Groundwater Supply Facility:** Obtain topographic survey of the well site and prepare base maps. Prepare bid-ready plans for the water supply facility.
6. **Land Use and Construction Permitting:** Prepare applications for land use and/or construction permitting of the proposed improvements.
7. **Services During Bidding:** Provide engineering services to support the bidding and award for construction of the proposed improvements.

8. **Services During Construction:** Provide engineering services to support the Port's administration and oversight for construction of the proposed improvements.

Project Understanding and Assumptions

The following describes the overall understanding and assumptions used by RH2 in preparing this Scope of Work. Additional assumptions specific to related tasks are also included in the task descriptions that follow.

- *Projects and schedules identified in this Scope of Work assume the development will construct three (3) buildings on the site by the end of 2025, each with an MDD of approximately 83 gpm, with two (2) more similar buildings possible, but unconfirmed, by 2027. Construction of the water system projects included in this Scope of Work is expected to be complete by the end of 2025. Changes to this assumption, which may include higher water use, additional buildings, or different schedule, may require a contract amendment.*
- *While the Port will administer this project, the District will ultimately own and be responsible for the water system improvements that derive from this project. Therefore, it is expected that close coordination with the District will be required throughout this project, and that the District will respond to information requests, attend project meetings, and provide reviews.*
- *The storage analysis in the District's WSP identified a current storage deficiency of approximately 12,000 gallons that could be supplemented from excess capacity in Zone 2. The Zone 1 Reservoir identified in this Scope of Work will provide adequate storage without requiring supplementing from Zone 2. Based on projected demands in the WSP and preliminary demands associated with the planned development of the LOJO Property, the proposed reservoir is estimated at a size of up to 2 million gallons. As part of this Scope of Work, RH2 will refine previous analyses and provide recommendations and preliminary engineering that will define the criteria for final reservoir sizing and design.*
- *The WSP identified numerous water main projects that would be installed by private developers, if needed for supply, redundancy, capacity, and/or fire protection. The projects describe installation of water mains along Sweetheart Lane, Saturday Avenue, Firehouse Road, and the Malaga/Alcoa Highway. It is assumed that these, or similar, projects will need to be constructed due to the increased demands associated with the planned development. It is assumed that the proposed water main size and specific locations will be confirmed with the hydraulic modeling included as part of this Scope of Work.*
- *Approximately 3,000 linear feet (lf) of existing 2-inch water main within Malaga/Alcoa Highway extends from the intersection with Saturday Avenue to approximately 5251 Malaga/Alcoa Highway. This main would be replaced with a larger main and extend approximately 1,400 additional feet to the LOJO Property, for a total of approximately 4,400 lf of new main. This Scope of Work includes hydraulic modeling to size this new main.*
- *Other distribution main improvements necessary to meet distribution, reliability, and fire flow requirements may be identified during the hydraulic modeling. If such improvements are*

identified, RH2 will work with the Port and District to identify the phasing of these improvements, and if warranted, the Port may authorize RH2 to perform additional design work through an amendment.

- The District's 2019 WSP identified an estimated supply surplus in Zone 1 of 249 gpm in 2020; however, this surplus was intended to meet the needs of future residential development within the retail service area. With the addition of the proposed development (which is outside of the retail service area), additional supply will be necessary to meet system demands. It is assumed that the District has sufficient water rights to develop a new groundwater source of supply to meet this need.*
- A suitable location can be found for the proposed well either within the District's Well No. 5 site or on the LOJO Property within the authorized point of withdrawal. Authorization for supplemental well drilling and testing can be obtained without additional Washington State Department of Ecology (Ecology) approval.*
- Providing water service to the proposed development will extend the retail service area of the District and require infrastructure changes that will need to be documented in project reports and submitted to DOH for review and approval per Washington Administrative Code (WAC) 246-290-100.*
- The Port will be responsible for negotiations with property owners of prospective reservoir sites and property/easement acquisition activities.*
- RH2 will rely upon the accuracy and completeness of any information, data, and materials generated or produced by the Port, District, or others in relation to this Scope of Work. RH2 assumes that the entity providing such information to RH2 is either the owner of such information or has obtained written authorization from the owner to distribute said information.*
- Project documents will be provided in electronic format to the extent possible. Deliverables will be provided in electronic PDF unless otherwise noted.*
- Restrictions to in-person meetings and workshops due to COVID-19 will not impact the schedule and are assumed to continue through 2022. In general, it is assumed that most meetings can and will be held via videoconference using either Zoom or Microsoft Teams platforms. Where in-person meetings are necessary, all participants will adhere to health guidelines for in-person activities to protect the health of RH2, Port, and District staff.*
- With the exception of bi-weekly progress meetings, meetings generally will be limited to two (2) hours in duration and attended by RH2 and Port project managers and other relevant key staff and stakeholders depending on the meeting topic.*
- The Port acknowledges that OPCCs are based on RH2's professional experience and qualifications and represent RH2's best judgement as an experienced and qualified professional. The Port acknowledges that RH2 does not have control over the cost of labor,*

materials, equipment, or market conditions. RH2 does not guarantee that actual costs will not vary from the OPCC.

GENERAL PROJECT TASKS

Task 1 – Project Management

Objective: Perform project management services, including monthly invoicing, attending planning and progress meetings, and attending a project kickoff meeting.

Approach:

- 1.1 Perform Project Administration and Budget Control: Perform project administration tasks to include monthly invoicing and budget control, bi-weekly planning and progress meetings, preparation of meeting agenda and minutes, written bi-monthly progress reports to the Port, and coordination of subconsultants.
- 1.2 Attend Project Kickoff Meeting: Attend a project kickoff and informational meeting with Port and District staff. Discuss Port and District goals, facility sizing requirements, alternative selection ranking concepts, level of service standards, and hydraulic modeling requirements. Discuss potential site constraints, such as zoning requirements, sensitive area designations, geologic hazards, and property line setback requirements. Discuss other project stakeholders and their roles and level of involvement in the project.
- 1.3 Develop Data Request and Administration: Develop and maintain a list of data and materials required from the Port and District.
- 1.4 Maintain Client Communications: Maintain frequent client communications, including phone calls and emails, in addition to the progress meetings.
- 1.5 Prepare and Maintain Project Schedule: Prepare project schedule and update as needed.

RH2 Deliverables:

- Monthly invoices.
- Meeting agendas and minutes.
- List of data and materials.
- Phone calls and email communication as needed.
- Project schedule.

Task 2 – Preliminary Engineering and Reporting

Objective: Perform water system planning hydraulic analysis. Perform supply and storage analyses. Prepare project report documenting preliminary engineering for DOH review and approval. Conduct geotechnical investigation and reporting.

Approach:

- 2.1 Perform Water System Planning Hydraulic Analysis: Perform hydraulic analyses using the existing hydraulic model of the distribution system to identify the distribution system requirements for providing water service and fire flow to the proposed development, as well as transmission requirements for integration of the proposed reservoir and well.
- 2.2 Perform Storage and Supply Analyses: Perform storage calculations to determine the required storage volume to meet operational, peak equalizing, emergency standby, and fire flow storage needs of the water system and proposed development. Determine the supply capacity needed for the proposed development. Meet with the Port and District to review the results of the analyses.
- 2.3 Conduct Geotechnical Investigation and Reporting: Conduct geohazard and geotechnical investigations to identify potential critical areas and seismic hazards, shallow soil and deep geologic conditions, soil bearing capacity and earth pressures, groundwater characteristics, and stormwater infiltration capacity and risks. The investigation will include a review of available soil, geologic, and geotechnical information for the local area, three (3) 12-foot-long by 3-foot-wide exploratory test pits to depths of approximately 10 feet, and two (2) 6-inch-diameter soil borings to a depths of approximately 70 to 80 feet. Prepare a technical memorandum summarizing the findings.
 - a. Subcontract with a drilling company to perform test pits and borings. *The Fee Estimate includes \$25,000, was prepared prior to selecting a subconsultant, and is only an estimate. Additional fee will be required if subconsultant costs exceed the estimate.*
- 2.4 Prepare OPCC: Prepare Engineer's OPCC based on projects identified in the analyses.
- 2.5 Prepare State Environmental Policy Act (SEPA) Checklist: Coordinate with Port staff to prepare a SEPA checklist.
- 2.6 Prepare Project Report: Prepare a project report documenting the preliminary engineering and design of the system improvements for DOH review and approval as required by WAC 246-290-110. Perform in-house quality assurance/quality control (QA/QC) review. Submit the project report to the Port and District for review and comment. Incorporate Port, District, and RH2 QA/QC review comments and finalize the project report. Prepare and submit application to DOH for project report review. Respond to up to one (1) round of review comments. *No date is warranted or implied for DOH response or approval.*

Assumptions:

- *The Port will be the lead agency for the SEPA checklist.*

Provided by the Port and District:

- Review of draft project report.
- Payment of DOH review and SEPA advertisement fees.

RH2 Deliverables:

- Attendance at meeting with the Port and District.
- Two (2) hard copies of reservoir site geohazard assessment and geotechnical conditions technical memorandum describing site conditions, risks, and recommendations for design, construction, and geohazard mitigation.
- OPCC based on analyses.
- SEPA checklist.
- Draft and final project report, including four (4) hard copies.
- DOH Application for project report review.
- Letter response to DOH review comments, if any.

Task 3 – Groundwater Source Evaluation and Development

Objective: Evaluate the potential quantity and quality of groundwater at two (2) proposed well sites: the first near the District's Well No. 5, and the second on the LOJO Property. Develop plans to install and test an estimated 500 gpm to 1,000 gpm capacity production well to supplement Zone 1 supply. *Exploration at two (2) sites is anticipated.*

Approach:

- 3.1 Review Existing Information: Obtain and review available background information related to the proposed well sites and meet with Port and District staff to evaluate the potential future configuration of a new groundwater source of supply. Investigate the well drilling sites and potential well testing discharge options. Prepare a brief technical memorandum with a project narrative and describe the conceptual groundwater drilling, testing, and development plan.
- 3.2 Prepare Bid Documents and Services During Bidding for Well Drilling: Prepare well drilling bid documents consisting of technical specifications, special provisions, pay items, and an OPCC that describe the activities and requirements to drill, install, and test one (1) 12-inch-diameter production well and two (2) 6-inch monitoring wells to a maximum depth of 300 feet at each of two (2) sites. Prepare well testing requirements to evaluate well performance, aquifer characteristics, and water quality. Assist the Port in preparing the final bid documents and selecting a well drilling contractor. Prepare a well site approval request and submit to Chelan County (County) on behalf of the Port. Attend the County's well site inspection and respond to comments.
- 3.3 Observe Well Drilling, Provide Well Design, and Support Well Testing: Communicate with the Port's selected driller and Port to establish the mobilization date, site activities, schedule, and

communication and documentation requirements. Observe well drilling activities during critical phases. Obtain representative soil samples from drill cuttings and submit to a soil laboratory for soil grain-size (sieve) analysis. Provide the driller with a well design. Observe well construction and development. Observe well testing and obtain water quality samples for laboratory analysis. Observe well completion and wellhead construction.

- 3.4 Prepare Technical Memorandum: Prepare a technical memorandum documenting drilling and testing activities. Evaluate water yield and water quality testing results for groundwater development potential. Summarize findings and provide recommendations for well operation and monitoring.

Assumptions:

- *The proposed well sites are within the District's Well No. 5 authorized point of withdrawal and supplemental well drilling and testing is authorized without additional Ecology approval. If either site is outside the approved area, the Wenatchee Regional Water System point of withdrawal can be used for drilling and testing.*
- *Additional permitting and water right changes may be required to increase the rate of withdrawal at the Well No. 5 site and new production well; these tasks are not included in this Scope of Work.*
- *Should the well tests indicate capacity exceeding 1,000 gpm may be available, further testing may be recommended to determine the potential regional benefit of a larger supply facility. Any such further testing would be performed by contract amendment.*
- *RH2 is not responsible for the site safety of others or for directing any contractor in their work.*

Provided by the Port or District:

- Available background information related to the proposed well site.

RH2 Deliverables:

- Technical memorandum with groundwater drilling, testing, and development plan.
- Well site approval request for submission to the County.
- Bid documents for well drilling, construction, and testing, including two (2) hard copies.
- Well design.
- Technical memorandum with recommendations for well operation.

Task 4 – Design Water Main Improvements

Objective: Obtain topographic survey of the proposed water main alignments. Prepare complete construction contract bidding documents for the proposed water main, including final front-end documents, technical specifications, plans, standard drawings, and OPCC.

Approach:

- 4.1 Obtain Route Survey and Prepare Base Maps: Subcontract with a professional land surveyor to provide horizontal and vertical survey control and perform topographical survey of surface features, monumentation, marked utilities, property lines, and right-of-way (ROW) lines of the proposed water main alignments. *This subtask assumes a budget of \$60,000 and up to 12,000 lf of route survey to support the design.* Review survey data and format for design use. Perform one (1) site visit.
- 4.2 Prepare 60-Percent Design: Prepare preliminary plans and update the OPCC for the proposed water main improvements. This work includes the following:
 - a) Prepare 60-Percent Design: Prepare preliminary design plans to the 60-percent design level with horizontal and vertical alignment detail of the water main for District review. Connection points and pavement restoration details will be included. Develop a preliminary OPCC for the 60-percent design review submittal. Submit plans to Chelan County Public Works for review.
 - b) Attend 60-Percent Design Review Meetings: Attend 60-percent design meetings with the District and County (separate meetings anticipated). Prepare meeting minutes if needed.
- 4.3 Prepare 90-Percent Design: Develop 90-percent plan sheets, technical specifications, and bid documents for the proposed improvements. This work includes the following:
 - a) Prepare 90-Percent Design: Incorporate the District's and County's 60-percent review comments and prepare 90-percent design plans. Prepare construction contract documents to the 90-percent level, including both technical and non-technical construction contract requirements, general conditions, and special requirements. The plans and construction contract documents will include the final configurations for connections to the District's system, trench, bedding materials, backfill, compaction, and surface restoration, along with other supporting details and requirements for construction, testing, and permitting.
 - b) Perform QA/QC Review of 90-Percent Design: Perform internal QA/QC reviews on 90-percent design documents.
 - c) Attend 90-Percent Design Review Meeting: Attend 90-percent design review meeting with the District. Prepare meeting minutes if needed. Submit 90-percent plans to the County.
- 4.4 Develop Bid-Ready Design: Develop bid-ready plan sheets, technical specifications, bid documents, and OPCC for the proposed improvements. This work includes the following:

- a) Prepare Bid-Ready Plans and Specifications: Incorporate QA/QC and District's 90-percent review comments and prepare plans and specifications for bidding and construction. Prepare final OPCC for the proposed improvements. Submit final plans to the County.

Assumptions:

- *This Task is based on the projects identified in the Background section.*
- *No date is warranted or implied for agency response or approval.*

RH2 Deliverables:

- 60-percent design plans, including two (2) full-size and four (4) half-size hard copies.
- OPCC based on 60-percent design, including two (2) hard copies.
- 60-percent review meeting minutes.
- 90-percent design plans and construction contract documents (front-end specifications and technical specifications), including two (2) full-size and four (4) half-size hard copies.
- Preliminary OPCC based on 90-percent design, including two (2) hard copies.
- 90-percent review meeting minutes.
- Electronic versions of the complete construction contract bidding documents, including bid-ready front-end documents, technical specifications, plans, standard drawings, and OPCC.
- Two (2) hard copies of the complete construction contract bidding documents.

Task 5 – Design Water Storage Reservoir

Objective: Obtain topographic survey and prepare base maps. Perform stormwater engineering and reporting. Prepare bid-ready plans and specifications.

Approach:

- 5.1 Obtain Topographic Survey and Prepare Base Maps: Subcontract with a professional land surveyor to provide horizontal and vertical survey control and perform topographical survey of surface features, monumentation, marked utilities, and property lines of the proposed reservoir site. *This subtask assumes a budget of \$20,000 to support the reservoir design.* Review survey data and format for design use. Perform one (1) site visit.
- 5.2 Prepare 30-Percent Design of Reservoir Improvements: Develop design criteria and preliminary designs for the reservoir and site improvements. Work includes:
- Preparing existing site plan;
 - Preparing preliminary construction and finished grading plans and details;
 - Preparing preliminary site and utility plans and details;

- Preparing structural plan and elevation views to illustrate the reservoir shape, size, elevations, geometry, and location of the proposed reservoir and its appurtenances;
 - Preparing mechanical plans detailing reservoir piping and mechanical components;
 - Preparing preliminary design of main structural elements;
 - Identifying electrical, control, and monitoring features and appurtenances for review and discussion with the District; and
 - Preparing and submitting an electrical power service application to Public Utility District No. 1 of Chelan County (PUD).
- 5.3 Perform Stormwater Engineering and Reporting: Conduct stormwater analyses and prepare documentation for compliance with Ecology's *Stormwater Management Manual for Eastern Washington* (SWMMEW). Prepare stormwater design improvements for integrating the stormwater system with the overflow requirements for the reservoir. This work includes the following:
- a) Develop Stormwater Management System: Develop an on-site stormwater management system to convey, infiltrate, disperse, and retain stormwater runoff onsite. This system will include conveyance, runoff treatment, and flow control Best Management Practices (BMPs) as required by the SWMMEW.
 - b) Develop Stormwater Site Plan: Develop a Stormwater Site Plan (SSP) conforming to the SWMMEW, including assessment of both temporary and permanent stormwater and drainage impacts.
 - c) Prepare Stormwater Pollution Prevention Plan: Prepare a Stormwater Pollution Prevention Plan (SWPPP) meant to control erosion and prevent sediment and other pollutants from leaving the site during the construction phase of the project.
 - d) Develop Operations and Maintenance Manual: Develop an operations and maintenance (O&M) manual for the proposed stormwater facilities and BMPs.
 - e) Perform Off-Site Analysis: Perform and document a qualitative off-site analysis that assesses the potential off-site impacts of stormwater discharge. *If an off-site quantitative analysis and/or mitigation are determined to be required after performing the qualitative off-site analysis, then a modification to this Scope of Work will be required.*
 - f) Submit for Client Review: Submit the preliminary SSP to the Port and District for review and comment.
 - g) Perform Quality Control Review: Perform in-house QA/QC review of the SSP, SWPPP, and O&M manual.
 - h) Finalize Stormwater Reports: Incorporate Port, District, and internal QA/QC review comments and finalize the SSP, SWPPP, and O&M manual for inclusion in the final design and permit submittal to the County.

5.4 Prepare Bid-Ready Plans and Specifications for Reservoir: Prepare 60-percent plans, technical specifications, and OPCC and submit to the Port and District for review. Develop 90-percent plan sheets, technical specifications, bid documents, and OPCC and submit to the Port and District. Perform internal QA/QC reviews on 60-percent and 90-percent design documents. Incorporate review comments and prepare bid-ready plans, specifications, and OPCC. This work includes the following:

- a) Prepare 60-Percent Design: Prepare 60-percent construction plans, technical specifications, and an updated OPCC for review by the Port and the District. *The comments developed during the 30-percent design review process will be addressed.* This work includes the following:
- Prepare structural calculations for the reservoir, including lateral analysis, roof, shell, and reservoir foundation. Provide internal QA/QC review of structural calculations. Make recommended updates and additions to calculations per review comments. Prepare and format calculations, with supporting documentation, for the Building Permit application.
 - Prepare construction grading and phasing plans.
 - Prepare site and utility plans to show the major utility appurtenances such as isolation valves, vaults, manholes, catch basins, and site lighting.
 - Provide detailed design of the reservoir foundation, walls, and roof. Develop plans showing the geometry of the reservoir structural elements.
 - Design the reservoir piping and mechanical components, and size piping systems for the reservoir inlet, outlet, overflow, drain, and perimeter drain. Plans will include equipment selection, pipe sizes and materials, thrust restraint, vault sizing, and drainage improvements.
 - Prepare plans that detail reservoir appurtenances, including access hatches, vents, exterior and interior ladders or stairs, exterior roof access, roof platform, and safety cages, as requested or required.
 - Prepare electrical, control, and monitoring design, including the following:
 - (a) Develop design of electrical systems for operating appurtenances at the reservoir and valve vault. Work is to include designing the lighting system, sizing raceways and conductors, and preparing design details.
 - (b) Develop design of control and monitoring sensors to be installed at the reservoir and valve vault, including construction details. *Equipment will be selected per District standards.*
 - (c) Prepare a one-line diagram and electrical plan, including branch circuit panel detail, and other details typical to this work.

- (d) Develop criteria and performance requirements for the telemetry system. *The prepared documentation will be provided to the District's telemetry integrator for estimating, designing, and installing a proposed telemetry system at the proposed reservoir.*
- Develop technical specifications for equipment, materials, and construction tasks. *Specification requirements will be based on design criteria determined during the preliminary design phase, current building codes, and subsequent discussions with the District. Technical specifications will use RH2's facility specifications in a modified Construction Specifications Institute (CSI) format.*
 - Prepare a 60-percent level OPCC. *The 60-percent estimate shall reflect the pay items and estimated quantities as developed at the 60-percent stage of the project.*
 - Provide in-house QA/QC review of the 60-percent plans and specifications. Address comments and distribute 60-percent review documents to the Port and District.
 - Prepare for and attend one (1) 60-percent review meeting with the Port and the District. Prepare and distribute meeting minutes.
- b) Prepare 90-Percent Design: Prepare 90-percent construction plans, technical specifications, front-end non-technical specifications, and an updated OPCC for review by the Port and District. *The comments developed during the 60-percent review process will be addressed.* At the end of the 90-percent project design subtask, final details shall be included in the plans and specifications. This work includes the following:
- Incorporate Port and District comments into the plans and advance the plans to the 90-percent completion level. Site, structural, mechanical, and electrical plans will be revised. Preliminary details will be revised, and outstanding minor details will be developed. *At this point of the design, the submittal is to include all of the plans in the construction contract documents to be ready for permitting.*
 - Prepare front-end non-technical specifications. Coordinate with the Port regarding advertising dates, and bid opening date and time.
 - Update technical specifications to include additions and revisions per 60-percent review comments.
 - Prepare 90-percent level OPCC based on information supplied by material vendors and similar projects adjusted for anticipated bidding conditions.
 - Perform 90-percent in-house QA/QC review of plans and specifications. Address comments and distribute 90-percent review documents to the Port and District.
 - Prepare for and attend one (1) 90-percent review meeting with the Port and District. Prepare and distribute meeting minutes.
 - Incorporate 90-percent review comments from the Port and District and prepare the plans and specifications for construction permitting.

- c) Prepare Bid-Ready Plans and Specifications: Incorporate remaining review comments and prepare the plans and specifications for bidding and construction. Prepare final OPCC for the proposed improvements.

Assumptions:

- *The location of a preferred reservoir site has been identified due south of Searles Road. The Fee Estimate assumes the geotechnical exploration will prove this site to be suitable without extensive stabilization measures.*
- *The type of reservoir has not yet been selected, but a strand-wound prestressed concrete reservoir is assumed for this Scope of Work.*
- *Runoff treatment will not be required for this project since the reservoir roof will be constructed of non-leachable material and the infrequently used maintenance access roads will not be considered pollution-generating surfaces by definition.*
- *The project will exceed the thresholds for requiring flow control, thereby creating the need to develop a flow control facility for stormwater discharges in accordance with SWMMEW requirements.*
- *The proposed project will not discharge directly or indirectly into a wetland.*

Provided by the Port and District:

- Procurement of property.
- Permission from property owner(s) to access properties and perform geotechnical investigations and topographic survey.
- Coordination with the property owner(s) for scheduling field investigations.
- Contact information and coordination assistance for persons with knowledge of the property's history.
- Review of draft SSP and a written summary of review comments.
- Review of 60-percent and 90-percent reservoir design plans and specifications.
- Electrical service fee.

RH2 Deliverables:

- Topographic surveys.
- SSP, SWPPP, and O&M manual, including two (2) hard copies.
- Reservoir structural calculations.
- 60-percent reservoir design plans, including two (2) full-size and four (4) half-size hard copies.
- Preliminary OPCC based on 60-percent design for the reservoir, including two (2) hard copies.
- 60-percent review meeting minutes.

- 90-percent design plans and construction contract documents, including front-end specifications and technical specifications for the reservoir, including two (2) full-size and four (4) half-size hard copies.
- Preliminary OPCC based on 90-percent design for the reservoir, including two (2) hard copies.
- 90-percent review meeting minutes.
- Electronic versions of the complete construction contract bidding documents for the reservoir, including bid-ready front-end documents, technical specifications, plans, standard drawings, and OPCC.
- Two (2) half size hard copies of the complete construction contract bidding documents.

Task 6 – Design Groundwater Supply Facility

Objective: Obtain topographic survey and prepare base maps. Perform stormwater engineering and reporting. Prepare bid-ready plans and specifications.

Approach:

- 6.1 Obtain Topographic Survey and Prepare Base Maps: Subcontract with a professional land surveyor to provide horizontal and vertical survey control and perform topographical survey of surface features, monumentation, marked utilities, and property lines of the proposed site. *This subtask assumes a budget of \$10,000 to support the design.* Review survey data and format for design use. Perform one (1) site visit.
- 6.2 Prepare 30-Percent Design of Supply Improvements: Develop design criteria and preliminary designs for the facility and site improvements. Work includes:
 - a) Preparing existing site plan;
 - b) Preparing preliminary grading, site, and utility plans and details;
 - c) Preparing structural plan and elevation views to illustrate the proposed well building and its appurtenances;
 - d) Preparing mechanical plans detailing piping and mechanical components;
 - e) Identifying electrical, control, and monitoring features and appurtenances for review and discussion with the District; and
 - f) Preparing and submitting an electrical power service application to the PUD.
- 6.3 Perform Stormwater Engineering and Reporting: Conduct stormwater analyses and prepare documentation for compliance with Ecology's SWMMEW. Prepare stormwater design improvements for integrating the stormwater system with the overflow requirements for the reservoir. This work includes the following:
 - a) Develop Stormwater Management System: Develop an on-site stormwater management system to convey, infiltrate, disperse, and retain stormwater runoff onsite. This system

will include conveyance, runoff treatment, and flow control BMPs as required by the SWMMEW.

- b) Develop Stormwater Site Plan: Develop an SSP conforming to the SWMMEW, including assessment of both temporary and permanent stormwater and drainage impacts.
 - c) Prepare Stormwater Pollution Prevention Plan: Prepare a SWPPP meant to control erosion and prevent sediment and other pollutants from leaving the site during the construction phase of the project.
 - d) Develop Operations and Maintenance Manual: Develop an O&M manual for the proposed stormwater facilities and BMPs.
 - e) Perform Off-Site Analysis: Perform and document a qualitative off-site analysis that assesses the potential off-site impacts of stormwater discharge. *If an off-site quantitative analysis and/or mitigation are determined to be required after performing the qualitative off-site analysis, then a modification to this Scope of Work will be required.*
 - f) Submit for Client Review: Submit the preliminary SSP to the Port and District for review and comment.
 - g) Perform Quality Control Review: Perform in-house QA/QC review of the SSP, SWPPP, and O&M manual.
 - h) Finalize Stormwater Reports: Incorporate Port, District, and internal QA/QC review comments and finalize the SSP, SWPPP, and O&M manual for inclusion in the final design and permit submittal to the County.
- 6.4 Prepare Bid-Ready Plans and Specifications for Well Building: Prepare 60-percent plans, technical specifications, and OPCC and submit to the Port and District for review. Develop 90-percent plan sheets, technical specifications, bid documents, and OPCC and submit to the Port and District. Perform QA/QC reviews on 60-percent and 90-percent design documents. Incorporate review comments and prepare bid-ready plans, specifications, and OPCC. This work includes the following:
- a) Prepare 60-Percent Design: Prepare 60-percent construction plans, technical specifications, and an updated OPCC for review by the Port and the District. *The comments developed during the 30-percent design review process will be addressed.* This work includes the following:
 - Prepare structural calculations for the well building. Provide internal QA/QC review of structural calculations. Make recommended updates and additions to calculations per review comments. Prepare and format calculations, with supporting documentation, for the Building Permit application.
 - Prepare site and utility plans to show the major utility appurtenances such as isolation valves, vaults, manholes, catch basins, and lighting.
 - Provide detailed design of the building foundation, walls, and roof.

- Design the piping and mechanical components. Plans will include equipment selection, pipe sizes and materials, thrust restraint, vault sizing, and drainage improvements.
 - Prepare electrical, control, and monitoring design, including the following:
 - (a) Develop design of electrical systems for operating appurtenances. Work is to include designing the lighting system, sizing raceways and conductors, and preparing design details.
 - (b) Develop design of control and monitoring systems. *Equipment will be selected per District standards.*
 - (c) Prepare a one-line diagram and electrical plan, including branch circuit panel detail, and other details typical to this work.
 - (d) Develop criteria and performance requirements for the telemetry system. *The prepared documentation will be provided to the District's telemetry integrator for estimating, designing, and installing a proposed telemetry system at the proposed reservoir.*
 - Develop technical specifications for equipment, materials, and construction tasks. *Specification requirements will be based on design criteria determined during the preliminary design phase, current building codes, and subsequent discussions with the District. Technical specifications will use RH2's facility specifications in a modified CSI format.*
 - Prepare a 60-percent level OPCC. *The 60-percent estimate shall reflect the pay items and estimated quantities as developed at the 60-percent stage of the project.*
 - Provide in-house QA/QC review of the 60-percent plans and specifications. Address comments and distribute 60-percent review documents to the Port and District.
 - Prepare for and attend one (1) 60-percent review meeting with the Port and the District. Prepare and distribute meeting minutes.
- b) Prepare 90-Percent Design: Prepare 90-percent construction plans, technical specifications, front-end non-technical specifications, and an updated OPCC for review by the Port and District. *The comments developed during the 60-percent review process will be addressed.* At the end of the 90-percent project design subtask, final details shall be included in the plans and specifications. This work includes the following:
- Incorporate Port and District comments into the plans and advance the plans to the 90-percent completion level. Site, structural, mechanical, and electrical plans will be revised. Preliminary details will be revised, and outstanding minor details will be developed. *At this point of the design, the submittal is to include all of the plans in the construction contract documents to be ready for permitting.*

- Prepare front-end non-technical specifications. Coordinate with the Port regarding advertising dates, and bid opening date and time.
 - Update technical specifications to include additions and revisions per 60-percent review comments.
 - Prepare 90-percent level OPCC based on information supplied by material vendors and similar projects adjusted for anticipated bidding conditions.
 - Perform 90-percent in-house QA/QC review of plans and specifications. Address comments and distribute 90-percent review documents to the Port and District.
 - Prepare for and attend one (1) 90-percent review meeting with the Port and District. Prepare and distribute meeting minutes.
 - Incorporate 90-percent review comments from the Port and District and prepare the plans and specifications for construction permitting.
- c) Prepare Bid-Ready Plans and Specifications: Incorporate remaining review comments and prepare the plans and specifications for bidding and construction. Prepare final OPCC for the proposed improvements.

Assumptions:

- *A single well facility will be constructed either on the LOJO Property or adjacent to the District's Well No. 5. The building will be CMU block with a wood truss roof and metal roofing.*
- *Runoff treatment will not be required for this project since the building roof will be constructed of non-leachable material and the infrequently used maintenance access roads will not be considered pollution-generating surfaces by definition.*
- *The project will not exceed the thresholds for requiring flow control, thereby creating the need to develop a flow control facility for stormwater discharges in accordance with SWMMEW requirements.*
- *The proposed project will not discharge directly or indirectly into a wetland.*

Provided by the Port and District:

- Procurement of property.
- Permission from property owner(s) to access properties and perform topographic survey.
- Coordination with the property owner(s) for scheduling field investigations.
- Review of draft SSP and a written summary of the review comments.
- Review of 60-percent and 90-percent well building design plans and specifications.
- Electrical service fee.

RH2 Deliverables:

- Topographic surveys.
- SSP, SWPPP, and O&M manual, including two (2) hard copies.
- Structural calculations.
- 60-percent design plans, including two (2) full-size and four (4) half-size hard copies.
- Preliminary OPCC based on 60-percent design, including two (2) hard copies.
- 60-percent review meeting minutes.
- 90-percent design plans and construction contract documents, including front-end specifications and technical specifications, including two (2) full-size and four (4) half-size hard copies.
- Preliminary OPCC based on 90-percent design, including two (2) hard copies.
- 90-percent review meeting minutes.
- Electronic versions of the complete construction contract bidding, including bid-ready front-end documents, technical specifications, plans, standard drawings, and cost estimate.
- Two (2) half size hard copies of the complete construction contract bidding documents.

Task 7 – Land Use and Construction Permitting

Objective: Assist the Port with preparation of the permits and design review coordination by outside agencies.

Approach:

- 7.1 Attend County Pre-Application Meeting: Prepare County Pre-Application Meeting request and attend Pre-Application Meeting.
- 7.2 Prepare County Conditional Use Permit Application: Prepare County Conditional Use Permit exhibits and application based on plans and information generated in other tasks. Attend hearing.
- 7.3 Prepare County Building Permit Applications: Prepare County Building Permit applications for the reservoir and well building, and prepare supporting documentation as requested by the County. Edit and resubmit one (1) time based on Building Department comments.
- 7.4 Prepare and Submit a Construction Stormwater Permit Application: Prepare a Construction Stormwater General Permit application. *Permit will be transferred to the construction contractor after award of contract.*
- 7.5 Coordinate a Cultural Resources Survey: Coordinate with an archaeologist for cultural resource survey of the reservoir site, if required.

Assumptions:

- *It is assumed all permit fees will be paid directly by the Port.*
- *The SEPA process used for the Project Report will suffice for future approvals.*
- *It is assumed the Port will pay for the archaeologist to provide a cultural resources survey.*
- *Construction permits normally procured during construction will be applied for by others. These may include Street (or ROW) use, electrical, grading, etc.*

RH2 Deliverables:

- Pre-Application Meeting request and attendance at meeting.
- Conditional Use Permit exhibits and application, including two (2) hard copies.
- Building Permit application and supporting documentation, including two (2) hard copies.
- Construction Stormwater General Permit application, including two (2) hard copies.

Task 8 – Services During Bidding

Objective: Provide engineering services during the bidding phase of the project to secure qualified contractors to construct the projects.

Approach:

- 8.1 Develop and Distribute Bid Package: Develop and submit the bid package to the online center (i.e., QuestCDN) and coordinate the advertisement for bids with the Port.
- 8.2 Respond to Bidder Questions and Prepare Addenda: Respond to questions from bidders regarding construction plans, technical specifications, or construction contract conditions during the bidding process. Prepare addenda for plan holders if determined necessary by the Port and RH2 during the bidding process.
- 8.3 Assist with Bid Opening and Bidder Evaluation: Review bid proposals, including subcontractors, suppliers, and others proposed by the prime contractor if required by the bidding documents. Develop bid tabulation and provide a letter of recommendation for award.
- 8.4 Create Conformed Documents: Incorporate addenda into plans and specifications to prepare a set of conformed for construction documents.

Assumptions:

- *It is assumed that the water main improvements, source well, and reservoir will each be bid as separate packages at different times. The Approach items listed above apply to each separate bid package.*
- *It is assumed that the Port will pay bid advertisement fees directly, and an online plan center (e.g., QuestCDN) will be used to distribute the bid documents.*
- *It is assumed that up to four (4) addenda per each project may be needed.*

- *It is assumed hard copies will not be generated for bidders.*
- *The Port will handle the bid openings and construction contract execution. RH2 will attend the bid openings.*

RH2 Deliverables:

- Electronic versions of the compiled bid documents.
- Assistance with up to four (4) addenda, as needed.
- Bid tabulation and letter of recommendation for award for each bid package.
- Conformed for construction documents, including six (6) full-size and six (6) half-size hard copies of the plans and six (6) hard copies of the specifications for each bid package.

Task 9 – Services During Construction

Objective: Provide construction contract administration services during construction to support the Port. As the engineer of record, provide periodic observation of the construction to review whether those elements of construction that are observed by RH2 conform to the project plans and specifications.

Approach:

- 9.1 Attend Pre-Construction Conferences: Prepare for and attend the pre-construction conferences with the contractor, Port, District, special inspector, and other project stakeholders. Prepare an agenda and meeting minutes for each pre-construction conference.
- 9.2 Review Submittals: Review contractor-provided submittals, shop drawings, and field testing per the project documents. Coordinate with the Port and District regarding substitute and “or-equal” items proposed for use by the contractor.
- 9.3 Review Clarifications and Change Orders: Review written requests for information (RFIs) and change order proposals and provide written responses to the Port.
- 9.4 Provide Construction Contract Administration Support Services: Assist Port staff throughout construction by providing ongoing coordination and construction contract administration support services, including project and document management, review and recommendation of contractor pay requests, regular communications and coordination between RH2 and Port/contractor staff during construction, and identifying upcoming technical issues/needs.
- 9.5 Perform Periodic Field Observations and Construction Meetings for Reservoir and Well Building: Provide observation of the construction work in progress per the plans, specifications, and District Standards. Meet with the Port and contractor regularly to review the contractor’s progress. *RH2 is not responsible for site safety or for directing the contractor in their work.*
- 9.6 Perform Full-Time Field Observations and Construction Meetings for Water Mains: Provide observation of the construction work in progress per the plans, specifications, and District Standards. Meet with the Port and contractor regularly to review the contractor’s progress. *RH2 is not responsible for site safety or for directing the contractor in their work.*

- 9.7 Prepare Record Drawings and Project Closeout: Provide record drawings representative of the as-constructed projects. Prepare DOH Construction Completion Report forms. Assist the Port with project closeout services, including production of a punch list and review of punch list completion. Prepare recommendation for project acceptance. *Record drawings will be completed based upon contractor and inspector redlined markups to as-bid drawings. Special inspections completed by the contractor will be included as necessary.*

Assumptions:

- *It is assumed that the water main improvements, source well, and reservoir will be constructed under separate contracts. The approach items listed above apply to each separate construction contract.*
- *The Port will retain, and the contractor will coordinate with, testing firm(s) for all special inspections.*
- *It is assumed that construction observation will include approximately 1,600 hours over the duration of construction.*
- *Submittal review is assumed to be one hundred (100) submittals with two (2) resubmittals, including the project schedule and schedule updates.*
- *The contractor will be responsible for providing construction survey and staking for field control and as-built surveying for use in preparing record drawings.*
- *The contractor will coordinate with the District for testing, system shutdowns, and connections.*
- *Construction phase services defined in this Task are variable in nature and depend in part on the contractors awarded the projects. RH2's estimate is based upon experienced and reasonable contractors being awarded the construction contracts. RH2 recommends the Port budget the amount shown in the Fee Estimate plus a contingency amount. The contingency would cover additional services if a more intensive level of observation and construction support is necessary.*

RH2 Deliverables:

- Pre-construction conference administration and documentation, including pre-construction conference meeting agendas and minutes.
- Submittal and shop drawings reviews and documentation.
- RFIs and change order reviews and documentation.
- Pay request reviews and documentation.
- Weekly construction meeting attendance. Prepare minutes if applicable.

- Construction observation and correspondence with the District, Port, and contractor, as needed, within the budgeted hours authorized. Construction observation reports from site visits to be provided to the Port at project completion unless requested earlier.
- Review and recommendation of contractor requests for payment.
- Punch list following final walkthrough.
- Letters of substantial completion, physical completion, and recommending project acceptance.
- Record drawings.

Task 10 – Management Reserve (As Directed Task)

Objective: Perform additional work as directed by the Port that is not specifically identified in other tasks.

Approach:

10.1 Management Reserve: Perform additional work as directed by the Port. A budget of \$250,000 has been included in the attached **Exhibit A, Fee Estimate**.

Project Schedule

Project schedule is preliminary based on the understanding of the work at this time.

- The Port provides RH2 a notice to proceed on June 1, 2022.
- Geotechnical and hydrogeological work completion anticipated by February 2023.
- Project Report completion anticipated by March 2023.
- Watermain surveying anticipated by November 2022.
- Watermain construction May 2023 to December 2024.
- Reservoir and groundwater facility construction completed by June 2025.

Chelan Douglas Regional Port Authority
General Engineering Services

Task Authorization No. 17
Local Water System Improvements to LOJO Property

Fee for Services

The fee for services shall be on a time and expense basis and shall not exceed \$2,106,185 as shown on attached **Exhibit A, Fee Estimate** using RH2's current **Schedule of Rates and Charges**, adjusted annually, shown on **Exhibit B** without prior written authorization of the Chelan Douglas Regional Port Authority.

RH2 Engineering, Inc.



Signature

Paul R. Cross, Executive Vice President

Print Name/Title

4/6/2022

Date

Chelan Douglas Regional Port Authority



Signature

Jim Kuntz, CEO

Print Name/Title

April 13, 2022

Date

* Tasks 1, 2, 3 + 5a only *

EXHIBIT A

Fee Estimate

Task Authorization No. 17

Chelan Douglas Regional Port Authority

General Engineering Services

Local Water System Improvements to LOJO Property

Apr-22

Description	Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Classification					
GENERAL PROJECT TASKS					
Task 1 Project Management	236	\$ 54,034	\$ -	\$ 163	\$ 54,197
Task 2 Preliminary Engineering and Reporting	470	\$ 98,356	\$ 28,750	\$ 2,842	\$ 129,948
Task 3 Groundwater Source Evaluation and Development	137	\$ 29,327	\$ -	\$ 190	\$ 29,517
Task 4 Design Water Main Improvements	1185	\$ 224,099	\$ 69,000	\$ 21,483	\$ 314,582
Task 5a Design Water Storage Reservoir (Preliminary Design - Tasks 5.1-5.3)	770	\$ 158,632	\$ 23,000	\$ 8,718	\$ 190,350
Task 5b Design Water Storage Reservoir (Final Design - Task 5.4)	1080	\$ 217,160	\$ -	\$ 12,041	\$ 229,201
Task 6 Design Groundwater Supply Facility	957	\$ 192,192	\$ 11,500	\$ 11,456	\$ 215,148
Task 7 Land Use and Construction Permitting	249	\$ 51,164	\$ -	\$ 2,086	\$ 53,250
Task 8 Services During Bidding	224	\$ 43,716	\$ -	\$ 13,740	\$ 57,456
Task 9 Services During Construction	2869	\$ 571,610	\$ -	\$ 10,927	\$ 582,537
Subtotal	8177	\$ 1,640,290	\$ 132,250	\$ 83,645	\$ 1,856,185
Task 10 Management Reserve (As Directed Task)	1225	\$ 247,450	\$ -	\$ 2,550	\$ 250,000
PROJECT TOTAL	9402	\$ 1,887,740	\$ 132,250	\$ 86,195	\$ 2,106,185

EXHIBIT B		
RH2 ENGINEERING, INC.		
2022 SCHEDULE OF RATES AND CHARGES		
RATE LIST	RATE	UNIT
Professional I	\$153	\$/hr
Professional II	\$166	\$/hr
Professional III	\$182	\$/hr
Professional IV	\$198	\$/hr
Professional V	\$210	\$/hr
Professional VI	\$227	\$/hr
Professional VII	\$241	\$/hr
Professional VIII	\$252	\$/hr
Professional IX	\$252	\$/hr
Control Specialist I	\$138	\$/hr
Control Specialist II	\$149	\$/hr
Control Specialist III	\$164	\$/hr
Control Specialist IV	\$180	\$/hr
Control Specialist V	\$190	\$/hr
Control Specialist VI	\$205	\$/hr
Control Specialist VII	\$218	\$/hr
Control Specialist VIII	\$229	\$/hr
Technician I	\$114	\$/hr
Technician II	\$126	\$/hr
Technician III	\$144	\$/hr
Technician IV	\$155	\$/hr
Technician V	\$168	\$/hr
Technician VI	\$184	\$/hr
Technician VII	\$200	\$/hr
Technician VIII	\$209	\$/hr
Administrative I	\$76	\$/hr
Administrative II	\$89	\$/hr
Administrative III	\$105	\$/hr
Administrative IV	\$126	\$/hr
Administrative V	\$147	\$/hr
CAD/GIS System	\$27.50	\$/hr
CAD Plots - Half Size	\$2.50	price per plot
CAD Plots - Full Size	\$10.00	price per plot
CAD Plots - Large	\$25.00	price per plot
Copies (bw) 8.5" X 11"	\$0.09	price per copy
Copies (bw) 8.5" X 14"	\$0.14	price per copy
Copies (bw) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 8.5" X 14"	\$1.20	price per copy
Copies (color) 11" X 17"	\$2.00	price per copy
Technology Charge	0.00%	% of Direct Labor
Mileage	\$0.585	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	

Rates listed are adjusted annually.

**Chelan Douglas Regional Port Authority
FBO Activity**

	2021	Jan - May 2022
<u>Receipts</u>		
Fuel Income:		
Jet A	\$ 2,028,670	\$ 730,764
100 LL - Av Gas	197,458	58,920
FBO Income (After Hours, etc.)	29,125	14,668
Fuel Flowage Fee	33,346	7,268
FBO Misc. Income	18,738	4,977
Total Receipts	\$ 2,307,337	\$ 816,597
<u>Expenditures</u>		
Salaries/Taxes/Benefits	\$ 262,816	\$ 130,595
Fuel		
Jet A	1,285,065	537,324
100 LL - Av Gas	166,164	44,652
FBO Expenses	44,157	29,592
B&O Tax	11,374	4,116
Total Expenditures	\$ 1,769,576	\$ 746,279
Net Results	\$ 537,761	\$ 70,318



Acct Name: CHELAN DOUGLAS REGIONAL PORT
 Acct Number: XXXXXXX013

SUMMARY - USD

Page 1

For period 05/01/2022 - 05/31/2022

ACTIVITY - Settled/Cleared Cash Activity

Transaction Type	Amount
Purchases	0.00
Purchase Reversals	0.00
Sales	0.00
Sale Reversals	0.00
Withdrawals	0.00
Receipts	0.00
Deliveries	0.00
Principal Reversals	0.00
Interest	937.50
Interest Reversals	0.00
Interest Adjustments	0.00
Maturities	0.00
Calls	0.00
Puts	0.00
Paydowns	0.00
Paydown Adjustments	0.00
Payups	0.00
Payup Adjustments	0.00
Cash Dividends	0.00
Balance Changes	0.00
Stock Dividends	0.00
Closeouts	0.00
Closeout Dividends	0.00
Net Activity	937.50

Your Sales Representative is: SAFEKEEPING OPERATIONS
 (800) 236-4221

Statement Contents

- *Summary
- *Activity - Settled/Cleared Cash Activity
- *Activity - Projected Activity for Next Statement Period
- *Holdings
- *Cash Flow Projections

HOLDINGS - Custody

Category	Par/Shares	Original Face	Principal Cost	Market Value
Treasury Obligations	1,000,000.00000	1,000,000.00000	987,675.79	947,988.00
US Government Agency Securities	3,000,000.00000	3,000,000.00000	3,091,883.50	2,993,741.50
Total Custody Holdings	4,000,000.00000	4,000,000.00000	4,079,559.29	3,941,729.50



Acct Name: CHELAN DOUGLAS REGIONAL PORT

ACTIVITY - USD

Page 2

Acct Number: XXXXXXXX013

Settled/Cleared Cash Activity

For period 05/01/2022 - 05/31/2022

Date Ticket	Activity	Description	Rate Maturity	Par/Shares Price/NAV	Security ID	Amount
05/02/2022 392221580	Interest	U S TREASURY NOTE .375 NOTE 2023	.375 10/31/2023		91282CDD0	937.50
Net Activity						937.50



Acct Name: CHELAN DOUGLAS REGIONAL PORT

ACTIVITY - USD

Acct Number: XXXXXXXX013

Projected Activity for Next Statement Period

Date Ticket	Activity	Description	Rate Maturity	Par/Shares Price/NAV	Security ID	Amount
06/09/2022 392209429	Interest	FEDERAL HOME LOAN BANK 12/09/22	1.875 12/09/2022		313381BR5	4,687.50
06/21/2022 392209428	Interest	FEDERAL HOME LOAN MTG CORP 06/19/23	2.750 06/19/2023		3137EAEN5	6,875.00
Net Projected Activity						11,562.50



Acct Name: CHELAN DOUGLAS REGIONAL PORT
 Acct Number: XXXXXXXX013

HOLDINGS AS OF 05/31/2022 - USD

CUSTODY

Maturity	Security ID Ticket	Rate Acq Date	Description	Par/Shares Original Face	Principal Cost	Market Value NAV
Treasury Obligations						
10/31/2023	91282CDD0 392221580	.375 01/22	U S TREASURY NOTE .375 NOTE 2023	500,000.00 500,000.00	495,703.13	486,992.00
08/31/2025	91282CAJ0 392218130	.250 08/21	U.S. Treasury Notes .250, 08/31/2025	500,000.00 500,000.00	491,972.66	460,996.00
Treasury Obligations Total				1,000,000.00000	987,675.79	947,988.00
				1,000,000.00000		
US Government Agency Securities						
10/13/2022	3133ELGN8 392209430	1.600 02/20	FEDERAL FARM CREDIT BANK 10/13/22	500,000.00 500,000.00	502,900.00	499,767.00
12/09/2022	313381BR5 392209429	1.875 02/20	FEDERAL HOME LOAN BANK 12/09/22	500,000.00 500,000.00	506,935.00	500,393.00
06/19/2023	3137EAEN5 392209428	2.750 02/20	FEDERAL HOME LOAN MTG CORP 06/19/23	500,000.00 500,000.00	522,897.50	503,627.00
02/05/2024	3135G0V34 392209427	2.500 02/20	FEDERAL NATL MORTGAGE ASSN 02/05/24	500,000.00 500,000.00	521,402.50	500,019.00
09/13/2024	3130A2UW4 392209426	2.875 02/20	FEDERAL HOME LOAN BANK 09/13/24	500,000.00 500,000.00	532,965.00	502,710.00
01/07/2025	3135G0X24 392209425	1.625 02/20	FEDERAL NATL MORTGAGE ASSN 01/07/25	500,000.00 500,000.00	504,783.50	487,225.50
US Government Agency Securities Total				3,000,000.00000	3,091,883.50	2,993,741.50
				3,000,000.00000		
Total Custody Holdings				4,000,000.00000	4,079,559.29	3,941,729.50
				4,000,000.00000		



Acct Name: CHELAN DOUGLAS REGIONAL PORT
 Acct Number: XXXXXX013

CASH FLOW PROJECTIONS - USD
For The Next 12 Months

Last Pay Date	Ticket	Jun 22	Jul 22	Aug 22	Sep 22
Security ID		Oct 22	Nov 22	Dec 22	Jan 23
Description		Feb 23	Mar 23	Apr 23	May 23
10/13/2022	392209430	0.00	0.00	0.00	0.00
3133ELGN8		504,000.00	0.00	0.00	0.00
FEDERAL FARM CREDIT BANK		0.00	0.00	0.00	0.00
12/09/2022	392209429	4,687.50	0.00	0.00	0.00
313381BR5		0.00	0.00	504,687.50	0.00
FEDERAL HOME LOAN BANK		0.00	0.00	0.00	0.00
06/19/2023	392209428	6,875.00	0.00	0.00	0.00
3137EAEN5		0.00	0.00	6,875.00	0.00
FEDERAL HOME LOAN MTG CORP		0.00	0.00	0.00	0.00
10/31/2023	392221580	0.00	0.00	0.00	0.00
91282CDD0		937.50	0.00	0.00	0.00
U S TREASURY NOTE		0.00	0.00	0.00	937.50
02/05/2024	392209427	0.00	0.00	6,250.00	0.00
3135G0V34		0.00	0.00	0.00	0.00
FEDERAL NATL MORTGAGE ASSN		6,250.00	0.00	0.00	0.00
09/13/2024	392209426	0.00	0.00	0.00	7,187.50
3130A2UW4		0.00	0.00	0.00	0.00
FEDERAL HOME LOAN BANK		0.00	7,187.50	0.00	0.00
01/07/2025	392209425	0.00	4,062.50	0.00	0.00
3135G0X24		0.00	0.00	0.00	4,062.50
FEDERAL NATL MORTGAGE ASSN		0.00	0.00	0.00	0.00
08/31/2025	392218130	0.00	0.00	625.00	0.00
91282CAJ0		0.00	0.00	0.00	0.00
U.S. Treasury Notes		625.00	0.00	0.00	0.00
		11,562.50	4,062.50	6,875.00	7,187.50
		504,937.50	0.00	511,562.50	4,062.50
		6,875.00	7,187.50	0.00	937.50
Total Projected Cash Flow		1,065,250.00			

Projections are made only on holdings paid through U.S. Bank and are not guaranteed.

