



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
November 8th, 2022
9:00 am**

Present:

Directors:

*Donn Etherington, Director
Jim Huffman, Director
JC Baldwin, Director*

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

Staff:

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

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

Legal Counsel:

*Quentin Batjer, Davis Arneil Law Firm, LLP
Julie Norton, Ogden Murphy Wallace*

Guests:

*John Alt (Zoom)
Robert Wilson, Enviromax (Zoom)
KPQ Radio (Zoom)
Susan Purvis (Zoom)*

*Emily Thornton, Wenatchee World (Zoom)
Steve Wilkinson (Zoom)
Mike Walker (Zoom)*

The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:00 am.

Introductions were made.

Conflict of Interest: None

PUBLIC COMMENTS:

An opportunity for public comment was provided; however, no public comments were received.

EXECUTIVE SESSION:

Executive session was announced at 9:10 a.m. for a period of twenty minutes with action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.110(1)(i) to discuss with legal counsel litigation, potential litigation and/or legal risks. Executive session was extended for five minutes at 9:30 a.m. Executive session concluded at 9:35 a.m.

de Mestre gave an update on the bids that were received on November 2nd, 2022 for the CTC Salvage, Demolition, and Restoration project. Three of the five bids were contested, so Julie Norton was present to give her legal guidance on any questions that arose regarding potential litigation on the project. Robert Wilson requested to make a public comment via zoom and notated that he suggests that the board accepts a bid and does not send the project out for bid for a third time. The following motion was made:

Motion No.	10-11-22 CDRPA
Moved by:	Richard DeRock
Seconded by:	W. Alan Loeb sack
	To authorize the CEO to award the contract to Absher Construction in the amount of \$2,570,257.00 which includes a total construction cost of \$3,780,257.00 for the base bid work, alternates 1-4, and Washington State Sales Tax as well as a payment of \$1,210,000.00 for the salvage equipment conditioned upon the receipt of and acceptance of all necessary deliverables required by the contract documents further conditioned upon not fully executing the contract until after 8:00 am on Monday, November 14th, 2022 and to establish an overall project budget in an amount not to exceed \$3,217,287.00.

*Motion passed 5-1
Commissioner Etherington Nay.*

Authorization to Award – Malaga Waterline Pipes, Valves and Appurtenances

In order to keep the Waterline Extension Project on schedule it was recommended that pipeline related materials be pre-ordered to ensure a timely arrival. de Mestre requested authority to bid out the pipeline materials. The contract will be awarded to the vendor with the best value – not to exceed \$1.3 million. Lough noted that Microsoft has an agreement to reimburse items purchased within 10 business days and Kuntz noted that Malaga Water District will be consulted. The following motion was made:

Motion No.	10-12-22 CDRPA
Moved by:	W. Alan Loeb sack
Seconded by:	Mark Spurgeon
	To authorize the CEO to award a purchase contract to the vendor who provides the best value and can meet a delivery date on or before April 19, 2023, so long as the price does not exceed \$1,300,000.00 and the Malaga Water District approves the selected material (PVC or ductile iron). Such authorization is also conditional on Microsoft signing the First Addendum to Phase I Water Development and Reimbursement Agreement.

Motion passed 6-0

PORT OF CHELAN COUNTY ACTION ITEMS:

Adoption of Port of Chelan County 2023 Tax Levy – Lough provided information on the Port of Chelan County Tax Levy for 2023. Discussion ensued and the following actions were taken:

Motion No.	10-13-22 POCC
Moved by:	Richard DeRock
Seconded by:	Donn Etherington
	To adopt POCC Resolution No. 2022-05 Setting the 2023 Levy Limit Factor to 101%.

Motion passed 3-0.

Motion No.	10-14-22 POCC
Moved by:	Richard DeRock
Seconded by:	Donn Etherington

To adopt POCC Resolution No. 2022-06 Authorizing a 1% Levy Increase in 2023.

Motion passed 3-0.

Motion No.
Moved by:
Seconded by:

10-15-22 POCC
Richard DeRock
Donn Etherington
To authorize the Executive Director to sign and submit the 2023 Levy Certification.

Motion passed 3-0.

PORT OF DOUGLAS COUNTY ACTION ITEMS:

Adoption of Port of Douglas County 2023 Tax Levy – Lough provided information on the Port of Douglas County Tax Levy for 2023. Discussion ensued and the following actions were taken:

Motion No.
Moved by:
Seconded by:

10-16-22 PODC
Mark Spurgeon
W. Alan Loeb sack
To adopt PODC Resolution No. 2022-04 Setting the 2023 Levy Limit Factor to 101%.

Motion passed 3-0.

Motion No.
Moved by:
Seconded by:

10-17-22 PODC
Mark Spurgeon
W. Alan Loeb sack
To adopt PODC Resolution No. 2022-05 Authorizing a 1% Levy Increase in 2023.

Motion passed 3-0.

Motion No.
Moved by:
Seconded by:

10-18-22 PODC
Mark Spurgeon
W. Alan Loeb sack
To authorize the Executive Director to sign and submit the 2023 Levy Certification.

Motion passed 3-0.

Director Baldwin called for a 10-minute break at 10:00 a.m. The meeting reconvened at 10:10 a.m.

INFORMATIONAL ITEMS:

Review Proposed 2022 Supplemental Budget #2 – Lough provided the Board with information on the Proposed 2022 Supplemental Budget #2, specifically making note of any updates made since the November 3rd, 2022 Board Retreat.

Review Proposed 2023 Preliminary Budget – Lough provided the Board with information on the Proposed 2023 Preliminary Budget, specifically making note of any updates made since the November 3rd, 2022 Board Retreat.

Recap Partners Breakfast and Lunch Events – Kuntz updated the Board on the success of the Partners Breakfast and Lunch events and thanked them for their participation. A discussion was had on the consolidation of the breakfast and lunch and it was decided to keep them as separate events to promote as much participation as possible.

Governmental Affairs Representation – Federal – Under the CEO’s delegation of authority Kuntz is able to enter into an agreement not to exceed \$5,000 a month. Kuntz wanted to keep the Board informed on a short-term contract he is looking to enter into with Elevate Governmental Affairs to support the Regional Port’s \$3.0 million funding request for the GA Terminal Building. No objection was noted, and Kuntz will move forward with the contract.

Chelan Airport Waterline Project – Kuntz reported on the Chelan Airport Waterline Project giving the board an update on meetings he has with the Mayor and Chelan County. The Regional Port’s contribution of \$670,000 will be conditioned on all ERU’s remaining on the airport unless the City, County and Regional Port agree to otherwise.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Noted that the Board should begin considering the 2023 meeting schedule at the upcoming meeting on November 22nd, 2022.
- Kuntz updated the Board that it is not required by the State of Washington to offer a hybrid meeting option, however, after some discussion, the Board and Kuntz decided that offering a hybrid option is best for public transparency and open discussion.
- Shared that Salcido Group is looking to purchase land at the Olds Station Business Park to build a headquarters building on. A discussion was held on ensuring that the land is used to it’s maximum potential with less open space.
- Kuntz discussed additional meeting plans for the WPPA 2022 Annual Meeting in Tacoma.
- Updated the Board on a recent meeting held at Executive Flight with the Washington State National Guard Army and progress on their plans for moving into the facility.

Moyers provided information and updates including:

- Moyers gave an update on the scheduled runway closures at Pangborn Airport to conduct work on the MALSR project. He noted that weather has not negatively affected the timeline of the project.

de Mestre provided information and updates including:

- Updated that the Cashmere wood waste removal project should come in under budget and that she should have the final number this week.
- de Mestre informed the Board that she has formally submitted a “No Further Action” request letter to Ecology for the middle parcel on the Cashmere wood waste project.

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

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

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

EXECUTIVE SESSION:

Executive session was announced at 11:37 a.m. for a period of five-minutes with no action anticipated at the conclusion of the session. The purpose consisted of RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. Executive session concluded at 11:42 a.m.

The meeting reconvened in Regular Session with no action taken and was adjourned at 11:45 a.m.

Signed and dated this 22nd day of November 2022.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Donn Etherington, Director



Richard DeRock, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director

POCC RESOLUTION NO. 2022-05

**RESOLUTION OF THE PORT COMMISSION OF THE PORT OF CHELAN COUNTY
SETTING THE 2023 LEVY LIMIT**

Whereas, the Port Commission has met and considered its budget for the calendar year 2023 for the Port of Chelan County; and

Whereas, the population of Chelan County is in excess of 10,000; and

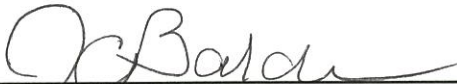
Whereas, the Port Commission has determined that due to continued operational expenses and necessary capital improvements, as well as declining operating revenues from COVID-19 and reduced air travel, there is substantial need to set the levy limit at one hundred one percent (101%) for the budget year 2023.

Now, Therefore, Be It Resolved By The Commissioners Of The Port Of Chelan County to raise the levy limit factor to 101% in calculating the highest lawful levy since 1985 for tax year 2023 for the Current Expense Fund.

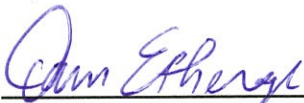
This Resolution shall become effective immediately upon its adoption.

Adopted by the Commission of the Port of Chelan County at a regular meeting thereof held this 8th day of November, 2022.

PORT OF CHELAN COUNTY



JC Baldwin, President



Donn Etherington, Vice President



Richard DeRock, Secretary



Ordinance / Resolution No. 2022-06
RCW 84.55.120

WHEREAS, the Commission of Port of Chelan County has met and considered its budget for the calendar year 2023; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 3,357,883.36; and,

WHEREAS, the population of this district is [X] more than or [] less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2023 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 33,578.83 which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 8 day of November, 2022.

Three horizontal lines for signatures, with handwritten signatures in blue ink.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

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PODC RESOLUTION NO. 2022-04

**RESOLUTION OF THE PORT COMMISSION OF THE PORT OF DOUGLAS COUNTY
SETTING THE 2023 LEVY LIMIT**

Whereas, the Port Commission has met and considered its budget for the calendar year 2023 for the Port of Douglas County; and

Whereas, the population of Douglas County is in excess of 10,000; and

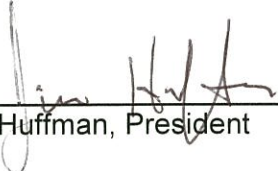
Whereas, the Port Commission has determined that due to continued operational expenses and necessary capital improvements, as well as declining operating revenues from COVID-19 and reduced air travel, there is substantial need to set the levy limit at one hundred one percent (101%) for the budget year 2023.

Now, Therefore, Be It Resolved By The Commissioners Of The Port Of Douglas County to raise the levy limit factor to 101% in calculating the highest lawful levy since 1985 for tax year 2023 for the Current Expense Fund.

This Resolution shall become effective immediately upon its adoption.

Adopted by the Commission of the Port of Douglas County at a regular meeting thereof held this 8th day of November, 2022.


PORT OF DOUGLAS COUNTY



Jim Huffman, President



W. Alan Loebach, Vice President



Mark Spurgeon, Secretary



Ordinance / Resolution No. 2022-05
RCW 84.55.120

WHEREAS, the Commission of Port of Douglas County has met and considered its budget for the calendar year 2023; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 1,118,692.21; and,

WHEREAS, the population of this district is more than or less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2023 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 11,186.92 which is a percentage increase of 1.0% from the previous year.

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 8 day of November, 2022.

Handwritten signatures of W. Alan Zepher and Jan D. Hunter on signature lines.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th.

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