

Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
December 13th, 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.
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
Laura Camarillo-Reyes, Admin Asst. (Zoom)
Colby Goodrich, FBO Manager (Zoom)

Guests:

KPQ Radio (Zoom)
Susan Purvis (Zoom)
Don Flick (Zoom)
Kalie Worthen, Wenatchee World (Zoom)

Steve Wilkinson, Wenatchee Valley Chamber
Rosa Pulido, Wenatchee Valley Chamber
Kirk Duncan, SBDC
Ron Nielson, SBDC

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

Introductions were made.

Conflict of Interest: None

Presentation: Kirk Duncan gave an update on the Small Business Development Center activity for the prior quarter. It was emphasized how impactful the partnership with the Wenatchee Valley Chamber has been for supporting underserved businesses.

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

CDRPA CONSENT AGENDA:

The Chelan Douglas Regional Port Authority Consent Agenda consisting of the November 22nd, 2022 Meeting Minutes, October 2022 Commission Calendar, and Check Register Pages #2022-44 through #2022-47, including electronic transfers was presented and the following action was taken:

Motion No.
Moved by:
Seconded by:

12-01-22 CDRPA
Mark Spurgeon
W. Alan Loeb sack
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of November 22nd, 2022 Minutes, October 2022 Commission Calendar, and Check Register Pages #2022-44 through #2022-47, including Electronic Transfers.

Motion passed 6-0

CDRPA ACTION ITEMS:

Resolution 2022-14 Approval of Revised Investment Policy

Lough presented a Revised Investment Policy for 2023 to the Board and reviewed updates based on input from Aaron Bonck of Time Value Investments.

Motion No.
Moved by:
Seconded by:

12-02-22 CDRPA
W. Alan Loeb sack
Richard DeRock
To adopt CDRPA Resolution No. 2022-14 approving the Revised Investment Policy.

Motion passed 6-0

Resolution No. 2022-15 Managing Authority 2023

Kuntz gave an overview to the Board of the proposed Delegation of Authority. de Mestre and Russ went over their suggested changes in detail and explained the need for each. After further discussion the decision was made to modify Item F covering Change Orders under Section VI. Policy Governing Contracts for Performance of Public Work (Including Unit Priced Contracts) and Purchased Service to state that the CEO may execute individual change orders if the contract is valued under \$50,000 and the change orders do not exceed 50% of the original contract value.

Motion No.
Moved by:
Seconded by:

12-03-22 CDRPA
Jim Huffman
Richard DeRock
To adopt CDRPA Resolution No. 2022-15 concerning the CEO Delegation of Authority for 2023, as amended.

Motion passed 6-0

Resolution No. 2022-16 Scheduling 2023 Dates and Times of Regular Meetings

CDRPA Resolution No. 2022-16 approving the Regular Meeting Schedule for 2023 was presented and the following action was taken:

Motion No.
Moved by:
Seconded by:

12-04-22 CDRPA
Richard DeRock
Mark Spurgeon
To adopt CDRPA Resolution No. 2022-16 setting regular meeting dates and times for 2023.

Motion passed 6-0

2023 Attorney Rates

Kuntz recommended a 5% increase in attorney hourly rates for both Ogden, Murphy Wallace, PLLC and Davis Arneil Law Firm, LLP from \$295.00 per hour to \$310.00 per hour. It was noted that this is a discounted client rate. Staff is working to ensure that legal fees are reimbursable when possible while working on certain projects. There was a brief review of what these legal services cover.

Motion No.
Moved by:
Seconded by:

12-05-22 CDRPA
Mark Spurgeon
Richard DeRock
To approve increasing the hourly rate for legal services from \$295.00 to \$310.00 per hour commencing January 1, 2023.

Regional Sports Complex/Aquatics Center – Regional Port Funding

Kuntz reiterated to the Board that the Regional Port is taking a neutral position on the Sports Complex/Aquatics Center Project. The Regional Port will help lead the study to determine costs and community funding options. Kuntz reviewed with the Board a plan to fund the feasibility study as presented by Senator Hawkins at the last Regional Aquatics meeting on December 7th, 2022. Discussion ensued and it was decided that the Regional Port would help fund the study, so long as staff time put in is closely tracked and shared with those running the Aquatic Center Steering Committee. It was noted that the Regional Port needs more recognition for work done on projects such as this.

Motion No.	12-06-22 CDRPA
Moved by:	Donn Etherington
Seconded by:	W. Alan Loeb sack
	To approve Senator Hawkins funding formula recommendation and contribute \$30,000.00, contingent to other listed entities contributing their share for the Regional Aquatics Center.

Motion passed 6-0

Regional Sports Complex/Aquatics Center – Steering Committee Members

Kuntz shared the suggested Steering Committee Members for the Regional Aquatics Center Sports Complex study. He noted that Senator Hawkins wanted elected officials where possible. He shared that each Steering Committee meeting will be held in an open forum for public transparency. The Board discussed whether one representative for the CDRPA was sufficient or if there should be a representative from each Port. It was decided that there will be one representative with one alternate.

Motion No.	12-07-22 CDRPA
Moved by:	Donn Etherington
Seconded by:	Richard DeRock
	To approve the Aquatics Center Feasibility Steering Committee representation with Jim Huffman as representative for the CDRPA and Donn Etherington as alternate.

Motion passed 6-0

Cost of Living Adjustment – CEO

The Board had a conversation regarding how the CEO performance review should be conducted and it was decided that topic is a separate discussion, and that Commissioner Spurgeon and Commissioner Etherington will take the lead on reviewing needed changes. Batjer reminded the Board that an adjustment in CEO salary and benefits requires his employment agreement to be modified.

Motion No.	12-08-22 CDRPA
Moved by:	W. Alan Loeb sack
Seconded by:	Mark Spurgeon
	To approve a 5% cost of living adjustment for the CEO, amending CEO car allowance to \$850.00 per month and providing a 10% deferred compensation contribution on annual salary, effective January 1, 2023.

Motion passed 6-0

Motion No.	12-09-22 CDRPA
Moved by:	Richard DeRock
Seconded by:	Mark Spurgeon
	To authorize the Board Chair to enter into a revised employment agreement with the CEO reflecting the previous action, subject to legal counsel review of said agreement.

Motion passed 6-0

PORT OF CHELAN COUNTY ACTION ITEMS:

POCC Resolution No. 2022-09 Scheduling 2023 Dates and Times of Regular Meetings

POCC Resolution No. 2022-09 approving the Regular Meeting Schedule for 2023 was presented and the following action was taken:

Motion No.	12-10-22 POCC
Moved by:	Donn Etherington
Seconded by:	Richard DeRock
	To adopt POCC Resolution No. 2022-09 setting regular meeting dates and times for 2023.

Motion passed 3-0

PORT OF DOUGLAS COUNTY ACTION ITEMS:

PODC Resolution No. 2022-07 Scheduling 2023 Dates and Times of Regular Meetings

PODC Resolution No. 2022-07 approving the Regular Meeting Schedule for 2023 was presented and the following action was taken:

Motion No.	12-11-22 PODC
Moved by:	Mark Spurgeon
Seconded by:	W. Alan Loeb sack
	To adopt PODC Resolution No. 2022-07 setting regular meeting dates and times for 2023.

Motion passed 3-0

Director Baldwin called for a 10-minute break at 10:40 a.m. The meeting reconvened at 10:50 a.m.

INFORMATIONAL ITEMS:

Aviation Fuel Policy – Goodrich shared with the Board that the new Jet A aviation fuel truck has arrived. It still requires a few inspections but should be good for use beginning January 2023. An update was given on changes made to Pangborn Airport’s Aviation Fuel Policy. Goodrich shared that a lot of work has gone into creating a fair and transparent way to set fuel prices that are competitive with the regional market. Lough noted to the Board that the Regional Port is making money on the FBO, however it is not reflected in the budget due to the inability to predict seasonal fires which result in substantial increases in fuel sales. Moyers noted that the fuel prices are reviewed weekly. The revised Aviation Fuel Policy was approved by the CEO and will go into effect as of December 2022.

Public Comment: Sarah Deenik, Communications Coordinator, read a question provided via Zoom messaging: Susan Purvis asked, “Is the 100LL Fuel priced on self service and Jet A fuel priced on full service?” Goodrich confirmed that this is correct.

Trades District – Kuntz shared with the Board that the kick-off meeting with Design West went very well. There will be check-ins every two weeks with staff and full design should be complete by May/June 2023 and the project will go out to bid by Summer 2023. Kuntz shared that a \$1 million grant from the Washington State Department of Commerce received for the project has been rescinded due to a requirement that the project would need to be completed by July 1st, 2023.

CTC Meeting Room Policy – Degnan and Kuntz reviewed updates made to the Confluence Technology Center (CTC) Meeting Room Policy. Degnan noted that most have been unwritten policies, but that the decision to put them in writing was made to better guide the CTC.

Spurgeon made a request that the verbiage be updated to allow for government and educational use of the meeting rooms, as well as the written business use.

Extension of Small Community Air Service Development (SCASD) Grant Award– Moyers gave an update on the previously awarded FAA SCASD grant and shared with the Board that a request to extend the grant has been made. The request was made in the timeframe provided by the FAA. Staff will update the Board when the FAA makes a decision on the grant extension request.

MISCELLANEOUS STAFF REPORTS:

Kuntz provided information and updates including:

- Updated the Board on the WPPA Annual Meeting.
- In meeting with the FAA, the Seattle FAA Manager reported the Regional Port's grant for the GA terminal building has been forwarded to the FAA Headquarters for consideration. Additionally, FAA was pleased with the MALSR project.
- Shared with the Board that the Hangar Pad Development meeting was enlightening. The projected absorption rate is one hangar pad per year.
- Kuntz thanked the Board for attending the Microsoft Grand Opening in Douglas County.
- Shared that the CDRPA is currently looking to hire a Project Manager to assist with capital projects scheduled for 2023.

Lough provided information and updates including:

- Shared with the Board that she has received a closeout letter for the CARES Act Grant.

Moyers provided information and updates including:

- Updated the Board on the scheduled inspection of the MALSR system. The system is operational and will be ready for use pending FAA approval. The flight check is expected to occur on Wednesday, December 14th, 2022.

Russ provided information and updates including:

- Shared that the mobile home removal has successfully been completed on the Malaga site.
- Russ updated the Board on the fence repairs alongside the airport and shared that they are going after possible reimbursement from the uninsured motorist.

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

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

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

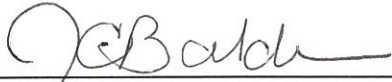
EXECUTIVE SESSION:

Executive session was announced at 11:50am for a period of thirty minutes with no 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 and RCW 42.30.110(1)(b) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. Executive session was extended at 12:20pm for ten minutes, again at 12:30pm for ten minutes, and again at 12:40pm for 5 minutes. Executive session concluded at 12:45pm.

The meeting reconvened in Regular Session with no action taken and was adjourned at 12:46pm.

Signed and dated this 10th day of January 2023.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



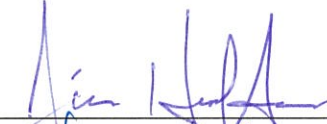
JC Baldwin, Director



Donn Etherington, Director



Richard DeRock, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loeb sack, Director

CDRPA RESOLUTION NO. 2022-14

A RESOLUTION OF THE BOARD OF DIRECTORS ESTABLISHING A
CHELAN DOUGLAS REGIONAL PORT AUTHORITY INVESTMENT POLICY

Whereas, the Board of Directors of the Chelan Douglas Regional Port Authority has the statutory authority to adopt from time to time resolutions authorizing the investment of Port funds which are not required for immediate expenditures and which are in the custody of the port treasurer and to specify, subject to statutory constraints, permitted investment of said funds;

Now, therefore, be it resolved, that the Board of Directors of the Chelan Douglas Regional Port Authority hereby adopts the following investment policy to govern investment of Port funds not needed for immediate expenditure and authorizes the investment of such funds by the port treasurer in accordance with the terms and provisions of this resolution.

The port treasurer is charged with the responsibility of preparing for the Board of Directors and CEO quarterly reports on investment activity and yields. Such reports shall contain a summary of the type of investments, amount of investments, place of investments, term of investments and yield.

This resolution is effective as of December 13th, 2022 and shall terminate on December 31st, 2023.

Adopted by the Board of Directors of the Chelan Douglas Regional Port Authority at a regular meeting thereof held this 13th day of December, 2022.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Jim Huffman, Director



Donn Etherington, Director



W. Alan Loebach, Director



Richard DeRock, Director



Mark Spurgeon, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2022-15**

**DELEGATION OF AUTHORITY
CALENDAR YEAR 2023**

Whereas, RCW 53.12.270 authorizes the Commission to delegate administrative powers and duties to the Executive Director, and

Whereas, the Port Commissions of both the Port of Chelan County and the Port of Douglas County have in the past adopted policy directives delegating administrative authority to its respective Executive Director for the purpose of expeditious administration of the Ports, and

Whereas, both Port Commissions have from time to time found it necessary to amend and revise such directives due to changes in law and/or operations, and

Whereas, both Port Commissions shall, from time to time, employ a Director of Finance and Administration, who shall act as the managing official of the Port in the absence of the Executive Director, and

Whereas, on June 11, 2019 both the Port of Douglas County and the Port of Chelan County entered into an Interlocal Cooperation Agreement for the functional consolidation of Port Finances, Management and Operations, and

Whereas, the functionally consolidated organization was named the Chelan Douglas Regional Port Authority ('Port Authority'), with both Port Commissions combining into one governing body, the Board of Directors, consisting of three commissioners from the Port of Chelan County and three commissioners from the Port of Douglas County, and

Whereas, the Chelan Douglas Regional Port Authority will use RCW 53.12.270 in similar fashion to delegate administrative powers and duties to the Chief Executive Officer, and

Whereas, the Board of Directors of the Chelan Douglas Regional Port Authority now wishes to provide a master policy directive on the delegated administrative powers and duties of the Chief Executive Officer, or in the absence of the Chief Executive Officer, to the Director of Finance,

Now, Therefore, Be It Resolved by the Board of Directors of the Chelan Douglas Regional Port Authority as follows:

Section 1. The master policy directive of the Board of Directors, as set forth herein, is adopted for the purpose of establishing the delegated administrative powers and duties of the Chief Executive Officer and the Director of Finance and Administration. This policy directive will remain in effect until December 31, 2023, unless it is extended prior to that date.

Section 2. All portions of resolutions, policies or motions heretofore approved by the Board of Directors pertaining to the subject matters contained in this resolution are hereby repealed.

Section 3. The Revised Code of Washington 53.08.090 authorizes Board of Directors to delegate to the Chief Executive Officer, by resolution, the authority to sell and convey port district property with a value of \$10,000 or less. State law requires that this authority be renewed by resolution annually by the Board of Directors. Said authority is hereby authorized by the adoption of this resolution. See Section 4, Article XVIII.

Section 4. The following policy directive on the delegated administrative powers and duties of the Chief Executive Officer and the Director of Finance and Administration is hereby adopted:

I. **PREAMBLE**

- A. The following policy is adopted by the Board of Directors for the purpose of establishing the administrative powers and duties of the Chief Executive Officer who is responsible for Port Authority operations. Any Board directives or initiatives shall be implemented through the Chief Executive Officer and shall be made only by the Board acting as a body of the whole at a public meeting. The Chief Executive Officer may delegate to Port personnel such administrative authority or reporting requirements herein established as is necessary and advisable in the efficient exercise of the Chief Executive Officer's powers and duties. The Chief Executive Officer shall insure that these staff members clearly understand the limits on the Chief Executive Officer and their authority.
- B. The phrase "administration and Port Authority operations", as used herein, means the regular day-to-day business of the Port Authority, including but not limited to: operating, maintaining, and administering all of its properties, leasehold properties, facilities services and programs, including the implementation of construction work, alterations, repairs, maintenance, and improvements of the Port Authority's real estate and physical facilities, and the necessary planning incidental thereto; the conduct of financial accounting and legal matters as they relate to the Port Authority's operation; the administration of all other operations which include personnel administration (i.e., hiring, firing, wages and benefits, training, grievance procedures, and task and project assignments, etc.); the execution and administration of contracts; publishing legal notices; and all other pertinent authorized functions. As it pertains to personnel administration, the Chief Executive Officer's implementation shall be consistent with the Chelan Douglas Regional Port Authority Personnel Policies as adopted by the Board of Directors on September 10th, 2019, as may be amended.
- C. The Chief Executive Officer shall inform the Board regarding significant information, incidents, and business transactions by methods agreeable to the Board. The Chief Executive Officer shall report to the Board those actions made in reliance on this delegation. The Chief Executive Officer, or in the absence of the Chief Executive Officer, the Director of Finance and

Administration, is the managing official of the Port Authority, appointed by the Board, and holds office as their representative. Nothing herein should be construed in any way as abrogating the duties and the responsibilities of the Board.

II. FINANCIAL

- A. Budgets – The adoption of Port Authority budgets, including supplemental budgets, are the responsibility of the Board of Directors. The Chief Executive Officer has no authority to adopt budgets, but the Chief Executive Officer shall be responsible for submitting to the Board of Directors proposed budgets, together with all necessary supporting data. The Chief Executive Officer shall also be responsible to ensure all legal notices are placed in newspapers regarding budget hearings and adoptions.
- B. Expenditures – The Chief Executive Officer is given the authority to spend Port Authority funds without prior Board approval subject to:
 - 1. The expenditure must fall within a budgeted expense category.
 - 2. The expenditure must not cause the amount of a budgeted expense category to be exceeded.
 - 3. Expenditures in accord with Emergency Public Works Contracts.
 - 4. Any applicable financial limits established by this Resolution.
- C. Management of Port Authority Finances – The Chief Executive Officer or the Director of Finance and Administration is authorized to transfer funds between operating funds and investment funds to meet Port Authority financial obligations.
- D. Imprest Working Funds (Petty Cash/Change Funds) - The Chief Executive Officer is authorized to establish imprest working funds (petty cash/change funds), provided that the total cumulative amount of all such funds does not exceed \$2,000.
- E. Banking Services – The Chief Executive Officer is authorized to negotiate for banking services and enter into agreements for such services. Procedures shall be established concerning the deposit/disbursal of Port Authority funds recognizing the requirements cited in RCW 53.36.010 and providing for an adequate system of internal control.
- F. Investments – The investment of Port Authority funds, which are those funds not required for immediate expenditures, shall be invested by the Port Authority Treasurer, in accordance with applicable laws relating to investment of public funds and consistent with Board approved Investment Policies. The Chief Executive Officer shall be authorized to determine the amount of funds to be invested in order to ensure adequate cash flow to meet Port Authority obligations.
- G. Other Obligations – The Chief Executive Officer shall have the authority to incur obligations and make commitments on behalf of the Port Authority, so long as they are for budgeted items, except, the Chief Executive Officer:

1. May not issue promissory notes.
2. May not issue bonds.
3. May not incur obligations or make commitments in excess of those amounts specifically provided for elsewhere in this resolution.

III. POLICY GOVERNING REAL PROPERTY

- A. Types of Agreements – The following directives apply to all agreements for use of Port Authority real property, including but not limited to leases, license agreements, concession agreements, rental agreements, operating agreements, memorandums of understanding and use agreements.
- B. Lease Arrangements – All real property, when available for leasing, shall be leased only under an appropriate written instrument approved by the Board of Directors. Except where the Board has delegated authority to the Chief Executive Officer here in Section 4, III, prior to the execution of such instrument, the Chief Executive Officer shall have secured the approval of the Board, provided for proper security, submitted the Agreement to Port Authority Counsel for approval (if the Port Authority's standard agreement form is not used) and follow all other applicable laws.
- C. Chief Executive Officer's Authority to Sign Lease and Rental Agreements without Prior Board Approval – The Chief Executive Officer may, without prior Board approval, execute lease and rental agreements subject to all of the following conditions:
 1. Agreements having a term (including any options) of five years duration or less and lease payments of \$5,000 per month or less (not including state leasehold tax) and the Port Authority's financial obligation for building improvements does not exceed \$50,000.
 2. The Port Authority's standard agreement form is used, except for provisions not applicable and state and federal leases that require the use of the tenant's lease form as long as the content of the lease form does not materially change the Port Authority's intent in its standard lease form.
 3. The appropriate lease surety must be in place which shall be defined as a minimum of one month's rental, not including state leasehold tax.
 4. The amount of rent shall be in accordance with rental rate objectives of the Board.
 5. The use to which the property may be put by the tenant shall be expressly stated and shall be in accordance with the goals, directives, and policies adopted by the Board for the same or similar Port Authority property or properties.
 6. The Chief Executive Officer shall provide the Board with a monthly written report of all agreements executed.
- D. Lease Modifications; Extensions – The Chief Executive Officer may, without prior Board approval, make minor modification to existing leases including payment deferrals, due dates for payments, adjustments to the leased premises, and the like, where the increase or decrease in annual revenue projected to be generated does not exceed \$50,000. The Chief Executive

Officer may, without prior Board approval, grant an extension of the current term of an existing lease for a period not greater than six (6) months. The Chief Executive Officer shall advise the Board of any such action within a reasonable period of time, not later than the next regular Board meeting.

- E. Sublease Procedures – Leases, concession agreements, operating agreements, and related contracts between the Port Authority and its tenants, and other parties shall include restriction on the subleasing and require at a minimum the prior written consent of the Port Authority to such subleases. Subject to the provisions of the lease or agreement, the Chief Executive Officer is authorized to grant consents to subleases, which for the purposes hereof shall include suboperating agreements and subconcession agreements.
- F. Lease Renewals – The Chief Executive Officer is authorized to renew leases provided: such renewals are provided for in the current lease; all other substantive terms of the lease remain unchanged; rental adjustments provided for in the lease are made; and the lease is in good standing. The Chief Executive Officer shall have the authority in Section 4, Article III(D) to make modifications to a lease as part of a lease renewal.
- G. Lease Enforcement and Lease Terminations – The Chief Executive Officer is authorized to enforce all terms and conditions of Port Authority leases. The Chief Executive Officer is authorized to issue all appropriate notices of default and/or notices of termination with regard to Port Authority leases. The Chief Executive Officer is authorized to terminate any lease under the terms and conditions therein. Upon termination, the Chief Executive Officer is authorized to take all steps necessary to retake possession of the leasehold and recover for the Port Authority all sums due the Port Authority pursuant to the lease and the law. The Chief Executive Officer shall keep the Board informed with respect to lessees that are issued default notices or termination notices.
- H. Realtors Compensation Program – The Chief Executive Officer is authorized to make payments for real estate services consistent with the Board of Directors adopted Real Estate Guidelines per Motion #09-10-19 as may be amended.
- I. Other Documents – The Chief Executive Officer is authorized to execute the following instruments, subject to the terms specified herein:
 - 1. Temporary and permanent easements for purposes of utility installments only. For easements granted by the Port Authority, all easements will require the grantee at its own expense to relocate, lower or otherwise protect the utility to accommodate future development of the Port Authority, its agents, or assigns unless otherwise authorized and directed by the Board.
 - 2. Business Licenses and Licenses to Operate.
 - 3. If the Board has previously approved a grant application, the Chief Executive Officer may execute all related agreements associated with the Port Authority obtaining local, state or federal grant funds, unless

- said grant exceeds \$1.5 million, which shall require Board approval prior to acceptance.
4. Binding site plans, short plats, building permits, and similar documents, and applications therefore, consistent with Port Authority master plans or otherwise where the Board has approved the subject development.
 5. Changes in name of responsible party to the lease if all other conditions including primary ownership, remain the same.
 6. Lease assignments for purposes of collateral.
 7. Estoppels, attornments and non-disturbance agreements.
 8. Permits ancillary to the normal operation of the Port Authority.
 9. Liquor Control Board forms related to tenants leasing Port Authority property.
 10. Landlord Waiver and Consent agreements subject to legal counsel review.
 11. Assignments of agreements for use of Port Authority real property (as defined in Section 4, III. A above) where the assignment does not alter the underlying terms of the agreement.
 12. Authority to negotiate and enter into Right of Entry/Property Access Agreements to allow prospects to conduct initial investigations regarding any real property managed by the Regional Port.
 13. Authority to enter into Confidentiality Agreements with prospective businesses, only when absolutely necessary and subject to legal counsel review. Board shall be notified when said agreements are signed.
 14. Authority to manage Pangborn Airport Terminal Building Parking Lot consistent with Board policies including waiving late fees.

IV. POLICY GOVERNING LEASE SURETY, SURETY BONDS, RENTAL DEPOSITS, AND INSURANCE POLICIES

- A. The Chief Executive Officer is authorized to take all necessary actions on behalf of the Board in connection with lease surety, lease surety bonds, rental deposits, or insurance coverage required pursuant to any leases of the Port Authority, including any of the following actions:
1. Where the lease is not in default, to release any surety, surety bond, or rental deposit where an adequate substitute surety or rental deposit has been provided.
 2. To approve any surety, surety bond, rental deposit, certificate of insurance, or insurance policies submitted in fulfillment of the requirements of any lease, including substitute or replacement coverage for any terminated bond, surety, or rental insurance.
 3. To approve any substitute or modifications of surety or insurance coverage, and to release any surety or insurance company when substitute or replacement insurance coverage has been provided in connection with any outstanding lease of the Port Authority.

V. POLICY GOVERNING CHIEF EXECUTIVE OFFICER 'S AUTHORITY FOR PROPERTY ACQUISITIONS AND SALES

- A. Property Acquisitions – When the Board authorizes the acquisition of real property by negotiated purchase or condemnation and has entered an agreement, the Chief Executive Officer shall take all necessary steps, including appraisals, environmental assessments, and surveys, if necessary, and signing all necessary documents to secure title of such property for the Port Authority consistent with the purchase and sale agreement.
- B. Property Sales – When the Board authorizes the sale of Port Authority real property and has entered an agreement, the Chief Executive Officer shall take all necessary steps to complete the transaction, including but not limited to ordering appraisals, surveys and accepting deposits, opening escrow and signing all necessary documents consistent with the purchase and sale agreement.
- C. Amendments – When the Board has entered a purchase and sale agreement, the Chief Executive Officer may approve minor modifications to the agreement, including but not limited to extensions to feasibility periods, changes to the closing date, minor modifications in the legal description based on survey or title work, and the like; provided that any modification of the price at which property is sold or purchased shall be approved by the Board.

VI. POLICY GOVERNING CONTRACTS FOR PERFORMANCE OF PUBLIC WORK (INCLUDING UNIT PRICED CONTRACTS) AND PURCHASED SERVICES

- A. Public Work of \$50,000 or less – The Chief Executive Officer may, without prior Board approval, approve plans, specifications and estimates, seek bids and execute small works roster contracts up to \$50,000 per project subject to the project appearing as a line item capital project in the Port Authority budget or within the overall capital budget authorized limits established by the Board, and so long as all statutory procedures are followed.
- B. Public Work between \$50,001 and \$300,000 – The Chief Executive Officer may, without prior Board approval, approve plans, specifications and estimates, and seek bids on public works contracts (including small works roster contracts) between \$50,001 and \$300,000 per project subject to the project appearing as a line item capital project in the Port Authority budget or within the overall capital budget authorized limits established by the Board, and so long as all statutory procedures are followed. Board approval shall be required for awarding said contracts.
- C. Public Work in Excess of \$300,001 – For projects estimated to cost in excess of \$300,001, Board authorization to proceed shall be obtained prior to seeking bids. In this event, the Chief Executive Officer shall have the authority to approve plans, specifications and estimates associated with the project. Board approval shall be required for awarding contracts.

- D. Project Close Out. For all public work contracts entered by the Port Authority, the Chief Executive Officer is authorized to take all further steps to see the project through to completion including final acceptance, provided that all requirements of RCW 53.08.120-135 and all other applicable laws and Port Authority policies are met.
- E. Emergency Public Works Contracts – When any emergency shall require the immediate execution of a contract for work, the Chief Executive Officer, pursuant to the Procedures of RCW 39.04.020 and 39.04.280 (as it may be amended or succeeded), is authorized to make a finding of the existence of such emergency and execute any contracts necessary to respond to the existing emergency, provided that the Chief Executive Officer shall, at the first Board meeting following the Chief Executive Officer’s finding of the existence of an emergency, request Board ratification of the finding of emergency and any contracts awarded and/or executed pursuant to that finding. From the inception of any such emergency, the Chief Executive Officer shall continuously advise the Board of the development of the emergency situation and the progress of any contracts executed to remedy the emergency.
- F. Change Orders – Where contracts for the performance of work have been awarded and under which the work is in progress, and individual changes in plans and/or specifications are necessitated in order to properly accomplish the work, the Chief Executive Officer is authorized to execute individual change orders to the contract provided:
 - 1. The original contract value is under \$50,000 and the change order does not exceed 50% of the original contract value.
 - 2. Or the following conditions are met:
 - a. Change orders are within the project budget established by the Board.
 - b. The contract provides for issuance of change orders.
 - c. The individual change order has been approved and certified by the project architect or engineer as being necessary to the proper accomplishment of the work called for in the basic contract.
 - d. Any time extension for completion of said contract which accompanies said change order does not exceed sixty (60) days.

VII. POLICY GOVERNING ACQUISITION OF MATERIALS, EQUIPMENT, AND SUPPLIES

- A. The Chief Executive Officer shall have the responsibility for following all required statutory procedures, where applicable, in connection with (i) all contracts for the acquisition of utilities, materials, equipment, and supplies . Where utilities, materials, equipment, and supplies are acquired on the open market or pursuant to published prices or tariffs and used or are necessary in normal maintenance and operations of the Port Authority, no prior approval shall be required but where appropriate shall be approved as a part of normal

the acquisition of utilities, materials, equipment, and supplies subject to the following conditions:

1. The contract or purchase order price does not exceed Fifty Thousand (\$50,000) in a calendar year, or if specifically identified in the annual budget, the amount shown in such budget, and the contract provides for a term of no more than three years, with an option to extend the contract for one (1) additional year, provided that the basic contract or purchase order price and any contract extensions must be within appropriate annual budget limits.
2. Unless otherwise required by law, the Chief Executive Officer shall determine whether and to what extent a performance bond is necessary.

B. Emergency Contracts for Acquisition of Materials, Equipment, Supplies, and Services – When an emergency shall require the immediate acquisition of materials, equipment, supplies, and services, the Chief Executive Officer is authorized to make a finding of the existence of such emergency and execute any contract for acquisition of materials, equipment, supplies, and services necessary to respond to the existing emergency, provided that the Chief Executive Officer shall, at the first Board meeting following the Chief Executive Officer's finding of the existence of an emergency, request Board ratification of the finding of an emergency and any contract awarded or executed pursuant to the authority herein shall contain a clause which states that the contract is subject to ratification by the Board and that if ratification does not follow, the contract shall terminate, and the Contractor shall be compensated for his work and materials used to the time of termination.

C. Repair and Maintenance of Equipment – The Chief Executive Officer shall be responsible for equipment repair and maintenance and, to that end, may use the Port Authority's own labor forces or may have work done by contract. The Chief Executive Officer is authorized to expend such funds as are reasonable and necessary to keep the equipment in good order and repair.

VIII. COMPETITIVE BIDDING REQUIREMENTS – EXEMPTIONS (See RCW 39.04.280)

The Chief Executive Officer is authorized to waive competitive bidding requirements for public works and contracts for purchases for:

1. Purchases that are clearly and legitimately limited to a single source of supply.
2. Purchases involving special facilities or market conditions.
3. Purchases of insurance or bonds.
4. Public works in the event of an emergency.

When the competitive bidding requirements are waived, the Chief Executive Officer shall require documentation be filed stating the nature of the purchase of work, and the justification for determining the exemption criteria was met. The documentation must be available for public inspection.

IX. ARCHITECTURAL, ENGINEERING, TECHNICAL SERVICES, AND PROFESSIONAL SERVICES INCLUDING SURVEYORS, INTERIOR DESIGNERS AND LANDSCAPE ARCHITECTS

The Chief Executive Officer is authorized to contract with qualified architectural, engineering, technical testing and inspection firms, surveyors, interior designers and landscape architects, licensed in the State of Washington to provide such services as required for architectural or engineering work or small projects of the Port Authority. Selection and reimbursement for such services including task orders shall follow all required statutory procedures and shall be consistent with normal established fees paid for such services. The Chief Executive Officer may arrange for such services following a competitive selection process; provided the fee to the same firm on any single project or closely related work does not exceed the amount of fifty thousand dollars (\$50,000), and the funds are within the approved project capital budget. Board approval shall be required for contracts exceeding \$50,000. Board authorization to proceed shall be obtained prior to seeking qualifications for contracts estimated over \$100,000.

X. AMENDMENTS TO ARCHITECTURAL, ENGINEERING, PROFESSIONAL, CONSULTANT AND PERSONAL SERVICES:

Where services are formally approved by the Board, increases in the approved contract amount may be approved by the Chief Executive Officer without prior approval of the Board for amounts not to exceed 10% of the last Board approved total, or \$50,000, whichever is less, provided the funds are within the approved appropriate annual budget.

XI. PERSONAL SERVICES

The Chief Executive Officer shall be responsible for obtaining personal services where deemed necessary in carrying out normal Port Authority operations and provided all applicable legal requirements are met. The Chief Executive Officer shall follow Port Authority policies governing management of personal service contracts currently in existence or hereafter adopted.

XII. LITIGATION

A. Management and Supervision of Litigations – The Chief Executive Officer and the Port Authority’s Legal Counsel (appointed by the Board) shall be responsible for the procedures necessary for management and supervision of all litigation in which the Port Authority has an interest, direct or indirect. For purposes of this section, “litigation” shall mean the assertion or potential assertion of any position, right or responsibility by or against the Port Authority, including actions which have been filed in any court or any quasi-judicial or administrative forum.

B. Special Legal Services – The Chief Executive Officer is authorized to retain such other special counsel at fees as may be negotiated to assist in the handling of any claims, litigation, or other matters necessary to attend to the legal affairs of the Port Authority, within overall budgetary constraints.

- C. Engagement of Experts – The Chief Executive Officer may engage or cause to be engaged, such experts as may be necessary for the orderly support of claims or litigation in which the Port Authority has a direct or indirect interest, without limitations otherwise prescribed in this resolution. Such engagement shall be upon consultation given by Legal Counsel after having satisfied him/her that such expenditure is necessary to the adequate preparation and representation of the Port Authority’s position in such litigation or claim and shall, wherever practicable, include evaluation of the litigation or claim and an estimate of the probable cost of such experts.
- D. Commencing Lawsuits – The Chief Executive Officer may not commence litigation without the prior approval of the Board.

XIII. POLICY GOVERNING ADJUSTMENT AND WRITE-OFF OF ACCOUNTS RECEIVABLE

- A. Definition of “Write Off” – The term “write-off” means the adjustment of the accounting records of the Port Authority to reflect the fact that the account is uncollectible in the normal course of operations. The Chief Executive Officer may authorize Legal Counsel to initiate or continue with legal action to collect an account without regard to whether the account has been written off the accounting records of the Port Authority.
- B. Procedures – The Chief Executive Officer is authorized to establish procedures for and to write off any uncollectible account which does not exceed the sum of Ten Thousand Dollars (\$10,000) subject to the following general guidelines:
 - 1. Prior to writing off any account receivable or uncollectible, the Chief Executive Officer shall be satisfied that every reasonable effort has been made by the Port Authority to accomplish the collection of the account.
 - 2. Any account in excess of Ten Thousand Dollars (\$10,000) which is deemed to be uncollectible shall be referred to the Board for final write-off, with the exception of any account that has filed for bankruptcy which the Chief Executive Officer may write off up to \$25,000 per account without prior Board approval.
 - 3. The Chief Executive Officer shall provide the Board once per month a listing of all accounts that are 90 days past due.

XIV. POLICY GOVERNING TRAVEL OF EMPLOYEES AND OTHER AUTHORIZED REPRESENTATIVES OF THE PORT AUTHORITY

- A. The Chief Executive Officer is authorized to approve travel by employees and/or other authorized representatives of the Port Authority in order to effectuate necessary Port Authority operations, in conformity to the travel policy adopted by the Board (Motion #09-07-19) as may be amended, provided that the travel expenses are within the annual budget approved by the Board and provided that the Board shall be advised prior to all international travel (excluding Canada). Board travel outside of the Pacific

Northwest (Washington, Oregon and Idaho) shall be approved, in advance, at an open public meeting; provided, however, the Chief Executive Officer may authorize such travel in the event of unique or unanticipated circumstances and obtaining advance approval of the Board is not possible. In this event, the Chief Executive Officer shall notify the entire Board at the next Board meeting.

XV. POLICY GOVERNING STAFF AND EMPLOYEE ADMINISTRATION

- A. The Chief Executive Officer shall have the authority to manage all personnel matters for Port Authority employees and staff which include hiring, firing, training, grievance procedures, employee benefits, and administration of the employee salary schedule. The Chief Executive Officer shall carry out these responsibilities according to guidelines and policies to be established by the Chief Executive Officer and within overall budgetary constraints. The Chief Executive Officer shall also carry out these responsibilities consistent with the Chelan Douglas Regional Port Authority Personnel Policies as adopted by the Board.

XVI. UTILIZATION OF PORT AUTHORITY EMPLOYEES

- A. The Chief Executive Officer is authorized to use necessary Port Authority employees for operations and maintenance of facilities.
- B. The Chief Executive Officer shall be responsible for obtaining prior Board approval for work projects which are new construction or major modifications of Port Authority facilities to be carried out by Port Authority crews when the total estimated cost of materials exceeds Twenty-Five Thousand Dollars (\$25,000).

XVII. RULES AND REGULATIONS

The Chief Executive Officer is authorized to adopt any administrative rule or regulation necessary for the efficient operation of the Port Authority so long as such rules and regulations are reported to the Board.

XVIII. POLICY GOVERNING SALE OF PERSONAL PROPERTY

- A. Sale of Property Pursuant to RCW 53.08.090 - The Chief Executive Officer is authorized, pursuant to RCW 53.08.090, to sell and convey surplus personal property of the Port Authority subject to the following conditions:
1. That the market value of such personal property does not exceed \$10,000 as may be increased by the statute; and
 2. That prior to any such sale or conveyance, the Chief Executive Officer shall itemize and list the property to be sold and make written certification to the Board that the listed property is no longer needed for Port Authority purposes;
 3. That offers for purchase are solicited from at least three (3) parties whenever possible or placed in a public auction;

4. That any large block of such property having a value in excess of \$10,000 shall not be divided into components of a lesser value and sold unless done so by public competitive bid; and
5. That in no case shall surplus personal property be sold to any Port Authority official or employee or members of their families without the specific approval of the Board.

XIX. INSURANCE PROGRAMS

Comprehensive General Liability, Auto, Property, Public Officials, etc. al.

The Chief Executive Officer shall be authorized to negotiate and obtain appropriate policies of insurance to cover Port Authority Property, liability, employee coverage, and other areas appropriately included within a comprehensive insurance program. The Chief Executive Officer is authorized to approve changes or modifications within the policies of insurance, including programs to provide self-insurance or deductible provisions, so long as such programs are promptly and regularly reported to the Board so it is kept informed of basic changes made in the overall insurance program of the Port Authority. The Board has the responsibility for selecting the Port Authority's insurance broker/agent.

Health Insurance

The Board has the responsibility for determining each year health benefits that will be offered to Port Authority employees. Once benefits are determined by the Board, the Chief Executive Officer shall be authorized to negotiate and execute all agreements and instruments necessary to carry out that determination.

XX. ECONOMIC DEVELOPMENT PROGRAMS

The Chief Executive Officer is authorized, consistent with statutory limitations, to develop and carry out economic development programs and enter economic development agreements consistent with the budget. Economic development programs may include advertising (including the use of advertising firms within budgetary authority), and promotion of the Port Authority, including its properties, facilities and services. Such economic development programs shall be reviewed by the Board from time to time.

XXI. CHELAN AIRPORT

The Chief Executive Officer is authorized to work with the City of Chelan on all matters involving the jointly owned City of Chelan Airport consistent with the Joint Operating Agreement between the parties.

XXII. ACCOUNTING AND AUDITING SERVICES

Subject to Section 4(X), the Chief Executive Officer is authorized to retain necessary services from recognized accounting and auditing firms. Such services may include the comprehensive annual financial report, audits, and appropriate accounting services as required, at established rates for such services in the area.

XXIII. REIMBURSABLE SERVICES

The Chief Executive Officer is authorized to enter into agreements pursuant to which the Port Authority will provide reimbursable services, when such services are part of normal Port Authority operations or incident thereto.

XXIV. GOVERNMENTAL AFFAIRS CONTRACTS

The Chief Executive Officer is authorized to enter into governmental affairs contracts subject to said expense appearing in the budget and subject to each individual contract not exceeding \$7,500 per month, not including reimbursable expenses.

XXV. ABSENCE OF CHIEF EXECUTIVE OFFICER

In addition to any other authority expressly delegated herein to the Director of Finance and Administration, in the absence of the Chief Executive Officer, the Director of Finance and Administration shall have all of the authority set forth in this Resolution. When relying on this Article XXIV, the Director of Finance and Administration shall notify the President of the Board as soon as reasonably possible of the exercise of any delegated authority.

XXVI. BOARD RETAINED AUTHORITY

Except as specifically set forth by the Board in the preceding portion of this Resolution, or unless specifically set forth by the Board in the preceding portion of this Resolution, or unless specifically authorized by other action of the Board, the Board shall retain the following authority:

- a. To approve leases, contracts, purchases, change orders, and other agreements exceeding the delegation set forth above;
- b. To borrow funds;
- c. To establish levy rates;
- d. To oversee the work of the internal auditor and legal counsel;
- e. To establish levels of compensation and adjustments, including benefits, for the Chief Executive Officer;
- f. To approve check registers, budgets, and amendments thereto (including line-item adjustments);
- g. To determine and establish the direction, goals, and policies of the Port Authority, unless specific direction for the determination or implementation has been given to the Chief Executive Officer or to others;
- h. To change the duties and responsibilities of the Chief Executive Officer at any time by the specific action of the Board, including amendment or modification to this Resolution; and

i. To delegate specific authority, whether or not described herein, to a Board Member or another employee of the Port Authority, by motion made and approved at an open public meeting (e.g. delegating authority to a Board Member to approve any changes made to an agreement that has been approved by the Board; delegating signature authority to a Port Authority employee overseeing a particular project).

ADOPTED by the Board of Directors of the Chelan Douglas Regional Port Authority this 13th day of December 2022, and duly authenticated in open session by the signatures of the Board of Directors voting in favor thereof.

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
RESOLUTION NO. 2022-16**

**A RESOLUTION OF THE CHELAN DOUGLAS REGIONAL
PORT AUTHORITY BOARD SCHEDULING DATES AND
TIMES OF REGULAR MEETINGS FOR 2023**

Whereas, the Port of Chelan County and the Port of Douglas executed an Interlocal Agreement on June 11th, 2019 forming the Chelan Douglas Regional Port Authority, the purpose of which is to operate the Ports and the Pangborn Memorial Airport as a consolidated operation;

Whereas, the Chelan Douglas Regional Port Authority Board consists of the three Commissioners of the Port of Chelan County and the three Commissioners of the Port of Douglas County;

Whereas, in a regular Chelan Douglas Regional Port Authority Board meeting, the members discussed a regular meeting schedule for the calendar year 2023;

Now, Therefore, the Chelan Douglas Regional Port Authority hereby resolves as follows:

1. Meeting Schedule and Locations. The Chelan Douglas Regional Port Authority regular meetings for calendar year 2023 shall be held at Confluence Technology Center, 285 Technology Way, Wenatchee, WA on the 2nd and 4th Tuesday of each month. The Chelan Douglas Regional Port Authority meetings may also be held via Zoom Virtual Meeting.

2. Meeting Time. All regular meetings of the Chelan Douglas Regional Port Authority Board shall begin at 9:00 a.m.

3. Special Meetings. Any meeting of the Chelan Douglas Regional Port Authority Board held on a day other than the regular meeting days as set forth above shall be a special meeting of the Chelan Douglas Regional Port Authority Board and the meeting shall be called and notice shall be given as required in RCW 42.30.080, as the same exist now or may be hereafter amended.

4. Simultaneously Called Meetings. Any meeting of the Chelan Douglas Regional Port Authority Board shall also mean simultaneous meetings of the Port of Chelan County and Port of Douglas County.

Adopted by the Board of Directors of the Chelan Douglas Regional Port Authority at a regular meeting thereof held this 13th day of December 2022.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



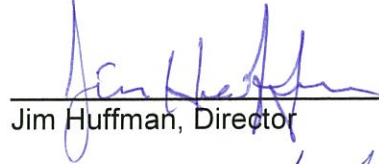
JC Baldwin, Director



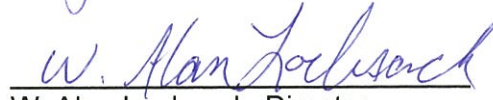
Donn Etherington, Director



Richard DeRock, Director



Jim Huffman, Director



W. Alan Loebisack, Director



Mark Spurgeon, Director

**PORT OF CHELAN COUNTY
RESOLUTION NO. 2022-09**

**A RESOLUTION OF THE PORT OF CHELAN COUNTY
SCHEDULING DATES AND TIMES OF REGULAR
MEETINGS FOR 2023**

Whereas, the Port of Chelan County and the Port of Douglas County executed an Interlocal Agreement on June 11th, 2019 forming the Chelan Douglas Regional Port Authority, the purpose of which is to operate the Ports and Pangborn Memorial Airport as a consolidated operation. Each meeting of the Chelan Douglas Regional Port Authority will also be a public meeting of the Port of Chelan County Commission; and

Whereas, the Port of Chelan County Commission desires to adopt a regular meeting schedule that is identical to the regular meeting schedule for the Chelan Douglas Regional Port Authority; and

Whereas, in a regular Port of Chelan County Commission meeting, the members discussed a regular meeting schedule for the calendar year 2023;

Now, Therefore, the Port of Chelan County Commission hereby resolves as follows:

1. Meeting Schedule and Locations. The Port of Chelan County regular meetings for calendar year 2023 shall be held at the Confluence Technology Center, 285 Technology Way, Wenatchee, WA on the 2nd and 4th Tuesday of each month. The Port of Chelan County meetings may also be held via Zoom Virtual Meeting.

2. Meeting Time. All regular meetings of the Port of Chelan County Commission shall begin at 9:00 a.m.

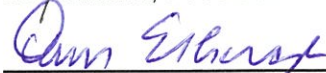
3. Special Meetings. Any meeting of the Port of Chelan County Commission held on a day other than the regular meeting days as set forth above shall be a special meeting of the Port of Chelan County Commission and the meeting shall be called and notice shall be given as required in RCW 42.30.080, as the same exist now or may be hereafter amended.

Adopted by the Port of Chelan County Commission at a regular meeting thereof held this 13th day of December 2022.


PORT OF CHELAN COUNTY



JC Baldwin, President



Donn Etherington, Vice President



Richard DeRock, Secretary

**PORT OF DOUGLAS COUNTY
RESOLUTION NO. 2022-07**

**A RESOLUTION OF THE PORT OF DOUGLAS COUNTY
SCHEDULING DATES AND TIMES OF REGULAR
MEETINGS FOR 2023**

Whereas, the Port of Douglas County and the Port of Chelan County executed an Interlocal Agreement on June 11th, 2019 forming the Chelan Douglas Regional Port Authority, the purpose of which is to operate the Ports and Pangborn Memorial Airport as a consolidated operation. Each meeting of the Chelan Douglas Regional Port Authority will also be a public meeting of the Port of Douglas County Commission; and

Whereas, the Port of Douglas County Commission desires to adopt a regular meeting schedule that is identical to the regular meeting schedule for the Chelan Douglas Regional Port Authority; and

Whereas, in a regular Port of Douglas County Commission meeting, the members discussed a regular meeting schedule for the calendar year 2023;

Now, Therefore, the Port of Douglas County Commission hereby resolves as follows:


1. Meeting Schedule and Locations. The Port of Douglas County regular meetings for calendar year 2023 shall be held at the Confluence Technology Center, 285 Technology Way, Wenatchee, WA on the 2nd and 4th Tuesday of each month. The Port of Douglas County meetings may also be held via Zoom Virtual Meeting.

2. Meeting Time. All regular meetings of the Port of Douglas County Commission shall begin at 9:00 a.m.

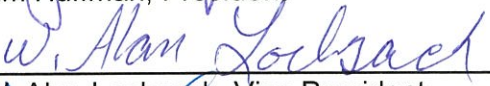
3. Special Meetings. Any meeting of the Port of Douglas County Commission held on a day other than the regular meeting days as set forth above shall be a special meeting of the Port of Douglas County Commission and the meeting shall be called and notice shall be given as required in RCW 42.30.080, as the same exist now or may be hereafter amended.

Adopted by the Port of Douglas County Commission at a regular meeting thereof held this 13th day of December 2022.


PORT OF DOUGLAS COUNTY



Jim Huffman, President



W. Alan Loebsock, Vice President



Mark Spurgeon, Secretary