



CHELAN COUNTY COMMISSIONERS PROPOSED MEETING AGENDA

Meeting Dates & Time:

Monday, August 17, 2026 – 9:00 A.M

Tuesday, August 18, 2026 – 9:00 A.M.

Location: Chelan County Administration Building, 400 Douglas St.

Wenatchee, WA 98801

Monday, August 17, 2026

9:00 A.M. Call to Order

1. Pledge of Allegiance
2. Public Comment Period

Consent Agenda

1. Approval of Minutes
2. Vouchers as submitted and Listed
3. Payroll Changes:
 - a) Laura Ortega, Assessors – Longevity
 - b) Kiley Waters, Assessors – Transfer
 - c) Omar Ornelas, Facilities Maintenance – Step Increase
 - d) Jamie Ginter, Auditor – New Hire
 - e) Candi Ramsey, District Court – New Hire
 - f) Madalyn Treat, Community Development – Step Increase
 - g) Michael Vazquez, Natural Resources – Resignation
 - h) Anthony Daggett, Public Works – Step Increase
 - i) Ashley Kirby, Public Works – Step Increase
 - j) Antonio Muro, Public Works – Promotion
 - k) Lisa Baker, Regional Justice Center – Resignation
 - l) Debra Larson, Clerk – New Hire
 - m) Holly J. Berdan, Clerk – New Hire
 - n) Cindy Dietz, Prosecuting Attorney – Rehire

NOTE: Agenda subject to change. Times listed are estimates only. The Commission reserves the right to move agenda items as needed and during the meeting. Chelan County Commissioners' Minutes are available at www.co.chelan.wa.us on the Board of Commissioners web page.

Board Discussion

10:00 A.M. County Administrator Cathy Mulhall

Discussion:

1. Judge Jon Volyn Re: Court Services Contract
2. Sheriff Morrison Re: Authorization to add new positions and fill vacancies
3. Administrative Update

Action:

1. Interlocal Agreement for Providing District Court Services Between Chelan County and the City of Wenatchee with Amendment for Probation Services
2. Master Services Agreement with Exhibit A for services from LiftOff, LLC
3. Hiring Freeze Authorization – Evidence Tech, Sheriff
4. Hiring Freeze Authorization – Campus Security Deputy, Sheriff
5. Hiring Freeze Authorization – Campus Security Deputy, Sheriff
6. Hiring Freeze Authorization – Development & Utility Inspector, Public Works
7. Hiring Freeze Authorization – Custody Officer, Juvenile
8. Sheriff Request for Authorization to Add 2 Admin Specialist Positions

10:30 A.M. Economic Services Director Ron Cridlebaugh

Discussion:

1. Departmental Updates

Action:

1. Invitation to Bid Wenatchee River County Park Tree Removal
2. Memo: Change Order 1 with MCG, LLC for the Ohme Gardens Reroof Project

11:00 A.M. Natural Resources Director Mike Kaputa

Discussion:

1. Executive Session RE: Potential Litigation

Action:

1. Amendment No. 2 to Washington State Military Department Emergency Management Division for City of Leavenworth Critical Facility Generators
2. Amendment No. 2 to Washington State Military Department Emergency Management Division for Holden Village Wildfire Resiliency and Ignition Resistant Retrofits

NOTE: Agenda subject to change. Times listed are estimates only. The Commission reserves the right to move agenda items as needed and during the meeting. Chelan County Commissioners' Minutes are available at www.co.chelan.wa.us on the Board of Commissioners web page.

3. Helicopter Services Agreement with North Wind Aviation, LLC, for Icicle Creek Project Support
4. Consulting Agreement with Cramer Fish Sciences for Lower Monitor Riparian Island Assessment and Conceptual Design Project
5. Substantial Completion with EcoGrind Site Solutions for Kahler Creek Low-Tech Restoration Project
6. Change Order No. 1 with Blue Pine Fuels for Cashmere-area Landowner Fuels Reduction Projects

NOTE: Agenda subject to change. Times listed are estimates only. The Commission reserves the right to move agenda items as needed and during the meeting. Chelan County Commissioners' Minutes are available at www.co.chelan.wa.us on the Board of Commissioners web page.

Tuesday, August 18, 2026

9:00 A.M. Executive Session Re: Pending Litigation with PA Robert Sealby

9:30 A.M. Public Works Director Eric Pierson

BID AWARD: Arizona Boulevard Drainage Improvement, Stormwater Project 2029 (SD 2029)

Discussion:

1. Open Items

Action:

1. Approve Purchased Services Agreement for Appraisals with Pacific Appraisal Associates for the School Street Pedestrian Improvement Project, County Road Project 752 (CRP 752)
2. Approve Commissioners Notice of Hearing – Intention to Surplus County Property

10:00 A.M. Flood Control Zone District Administrator Eric Pierson

10:15 A.M. Community Development Director Deanna Walter

Discussion:

1. Comprehensive Plan Periodic Update – Set Hearing Dates for BOCC

11:00 A.M. Assessor Wes Cornelius

Discussion:

1. Departmental Updates

11:30 A.M. City of Leavenworth Mayor Carl Florea

NOTE: Agenda subject to change. Times listed are estimates only. The Commission reserves the right to move agenda items as needed and during the meeting. Chelan County Commissioners' Minutes are available at www.co.chelan.wa.us on the Board of Commissioners web page.

Upcoming External Commissioners' Meetings & Conferences

August 17, 2026

12:00 P.M. WSAC Virtual Assembly | Commissioner Overbay

August 18, 2026

8:30 A.M. KPQ Radio Interview

9:30 A.M. Canvassing Board | Commissioner Overbay

1:30 P.M. Canvassing Board | Commissioner Overbay

3:00 P.M. Link Transit Board of Directors Regular Business Meeting | Commissioners Smith & Overbay

August 19, 2026

9:00 A.M. RiverCom Administrative Board Meeting | Commissioners Smith & Hawkins

August 20, 2026

1:00 P.M. Lodging Tax Advisory Committee Meeting | Commissioner Smith

NOTE: Agenda subject to change. Times listed are estimates only. The Commission reserves the right to move agenda items as needed and during the meeting. Chelan County Commissioners' Minutes are available at www.co.chelan.wa.us on the Board of Commissioners web page.

AUGUST 17, 2026
9:00 A.M.
Consent Agenda

- 1) Approval of Minutes
- 2) Vouchers as submitted and listed
- 3) Payroll Changes:
 - a) Laura Ortega, Assessors – Longevity
 - b) Kiley Waters, Assessors – Transfer
 - c) Omar Ornelas, Facilities Maintenance – Step Increase
 - d) Jamie Ginter, Auditor – New Hire
 - e) Candi Ramsey, District Court – New Hire
 - f) Madalyn Treat, Community Development – Step Increase
 - g) Michael Vazquez, Natural Resources – Resignation
 - h) Anthony Daggett, Public Works – Step Increase
 - i) Ashley Kirby, Public Works – Step Increase
 - j) Antonio Muro, Public Works – Promotion
 - k) Lisa Baker, Regional Justice Center – Resignation
 - l) Debra Larson, Clerk – New Hire
 - m) Holly J. Berdan, Clerk – New Hire
 - n) Cindy Dietz, Prosecuting Attorney – Rehire



CHELAN COUNTY COMMISSIONERS MEETING MINUTES

Meeting Dates & Time:

Monday, August 10, 2026 – 9:00 A.M

Tuesday, August 11, 2026 – 9:00 A.M.

*Location: Chelan County Administration Building, 400 Douglas St.
Wenatchee, WA 98801*

MONDAY, AUGUST 10, 2026

9:01:20 A.M. Call to Order

Chairman Smith calls the meeting to order. The Pledge of Allegiance was recited.

Attendance:

Present for session is Commissioner Overbay, Commissioner Hawkins, County Administrator Cathy Mulhall, and Clerk of the Board Anabel Torres.

Public Comment Period

Chairman Smith opened the public comment period. No public comment was received. The public comment period was closed.

9:02:38 A.M. Consent Agenda

Upon motion by Commissioner Overbay and second by Commissioner Hawkins, the Board of County Commissioners approved the Consent Agenda as presented. Motion carried unanimously.

1. ~~Approval of Minutes~~ * *Pulled from action item list*
2. Vouchers as Submitted and Listed 20260810-BDG-1
3. Memo: Return of Unused Shared Leave Hours 20260810-HR-1
4. Payroll Changes: 20260810-PCN-1
 - a) Ross Holcolm, Facilities Maintenance – New Hire
 - b) Myrna Alvarez, Juvenile – Step Increase
 - c) Jaime Cuellar, Juvenile – Step Increase
 - d) Lisa Hodson, Juvenile – Step Increase
 - e) Fatima Rosario, Juvenile – Step Increase
 - f) Silvestre Vargas, Juvenile – Resignation

- g) Kenneth Ray Luzader, Expo – New Hire
- h) Sherry Luzader, Expo – Other, Rescind
- i) Tasha Johnston, Expo – Promotion

9:02:53 A.M. Board Discussion

9:26:37 A.M. Recessed.

9:59:54 A.M. The Board returned to regular session.

10:00:31 A.M. County Administrator Cathy Mulhall

Discussion:

1. Departmental Updates

10:05:10 A.M. Action:

Upon motion by Commissioner Overbay and second by Commissioner Hawkins, the Board of County Commissioners approved the action items as presented. Motion carried unanimously

1. ESRI Small Enterprise Agreement for County and Municipality Government
1. 3-year term (E214-3) 20260810-AGR-1
2. Approve Recommendation for Onsite Email Server Migration Services vendor 20260810-AGR-2
3. Data Access Subscription Casual Use Agreement for Superior Court Public Documents with Mary M. Rathbone 20260810-AGR-3
4. Notice of Hearing Re: Supplemental Budget Appropriation 20260810-NOH-1

10:05:10 A.M. Board Discussion

10:10:09 A.M. Recessed

10:31:57 A.M. The Board returned to regular session.

10:32:00 A.M. Economic Services Director Ron Cridlebaugh

Discussion:

1. Presentation from Chelan County Wenatchee Housing Authority
2. Departmental Updates

10:33:20 A.M. Action:

Upon motion by Commissioner Overbay and second by Commissioner Hawkins, the Board of County Commissioners approved the action items as presented. Motion carried unanimously

1. Consultant Agreement: Expo Center Domestic Water Project

20260810-AGR-4

11:05:15 A.M. Natural Resources Director Mike Kaputa

11:06:24 A.M. Executive Session RE: Pending Litigation PA Robert Sealby

Upon motion by Commissioner Overbay and second by Commissioner Hawkins, the Board entered into a 10-minute Executive Session pursuant to RCW 42.30.110(1)(i), for the purpose of discussing matters of litigation or legal risk with legal counsel.

The Executive Session was extended by 5 minutes. -Public Notified

11:43:20 A.M. The Board returned to regular session. No action was taken.

Discussion:

1. Departmental Updates

11:44:10 A.M. Action:

Upon motion by Commissioner Overbay and second by Commissioner Hawkins, the Board of County Commissioners approved the action items as presented. Motion carried unanimously

1. Amendment No. 2 to Agreement with Engage NCW for Stehekin Community Plan 20260810-AGR-5
2. Work Order 26-001 with Washington Department of Natural Resources for Chelan County Post-Fire Susceptibility Assessment 20260810-AGR-6
3. Amendment No. 1 to Agreement with WA Recreation and Conservation Office for Eagle Creek 5 Fish Passage Barriers 20260810-AGR-7
4. Amendment No. 1 to Agreement with WA Recreation and Conservation Office for Sand Creek Culvert Replacement 20260810-AGR-8
5. Recommendation to Award and Execute Agreement with Marcon Timer Co., Inc. for Beaver Hill Machine Thinning Project 20260810-AGR-9
6. Amendment No. 3 to Task Authorization No. 8 with Chelan County PUD for Sunitsch Canyon Timber Harvest Project 20260810-AGR-10
7. Amendment No. 1 to Washington State Military Department Emergency Management Division for Upper Wenatchee Defensible Space Project

- 20260810-AGR-11
8. Amendment No. 2 to Washington State Military Department Emergency
Management Division for Lake Wenatchee Back-up Generators Project
- 20260810-AGR-12
9. Amendment No. 1 to Agreement with Anchor QEA for Wenatchee Chiwawa
Irrigation District Piping Project
- 20260810-AGR-13

11:30 A.M. Jail Director Chris Sharp

Discussion:

1. Departmental Update

11:59:56 A.M. Recessed

1:30:12 P.M. The Board returned to regular session.

1:30 P.M. Chelan-Douglas Joint Commission Meeting

1. Coroner Facility - Earl Crowe
2. Veterans Services Office – Ron Cridlebaugh & Amber Hallberg
- ~~3. Regional Jail Options – Commissioner Overbay & Commissioner Straub~~
- ~~4. Executive Session Re: Potential Litigation with PA Robert Sealby~~

2:48:36 P.M. Recessed

2:57:39 P.M. The Board returned to regular session. No action was taken.

3:02:15 P.M. Recessed

The Board recessed and will reconvene in regular session on Tuesday, August 11, 2026, at 9:00 A.M.

Tuesday, August 11, 2026

8:00 A.M. Elected & Appointed Officials Meeting

Discussion

1. Monthly Financial Report
2. Round Table

9:00:07 A.M. The Board reconvened in regular session.

9:00:01 A.M. Executive Session Re: Potential Litigation with PA Robert Sealby

Upon motion by Commissioner Overbay and second by Commissioner Hawkins, the Board entered into a 29-minute Executive Session pursuant to RCW 42.30.110(1)(i), for the purpose of discussing matters of litigation or legal risk with legal counsel.

9:29:51 A.M. The Board returned to regular session. No action was taken.

9:30:00 A.M. Public Works Director Eric Pierson

**9:31:48 A.M. BID OPENING: Arizona Boulevard Drainage Improvement,
Stormwater Project 2029 (SD2029) 20260810-BID-1**

Bidders

Total Bid

<i>Smith Excavation</i>	\$ 269,110.00
<i>Hurst Construction</i>	\$339,293.00
<i>Midway underground</i>	\$321,943.00
<i>Pipkin Construction</i>	\$222,835.00
<i>J&K Construction</i>	\$240,299.00
<i>Engineer Estimate</i>	\$211,665.00

9:34:36 A.M Bid Acceptance

Upon motion and second by Commissioners Overbay and Hawkins, the Commission unanimously approves acceptance of bids as presented, bid to be awarded next week on Public Works Agenda time

Bid documents were referred to Public Works for comprehensive evaluation of the bids to determine compliance with project requirements.

Discussion:

1. Event Permit – Chelanathon
2. Open Item

9:35:28 A.M. Action:

Upon motion by Commissioner Overbay and second by Commissioner Hawkins, the Board of County Commissioners approved the action items as presented. Motion carried unanimously

1. Resolution #2026-70 Re: Establishing County Project 769 (CRP 769) as the Shugart Flats Road Slope Repair Project
2. Resolution 2026-71 Re: Establishing County Project 770 (CRP 770) as the S. Lakeshore Road Drainage Improvement Project

9:37:40 A.M. Executive Session RE: Potential Litigation

Upon motion by Commissioner Overbay and second by Commissioner Hawkins, the Board entered into a 15-minute Executive Session pursuant to RCW 42.30.110(1)(i), for the purpose of discussing matters of litigation or legal risk with legal counsel.

The Executive Session was extended by 20 minutes. -Public Notified

10:13:16 A.M. The Board returned to regular session. No action was taken.

10:13:39 A.M. Recessed

10:23:26 A.M. The Board returned to regular session.

10:23:54 A.M. Community Development Director Deanna Walter

Discussion:

1. Departmental Updates
2. 2026 Comprehensive Plan Hearing Schedule

10:42:35 A.M. Recessed

11:04:50 A.M. The Board returned to regular session.

11:05:29 A.M. Meeting Minutes Approval

Upon motion by Commissioner Overbay, seconded by Commissioner Hawkins, the Board of County Commissioners approved the meeting minutes for August 3, 2026, with changes. Motion carried unanimously.

11:06:00 A.M. Coroner Earl Crowe

Discussion:

1. Departmental Updates

11:19:20 A.M. Board Discussion

Upon motion by Commissioner Overbay, seconded by Commissioner Hawkins, the Board of County Commissioners approved sending a letter to Governor Bob Ferguson requesting a State funding partnership to assist with the completion of Stehekin's Company Creek Road.. Motion carried unanimously.

11:22:33 A.M. Recessed

~~**11:30 A.M. City of Chelan Mayor Erin McGardle**~~

11:32:56 A.M. The Board returned to regular session.

11:33:55 A.M. Recessed

1:05 P.M. The Board returned to regular session.

Tri-Commission Meeting

2:43 P.M. Adjourned

The Board of County Commissioners adjourned until Monday, August 17, 2026

Weekly Voucher Approval for Payment

<i>Current Expense</i>	\$473,796.79
<i>Other Funds</i>	\$687,609.87
<i>Total all Funds</i>	\$1,161,406.66

**BOARD OF COMMISSIONERS FOR
CHELAN COUNTY**

Shon Smith, Chairman

Anabel Torres, Clerk of the Board



Employee Payroll Change Notice

EFFECTIVE DATE: 08/01/2026
(Hire date for new employees)

EMPLOYEE INFORMATION

Employee # 002323 (leave blank if new employee)

Name LAURA ORTEGA

Department ASSESSORS OFFICE

Position Title SENIOR ABTRACTOR/GIS TECH

Pay Grade PW10 Pay Step 8

Status _____ Union _____
(full time, part time, temp)

Account Number 010.010.51424.11.117 (required for new hires)

REASON FOR CHANGE

- ☐ New Hire*
☐ Promotion
☐ Step Increase
☐ Transfer
☐ Reclassification
☐ Termination
☐ Retirement
☐ Remove From Eden
☐ Resignation
☒ Other LONGEVITY BONUS

*Attach copy of offer letter

COMMENTS / ADDITIONAL INFORMATION

20 YEAR LONGEVITY BONUS

STEP SCHEDULE (New Emp)

Step 2: _____
Step 3: _____
Step 4: _____
Step 5: _____
Step 6: _____
Step 7: _____
Step 8: _____

SIGNATURES

Department Authorization 

Date 8.6.26

Human Resources Review 

Date 08/13/2026

Commissioner Approval _____

Date _____



Employee Payroll Change Notice

EFFECTIVE DATE: 09/01/2026

(Hire date for new employees)

EMPLOYEE INFORMATION

Employee # 006391 (leave blank if new employee)

Name KILEY WATERS

Department ASSESSORS OFFICE

Position Title REAL PROPERTY APPRAISER

Pay Grade PW10

Pay Step 2

Status FULL TIME

(full time, part time, temp)

Union CRTHSE BARG

Account Number 010.010.51424.11.105 (required for new hires)

REASON FOR CHANGE

- ☐ New Hire*
☐ Promotion
☐ Step Increase
☒ Transfer
☐ Reclassification
☐ Termination
☐ Retirement
☐ Remove From Eden
☐ Resignation
☐ Other _____

*Attach copy of offer letter

COMMENTS / ADDITIONAL INFORMATION

Last day with Juvenile Department 08/31/2026

First day with Assessors Office 09/01/2026

DRS - Moving from PSERS to PERS

STEP SCHEDULE (New Emp)

Step 2: _____

Step 3: 09/01/2027

Step 4: 09/01/2028

Step 5: 09/01/2029

Step 6: 09/01/2031

Step 7: 09/01/2033

Step 8: 09/01/2035

SIGNATURES

Department Authorization

Date

8-6-26

Human Resources Review

Date

08/13/2026

Commissioner Approval

Date



Employee Payroll Change Notice

EFFECTIVE DATE: 09/01/2026
(Hire date for new employees)

EMPLOYEE INFORMATION

Employee # 006494 (leave blank if new employee)
Name Omar Ornelas
Department Facilities Maintenance
Position Title Facilities Technician II
Pay Grade PW08 Pay Step 5
Status full time Union Courthouse Bargaining
(full time, part time, temp)
Account Number 010.055.51830.11.233 (required)

REASON FOR CHANGE

- ☐ New Hire*
☐ Promotion
☒ Step Increase
☐ Transfer
☐ Reclassification
☐ Termination
☐ Retirement
☐ Remove From Eden
☐ Resignation
☐ Other _____

*Attach copy of offer letter

COMMENTS / ADDITIONAL INFORMATION

Scheduled Step Increase. Correct Eden for Step 8 to reflect correct day

STEP SCHEDULE (New Emp)

Step 2: _____
Step 3: _____
Step 4: _____
Step 5: _____
Step 6: 09/01/2028
Step 7: 09/01/2030
Step 8: 09/01/2032

SIGNATURES

Department Authorization [Signature]

Date 8/10/26

Human Resources Review [Signature]

Date 08/13/2026

Commissioner Approval _____

Date _____



Employee Payroll Change Notice

EFFECTIVE DATE: 9/1/206
(Hire date for new employees)

EMPLOYEE INFORMATION

Employee # 005352 (leave blank if new employee)

Name Jamie Ginter

Department Auditor

Position Title Financial Services Manager

Pay Grade pw26 Pay Step 5

Status full time Union non-bargining
(full time, part time, temp)

Account Number 010.015.51423.11.143 (required)

REASON FOR CHANGE

- ☒ New Hire*
☐ Promotion
☐ Step Increase
☐ Transfer
☐ Reclassification
☐ Termination
☐ Retirement
☐ Remove From Eden
☐ Resignation
☒ Other Re-hire

*Attach copy of offer letter

COMMENTS / ADDITIONAL INFORMATION

STEP SCHEDULE (New Emp)

Step 2: _____
Step 3: _____
Step 4: _____
Step 5: _____
Step 6: 9/1/2028
Step 7: 9/1/2030
Step 8: 9/1/2032

SIGNATURES

Department Authorization [Signature]

Date 8/4/2026

Human Resources Review [Signature]

Date 08/13/2026

Commissioner Approval _____

Date _____



Employee Payroll Change Notice

Return completed form to the
Human Resources Department

EFFECTIVE DATE: 9/8/2026
(hire date for new employees)

EMPLOYEE INFORMATION

Employee # _____ (leave blank if new employee)

Name CANDI RAMSEY

Department DISTRICT COURT

Position Title LEGAL CLERK

Pay Grade PW07 Pay Step 4

Status FULL TIME Union COURTHOUSE
(full time, part time, temp)

Account Number 010.065.51240.11. (required for new hires)

REASON FOR CHANGE

- ☒ New Hire*
☐ Step Increase
☐ Promotion
☐ Transfer
☐ Reclassification
☐ Resignation
☐ Termination
☐ Retirement
☐ Other _____

*attach copy of offer letter

COMMENTS / ADDITIONAL INFORMATION

CANDI RAMSEY WILL START WITH DISTRICT COURT ON 9/8/26. CANDI WILL BE FILLING THE LAST LEGAL CLERK POSITION VACATED BY JASON AYERS.

STEP SCHEDULE (New Emp)

Step 2: _____
Step 3: _____
Step 4: _____
Step 5: 09/01/2027
Step 6: 09/01/2029
Step 7: 09/01/2031
Step 8: 09/01/2033

SIGNATURES

Department Authorization

Date 08/11/2026

Human Resources Review

Date 08/13/2026

Commissioner Approval

Date _____



Employee Payroll Change Notice

EFFECTIVE DATE: 08/01/2026
(Hire date for new employees)

EMPLOYEE INFORMATION

Employee # 006480 (leave blank if new employee)

Name Madalyn Treat

Department Community Development

Position Title Office Manager

Pay Grade PW13 Pay Step 3

Status FT Union Non-Barg
(full time, part time, temp)

Account Number 010.020.55860.11.002 (required)

REASON FOR CHANGE

- ☐ New Hire*
☐ Promotion
☒ Step Increase
☐ Transfer
☐ Reclassification
☐ Termination
☐ Retirement
☐ Remove From Eden
☐ Resignation
☐ Other _____

*Attach copy of offer letter

COMMENTS / ADDITIONAL INFORMATION

STEP SCHEDULE (New Emp)

Step 2: _____
Step 3: 08/01/2026
Step 4: 08/01/2027
Step 5: 08/01/2028
Step 6: 08/01/2030
Step 7: 08/01/2032
Step 8: 08/01/2034

SIGNATURES

Department Authorization Diana Wheeler

Date 8/11/26

Human Resources Review [Signature]

Date 08/13/2026

Commissioner Approval _____

Date _____



Employee Payroll Change Notice

EFFECTIVE DATE: 8/23/26

(Hire date for new employees)

EMPLOYEE INFORMATION

Employee # 006624 (leave blank if new employee)

Name Michael Vazquez

Department Natural Resources

Position Title AIS Field Assistant - Extra Help

Pay Grade _____ Pay Step _____

Status FT-Temp Union _____
(full time, part time, temp)

Account Number _____ (required)

REASON FOR CHANGE

- ☐ New Hire*
☐ Promotion
☐ Step Increase
☐ Transfer
☐ Reclassification
☐ Termination
☐ Retirement
☐ Remove From Eden
☒ Resignation
☐ Other _____

*Attach copy of offer letter

COMMENTS / ADDITIONAL INFORMATION

Gave two week notice Friday 8/7 - last day 8/23. Got a permanent position with another employer

STEP SCHEDULE (New Emp)

Step 2: _____

Step 3: _____

Step 4: _____

Step 5: _____

Step 6: _____

Step 7: _____

Step 8: _____

SIGNATURES

Department Authorization 

Date 8/10/26

Human Resources Review 

Date 08/13/2026

Commissioner Approval _____

Date _____



Employee Payroll Change Notice

EFFECTIVE DATE: 9/1/2026
(Hire date for new employees)

EMPLOYEE INFORMATION

Employee # 005016 (leave blank if new employee)

Name Anthony (Tony) Daggett

Department Public Works - Vegetation

Position Title Vegetation Manager

Pay Grade RC10H Pay Step 9

Status Full-Time Regular Union Teamsters Roads
(full time, part time, temp)

Account Number 110.001.54271.10.000 (required)

REASON FOR CHANGE

- ☐ New Hire*
☐ Promotion
☒ Step Increase
☐ Transfer
☐ Reclassification
☐ Termination
☐ Retirement
☐ Remove From Eden
☐ Resignation
☐ Other _____

*Click button below to attach
copy of offer letter



COMMENTS / ADDITIONAL INFORMATION

STEP SCHEDULE

Step 2: _____

Step 3: _____

Step 4: _____

Step 5: _____

Step 6: _____

Step 7: _____

Step 8: _____

Step 9: _____

SIGNATURES

Department Authorization [Signature]

Date 8/10/26

Human Resources Review [Signature]

Date 08/13/2026

Commissioner Approval _____

Date _____



Employee Payroll Change Notice

EFFECTIVE DATE: 9/1/2026
(Hire date for new employees)

EMPLOYEE INFORMATION

Employee # 005463 (leave blank if new employee)

Name Ashley Kirby

Department Public Works - Solid Waste

Position Title Solid Waste Assistant

Pay Grade PW11 Pay Step 6

Status Full-Time Regular Union Teamsters Courthouse
(full time, part time, temp)

Account Number _____ (required)

REASON FOR CHANGE

- ☐ New Hire*
☐ Promotion
☒ Step Increase
☐ Transfer
☐ Reclassification
☐ Termination
☐ Retirement
☐ Remove From Eden
☐ Resignation
☐ Other _____

*Click button below to attach
copy of offer letter



COMMENTS / ADDITIONAL INFORMATION

STEP SCHEDULE

Step 2: _____

Step 3: _____

Step 4: _____

Step 5: _____

Step 6: _____

Step 7: 9/1/2028

Step 8: 9/1/2030

SIGNATURES

Department Authorization [Signature]

Date 8/10/26

Human Resources Review [Signature]

Date 08/13/2026

Commissioner Approval _____

Date _____



Employee Payroll Change Notice

EFFECTIVE DATE: 8/17/2026
(Hire date for new employees)

EMPLOYEE INFORMATION

Employee # 004846 (leave blank if new employee)
Name Antonio Muro
Department Public Works - Leavenworth District
Position Title Equipment Operator II
Pay Grade RC07H Pay Step 9
Status Full-Time Regular Union Teamsters Roads
(full time, part time, temp)
Account Number 110.001.54231.10.000 (required)

REASON FOR CHANGE

- ☐ New Hire*
☒ Promotion
☐ Step Increase
☐ Transfer
☐ Reclassification
☐ Termination
☐ Retirement
☐ Remove From Eden
☐ Resignation
☐ Other _____

*Click button below to attach
copy of offer letter



COMMENTS / ADDITIONAL INFORMATION

STEP SCHEDULE

Step 2: _____
Step 3: _____
Step 4: _____
Step 5: _____
Step 6: _____
Step 7: _____
Step 8: _____
Step 9: _____

SIGNATURES

Department Authorization _____

Date 8/11/26

Human Resources Review _____

Date 08/13/2026

Commissioner Approval _____

Date _____



Employee Payroll Change Notice

EFFECTIVE DATE: 08/23/2026
(Hire date for new employees)

EMPLOYEE INFORMATION

Employee # 005098 (leave blank if new employee)

Name Lisa Baker

Department Regional Justice Center

Position Title Corrections Deputy

Pay Grade S062 Pay Step 5

Status Full Time Union AFSCME 846-CD
(full time, part time, temp)

Account Number 150.001.52360.11.695 (required for new hires)

REASON FOR CHANGE

- ☐ New Hire*
- ☐ Promotion
- ☐ Step Increase
- ☐ Transfer
- ☐ Reclassification
- ☐ Termination
- ☐ Retirement
- ☐ Remove From Eden
- ☒ Resignation
- ☐ Other _____

*Attach copy of offer letter

COMMENTS / ADDITIONAL INFORMATION

Deputy Baker has resigned effective 08/23/2026.

STEP SCHEDULE (New Emp)

Step 2: _____

Step 3: _____

Step 4: _____

Step 5: _____

Step 6: _____

Step 7: _____

Step 8: _____

SIGNATURES

Department Authorization *C. Sharp*

Date 8-12-26

Human Resources Review *MM*

Date 08/13/2026

Commissioner Approval _____

Date _____



Employee Payroll Change Notice

EFFECTIVE DATE: 08/13/2026

(Hire date for new employees)

EMPLOYEE INFORMATION

Employee # _____ (leave blank if new employee)

Name Debra L Larson

Department County Clerk

Position Title Legal Clerk

Pay Grade PW 7 Pay Step 2

Status FT Union CrthseBarg
(full time, part time, temp)

Account Number 010.040.51230.11.192 (required)

REASON FOR CHANGE

- ☒ New Hire*
☐ Promotion
☐ Step Increase
☐ Transfer
☐ Reclassification
☐ Termination
☐ Retirement
☐ Remove From Eden
☐ Resignation
☐ Other _____

*Attach copy of offer letter

COMMENTS / ADDITIONAL INFORMATION

STEP SCHEDULE (New Emp)

Step 2: 08/13/2026
Step 3: 08/01/2027
Step 4: 08/01/2028
Step 5: 08/01/2030
Step 6: 08/01/2032
Step 7: 08/01/2034
Step 8: 08/01/2036

SIGNATURES

Department Authorization *Mark D. Young*

Date 08/12/2026

Human Resources Review *W*

Date 08/13/2026

Commissioner Approval _____

Date _____



Employee Payroll Change Notice

EFFECTIVE DATE: 08/13/2026

(Hire date for new employees)

EMPLOYEE INFORMATION

Employee # _____ (leave blank if new employee)

Name Holly J Berdan

Department County Clerk

Position Title Legal Clerk

Pay Grade PW 7 Pay Step 2

Status FT Union CrthseBarg
(full time, part time, temp)

Account Number 010.040.51230.11.199 (required)

REASON FOR CHANGE

- ☒ New Hire*
☐ Promotion
☐ Step Increase
☐ Transfer
☐ Reclassification
☐ Termination
☐ Retirement
☐ Remove From Eden
☐ Resignation
☐ Other _____

*Attach copy of offer letter

COMMENTS / ADDITIONAL INFORMATION

STEP SCHEDULE (New Emp)

Step 2: 08/13/2026
Step 3: 08/01/2027
Step 4: 08/01/2028
Step 5: 08/01/2030
Step 6: 08/01/2032
Step 7: 08/01/2034
Step 8: 08/01/2036

SIGNATURES

Department Authorization *Math D Young*

Date 08/12/2026

Human Resources Review *WV*

Date 08/13/2026

Commissioner Approval _____

Date _____



Employee Payroll Change Notice

EFFECTIVE DATE: 08-03-2026
(Hire date for new employees)

EMPLOYEE INFORMATION

Employee # 00754 (leave blank if new employee)
Name Cindy Dietz
Department Prosecuting Attorney
Position Title Administrator
Pay Grade Hourly Pay Step N/A
Status FT - Temp Union Non-Barg.
(full time, part time, temp)
Account Number 010.140.51531.11.999 (required)

REASON FOR CHANGE

- ☐ New Hire*
☐ Promotion
☐ Step Increase
☐ Transfer
☐ Reclassification
☐ Termination
☐ Retirement
☐ Remove From Eden
☐ Resignation
☒ Other Re-hire

*Attach copy of offer letter

COMMENTS / ADDITIONAL INFORMATION

Hourly Rate \$49.62

Temporary Extra Help re-hire for purposes of training incoming Office Administrator. Position expires 10/31/26, not eligible for benefits.

STEP SCHEDULE (New Emp)

Step 2: _____
Step 3: _____
Step 4: _____
Step 5: _____
Step 6: _____
Step 7: _____
Step 8: _____

SIGNATURES

Department Authorization _____
Human Resources Review _____
Commissioner Approval _____

Date 08-06-2026
Date 08/13/2026
Date _____



CHELAN COUNTY ADMINISTRATOR CATHY MULHALL

Meeting Date & Time:

Monday, August 17, 2026 – 10:00 A.M

Discussion:

1. Judge Jon Volyn Re: Court Services Contract
2. Sheriff Morrison Re: Authorization to add new positions and fill vacancies
3. Administrative Update

Action:

1. Interlocal Agreement for Providing District Court Services Between Chelan County and the City of Wenatchee with Amendment for Probation Services
2. Master Services Agreement with Exhibit A for services from LiftOff, LLC
3. Hiring Freeze Authorization – Evidence Tech, Sheriff
4. Hiring Freeze Authorization – Campus Security Deputy, Sheriff
5. Hiring Freeze Authorization – Campus Security Deputy, Sheriff
6. Hiring Freeze Authorization – Development & Utility Inspector, Public Works
7. Sheriff Request for Authorization to Add 2 Admin Specialist Positions

INTERLOCAL AGREEMENT FOR PROVIDING DISTRICT COURT
SERVICES BETWEEN CHELAN COUNTY AND THE
CITY OF WENATCHEE

THIS INTERLOCAL AGREEMENT FOR PROVIDING OF DISTRICT COURT SERVICES ("Agreement") is entered into between Chelan County ("County"), a political subdivision of the State of Washington, the City of Wenatchee ("City"), a non-charter code city of the State of Washington, and the Chelan County District Court ("Court") acting through its presiding judge, jointly referred to as "Parties."

WITNESSETH:

WHEREAS, the City and County are currently parties to an Interlocal Agreement for the use of Chelan County District Court services by the City of Wenatchee that expires December 31, 2026 ("Existing Agreement"); .

WHEREAS, the City and County wish to continue to have the City use the Chelan County District Court services;

WHEREAS, it is the intent of the Parties to promote efficiency in resolving all cases in Court in order to minimize costs to the Parties, as permitted by the law and court rules; and

WHEREAS, the Parties have considered the anticipated costs of the Chelan County District Court services, including Court probation and monitoring services, and the anticipated and potential revenues to fund the services;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. PURPOSE

The Court is a court of limited jurisdiction organized pursuant to Title 3 of the Revised Code of Washington ("RCW"). The City does not have its own municipal court. Pursuant to the authorization in Chapter 3.50 RCW and Chapter 39.34 RCW, the City has elected to enter into an interlocal agreement with the County for use of its Court for the prosecution, adjudication, and sentencing of violations committed within the jurisdiction of the City, whether filed under state law or the Wenatchee City Code.

2. ADMINISTRATION OF AGREEMENT

No new or separate legal entity is created by this Agreement. For purposes of RCW 39.34.180(4)(a), the Administrator of this Agreement shall be the presiding judge of the Court. The City shall have no right to direct or control the personnel, employees, or agents of the Court. Such entities or individuals shall be employed or retained by the County in its sole discretion and subject only to its supervision and control. The City shall have no responsibility or liability to or for such entities or individuals of the Court.

3. DURATION and TERMINATION

a. Duration.

This Agreement shall be in effect from the period commencing on January 1, 2027 and expiring on December 31, 2030. In the event that the parties have not agreed to renew this Agreement by August 30, 2030, and neither party has issued a written notice of intent to terminate as provided in this Section, then either party may request arbitration as provided in Section 10 of this Agreement. This Agreement shall remain in effect until a new agreement is reached or until an arbitration award on the matter is made.

b. Termination by the City.

The City may terminate this Agreement at the end of the term without cause by providing written notice of its intent to terminate this Agreement to the County legislative authority by February 1, 2029, which is a date that complies with RCW 3.50.810(1) and RCW 35.20.010(3).

c. Termination by the County.

The County may terminate this Agreement at the end of the term without cause by providing written notice of its intent to terminate this Agreement to the City legislative authority by December 31, 2029, which is a date that complies with RCW 3.50.810(3) and RCW 35.20.010(4).

d. Termination by Agreement.

The Parties may mutually agree to terminate this Agreement at any time by written acknowledgement signed by both parties.

4. MODIFICATION

No modification or amendment to this Agreement shall be valid unless put in writing and signed by the Parties.

5. PROPERTY

This Agreement does not provide for the acquisition, holding or disposal of real or personal property. All real and personal property used in the operation of the Court shall be acquired, held and disposed of in the name of the County except as otherwise stated in this Section. In the event that any special equipment is required to administer only City cases, the City shall acquire the necessary special equipment for the County, but it will be the County's sole responsibility to maintain such equipment. Any equipment acquired by the City and maintained by the County shall be retained by the County upon termination of this Agreement.

6. FINANCING AND BUDGET

There shall be no financing of any joint or cooperative undertaking pursuant to this Agreement. The budget for the Court shall be established by the County Commissioners in the manner provided by law. The budget for the City shall be established by the City Council in the manner provided by law.

7. COURT SERVICES, VIOLATION BUREAU, AND FILING FEES

a. Case Type

Cases shall be classified by the following types:

- i. Criminal Traffic
- ii. Criminal Non-Traffic
- iii. Traffic Infraction (excluding Photo Enforcement Infractions and Parking Infractions)
- iv. Non-Traffic Infraction
- v. Parking Infraction
- vi. Photo Enforcement Infraction

b. Violation Bureau

i. Operations and Quarterly Reporting

The City may operate a violation bureau pursuant to RCW 3.30.090. The violation bureau shall report to the Court on a quarterly basis all infractions filed with the violation bureau,

including the agency case tracking number, the violation date, the RCW or City code provision for the violation, and the total amount of fines and fees submitted to the violation bureau for each infraction. In addition, the quarterly reporting to the Court by the violation bureau shall include the total number of infraction cases filed with the violation bureau per the following categories: (a) Parking Infractions, (b) Photo Enforcement Infractions, (c) Other Traffic Infractions, and (d) Non-Traffic Infractions; as well as the total amount of fines and fees submitted for each of these categories. The violation bureau has no authority to assess, waive, reduce, dismiss or delay payment of the penalty in full for any infraction. All forfeitures and penalties shall be processed pursuant to the terms of RCW 3.30.090.

ii. Mandatory Filing of All Infractions

The City shall be responsible for overseeing that all Traffic Infractions, Non-Traffic Infractions, Photo Enforcement Infractions and Parking Infractions issued by any City department or by any contracted agency providing services for the City, i.e., Wenatchee Police Department, animal control services, et al., are filed with either the violation bureau or the Court.

iii. Liability for Violation Bureau

The City shall be solely responsible for any liability incurred based upon the operations of the violation bureau and its employees. The City agrees to fully indemnify the County, including but not limited to attorney fees for any claim or liability caused by the operations of the violation bureau or its employees.

c. Filing Fees

- i. A filing fee as set forth below shall be assessed by the County to be paid by the City for each Criminal Traffic and Criminal Non-Traffic case filed in the Court where the City is a party:

2027: \$110 per case,	2028: \$118 per case,
2029: \$126 per case,	2030: \$134 per case.

- ii. Except as noted in subsections (iii) and (iv) below, a filing fee as set forth below shall be assessed by the County to be paid by the City for each Traffic Infraction, Non-Traffic Infraction, Photo

Enforcement Infraction and Parking Infraction case filed in the Court where the City is a party and a mitigation or contested hearing is required:

2027: \$110 per case, 2028: \$118 per case,
2029: \$126 per case, 2030: \$134 per case.

- iii. A filing fee of \$18.00 shall be assessed by the County to be paid by the City for each delinquent Parking Infraction referred to the Court for collection only.
- iv. A filing fee of \$30.00 shall be assessed by the County to be paid by the City for each delinquent Photo Enforcement Infraction referred to the Court for collection only.

d. Other Costs and Fees

The City shall be responsible for the payment of all jury fees, witness fees, expert witness and investigative services, and interpreter fees (other than for Spanish speaking interpreters who are on-site employees of the Court).

e. Attorneys

The City shall provide attorneys for the prosecution of any City case. The City shall provide defense counsel for indigent defendants for any Criminal Traffic and Criminal Non-Traffic case. The costs associated with providing these attorneys are not included in this Agreement.

f. Payment

The County shall invoice the City for the costs and fees set forth herein on a monthly basis. Payment by the City shall be due thirty (30) days after receipt of the County's invoice. The County's invoice shall include, at a minimum, an itemized number of each type of case as described in paragraph 7(a) above.

8. PROBATION AND MONITORING SERVICES AND FEES

a. Services

The Court shall provide the City with probation and monitoring services as ordered by the Court on a case by case basis for any Criminal Traffic or Criminal Non-Traffic case where the City is a party. Probation and

monitoring services shall be performed by the Chelan County Probation Department ("Probation").

Probation and monitoring services shall include, if ordered by the Court, the following:

- i. Conducting pre/post-sentence investigations with face to face interviews and extensive research that includes but is not limited to criminal history, contact with victims, personal history, social and economic needs, community resource needs, counseling/treatment needs, work history, family and employer support, and complete written pre/post-sentence reports, which includes sentencing recommendations to the Court.
- ii. Determining supervised probationers' risk to the community with a minimum of monthly face to face interviews for offenders classified at the highest level.
- iii. Evaluating supervised offenders' social problems amenability to different types of treatment programs; and determining appropriate referral.
- iv. Conducting face to face interviews with supervised offenders according to the risk classification system.
- v. Approving community agencies providing services required of offenders (e.g. alcohol/drug, domestic violence, sexual deviancy, and mental illness).
- vi. Coordinating treatment referral information.
- vi. Monitoring compliance with any requirement of sentencing ordered by the Court including work crew and community service.
- vii. Reporting to the Court any offender non-compliance with conditions of the offender's sentence.
- viii. Collecting and disbursing victim restitution.

b. Probation Fees

- i. Service Fee

An annual service fee of \$82,000 ("Service Fee") shall be assessed by the County to be paid by the City for probation and monitoring services. The County shall invoice the City \$20,500 for the Service Fee on a quarterly basis. Payment by the City shall be due thirty (30) days after receipt of the County's invoice.

ii. Offender Fee

Probation shall assess and collect probation and monitoring fees from each offender according to the amounts and procedures set forth in the Chelan County Probation Department Policy Manual; provided that such fees shall not be collected from offenders whose sole income is protected by 42 USC 4076.

Statutory probation fees collected from City cases shall be used in compliance with ARLJ 11.3 for probation and monitoring services only.

c. Annual Report

By January 15 of each year, Probation shall provide the City with a written report for the Probation Cases of the previous year.

- i. The written report shall contain the following information:
 - a. The name of the individual being supervised by Probation, the cause number or numbers that Probation is monitoring, and whether the monitoring is supervised probation or bench probation;
 - b. The total amount of probation fees it has charged to offenders for City cases;
 - c. The total amount of probation fees it has collected from offenders for City cases.
- ii. For purposes of the Annual Report:
 - a. "Bench probation" means any Probation Case where Probation is providing "bench supervision" as defined by the Chelan County Probation Department Policy Manual as it now appears.

- b. "Supervised probation" means any Probation Case where Probation is providing probation and monitoring services other than bench probation.

d. Control of Probation

The City shall have no right to direct or control the personnel, employees, or agents of Probation. Such entities or individuals shall be employed or retained by the County in its sole discretion and subject only to the County's supervision and control. The City shall have no responsibility or liability to or for such entities or individuals of Probation.

9. OTHER COURT COSTS OR EXPENSES

The City shall have no obligation to pay any cost or expense arising out of the operation of the Court or Probation except as provided by this Agreement.

10. ARBITRATION

Either party may request arbitration for the reasons set forth in RCW 39.34.180(3) and in the manner set forth in RCW 39.34.180(3).

11. COMPLIANCE WITH LAWS

The Parties shall observe all federal, state and local laws, ordinances and regulations, to the extent that they may be applicable to the terms of this Agreement.

12. NOTICES

Except as required by any federal, state or local law, ordinance or regulation, any notices required under this Agreement shall be served upon the following individuals:

For the County: County Commissioners
400 Douglas St., Ste. 201
Wenatchee, WA 98801

For the Court: Presiding Judge
350 Orondo Ave., Fourth Floor
Wenatchee, WA 98801

For the City: City Clerk
301 Yakima St.

Wenatchee, WA 98801

Notwithstanding the above, any invoice by the County to the City made pursuant to this Agreement shall be made to:

City Finance Department
PO Box 519
Wenatchee, WA 98807-0519

Any payment by the City to the County made pursuant to this Agreement shall be made to:

County Treasurer
P.O. Box 1441
Wenatchee, WA 98807-1441

13. ASSIGNMENT

This Agreement shall be binding upon the Parties, their successors and assigns. No Party may assign, in whole or in part, its interest in this Agreement without the approval of the other Parties.

14. NON-WAIVER

No waiver by any Party of any of the terms of this Agreement shall be construed as a waiver of the same or other rights of that Party in the future.

15. ENTIRE AGREEMENT

This Agreement contains the terms and conditions agreed upon by the Parties. The Parties agree that there are no other understandings, oral or otherwise, regarding the subject matter of this Agreement.

16. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered shall be an original, but such counterparts shall together constitute but one and the same.

17. SEVERABILITY

If any parts, terms or provisions of this Agreement are held by a court of competent jurisdiction to be void or invalid, the validity of the remaining portions or terms shall not be affected and the rights and obligations of the Parties shall not be affected in regard to

the remainder of the Agreement. If it should appear that any part, term or provision of this Agreement is in conflict with any statutory provision of the State of Washington, then the part, term or provision thereof that may be in conflict shall be deemed inoperative and null and void insofar as it may be in conflict therewith and this Agreement shall be deemed modified to conform to such statutory provision.

18. AGREEMENT TO BE FILED

The City shall file this Agreement with its City Clerk and post it on its website. The County shall file this Agreement with its County Auditor.

19. REVIEW OF AGREEMENT FOR RENEWAL

Unless a Party has served upon the other Party a written notice of its intent to terminate this Agreement, the Parties shall review this Agreement no later than June 15, 2029, to commence negotiations for the renewal of this Agreement.

20. NON-DISCRIMINATION IN EMPLOYMENT

The Parties hereby mutually agree that during the performance of this Agreement, that no person shall, on the grounds of race, creed, color, national origin, sex, marital status, sexual orientation, age, religion, or on the presence of any sensory, mental or physical handicap, be excluded from professional services. Neither party shall discriminate against any employee or applicant for employment for the above reasons; provided, the prohibition against discrimination in employment because of handicap shall not apply if the particular disability prevents the proper performance of the work involved, and cannot be reasonably accommodated.

DATED this _____ day of _____, 2026.

BOARD OF CHELAN COUNTY
COMMISSIONERS

Kevin Overbay, Commissioner

Shon Smith, Commissioner

Brad Hawkins, Commissioner

Attest:

By: _____
Clerk of the Board

CITY OF WENATCHEE

By: _____
Mike Poirier, Mayor

Attest:

By: Jimmy McLeod
City Clerk

CHELAN COUNTY DISTRICT COURT

By: _____
Jonathan Volyn, Presiding Judge

By: _____
Allen Blackmon, Judge

AMENDMENT

Pursuant to agreement of the parties and with good cause and consideration therefore, Paragraph 8 b. of the forgoing contract shall be amended and replaced as follows:

b. Probation Fees

i. Service Fee

An annual service fee ("Service Fee") shall be assessed by the County to be paid by the City for probation and monitoring services as follows:

2027: \$80,000;	2028: \$88,000;
2029: \$96,000;	2030: \$104,000.

The County shall invoice the City for the Service Fee on a quarterly basis. Payment by the City shall be due thirty (30) days after receipt of the County's invoice.

DATED this _____ day of _____, 2026.

BOARD OF CHELAN COUNTY
COMMISSIONERS

Kevin Overbay, Commissioner

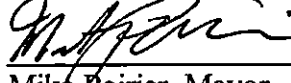
Shon Smith, Commissioner

Brad Hawkins, Commissioner

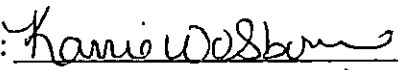
Attest:

By: _____
Clerk of the Board

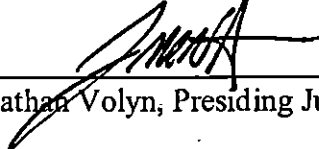
CITY OF WENATCHEE

By:  8/10/26
Mike Poirier, Mayor

Attest:

By:  8/10/26
~~City Clerk~~ / Deputy City Clerk

CHELAN COUNTY DISTRICT COURT

By:  8/10/26
Jonathan Volyn, Presiding Judge

MASTER SERVICES AGREEMENT

This Master Services Agreement ("Agreement") is made effective as of _____, by and between LiftOff, LLC of 1667 Patrice Circle, Crofton, MD 21114 and Chelan County, WA ("Client") of 400 Douglas St. Wenatchee, WA 98801. Therefore, the parties agree as follows:

1. Background, Intent, and Relationship

The purpose of this Agreement is to establish the terms and conditions governing the contractual relationship between the parties. Nothing in this Agreement shall be interpreted or construed as (1) creating or establishing a partnership, joint venture or similar business relationship between the parties; (2) creating or establishing an exclusive relationship between the parties, or (3) creating or establishing any employment relationship between the parties, which hereby acknowledge that LIFTOFF is an independent contractor under this Agreement.

2. Statements of Work

All services performed under this Agreement will be specified in a Statement of Work ("SOW") to be prepared for each engagement and signed by the parties. The initial SOW is incorporated in this Agreement as Exhibit A, attached hereto. To the extent that any term contained in the SOW may be contradictory to any term contained in this Agreement, the parties agree that the SOW shall govern.

It is agreed that the terms and conditions of this Master Agreement shall govern with respect to the services to be provided to Client by LIFTOFF, in accordance with each SOW executed by the parties. Each SOW shall become an Addendum to this Master Agreement. The terms of this Master Agreement will be incorporated into each SOW by reference.

3. Professional Services Agreement

This Agreement is for the performance of professional services only. LIFTOFF reserves the right to incorporate any techniques, skills, and/or procedures known or acquired from this or any other project into this or any future professional services engagements. Any such techniques, skills, or procedures remain the sole intellectual property of LIFTOFF, and may be used in any contemporaneous or future professional services engagements for this or any other Client, without limitation.

This is not a Work for Hire agreement. LIFTOFF does not sell, assign or transfer ownership of any intellectual property used or developed by LIFTOFF in the performance of any services for the Client pursuant to this Agreement. Nothing contained herein or in any SOW hereunder shall be construed or interpreted as any such sale, transfer, conveyance or assignment of any right, title or interest by LIFTOFF in any of its intellectual property.

4. Invoice Remittance

Invoice payments must be sent to the LIFTOFF main office: 1667 Patrice Circle, Crofton, MD 21114. The LIFTOFF Federal ID number is: 27-1914176.

Payment terms are specified on the SOW. Payments are considered late on the 30th day after the due date. Late payments will incur a 2% late payment fee for each block of 30 or fewer days overdue (payments 30-60 days overdue will be assessed a 2% fee, payments 60-90 days overdue will be assessed a 4% fee, etc...)

5. Expenses

In addition to the charges for services as described above and with prior approval of the Client, the Client shall reimburse LIFTOFF for all reasonable and necessary expenses (including travel, lodging, travel meals, and other related costs) incurred in the course of performing services under this Agreement.

6. Confidentiality

Customer and Client acknowledge that, by reason of this Agreement, each may have access to certain information and materials concerning the others business, plans, customers, technology and products that are confidential. Such information and materials are of substantial value to each party, which value would be impaired if such information were disclosed to third parties. Neither party shall disclose to third parties, or use in any way for its own account or for the account of any third party, any such confidential information disclosed as a result of this Agreement.

7. Termination of Agreement

This Agreement shall be in effect until such time as all services have been fully performed by LIFTOFF and all invoices have been fully paid by the Client. This agreement may be terminated by either party for convenience upon sixty (60) days prior written notice. Termination by client for convenience will result in charges for all in-process work. Upon termination of this Agreement for any reason, Sections 3, 6, 8, 9 will survive and bind the parties in their entirety.

8. Indemnity, Disclaimers, Limitation of Liability

In no event shall LIFTOFF's aggregate liability arising from or relating to the agreement or the services rendered (regardless of the form or action, whether by contract, warranty, tort, malpractice, fraud, and/or otherwise) exceed the amount actually paid by the client to LIFTOFF for services rendered under the agreement.

In no event shall LIFTOFF be liable for any consequential, special, indirect, incidental, or punitive damages, or for any loss of profits, revenue or business opportunities, regardless of the form of action and even if LIFTOFF has been advised of the possibility thereof.

9. Non-Solicitation of Employees

During the term of this Agreement and for twelve (12) months thereafter, neither party will, either directly or indirectly, solicit for employment by itself (or any of its affiliates) any employee of the other party (or any of its affiliates), unless the hiring party obtains the written consent of the other party.

10. Governing Law/Jurisdiction

This contract will be governed by and construed in accordance with the laws of the State of Maryland, excluding its conflict of laws provisions.

11. Severability

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.

12. Notices

All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered as of the date delivered via facsimile, overnight mail or United States certified or registered mail, addressed as follows:

Chelan County, WA
400 Douglas St.
Wenatchee, WA 98801

LiftOff, LLC
Ron Braatz, President
1667 Patrice Circle
Crofton, MD 21114

Such address may be changed from time to time by either Party by providing written notice to the other in the manner set forth above.

13. Credit and Public Awareness

The Client further agrees to allow LIFTOFF to take public recognition of its engagement through the use of press releases, Internet postings, competition entries or other communication materials. This awareness will not violate any confidentiality provisions of this agreement, nor will it disclose any financial terms of the engagement without the prior written consent of the Client.

14. Waiver

The failure of either Party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that Party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

15. Entire Agreement

This Agreement and the referenced SOW constitute the entire agreement between the parties, and supersede all prior or contemporaneous communications between the parties (whether written or oral) relating to the subject matter of this Agreement. This Agreement may only be modified or amended in a writing signed by both parties. There are no representations or commitments relied upon by either party not contained herein.

IN WITNESS WHEREOF, the parties have caused their authorized representatives to execute this Agreement as of the Effective Date.

LiftOff, LLC

Chelan County, WA

By:

Ron Braatz
President

Date

By:

Name:
Title:

Date

Exhibit A – Initial Statement of Work

1. Work to be Performed:

LIFTOFF will provide **Office 365 Guided Deployment Services (GDS)** focused on the migration to the Microsoft Office 365 solution. The GDS consulting is delivered using a **“Coach/Mentor” approach** in which your IT team will be heavily involved throughout the entire process and will work directly with the LiftOff consultants. Together, we will work through a series of webinar appointments (typically 1-2 hours each) as we work through project milestones to deploy the system efficiently and successfully. We have found this approach of keeping your IT team invested in the project to be an extremely effective training mechanism; once the project is complete, your IT staff is fully capable of managing and maintaining the system in the future.

LiftOff's expertise is laser focused on the Office 365 systems. If you require integration with other third-party applications, you will be responsible for working with your other vendors to remedy issues. For example, phone systems, firewalls, fax systems, anti-spam, anti-virus, archiving, custom code environments, and accounting systems can integrate with Office 365. We will do our best to facilitate, but these integrations will likely require that product vendor.

The Office 365 solution is quickly evolving, and the product roadmap changes frequently. It is important to understand that some features may be enhanced or modified during the project. The Microsoft Tech-Net articles are the best source of information today.

Specifically, LiftOff's GDS work will:

- 1.1. Consist of an **Office 365 Assessment Workshop** where we will complete an analysis of the current email environment and ensure that requirements are captured, core functionality is reviewed, and details for the migration are discussed and reviewed. This planning session will be conducted via phone and typically takes about two hours to complete. Afterwards, we will map on the remainder of the project plan.
- 1.2. Consist of **Setup and Pre-Staging** in the Office 365 Admin Console where we will access your portal together and begin the initial configuration the new Office 365 tenant. This will include:
 - 1.2.1. Adding and verifying your email domains in Office 365 to show ownership.
 - 1.2.2. Ensure that the on-premises Active Directory is organized properly for Azure AD Connect/Directory Sync (required for a hybrid migration).
 - 1.2.3. Install and configure Azure AD Connect to synchronize all mail-enabled objects (users, contacts, and groups) from on-premises Active Directory to Office 365/Azure. Typically, a new on-premises server will be required for this purpose.
NOTE: This does NOT include the setup, configuration, or support of ADFS or other third-party authentication systems.
 - 1.2.4. Configure and test single sign-on with Azure AD Connect. A group policy will be required for this feature.
 - 1.2.5. Install, configure, and test secure SMTP Relay going through Office 365.
- 1.3. This is an **Exchange 2019 to Office 365 GCC migration**, and we intend to perform a **Microsoft HYBRID migration**. This utilizes the built-in migration tools included with Office 365 at no additional cost. There are many advantages of using the hybrid migration path and we will make every attempt to make this work. In the extremely rare event that the hybrid (Microsoft) wizard cannot be used for email or Public Folders, we will switch to a third-party migration tool (MigrationWiz). Client is responsible for the cost of the migration tool. Migration Configuration will include the following:
 - 1.3.1. Assess the on-premises Exchange environment and adjust the configuration, as needed, to optimize the hybrid process.
The source Exchange server MUST be fully accessible and fully updated for this to work.

-
- 1.3.2. Install and configure the Hybrid Configuration Wizard to establish the connection between the on-premises systems and Exchange Online for both mailbox migrations and intra-organizational mail flow.
 - 1.3.3. Migrate the initial batch of users. This is normally one or more IT users who understand the process and potential troubleshooting that may be required post migration.
 - 1.3.4. Provide documentation for end users regarding “What to Expect” and also Mobile Device configuration for the point of cutover.
NOTE: In nearly every migration, all mobile devices (phones and tablets) will need to have their mail profile reconfigured following the mailbox cutover.
 - 1.3.5. Define a migration strategy for the remaining users and assist with any migration complications that may arise.
 - 1.3.6. Migrate public folders from on-premises to Exchange Online.
 - 1.3.7. Once all data is migrated, work with the Client to decommission the hybrid configuration and, if applicable, remove the on-premises Exchange server(s).

1.4. Office 365 IT Admin Training & Tenant Configuration. These training and configuration settings will span 6-10 sessions.

1.4.1. Office 365 Admin Center

- 1.4.1.1. Review the proper On-boarding process for new users.
- 1.4.1.2. Review the proper Off-boarding process for former users while maintaining compliance (if needed).
- 1.4.1.3. Promoting and demoting users with administrative abilities in Office 365.
- 1.4.1.4. Reviewing the Office 365 Message Center (for upcoming changes) and Health Dashboard (for potential problems).

1.4.2. Exchange Admin Center

- 1.4.2.1. Review management of email related attributes such as mailbox sharing, quotas, online archives, etc.
- 1.4.2.2. Review proper group creation process in the cloud.
- 1.4.2.3. Setup mail flow rules including inbound message warnings, outbound message disclaimers and Office Message Encryption (if applicable).
- 1.4.2.4. Setup mobile device rules and policies and review mobile device remote wipe.

1.4.3. Exchange Online PowerShell

- 1.4.3.1. Setup mailbox activity auditing.
- 1.4.3.2. Setup unlimited auto-expanding online archive (if applicable).
- 1.4.3.3. Review resource mailbox management.
- 1.4.3.4. Disable Microsoft 365 Group creation and review proper methods for creating these groups.

1.4.4. Microsoft Teams Admin Center

- 1.4.4.1. Review best practices for creating & managing Teams.
- 1.4.4.2. Configure optimized Teams settings for all users, groups, and Teams themselves.

1.4.5. SharePoint Admin Center

- 1.4.5.1. Configure best practices for sharing of files and folders in SharePoint, Teams and OneDrive.
- 1.4.5.2. Configure Sync settings for the organization.
- 1.4.5.3. Configure default OneDrive size
- 1.4.5.4. **This project will NOT include migration of data to OneDrive or SharePoint Online.**

1.4.6. Review Teams, OneDrive, Office Online & SharePoint

- 1.4.6.1. Review the Teams app and website
- 1.4.6.2. Review OneDrive & SharePoint Online and best practices for ingesting files.
- 1.4.6.3. Review the OneDrive Sync Client and best practices for using it.
- 1.4.6.4. Review Office Online and best options for using Office apps in a browser.

-
- 1.5. Securing Your Office 365 & Azure Organization.** We will work with your IT staff to ensure that all security and compliance best practices are in place by the conclusion of the project.
- 1.5.1. Security Admin Center**
 - 1.5.1.1. Configure appropriate anti-spam, anti-malware, and anti-phishing settings.
 - 1.5.1.2. Configure outgoing message management including protection of unwanted external forwarding.
 - 1.5.1.3. Configure DKIM, DMARC and SPF.
 - 1.5.1.4. Review Secure Score
 - 1.5.2. Compliance Admin Center**
 - 1.5.2.1. Configure online compliance retention policies (if applicable)
 - 1.5.2.2. Review eDiscovery/Content Search process.
 - 1.5.2.3. Review the Audit Log and enable Auditing for (non-mailbox) activity in Office 365.
 - 1.5.3. Azure Active Directory Security & Multi-Factor Authentication**
 - 1.5.3.1. Review Risky Sign-ins, Risky Users and Risk Detections
 - 1.5.3.2. Configure Risk Event Notifications for Admins
 - 1.5.3.3. Configure Conditional Access Policies to prevent non-US logins (if applicable), require MFA for Admins (or All Users, if applicable) and block Legacy Authentication.
 - 1.5.3.4. Review Sign-In Logs.
 - 1.5.3.5. Optimize MFA Settings for the organization.
 - 1.5.4. Review best practices for rolling out MFA (if applicable).
 - 1.5.5. **This project will NOT include Microsoft's Endpoint Management or Intune Products.**
- 1.6. Workstation Configuration.** LiftOff will offer guidance and tools for the workstation configuration.
- 1.6.1. LiftOff will work with the IT staff to setup an Office Deployment point on the network either as a network share using Microsoft's Office Deployment Tool or, if available, via System Center Configuration Manager (SCCM).
 - 1.6.2. Review proper configuration of the Outlook desktop client at the point of mailbox cutover. **Cached Mode in desktop Outlook is required for Office 365 connectivity.**
- NOTE:** Although LiftOff will provide guidance regarding workstation configuration and assist with troubleshooting, LiftOff will NOT be directly responsible for the configuration of the workstations. Your IT staff is onsite and will complete this configuration.
- 1.7. Email Domain Migration.** LiftOff will offer guidance for migrating email addresses from co.chelan.wa.us to chelancounty.gov.
- 1.7.1. The chelancounty.gov email domain will be added to the on-premises Exchange Server and to its E-mail Address Policies.
 - 1.7.2. The chelancounty.gov email domain will also be added and verified in Office 365.
 - 1.7.3. LiftOff will review options for changing user and group email addresses manually or via the E-mail Address policies in bulk.
 - 1.7.4. These changes will reflect in Exchange Online as well as Exchange on-premises.
 - 1.7.5. **This will NOT include any changes to the on-premises Active Directory domain, domain names or domain controllers.**
- 1.8. Additional Products.** This project does not include products that aren't listed in this Statement of Work. For example, this project will not include ADFS, SharePoint website design, PowerBI, Microsoft Flow, Microsoft Project, or add-ons for Teams, Outlook, or Microsoft Office. Additionally, it will not include 3rd party items such as non-Microsoft MDM services. Although LiftOff may be able to assist with various questions related to products not mentioned in this Statement of Work, your best source of assistance would be directly through Microsoft's or the 3rd party vendor's support.

2. Investment & Payment Structure

-
- 2.1. The cost of the services outlined in Section 1 above is \$20,000.00. The client is required to purchase Microsoft 365 licenses through LiftOff for a period of 3 years. This is the client cost and has already factored in any incentives or promotions. This pricing is valid for 30 days past the date identified in section 3.1. Invoicing is done at the conclusion of the project.
- 2.2. Migration Wiz Premium multi-pass licenses may be recommended for the project. If Client agrees to use Migration Wiz, Client will be responsible for purchasing licenses for all users. Migration Wiz licenses are typically \$18 per mailbox. All migration licenses are purchased directly through LIFTOFF.

3. General Terms and Conditions

- 3.1. This Statement of Work will be bound by the terms of the Master Services Agreement between LIFTOFF & Client dated _____, to which this Initial Statement of Work is attached as Exhibit A.

4. Signature

Agreed and accepted by:

LiftOff, LLC

Chelan County, WA

By: _____
Ron Braatz
President

Date

By: _____
Name:
Title:

Date



AUTHORIZATION REQUEST FORM – EXCEPTION TO HIRING FREEZE

Effective November 3, 2025 *(Per County Hiring Freeze Memo)*

Instructions for Submission

- Complete this form and attach any supporting documentation.
- Submit to the **Human Resources Department** for initial review.
- Human Resources will forward the request to the **County Administrator** and **Board of Commissioners** for final authorization.

Section 1 – Department Information

Department Name: Chelan County Sheriff's Office

Department Head / Elected or Appointed Official: Sheriff Mike Morrison

Date of Request: 8/11/2026

Section 2 – Position Information

Position Title: Legal Clerk

Position Type: ☒ Full-Time ☐ Part-Time

Position Status: ☐ New Position ☒ Replacement Position

Number of Positions Requested: 1

Classification / Pay Grade: A091

Section 3 – Justification for Exception

Please select the applicable exception type:

☐ **Grant-Funded Position** – Provide the grant name, grant amount, funding source, and expiration date.

☒ **Critical to Operations** – Provide a detailed justification explaining why this position is essential to maintaining critical services, public safety, or operational continuity.

Justification Narrative:

(Attach additional pages if necessary)

CCSO is requesting authorization for an exception to the County's current hiring freeze to allow our agency to recruit and fill the Lead Evidence Technician (Custodian) position prior to the incumbent's retirement at the end of September 2026. We recognize and respect the County's need for the hiring freeze; however, this position is critical to our agency and oversees one of the highest-liability areas in our organization. The position is responsible for the security, accountability, processing, cataloging, storage, and integrity of evidence and property entrusted to the agency. The incumbent has years of specialized experience and extensive institutional knowledge, including intimate familiarity with our new bar-coding system, filing system, storage protocols, evidence-processing procedures, and cataloging practices. It is imperative that we begin the hiring process as soon as possible to provide a qualified replacement with an opportunity to shadow and learn directly from the departing employee before retirement. Allowing this overlap would significantly reduce the risk of disruption, errors, or loss of institutional knowledge in an area where accuracy and accountability are essential. Waiting until after the position becomes vacant would likely eliminate this invaluable training opportunity. I respectfully request consideration of an exception to the hiring freeze for this position so we can ensure a responsible transition, maintain continuity of operations, and minimize organizational and liability risk. Thank you for your consideration and for any accommodation the County may be able to provide.

Section 5 – Department Head Certification

I certify that the information provided above is accurate and that this position meets the criteria for an exception as defined in the County's Hiring Freeze Memo dated November 3, 2025.

Department Head / Elected or Appointed Official

Print Name: Mike Morrison

Signature: _____

Date: 08/12/2026

Section 7 – Board of Commissioners Action

☐ **Approved**

☐ **Denied**

Commissioner Signatures:

Commissioner: _____ Date: _____

Commissioner: _____ Date: _____

Commissioner: _____ Date: _____



AUTHORIZATION REQUEST FORM – EXCEPTION TO HIRING FREEZE

Effective November 3, 2025 *(Per County Hiring Freeze Memo)*

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Position Status: ☐ New Position ☒ Replacement Position

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(Attach additional pages if necessary)

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Department Head / Elected or Appointed Official

Print Name: Mike Morrison

Signature: _____

Date: 08/12/2026

Section 7 – Board of Commissioners Action

☐ **Approved**

☐ **Denied**

Commissioner Signatures:

Commissioner: _____ Date: _____

Commissioner: _____ Date: _____

Commissioner: _____ Date: _____



AUTHORIZATION REQUEST FORM – EXCEPTION TO HIRING FREEZE

Effective November 3, 2025 *(Per County Hiring Freeze Memo)*

Instructions for Submission

- Complete this form and attach any supporting documentation.
- Submit to the **Human Resources Department** for initial review.
- Human Resources will forward the request to the **County Administrator** and **Board of Commissioners** for final authorization.

Section 1 – Department Information

Department Name: Chelan County Sheriff's Office

Department Head / Elected or Appointed Official: Sheriff Mike Morrison

Date of Request: 8/11/2026

Section 2 – Position Information

Position Title: Legal Clerk

Position Type: ☒ Full-Time ☐ Part-Time

Position Status: ☐ New Position ☒ Replacement Position

Number of Positions Requested: 1

Classification / Pay Grade: A091

Section 3 – Justification for Exception

Please select the applicable exception type:

☐ **Grant-Funded Position** – Provide the grant name, grant amount, funding source, and expiration date.

☒ **Critical to Operations** – Provide a detailed justification explaining why this position is essential to maintaining critical services, public safety, or operational continuity.

Justification Narrative:

(Attach additional pages if necessary)

CCSO is requesting authorization for an exception to the County's current hiring freeze to allow our agency to recruit and fill the Lead Evidence Technician (Custodian) position prior to the incumbent's retirement at the end of September 2026. We recognize and respect the County's need for the hiring freeze; however, this position is critical to our agency and oversees one of the highest-liability areas in our organization. The position is responsible for the security, accountability, processing, cataloging, storage, and integrity of evidence and property entrusted to the agency. The incumbent has years of specialized experience and extensive institutional knowledge, including intimate familiarity with our new bar-coding system, filing system, storage protocols, evidence-processing procedures, and cataloging practices. It is imperative that we begin the hiring process as soon as possible to provide a qualified replacement with an opportunity to shadow and learn directly from the departing employee before retirement. Allowing this overlap would significantly reduce the risk of disruption, errors, or loss of institutional knowledge in an area where accuracy and accountability are essential. Waiting until after the position becomes vacant would likely eliminate this invaluable training opportunity. I respectfully request consideration of an exception to the hiring freeze for this position so we can ensure a responsible transition, maintain continuity of operations, and minimize organizational and liability risk. Thank you for your consideration and for any accommodation the County may be able to provide.

Section 5 – Department Head Certification

I certify that the information provided above is accurate and that this position meets the criteria for an exception as defined in the County's Hiring Freeze Memo dated November 3, 2025.

Department Head / Elected or Appointed Official

Print Name: Mike Morrison

Signature: _____

Date: 08/12/2026

Section 7 – Board of Commissioners Action

☐ **Approved**

☐ **Denied**

Commissioner Signatures:

Commissioner: _____ Date: _____

Commissioner: _____ Date: _____

Commissioner: _____ Date: _____



AUTHORIZATION REQUEST FORM – EXCEPTION TO HIRING FREEZE

Effective November 3, 2025 (*End Date to Be Determined*)

Instructions for Submission

- Complete this form and attach any supporting documentation.
- Submit to the Human Resources Department for initial review.
- Human Resources will forward the request to the County Administrator and Board of Commissioners for final authorization.

Section 1 – Department Information

Department Name: Public Works

Department Head: Eric Pierson

Date of Request: 8/7/26

Section 2 – Position Information

Position Title: Development and Utility Inspector

Position Type: ☒ Full-Time ☐ Part-Time

Position Status: ☐ New Position ☒ Replacement Position

Number of Positions Requested: 1

Classification/Pay Grade: PW 14

Section 3 – Justification for Exception

Please select the applicable exception type:

- ☐ Grant Funded Position Provide the grant name, grant amount, funding source, and expiration date in the justification narrative below.
- ☒ Critical to Operations Provide a detailed justification explaining why this position is essential to maintaining critical services, public safety, or operational continuity in the justification narrative below.

Justification Narrative:

(Attach additional pages if necessary)

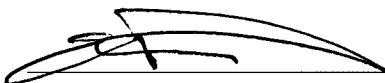
Jim Peterson, current Development and Utility Inspector, is retiring.

Section 5 – Department Head Certification

I certify that the information provided above is accurate and that this position meets the criteria for an exception as defined in the County's Hiring Freeze Memo dated November 3, 2025.

Department Head / Elected or Appointed Official

Print Name: Eric Pierson

Signature:  Date: 8/7/20

Section 7 – Board of Commissioners Action

☐ Approved

☐ Denied

Commissioner Signatures:

Commissioner: _____ Date: _____

Commissioner: _____ Date: _____

Commissioner: _____ Date: _____



Request for Authorization to Add a Position

Date: 08/12/2026

Submitted To: Board of County Commissioners

Submitted By: Sheriff Mike Morrison

Subject: *Request for Approval – Add a Position*

Request Summary

Request Type:

☐ New Position

☒ Add Existing Position

☐ Reclassification

Requested Effective Date: 10/01/2026

Proposed/Current

Position Title:

Administrative Specialist - Records

Department/Division:

Records - CCSO

Proposed/Current

Classification:

A091 - Step 6

Justification

Provide a clear and concise explanation of the need for the new position, reclassification, or adding an already classified position. Include reasoning such as increased workload, new responsibilities, compliance requirements, staffing study results, organizational changes, or alignment with strategic priorities.

CCSO is requesting authorization for an exception to the County's current hiring freeze to establish and fill two Administrative Specialist – Records positions primarily dedicated to the processing of Public Disclosure Requests. Our agency currently generates and handles more than 90% of the County's Public Disclosure Requests, creating a workload that is substantially greater than that of other County departments. Despite this volume, our records staffing remains below industry and regional staffing levels for agencies with comparable responsibilities and workloads. Public Disclosure Request processing is a particularly high-liability function. The volume, complexity, and statutory requirements associated with these requests create significant risk when staffing levels do not allow for adequate review, redaction, tracking, and timely response. Errors or oversights in this area can result in substantial financial and legal exposure and are not covered by insurance. Previous issues involving public disclosure have also proven costly to the County and demonstrate the need for proactive attention to this area. Additional staffing is necessary not only to mitigate liability, but also to address an increasingly unsustainable workload and the associated risk of employee burnout. Two dedicated positions would provide greater capacity to manage requests accurately and timely, improve quality control and oversight, and reduce the risk associated with relying on an already overextended staff. We recognize and respect the fiscal considerations underlying the County's hiring freeze and do not make this request lightly. However, given the volume of requests our agency handles, the statutory obligations involved, the County's prior experience with costly public disclosure issues, and the absence of insurance coverage for these liabilities, we respectfully request an exception to the hiring freeze for these two positions. Investing in appropriate staffing now will help address workload and burnout while providing an important measure of risk mitigation and protection for the County.

Budget Impact

Estimated Annual Salary & Benefits:

\$ CCSO is requesting authorization for an exception to the County's current hiring freeze to allow our agency to recruit and fill the Lead Evidence Technician (Custodian) position prior to the incumbent's retirement at the end of September 2026. We recognize and respect the County's need for the hiring freeze; however, this position is critical to our agency and oversees one of the highest-liability areas in our organization. The position is responsible for the security, accountability, processing, cataloging, storage, and retrieval of evidence and reports extracted.

Funding Source (*general fund, grant, etc.*)

General Fund

Budget Status

☐ Included in Current Budget _____ (year)

☒ Budget Amendment Required

Supporting Documentation Attached:

☒ Job Description

☐ Organizational Chart

☐ HR Letter

Include HR Letter if new position or reclassification

Department Head/Elected/Appointed Signature

Mike Morrison

Print Name

Signature

Date

Board of County Commissioners Approval/Denial

Based on the information provided in this request and supporting documentation, and pursuant to the guidelines and criteria set forth in **Resolution 2025-29**, the **Board of County Commissioners** has reviewed the above proposed new position, existing position and/or reclassification request.

Accordingly, the Board hereby takes the following action:

☐ **Approved** – The Board authorizes the implementation of the request.

☐ **Denied** – The Board does not authorize implementation of the request.

The denial is based on the following reason(s):

BOCC Signatures

<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
<i>Print Name</i>	<i>Signature</i>	<i>Date</i>

BOCC Agenda
August 17, 2026

10:30am Economic Services Director

Ron Cridlebaugh

Discussion

1. Department Update

Action

1. Invitation to Bid Wenatchee River County Park Tree Removal
2. Memo: Change order on the reroof at Ohme Gardens

PUBLIC NOTICE: Chelan County Economic Services Invitation to Bid

Project: Wenatchee River County Park, removal of 107 black poplars

Address of job site: 2924 US-2, Monitor, WA 98836

Date of Request: Monday, August 17, 2026

Bids Due: Monday, September 14, 2026

Project to be completed between November 1, 2026 and March 31, 2027

Scope of Work

Chelan County Economic Services is seeking proposals for tree removal services to take out 107 black poplars at the Wenatchee River County Park. The majority of these trees are in excess of 75' tall. The project will consist of the following phases, including but not limited to:

- Controlled tree removal
- Stump grinding to a minimum depth of 12 inches below surface level
- Level and prepare the disturbed area for new tree plantings
- Full debris haul away

Due to budget constraints the possibility exists that this job will need to be broken into a multi-phase/multi-year project. Please provide three bids:

1. to complete the project between November 1, 2026 and March 31, 2027
2. to remove 53 trees between November 1, 2026 and March 31, 2027 and the remaining 54 trees between November 1, 2027 and March 31, 2028
3. complete the project in three equal annual phases starting in November of 2026 with completion by March of 2029

Bid price will include all applicable taxes and permits.

Bidder must provide surety bond and performance bond as well as copies of Statement of intent to Pay Prevailing Wage and Affidavit of Wages Paid. Chelan County will hold 5 percent of contract amount until above-mentioned conditions are met.

Proposal Submittals:

Submit one hard copy of your bid by 10 a.m. on September 14, 2026 to:

Ron Cridlebaugh, Chelan County Economic Services Director, 400 Douglas St., Suite 201 Wenatchee, WA 98801.

- All proposals must be in a sealed envelope and clearly marked "WRCP - Trees."
- Cost of preparation of proposals will be borne by the responding firm.
- Chelan County shall award the contract to the firm whose proposal will best serve the interests of the County.

Pre-bid walkthrough

A walkthrough can be conducted by appointment prior to bidding. Call Paula at 509/667-6834

Prevailing Wage Requirement

This Request for Proposals is subject to the Prevailing Wage Laws of the State of Washington. Any bid you submit must reflect a rate not less than this amount. These bids may be reviewed for compliance during routine audits by the state examiner from the Washington State Auditor's office. Chelan County reserves the right to immediately terminate the contract with the Contractor for noncompliance with the Prevailing Wage Laws. The effective date of this proposal is the Bid Proposal due date listed above. The applicable prevailing wage rates for this project may be found on the Department of Labor and Industries website located at: <https://secure.lni.wa.gov/wagelookup/>. Upon request the owner will mail a hard copy of the applicable prevailing wages for this project.

Bid Opening

Bids will be opened by the owner's representative at 10:30 a.m. on September 14, 2026.

A bid tabulation will be posted on the Chelan County website within 24 hours or the next business day.

The owner reserves the right to reject any and all bids and to waive irregularities or informalities, without cause.

For additional information contact Paula Mikkelsen at 509-667-6834 or es.director@co.chelan.wa.us

Dated this ____ day of _____, 2026.

**BOARD OF COUNTY COMMISSIONERS
FOR CHELAN COUNTY**

SHON SMITH, CHAIRMAN

KEVIN OVERBAY, COMMISSIONER

BRAD HAWKINS, COMMISSIONER

ATTEST: ANABEL TORRES

Clerk of the Board



CHELAN COUNTY ECONOMIC SERVICES

400 DOUGLAS STREET, SUITE #201 WENATCHEE, WA 98801
T: 509.667.6883 | F: 509.667.6599

MEMO

TO: Board of Commissioners
FROM: Ron Cridlebaugh, Economic Services Director
DATE: August 17, 2026
RE: Ohme Gardens Reroof Project

Commissioners,

During the reroof of the caretaker's house at Ohme Gardens some significant rot was discovered on the south east corner of the house. This required several pieces of sub roof to be removed, mold remediation and new roof decking installed. Also, the chimney cap was in need of replacement as well. Staff authorized the work to proceed in order to complete the reroof and protect the house. Staff is requesting approval to sign the change order for the work that was needed to complete the project.

Staff Recommendation: Authorize staff to sign Change Order COP-1 for the additional work needed on the Caretakers roof.

Approved by Chelan County Commissioners

Shon Smith, Chairman

Date: _____

MCG,LLC**MENDECG750R2****Change Order - 01**

15645 42nd Ave S
Tukwila, WA 98188
(206) 247-6362

PROJECT NAME:
Chelan County
Ohme Gardens Roof

8-12-2026

Chelan County Economic Services

400 Douglas St, Suite 201
Wenatchee, WA 98801

Attn : Ron Cridlebaugh (509-607-1470)

PROJECT ADDRESS:
3327 Ohme Rd
Wenatchee, WA 98801

SCOPE/JOB DESCRIPTION

Complete Metal Roofing Assembly Per Manuf Specs & Per Chelan County permitting process.
Additional time needed due to changes of installation methods during Roof Installation process.
Remove & replace Water logged roof decking sheets. Paint Fascia.

Change Order to the Ohme Gardens Re Roof Project.

Type	Unit	Cost	
Plywood Replacement	4	\$1,600.00	
Fascia Painting	1	\$1,700.00	
Roof Installation	1	\$7,700.00	
		Sub Total	\$11,000.00
		WSST	\$935.00
		TOTAL	\$11,935.00

Customer Acceptance:

I agree to all pricing, terms, of this change order proposal.

Authorized Signature_____.

Print Name_____Date_____.

Chelan County Natural Resource Department
BOCC Agenda
August 17, 2026

Discussion

1. Executive Session: Potential Litigation
2. Amendment No. 2 to Washington State Military Department Emergency Management Division for City of Leavenworth Critical Facility Generators
3. Amendment No. 2 to Washington State Military Department Emergency Management Division for Holden Village Wildfire Resiliency and Ignition Resistant Retrofits
4. Helicopter Services Agreement with North Wind Aviation, LLC, for Icicle Creek Project Support
5. Consulting Agreement with Cramer Fish Sciences for Lower Monitor Riparian Island Assessment and Conceptual Design Project
6. Substantial Completion with EcoGrind Site Solutions for Kahler Creek Low-Tech Restoration Project
7. Change Order No. 1 with Blue Pine Fuels for Cashmere-area Landowner Fuels Reduction Projects

Action

1. Amendment No. 2 to Washington State Military Department Emergency Management Division for City of Leavenworth Critical Facility Generators
2. Amendment No. 2 to Washington State Military Department Emergency Management Division for Holden Village Wildfire Resiliency and Ignition Resistant Retrofits
3. Helicopter Services Agreement with North Wind Aviation, LLC, for Icicle Creek Project Support
4. Consulting Agreement with Cramer Fish Sciences for Lower Monitor Riparian Island Assessment and Conceptual Design Project
5. Substantial Completion with EcoGrind Site Solutions for Kahler Creek Low-Tech Restoration Project
6. Change Order No. 1 with Blue Pine Fuels for Cashmere-area Landowner Fuels Reduction Projects

Washington State Military Department AMENDMENT

1. SUBRECIPIENT NAME/ADDRESS: Chelan County Natural Resources Dept., 411 Washington Street, Suite 201 Wenatchee, WA 98826		2. GRANT NUMBER: D24-033	3. AMENDMENT NUMBER: 2		
4. SUBRECIPIENT CONTACT, PHONE/EMAIL: Mike Kaputa, 509-670-6935 Mike.Kaputa@co.chelan.wa.us		5. DEPARTMENT CONTACT, PHONE/EMAIL: Tim Cook, (253) 512-7072 tim.cook@mil.wa.gov			
6. EIN: 91-6001297	7. ASSISTANCE LISTINGS # & TITLE: 97.039 (HMGP)	8. FEDERAL AWARD ID # (FAIN): FEMA-FM-5395-05-R-WA			
9. FUNDING AUTHORITY: The Washington State Military Department (Department) and Federal Emergency Management Agency (FEMA)					
10. DESCRIPTION/JUSTIFICATION OF AMENDMENT: Grant Period of Performance (POP) date is expiring on May 31, 2026. Amendment extends POP end date by 24 months to May 31, 2028, per FEMA approval letter. Changes are noted in red font, strikethrough, and grey highlight.					
11. AMENDMENT TERMS AND CONDITIONS: 1. Change the Grant End Date from May 31, 2026 to May 31, 2028, as described on page 2 of this Amendment. 2. Change Project Development Schedule – Revision 1, Attachment 4, as described on page 2 of this Amendment.					
This Amendment is incorporated in and made a part of the Grant Agreement. Except as amended herein, all other terms and conditions of the Grant Agreement remain in full force and effect. Any reference in the original Grant Agreement or an Amendment to the "Grant Agreement" shall mean "Grant Agreement as amended". The Department and Sub-Recipient acknowledge and accept the terms of this Amendment as identified above, effective on the final date of execution below. By signing this Amendment, the signatories warrant they have the authority to execute this Amendment.					
IN WITNESS WHEREOF, the parties have executed this Amendment: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; border-right: 1px solid black; padding-right: 10px;"> FOR THE DEPARTMENT: Signature Seth Nickerson, Chief Financial Officer Washington State Military Department BOILERPLATE APPROVED AS TO FORM: _____/Signature on file/_____ Dierk Meierbachtol, Assistant Attorney General Date 4/4/2023 </td> <td style="width: 50%; vertical-align: top; padding-left: 10px;"> FOR THE SUBRECIPIENT: Signature Mike Kaputa, Director Chelan County Natural Resources Department APPROVED AS TO FORM (if applicable): Applicant's Legal Review Date _____ </td> </tr> </table>				FOR THE DEPARTMENT: Signature Seth Nickerson, Chief Financial Officer Washington State Military Department BOILERPLATE APPROVED AS TO FORM: _____/Signature on file/_____ Dierk Meierbachtol, Assistant Attorney General Date 4/4/2023	FOR THE SUBRECIPIENT: Signature Mike Kaputa, Director Chelan County Natural Resources Department APPROVED AS TO FORM (if applicable): Applicant's Legal Review Date _____
FOR THE DEPARTMENT: Signature Seth Nickerson, Chief Financial Officer Washington State Military Department BOILERPLATE APPROVED AS TO FORM: _____/Signature on file/_____ Dierk Meierbachtol, Assistant Attorney General Date 4/4/2023	FOR THE SUBRECIPIENT: Signature Mike Kaputa, Director Chelan County Natural Resources Department APPROVED AS TO FORM (if applicable): Applicant's Legal Review Date _____				

Washington State Military Department Amendments to Agreement D24-033

1. Change the Grant End Date from May 31, 2026 to May 31, 2028.

- a. At Agreement Face Sheet at Box 6. ~~May 31, 2026~~ **May 31, 2028**
- b. At Attachment I, Article II- Administrative and/or Financial Management and Accounting, A.3.
Grant Agreement Period:
*"... shall terminate on ~~May 31, 2026~~ **May 31, 2028**."*
- c. At the Project Development Schedule – Revision 2, Attachment 4.

2. Change Project Development Schedule – Revision 1, Attachment 4.

- a. Change Project Development Schedule – Revision 1, Attachment 4, with attached Project Development Schedule – Revision 2, Attachment 4.

PROJECT DEVELOPMENT SCHEDULE – REVISION 2SUBRECIPIENT: Chelan County Natural Resources DepartmentPROJECT TITLE: City of Leavenworth Critical Facility Generators

DESCRIPTION OF ACTIVITY/TASK	SCHEDULED COMPLETION DATE (months)
Site identification, Contracting, Agreement development	2 Complete
Advertise for any necessary Bids, Pre-Bid Walk Through, etc.	3 Complete
Generator Procurement	6 8 months
Electrical improvements	2 months
Generator delivery, test Generator	4 months
Development of Long-Term Maintenance Plan and operations manual	3 4 months
Prepare and complete all Project Close-out Documentation	1 Month
Total Time Required to Complete This Project: 24 17 Months	
Quarterly Reports Due on Project Progress, Final Project Report and all documentation, site visits and inspections,	October 15, 2023 January 15, 2024; April 15, 2024; July 15, 2024; October 15, 2024; January 15, 2025; April 15, 2025; July 15, 2025; October 15, 2025; January 15, 2026; April 15, 2026; July 15, 2026; (Final Report) October 15, 2026; January 15, 2027; April 15, 2027; July 15, 2027; October 15, 2027; January 15, 2028; April 15, 2028; July 15, 2028; (Final Report)

Washington State Military Department AMENDMENT

1. SUBRECIPIENT NAME/ADDRESS: Chelan County Natural Resources Department 411 Washington St. Suite 201 Wenatchee, WA 98801		2. GRANT NUMBER: D25-022	3. AMENDMENT NUMBER: 2
4. SUBRECIPIENT CONTACT, PHONE/EMAIL: Mike Kaputa / 509-670-3935 Mike.kaputa@co.chelan.wa.us		5. DEPARTMENT CONTACT, PHONE/EMAIL: Logan Mast, 253-512-7023 Logan.mast@mil.wa.gov	
6. EIN: 91-6001297	7. ASSISTANCE LISTINGS # & TITLE: 97.039 (HMGP)	8. FEDERAL AWARD ID # (FAIN): FM-5395-01-R	
9. FUNDING AUTHORITY: The Washington State Military Department (Department) and the Federal Emergency Management Agency (FEMA)			
10. DESCRIPTION/JUSTIFICATION OF AMENDMENT: Grant Period of Performance (POP) date expired on May 31, 2026. In accordance with FEMA's approval letter, this amendment will extend POP end date by 24 months to May 31, 2028, Changes are noted in red font, strikethrough, and grey highlight.			
11. AMENDMENT TERMS AND CONDITIONS: 1. The Grant Agreement Amount of \$183,400.00 remains unchanged. 2. Change the Grant End Date from May 31, 2026 to May 31, 2028, as described on page 2 of this Amendment. 3. Change the Project Development Schedule, Attachment 4, as described on page 2 of this Amendment.			
This Amendment is incorporated in and made a part of the Grant Agreement. Except as amended herein, all other terms and conditions of the Grant Agreement remain in full force and effect. Any reference in the original Grant Agreement or an Amendment to the "Grant Agreement" shall mean "Grant Agreement as amended". The Department and Sub-Recipient acknowledge and accept the terms of this Amendment as identified above, effective on the final date of execution below. By signing this Amendment, the signatories warrant they have the authority to execute this Amendment.			
IN WITNESS WHEREOF, the parties have executed this Amendment:			
FOR THE DEPARTMENT:		FOR THE SUBRECIPIENT:	
Signature _____ Date _____ Seth Daniel Nickerson, Chief Financial Officer Washington State Military Department		Signature _____ Date _____ Mike Kaputa, Director Chelan County Natural Resources Department	
BOILERPLATE APPROVED AS TO FORM: _____/Signature on file/_____ Dierk Meierbachtol, Assistant Attorney General 04/04/2023		APPROVED AS TO FORM (if applicable): _____ Applicant's Legal Review Date _____	

Washington State Military Department Amendments to Agreement D25-022

1. Change the Grant End Date from May 31, 2026 to May 31, 2028.
 - a. At Agreement Face Sheet at Box 6. ~~May 31, 2026~~ May 31, 2028.
 - b. At Attachment I, Article II- Administrative and/or Financial Management and Accounting, 3. Grant Agreement Period:
"... shall terminate on ~~May 31, 2026~~ May 31, 2028."
2. Change Revision 1 Project Development Schedule, Attachment 4.
 - a. Change Revision 1 Project Development Schedule, Attachment 4, with Revision 2 Project Development Schedule, Attachment 4

REVISION 2 PROJECT DEVELOPMENT SCHEDULE

SUBRECIPIENT: Chelan County Natural Resources Department
 PROJECT TITLE: Holden Village - Wildfire Resiliency and Ignition Resistant Retrofits

DESCRIPTION OF ACTIVITY/TASK	SCHEDULED COMPLETION DATE (months)
<i>Site Identification, Contracting, Agreement Development</i>	5 months
<i>Design, SHPO, and SF approval</i>	6 months
<i>Contractor Selection</i>	4 months 6 months
<i>Construction</i>	3 months 14 months
<i>Supply/Material Acquisition/delivery</i>	4 months 15 months
<i>Prepare and Complete all project close-out documentation</i>	2 months
Total Time Required to Complete This Project: 24 36 months	
NOTE: This subaward's Period of Performance ends on May 31, 2028. The above activities may vary from the projected number of months to complete, which are only estimates. Requests for time extensions will be reviewed on a quarterly basis.	
Quarterly Reports Due on Project Progress, Final Project Report and all documentation, site visits and inspections.	January 15, 2025; April 15, 2025; July 15, 2025; October 15, 2025; January 15, 2026; April 15, 2026; (Final) July 15, 2026; October 15, 2026; January 15, 2027; April 15, 2027; (Final Report)

HELICOPTER FLIGHT SERVICES AGREEMENT

CHELAN COUNTY NATURAL RESOURCE DEPARTMENT, WASHINGTON

This Helicopter Flight Services Agreement ("Agreement") is entered into by and between **Chelan County, Washington** ("County"), and **North Wind Aviation LLC**, a Washington limited liability company ("Contractor"), individually a "Party" and collectively the "Parties."

1. SERVICES

Contractor shall provide helicopter flight services to the County on an as-needed basis, as requested by the County and scheduled with Contractor in advance. Services may include, without limitation, aerial support, personnel or equipment transport, and other flight operations requested by the County.

2. TERM

This Agreement is effective as of **August 17, 2026**, and shall remain in effect through **October 31, 2027**, unless terminated earlier as provided herein.

3. RATES AND PAYMENT

Contractor shall charge the County the following rates per flight hour. Pilot, crew, fuel, and standard ground support are included in the hourly rate. There is no daily minimum charge unless otherwise agreed in writing for a specific job.

Aircraft	Rate per Flight Hour
UH-1H Huey	\$3,595/hr
Bell Long Ranger	\$1,850–\$2,039/hr
MD500	\$1,850–\$2,039/hr

The total budget for this Agreement shall not exceed **\$100,000**, which may be increased by written amendment of the Parties.

Contractor shall invoice the County monthly for Services performed, itemized and referencing this Agreement. Payment is due net thirty (30) days from receipt of a correct invoice.

4. RELATIONSHIP OF PARTIES

Contractor is an independent contractor and not an agent or employee of the County. Contractor is responsible for its own taxes, insurance, and benefits, and for the conduct, control, and safety of its personnel and aircraft.

5. INSURANCE

Contractor shall carry and maintain, at its own expense, throughout the term of this Agreement:

- General Liability Insurance — \$1,000,000 per occurrence / \$2,000,000 aggregate
- Aircraft Liability Insurance — \$5,000,000 per occurrence, including passengers
- Workers' Compensation Insurance as required by law

The County, its officers, and employees shall be named as **additional insureds** on the General Liability policy. Contractor shall provide a certificate of insurance evidencing this coverage prior to commencing Services and shall notify the County of any cancellation or reduction in coverage.

6. INDEMNIFICATION

Contractor shall indemnify, defend, and hold harmless the County, its officers, and employees from any claims, damages, or costs arising from the negligent acts or omissions of Contractor, its subcontractors, or their personnel in the performance of this Agreement.

7. TERMINATION

Either Party may terminate this Agreement for convenience upon fifteen (15) days' written notice, or for uncured material breach upon seven (7) days' written notice.

8. GOVERNING LAW

This Agreement is governed by the laws of the State of Washington, with venue in Chelan County Superior Court.

9. AMENDMENTS

This Agreement may be amended only in writing, signed by both Parties.

10. NOTICES

Chelan County

Mary Jo Sanborn

Chelan County Natural Resource Department

411 Washington St., Suite 201

Wenatchee, WA 98801

Phone: (509) 860-2135

North Wind Aviation LLC

Attn: Ryan McDonald

207 Airport Way, PO Box 518

Chelan, WA 98816

Phone: (509) 449-2204

Email: accounting@northwindhelicopters.com

SIGNATURES

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date(s) below.

NORTH WIND AVIATION LLC

**CHELAN COUNTY NATURAL RESOURCE
DEPARTMENT**

By: Ryan McDonald

Name: Ryan McDonald

Title: Owner

Date: 8/11/2026

By: _____

Name: _____

Title: _____

Date: _____

LOWER MONITOR RIPARIAN ISLAND ASSESSMENT AND CONCEPTUAL DESIGN PROJECT

CONSULTING AGREEMENT

This Consulting Agreement (“**Agreement**”) is entered into as of August 15, 2026, by and between Chelan County Natural Resources Department (hereinafter referred to as “**Client**”), and S.P. Cramer & Associates, Inc. dba: Cramer Fish Sciences of 7525 NE Ambassador Pl. STE C, Portland, OR 97220 (hereinafter referred to as “**Consultant**”).

Consultant has a background in Fisheries Science related environmental issues and is willing to provide services to Client based on this background.

Client desires to have services provided by Consultant.

For and in consideration of the mutual promises herein contained, Client and Consultant agree as follows:

1. SCOPE OF SERVICES

Consultant agrees to perform the services set forth in the Scope of Services attached as **Exhibit A** hereto, which exhibit is incorporated herein by this reference. Any modifications to the Scope of Services, including the compensation, shall be agreed upon in writing by Client and the Consultant.

2. PERFORMANCE OF SERVICES

Time is of the essence in this Agreement. Consultant shall perform all services under this Agreement in accordance with the schedule provided to it by Client. Neither Client nor Consultant shall be liable to the other for delay in performing under this Agreement, or for the direct or indirect cost resulting from such delay, if such delay is directly caused by labor strike, riot, public disturbances, war, fire, extraordinary weather conditions or natural catastrophe, or any other cause beyond the reasonable control of either party, provided that the party asserting such an event as a cause of delay shall give the other party written notice of the same within five (5) days of the occurrence of the event giving rise to the delay. The contract between Client and Consultant is for time, materials, and expenses.

3. COMPENSATION AND PAYMENT

Total compensation for the performance of the Scope of Services shall not exceed the amount set forth on the Scope of Services, unless modified in writing by both parties.

- a. Consultant invoices shall, at a minimum, identify the individuals, dates, hours, and brief description of the work performed.
- b. Consultant invoice terms will be Net 30.
- c. Consultant shall be entitled to reimbursement for all “out of pocket” expenses, including but not limited to:
 - i. Transportation expenses including IRS mileage rates for Consultant (company and employee) owned vehicle miles, parking, and any needed rental car use
 - ii. Meals and Lodging - direct expense up to Washington per diem rates, with receipts – See **Exhibit B** for applicable reimbursement rates.
 - iii. Specialty equipment use fees
- d. Consultant reserves the right to increase their billing rates annually (each January 1st) up to 5%.



- e. Consultant reserves the right to charge an administrative charge for sub-Consultant work, up to 10% of sub-Consultant charges.
 - f. Upon termination of this Agreement, payments under this paragraph shall cease; provided, however, that Consultant shall be entitled to payments for periods or partial periods that occurred prior to the date of termination and for which Consultant has not yet been paid.
4. **TERMINATION**
- This Agreement may be terminated by either party, without cause, upon ten (10) days written notice. This agreement may be terminated with cause if either party fails substantially to perform through no fault of the other and does not commence correction of such nonperformance upon receipt of written notice thereof or the breaching party fails to diligently complete the correction thereafter. Upon termination, Consultant will submit a final invoice for services performed and expenses incurred to the date of termination. Client shall promptly make payment for such services and expenses to Consultant upon approval of work.
5. **INDEPENDENT CONTRACTOR**
- It is understood and agreed that Consultant (including Consultant's employees and any and all of its sub-Consultants, and their respective employees, retained by Consultant), in the performance of the work and services agreed to be performed by Consultant, shall act as and be an independent contractor and not an agent or employee of Client. Accordingly, Consultant will be responsible for all taxes, including federal, state, and local taxes and business licenses or fees arising out of the services for this Agreement. Nothing contained in this Agreement shall be deemed to create any partnership, joint venture or relationship of principal and agent or of employer and employee between Consultant and Client, and/or any parent company, affiliate, agent, or employee of, or partner, joint venturer, co-principal or co-employer with, Client.
6. **INSURANCE REQUIREMENTS**
- Consultant shall procure and maintain during the life of this Agreement the following minimum insurance coverage:
- a. Comprehensive General Liability Insurance
\$1,000,000 per occurrence for bodily injury and property damage
\$2,000,000 aggregate limit
 - b. Automobile Bodily Injury Liability and Property Damage Liability Insurance
\$1,000,000 per accident
 - c. Errors and Omissions/Professional Liability Insurance
\$1,000,000 each occurrence
\$1,000,000 aggregate limit
 - d. Workers' Compensation Insurance
Consultant shall procure and maintain such workers' compensation as is required by the laws of all jurisdictions in which any portion of the Scope of Services is to be performed.
7. **NOTICES**
- All notices or other official correspondence required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered (1) in person or (2) mailed by first class registered or certified mail, postage prepaid, addressed as follows:

To Consultant:

Cramer Fish Sciences



7525 NE Ambassador Pl., STE C
Portland, OR 97220

To Client:

Chelan County Natural Resources Department
411 Washington St., Suite 201
Wenatchee, WA 98801

Such address may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

8. ENTIRE AGREEMENT

This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

9. AMENDMENT

This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

10. SEVERABILITY

If any provision of this Agreement is held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

11. WAIVER OF CONTRACTUAL RIGHT

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

12. COUNTERPARTS

This Agreement may be executed in counterparts and transmitted by facsimile or electronic mail (e-mail) by and to each of the parties, and each such counterpart shall be deemed an original, and all of them together shall constitute a single instrument. The parties further agree that this Agreement may be executed by facsimile/electronic signature or in a PDF file sent by e-mail, and that any facsimile/electronic signature or signature contained in a PDF file shall be binding upon the party providing such signature as if it were the party's original signature. Each party represents and warrants that the person who is executing this Agreement on its behalf has the full power and authority to execute this Agreement on its behalf and to bind it to the terms hereof.



**CRAMER
FISH SCIENCES[®]**
An Employee Owned Consulting Company

River Assessment and Design Lab

250 W Bobwhite CT, Floor 1, Suite 130

Boise, ID 83706

208.274.5011

www.fishsciences.net

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates indicated below.

CONSULTANT: Cramer Fish Sciences

By Kyle Burdick 8-4-2026

Name Kyle Burdick Date

Title Vice President of Operations

CLIENT: Chelan County Natural Resources Department

By _____

Date

Name _____

Title _____

EXHIBIT A SCOPE OF SERVICES

Client:

Mike Kane, Chelan County Natural Resources Department

Phone:

509-885-2126

Address:

411 Washington Street, Suite 201
Wenatchee, WA 98847

LOWER MONITOR RIPARIAN ISLAND PROJECT ASSESSMENT AND CONCEPTUAL DESIGN SCOPE OF WORK

Cramer Fish Sciences (CFS) will provide technical engineering, geomorphology, and related services in support of the Lower Monitor Riparian Island project. Additionally, CFS has included in this scope of work a subcontractor, Meadow Run Environmental (MRE), to provide riparian ecology support. This effort will focus on evaluating the project stream reach, specifically key depositional bar and island features, for process-based enhancements that improve habitat condition and ecological heterogeneity. Outcomes from this effort will provide technical rationale and recommendations that support the presentation of three project alternatives to inform the final design for potential site restoration.

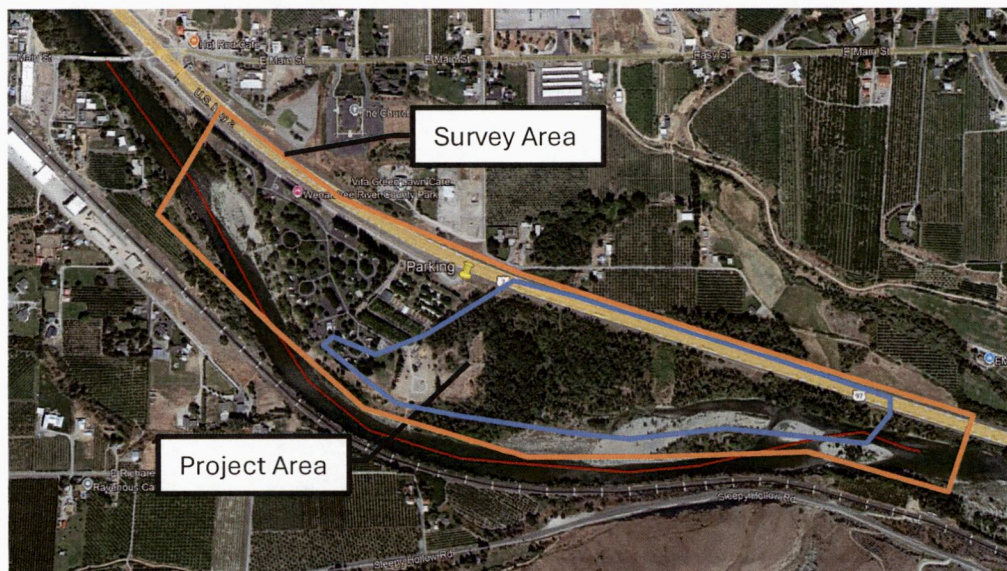


Figure 1. Location of the project area, River Mile 4.7 – 5.9 of the Wenatchee River.

Task 1 Project Management

Task 1.1 Project Kickoff

Cramer Fish Sciences (CFS) will organize an in-person kickoff meeting with CCNRD and project partners (Project Team) to introduce the team to clearly define goals, methods, expectations, communication plan, schedule, and the project management process. Time will be allotted for CCNRD to expand upon the project goals and objectives, as well as discuss any questions or concerns. A plan will be developed for future project update meetings. The kickoff meeting will accomplish the following:

- Introduce key personnel from our team and the CCNRD
- Define roles and responsibilities
- Review project scope, deliverables, timeline, and budget
- Present and discuss our technical approach to field surveys and data collection
- Establish communication protocols, including points of contact, meeting schedules, and reporting frequency
- Review data needs and confirm data sharing arrangements
- Discuss field logistics, including access planning, safety protocols, and weather contingencies
- Address any concerns, questions, or desired modifications to our proposed approach
- Confirm review periods and feedback processes for draft deliverables

Task 1.2 Project Management and Coordination

In addition to the kick-off meeting, we anticipate having three virtual meetings, all of which will be coordinated by CFS. In between check-in meetings, our Project Manager, Zack DeLuca, will maintain regular contact with the CCNRD team following the timetable and communication methods agreed upon during the kick-off meeting. Additional activities include contract administration, quality control/quality assurance, project accounting, project controls, health and safety management, monitoring progress, change management, monthly invoicing, and closeout.

Deliverables:

- One two hour in-person kickoff meeting
- Meeting agenda, minutes, and action items for all Project Team virtual and in-person meetings.
- This task includes up to three (3) two-hour virtual meetings between CFS and Project Team for the purposes of: (1) technical analysis, (2) design initiation, (3) design review.
- This task includes up to three (3) one-hour virtual check in meetings between CFS and CCNRD, as needed.
- Monthly invoices, schedule, and budget status monitoring
- Agendas, meeting minutes, and decision records for all meetings.

Task 2: Field Work

The field-based site investigation will concentrate the project area and will include site condition reconnaissance, including ecological, topographic, and geomorphic features. Survey data will be collected using a tailor-made survey protocol and implemented in a custom, project-based tablet app to increase efficiency. Components of the site investigation are detailed below:

- The *biological and ecological component* will include multiple tasks: the quantification of aquatic habitat availability and condition, a large wood inventory, substrate survey, a channel and valley condition assessment, quantifying riparian vegetation composition, age-class and

condition, and documentation of unique aquatic resource elements within and adjacent to the project area. We will tailor the field investigation to specific limiting factors, known anthropogenic and infrastructure impacts, geomorphic and hydrologic setting, and desired project outcomes on the LWR.

- The *topographic component* will supplement existing topographic LiDAR on key depositional features to support topographic analysis and hydraulic model calibration, updating the terrain model to incorporate recent changes following flooding in December of 2025. The survey will be completed using a survey-grade real-time kinematic global positioning system (RTK-GPS) unit and/or a total station survey instrument. Survey data will be sent to the Online Positioning User Service for post-processing and conversion to the preferred coordinate system (North American Datum 83 (2011), Washington North, Geoid Model 18, US feet, horizontal projection), and to the North American Vertical Datum 88, US feet, vertical projection.
- The *geomorphic component* will include mapping and characterizing selected bank-attached and mid-channel depositional features within the study reach including key characteristics (size, shape, elevation, and general substrate), documentation of bank stratification and condition, substrate and channel bed conditions (e.g., deposition and sorting dynamics, angularity, and composition), sediment sources and caliber, large wood functionality, floodplain access and functionality, and soil characteristics among the floodplain and hillslopes. These data will inform our interpretation of the condition of the fluvial processes at work within the project reach. Additionally, we will complete pebble counts on selected depositional features to conduct a gradation analysis that captures potential differences among geomorphic reaches within the project area.

Assumptions:

- If additional topobathymetric LiDAR covering the project area becomes available, the CCNRD Project Team will deliver data products in a timely manner (when available).
- CFS will collect sufficient topographic survey under the assumption that new LiDAR will be acquired in 2026 and full topographic survey will not be necessary.
- CCNRD will be responsible for obtaining and coordinating field access.

Deliverables:

- Package of raw and processed spatial data in accordance with applicable county GIS standards.
- Georeferenced drone aerial imagery mosaic for the project area.

Task 3: Technical Submittal

Task 3.1 Hydrology and Hydraulic Modeling

CFS will utilize site-specific hydrologic assessment for the project that was developed as part of the CCFEG *Bar and Island Assessment* that includes drawing from prior assessments including the FEMA Flood Insurance Studies as well as completing novel analysis specific to this project site and goal. Recurrence interval flows based on USGS gages will be analyzed utilizing USGS Bulletin 17C flow frequency analysis (England et al. 2019). Streamflow statistics relevant to aquatic habitat and watershed processes will also be determined to ensure that the instream habitat design is impactful at flows relevant for aquatic organisms and conditions during the time of construction. Results from the hydrologic analysis will provide the inflow information for the hydraulic model.

CFS will utilize an existing two-dimensional hydraulic model, developed by CFS in the CCFEG *Wenatchee Bar and Island Assessment* project to assess hydraulic characteristics, analyze existing

and proposed conditions, support geomorphic assessment, analyze project risks, and to use for the regulatory floodplain analysis. The hydraulic model will utilize inputs previously developed (e.g., topography, inflow, substrate, and cover) to compute hydraulic outputs, such as depth, velocity, shear stress, and water surface elevation. Hydraulic model results will be computed at typical recurrence intervals (Bankfull-, 2-, 5-, 10-, 25-, 50-, and 100-year) as well as ecological and watershed process flows (i.e. key flows during specific life stages. Model outputs are critical to understanding flood risks, floodplain activation, watershed processes, bank stability, sediment mobilization, fish habitat, and stability analyses.

Task 3.2 Geomorphic and Riparian Assessment

This task will focus on answering some questions related to pre-design criteria, planning, and assessment. We anticipate initial analysis to address the following design questions:

1. Evaluate the presence, longevity, and persistence of existing bank-attached and mid-channel depositional features within the project reach (Inventory of surface type over time)
2. Identify key physical and ecological processes that impact bar and island development and persistence in the project reach (narrative including literature synthesis)
3. Evaluate ecological construct of these depositional surfaces in terms of riparian composition (inventory of species age class, location, and distribution over time)
4. How does riverine hydrology interact with these different elevations? (cross section or spatial summary comparing water surface and velocity interactions with surfaces at different seasonal flows, recurrence intervals, and durations.)

Therefore, the following items are not included in this scope of work and will be addressed during subsequent design phases:

Design Criteria:

- Develop design criteria for characterizing existing conditions, setting proposed grade elevations, and matrix for applicability of potential habitat restoration actions (grading, planting, large wood structures)
- What structure (LWD, substrate, vegetation) provides the level of velocity shadow that provides the ability for riparian vegetation to colonize and propagate, incur deposition, or initiate avulsion?
- Identification of potential reference conditions for large river bars.
- Identify methods to disrupt evolutionary stasis of bars and islands.
- How does the conceptual grading plan change the spatial distribution around these features related to sediment deposition, LWD recruitment, and vegetation colonization?

Temperature:

- Do these multiple flow paths have a mesoscale impact on stream temperature?
- What are late summer reference temperatures on exposed bars relative to different riparian vegetation zones colonizing bars and islands in the project reach (cottonwood overstory, willow, etc.)?

Aquatic Habitat:

- How do these features provide habitat for fish?
 - Irregular island flanks and heel geometry.
 - Complex island margins (cobble banks, root matrices, undercut, riparian vegetation fringe).
 - Fine sediment depositions, backwaters, alcoves.

- How are fish using these features in their life history?

Task 4: 15% Conceptual Alternatives

Task 4.1 Conceptual Design Report

The Conceptual Basis of Design Report will be developed to meet requirements for BPA HIP IV and will cover introduction and background, site characterization, project goals and objectives, biologic, geomorphic, ecologic, and hydrologic context, design documentation, and the results of technical analysis from Task 4.2. The basis of design report will be focused on large-scale topics, and it is assumed that additional detail will be provided in subsequent design phases. The basis of design report will summarize all technical findings, design assumptions, and methodologies applied. It will also include a narrative regarding the three alternatives. Although these alternatives have not been fully developed, it is anticipated that design approach will include a riparian planting focused approach, a grading/substrate/boulder focused approach, and a large wood or floodplain complexity focused approach. The basis of design will also answer select study questions (which have been modified and expanded), study questions not explicitly listed below are not included in this scope of work:

Large Wood:

- Calculation of resisting and driving forces applicable to large wood structures.
- Preliminary assessment of alternatives for structural resistance (bolted connections, driven piles, excavation and embedment).

Geomorphology:

- Preliminary grading approaches, sediment/substrate sizing and stability for applicable restoration actions.

Riparian Planting

- Narrative and schematic for planting techniques applicable to bars and islands, including species selection, size, approach, and density.

Task 4.2 Conceptual Design Drawings

It is anticipated that one drawing set will be developed for this project that includes three conceptual alternatives (explained in Task 4.1). The design drawings may include elements such as engineered log jams, side channel, floodplain, and bar grading, riparian planting, and other similar elements. The objective of the drawings is to outline major differences between disturbance, impact, and uplift between the three alternatives. The conceptual design drawings for engineered projects shall include at a minimum:

- **Cover Sheet** – Includes location, sponsor, design firm, and table of contents.
- **General Notes and Conservation Measures** – Includes conservation measures, legend, quantities, construction notes, goals, and objectives.
- **Existing Conditions and Sheet Index:**
 - Plan view including thalweg, habitat features, riparian vegetation, utilities and infrastructure, ordinary highwater mark, property boundaries, and extent of detailed sheets.
 - Profile including gradients, top of bank (left and right), ordinary high water, and location of infrastructure and utilities.
- **Proposed Conditions:**
 - Plan view including the location of proposed design elements on top of relevant existing conditions. Task on top of the relevant existing conditions.

- Typical details for all the proposed design elements
- **Construction staging and access** – details the preliminary plan for access routes, staging areas, ordinary high water, wetlands, and areas of impact.

Deliverable:

- Summary of ecologically and geomorphically relevant flows at the project site for historic, current, and projected future climate conditions (hydrograph, flood frequency, and flow duration).
- 2-D Hydraulic Model tailored to the project site, developed specifically for the evaluation of bar/island geomorphic and riparian vegetation dynamics.
- Conceptual Basis of Design report and associated appendices consistent with BPA HIP IV requirements.
- Conceptual Design Drawings for up to three alternative approaches.

Assumption:

- Hydraulic model will not be calibrated or validated.
- Drawings formatting will follow CFS standard templates and will not be required to follow agency specific CAD/GIS formatting. Design deliverables will be developed to meet BPA HIP IV, County, and any other applicable standards.
- Drawings will be submitted in pdf form.
- Jurisdictional boundaries shall be approximate until provided by CCNRD at a later design phase.

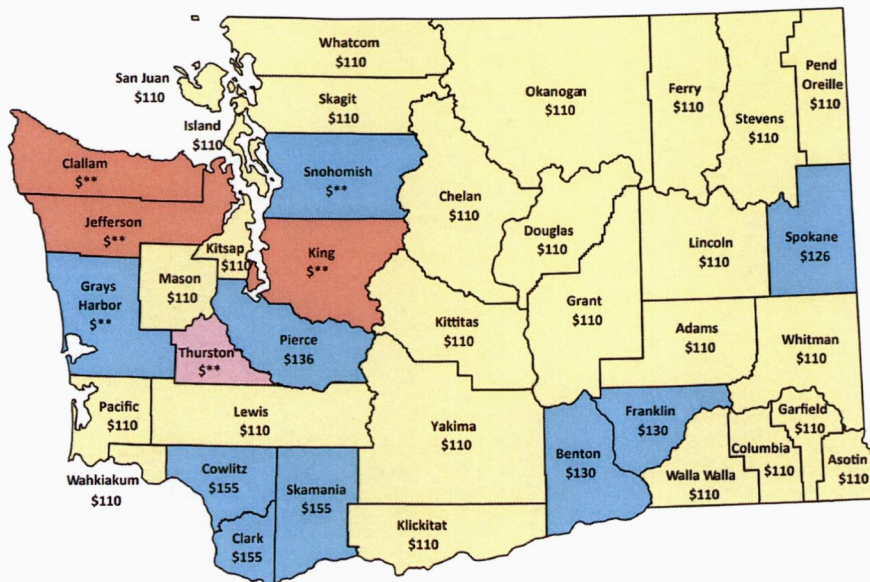
BUDGET AND SCHEDULE

Task	Budget	Timeline
Task 1: Project Management	\$3,546	August 2026
Task 2: Field Work	\$9,432	September 2026 – October 2026
Task 3: Technical Submittal	\$18,038	October 2026 – March 2027
Task 4: Conceptual Design (15%)	\$28,984	December 2026 – March 2027
Total	\$60,000	August 2026 – March 2027

BUDGET											
 CRAMER FISH SCIENCES An Employee Owned Consulting Company	Projected Hours						Labor Subtotal	Expenses			
	Principal Scientist	Sr. Engineer	Geomorphologist II	Meadow Run Environment	Engineer In Training (EIT)	Technician II (Bio, GIS, G/Q)		Equipment	Travel	Direct	Totals
	Objectives and Tasks	\$295	\$229	\$146	\$175	\$129		\$88			
Task 1 Project Kickoff							\$0				\$0
Task 1.1 Project Kickoff		2	4	4			\$1,742		\$52		\$1,794
Task 1.2 Project Management and Coordination			12				\$1,752				\$1,752
Objective 1 Subtotal	0	2	16	4	0	0	\$3,494	\$0	\$52	\$0	\$3,546
Task 2 Field Work							\$0				\$0
Task 2.1 Field Work		8	8	8		12	\$5,456	\$725	\$1,099		\$7,280
Task 2.2 Data Processing			4	4	4	4	\$2,152				\$2,152
Objective 2 Subtotal	0	8	12	12	4	16	\$7,608	\$725	\$1,099	\$0	\$9,432
Task 3 Technical Submittal							\$0				\$0
Task 3.1 Hydrology and Hydraulic Model		4			24		\$4,012				\$4,012
Task 3.2 Geomorphic and Riparian Assessment	4	2	32	28		32	\$14,026				\$14,026
Objective 3 Subtotal	4	6	32	28	24	32	\$18,038	\$0	\$0	\$0	\$18,038
Task 4: 15% Concept Design							\$0				\$0
Task 4.1 Conceptual Design Report	4	12	30	8	12	16	\$12,664				\$12,664
Task 4.2 Conceptual Design Drawings	4	16	16	8	60		\$16,320				\$16,320
Objective 4 Subtotal	8	28	46	16	72	16	\$28,984	\$0	\$0	\$0	\$28,984
Total Project Hours	12	44	106	60	100	64					
Total Project Costs	\$3,540	\$10,076	\$15,476	\$10,500	\$12,900	\$5,632	\$58,124	\$725	\$1,151	\$0	\$60,000

**EXHIBIT B
REIMBURSEMENT RATES**

Per Diem Rates - As of October 1, 2025



Meal Rates				
TOTAL	B	L	D	
\$68	\$17	\$20	\$31	
\$80	\$20	\$24	\$36	
\$86	\$22	\$25	\$39	
\$92	\$24	\$27	\$41	

\$ Maximum Lodging Rate
**** Seasonal Lodging Rates for Counties:**

Clallam & Jefferson	07/01 - 08/31	\$235
	09/01 - 06/30	\$137
Grays Harbor	07/01 - 08/31	\$132
	09/01 - 06/30	\$110
King	06/01 - 09/30	\$248
	10/01 - 05/30	\$188
Snohomish	06/01 - 08/31	\$140
	09/01 - 05/31	\$113
Thurston	07/01 - 08/31	\$175
	09/01 - 11/30	\$128
	12/01 - 06/30	\$151

POV Mileage Rate

The privately owned vehicle reimbursement rate is \$0.725 per mile.
(effective 1/1/2026)

For Out-of-State Per Diem Rates, refer to the GSA website at: <http://www.gsa.gov>. To get the total meal and incidental expense rate breakdown of individual meal allowances, refer the State Administrative and Accounting Manual (SAAM), Subsection 10.40.10.c

**Chelan County
Natural Resources Department
August 17, 2026**

To: Chelan County Commissioners
Wenatchee, Washington

From: Hannah Pygott, Senior Natural Resource Specialist

RE: Kahler Creek Low-Tech Restoration Project

A. Substantial Completion (Action Item)

Commissioners:

Ecogrid Site Solutions has successfully completed this Project as of August 4, 2026, hence recommendation is being made to accept the Project as Substantially Complete. Subsequent to the Commissioners' approval of Substantial Completion, the Project Closeout letter will be issued to the Contractor requesting that they provide the following documents prior to the consideration for Final Acceptance:

1. Contractor's Affidavit of Payment of Debts and Claims
2. Contractors Affidavit of Release of Liens
3. Consent of Surety to Final Payment
4. Final Application for Payment of Retainage

Recommendation: It is recommended that the Chelan County Board of Commissioners approve Substantial Completion of the Kahler Creek Low-Tech Restoration Project and execute the included Certificate of Substantial Completion.

Respectfully Submitted,



Hannah Pygott, Senior Natural Resource Specialist

CERTIFICATE OF SUBSTANTIAL COMPLETION

PROJECT: Kahler Creek Low-Tech Restoration Project

TO Chelan County
CONTRACTING Natural Resources Department
AGENCY: 411 Washington Street, Suite 201
Wenatchee, WA 98801

STATE OF: WASHINGTON **CONTRACT FOR:** Construction

COUNTY OF: CHELAN **CONTRACT DATED:** June 10, 2026

DATE OF ISSUANCE: _____

Project or Designated Portion Shall Include:

--

The work performed under this CONTRACT has been reviewed and found to be substantially complete. The date of substantial completion of the project or portion thereof designated above is hereby established as of August 4 2026 which is also the date of commencement of applicable warranties as required by the Contract Documents, except as stated below.

Definition of Date of Substantial Completion

The Date of Substantial Completion of the Work or designated portion thereof is the date certified by the project administrator when construction is sufficiently complete in accordance with the Contract Documents, so the CONTRACTING AGENCY can occupy or utilize the work or designated portion thereof for the use for which it is intended, as expressed in the Contract Documents.

Ecogrind Solutions LLC

CONTRACTOR

BY

DATE

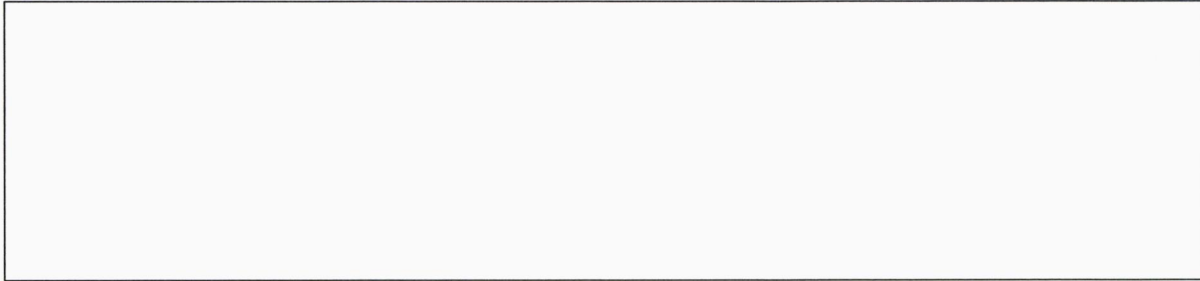
The CONTRACTING AGENCY accepts the Work or designated portion thereof a substantially complete and will assume full possession thereof on August 4, 2026.

CHELAN COUNTY COMMISSIONER

BY

DATE

The responsibilities of the CONTRACTING AGENCY and CONTRACTOR for security, maintenance, heat, utilities, damage to the work, and insurance shall be as follows:



NOTE: Contracting Agency's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage; Contractor shall secure consent of surety company, if any.

Change Order

PROJECT:

Upper Wenatchee Defensible Space Project

TO CONTRACTOR:

Blue Pine Fuels

CHANGE ORDER NUMBER: 001

DATE: June 24, 2026

CONTRACT DATE: January 12, 2026

CONTRACT FOR: Silviculture

THE CONTRACT IS CHANGED AS FOLLOWS:

Provide all Labor, Materials, Equipment, Incidentals and other Services as required to complete Work as set forth below:

1. BID ITEM 1: PROJECT MANAGEMENT

This bid item is created to reflect the additional work added to the Contract associated with Project Area 3: Cashmere at a rate of \$135/ hour.

ADD \$ 11,615.00

2. BID ITEM 2: SITE WORK

This bid item is created to reflect the additional work added to the Contract associated with Project Area 3: Cashmere at a rate of \$80/ hour.

ADD \$ 90,524.39

Upper Wenatchee Defensible Space Project- Additional HRS per Task					
Bid Item	Spec	Description	Unit	Unit Price	Quantity
1	2-03	Project Management	HR/ 1 Person	\$135.00	86.04
2	2-03	Site Work	HR/ 1 Person	\$80.00	1,508.74

3. SECTION 1-06.3 FIRE PREVENTION CONTROL AND COUNTERMEASURES PLAN

The project area for the Upper Wenatchee portion of this contract is in Fire Shutdown Zone 680. The project area for the Cashmere portion of this contract is in Fire Shutdown Zone 675.

4. SECTION 1-07.4 TIME FOR COMPLETION

The contract period for this project is extended to April 23, 2028.

5. SECTION 2: TREATMENT SPECIFICATIONS

This change order adds an additional work area to the original scope. This will include the implementation of defensible space work on up to 60 additional parcels to the contract, specifically in the Cashmere Area.

This project will: 1) implement vegetation removal with the 100 ft perimeter around homes to achieve defensible space in accordance with FEMA and NFPA recommendations; 2) assist

homeowners in creating a five (5) foot wide perimeter of non-combustible defensible space in the "immediate zone" directly around their structures via the removal of materials, vegetation and placement of rock as applicable.

The Contracting Agency has conducted outreach efforts to-date, but will conduct an additional coordinated outreach effort to secure landowner participation in the program based on the overall master list, which the Contractor will provide support in as necessary. Once landowner participation is secured, the Contractor will develop individual Home Assessments, Defensible Space Plans and Quotations for work for each targeted parcel. The Contractor will be required to take and maintain photo documentation for each parcel, coordinate rebate packages and complete parcel level documentation for submittal to the Contracting Agency.

2-03.2 PARCEL SELECTION AND SITE WORK

The following Project Area is added:

Project Area 3- Cashmere: Work will occur across an estimated 60 targeted parcels with additional rebate program for landowners surrounding placement of rock within 0-5' of their homes. Each participating landowner selected from the master parcel list, who completes the Defensible Space Package will be eligible for up to \$1,500 worth of eligible work for both defensible space work and the placement of non-combustible materials. If the parcel is deemed eligible for placement of non-combustible material within the 0-5' area, the contractor will work with the landowner to design a plan that includes all desired project elements and specifies which actions will be covered by either direct payment to contractor or by rebate, up to a total of \$1,500 covered by program. Each participating landowner will be required to provide a minimum of 7 hours of volunteer time or \$220 in non-reimbursable costs for their property to be eligible for this credited work. The landowner may also submit proof of personal expenses for work not performed by the Contractor which may be reviewed for reimbursement. Each participating landowner will be responsible for any costs in excess of \$1,500 unless otherwise approved by both the Contractor and CCNRD.

In accordance with the descriptions written above, Contractor Change Order Proposal and Documentation, there is no change to the total contract amount associated with this change order.

The original contract sum was	\$ 267,721.00
The net change by previously authorized Change Orders	\$ 0.00
This Change Order will change the Contract Sum by	\$ 102,139.39
The new Contract Sum including this Change Order will be:	\$ 369,860.39

The date of substantial completion is changed to April 23, 2028, adding 474 (four-hundred and seventy-four) M-F non-federal holiday working days to the contract with this Change Order.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE CONTRACTOR AND OWNER.

OWNER: Chelan County

CONTRACTOR: Blue Pine Fuels

Title: _____
Date: _____



Title: Account Manager
Date: 08/04/2026



CHELAN COUNTY COMMISSIONERS
DEPARTMENT OF PUBLIC WORKS ISSUES

August 18, 2026

9:30 A.M. PUBLIC WORKS AGENDA
 Public Works Director/County Engineer Eric Pierson

BID AWARD: Arizona Boulevard Drainage Improvement, Stormwater Project 2029 (SD 2029)

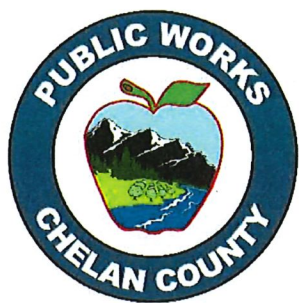
DISCUSSION ITEMS:

1. Purchased Services Agreement for Appraisals with Pacific Appraisal Associates for the School Street Pedestrian Improvement Project, County Road Project 752 (CRP 752)
2. Commissioners Notice of Hearing – Intention to Surplus County Property
3. Open Item

ACTION ITEMS:

1. Approve Purchased Services Agreement for Appraisals with Pacific Appraisal Associates for the School Street Pedestrian Improvement Project, County Road Project 752 (CRP 752)
2. Approve Commissioners Notice of Hearing – Intention to Surplus County Property

10:00 A.M. Flood Control Zone District
 District Administrator Eric Pierson



CHELAN COUNTY

DEPARTMENT OF PUBLIC WORKS
316 WASHINGTON STREET
SUITE 402
WENATCHEE, WASHINGTON 98801
TELEPHONE (509) 667-6415

Eric P. Pierson, PE
DIRECTOR/COUNTY ENGINEER

August 12, 2026

Chelan County Commissioners
400 Douglas Street
Wenatchee, WA 98801

RE: Arizona Blvd Drainage Improvement Project No. 2029 (SD2029)

Dear Commissioners,

On August 11, 2026, at 9:30 a.m., bids were opened in the Commissioners' chambers for the above-mentioned project. Bids were received as follows:

Pipkin Construction	\$222,835.00
J&K Earthworks	\$240,299.00
Smith Excavation	\$269,110.00
Midway Underground	\$321,943.00
Hurst Construction	\$339,293.00
Engineer's Estimate	\$211,665.00

After review of the bids, the low bid came in at \$222,835.00, which is 5 percent above the Engineers Estimate. I recommend that the low bid be accepted and the contract be awarded to Pipkin Construction.

Sincerely,

ERIC PIERSON, P.E.
Director/County Engineer

EPP:led

PURCHASED SERVICES AGREEMENT for APPRAISALS
CRP752 SCHOOL STREET PEDESTRIAN IMPROVEMENT
Federal Aid Number HSIP-5851(002)

THIS Agreement is made this date by and between Chelan County, a political subdivision of the State of Washington, hereafter referred to as “County,” and Pacific Appraisal Associates, hereafter referred to as “Consultant.”

WHEREAS, the parties hereto desire hereby to set forth arrangements and obligations whereby Consultant will perform Real Estate Appraisal services (Services) for the Public Works Department;

NOW, THEREFORE, in consideration of the mutual promises contained herein and other valuable consideration, the parties do hereby promise, covenant and agree as follows:

1. **Scope/Nature of Duties.** Consultant shall provide services to the County’s Public Works Department as described in **EXHIBIT “C”** attached hereto and incorporated by this reference. If, due to the Consultant’s error or oversight, corrections to the Services contracted for herein are necessary, the Consultant will make such corrections at no additional cost to the County and will submit such corrections to the County within ten (10) days of receipt of the County’s request.
2. **General Requirements.** Consultant shall, at all times, comply with all applicable federal, state and local laws, codes, ordinances, rules, regulations, decrees, directives, guidelines, etc., (together “Laws”) which may impact or apply to the performance of Services under this agreement, regardless of whether such Laws are modified or are enacted during the term of this agreement.
2. **Term.** This agreement shall commence upon execution and shall be completed by October 31, 2026, unless modified by a written agreement revision extending the completion date or unless terminated sooner as provided herein. Upon completion or termination of this agreement, the Consultant shall turn over all documents, records and file materials to the County.
3. **Payment Provisions.** The Consultant shall be paid by the County for completed Services rendered under this agreement as provided hereinafter. Such payment shall be full compensation for Services performed or Services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete Services. The Consultant shall conform to all applicable portions of 48 CFR Part 31 (www.ecfr.gov). The Consultant shall be paid by the County for work done, based upon the negotiated hourly rates shown in **EXHIBIT “D”** attached hereto and by reference made part of this agreement. Direct Non-Salary Costs will be reimbursed at the actual cost to the Consultant. The Maximum Amount Payable by the County to the Consultant under this agreement shall not exceed **\$15,000**. The Consultant’s invoice shall include: the project title, description of the services rendered, and the

dates worked. Progress payments may be claimed on a monthly basis for all costs authorized above.

4. **Performance of Services.** In the performance of the Services under this agreement, the Consultant shall comply with all applicable County regulations, State and Federal laws, regulations and procedures. The Services to be furnished under the terms of this agreement shall be performed by the Consultant and the Consultant's bona fide employees, and shall not be delegated to any other person or firm. The Consultant shall comply with the Federal Fair Labor Standards Act and any other legislation affecting its employees and the rules and regulations issued there under; and shall save the County free, clear and harmless from all actions, claims, demands and expenses arising out of said Act and any rules and regulations that are or may be promulgated in connection therewith. The Consultant assumes full responsibility for the payment of all payroll taxes, use, sales, income or any other form of taxes, fees, licenses, excises, or payments required by any Federal or State legislation which are now or which may be enacted during the term of this agreement as to all the Consultant's employees, and as to all the duties, activities, and requirements of the Consultant in the performance of this agreement.
5. **Nondiscrimination.** The Consultant shall comply with the regulations relative to nondiscrimination in Federally assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, hereinafter referred to as the "Regulations", which are herein incorporated by reference and made a part of this agreement. The Consultant shall comply with the State Law Against Discrimination, Chapter 49.60 RCW and any Regulations adopted thereto. The Consultant with regard to the work performed by it during the agreement, shall not discriminate on the grounds of age, sex, marital status, race, creed, color, national origin, or the presence of any sensory, mental, or physical handicap unless based upon a bona fide occupational qualification, in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination of prohibited by Chapter 49.60 RCW or by section 21.5 of the Regulations.

The Consultant shall provide all information and reports required by the Regulations; or directives issued pursuant thereto, and shall permit access to its books, records, accounts or other sources of information, and its facilities as may be determined by the County or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, directives or laws. Where any information required of a Consultant is in the exclusive possession of another who fails or refused to furnish this information, the Consultant shall so certify to the County, Washington State Department of Transportation (WSDOT), or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information. In the event of the Consultant's noncompliance with the discrimination provisions of this agreement, the County shall impose such agreement sanctions as it may determine to be appropriate, including but not limited to (1) withholding of payments to the Consultant under this agreement until the

Consultant complies, and/or (2) cancellation, termination, or suspension of this agreement in whole or in part.

The Consultant shall include the provisions of this Section 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the County, WSDOT, or Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that, in the event a Consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Consultant may request the County to enter into such litigation to protect the interests of the County and / or WSDOT; and, in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

6. **Termination.**

- a. **With 30 Days Notice.** County shall have the right to terminate this Agreement in the sole and absolute discretion of the Chelan County Board of County Commissioners, with or without cause, upon the giving of thirty (30) calendar day's written notice to Consultant and by delivering notice of such termination to Consultant or by mailing a copy of the same by certified mail, return receipt requested, addressed to the Consultant's last known address. All right to compensation ceases on the date stated in the notice of termination. Consultant shall have the right to terminate this Agreement by providing County thirty (30) calendar day's written notice.
- b. **Immediate Termination.** The County may immediately terminate this Agreement for good cause, at any time, on written notice of such immediate termination given to Consultant. Cause for immediate termination shall include, but not be limited to, Consultant's failure, neglect or refusal to carry out Consultant's duties properly, professionally or in a workmanlike manner; breach of any provision of this Agreement; action or failure to act by Consultant which tends to degrade Consultant in society by contempt, scandal or ridicule; action or failure to act by Consultant which reflects unfavorably upon County, its elected or appointed officials, employees, or agents; and/or Consultant's failure to conduct himself with due regard for social conventions, public morals and decency.

7. **Disputes.** Any disputed issue not resolved pursuant to the terms of this agreement shall be submitted in writing within 10 days to the County Engineer, whose decision in the matter shall be final and binding on the parties of this agreement; provided however, that if an action is brought challenging the County Engineer's decision, that decision shall be subjected to judicial review. In the event that either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this agreement, this action shall be initiated in the Chelan County Superior

Court of the State of Washington. The parties hereto agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. The Consultant hereby consents to the personal jurisdiction of the Chelan County Superior Court of the State of Washington.

8. **Legal Relations.** The Consultant, any sub-consultant, and the County shall comply with all Federal, State, and local laws, rules, codes, and regulations applicable to the work to be performed under this agreement. This agreement shall be interpreted and construed in accordance with the laws of the State of Washington.

The Consultant shall defend, indemnify, and hold the State of Washington (State) and the County and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the negligence of, or the breach of any obligation under this agreement by, the Consultant or the Consultant's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the Consultant may be legally liable; provided that nothing herein shall require a Consultant to defend or indemnify the State and the County against and hold harmless the State and County from claims, demands or suits based solely upon the negligence of, or breach of any obligation under this agreement by the State and / or the County, their agents, officers, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the State and / or the County may be legally liable; and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the Consultant or the Consultant's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the Consultant is legally liable, and (b) the State and / or County, their agents, officers, employees, sub-consultants, subcontractors and or vendors, of any tier, or any other persons for whom the State and / or County may be legally liable, the indemnity obligation shall be valid and enforceable only to the extent of the Consultant's negligence or the negligence of the Consultant's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the Consultant may be legally liable. This provision shall be included in any agreement between Consultant and any sub-consultants, subcontractor and vendor, of any tier.

The Consultant shall also defend, indemnify, and hold the State and the County and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions by the Consultant or the Consultant's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the Consultant may be legally liable, in performance of Services under this agreement or arising out of any use in connection with the agreement of methods, processes, designs, information or other items furnished or communicated to State and / or County, their agents, officers and employees pursuant to the agreement; provided that this indemnity shall not apply to any alleged patent or copyright infringement or other allegedly improper

appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions resulting from State's and / or County's, their agents', officers' and employees' failure to comply with specific written instructions regarding use provided to State and / or County, their agents, officers and employees by the Consultant, its agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the Consultant may be legally liable.

The Consultant's professional liability to the County shall be limited to the total amount of the agreement or one million dollars (\$1,000,000.00), whichever is greater. In no case shall the Consultant's professional liability to third parties be limited in any way.

The Consultant specifically assumes potential liability for actions brought by the Consultant's own employees or its agents against the State and / or County and, solely for the purpose of this indemnification and defense, the Consultant specifically waives any immunity under the State industrial insurance law, Title 51 RCW.

9. **Independent Contractor.** The Consultant shall be deemed an independent contractor for all purposes. The Consultant and its employees and any authorized sub-consultants, or any other person of firm, shall not be deemed the employees of the County for any purpose.
10. **Insurance.** The Consultant shall obtain and keep in force during the terms of this Agreement, or as otherwise required, insurance with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW. It is the Consultant's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the agreement. The parties enter into this agreement for the sole benefit of the parties, and to the exclusion of any third party, and no third party beneficiary is intended or created by the execution of this agreement.
11. **Applicability of Law.** This agreement shall be deemed executed in the State of Washington and the laws of the State of Washington shall govern the interpretation and application of its provisions. Venue for any suits between the Consultant and the County arising from this agreement shall be brought and maintained in the Chelan County Superior Court of the State of Washington.
12. **Modification of Agreement.** This agreement, or any provision thereof, may be modified or amended only by express written agreement revision properly signed by all parties. This agreement is hereby tendered and the terms and obligations hereof shall not become binding on the State of Washington unless and until accepted and approved hereon in writing for the County's authorized representative. In witness whereof, the parties hereto have executed this agreement as of the day and year shown in the "Execution Date" in the heading on page one (1) of this agreement.

DATED at Wenatchee, Washington this 10.00 day of August, 2026.

By  _____
513BB746F75443D...
Title Co-Owner/Appraiser
Date 8/10/2026

Dated at Wenatchee, Washington this _____ day of _____, 2026.

**BOARD OF CHELAN COUNTY
COMMISSIONERS**

SHON SMITH, Chairman

KEVIN OVERBAY, Commissioner

BRAD HAWKINS, Commissioner

ATTEST: ANABEL TORRES

Clerk of the Board

Dated: _____

APPROVED AS TO FORM

STEWART R. SMITH
Deputy Prosecuting Attorney

Dated: _____

EXHIBIT C**SCOPE OF WORK
FOR APPRAISAL SERVICES**

Scope of Work **Pacific Appraisal Associates, PLLC** for CRP752 School Street Pedestrian Improvement.

The Appraisal assignment will be completed in compliance with all applicable State and Federal Appraisal Standards, including USPAP and Chapter 4 of the WSDOT R/W Manual and Chapter 25 of the WSDOT Local Agency Guidelines.

There will be five (5) parcels with five (5) owners to inspect and appraise each affected by either R/W Acquisition, and/or Temporary Easement (TE). It is anticipated that most of the acquisitions will be considered minor. Please prepare a Project Report and Waiver Valuations.

CHELAN COUNTY PUBLIC WORKS PROVIDES:

- Parcel owner information
- Right-of-Way Plans
- Title reports
- Legal descriptions for right-of-way/easement acquisition for each parcel
- Exhibit drawings of right-of-way/easement acquisition for each parcel
- Field staking of the proposed right-of-way and temporary easements for each parcel.
- Chelan County Department of Public Works RIGHT-OF-WAY PROCEDURES.
- Right-of-way Procedures, **Exhibit A**, Agency's Administrative Settlement Policy
- Right-of-way Procedures **Exhibit B**, Agency's Waiver Valuation

APPRAISER PROVIDES:

- **Waiver Valuations**
- **Full Narrative Appraisals**
- **Appraiser/Owner Contact** – Property owners have the legal right to inspect the property with the appraiser. Every effort must be made to ensure that the property owner has been extended that opportunity for a joint inspection. The appraiser shall document in the appraisal report his or her attempts to contact the property owner, which shall include attempts to contact the property owner either by phone and/or in person. The appraiser should be flexible with scheduling in order to accommodate the property owner. If contact cannot be made by telephone, the appraiser should send a letter explaining the need for the inspection and inviting the owner to join in the inspection. The letter shall be sent "Return Receipt" in order to document the attempt for contact.
- **Appraisal Waiver Valuation:**
 - Prepare Waiver Valuations for properties valued up to \$35,000 or less.

- **Minimum Payment Policy:** If valuation is less than \$1000 the minimum payment shall be \$1,000. (see Exhibit B, Agency's Waiver Valuation)

NOTE: Right of Way Funding Estimate (ROWFE) not required. There are no federal funds in the Right-of-way Phase of the project. ROWFE not required (LAC 25.411)

DELIVERABLES:

Adobe Acrobat (PDF) files of the appraisals or updates.

I. Electronic Files to be Provided:

- a. Waiver Valuations
- b. Full Narrative Appraisals
- c. Any reports generated for Chelan County by the consultant

II. Methods to Electronically Exchange Data

- A. Agency Software Suite:
 - a. Microsoft Office Suite (Word, Excel, Outlook)
 - b. Adobe Acrobat, Standard, Pro and Reader (PDF file format)
- B. Electronic messaging System: Microsoft Outlook/Exchange (email)
- C. File Transfer Methods:
 - a. Email attachment

ESTIMATED FEE:

The estimated fee for this assignment is \$15,000.

DELIVERY DATE: before October 31, 2026

EXHIBIT D

It appears that three of these are basic valuations and will fall in the Waiver Valuation category of up to \$35,000 each in total compensation. The fee estimate for these three Waiver Valuations is \$1,500 each. The other two properties, Clancy's Farm, LLC and Wenatchee School district are more complicated and include significant improvements which will likely take them above a compensation amount of \$35,000 and will require full narrative appraisals.

Following is a summary of my proposal.

Clancy's Farm, LLC	Full Narrative Appraisal	\$3,500
Wenatchee School District	Full Narrative Appraisal	\$3,500
Degman	Waiver valuation	\$1,500
Holland	Waiver valuation	\$1,500
Lyons	Waiver valuation	\$1,500
Total		\$11,500

The hourly rates are:

- Senior Appraiser: \$325 per hour
- Associate Appraiser: \$225 per hour
- Staff & Clerical: \$80 per hour
- Expenses & Mileage included in these rates.
- Maximum Amount Payable: \$15,000

Commissioners Notice of Hearing

Re: Intention to Surplus County Property

WHEREAS, the Board of Chelan County Commissioners deem it advisable to surplus the following list of Equipment Rental and Revolving and Motor Pool Fund items; and

WHEREAS, in accordance with RCW 36.34 and Chelan County Resolution No. 84-63, the Board of County Commissioners has authority to declare property surplus to Chelan County needs; and

NOW, THEREFORE BE IT RESOLVED that in conformance with RCW Chapter 36.34.040, a public hearing will be held in the Chambers of the Board of County Commissioners located at 400 Douglas Street, Wenatchee, Washington on **September 1, 2026 at 9:30 a.m.** to admit evidence offered for and against the propriety and advisability of the proposed surplus of property.

Equipment Rental & Revolving		Motor Pool	
Equipment #	Year, Make & Model	Equipment #	Year, Make & Model
C123	2002 Massey Mower	B115	2013 Ford Escape SE
E113	2017 Caterpillar Roller	B116	2014 Ford Escape SE
E108	2005 Dynapac Roller	N431	2021 Ford Explorer
1	16,000LB 2 Post Lift	O104	2010 Chevrolet Silverado
1 Pallet	Chainsaws, Blowers & Chopsaw	1	Hand Truck
1	Pony Tank for Pickups	1	Hot & Cold Air Vehicle Blow Dryer
1	Pickup Tool Box	1	Auto Meter SB-5 Battery Load Tester
10	75 Gallon Ice Melt Tanks	1	Snap-On AC Leak Detector
2	Pressure Washers	1	Cool Tech 75700 Coolant Exchanger
1 Bin	Bridge Spikes	1	CEMB SM 915 TI Maxi Jumbo Tire Changer
1 Pallet	Miscellaneous Guardrail Bolts & Lag Screws	1	United Part Washer
1 Pallet	Miscellaneous Augers & Trash Pump		Brunswick Strut Compressor
1 Stack	Unused Bridge Planks	2	10,000 lb Rotary Lifts
2 Stacks	Used Treated Bridge Timbers	2	Tap & Die Sets
25	Used Broom Cores	1	R12 AC Hose & Gauge Set
1 Pallet	Ripper Shanks	1 Pallet	Tire Chains
1	100 Gallon Used Oil Tank	1	Snap-On Super Charge BC5500
1	400 Gallon Used Oil Tank	2005 Trail Utility Trailer	
36	Pickup Plow Blades		
65	Grader Blades		

DATED at Wenatchee, Washington this 18th day of August, 2026.

**BOARD OF COMMISSIONERS FOR
CHELAN COUNTY**

SHON SMITH, Chair

KEVIN OVERBAY, Commissioner

BRAD HAWKINS, Commissioner

ATTEST: ANABEL TORRES

Clerk of the Board

Community Development

08/18/2026

Discussion:

1. Comprehensive Plan Periodic Update – set hearing dates for BOCC