



Working Together to Enhance the Economic Vitality of North Central Washington

**Chelan Douglas Regional Port Authority
Meeting Agenda
June 23rd, 2020
9:00 am**

**In order to maximize social distancing related to COVID-19,
the meeting will be held remotely using Zoom Virtual Conference Room**

I. CALL TO ORDER

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

II. INTRODUCTIONS

III. CONFLICT OF INTEREST

IV. CONSENT AGENDA

CDRPA: Approval of Chelan Douglas Regional Port Authority Minutes of June 9th, 2020 Meeting; and May 2020 Commission Calendar

PODC: Approval of PODC Resolution No. 2020-04 Voiding Warrant #1011372

V. POCC ACTION ITEMS

- (1) Public Hearing declaring certain property located in Chelan County surplus to the needs of the Port of Chelan County – Lineage Property
- (2) Adoption of Resolution No. 2020-05 Declaring Certain Lineage Property Surplus

VI. CDRPA ACTION ITEMS

- (3) Lease Termination Agreement – Ultra Polymers

VII. PRESENTATIONS

- SBDC Updates & Introduction of New SBDC Counselor John Morosco – Ron Nielsen
- Columbia Street Property Offering – H Building/SPORT Presentation
- T-O Engineers Presentation – Updates on Airport Approach Lighting System and Instrument Approach Procedure

**VIII. CDRPA – ECONOMIC DEVELOPMENT INITIATIVES RELATED TO COVID-19
(Third Party Resources)**

- Department of Commerce Working Washington Small Business Emergency Grants
- Douglas County CARES Act Grant
- Chelan County CARES Act Grant
- Chelan County .09 Sales Tax Grant
- City of Cashmere Grant
- Community Development Block Grants

IX. CDRPA ECONOMIC DEVELOPMENT INITIATIVES RELATED TO COVID-19 (Regional Port Funding)

- Rent Participation Fund
- Getting Ready to Reopen Fund
- What's Next?

X. CDRPA – COVID-19 OTHER

- FAA CARES Act Grant
- Tenant Rent Relief Request Updates

XI. CDRPA INFORMATIONAL ITEMS – Other

- LOJO Property
- Giga Watt Property Update
- Lineage South
- Executive Flight – Moving Forward Strategy
- CTC HVAC Replacement Project Update

XII. MISC. STAFF REPORTS

XIII. PUBLIC COMMENT

XIV. REVIEW CALENDAR OF EVENTS

XV. ITEMS FROM BOARD OF DIRECTORS

- XVI. EXECUTIVE SESSION:** An Executive Session may be called during the meeting. The purpose must be announced and is limited by RCW 42.30.110. Examples include: (1) to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)); (2) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b)); and (3) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price (final action selling or leasing public property shall be taken in a meeting open to the public)(RCW 42.30.110(1)(c)); and (4) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee(RCW 42.30.110(1)(g))

XVII. ADJOURN

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

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



**Chelan Douglas Regional Port Authority
Board of Directors**

SUGGESTED MOTIONS

June 23rd, 2020

IV. CONSENT AGENDAS

CDRPA CONSENT AGENDA

To approve the Chelan Douglas Regional Port Authority (CDRPA) Consent Agenda consisting of Minutes of June 9th, 2020 Meeting; and May 2020 Commission Calendar, as presented.

PODC CONSENT AGENDA

To adopt PODC Resolution No. 2020-04 voiding warrant #1011372, as presented.

V. POCC ACTION ITEMS

(2) Adoption of POCC Resolution No. 2020-05 Declaring Certain Real Property Located in Chelan County Washington as Surplus

To adopt POCC Resolution No. 2020-05 declaring certain real property located in Chelan County Washington as surplus to the needs of the Port of Chelan County and amending the Port of Chelan County's Comprehensive Scheme of Harbor Improvements to remove said property from the Comprehensive Plan.

VI. CDRPA ACTION ITEMS

(3) Lease Termination Agreement – Ultra Polymers

To authorize the CEO to sign the Lease Termination Agreement with Ultra Polymers.



**Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
Zoom Meeting
June 9th, 2020
9:00 am**

Present:

Directors

JC Baldwin, Director (via Zoom)
Donn Etherington, Director (via Zoom)
*Rory Turner, Director

Jim Huffman, Director (via Zoom)
W. Alan Loeb sack, Director (via Zoom)
Mark Spurgeon, Director (via Zoom)

Staff

*Jim Kuntz, Chief Executive Officer
*Monica Lough, Director of Finance & Admin.
Ron Criddlebaugh, Director of Economic Development
Craig Larsen, Business Development Manager
Tricia Degnan, CTC Manager
Sarah Deenik, Communications Coordinator
Esther McKivor, Accounting Specialist

*Trent Moyers, Director of Airports
*Cami Harris, Executive Assistant
*Quentin Batjer, Legal Counsel
Stacie de Mestre, Property & Facilities Mgr.
Ron Russ, Airport Operations Manager
Randy Asplund, Port Engineer
Laura Camarillo Reyes, CTC Assistant

*Commissioner Turner, Jim Kuntz, Monica Lough, Trent Moyers, Quentin Batjer, and Cami Harris in person; others via Zoom.

Guests:

Ray Dobbs, City of Chelan (via Zoom)
Jack Penning, Volaire Aviation Consulting (via Zoom)
Eric Miller, Holaday Parks (via Zoom)
Brent Walley, Holaday Parks (via Zoom)
Michael Cook, Holaday Parks (via Zoom)
Linda Haglund, Wenatchee Downtown Association (via Zoom)

The Chelan Douglas Regional Port Authority (CDRPA) Meeting was called to order at 9:00 am. Due to the COVID-19 virus outbreak, the meeting was held at Confluence Technology Center via Zoom as previously posted in the required Public Meeting Notice.

Director Turner inquired how his fellow Directors are doing during COVID-19, and each Director gave a short report. Roll call was taken.

Conflict of Interest – None.

CDRPA CONSENT AGENDA:

The Consent Agenda consisting of minutes of the Chelan Douglas Regional Port Authority (CDRPA) meeting of May 27th, 2020; and Check Register Pages #2020-13-#2020-15, including electronic transfers, was presented and the following action was taken:

Motion No.

Moved by:
Seconded by:

06-01-20 CDRPA

JC Baldwin
Mark Spurgeon
To approve the Chelan Douglas Regional Port Authority (CDRPA) Consent Agenda consisting of Minutes of May 27th, 2020 Meeting; and Check Register Pages #2020-13-#2020-15, including electronic transfers, as presented.

Motion passed 6-0.

POCC CONSENT AGENDA:

The Consent Agenda consisting of minutes of the Port of Chelan County (POCC) Check Register Pages #2020-09-#2020-10, including electronic transfers, was presented and the following action was taken:

Motion No. **06-02-20 POCC**
Moved by: *Rory Turner*
Seconded by: *JC Baldwin*
To approve the Chelan Douglas Regional Port Authority (CDRPA) Consent Agenda consisting of Check Register Pages #2020-09-#2020-10, including electronic transfers, as presented.

Motion passed 3-0.

PODC CONSENT AGENDA:

The Consent Agenda consisting of minutes of the Port of Douglas County (PODC) Check Register Pages #2020-08-#2020-09, including electronic transfers, was presented and the following action was taken:

Motion No. **06-03-20 PODC**
Moved by: *Mark Spurgeon*
Seconded by: *Jim Huffman*
To approve the Chelan Douglas Regional Port Authority (CDRPA) Consent Agenda consisting of Check Register Pages #2020-08-#2020-09, including electronic transfers, as presented.

Motion passed 3-0.

PORT OF CHELAN COUNTY ACTION ITEMS:

Public Hearing Declaring Certain Property Located in Chelan County Surplus to the Needs of the Port – Lineage Property North Node (Columbia Street Property)

Due to the COVID-19 pandemic and public meetings required to occur remotely, the Public Hearing concerning surplus property, which was originally slated for March 24th, 2020 and extended several times, was recommended to be terminated. A new Public Hearing will now occur on June 23rd, 2020 and provide an opportunity for remote public comments via Zoom. The following action was taken:

Motion No. **06-04-20 POCC**
Moved by: *Rory Turner*
Seconded by: *JC Baldwin*
To terminate the original Public Hearing Process dated March 24th, 2020 regarding surplus Lineage Property North Node (Columbia Street Property).

Motion passed 3-0.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

Authorization to Enter into Interlocal Agreement with Douglas County – CARES Act Grant - Kuntz provided information on a proposed Interlocal Agreement with Douglas County concerning the \$1,000,000 CARES Act Grant. Douglas County Commissioners voted to have the Regional Port administer the program for Douglas County to assist small businesses affected by the COVID-19 pandemic. The interlocal agreement outlines the agreement between Douglas County and the Regional Port. Discussions ensued. The Board suggested a couple modifications to the document and attachments. Legal counsel will make the adjustments prior to execution of the document. The following action was taken:

Motion No.	06-05-2020 CDRPA
Moved by:	JC Baldwin
Seconded by:	W. Alan Loeb sack
	<i>To authorize the CEO to enter into an Interlocal Agreement with Douglas County related to COVID-19 CARES Act Small Business Fund, with modifications requested by Board of Directors.</i>

Motion passed 6-0.

PRESENTATIONS:

Volaire Aviation Consulting – Jack Penning

Jack Penning provided a presentation on the COVID-19 Post-Pandemic Outlook for Commercial Air Service including:

- Comparisons to Previous Downturns
- How Airlines are Serving in Washington
 - Capacity Reductions
 - Lost Nonstop Routes
- Wenatchee Market Fundamentals
 - Updated Passenger Leakage
 - Service Performance vs. Peers
- Leveraging Airline Strategy
 - Network Airline HUB Structure
 - Free Agent: Skywest Airlines
 - Securing Service

Penning suggested securing meetings with Alaska Airlines and Skywest as soon as it is feasible to do so. The Board thanked Penning for his work with Pangborn Memorial Airport over the years.

Holiday Parks – Brent Walley, Michael Cook, and Eric Miller

The Holiday Parks team provided an overview on their recent HVAC Evaluation at Executive Flight Building including:

- Provided an Engineering Review of the status of the HVAC equipment in the building
- Provided recommended HVAC updates/repairs and additions

Staff will review the HVAC report provided to the Regional Port. Further discussion will likely occur at the June 23rd Regional Port Board Meeting.

Regional Port Economic Development Initiatives Related to COVID-19 (Third Party Resources) – Kuntz provided an update concerning the COVID-19 grant programs which the CDRPA will administer on behalf of other agencies, including:

- Department of Commerce Working Washington Small Business Emergency Grants (the CDRPA is managing this program as the Chelan/Douglas County ADO)
- Douglas County CARES Act Grant
- Chelan County CARES ACT Grant
- Chelan County Community Development Block Grant
- Douglas County Community Development Block Grant
- Chelan County .09 Sales Tax Grant
- City of Wenatchee – Community Development Block Grant
- City of East Wenatchee – Community Development Block Grant
- City of Cashmere

Kuntz reviewed criteria and total grant amounts for each program.

Regional Port Economic Development Initiatives Related to COVID-19 (Regional Port Funding) – Kuntz provided an update on the Regional Port initiatives including:

- Rent Participation Fund
- Getting Ready to Reopen Fund

Kuntz reviewed the requests received to date. He also recommended the criteria be relaxed to allow additional businesses to qualify. The Board concurred.

What's Next – Kuntz will meet soon with a Microsoft representative; Jenny Rojanasthien from GWATA; and JC Baldwin to discuss mid-term plans post-pandemic such as helping build websites for small businesses, and/or creating an E-platform for small businesses to sell their products online.

CDRPA INFORMATIONAL ITEMS – COVID-19 RELATED:

FAA CARES Act Grant – Moyers reported the FAA approved the Pangborn Airport sponsor name change to Chelan Douglas Regional Port Authority. Lough reported the Regional Port has already submitted two reimbursement requests to the FAA; time frame for reimbursements from the FAA is to be determined.

Rent Relief Requests – Kuntz provided an update on the Regional Port tenant rent relief requests noting the status is the same as reported at the May 27th Board meeting. He will continue to provide updates in the future.

CDRPA INFORMATIONAL ITEMS:

Proposed Housing Development Near Pangborn Airport – Kuntz & Moyers provided information on a proposed housing development in East Wenatchee that is in the airport flight path. The Board thought it was appropriate to comment and request that prospective home owners be notified that a commercial airport is nearby.

Tenant Lease Updates – Kuntz provided an update on tenant leases including:

- Actapio – Kuntz and Criddlebaugh reported on marketing efforts to find a replacement tenant when Actapio's lease expires the end of February 2021.

Public Comment – An opportunity for public comment was provided:

- Ray Dobbs reported on the City of Chelan's protests last weekend; the protests stayed very peaceful. He also provided general updates on the City.

REVIEW CALENDAR OF EVENTS – Kuntz noted the Wenatchi Landing Ground Breaking Ceremony will be held June 11th, at 10:00 am at the corner of Empire & 35th Street in East Wenatchee.

ITEMS FROM BOARD OF DIRECTORS:

- Commissioner Huffman informed the Board that it was suggested to him we continue to offer our Board meetings via Zoom so public can attend remotely even after the counties move into COVID-19 reopening phase 2 and beyond.
- Commissioner Spurgeon noted the Wenatchee Chamber of Commerce Board meeting may be cancelled.

STAFF REPORTS & UPDATES:

Kuntz provided information and updates including:

- Lineage South Properties – staff preparing to draft an RFP soon. Have several interested parties in the properties. Some non-profit groups have an interest in perhaps using one of the warehouses for a food distribution facility.
- Giga Watt – progress continues on the site clean-up.

De Mestre provided information and updates including:

- Executive Flight Building Space Study – Forte Architects has been selected to do the space study.
- EPA Brownfield Grant Update.
- Lineage North (Columbia Street Property) - RFP’s are due this week.
- Orondo River Park locks were replaced and security cameras will be installed soon.

Lough provided information and updates including:

- The Regional Port has received three fraudulent unemployment security claims to date. Each staff member affected has been informed and instructed on steps to take to protect themselves.
- The Regional Port has received three fraudulent checks at Banner Bank.

Degnan provided information and updates including:

- Chelan County Public Safety testing will be held at the CTC this week. They were granted an exception to hold the testing there.

The Chelan Douglas Regional Port Authority meeting was adjourned at 12:20 pm.

Signed and dated this 23rd day of June, 2020.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director

**PORT OF DOUGLAS COUNTY RESOLUTION NO. 2020-04
RESOLUTION TO VOID WARRANT NO. 1011372**

Whereas Warrant No. 1011372 in the amount of \$37.00 payable to United Way of Chelan & Douglas Counties on Register PR 2019-03-15, and was created and signed on March 12, 2019.

Whereas Warrant No. 1011372 was later deemed to be not received by the respective payee.

Now, therefore be in resolved by the Board of Commissioners of the Port of Douglas County, a municipal corporation of the State of Washington, that Warrant No. 1011372 be declared VOID.

Dated this 23rd day of June, 2020.

PORT OF DOUGLAS COUNTY

W. Alan Loeb sack, Commissioner

James D. Huffman, Commissioner

Mark M. Spurgeon, Commissioner

Copy sent to Douglas County Treasurer's office

Date: _____ By: _____

Memo

To: Board of Directors
From: Stacie de Mestre
cc: Jim Kuntz
Date: June 18, 2020
Re: Declaring Certain Lineage Property Surplus

Please see attached for an exhibit indicating the Lineage property up for surplus. Below please find additional information on each node.

North Node

The North Node is located along Columbia Street, north of E Orondo Avenue. It includes two parcels and three buildings (referred to as the H Buildings – approximately 39,000 SF). Staff has worked with the City of Wenatchee to acquire additional land at the northwest corner to square out the property line. Staff also secured an access easement to the north of the property along the vacated Palouse Street and granted the City of Wenatchee a utility easement through the property for their water line which is located just off the east side of the building. All agreements and easements were recorded on June 10, 2020.

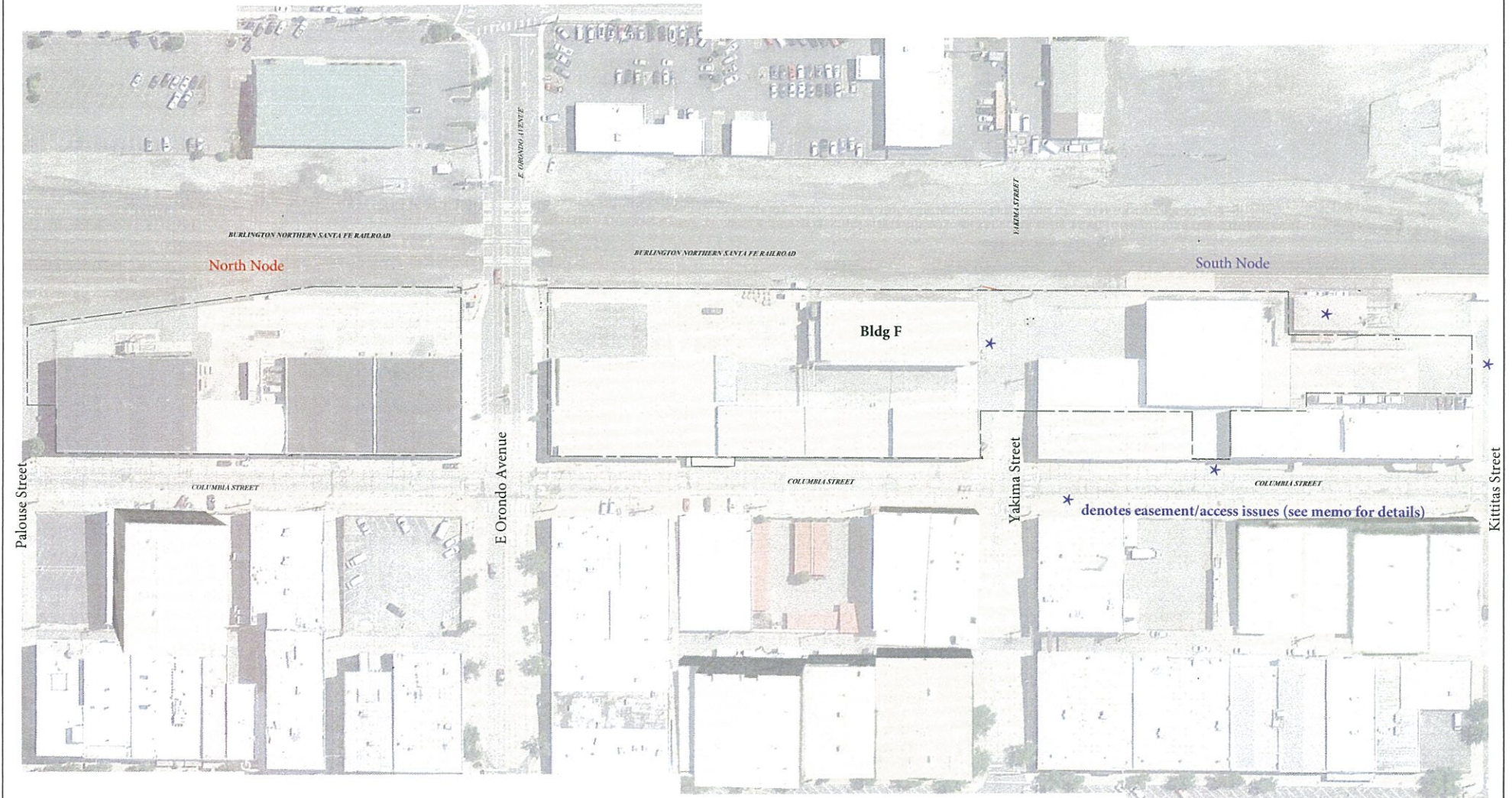
South Node

The South Node is along the west side of the Burlington Northern Railroad tracks between Kittitas Street and Yakima Street – both streets have been vacated. It includes one parcel and two buildings (referred to as Buildings G and I – approximately 20,000 SF). Staff is currently working through a variety of access and easement issues (denoted by * on the attached exhibit):

- North Boundary Line Adjustment/Easement: Landline Surveyors has been contracted to prepare a boundary line adjustment to create the parcel as shown by the blue line in the attached exhibit. The current parcel extends to the north to include the F building. The new property line will be the centerline of vacated Yakima Street. Along with the BLA a shared 30 ft wide access easement will be granted along the revised common boundary of the two new lots (15 ft on either side of the centerline of vacated Yakima Street).

- Columbia Street Alcove: This area is approximately 40' wide x 50' deep and is enclosed with a canopy structure and a locked fence/gate. The property owner to the south has a 20' wide access only easement. There is a license agreement in place with the property owner to the north to allow the canopy structure to be supported from their building. It appears the property owner to the north is using this area for material storage – they have direct access to the space via a man door that was cut into the south of their building. There is also a piece of equipment located in or exhausting into the alcove area that produces a significant amount of noise. There is a large access door into Building G from the alcove. Staff is working to clarify/confirm which property owners have legal rights to this space with the intent to provide flexibility to the future owner of building G to have building access from Columbia Street.
- Kittitas Street Access: Extensive research has shown there is no legal access to the property (loading dock) from Kittitas Street. Burlington Northern owns the property which is leased to WSDOT rails division who assigned the lease to Link who now has an interlocal agreement with the City of Wenatchee for the general maintenance. Legal has advised that while there are a whole host of arguments to obtain access, such as prescriptive rights, any decision would require a Court decision. Staff is suggesting we disclose that a recorded access easement does not appear to exist nor has it been questioned and proceed with the sale of the property making it clear that there are no representations or warranties regarding southern access.
- East Side Blocked Access and Encroachment: A shipping container was placed and a fence was constructed just east of the loading dock on the south end of Building G in the early 2000s. The fence and container are on Port property and block access to the building's fire department connection. Staff is attempting to work with the local BNSF station manager to resolve this issue.

Declaring Certain Lineage Property Surplus



North Node

South Node

Bldg F

* denotes easement/access issues (see memo for details)

All lines are an approximation



LAYER

PORT OF CHELAN COUNTY RESOLUTION NO. 2020-05

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PORT OF CHELAN COUNTY DECLARING CERTAIN REAL PROPERTY LOCATED IN WENATCHEE, CHELAN COUNTY WASHINGTON AS SURPLUS TO THE NEEDS OF THE PORT OF CHELAN COUNTY AND AMENDING THE PORT OF CHELAN COUNTY'S COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS (THE "COMPREHENSIVE PLAN") TO REMOVE SAID PROPERTY FROM THE COMPREHENSIVE PLAN.

Whereas the Port of Chelan County (the "POCC") owns real property located in the City of Wenatchee, Chelan County, Washington, and legally described on Exhibit "A", which is attached hereto and incorporated herein by this reference (the "Property"); and

Whereas the Property is included as part of the POCC's inventory and is considered part of the POCC's Comprehensive Plan also known as the Comprehensive Scheme of Harbor Improvements; and

Whereas the POCC provided public notice of a hearing to consider two of the three parcels described on Exhibit "A" as surplus to the needs of the POCC, which hearing was originally scheduled to occur in March 2020. The POCC was unable to hold the hearing during the COVID-19 pandemic; and

Whereas the POCC has elected to consider declaring surplus a third parcel that was not included in the prior public notice. All three parcels are fully described on Exhibit "A";

Whereas the POCC published a new public notice of the hearing to consider declaring the Property (i.e. all three parcels) as surplus to the POCC's needs and to amend the POCC's Comprehensive Plan accordingly; and

Whereas the opportunity for public testimony was provided and all public testimony was considered by the Board of Commissioners; and

Whereas the Board of Directors of the Chelan Douglas Regional Port Authority, as the manager of the Property, support and approve the decision to declare the Property surplus; and

Whereas after a public hearing held on June 23, 2020, and careful consideration of the public testimony, the POCC Commissioners decided that retaining the Property is not necessary or needed for the POCC's purposes and concluded that the Comprehensive Plan should be amended to remove the Property from the Comprehensive Plan.

Now, Therefore, the Board of Commissioners for the Port of Chelan County hereby resolve as follows:

1. The Property legally described on Exhibit "A" is no longer needed or necessary for the POCC's purposes, and is hereby declared to be surplus.
2. The POCC's Comprehensive Plan is hereby amended to delete the Property from the Comprehensive Plan.
3. Some or all of the Property may be leased or sold on such terms and conditions as the Board of Directors of the Chelan Douglas Regional Port Authority deem appropriate. Any decision to lease or sell all or a portion of the Property shall be made in a future open public meeting.
4. Nothing herein precludes the POCC Commission from deciding, in the future, to incorporate all or a portion of the Property as part of the POCC's Comprehensive Plan.

ADOPTED by the Commission of the Port of Chelan County, following a hearing, at a public meeting thereof held this 23rd day of June, 2020.

PORT OF CHELAN COUNTY

J.C. Baldwin, Commissioner

Donn Etherington, Commissioner

Rory Turner, Commissioner

EXHIBIT "A"
Legal Description of Property

TPN: 222003925060:

THE SOUTHERLY 60 FEET OF LOT 1, AND ALL OF LOTS 2, 3, 4 AND 5, ALL IN BLOCK 3, WAREHOUSE ADDITION TO WENATCHEE, CHELAN COUNTY, WASHINGTON, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 1 OF PLATS, PAGE 38.

TPN: 222003440200:

THAT PORTION OF THE BURLINGTON NORTHERN AND SANTA FE RAILWAY COMPANY'S (FORMERLY GREAT NORTHERN RAILWAY COMPANY) ORIGINAL 400.00 FOOT WIDE STATION GROUND PROPERTY AT WENATCHEE, BEING 250.00 FEET WIDE ON THE EASTERLY SIDE AND 150 FEET WIDE ON THE WESTERLY SIDE OF SAID RAILWAY COMPANY'S MAIN TRACK CENTERLINE, AS NOW LOCATED AND CONSTRUCTED UPON, LYING NORTHERLY OF THE NORTHEASTERLY EXTENSION OF THE RIGHT OF WAY FOR THE 90.00 FOOT WIDE ORONDO AVENUE, OVER AND ACROSS THE SOUTHEAST QUARTER OF SECTION 3 AND THE NORTHEAST QUARTER OF SECTION 10, ALL IN TOWNSHIP 22 NORTH, RANGE 20, EAST OF THE WILLAMETTE MERIDIAN, CHELAN COUNTY, WASHINGTON, MORE PARTICULARLY DESCRIBED AS FOLLOWS, TO-WIT:

BEGINNING AT THE MOST EASTERLY CORNER OF LOT 5, BLOCK 5, WAREHOUSE ADDITION TO WENATCHEE, WASHINGTON, ACCORDING TO THE RECORDED PLAT THEREOF;
THENCE NORTHEASTERLY ALONG THE NORTHEASTERLY EXTENSION OF THE SOUTHEASTERLY LINE OF SAID LOT 5, A DISTANCE OF 80.00 FEET;
THENCE NORTHWESTERLY PARALLEL WITH THE NORTHEASTERLY LINE OF SAID BLOCK 5, A DISTANCE OF 190.00 FEET;
THENCE NORTHEASTERLY AT RIGHT ANGLES TO THE LAST DESCRIBED COURSE 45.00 FEET, MORE OR LESS, TO A POINT BEING 25.00 FEET SOUTHWESTERLY, AS MEASURED AT RIGHT ANGLES FROM SAID MAIN TRACK CENTERLINE; THENCE NORTHWESTERLY PARALLEL WITH SAID MAIN TRACK CENTERLINE TO THE INTERSECTION WITH A LINE DRAWN PARALLEL WITH AND 20.00 FEET SOUTHWESTERLY, AS MEASURED AT RIGHT ANGLES FROM SAID RAILWAY COMPANY'S MOST SOUTHWESTERLY LADDER TRACK CENTERLINE;
THENCE NORTHWESTERLY PARALLEL WITH SAID LADDER TRACK CENTERLINE TO THE INTERSECTION WITH THE NORTHEASTERLY EXTENSION OF THE SOUTHEASTERLY LINE OF PALOUSE STREET, ACCORDING TO THE RECORDED PLAT OF WENATCHEE, WASHINGTON;
THENCE SOUTHWESTERLY ALONG SAID NORTHEASTERLY EXTENSION OF THE SOUTHEASTERLY LINE OF PALOUSE STREET 85.00 FEET, MORE OR LESS, TO THE MOST NORTHERLY CORNER OF LOT 1, BLOCK 3 OF WAREHOUSE ADDITION TO WENATCHEE;
THENCE SOUTHEASTERLY ALONG THE NORTHEASTERLY LINES OF BLOCKS 3, 4 AND 5 OF SAID WAREHOUSE ADDITION, A DISTANCE OF 1,510.00 FEET TO THE POINT OF BEGINNING.
EXCEPTING THEREFROM THE RIGHT OF WAY FOR 90.0 FOOT WIDE ORONDO AVENUE.

Exhibit "A" Continued

Portion of TPN 222003440100:

That portion of the following described real property located south of the centerline of Yakima Avenue (as extended into the following described real estate), Wenatchee, Washington:

THE SOUTHERLY 20.00 FEET OF LOT 2, AND LOT 3, EXCEPT THE SOUTHERLY 70.50 FEET THEREOF, ALL IN BLOCK 5, WAREHOUSE ADDITION TO WENATCHEE, CHELAN COUNTY, WASHINGTON, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 1 OF PLATS, PAGE 38;

TOGETHER WITH THAT PORTION OF THE ADJACENT BURLINGTON NORTHERN AND SANTA FE RAILWAY COMPANY'S (FORMERLY GREAT NORTHERN RAILWAY COMPANY) ORIGINAL 400.00 FOOT WIDE STATION GROUND PROPERTY AT WENATCHEE, WASHINGTON, BEING 250.00 FEET WIDE ON THE EASTERLY SIDE AND 150.00 FEET WIDE ON THE WESTERLY SIDE OF SAID RAILWAY COMPANY'S MAIN TRACK CENTERLINE, AS NOW LOCATED AND CONSTRUCTED UPON, LYING SOUTHERLY OF THE NORTHEASTERLY EXTENSION OF THE RIGHT OF WAY FOR THE 90.00 FOOT WIDE ORONDO AVENUE, OVER AND ACROSS THE SOUTHEAST QUARTER OF SECTION 3 AND THE NORTHEAST QUARTER OF SECTION 10, ALL IN TOWNSHIP 22 NORTH, RANGE 20, EAST OF THE WILLAMETTE MERIDIAN, CHELAN COUNTY, WASHINGTON, MORE PARTICULARLY DESCRIBED AS FOLLOWS, TO-WIT:

BEGINNING AT THE MOST EASTERLY CORNER OF LOT 5, BLOCK 5, WAREHOUSE ADDITION TO WENATCHEE, WASHINGTON, ACCORDING TO THE RECORDED PLAT THEREOF;
THENCE NORTHEASTERLY ALONG THE NORTHEASTERLY EXTENSION OF THE SOUTHEASTERLY LINE OF SAID LOT 5, A DISTANCE OF 80.00 FEET;
THENCE NORTHWESTERLY PARALLEL WITH THE NORTHEASTERLY LINE OF SAID BLOCK 5, A DISTANCE OF 190.00 FEET;
THENCE NORTHEASTERLY AT RIGHT ANGLES TO THE LAST DESCRIBED COURSE 45.00 FEET, MORE OR LESS, TO A POINT BEING 25.00 FEET SOUTHWESTERLY, AS MEASURED AT RIGHT ANGLES FROM SAID MAIN TRACK CENTERLINE; THENCE NORTHWESTERLY PARALLEL WITH SAID MAIN TRACK CENTERLINE TO THE INTERSECTION WITH A LINE DRAWN PARALLEL WITH AND 20.00 FEET SOUTHWESTERLY, AS MEASURED AT RIGHT ANGLES FROM SAID RAILWAY COMPANY'S MOST SOUTHWESTERLY LADDER TRACK CENTERLINE;
THENCE NORTHWESTERLY PARALLEL WITH SAID LADDER TRACK CENTERLINE TO THE INTERSECTION WITH THE NORTHEASTERLY EXTENSION OF THE SOUTHEASTERLY LINE OF PALOUSE STREET, ACCORDING TO THE RECORDED PLAT OF WENATCHEE, WASHINGTON;
THENCE SOUTHWESTERLY ALONG SAID NORTHEASTERLY EXTENSION OF THE SOUTHEASTERLY LINE OF PALOUSE STREET, 85.00 FEET, MORE OR LESS, TO THE MOST NORTHERLY CORNER OF LOT 1, BLOCK 3 OF WAREHOUSE ADDITION TO WENATCHEE;
THENCE SOUTHEASTERLY ALONG THE NORTHEASTERLY LINES OF BLOCKS 3, 4, AND 5 OF SAID WAREHOUSE ADDITION, A DISTANCE OF 1,510.00 FEET TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM THE FOLLOWING:

COMMENCING AT A BRASS CAP MONUMENT AT THE INTERSECTION OF KITTITAS STREET AND COLUMBIA STREET, FROM WHICH A BRASS CAP MONUMENT AT MISSION STREET BEARS SOUTH 61°43'11" WEST 675.48 FEET; THENCE NORTH 61°43'11" EAST 78.96 FEET TO A POINT 150.00 FEET SOUTHWESTERLY AS MEASURED AT RIGHT ANGLES FROM THE CENTERLINE OF THE MAIN TRACK OF SAID RAILWAY COMPANY;

THENCE NORTH 28°17'18" WEST 35.00 FEET TO THE MOST EASTERLY CORNER OF LOT 5, BLOCK 5 OF THE WAREHOUSE ADDITION TO WENATCHEE AND THE TRUE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE ALONG THE NORTH LINE OF KITTITAS STREET NORTH 61°43'11" EAST 20.22 FEET;

THENCE NORTH 28°21'21" WEST 171.41 FEET;

THENCE SOUTH 61°46'56" WEST 18.57 FEET;

THENCE NORTH 28°18'49" WEST 78.80 FEET;

THENCE SOUTH 61°43'11" WEST 1.42 FEET TO THE NORTHERLY CORNER OF THE SOUTH 70.50 FEET OF LOT 3 OF SAID WAREHOUSE ADDITION AND THE WESTERLY LINE OF SAID STATION GROUND PROPERTY;

THENCE ALONG SAID WESTERLY LINE SOUTH 28°17'18" EAST 250.23 FEET TO THE POINT OF BEGINNING. ALSO EXCEPTING THEREFROM, THE FOLLOWING:

BEGINNING AT THE MOST EASTERLY CORNER OF LOT 3, BLOCK 4 OF SAID WAREHOUSE ADDITION TO WENATCHEE; THENCE ALONG THE NORTHEASTERLY EXTENSION OF THE SOUTHEASTERLY LINE OF SAID LOT 3, NORTH 61°42'36" EAST 125.00 FEET TO A LINE BEING 25.00 FEET SOUTHWESTERLY AND PARALLEL WITH SAID MAIN TRACK CENTERLINE;

THENCE ALONG SAID LINE NORTH 28°17'18" WEST 269.97 FEET TO THE NORTHEASTERLY EXTENSION OF THE RIGHT OF WAY FOR THE 90.00 FOOT WIDE ORONDO AVENUE;

THENCE SOUTH 61°41'46" WEST 125.00 FEET TO THE MOST NORTHERLY CORNER OF LOT 1, BLOCK 4 OF SAID WAREHOUSE ADDITION;

THENCE ALONG NORTHEASTERLY LINE OF LOTS 1, 2 AND 3, SOUTH 28°17'18" EAST 269.94 FEET TO THE POINT OF BEGINNING.

ALSO KNOWN AS PARCEL D OF BOUNDARY LINE ADJUSTMENT RECORDED UNDER AUDITOR'S FILE NO. 2088061, CHELAN COUNTY, WASHINGTON.

Memo

To: Board of Directors

From:  Jim Kuntz

cc: None

Date: June 18, 2020

Re: Lease Termination Agreement – Ultra Polymers

As mentioned at a previous meeting, Ultra Polymers wants to terminate its lease early and move into a smaller building. They have found a smaller building in the private sector to lease.

Chelan County PUD will be moving into the space vacated by Ultra Polymers.

Since this is an early lease termination, it requires Board approval. The attached Lease Termination Agreement was prepared by Pete Fraley.

LEASE TERMINATION AGREEMENT

THIS LEASE TERMINATION AGREEMENT (the "Agreement") is made and entered into this date by and between the PORT OF CHELAN COUNTY, a Washington municipal corporation ("Landlord") and CASCADE QUALITY MOLDING, INC. d/b/a ULTRA POLYMERS ("Tenant"), sometimes collectively referred to herein as the "Parties" or individually as a "Party".

RECITALS

- A. The Parties entered into a Lease Agreement commencing February 1, 2018 (the "Lease"), for the lease of a portion of Landlord's building commonly known as the Port of Chelan County Industrial Building No. 5 containing approximately 12,000 square feet (the "Leased Premises").
- B. On September 11, 2019, the Parties entered into Addendum No. 1 to Lease Agreement (the "Addendum").
- C. The initial term of the Lease expires January 31, 2023.
- D. Landlord and Tenant have been in communication regarding Tenant's desire to move to another location. Tenant desires to terminate the Lease effective July 31, 2020.
- E. Landlord desires to accommodate Tenant's request on the terms and conditions set forth herein.
- F. Landlord has entered an agreement with another tenant to occupy the space currently leased by Tenant effective August 1, 2020. Tenant understands and acknowledges that the Leased Premises must be in a condition to allow for this transition and that all equipment and personal property must be removed on or before July 31, 2020.

NOW, THEREFORE, in light of the mutual promises, covenants, and conditions set forth below and other good and valuable consideration, the Parties agree as follows:

AGREEMENT

1. **Recitals.** The Recitals set forth above are hereby incorporated into this Agreement by this reference as binding commitments and representations of the Parties.
2. **Lease Termination.** Subject to the terms and conditions set forth herein, the Lease shall be and hereby is terminated effective July 31, 2020.
3. **Payment to Landlord.** Tenant agrees to timely pay Landlord rent on the first day of each month as set forth in the Lease through July 31, 2020. Tenant further agrees to timely pay the Landlord any additional sums owed under the Lease through July 31, 2020.

4. **Surrender.** Tenant shall vacate, voluntarily surrender to Landlord, and remove any and all personal property, including any equipment, from the Leased Premises not later than 5:00 p.m. on July 31, 2020. The Leased Premises must be in a clean and ready condition for occupancy by the next tenant on August 1, 2020. All electrical system improvements installed by Tenant are fixtures and attached to the property and shall not be removed by Tenant. In the event Tenant breaches the Lease or fails to vacate and surrender the Leased Premises on or before July 31, 2020, Tenant shall be in violation of this Agreement and the Lease. Landlord may immediately commence eviction proceedings against Tenant, without any prior notice. Tenant shall be responsible for all damages incurred by Landlord of any kind or nature (including any attorneys' fees and costs incurred by Landlord) caused in full or in part by Tenant's breach of the Lease or failure to timely vacate the Property. Any delay in the ability of the Landlord to deliver full and exclusive possession of the Leased Premises on August 1, 2020, shall result in a fee of \$500 per day for each day of delay, plus Leasehold Excise Tax, until the Landlord can deliver full and exclusive possession of the Leased Premises to the next tenant.

5. **Damage to Leased Premises; Survival.** Tenant is responsible for any damage to the Leased Premises and common areas caused by Tenant, its employees, contractors and agents, or arising during Tenant's occupancy of the Leased Premises. Nothing contained herein shall be construed as Landlord waiving or releasing Tenant from Tenant's obligation to pay Landlord for any and all damage to the Leased Premises. Tenant's obligations set forth in the Lease and this Agreement shall survive the termination of the Lease.

6. **Security Deposit.** Tenant paid Landlord a security deposit of \$15,000, as required in paragraph 3.7 of the Lease. Any obligation arising under the Lease or this Agreement owed to Landlord by Tenant as of July 31, 2020, or the date Landlord takes possession of the Leased Premises if after July 31, 2020, shall be deducted from the security deposit. The security deposit may be applied to all damages and claims arising from any breach of the Lease or this Agreement, including the daily fee set forth in Section 4, above. Landlord shall remit the remaining balance of the security deposit, if any, to Tenant within twenty (20) days after possession of the Leased Premises has been delivered to the next tenant; provided that any such remittance shall not prevent the Landlord from recovering any damages or sums owed from the Tenant arising under the Lease or this Agreement that are in excess of the portion of the security deposit retained by Landlord. If the damages incurred by Landlord, or the claims made by Landlord against Tenant, exceed the security deposit, nothing herein precludes the Landlord from seeking to recover the sums owed by Tenant which are in excess of the security deposit.

7. **Release.** As of the date of this Agreement, Tenant hereby releases Landlord from any and all liability or responsibility associated with any and all claims Tenant may have against Landlord, of any kind or nature, KNOWN OR UNKNOWN.

8. **Counterpart/Facsimile/E-mail.** This Agreement may be executed separately or independently in any number of counterparts and may be delivered by manually signed counterpart, facsimile, e-mail or other electronic means. Each and all of these counterparts

shall be deemed to have been executed simultaneously and for all purposes to be one document, binding as such on the parties. The facsimile, e-mail or electronic transmission of any signed original document, and retransmission thereof, shall be the same as delivery of an original. At the request of either party, or the closing agent, the parties will confirm facsimile, e-mail or electronically transmitted signatures by signing an original document.

9. **Attorney's Fees.** In the event it is necessary for either party to retain the services of an attorney to enforce the provisions of this Agreement, or in the event of litigation regarding the terms of this Agreement, the substantially prevailing party shall be entitled to recover from the other its costs and reasonable attorney's fees in addition to other relief that party may be entitled.

10. **Management of Lease and Property.** The Port of Chelan County ("Port") is the owner of the Property, as defined in the Lease Agreement. Notwithstanding the Port's ownership of the Property, the Port has delegated to the Chelan Douglas Regional Port Authority ("CDRPA", also referred to herein as the Landlord) the authority to negotiate and sign leases, terminate leases, and to otherwise manage and operate the Property on behalf of the Port. So long as the delegation to the CDRPA remains in effect, the CDRPA shall be the "Landlord" for purposes of this Agreement.

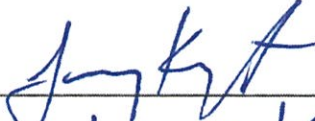
LANDLORD:

TENANT:

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

CASCADE QUALITY MOLDING, INC., d/b/a
ULTRA POLYMERS

By: _____
James M. Kuntz, Chief Executive Officer

By: 
Name: Larry Kwaft

Date: _____

Title: President

Date: 06-17-2020

STATE OF WASHINGTON)
)ss.
County of _____)

I certify that I know or have satisfactory evidence that James M. Kuntz is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Chief Executive Officer of the Chelan Douglas Regional Port Authority to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated _____, 2020.

(printed name)
NOTARY PUBLIC, state of Washington
My appointment expires _____

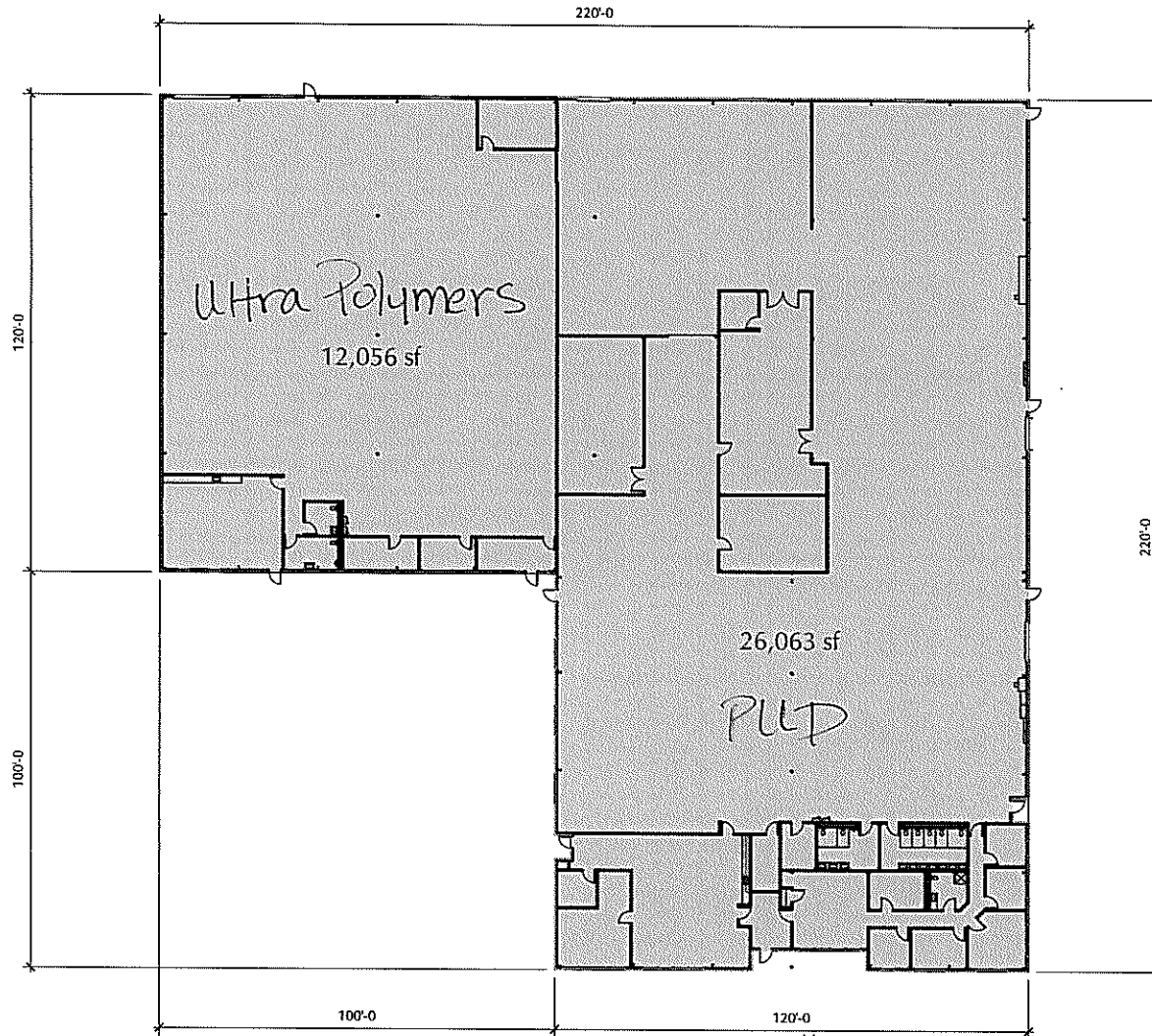
STATE OF WASHINGTON)
)ss.
County of Chelan)

I certify that I know or have satisfactory evidence that Larry Kruff is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the President of Cascade Quality Molding, Inc., d/b/a Ultra Polymers to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

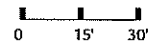
Dated 6-15 (June 15th), 2020.



Ashley Frost
Ashley Frost (printed name)
NOTARY PUBLIC, state of Washington
My appointment expires 01/24/2023



Floor Plan



The DOH Associates, PS
ARCHITECTS and PLANNERS
DOH Job No. 1901ccpd Date: 3/5/19

INDUSTRIAL BUILDING 5
Port of Chelan County
Olds Station

**Chelan Douglas Regional
Port Authority**

Memo

To: Board of Directors

From:  Jim Kuntz

cc: None

Date: June 18, 2020

Re: Small Business Development Center

At Tuesday's Board Meeting, Ron Nielsen will be introducing our newest Certified SBDC Advisor John Morosco.

Please also find attached a 2019 recap of the performance of SBDC Advisors across the state. I have highlighted Ron Nielsen's numbers along with John Morosco's numbers while working at the South Sound Community College.

clients access more than \$15 million in capital in 2019. Vern also led the field in our 100 Jobs Club, helping clients create or save 626 jobs.

2019 Million Dollar Club:

- Lew Blakeney - \$3,135,380
- Kevin Grossman - \$1,165,000
- Mia Johnstone - \$1,064,400
- Aziz Makhani - \$1,826,445
- John Morosco - \$1,739,475
- Ron Nielsen - \$2,385,216
- Allan Peterson - \$3,687,500
- Rich Shockley - \$3,082,021
- Phon Sivongxay - \$2,025,634
- Janet Toth - \$1,315,660
- Sarah Truglio - \$1,448,025
- Jenefeness Tucker - \$1,159,173

2019 \$5 Million Club:

- Cindy Brooks - \$6,719,325
- Steve Burke - \$6,429,169
- Eric Grimstead - \$5,925,600
- Jerry Petrick - \$5,628,500

2019 \$10 Million Club:

- Taryn Hornby - \$11,208,000
- John Rodenberg - \$11,027,000
- Alan Stanford - \$12,815,540

2019 \$15 Million Club:

- Vern Jenkins - \$16,078,200

2019 100 Jobs Club:

- Cindy Brooks - 271 jobs
- Steve Burke - 436 jobs
- Vern Jenkins - 626 jobs
- John Morosco - 417 jobs
- Jerry Petrick - 169 jobs
- Rich Shockley - 257 jobs
- Alan Stanford - 146 jobs
- Sarah Truglio - 172 jobs
- Jenefeness Tucker - 104 jobs

SBDC IN THE NEWS



L&I OUTREACH PARTNERSHIP

In April, the Washington SBDC was awarded a grant through the Department of Labor and Industries (L&I) to provide outreach and information about employment-related laws administered by L&I to small business owners and SBDC clients through June 2021. SBDC advisors have always talked one-on-one with small business owners about L&I requirements, but this grant will allow us to reach more people through topic-specific webinars and social media outreach. L&I launched this initiative late last fall, but with the new regulations in place because of the pandemic, outreach and education is more important than ever. Stay tuned for future webinars focused on L&I information and compliance.

SBDC NETWORK NEWS

Kathy Bastow has joined the SBDC at Western Washington University. Kathy's background is in accounting and financial services. Before joining the SBDC, she was the owner of a small business offering accounting, financial analysis and QuickBooks training for other small business owners. Kathy has also taught business courses at Whatcom Community College for more than eight years.

In late May, OneRedmond hired **Mari Wruble** as the new SBDC advisor serving small business owners and entrepreneurs in the Eastside communities of Redmond and Bellevue. Mari's whose previous experience



Memo

To: Board of Directors

From: Stacie de Mestre, Randy Asplund

cc: Jim Kuntz

Date: June 18, 2020

Re: Evaluation of Columbia Street Property Offering Proposal - SPORT

Background

One purchase proposal from “**SPORT**” for purchase of all three buildings (Option A) was received by the Chelan Douglas Regional Port Authority (CDRPA) on June 11, 2020 as a result of the public advertisement for request of proposals for the purchase of the “Building H” Columbia Street property.

Requests for proposals (RFP) to purchase the Building H property was advertised in the Wenatchee World on May 8th and 15th as well as emailing to all previously interested parties and placing the notice on the Port’s website.

As identified in the property offering documents, *“the goal of the process is to select a proposal from a qualified developer/business that best meets the goals and vision of the CDRPA for the adaptive reuse of the properties”*.

In the offering documents the CDRPA contemplated a two-step process in the selection of the best qualified proposal to ensure that the goals and vision are met for the adaptive reuse of the property. Selection of a proposal is the first step in this process.

Upon review and selection of the best proposal, a non-binding Memorandum of Understanding (MOU) will be entered into with selected proposer. The MOU will list a series of conditions and approvals that must be met prior to entering into a purchase and sale agreement. This MOU would detail the conditions as described in the RFP and include the following elements as negotiated with the selected Proposer:

- Timeframe for due diligence
- Timeframe to develop conceptual exterior and site plans, including Plaza, if proposed

- The conditions associated with public parking, if any
- Schedule and attend a pre-application conference with the City of Wenatchee
- Identify CDRPA approval requirements
- Timeline to negotiate a "Purchase and Sale Agreement" including contingencies
- Establish sales price, closing conditions and dates

A Purchase and Sale Agreement will be prepared and entered into with the selected proposer only after all conditions have been met as identified in the MOU.

Proposal Review

As identified in the request for proposal documents, the CDRPA identified six general criteria for selection of the best proposal. These criteria are:

1. Extent to which proposal matches the adaptive reuse and land use vision for the Columbia Street Warehouse District. (30 pts)
2. Developer's demonstrated experience with adaptive reuse projects of similar scale/complexity and financial capacity to undertake the project. (30 pts)
3. Proposed purchase price for the property. (20 pts)
4. Number of new jobs created and average wage. (10 pts)
5. The proposed timeline to construct and occupy the site. (5 pts)
6. Proposed use is additive/complimentary to downtown and waterfront (5 pts)

We have reviewed the SPORT proposal based on the above criteria and our evaluation summary is presented below:

1. Extent to which proposal matches the adaptive reuse criteria and land use vision.

The proposal meets the adaptive reuse of the structures and takes advantage of the volume to provide various sports activities for all age groups. The proposal also builds upon the conceptual exterior and plaza concepts as developed by the CDRPA. An interior plaza is proposed to provide a year-round meeting place with a public café and bar. The indoor plaza will be recessed from Columbia Street providing the modulation envisioned by the CDRPA. The proposal maintains the former fruit packing and warehousing history of the District by incorporating use of arch trusses in the indoor plaza. Wall signage to match the historical signage south of Orondo Street is proposed along with pedestrian improvements and building canopies along Columbia Street.

The proposal it is consistent with both the City's Land-Use Plan and the Columbia Street Warehouse Overlay District to the Central Business District zoning district. The overlay district listed gymnastics as one of the potential uses within this District. The proposal to provide a diverse indoor activity center for all ages and abilities meets the goals of the CDRPA's vision for reuse of the property.

2. Developer's demonstrated experience with adaptive reuse projects and financial capacity

Mr. Flint Hartwig is listed as the developer/investor for the project. His resume lists four projects as representative examples of conversion/adaptive reuse and new construction projects:

- Bella Bistro – conversion of a former gas station and garage into a bistro.
- Riverfront Rock Gym – conversion of a 80+ year old farmhouse into a rock climbing gym.
- Goodfellow Bros. Headquarters Interior Improvements – conversion a portion of a 1929 building into commercial office space.
- Rhein Haus Building – construction of a new commercial building which recently sold for \$6.125 million according to Chelan County records.

The proposal lists Sue Harris and Taryn Harris as owners of SPORT Gymnastics which are proposed as the anchor tenant for the project. No information on the financial capacity of Mr. Hartwig was provided with the proposal. The proposal does indicate the project “*will be a syndicated real estate deal that we fund through a local bank*”. Mr. Kevin Bromely is listed as legal counsel who will be preparing the business plan and operating agreement. It is anticipated additional financial information will be provided as part of the negotiated MOU.

3. Purchase price

The proposal extends an offer to purchase the property at \$2.0 million. This is \$100,000 or (5%) below the minimum sale price as listed in the RFP.

4. Jobs created and wages

The proposal lists the need for “*a multitude of (staff) in different industry sectors*” and anticipates the need for 50-to 60 staff with wage rates ranging between \$13 to \$29 an hour. Example job sectors listed in the proposal include:

- Professional fitness, training, and coaching staff
- Play area facilitator and support staff
- Food services
- Janitorial services
- Security services

No information as to the number of employees by job classification was provided or the average wage rate for the anticipated staff. Additional information on wage rates and whether or not the proposed wages meets the CDRPA wage criteria is recommended as part of the negotiated MOU.

No projected annual sales tax information was provided for the project. However, the proposal estimated the construction project to be in the \$12-\$14 million dollar range which would generate approximately \$240,000 to \$280,000 in one-time local sales tax revenues for the City of Wenatchee.

5. Timeline

The proposal anticipates construction commencing in the spring of 2021 and taking a year to complete with a projected opening in the spring of 2022. Based on the proposed timeline, the proposal anticipates an eight to ten-month design and review process before obtaining a building permit. No information was provided on possible phasing of the project.

The proposal proposes to close “after the City of Wenatchee approves the building plans and bank financing is complete.” It is anticipated that the details for closing would be

negotiated as part of the non-binding MOU. One of the goals listed in the RFP was *"to close as soon as possible after all conditions and requirements have been met by the purchaser"*. A closing date in early 2021 is within the anticipated time period as previously discussed by the Commission.

6. Proposed use is additive/complementary to downtown and waterfront

The proposed use as an indoor activity center is both additive and complementary to the downtown and waterfront districts. SPORT Gymnastics is an existing business in the Columbia Street Warehouse District and development of this project would allow this business to expand. Additionally our region experiences hot, at times smoky summers and cold, snowy winters this project would provide much needed indoor recreation activities during these times of adverse weather.

As identified in the proposal, with additional residential units along the waterfront, there is a need for indoor activity space for all ages. The close proximity to the apartments along Riverside Drive provides a natural demand for indoor activity space. Additionally, we believe this project could be a regional attraction for tourists and visitors from surrounding communities as well as complementary activities for Convention Center attendee's family members.

Non-Binding Memorandum of Understanding

If the Commission decides to move forward and accept the proposal for further consideration, staff recommends the next step would be to enter into negotiations with the proposer to prepare a non-binding memorandum of understanding to purchase the building H property.

SPORT

Proposal for Purchase

Option A

25 S. Columbia Street
Wenatchee, WA 98801

Columbia Street Property Offering - H Buildings

Submittal Date: June 12, 2020



Prepared For:

- Chelan Douglas Regional Port Authority (CDRPA)
ATTN: Stacie de Mestre
One Campbell Parkway, Suite A
East Wenatchee, WA 98802

SPORT

Project Summary

The team of Sue Harris, Taryn Harris and Flint Hartwig is pleased to present the CDRPA with this Proposal for Purchase of **Option A:** the complex of buildings H1, H2 and H3 on S. Columbia Street in Wenatchee, WA for your consideration.

We are a team of local, dedicated business owners with long-standing roots in this community, who have always sought to do right by the people we serve in our respective industries. Be it the drive to help children and young adults grow physically and mentally through Sue and Taryn's fitness and gymnastics programs at S.P.O.R.T. Gymnastics or the extensive growth and development of physical building and industry that Flint is a part of as a co-owner of Eider Construction, our powerhouse team has an entrepreneurial spirit that is built upon a shared inner philosophy that sustainable and attainable community growth begins with people from the area that is being served. We feel it is necessary for the developer of a project like this to truly know and care for the people who will occupy this large space, as it will be a

transformative and connecting element of the atmospheric heart of Wenatchee's historic downtown.

As longtime Wenatchee residents, we have seen many shifts in the way residents live and play here over the years. Currently, we see an accelerating shift in traditional living spaces from the single-family home, to smaller apartment/condo style living. This has in turn, prompted a rapid desire for more diverse indoor entertainment space that can be utilized all year long and for families of all sizes, income levels and capabilities. Additionally, given our region's connection to the outdoors and our gymnastics background, we would like this activity center to have elements of integrated physical fitness fun for all ages! All of this while maintaining the historic exterior integrity of this structure, enhancing its value for the community for many years to come. We are very pleased to present the following program details for your consideration.

Prepared By:

Sue Harris, Taryn Harris
& Flint Hartwig

Exterior Design Rendering



Sue Harris



C: 509 860 0362

sportgymnastics@gmail.com

Taryn Harris



C: 509 860 3073

tarynharris@aol.com

Flint Hartwig



C: 509 264 8204

hartwigco@gmail.com

Sue Harris & Taryn Harris

Owners & Directors
S.P.O.R.T. Gymnastics

PROFESSIONAL PROFILE

Sue and Taryn Harris will be the Managing Directors of S.P.O.R.T. Together they have owned and managed S.P.O.R.T. Gymnastics in Wenatchee since 2001. In that time, they have won 12 Washington State Championship Team titles and hundreds of Individual State titles. Thousands of children go through S.P.O.R.T. every year in classes, camps, Play Gyms, birthday parties and field trips. They have hosted large scale events such as CrossSport Warrior Challenge and the WA State Xcel Gymnastics Championships.

Sue Harris has a Masters in Early Childhood Development, a Bachelors in Physical Education and a Minor in Dance. She was also a competitor for the University of Oregon gymnastics team. Sue has been a Class I Judge and has coached and managed several large gymnastics clubs, including the National Academy of Artistic Gymnastics, before moving to Wenatchee in 1998.

Taryn Harris has a Bachelors in Business Administration and a Certificate in Entrepreneurial Skills. She was a Division I springboard diver for Northern Arizona University. Taryn earned several athletic and academic awards, including 4-time All-WAC Academic Selection, 4-time Golden Eagle Scholar-Athlete, 5-time WAC Diver of the Week, 2009 MVP and continues to hold both the 1-meter and 3-meter diving records. Taryn has coached at several large clubs including the Oregon Gymnastics Academy. She was the Meet Director while hosting the 2013 and 2016 Xcel State Championships in Wenatchee.

This mother-daughter duo is driven, dedicated and experienced in running a business that provides excellent service and a well trained and happy staff. They strive to create an atmosphere of fun and excitement that generates long-standing customers and makes people feel like family. Sue and Taryn are very ready to take their business to the next level! They need more space than their current facility can offer, and their past experience proves their ability and care for their students and staff to provide a safe, fun and innovative fitness learning environment that is second to none in the region. The opportunity to transform a space such as the north building of the H complex will anchor the programming of the project's business model. It will provide the project with a reputable foundation and generate interest among S.P.O.R.T. students and their families from day one of classes. It will also bring immediate occupancy to the building, which will generate a snowball effect of advertising for the new and exciting activities that the whole space will have to offer!

Flint Hartwig

Investor & Local Developer
Eider Construction

PROFESSIONAL PROFILE

Flint is a very active investor and local developer in the region. He is also a co-owner of Eider Construction and Riverfront Rock Gym. Flint is a Wenatchee native and has built his career around the betterment of his community through making physical spaces better than he found them. Flint's project portfolio is lengthy, but he has worked on many notable projects in the area that have become pivot markers of growth and community gathering spaces. Such projects include:

- **Bella Bistro:** (Orondo Ave. & Methow St.)

Now a very popular breakfast and lunchtime eatery, Bella Bistro was a former abandoned gas station adjacent to the County Court House and Memorial Park. What was once an unsightly and unsafe corner across from a central hub of the city is now a popular destination serving our local government staff and the surrounding residential neighborhood and employs a team of local staff.

- **Riverfront Rock Gym:** (Walla Walla Ave.)

This state-of-the-art indoor rock climbing facility is now a true destination for indoor climbing in our area. The space was converted from a turn of the century farmhouse and packing shed and was expertly crafted to maintain some of its striking original elements, combining it with a contemporary climbing gym that works for climbing enthusiasts of all ages and ability levels.

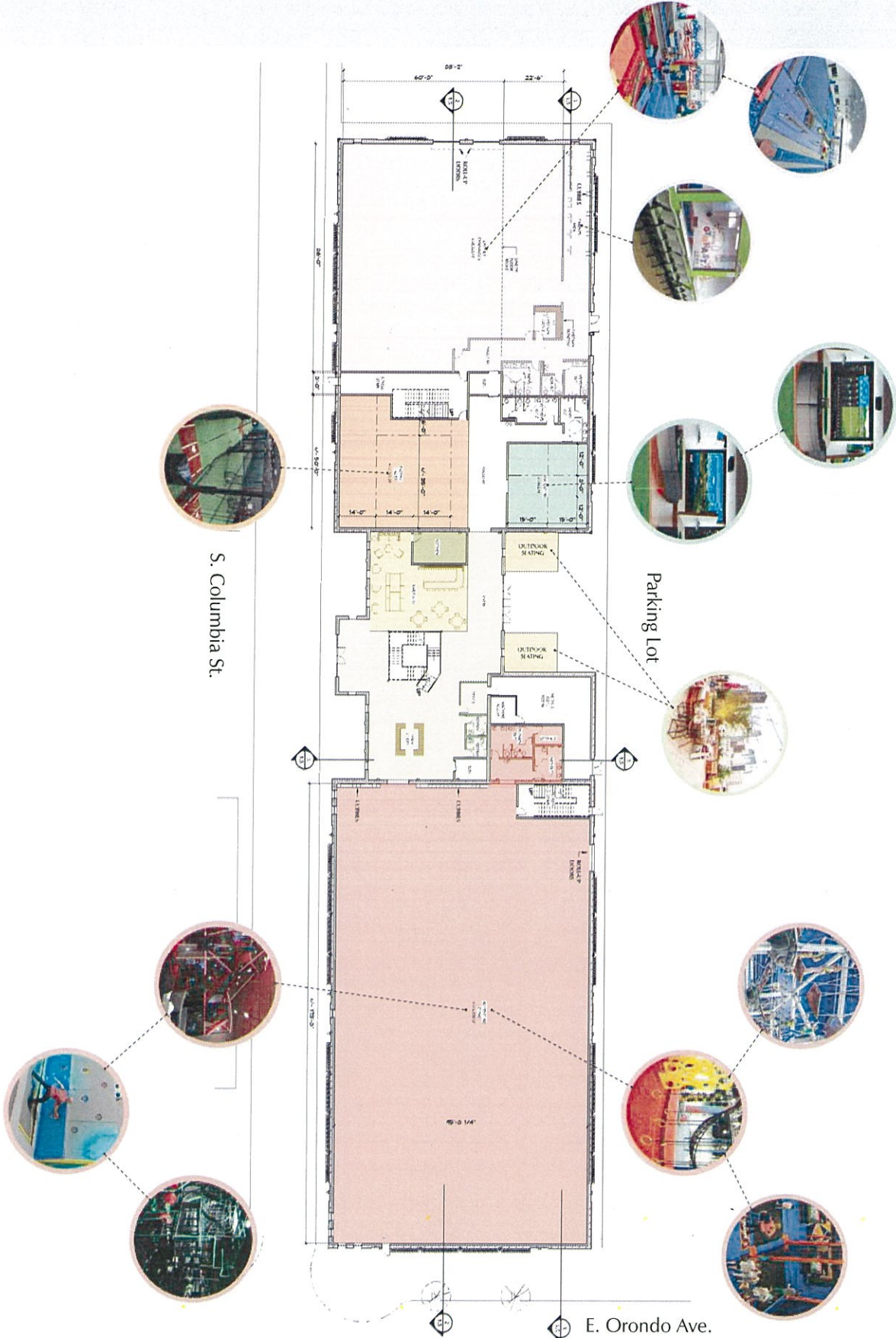
- **Goodfellow Bros. Headquarters:** (Metropolitan Bldg., Wenatchee)

When you walk up to the top level of the newly renovated Metropolitan Bldg. in the historic district of downtown Wenatchee, you will feel like you have walked into a word class headquarters in New York or London. From flow to finish work, the care that went into this interior remodel is a great representation of Flint's interior adaptation capabilities.

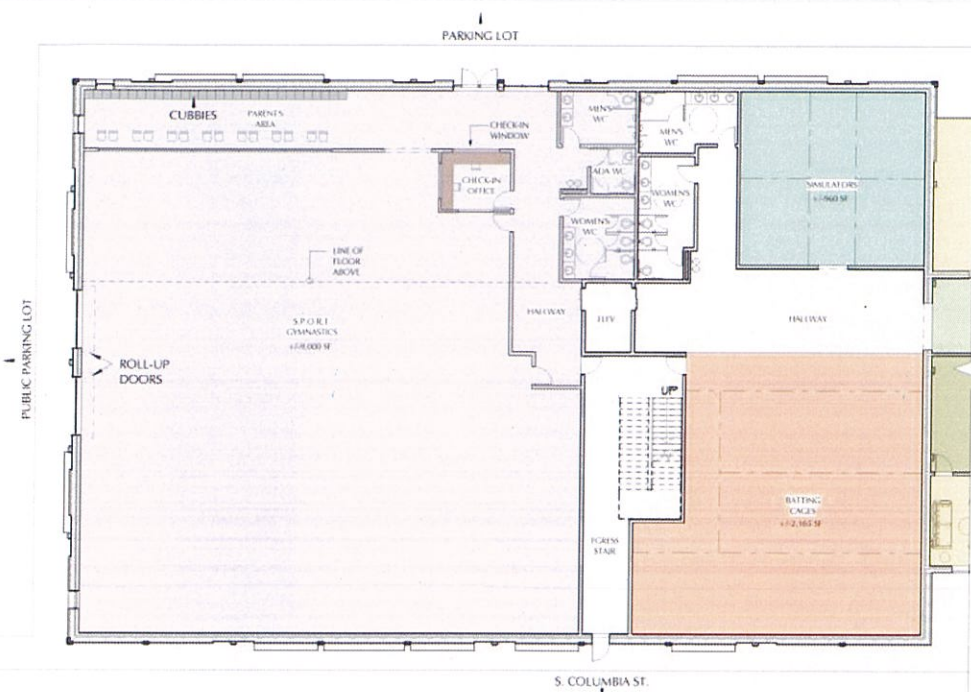
- **Rhein Haus Building:** (Downtown Leavenworth)

This custom, finely crafted building in the heart of Leavenworth is now a central visual marker in the downtown area of the city. With great food and a warm atmosphere, it is a very welcome and updated addition to core of Leavenworth and speaks volumes to Flint's capacity for fine detailing and high level of craft in his exterior building work.

Ground Level: Overall Layout



Ground Level Programming: North Building



S.P.O.R.T. Gymnastics

About 2/3rds of the north building of the complex will be the home of **S.P.O.R.T. Gymnastics'** new 9,000 SF facility, shown in the above blocking plan in a purple tone. This facility is known for much more than the gymnastics programs highlighted by its name, including:

- Recreational Gymnastics
- Competitive Gymnastics
- Ninja Classes
- Camps
- Parties
- and much, much more!

S.P.O.R.T. Gymnastics has a sterling reputation throughout North Central Washington. After 20 years of teaching children in the Wenatchee Valley, S.P.O.R.T. is ready now more than ever, to expand their space, their services and their capacity to reach even more children in the area!

The remaining 1/3rd of the north building in the complex will be home to an additional year-round activity center serving the public of varying ages and interests. This area will also be conveniently located adjacent to the sports bar and cafe.

+/- 2,000 SF will be used for indoor batting cages. Wenatchee currently does not have any place for indoor baseball and softball batting and feel this serves a need for recreational and competitive teams to use, as well as the general public to enjoy.

"I wonder if I can still hit that fast ball???"

An additional +/- 1,000 SF will be dedicated to interactive sport/golf simulators. Customers will be able to unleash their inner athlete, simulating their favorite sports, using the actual equipment! Games include golf, soccer, hockey, lacrosse, basketball and football. The simulator pods will be large enough for a small group of friends to play along together and perfect for intimate parties in a post Covid-19 world.

S.P.O.R.T. Gymnastics

Batting Cages

Sport/Game Simulators



Ground Level Programming: Establishing an "Indoor" Plaza



While recognizing the potential of the outdoor Plaza option listed in the RFP, we would like to propose a complementary idea for our project, by establishing a very transparent, indoor central core in the center building of the complex. This will make way for a visible and secure check-in lobby for the various activity centers as well as give us the opportunity to develop a very inviting sports bar and cafe in that space that will be open to the public and very visible from both the Columbia Street and parking lot sides. This will also allow us to maximize the use of a 2nd story of that space for necessary square footage and additional gathering and event spaces. Employing a 2nd level will allow for a feature staircase to center as the focal point for the indoor plaza space which will ultimately act as a unifying core for the entire building.

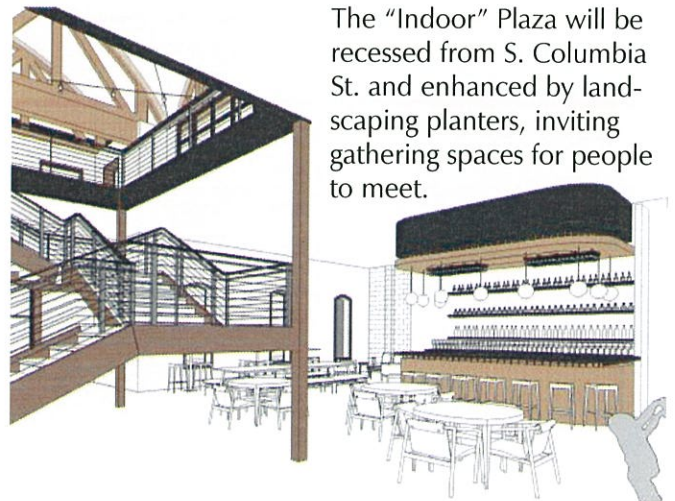


The programming throughout the planned activity center will require the use of the entirety of these three (3) buildings, but it will be our charge to ensure that this structure truly invites the public inside and becomes a transparent and welcoming destination as pedestrian vehicle traffic moves between the Pybus and Wenatchee Avenue layers of the downtown corridor.

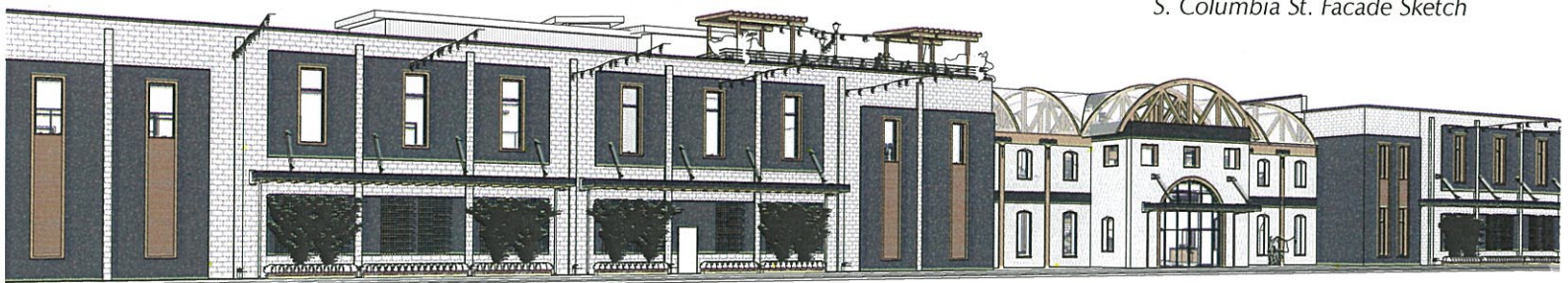
The "Indoor" Plaza will be recessed from S. Columbia St. and enhanced by landscaping planters, inviting gathering spaces for people to meet.



*Indoor Plaza
Sketch & Style
Concepts*



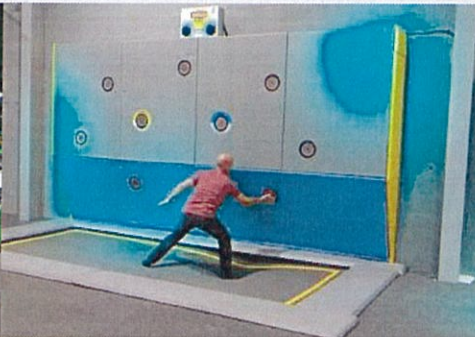
S. Columbia St. Facade Sketch



Ground Level Programming: South Building



Tunnels & Cargo Nets



Interactive Trampolines



Slides & Climbing Walls

The south building of the complex will be the home of **Adventure Zone**! This large, 16,000 SF double-height space is the ideal area to create a fun, physical activity and play center fit for all ages and ability levels but is unlike anything else our region currently has for family entertainment.

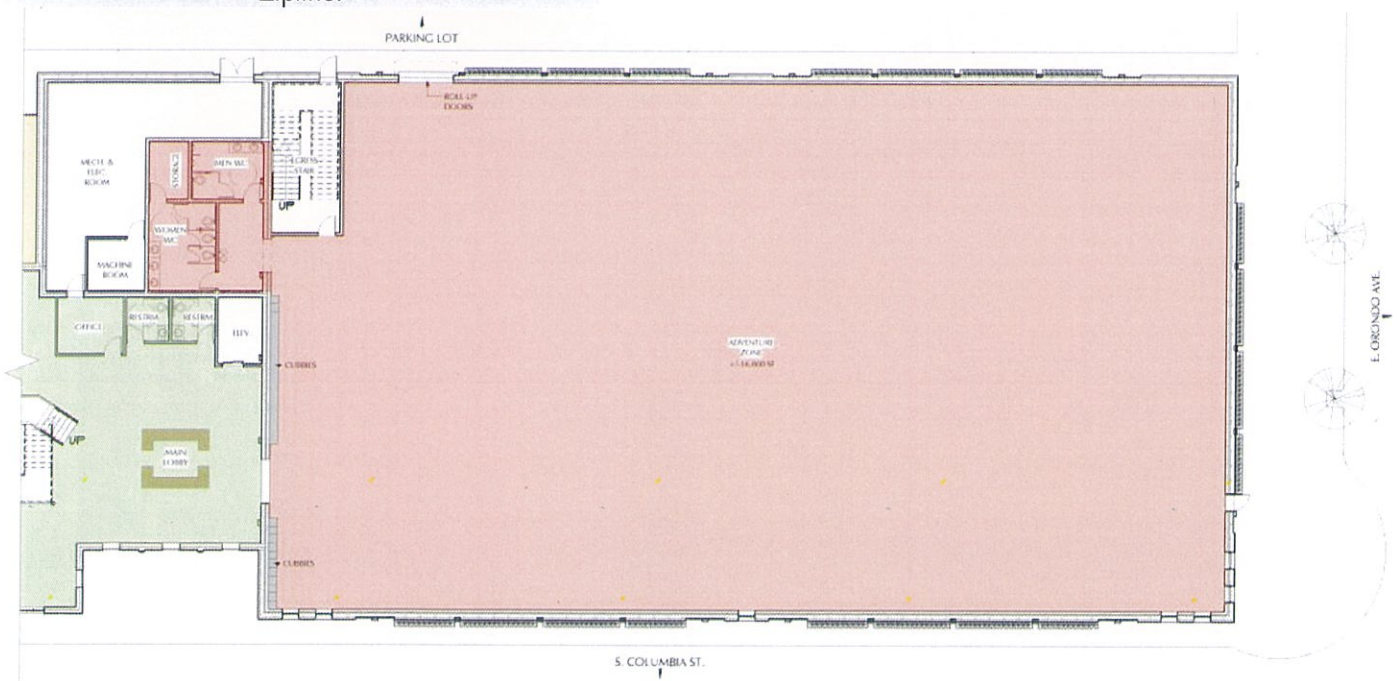
Adventure Zone Programming:

- 5,000 SF Ninja Area w/ over 20 Obstacles
- Creative/Interactive Tunnels & Cargo Nets
- Foam Pit w/ Battle Beams & Rope Swings
- Giant Slides
- Trampolines w/ Interactive Games
- Basketballs Hoops Integrated in a 40' Long Trampoline
- Unique Climbing Walls for All Ages
- High Flying Ziplines!

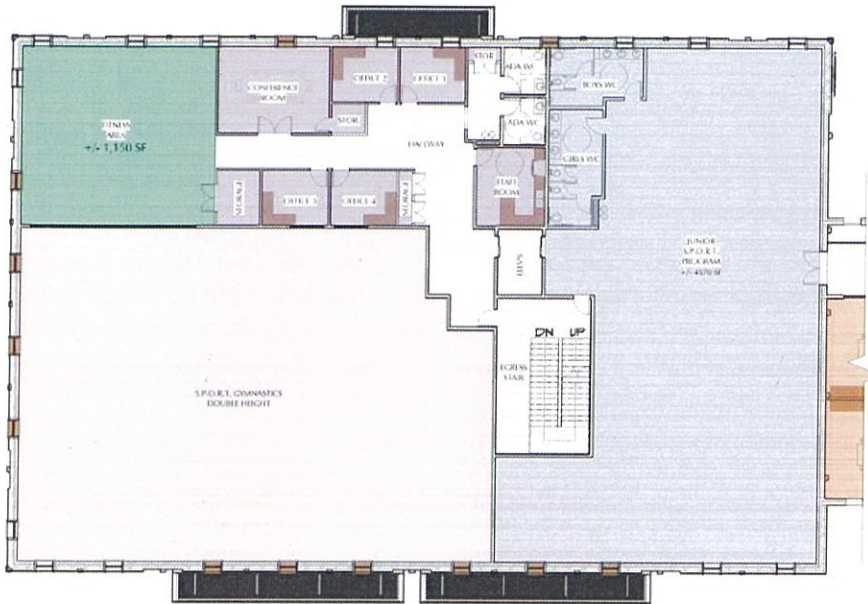
This space will be the ULTIMATE playground!



Zipline!



Second Level Programming: North Building



Offices Styling Concept



Fitness Studio Styling Concept

At the 2nd Level of the north building, there will be 4 main factors at play. The first is the large, double-height portion of space that services S.P.O.R.T. Gymnastics from below at the ground level. This area is indicated in a light purple color in the above plan. This factor makes way for 2 more of the following programming elements:

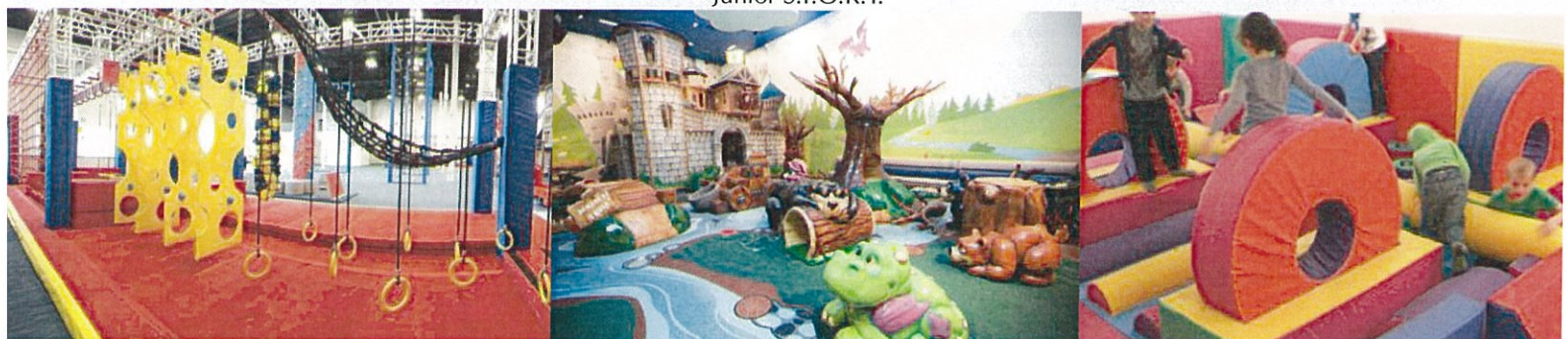
- S.P.O.R.T. Staff Offices & Storage
- S.P.O.R.T. Studio Fitness Classes:
 - + Pop Pilates
 - + Jiu Jitsu
 - + Ballroom Dancing

These first 3 combined factors will service approx. 2/3rds of the 2nd level in the north building and sit directly above the ground floor gymnastics footprint.

The rest of the space will be dedicated to a gymnastics wonderland for younger children, ages 0-5 years. This floor will be a safe place for young kids to run, play and learn in a safe and engaging environment.

Parents will be able to sit back watch their youngsters develop in a class or have fun with them during *Play Gym!* This part of the programming will be conveniently located near the party and event rooms for easy access during birthday or holiday parties all year long!

Junior S.P.O.R.T.

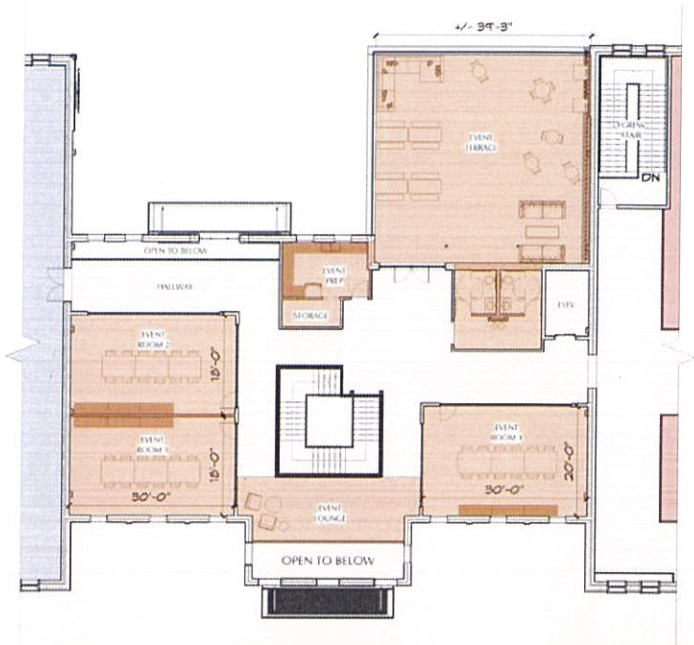


Second Level Programming: Center Building



As a vertical extension of the "Indoor Plaza" concept, we want the programming on the 2nd level in the central core of the complex to also be a place of gathering for family and friends. This is why the 3 rentable party rooms, lounge space and outdoor event terrace are located in this central space.

Additionally, there is a possibility that large original bow trusses compose the roof structure of this center building. If this is true, we would like to explore the possibility of reusing and exposing them to this 2nd level party and event space. The potential for enclosing the trusses from above with a translucent material would give way to an incredible and unique feature that would truly set this building apart from any other in the region and be a major advertising point for new and returning customers all year long.



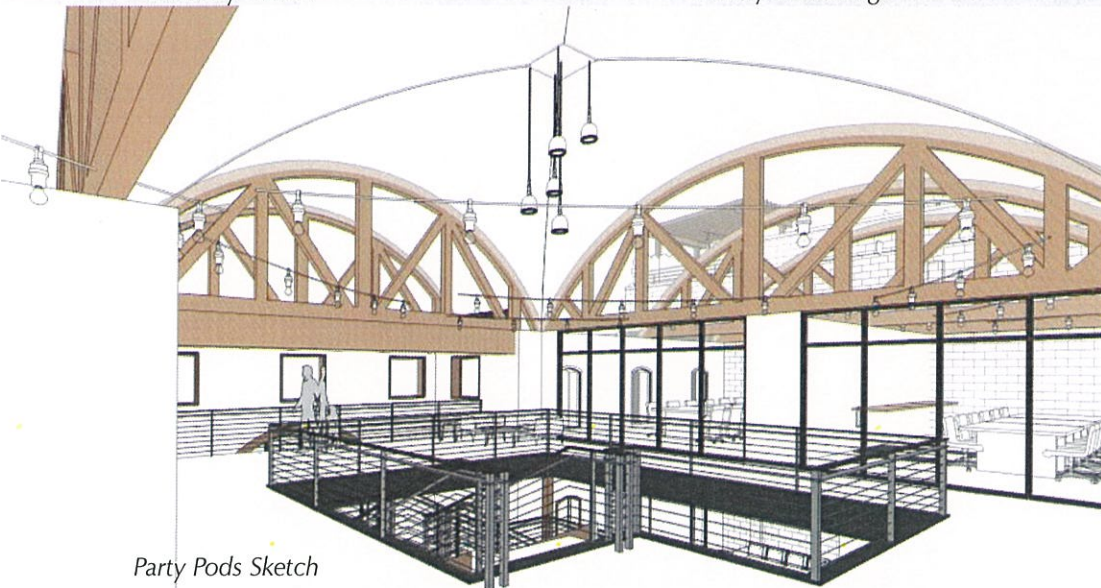
Birthday Parties



Family Gatherings



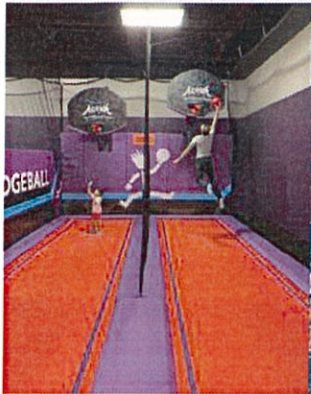
Outdoor Event Terrace



Party Pods Sketch



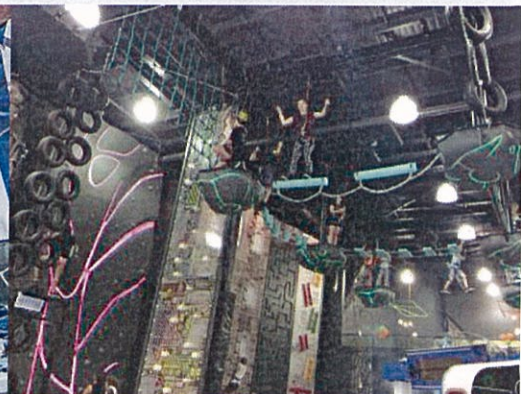
Second Level Programming: South Building



Basketball Trampoline



Ninja Low Obstacles

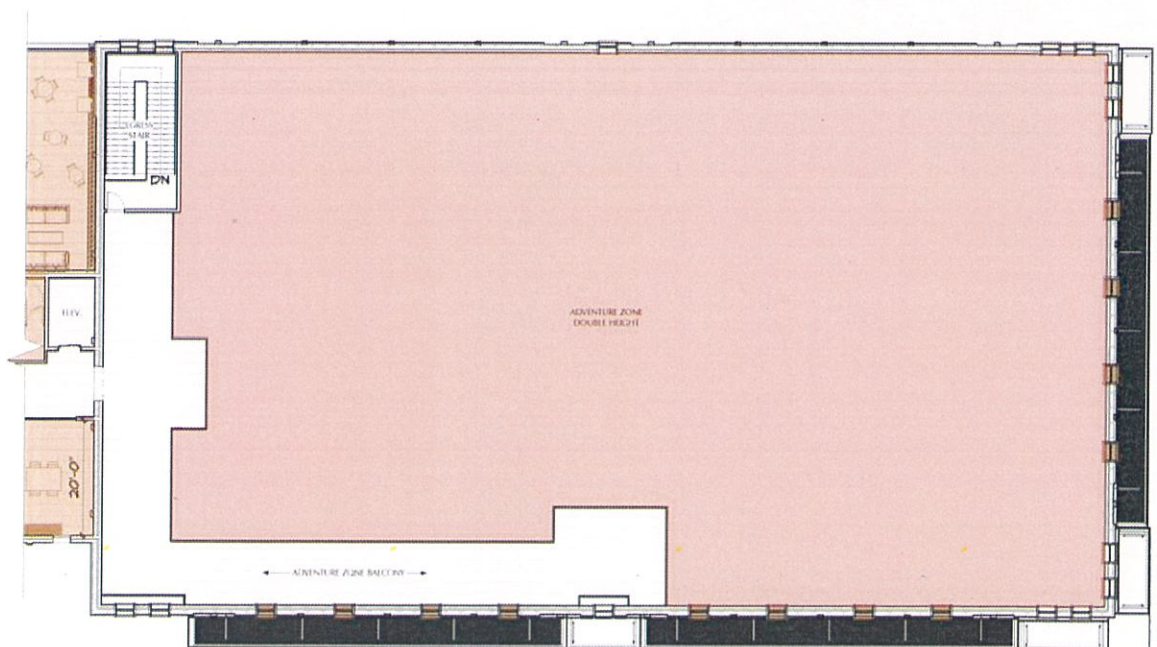


Ninja High Obstacles

The 2nd Level of the south building of the complex will be the home of the double-height **Adventure Zone** space as well as an overhanging viewing balcony for family and friends to watch Adventure Zone participants have the time of their lives enjoying all the fun activities that the Adventure Zone courses will have to offer! This 2nd level viewing balcony will be accessed from the Indoor Plaza feature staircase or elevator at the Ground Level. Guests renting Party Pods, or the Event Terrace will also have access to this viewing balcony so that the excitement and fun of the Adventure Zone space can be enjoyed by as many people as possible!



Interactive Trampolines





	# of Businesses	Amt. of Funding	# of Businesses Rec'd Reimb. Funds	Amt. of Reimb. Funds
1. <u>Demonstrated Need</u>				
Working Washington Small Business Emergency Grant Submittals	855	\$ 7,943,336.32		
2. <u>Resources Available</u>				
<u>Working Washington Small Business Emergency Grants</u> (Program Closed)	71	\$ 333,052.00	38	\$ 176,767.12
<ul style="list-style-type: none"> • Small Businesses with 10 FTE or less • In Business for one year • Must have a UBI# • Grant cap of \$5,000 per business 				
<u>Douglas County CARES Act Grant</u> (Accepting Applications)	100	\$ 1,000,000.00	6	\$ 55,000.00
<ul style="list-style-type: none"> • Small Business with 20 FTE or less • Located in Douglas County • In Business for six months • Must have a UBI # • Grant cap of \$10,000 per business 				

Chelan County CARES Act Grant
(Program Not Yet Approved)

184 \$ 920,000.00

- Small Business with 20 FTE or less
- Located in Chelan County
- In Business for six months
- Must have a UBI #
- Grant cap of \$5,000 per business

Chelan County .09 Sales Tax Grant
(Program Closed)

16 \$ 80,000.00 5 \$ 25,000.00

- Limited to Chelan County businesses
- Use Working Washington Small Business Grant Criteria

City of Cashmere
(Accepting Applications)

18 \$ 93,000.00

- Small Business with 20 FTE or less
- Located within City Limits
- In Business since March 1, 2020
- Must have a UBI#
- Grant Cap of \$5,000 per business

Chelan/Douglas County Community Development
Block Grant (Micro Grant Program)

14 \$ 71,990.00

(Program Not Yet Approved - Accepting Applications Soon)

- Limited to small business outside the city limits of the City of Wenatchee & City of East Wenatchee

City of Wenatchee – Community Development Block Grant
(Micro Grant Program)

13 \$ 65,000.00

(Program Not Yet Approved - Accepting Applications Soon)

- Small business within City of Wenatchee City limits

<u>City of East Wenatchee – Community Development Block Grant and/or CARES Grant (Program Not Yet Approved - Accepting Applications Soon)</u>	27	\$ 133,927.00		
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<u>CDRPA Small Business Support Initiative (Accepting Applications)</u>	200	\$ 200,000.00	7	\$ 5,993.91
<ul style="list-style-type: none"> • Funds: Rent Participation & Getting Ready to Reopen • Small Businesses with 10 FT Employees or Less • Rent Participation has 6 months in business requirement • Haven't received any other Federal, State, or Local Grant funds 				

Resources Available Totals	643	\$ 2,896,969.00		
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3. <u>Unmet Need</u>	212	\$ 5,046,367.32		
4. <u>Resources to Businesses</u>			56	\$ 262,761.03

Memo

To: Board of Directors

From: Stacie de Mestre

cc: Jim Kuntz

Date: June 18, 2020

Re: Executive Flight – Moving Forward – HVAC Evaluation and Space Study

Based on the presentation Holaday Parks gave during the June 9, 2020 Board of Directors Meeting and the report they issued, it became obvious that a phased approach to the HVAC replacement can be implemented. The phased approach should provide heat to the occupied areas of Executive Flight prior to heating season and will allow more time for a thorough space study to be completed. At the time of this memo I do not have pricing for the Phase I HVAC work, by Tuesday's meeting I should have a not to exceed budget number to present. Please see attached for an exhibit depicting phase I of the HVAC replacement project as well as information pertaining to the space study.

HVAC Evaluation

Phase I replacement will include:

- "Divorcing" the 2nd floor west wing from the rest of the system. The area is currently served by 2 units (one is still functioning). There will be minor ductwork modifications made to isolate this area but it will allow the space study to take place and the new system can be designed around the new use. There is minimal plumbing in the area that will be without heat so temporary heating methods should suffice for part of the winter. The "maintenance wing" and both hangars still have functioning heating system – although they may not be efficient they are working.
- Upgrade existing condenser units in Phase I area to heat pumps – most of our heating and all of our cooling will be electric (this may require minor upgrades to the structure).
- Replace gas furnaces in Phase I area – this will require cutting access through the display hangar to the mezzanine areas.
- Replace all air handlers and fans associated with each split system in the Phase I area.

- Address building pressure/outside air issues by installing new dampers, economizers, and ducting some of the return air. Note: the building envelope issues will be addressed at this time as well but under a separate contract.
- Install the backbone of a building controls system.

RH2 has been asked to perform a review of the HVAC Evaluation Report Holaday Parks provided. They will also include a review of the proposed replacement system and will issue a memo on their findings prior to the July 14, 2020 Board of Directors Meeting.

Space Study

The following progress has been made on the Executive Flight Space Study:

- Project kick off meeting was held last week with Forte, their consultants, Holaday Parks, and staff
- An onsite meeting/investigation with all consultants (building envelope, electrical, structural) will take place on June 23, 2020.
- A programming meeting with Forte and staff took place on June 15, 2020 items discussed included:
 - o Phasing of the HVAC project
 - o Identifying key areas of opportunity within the building
 - o Discussing CDRPA current and future needs
 - o Existing leases within the building
 - o Potential future uses of vacant space

The immediate focus of the space study will be on supporting Phase I of the HVAC replacement project and addressing building envelope issues.

Memo

To: Jim Kuntz
From: Tricia Degnan
cc:
Date: June 15, 2020
Re: CTC HVAC Replacement – Recommendation of Acceptance

CTC HVAC Project:

Physical completion of the CTC HVAC Replacement project, by North Cascades Heating and Air Conditioning, was attained on April 29, 2020.

The Recommendation of Acceptance has been received by RH2 Engineering. See *attached*.

We came in well below the budgeted price for this project.

Approved Budget	<i>All amounts include wsst</i> \$601,575.00
North Cascade's bid	\$566,208.97
North Cascade's pay estimates totals	<u>\$559,500.81</u>
RH2 Task Authorization	\$7,365.78
RH2 Engineering Fees to date	<u>\$ 834.61</u>
Project Contingency (5%)	\$28,000.00
Contingency fees:	<u>\$0.00</u>
Total Project costs to date:	\$560,335.42



**RH2 ENGINEERING
EAST WENATCHEE**
300 Simon Street SE, Suite 5
East Wenatchee, WA 98802
1.800.720.8052 / rh2.com

June 11, 2020

Ms. Stacie de Mestre
Chelan Douglas Regional Port Authority
One Campbell Parkway, Suite A
East Wenatchee, WA, 98802-9290

Sent via: Email and US Mail

Subject: CTC HVAC Replacement – Recommendation of Acceptance

Dear Ms. de Mestre:

North Cascade Heating & Air Conditioning, Inc. (NCHAC) has completed work on the CTC HVAC Replacement project, in accordance with the plans and specifications. Substantial Completion was attained on March 13, 2020. Physical Completion was attained on April 29, 2020. We recommend Final Acceptance of the contract. The total is \$559,500.81, and includes all contractor pay estimates, change orders, and Washington State Sales Tax. The originally scoped project was constructed on time and was completed \$6,708.16 below the contractor's bid price.

The final Pay Estimate (Pay Estimate No. 02) is enclosed for your review.

- The damaged condenser coil on AHU-2 was replaced.
- All required subcontractor affidavits have been received.
- The O&M manual has been received.
- All system control up-grades and training of building staff has been completed.

The Chelan Douglas Regional Port Authority (Port) will need to submit the Notice of Completion of Public Works Contract forms for release from the Departments of Revenue and Labor and Industries. RH2 will complete this form and send it for your review, by email, after the Final Acceptance of the contract. This is required prior to releasing the Contractor's retainage bond.

This project is covered by a one-year warranty to correct any defects in workmanship or materials per General Conditions 43. The warranty period begins on the date of project acceptance which is defined as the date the final payment is sent to the Contractor.



**WASHINGTON
LOCATIONS**

Bellingham
Bothell (Corporate)
East Wenatchee
Issaquah
Richland
Tacoma

**OREGON
LOCATIONS**

Medford
Portland



NCHAC's Performance and Payment Bond per contract shall be in force for one year after the due date of the Final Payment. This bond is in the Port's records with the original contract.

Sincerely,

RH2 Engineering, Inc.

A handwritten signature in black ink, appearing to read "Paul Young", is written over a light blue horizontal line.

Paul Young, P.E.

Project Engineer

cc: Tricia Degnan, CTC Building Manager
Terry Keating, North Cascades Heating & Air Condition, Inc.

Attachments:

- Final Pay Estimate – Pay Estimate 002
- NCHAC's – Letter of Project Completion
- RH2 Letter of Substantial Completion

Chelan Douglas Regional Port Authority											
ICTC HVAC Replacement											
North Cascade Heating & Air Conditioning, Inc.											
P# Estimate No. 002											
				Contract at Award		Total of Prior Estimates		Estimate For		Total	
						No Previous Estimates		4/1/2020 thru 5/1/2020			
Item	Description	Unit	Quantity	Unit Price	Total Price	% or Units Complete	Amount Earned	% or Units Complete	Amount Earned	% or Units Complete	Amount Earned
1	Schedule A - Replace AHU-2 and AHU-3	L.S.	1	\$ 356,843.00	\$ 356,843.00	97%	\$ 346,137.71	3%	\$ 10,705.29	100%	\$ 356,843.00
2	Schedule B - Replace AHU-1	L.S.	1	\$ 165,490.00	\$ 165,490.00	100%	\$ 165,490.00	0%	\$ -	100%	\$ 165,490.00
				Contract Subtotal at Award			\$ 522,333.00		\$ 10,705.29		\$ 522,333.00
Change Orders				Net Total Change Orders			\$ (6,664.05)		\$ (6,664.05)		\$ (6,664.05)
CO.1	Credit for performing Schedule A and Schedule B together	L.S.		\$ (7,795.00)	\$ (7,795.00)	100%	\$ (7,795.00)	0%	\$ -	100%	\$ (7,795.00)
CO.2	Gas Piping Repair	L.S.		\$ 1,130.95	\$ 1,130.95	100%	\$ 1,130.95	0%	\$ -	100%	\$ 1,130.95
				SUBTOTAL (including change orders)			\$ 515,668.95		\$ 504,963.66		\$ 515,668.95
				* When project was bid sales tax was 8.4%. Increase occurred 01/01/2020 Sales Tax (8.5%)			\$ 43,831.86		\$ 42,921.91		\$ 43,831.86
				Less Retainage (5%)			\$ 25,783.45		\$ 25,248.18		\$ 25,783.44
				PAYMENT DUE TO CONTRACTOR			\$ 559,500.81		\$ 522,637.39		\$ 533,717.37

PAYMENT TO CONTRACTOR THIS ESTIMATE \$ 11,079.98

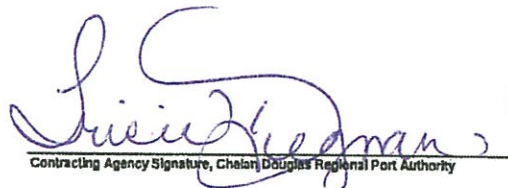
1620042

Contractor's Certification:

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.


 Contractor Signature, North Cascade Heating & Air Conditioning, Inc. Date 6/11/20


 Project Manager, RH2 Engineering Date 6/11/20


 Contracting Agency Signature, Chelan Douglas Regional Port Authority Date 6/15/2020



**RH2 ENGINEERING
EAST WENATCHEE**
300 Simon Street SE, Suite 5
East Wenatchee, WA 98802
1.800.720.8052 / rh2.com

June 11, 2020

Mr. Terry Keating
North Cascades Heating & Air Conditioning, Inc.
PO Box 348
Entiat, WA, 98822

Sent via: Email and US Mail

Subject: CTC Building HVAC Replacement Project – Pay Estimate, Physical and Project Completion

Dear Mr. Keating:

RH2 Engineering (RH2) has created the final pay estimate for this project and will proceed to close out the CTC Building HVAC Replacement Project. The intent of this letter is to issue Physical Completion and Project Completion. The date of Physical Completion was April 29, 2020.

The final pay estimate is attached and will be executed for closeout. Please sign and return the estimate as soon as possible.

Since issuing substantial completion for this project on March 13, 2020, the following items have been received and/or reviewed in anticipation of project closeout:

- The condenser coil was replaced on AHU-2; and
- Affidavits of Wages Paid for prime contractor and all subcontractors.

Given the completion of the work and satisfaction of these and all other requirements necessary for project closeout, RH2 is recommending final project acceptance to the Chelan Douglas Regional Port Authority (Port). However, it should be noted that the warranty period will begin the date that the final payment is sent to the Contractor from the Port.

We appreciate the work that you have done on this project and look forward to working with you again on future District projects.

Sincerely,

RH2 Engineering, Inc.

Paul Young, P.E.
Project Engineer

cc: Tricia Degnan, CTC Building Manager
Stacie de Mestre, Chelan Douglas Regional Port Authority

Attachments:

- Final Pay Estimate – Pay Estimate 002
- RH2 Letter of Substantial Completion

**WASHINGTON
LOCATIONS**

Bellingham
Bothell (Corporate)
East Wenatchee
Issaquah
Richland
Tacoma

**OREGON
LOCATIONS**

Medford
Portland



**RH2 ENGINEERING
EAST WENATCHEE**
300 Simon Street SE, Suite 5
East Wenatchee, WA 98802
1.800.720.8052 / rh2.com

April 6, 2020

Mr. Terry Keating
North Cascades Heating & Air Conditioning, Inc.
PO Box 348
Entiat, WA, 98822

Sent via: Email and US Mail

Subject: CTC Building HVAC Replacement Project – Substantial Completion

Dear Mr. Keating:

The purpose of this letter is to notify you that as of March 13, 2020, the CTC Building HVAC Replacement Project is considered substantially complete.

The original contract stated that work was to be substantially completed by April 1, 2020, with the contract completion by May 1, 2020.

To obtain final acceptance the remaining work is still outstanding:

- 1) The damaged condenser coil on AHU-2; and
- 2) The Affidavit of Wages Paid for yourself and your subcontractors must be provided and submitted to the State. After this has been approved by the State final acceptance can be issued.

The warranty period will begin after final acceptance.

Sincerely,

RH2 Engineering, Inc.

Paul Young, P.E.
Project Engineer

PY/kj



cc: Tricia Degnan, CTC Building Manager
Stacie de Mestre, Chelan Douglas Regional Port Authority

**WASHINGTON
LOCATIONS**

Bellingham
Bothell (Corporate)
East Wenatchee
Issaquah
Richland
Tacoma

**OREGON
LOCATIONS**

Medford
Portland



Acct Name: CHELAN DOUGLAS REGIONAL PORT
 Acct Number: XXXXXX013

SUMMARY - USD

For period 05/01/2020 - 05/31/2020

ACTIVITY - Settled/Cleared Cash Activity

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

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

Statement Contents

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

HOLDINGS - Custody

Category	Par/Shares	Original Face	Principal Cost	Market Value
US Government Agency Securities	4,000,000.00000	4,000,000.00000	4,091,592.50	4,204,450.50
Total Custody Holdings	4,000,000.00000	4,000,000.00000	4,091,592.50	4,204,450.50



Acct Name: CHELAN DOUGLAS REGIONAL PORT HOLDINGS AS OF 05/31/2020 - USD Page 3
 Acct Number: XXXXXX013

CUSTODY

Maturity	Security ID Ticket	Rate Acq Date	Description	Par/Shares Original Face	Principal Cost	Market Value NAV
US Government Agency Securities						
08/12/2021	3137EAEC9 392209432	1.125 02/20	FREDDIE MAC 3137EAEC9 08/12/21	500,000.00 500,000.00	497,876.00	505,428.50
01/21/2022	3133ELHR8 392209431	1.600 02/20	FEDERAL FARM CREDIT BANK 01/21/22	500,000.00 500,000.00	501,833.00	510,990.50
10/13/2022	3133ELGN8 392209430	1.600 02/20	FEDERAL FARM CREDIT BANK 10/13/22	500,000.00 500,000.00	502,900.00	515,446.00
12/09/2022	313381BR5 392209429	1.875 02/20	FEDERAL HOME LOAN BANK 12/09/22	500,000.00 500,000.00	506,935.00	520,025.00
06/19/2023	3137EAEN5 392209428	2.750 02/20	FEDERAL HOME LOAN MTG CORP 06/19/23	500,000.00 500,000.00	522,897.50	537,681.50
02/05/2024	3135G0V34 392209427	2.500 02/20	FEDERAL NATL MORTGAGE ASSN 02/05/24	500,000.00 500,000.00	521,402.50	539,111.50
09/13/2024	3130A2UW4 392209426	2.875 02/20	FEDERAL HOME LOAN BANK 09/13/24	500,000.00 500,000.00	532,965.00	550,365.00
01/07/2025	3135G0X24 392209425	1.625 02/20	FEDERAL NATL MORTGAGE ASSN 01/07/25	500,000.00 500,000.00	504,783.50	525,402.50
US Government Agency Securities Total				4,000,000.00000	4,091,592.50	4,204,450.50
Total Custody Holdings				4,000,000.00000	4,091,592.50	4,204,450.50

Chelan Douglas Regional Port Authority Calendar of Events

Updated as of 06-19-2020

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attending</i>	<i>Cami RSVP arrangements if applicable</i>
June 23	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
June 24	Wednesday	Partners Breakfast; 7:30am; Convention Center	CANCELLED	
June 24	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	
June 25	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
June 25	Thursday	GA Meeting; 6:00 pm - 8:00pm, CDRPA Office		
July 2	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
July 8	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
July 9	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
July 9	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
July 9	Thur-Friday	WPPA Director's Seminar; Virtual Seminar		
July 14	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
July 15	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		
July 16	Thursday	Economic Leadership Roundtable Lunch; 11:30 am ; 230 N. Georgia, E. Wen.	Cancelled	
July 16	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
July 21	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Spurgeon	
July 20-22	Tues-Friday	WPPA Commissioners Seminar; Marcus Whitman, Walla Walla; Virtual Seminar		
July 22	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	
July 23	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
July 28	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
August 6	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
August 11	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		

August 12	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
August 13	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
August 13	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
August 18	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Spurgeon	
August 19	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		
August 20	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
August 25	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
August 26	Wednesday	Douglas County Community Leadership Advisory Group; 2:20-4:30p	Jim Kuntz, Ron C.	
August 27	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
September 3	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
September 8	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
September 9	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
September 10	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
September 10	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
September 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Spurgeon	
September 16	Wednesday	GWATA Board Meeting, 3-5pm		
September 17	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
September 22-25	Tuesday - Friday	WFOA Conference Virtual	Monica	
September 22	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
September 23	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	
September 24	Thursday	Partners Breakfast; 7:30am; Convention Center		

September 24	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
September 24	Thursday	GA Meeting; 6:00 pm - 8:00pm, CDRPA Office		
September 24-25	Thur-Friday	WPPA Environmental Seminar; Alderbrook Resort		
October 1	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
October 4-7	Sun - Thurs	NWAAAE Annual Conference; Jackson Hole, WY		
October 8	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
October 8	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
October 13	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
October 14	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
October 15	Thursday	Economic Leadership Roundtable Lunch; 11:30 am ; 230 N. Georgia, E. Wen.		
October 15	Thursday	Airport Planning Meeting; 2:00 pm		
October 20	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Spurgeon	
October 21	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		
October 22	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
October 23	Friday	Cashmere Chamber of Commerce Banquet; 5:30pm-8:30pm		Tickets are \$35 each
October 22-23	Thur-Friday	WPPA Small Ports Seminar; Enzian Leavenworth		
October 27	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
October 28	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	
November 5	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
November 10	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
November 11	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
November 12	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	

November 12	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
TBD	TBD	Wenatchee Valley Chamber Board Retreat - TBD	Commissioner Spurgeon	
November 18	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		
November 19	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
November 24	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
November 25	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	
November 26-27	Thur-Friday	Thanksgiving Holiday Office Closed		
December 2-4	Tuesday - Friday	WPPA Annual Meeting, Hyatt Regency, Bellevue		
December 3	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
December 8	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
December 9	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
December 10	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
December 10	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
December 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Spurgeon	
December 16	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		
December 17	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
December 22	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
December 23	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	