

**Chelan Douglas Regional Port Authority  
Meeting Agenda  
November 24<sup>th</sup>, 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 November 10<sup>th</sup>, 2020 Meeting; and October 2020 Commission Meeting Calendar

**V. 2021 BUDGET PUBLIC HEARINGS**

**Port of Chelan County Proposed 2021 Budget - Public Hearing**

Open Public Hearing  
Receive Public Comment  
Close Public Hearing

**Port of Douglas County Proposed 2021 Budget - Public Hearing**

Open Public Hearing  
Receive Public Comment  
Close Public Hearing

**Chelan Douglas Regional Port Authority Proposed 2021 Budget - Public Hearing**

Open Public Hearing  
Receive Public Comment  
Close Public Hearing

**VI. ACTION ITEMS**

**1. Adoption of Port of Chelan County 2021 Tax Levy**

- A. POCC Resolution No. 2020-08 Declaration of Substantial Need
- B. POCC Resolution No. 2020-09 1% Increase plus New Construction
- C. POCC Resolution No. 2020-09 Implicit Price Deflator (0.602%) plus New Construction
- D. POCC Resolution No. 2020-09 New Construction
- E. Authorization for Executive Director to Sign and Submit Levy Certification

**2. Adoption of Port of Chelan County 2021 Budget - POCC Resolution No. 2020-10**

**3. Adoption of Port of Douglas County 2021 Tax Levy**

- A. PODC Resolution No. 2020-07 Declaration of Substantial Need
- B. PODC Resolution No. 2020-08 1% Increase plus New Construction
- C. PODC Resolution No. 2020-08 Implicit Price Deflator (0.602%) plus New Construction
- D. PODC Resolution No. 2020-08 New Construction
- E. Authorization for Executive Director to Sign and Submit Levy Certification

**4. Adoption of Port of Douglas County 2021 Budget** – PODC Resolution No. 2020-09

**5. Adoption of Chelan Douglas Regional Port Authority 2021 Budget** – CDRPA Resolution No. 2020-20

**6. Salcido Enterprises** – Plan of Resolution

**7. Review Columbia Street Property Offering Proposals** – Buildings G & I

**8. Fibro Mediation**

**9. Authorization to Enter into Agreement with DOH Associates** – Huney Jun Improvements Cashmere Mill District

**VII. INFORMATIONAL ITEMS**

**VIII. CDRPA – ECONOMIC DEVELOPMENT INITIATIVES RELATED TO COVID-19**

- Update on Grants Programs and Processing

**IX. CDRPA – COVID-19 OTHER**

- FAA CARES Act Grant

**X. MISCELLANEOUS STAFF REPORTS**

**XI. PUBLIC COMMENT**

**XII. REVIEW CALENDAR OF EVENTS**

**XIII. ITEMS FROM BOARD OF DIRECTORS**

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

**XV. ADJOURN**

## REMINDER Tri Commission Meeting November 24<sup>th</sup>, 1:00pm

**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**  
November 24<sup>th</sup>, 2020**

**CONSENT AGENDA**

**CDRPA CONSENT AGENDA**

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of Minutes of November 10<sup>th</sup> 2020 Meeting; and October 2020 Commission Calendar, as presented.

**ACTION ITEMS**

**PORT OF CHELAN COUNTY**

**(1) Adoption of Port of Chelan County 2021 Tax Levy**

**A. POCC Resolution No. 2020-08 Declaration of Substantial Need**

To adopt POCC Resolution No. 2020-08 finding substantial need to set the Levy Limit at 101% for budget year 2021.

**B. POCC Resolution No. 2020-09 1% Increase plus New Construction**

To adopt POCC Resolution No. 2020-09 authorizing a 1% Increase in the 2021 Tax Levy, plus New Construction.

**OR**

**C. POCC Resolution No. 2020-09 Implicit Price Deflator (0.602%) plus New Construction**

To adopt POCC Resolution No. 2020-09 authorizing a 0.602% increase in the 2021 Tax Levy (Implicit Price Deflator), plus New Construction.

**OR**

**D. POCC Resolution No. 2020-09 New Construction Only**

To adopt POCC Resolution No. 2020-09 authorizing New Construction only for the 2021 Tax Levy.

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**E. Authorization for Executive Director to Sign and Submit the 2021 Levy Certification**

To authorize the Executive Director to sign and submit the 2021 Levy Certification.

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**(2) POCC Resolution No. 2020-10 Adopting Port of Chelan County 2021 Budget**

To adopt POCC Resolution No. 2020-10 adopting the 2021 Budget.

**PORT OF DOUGLAS COUNTY**

**(3) Adoption of Port of Douglas County 2021 Tax Levy**

**A. PODC Resolution No. 2020-07 Declaration of Substantial Need**

To adopt PODC Resolution No. 2020-07 finding substantial need to set the Levy Limit at 101% for budget year 2021.

**B. PODC Resolution No. 2020-08 1% Increase plus New Construction**

To adopt PODC Resolution No. 2020-08 Authorizing a 1% Increase in the 2021 Tax Levy plus New Construction.

**OR**

**C. PODC Resolution No. 2020-08 Implicit Price Deflator (0.602%) plus New Construction**

To adopt PODC Resolution No. 2020-08 authorizing a 0.602% increase in the 2021 Tax Levy (Implicit Price Deflator), plus New Construction.

**OR**

**D. PODC Resolution No. 2020-08 New Construction Only**

To adopt PODC Resolution No. 2020-08 authorizing New Construction only for the 2021 Tax Levy.

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**E. Authorization for Executive Director to Sign and Submit the 2021 Levy Certification**

To authorize the Executive Director to sign and submit the 2021 Levy Certification.

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**(4) PODC Resolution No. 2020-09 Adopting Port of Douglas County 2021 Budget**

To adopt PODC Resolution No. 2020-09 adopting the 2021 Budget.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

**(5) CDRPA Resolution No. 2020-20 Adopting Chelan Douglas Regional Port Authority 2021 Budget**

To adopt CDRPA Resolution No. 2020-20 adopting the 2021 Budget.

**(6) Salcido Enterprises – Plan of Resolution**

To authorize the CEO to enter into a "Plan of Resolution" with Salcido Enterprises.

**(7) Columbia Street Property Offering Buildings G & I Proposals**

*(Board selects the proposal submitted by Clay Gatens/Andy Cusick or Chelan-Douglas Community Action Council as best meeting the goals and vision for the property)*

To authorize the CEO to proceed with negotiating a Memorandum of Understanding with the proposer for Board review and approval for Columbia Street Property Buildings G & I.

**(Nothing for #8)**

**(9) Authorization to Enter into Agreement with DOH Associates – Huney Jun Improvements at Cashmere Mill District**

To authorize the CEO to enter into an Agreement with DOH Associates for Huney Jun Tenant Improvements at Cashmere Mill District.

**Board of Directors**  
**Chelan Douglas Regional Port Authority**  
**Meeting Minutes**  
**November 10<sup>th</sup>, 2020**  
**9:00 am**

**Present:**

**Directors**

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

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

**Staff**

\*Jim Kuntz, Chief Executive Officer  
Trent Moyers, Director of Airports  
Ron Criddlebaugh, Dir. of Economic Dev.  
\*Quentin Batjer, Legal Counsel  
Stacie de Mestre, Capital Projects Manager  
\*Bobbie Chatriand, Administrative Asst.  
Esther McKivor, Accounting Specialist  
Randy Asplund, Port Engineer

\*Monica Lough, Dir. of Finance & Admin.  
Ron Russ, Property Manager  
Craig Larsen, Economic Dev. Manager  
Pete Fraley, Legal Counsel  
Cami Harris, Executive Assistant  
Bealinda Tidd, Accounting Specialist  
Laura Camarillo Reyes, CTC Assistant

\*Commissioner Loeb sack, Jim Kuntz, Monica Lough, Trent Moyers, Quentin Batjer, and Bobbie Chatriand in person; others via Zoom.

**Guests (all via Zoom):**

Ray Dobbs  
Alan Walker, CDCAC  
Louise Johnson, CDCAC  
Reilly Kneeder, Wenatchee World

Mayor Bob Goedde, City of Chelan  
Kristi Hills, CDCAC  
Clay Gatens, Developer  
Jack Penning, Volaire Aviation

**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.**

**Introductions were made.**

**Conflict of Interest:** None

**CDRPA CONSENT AGENDA:**

The Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of October 27<sup>th</sup>, 2020 Meeting; and Check Register Pages #2020-47-#2020-55, including Electronic Transfers, was presented and the following action was taken:

**Motion No.**

Moved by:

Seconded by:

**11-01-20 CDRPA**

Mark Spurgeon

Jim Huffman

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of October 27<sup>th</sup>, 2020 Meeting; and Check Register Pages #2020-47-#2020-55, including Electronic Transfers, as presented.

Motion passed 5-0

**POCC CONSENT AGENDA:**

The Port of Chelan County Consent Agenda consisting of Check Register Pages #2020-14-#2020-15, was presented and the following action was taken:

<i><b>Motion No.</b></i>	<b>11-02-20 POCC</b>
<i>Moved by:</i>	JC Baldwin
<i>Seconded by:</i>	Donn Etherington
	To approve the Port of Chelan County Consent Agenda consisting of Check Register Pages #2020-14-#2020-15, as presented.

*Motion passed 2-0*

**PODC CONSENT AGENDA:**

The Port of Douglas County Consent Agenda consisting of Check Register Pages #2020-16-#2020-18, including Electronic Transfers, was presented and the following action was taken:

<i><b>Motion No.</b></i>	<b>11-03-20 PODC</b>
<i>Moved by:</i>	Jim Huffman
<i>Seconded by:</i>	Mark Spurgeon
	To approve the Port of Douglas County Consent Agenda consisting of Check Register Pages #2020-16-#2020-18, including Electronic Transfers, as presented.

*Motion passed 3-0*

**ACTION ITEMS:**

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:**

**CDRPA Resolution No. 2020-19 Pangborn Memorial Airport 2021 Rates & Charges –** Moyers provided information on CDRPA Resolution No. 2020-19 concerning Pangborn Memorial Airport 2021 Rates & Charges. The rates and charges are typically approved annually by the Board. In consideration of the current economic climate, Staff recommended a 3% rate increase over 2020 for hangar leases only, leaving all other categories unchanged. Discussion ensued and the following action was taken:

<i><b>Motion No.</b></i>	<b>11-04-20 CDRPA</b>
<i>Moved by:</i>	Jim Huffman
<i>Seconded by:</i>	JC Baldwin
	To adopt CDRPA Resolution No. 2020-19 concerning Pangborn Memorial Airport 2021 Rates & Charges.

*Motion passed 5-0.*

**North Central Educational Service District New Lease Agreement 3306 Building –** Kuntz provided information on a proposed new lease with the North Central Educational Service District for additional space at the 3306 Building. Discussion ensued and the following action was taken:

<i><b>Motion No.</b></i>	<b>11-05-20 CDRPA</b>
<i>Moved by:</i>	Mark Spurgeon
<i>Seconded by:</i>	JC Baldwin
	To authorize the CEO to sign the Lease Agreement with North Central Educational Service District for the 3306 Building.

*Motion passed 5-0.*



## **PRESENTATIONS:**

**COLUMBIA STREET PROPERTY BUILDINGS G & I PROPOSALS** – Two proposals were received for the Columbia Street Property Buildings G & I. The following presentations were made:

- **Clay Gatens & Andy Cusick, Local Developers (Cusick was unable to attend)** – Gatens provided a presentation on their vision for the two buildings. An opportunity for questions and answers was provided.
- **Alan Walker, Chelan Douglas Community Action Council** – Walker, with additional input from Kristi Hills & Louise Johnson, provided a presentation on their vision for the two buildings. An opportunity for questions and answers was provided.

Further discussion and possible selection of a proposal will be made at the November 24<sup>th</sup> Board Meeting.

**VOLAIRE AVIATION** – Jack Penning provided an update on the recent TakeOff Air Service Development Conference that he and Moyers attended in late October. He provided an update and perspective on potential increased air service at Pangborn in light of the pandemic. Discussions ensued.

## **CDRPA INFORMATIONAL ITEMS:**

**2021 CDRPA Budget Review** – Lough provided a brief update of the proposed 2021 CDRPA budget noting several highlights and updates since the previous review. Public comment will be accepted at the November 24<sup>th</sup> Board Meeting.

### **Kuntz reviewed several informational items including:**

- Tri Commission Meeting will be held on November 24<sup>th</sup> – Legislative Priorities will be reviewed.
- Broadband Fiber and the roll for the Regional Port.
- Fibro Corporation – Mediation is scheduled for November 19<sup>th</sup>.
- Kidder Matthews Market Rent Study of the current Actapio space at the CTC.
- S.P.O.R.T. MOU amended and extended to December 31<sup>st</sup>, 2020.
- Airplane auction results.

## **COVID-19 UPDATES:**

### **Economic Development Initiatives Related to COVID-19 – updates and information including:**

- Lough provided an update on grants processed to date including all programs administered by the Regional Port.

### **FAA CARES Act Grant:**

- Lough provided an update on the FAA CARES Act Grant reimbursements.

**MISC STAFF REPORTS:**

**Kuntz provided information and updates including:**

- Appraisals are coming in for property in the Pangborn Runway Protection Zone. Offer letters will be going out consistent with the overall budget established by the Board.
- Pangborn Boundary Line Adjustment process has begun.
- LOJO Orchard is being advertised for lease.
- Chelan Airport Master Plan – next meeting is on November 19<sup>th</sup>.
- Regional Port continues to receive retail leads for the Cashmere Mill District.
- Ultra Polymers signed the release and their deposit refund of \$5,000 has been issued.
- Pangborn Airport Staff is pricing out winter operations equipment which is in the proposed 2021 budget. Staff may acquire some equipment before year end to utilize in this year’s winter operations.

**Cridlebaugh provided information and updates including:**

- The Giga Watt Adaptive Reuse Study kicks-off on Monday, November 16<sup>th</sup>.

**Larsen provided information and updates including:**

- KOHO Radio interviews scheduled for Thursday November 12<sup>th</sup>, and Thursday December 10<sup>th</sup>. Interviews may continue on a monthly basis.

**PUBLIC COMMENT** – An opportunity for public comment was provided; however no public comments were made.

**REVIEW CALENDAR OF EVENTS:** Not reviewed.

**ITEMS FROM BOARD OF DIRECTORS:** None.

**EXECUTIVE SESSION:** An Executive Session was called at 11:50 am for 15-minutes to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)). Executive Session was extended at 12:05 pm for 15-minutes; Executive Session was extended at 12:20 pm for 15-minutes; Executive Session was extended at 12:35 pm for 5-minutes.

Meeting reconvened in Regular Session at 12:40 pm and was immediately adjourned with no action taken.

Signed and dated this 24<sup>th</sup> day of November, 2020.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

\_\_\_\_\_  
JC Baldwin, Director

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Jim Huffman, Director

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Donn Etherington, Director

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Mark Spurgeon, Director

***Excused Absence***  
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Rory Turner, Director

\_\_\_\_\_  
W. Alan Loeb sack, Director

October 2020									
Date	Meeting	Location	JCB	RT	DE	JH	MS	AL	
10/1	Meeting with J. Kuntz	Executive Flight			X				
10/6	Wrote Value Opinion for Rental Purposes/Badger Mt. Brewing	Home Office		X					
10/7	Research for Real Estate Opportunities	Waterville		X					
10/7	District 1 Meeting	Zoom			X				
10/7	NCWEDD Board Retreat	Zoom				X			
10/8	WCVLegBudgetWriters Panel	Zoom	X						
10/8	CDTC Meeting	Zoom	*X						
10/8	Debrief J. Kuntz on Waterville & Misc.	Executive Flight		X					
10/8	Chamber/Dept. of Commerce Meeting	Zoom			X				
10/9	CDRPA Healthcare Meeting	Executive Flight	X		X				
10/12	P/U Binder & Review Agenda with J. Kuntz	Executive Flight		X					
10/12	WPPA Nominating/D.Ripp-Camas-Washougal	Phone Call	X						
10/13	CDRPA Commission Meeting	CTC/Zoom	X	X	X	X	X	X	X
10/13	Chelan Airport Meeting	Zoom	*X	*X	*X	*X	*X	*X	*X
10/14	Phone call with J. Kuntz to debrief Port Meeting	Home Office		X					
10/14	WPPA Carbon Policy Meeting	Zoom	X						
10/15	Sign Docs/Meet with J. Kuntz	Executive Flight						X	
10/16	Tri Commission Planning Meeting	Big Y	X						
10/19	Meet with J. Kuntz re: Retreat Agenda	Executive Flight		X					
10/19	KOHO Interview	KOHO			X	X			
10/19	KPQ Interview	Executive Flight						X	
10/20	WVCC Meeting AM	Zoom						*X	
10/20	Board Retreat	CTC	X	X	X	X	X	X	X
10/21	Rory Turner & Mark Spurgeon Meeting	Seattle Yoga & Coffee		X				X	
10/21	GWATA Board Meeting	Zoom	X						
10/22	Pick up Binder	Executive Flight						X	
10/22	WPPA Small Ports Seminar	Zoom				X			
10/23	Meeting with Congressperson Schrier	Executive Flight				X			
10/26	CARES II Meeting	Executive Flight						X	
10/27	CDRPA Commission Meeting	CTC/Zoom	X		X	X	X	X	X
10/28	WPPA Carbon Policy Meeting	Zoom	X						
10/29	NCWEDD Conference Call	Phone Call				X			
10/29	Drop off Binder/Meet with J. Kuntz	Executive Flight						X	
10/30	Tour Fellows Hall Waterville	Waterville							X
10/30	Tri Commission Planning Meeting	Phone Call	X						
*	denotes multiple meetings on same day								

**Chelan Douglas Regional  
Port Authority**

# Memo

**To:** Board of Directors

**From:**  Jim Kuntz

**cc:** None

**Date:** November 18, 2020

**Re:** 2021 Budgets

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At Tuesday's meeting, both Ports need to adopt their budgets in addition to adopting the CDRPA budget. Please find enclosed the resolutions for each entity. They are in the same form as last years.

The one important policy issue related to the budget that needs action on Tuesday is the tax levy for each Port. Please find enclosed a one page document that lays out some options for your consideration.

Will review in greater detail at Tuesday's meeting.

## Port of Chelan County

2020 Levy Rate: 0.239954  
2020 Levy Amount: \$3,203,106.18

### 2021

Option #1: 1% = \$32,031.06

(Levy Rate Projection = 0.2297)

Option #2: Implicit Price Deflator (0.602%) = \$19,282.70

(Levy Rate Projection = 0.2288)

Option #3: New Construction Only \$268,474,394 = \$64,421.73

(Levy Rate Projection = 0.2275)

Per Chelan County Auditor's Office: "If the District takes less than the allowable amount, the balance will be automatically banked for the next year's budget needs, should you choose to take it."

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## Port of Douglas County

2020 Levy Rate: 0.170109  
2020 Levy Amount: \$1,064,656.86

### 2021

Option #1: 1% = \$10,646.56

(Levy Rate Projection = 0.1794)

Option #2: Implicit Price Deflator (0.602%) = \$6,409.23

(Levy Rate Projection = 0.1787)

Option #3: New Construction Only \$160,989,539 = \$27,385.79

(Levy Rate Projection = 0.1776)

**POCC RESOLUTION NO. 2020-08**

**RESOLUTION OF THE PORT COMMISSION OF THE PORT OF CHELAN COUNTY  
SETTING THE 2021 LEVY LIMIT**

**Whereas**, the Port Commission has met and considered its budget for the calendar year 2021 for the Port of Chelan County; and

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

**Whereas**, the Port Commission has determined that due to continued operational expenses and declining operating revenues from COVID-19, there is substantial need to set the levy limit at one hundred one percent (101%) for the budget year 2021.

**Now, Therefore, Be It Resolved By The Commissioners Of The Port Of Chelan County** to raise the levy limit factor to 101% in calculating the highest lawful levy since 1985 for tax year 2021 for the Current Expense Fund.

This Resolution shall become effective immediately upon its adoption.

**Adopted** by the Commission of the Port of Chelan County at a regular meeting thereof held this 24<sup>th</sup> day of November, 2020.

**PORT OF CHELAN COUNTY**

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Donn Etherington, President

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Rory Turner, Vice President

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JC Baldwin, Secretary

**POCC RESOLUTION NO. 2020-10**

**RESOLUTION OF THE PORT COMMISSION OF THE PORT OF CHELAN COUNTY  
APPROVING THE 2021 FINAL BUDGET**

**Whereas**, the proposed 2021 final budget has been presented to and reviewed by the Port Commission; and

**Whereas**, the proposed 2021 final budget, including the current expense budget for the Port of Chelan County was reviewed at an open public hearing held on November 24, 2020, notice of which was published as required by law. Possible increases in property tax revenues, as permitted by law were considered at the hearing;

**Be It Resolved By The Commissioners Of The Port Of Chelan County** that the proposed 2021 final budget in the form submitted to the Commissioners on this date, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved.

This Resolution shall become effective immediately upon its adoption.

**Adopted** by the Commission of the Port of Chelan County at a regular meeting thereof held this 24<sup>th</sup> day of November, 2020.

**PORT OF CHELAN COUNTY**

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Donn Etherington, President

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Rory Turner, Vice President

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JC Baldwin, Secretary

**Port of Chelan County  
2021 Preliminary Budget**

**TAX RECEIPTS**

Current Levy	\$ 3,203,106
0.602% of Prior Year Tax	19,283
New Construction	64,422
Tax Refunded (receipts)	9,721
<b>TOTAL TAX RECEIPTS</b>	<b><u>\$ 3,296,532</u></b>

**NON-OPERATING REVENUES**

ADO Contract - Dept. of Commerce	\$ 59,286
Other Tax Income (LHT & Timber Dist.)	12,950
Interest Income	-
<b>TOTAL NON-OPERATING REVENUES</b>	<b><u>\$ 72,236</u></b>

**TOTAL REVENUES**

**\$ 3,368,768**

**DEBT SERVICE**

Cashmere Mill District - Buildings A & B	\$ 219,134
Cashmere Mill District - CERB Loan	75,781
Confluence Technology Center - CERB Loan	48,529
<b>TOTAL DEBT SERVICE</b>	<b><u>\$ 343,444</u></b>

**NET REVENUES TRANSFERRED TO CDRPA**

**\$ 3,025,324**



**PODC RESOLUTION NO. 2020-07**

**RESOLUTION OF THE PORT COMMISSION OF THE PORT OF DOUGLAS COUNTY  
SETTING THE 2021 LEVY LIMIT**

**Whereas**, the Port Commission has met and considered its budget for the calendar year 2021 for the Port of Douglas County; and

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

**Whereas**, the Port Commission has determined that due to continued operational expenses and declining operating revenues from COVID-19, there is substantial need to set the levy limit at one hundred one percent (101%) for the budget year 2021.

**Now, Therefore, Be It Resolved By The Commissioners Of The Port Of Douglas County** to raise the levy limit factor to 101% in calculating the highest lawful levy since 1985 for tax year 2021 for the Current Expense Fund.

This Resolution shall become effective immediately upon its adoption.

**Adopted** by the Commission of the Port of Douglas County at a regular meeting thereof held this 24<sup>th</sup> day of November, 2020.

**PORT OF DOUGLAS COUNTY**

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W. Alan Loeb sack, President

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Mark Spurgeon, Vice President

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Jim Huffman, Secretary

**PODC RESOLUTION NO. 2020-09**

**RESOLUTION OF THE PORT COMMISSION OF THE PORT OF DOUGLAS COUNTY  
APPROVING THE 2021 FINAL BUDGET**

**Whereas**, the proposed 2021 final budget has been presented to and reviewed by the Port Commission; and

**Whereas**, the proposed 2021 final budget, including the current expense budget for the Port of Douglas County was reviewed at an open public hearing held on November 24, 2020, notice of which was published as required by law. Possible increases in property tax revenues, as permitted by law were considered at the hearing;

**Be It Resolved By The Commissioners Of The Port Of Douglas County** that the proposed 2021 final budget in the form submitted to the Commissioners on this date, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved.

This Resolution shall become effective immediately upon its adoption.

**Adopted** by the Commission of the Port of Douglas County at a regular meeting thereof held this 24<sup>th</sup> day of November, 2020.

**PORT OF DOUGLAS COUNTY**

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W. Alan Loeb sack, President

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Mark Spurgeon, Vice President

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Jim Huffman, Secretary

**Port of Douglas County  
2021 Preliminary Budget**

**TAX RECEIPTS**

Current Levy	\$ 1,064,657
0.602% of Prior Year Tax	6,409
New Construction	27,386
State Assessed Property Value	-
<b>TOTAL TAX RECEIPTS</b>	<b><u>\$ 1,098,452</u></b>

**OTHER REVENUES**

ADO Contract - Dept. of Commerce	\$ 50,000
Douglas County .09 PWTF Sewer Construction	80,000
Salcido CIAC #1	13,714
Salcido CIAC #2	115,140
Interest Income	-
<b>TOTAL NON-OPERATING REVENUES</b>	<b><u>\$ 258,854</u></b>

**TOTAL REVENUES**

**\$ 1,357,306**

**DEBT SERVICE**

PWTF Sewer Planning (final payment)	\$ 7,451
PWTF Sewer Construction	83,082
CIAC #1 Salcido Payment to PUD	9,795
CIAC #2 Salcido Payment to PUD	82,243
<b>TOTAL DEBT SERVICE</b>	<b><u>\$ 182,571</u></b>

**NET REVENUES TRANSFERRED TO CDRPA**

**\$ 1,174,735**

**CDRPA RESOLUTION NO. 2020-20**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHELAN DOUGLAS  
REGIONAL PORT AUTHORITY APPROVING THE 2021 FINAL BUDGET**

**Whereas**, the proposed 2021 final budget has been presented to and reviewed by the Board of Directors; and

**Whereas**, the proposed 2021 final budget, including the current expense budget for the Chelan Douglas Regional Port Authority was reviewed at an open public hearing held on November 24, 2020, notice of which was published as required by law.

**Be It Resolved By The Board of Directors of the Chelan Douglas Regional Port Authority** that the proposed 2021 final budget in the form submitted to the Board on this date, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved.

This Resolution shall become effective immediately upon its adoption.

**Adopted** by the Board of Directors of the Chelan Douglas Regional Port Authority at a regular meeting thereof held this 24<sup>th</sup> day of November, 2020.

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY**

\_\_\_\_\_  
W. Alan Loeb sack, Director

\_\_\_\_\_  
Rory Turner, Director

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Mark Spurgeon, Director

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Donn Etherington, Director

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Jim Huffman, Director

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JC Baldwin, Director

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget**

**Preliminary  
Budget**

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**Receipts**

Business Park Revenues	\$ 8,780,904
Tax Receipts	4,394,984
Non-Operating Revenues	11,625,355
	<hr/>
Total Receipts	<b>\$ 24,801,243</b>

**Expenditures**

Business Park Expenses	\$ 4,878,220
Administrative & General Expenses	2,551,025
Business Development & Marketing Expenses	232,000
Economic Development Contracts (Nonprofits)	255,000
Community Partnership Projects (Municipalities)	365,684
Other Expenditures	300,000
Capital Projects	15,859,322
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Total Expenditures	<b>\$ 24,441,251</b>

<b>Net Results</b>	<b>\$ 359,992</b>
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**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b>OPERATING REVENUES</b>		
<b>BUSINESS PARKS</b>		
<b><u>CASHMERE MILL DISTRICT</u></b>		
Building A - Blue Spirits	\$ 105,156	\$ 166,286
Building B - Hurst International & Huney Jun	64,340	115,066
Utility & Operating Reimbursements	42,400	50,740
Misc. Income	-	-
<b>TOTAL CASHMERE MILL DISTRICT</b>	<b>\$ 211,896</b>	<b>\$ 332,092</b>
<b><u>CONFLUENCE TECHNOLOGY CENTER</u></b>		
Office Space Leases	\$ 1,225,638	\$ 579,422
CTC South Office Space Leases	-	1,000
Video Conference/Meeting Room Rentals	45,000	67,500
Utility & Operating Reimbursements	280,120	71,100
Misc. Income	-	-
<b>TOTAL CONFLUENCE TECHNOLOGY CENTER</b>	<b>\$ 1,550,758</b>	<b>\$ 719,022</b>
<b><u>COLUMBIA STREET PROPERTIES</u></b>		
Misc. Rents	\$ 43,744	\$ -
Utility & Operating Reimbursements	10,000	5,000
S.P.O.R.T. Property Sale	2,000,000	2,000,000
Columbia Street South Property Sale	-	1,200,000
<b>TOTAL COLUMBIA STREET PROPERTIES</b>	<b>\$ 2,053,744</b>	<b>\$ 3,205,000</b>
<b><u>MALAGA INDUSTRIAL SITE</u></b>		
Farm Rental	\$ -	\$ 3,500
<b>TOTAL MALAGA INDUSTRIAL SITE</b>	<b>\$ -</b>	<b>\$ 3,500</b>
<b><u>OLDS STATION BUSINESS PARK</u></b>		
IB 2 - HOM Solutions	\$ 40,704	\$ -
IB 3 - Confluence Health & POCC Office	73,996	65,575
IB 4 - Pregis Corporation	198,540	204,495
IB 5 - Chelan County PUD	296,876	296,400
IB 6 - ABC Early Learning	13,308	13,450
IB 7 & 8 - Pacific Aerospace & Electronics	698,772	705,750
IB 9 - Sinclair Systems & Frito Lay	127,154	281,580
Fire Protection Assessment	5,278	-
Utility & Operating Reimbursements	107,140	97,750
Misc. Income	2,750	2,500
<b>TOTAL OLDS STATION BUSINESS PARK</b>	<b>\$ 1,564,518</b>	<b>\$ 1,667,500</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>PANGBORN AIRPORT</u></b>		
Landing Fees	\$ 44,000	\$ 50,000
Parking Income	107,500	63,000
Aircraft Parking	1,000	2,500
Rental Income - Aviation Land	95,530	97,993
Rental Income - NonAviation Land	57,785	67,346
Rental Income - Terminal/Aviation Building	98,000	57,377
Rental Income - NonAviation Buildings	113,520	76,134
Rental Income - Hangars	135,385	147,441
Fuel Flowage Fees	11,200	18,400
FBO Income (After hours, Horizon into Tank)	32,000	22,400
FBO Fuel Income	720,000	1,105,500
FBO Misc. Income	7,500	9,800
Misc. Fees and Permits	14,105	27,500
<b>TOTAL PANGBORN AIRPORT</b>	<b>\$ 1,437,525</b>	<b>\$ 1,745,391</b>
<b><u>PANGBORN BUSINESS PARK</u></b>		
<b><u>Land Leases</u></b>		
Lot 4 - Coca-Cola	\$ 85,778	\$ 85,778
Lot 17 - Salcido	51,042	-
<b><u>Building Leases</u></b>		
3306 - Multi - Tenant	97,614	100,362
3310 - Accor Building	344,742	349,917
CWICC	191,602	195,434
Utility & Operating Reimbursements	54,000	54,000
Contribution in Aid of Construction	128,854	128,854
Misc. Income	4,500	1,000
<b>TOTAL PANGBORN BUSINESS PARK</b>	<b>\$ 958,132</b>	<b>\$ 915,345</b>
<b><u>REGIONAL PORT OFFICE/AVIATION CENTER</u></b>		
Rental Income - Offices	\$ 12,000	\$ 13,500
Rental Income - Aviation/Hangar Uses	151,900	140,670
Misc. Income	-	-
<b>TOTAL RPA OFFICE/AVIATION CENTER</b>	<b>\$ 163,900</b>	<b>\$ 154,170</b>
<b><u>LAKE CHELAN AIRPORT</u></b>		
Rental Income - Kelly Property	\$ 4,900	\$ 5,700
<b>TOTAL LAKE CHELAN AIRPORT</b>	<b>\$ 4,900</b>	<b>\$ 5,700</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>MANSFIELD AIRPORT</u></b>		
Lease Income	\$ -	\$ -
<b>TOTAL MANSFIELD AIRPORT</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>WATERVILLE AIRPORT</u></b>		
Lease Income	\$ 2,924	\$ 3,184
<b>TOTAL WATERVILLE AIRPORT</b>	<b>\$ 2,924</b>	<b>\$ 3,184</b>
<b><u>ORONDO RIVER PARK</u></b>		
Chelan County PUD	\$ 30,000	\$ 30,000
Misc. Income	-	-
<b>TOTAL ORONDO RIVER PARK</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
<b><u>PYBUS INCUBATOR</u></b>		
Office Space Lease	\$ 39,000	\$ -
Misc. Income	240	-
<b>TOTAL PYBUS INCUBATOR</b>	<b>\$ 39,240</b>	<b>\$ -</b>
<b>TOTAL BUSINESS PARK REVENUE</b>	<b>\$ 8,017,537</b>	<b>\$ 8,780,904</b>
<b><u>TAX RECEIPTS</u></b>		
Current Levy	\$ 4,127,912	\$ 4,267,763
0.602% of Prior Year Tax	41,249	25,692
New Construction	83,599	91,808
Tax Refunded (receipts)	14,028	9,721
<b>TOTAL TAX RECEIPTS</b>	<b>\$ 4,266,788</b>	<b>\$ 4,394,984</b>



**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b>NON-OPERATING REVENUES</b>		
ADO Contracts - Dept. of Commerce	\$ 109,286	\$ 109,286
FAA AIP Grant Proceeds (EA & Term Bldg Cap Impr)	747,788	45,000
FAA AIP Grant Proceeds (Land Acquisition)	2,368,038	1,500,000
FAA AIP Grant Proceeds (Apron Rehab)	-	1,142,380
FAA Discretionary (Apron Rehab)	-	3,700,000
FAA AIP CARES Act Grant (\$18,120,860)	14,706,000	2,122,020
PFC Capital Funds (Receipts + Reserves)	468,838	203,120
TSA Operating Grant	14,550	14,600
Actapio Restoration Reimbursement	-	2,000,000
USFS Helipad Reimbursement	280,082	-
Douglas County Payment - PWTF	80,000	80,000
Douglas County - Wenatchi Landing Overlay	6,022	-
WSDOT Aviation - Pangborn	34,295	2,500
WSDOT Aviation - Mansfield	-	-
WSDOT Aviation - Waterville	184,738	156,749
CERB Grant - Giga Watt Adaptive ReUse Study	50,000	50,000
Dept of Commerce - COVID 19 Administrative Grant	100,000	-
Chelan County .09 Grant - Partnership Projects	60,000	60,000
Other Tax Income (LHT & Timber Dist.)	14,500	12,950
EPA Brownsfield Grant (\$600,000)	-	300,000
Interest Income	105,000	86,750
Other Income	42,500	40,000
Sale of Fixed Assets	21,600	-
<b>TOTAL NON-OPERATING REVENUES</b>	<b>\$ 19,393,237</b>	<b>\$ 11,625,355</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>NON-OPERATING REVENUES - COVID 19</u></b>		
Dept of Commerce - Working WA Chelan Cty	\$ 183,259	\$ -
Dept of Commerce - Working WA Douglas Cty	154,547	-
Dept of Commerce - Add'l Allocation - Chelan County	458,361	-
Dept of Commerce - Add'l Allocation - Douglas County	386,567	-
Chelan County CARES Act	1,000,000	-
Douglas County CARES Act	1,000,000	-
City of Cashmere CARES Act	93,000	-
City of Entiat CARES Act	35,000	-
City of East Wenatchee CARES Act	160,000	-
Chelan/Douglas Counties CDBG Grant	71,990	-
City of Wenatchee CDBG Grant	65,000	-
City of East Wenatchee CDBG Grant	133,927	-
Other COVID-19 Grants	-	-
<b>TOTAL NON-OPERATING REVENUES - COVID 19</b>	<b>\$ 3,741,651</b>	<b>\$ -</b>
<b>TOTAL REVENUES</b>	<b>\$ 35,419,213</b>	<b>\$ 24,801,243</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b>BUSINESS PARK EXPENSES</b>		
<b><u>CASHMERE MILL DISTRICT</u></b>		
Debt Service - Buildings A & B	\$ 219,134	\$ 219,134
CERB Loan	75,781	75,781
Property Insurance	15,592	17,930
Building Maintenance	2,500	2,500
Property Maintenance	20,000	17,500
Utilities	32,500	32,500
Misc. Expenses	7,500	7,500
<b>TOTAL CASHMERE MILL DISTRICT</b>	<b>\$ 373,007</b>	<b>\$ 372,845</b>
<b><u>CONFLUENCE TECHNOLOGY CENTER</u></b>		
Salaries	\$ 136,485	\$ 141,045
Employee Benefits	35,080	35,510
Payroll Taxes	12,175	12,520
Contract Labor	4,000	10,000
Building Operational Expenses	411,000	405,455
CTC South Building Operational Expenses	-	23,510
Video Conference Center/Meeting Room Expenses	81,165	131,089
Debt Service	48,529	48,529
Misc. Expenses	5,000	5,000
<b>TOTAL CONFLUENCE TECHNOLOGY CENTER</b>	<b>\$ 733,434</b>	<b>\$ 812,658</b>
<b><u>MALAGA INDUSTRIAL SITE</u></b>		
Property Maintenance	\$ -	\$ 15,000
Property Insurance	-	250
Utilities	-	5,000
Misc. Expenses	-	10,000
<b>TOTAL MALAGA INDUSTRIAL SITE</b>	<b>\$ -</b>	<b>\$ 30,250</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>OLDS STATION BUSINESS PARK</u></b>		
Salaries (Maintenance)	\$ 59,100	\$ 60,455
Employee Benefits	21,600	22,235
Payroll Taxes	7,865	7,290
Building Maintenance & Repairs	25,250	22,500
Property & Grounds	15,000	18,975
Small Equipment	5,000	2,500
Utilities	53,550	52,500
Fire Protection in lieu of taxes	9,634	9,750
Property Insurance	50,894	58,520
Misc. Expenses	5,000	5,000
<b>TOTAL OLDS STATION BUSINESS PARK</b>	<b>\$ 252,893</b>	<b>\$ 259,725</b>
<b><u>COLUMBIA STREET PROPERTIES</u></b>		
Building Operational Expenses	\$ 34,000	\$ 25,750
Property Insurance	42,959	33,420
Misc. Expenses	50,000	37,500
<b>TOTAL COLUMBIA STREET PROPERTIES</b>	<b>\$ 126,959</b>	<b>\$ 96,670</b>
<b><u>PESHASTIN PROPERTY</u></b>		
Property Maintenance	\$ 3,250	\$ 3,250
<b>TOTAL PESHASTIN PROPERTY</b>	<b>\$ 3,250</b>	<b>\$ 3,250</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>PANGBORN AIRPORT</u></b>		
Salaries	\$ 706,500	\$ 632,505
Salaries - Overtime	44,830	45,610
Employee Benefits	232,950	215,365
Payroll Taxes	100,975	84,400
Engineering/Professional Fees	100,000	105,000
Non-Aviation Maintenance	6,325	10,000
Aviation Maintenance	28,975	25,000
Terminal Maintenance	30,000	33,000
Airfield Maintenance	59,825	65,000
Vehicle & Equipment Maintenance	38,000	30,000
Small Tools & Equipment	-	5,000
Utilities	148,981	153,450
Property Insurance	97,805	112,500
FBO Expenses	25,000	22,500
Fuel (Resale)	540,000	830,000
Fuel (M&O)	30,000	28,000
Regulatory Compliance	53,200	58,000
Winter Operations	36,000	36,000
Memberships & Subs	7,494	7,500
Marketing	5,000	15,000
Conferences, Training & Meetings	10,000	17,500
Information Technology	42,002	42,000
Credit Card Fees	17,820	21,000
Debt Service (Runway Extension)	114,988	-
Debt Service Payoff (Runway Extension)	2,472,830	-
ULID - Douglas County Treasurer (Final)	10,368	-
COVID-19 Compliance	75,000	35,000
Misc. Expenses	7,500	15,000
<b>TOTAL PANGBORN AIRPORT</b>	<b>\$ 5,042,368</b>	<b>\$ 2,644,330</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget**

	2020 Supplemental Budget	2021 Preliminary Budget
<b><u>PANGBORN BUSINESS PARK</u></b>		
Maintenance	\$ 98,500	\$ 98,500
Supplies	2,500	-
Equipment	1,500	-
Utilities	65,000	59,895
Storm Water	3,668	3,750
Property Insurance	30,921	35,550
CIAC Payments to PUD	92,038	92,038
Debt Service (Princ, Int, Fees)	393,460	90,533
Debt Service Payoff	6,012,995	-
Misc. Expenses	-	2,000
<b>TOTAL PANGBORN BUSINESS PARK</b>	<b>\$ 6,700,582</b>	<b>\$ 382,266</b>
<b><u>REGIONAL PORT OFFICE/AVIATION CENTER</u></b>		
Building Maintenance & Repairs	\$ 25,000	\$ 25,000
Mobile Equipment Maintenance & Repairs	5,000	-
Utilities	50,000	45,000
Insurance	26,199	30,130
Landscape Maintenance	15,000	17,500
Debt Service	203,211	-
Debt Service Payoff	2,843,568	-
Misc. Expenses	10,000	7,500
<b>Total RPA OFFICE/AVIATION CENTER</b>	<b>\$ 3,177,978</b>	<b>\$ 125,130</b>
<b><u>LAKE CHELAN AIRPORT</u></b>		
Maintenance & Operations Subsidy (City of Chelan)	\$ 45,015	\$ 45,286
Misc. Expenses (City of Chelan)	5,000	5,000
Maintenance (Kelly Property)	6,000	8,500
Insurance	-	705
Utilities	-	305
Misc. Expenses (Kelly Property)	1,500	1,500
<b>TOTAL LAKE CHELAN AIRPORT</b>	<b>\$ 57,515</b>	<b>\$ 61,296</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>MANSFIELD AIRPORT</u></b>		
Maintenance	\$ 5,195	\$ 3,000
Supplies	505	2,750
Repairs	505	500
Utilities	707	600
Property Insurance	4,051	4,660
Misc. Expenses	5,000	2,500
<b>TOTAL MANSFIELD AIRPORT</b>	<b>\$ 15,963</b>	<b>\$ 14,010</b>
<b><u>WATERVILLE AIRPORT</u></b>		
Outside Maintenance	\$ 7,210	\$ 7,000
Supplies	505	2,750
Repairs	505	500
Utilities	707	600
Property Insurance	4,051	4,660
Misc. Expenses	5,000	3,000
<b>TOTAL WATERVILLE AIRPORT</b>	<b>\$ 17,978</b>	<b>\$ 18,510</b>
<b><u>ORONDO RIVER PARK</u></b>		
Outside Services		
Engineering	\$ 4,000	\$ 4,000
Labor/Maintenance	29,000	28,500
Other	5,000	5,000
Supplies	5,000	2,500
Equipment	2,000	-
Repairs	2,500	2,500
Utilities	2,000	2,250
Property Insurance	1,332	1,530
Misc. Expenses	5,000	5,000
<b>TOTAL ORONDO RIVER PARK</b>	<b>\$ 55,832</b>	<b>\$ 51,280</b>
<b><u>PYBUS INCUBATOR</u></b>		
Misc. Expenses	\$ 6,000	\$ 6,000
<b>TOTAL PYBUS INCUBATOR</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>
<b>TOTAL BUSINESS PARK EXPENSES</b>	<b>\$ 16,563,759</b>	<b>\$ 4,878,220</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>ADMINISTRATIVE &amp; GENERAL EXPENSES</u></b>		
Salaries	\$ 985,000	\$ 1,056,225
Commissioners' Compensation, Benefits & Taxes	196,250	200,085
Employee Benefits	251,805	300,275
Payroll Taxes	82,250	90,035
Internship Opportunities	5,000	10,000
Professional Services		
Legal	230,000	220,000
Engineering	117,500	117,500
Government Relations - Federal	40,000	40,000
WA State Audit Costs	70,500	70,500
Other Professional Services	42,500	42,500
County Election Costs	-	70,000
Conferences, Training, and Meetings	10,000	10,000
Commission Conferences & Travel	15,000	15,000
Memberships and Subscriptions	50,000	50,000
Travel	7,500	7,500
Office Expense		
Supplies	33,650	32,500
Telephone	15,000	13,500
Computers/Hardware	7,421	8,500
Software/Backup/Internet	27,500	27,500
Managed Services/Maintenance	29,500	35,000
Insurance (Public Officials, General Liability, etc)	97,310	111,905
Auto Expense	7,500	7,500
Misc. Expenses	15,000	15,000
<b>TOTAL ADMINISTRATIVE &amp; GENERAL EXPENSES</b>	<b>\$ 2,336,186</b>	<b>\$ 2,551,025</b>
<b><u>BUSINESS DEVELOPMENT &amp; MARKETING EXPENSES</u></b>		
Marketing & Communications	\$ 75,000	\$ 75,000
Business Recruitment & Trade Shows	30,000	15,000
Existing Business Outreach	10,000	-
Air Service Investment Program	25,000	15,000
Real Estate Marketing	35,000	35,000
Chelan-Douglas Trends	7,000	7,000
Small Business Development Center (WSU)	80,000	80,000
Promotional Hosting	5,000	5,000
<b>TOTAL BUSINESS DEVELOPMENT &amp; MARKETING EXPENSES</b>	<b>\$ 267,000</b>	<b>\$ 232,000</b>



**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>ECONOMIC DEVELOPMENT CONTRACTS (NON-PROFITS)</u></b>		
Cascade Foothills Farmland Association	\$ 27,000	
Cashmere Chamber of Commerce	13,500	
Chelan Douglas Land Trust	5,500	
Entiat Valley Chamber of Commerce	10,000	
GWATA (Chelan County \$10,000)	47,000	
Initiative for Rural Innovation & Stewardship (IRIS)	3,000	
Manson Chamber of Commerce	15,000	
NCW Economic Dev District (Chelan County \$5,000)	5,000	
Our Valley Our Future (Chelan County \$30,000)	40,000	
Our Valley Our Future - PODC 2019 Commitment	10,000	
Spirit of Wenatchee	5,473	
Wenatchee Downtown Association	3,000	
WV Sports Foundation - Winter Special Olympics	7,000	
Wenatchee Outdoors	7,000	
Wenatchee Valley TREAD (Chelan County \$10,000)	10,000	
Community Nonprofit ED Projects	46,527	255,000
<b>TOTAL ECONOMIC DEVELOPMENT CONTRACTS</b>	<b>\$ 255,000</b>	<b>\$ 255,000</b>
<b><u>COMMUNITY PARTNERSHIP PROJECTS (MUNICIPALITIES)</u></b>		
City of Bridgeport	\$ 20,000	\$ 20,000
City of Cashmere	35,000	35,000
City of Chelan	30,000	30,000
East Wenatchee Water District	30,000	-
Eastmont Metropolitan Parks District	20,000	20,000
PUD 5th Street Redevelopment Study	21,871	15,684
Chelan County - Countywide Trails Plan	20,000	20,000
City of Wenatchee - Confl. Parkway Environmental	175,000	175,000
Opportunity Placeholder	45,000	50,000
<b>TOTAL COMMUNITY PARTNERSHIP PROJECTS</b>	<b>\$ 396,871</b>	<b>\$ 365,684</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>COVID-19 SMALL BUSINESS GRANTS</u></b>		
Dept of Commerce - Working WA Chelan Cty	\$ 183,259	\$ -
Dept of Commerce - Working WA Douglas Cty	154,547	-
Dept of Commerce - Add'l Allocation - Chelan County	458,361	-
Dept of Commerce - Add'l Allocation - Douglas County	386,567	-
Chelan County CARES Act	1,000,000	-
Douglas County CARES Act	1,000,000	-
City of Cashmere CARES Act	93,000	-
City of Entiat CARES Act	35,000	-
City of East Wenatchee CARES Act	160,000	-
Chelan/Douglas County CDBG Grant	71,990	-
City of Wenatchee CDBG Grant	65,000	-
City of East Wenatchee CDBG Grant	133,927	-
Regional Port Rent Relief Program	100,000	-
Regional Port Ready to Reopen Program	100,000	-
Other COVID-19 Grants	-	-
<b>TOTAL COVID-19 SMALL BUSINESS GRANTS</b>	<b>\$ 3,941,651</b>	<b>\$ -</b>
<b><u>Other Expenditures</u></b>		
EPA Brownsfield Grant - Consultant Services	\$ 7,500	\$ 300,000
<b>TOTAL EXPENSES</b>	<b>\$ 23,767,967</b>	<b>\$ 8,581,929</b>
<b>LESS OPERATING REVENUES</b>	<b>\$ 35,419,213</b>	<b>\$ 24,801,243</b>
<b>NET RESULTS BEFORE CAPITAL PROJECTS</b>	<b>\$ 11,651,246</b>	<b>\$ 16,219,314</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b>CAPITAL PROJECTS</b>		
<b><u>CASHMERE MILL DISTRICT</u></b>		
Tenant Improvements	\$ 850,000	\$ 700,000
Utility Room - Building B	-	100,000
Brender Creek Management	49,500	-
Capital Projects - Other	10,000	10,000
<b>TOTAL CASHMERE MILL DISTRICT</b>	<b>\$ 909,500</b>	<b>\$ 810,000</b>
<b><u>Confluence Technology Center</u></b>		
HVAC Unit Replacement	\$ 565,000	\$ -
Server	-	13,985
Window Sealant Project	-	50,000
Building Entrance Enhancement	-	25,000
Tree Removal/Replacement	22,765	-
Actapio Restoration	-	2,000,000
Capital Projects - Other	5,000	5,000
<b>TOTAL CONFLUENCE TECHNOLOGY CENTER</b>	<b>\$ 592,765</b>	<b>\$ 2,093,985</b>
<b><u>OLDS STATION BUSINESS PARK</u></b>		
IB #2 Repave Parking Lot	\$ -	\$ 150,000
IB #5 Gutter Replacement	64,000	-
Capital Projects - Other	10,000	10,000
<b>TOTAL OLDS STATION BUSINESS PARK</b>	<b>\$ 74,000</b>	<b>\$ 160,000</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>PANGBORN AIRPORT - CAPITAL</u></b>		
<b>FAA Sponsored Projects</b>		
Environmental Assessment	\$ 709,897	\$ 50,000
Apron Rehab & Expansion	-	5,720,000
Term Bldg Security Improvements	468,838	-
Term Bldg Capacity Improvements	211,283	-
Snow Removal Equipment	40,000	-
<b>CDRPA Funded Projects</b>		
Land Use Plan Update	-	75,000
Terminal Building Parking Management	-	60,000
Airport-Wide Wireless Network	-	18,500
USFS Helipad Project	276,962	-
Parking Lot Sealcoat/Striping	85,000	-
Terminal Radio Repeater	50,000	50,000
Jet A Reclaim Tank	15,000	-
Jet A Tank Pump/Drive Testing & Replacement	14,910	-
Crack Sealing Machine	60,107	-
Air Compressor	11,372	-
Airport Vehicle (Pickup Replacement)	32,919	-
Dump Trailer	10,070	-
Snow Blower for John Deere	15,700	-
Add'l CCTV Cameras	25,000	-
Auto Gate Project (Airlift NW)	20,000	-
Fuel Station - Carryover	55,000	-
Maintenance/Operations Equipment	-	175,000
<b>Air Service Reliability Projects</b>		
Airport Approach Lighting System Study	37,000	-
Terrain Study	40,000	5,000
Approach Lighting System Design	82,000	-
ASOS Relocation/RVR Feasibility	11,700	-
New Instrument Approach Study	38,500	-
Construction of MALSR System	-	2,438,000
Runway Protection Zone - Land Acquisition	6,000,000	2,350,000
Jet-A Fuel Truck (5,000 gallon)	-	100,000
Aircraft De-Icing Cart	-	8,000
GA Building Study	-	25,000
Capital Projects Other	10,000	10,000
<b>TOTAL PANGBORN AIRPORT - CAPITAL</b>	<b>\$ 8,321,258</b>	<b>\$ 11,084,500</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget**

	2020 Supplemental Budget	2021 Preliminary Budget
<b><u>PANGBORN BUSINESS PARK - CAPITAL</u></b>		
Tenant Improvements - 3306 Building	\$ -	\$ 25,000
HVAC Units - CWICC Building	-	150,000
3306/3310 Crack Seal/Sealcoat/Stripe	26,000	-
Giga Watt Adaptive Re-Use Study	66,667	66,667
<b>TOTAL PANGBORN BUSINESS PARK - CAPITAL</b>	<b>\$ 92,667</b>	<b>\$ 241,667</b>
<b><u>REGIONAL PORT OFFICE/AVIATION CENTER</u></b>		
Trench Drain Sewer Connection	\$ 65,000	\$ 70,000
HVAC Review/Evaluation	35,333	-
Modular Building Roof	-	10,000
Carpet Replacement	-	45,000
Space Study	54,000	-
Servers (2)	23,804	-
Large Meeting Room	-	280,000
HVAC Replacement Phase I/Phase II	1,500,000	600,000
Digitize Record Drawings	8,000	-
<b>Total RPA OFFICE/AVIATION CENTER</b>	<b>\$ 1,686,137</b>	<b>\$ 1,005,000</b>
<b><u>LAKE CHELAN AIRPORT - CAPITAL</u></b>		
Repair Site Lighting (Kelly Property)	\$ 7,500	\$ -
Capital Projects - Other	-	-
<b>TOTAL LAKE CHELAN AIRPORT - CAPITAL</b>	<b>\$ 7,500</b>	<b>\$ -</b>
<b><u>MANSFIELD AIRPORT - CAPITAL</u></b>		
Crack Sealing	\$ -	\$ 25,000
<b>TOTAL MANSFIELD AIRPORT - CAPITAL</b>	<b>\$ -</b>	<b>\$ 25,000</b>
<b><u>WATERVILLE AIRPORT - CAPITAL</u></b>		
Pavement	\$ 205,315	\$ 174,170
<b>TOTAL WATERVILLE AIRPORT - CAPITAL</b>	<b>\$ 205,315</b>	<b>\$ 174,170</b>
<b><u>ORONDO RIVER PARK - CAPITAL</u></b>		
Fuel Dock & Trailer Removal	\$ -	\$ 15,000
<b>TOTAL ORONDO RIVER PARK - CAPITAL</b>	<b>\$ -</b>	<b>\$ 15,000</b>

**Chelan Douglas Regional Port Authority  
2021 Preliminary Budget**

	<b>2020 Supplemental Budget</b>	<b>2021 Preliminary Budget</b>
<b><u>OTHER CAPITAL</u></b>		
Maintenance Pickup	\$ -	\$ 50,000
Columbia Street Properties	50,000	100,000
Rock Island - Acquisition Strategy	25,000	-
Malaga Property Acquisition	1,500,000	-
Opportunity Fund - Other	250,000	100,000
<b>TOTAL OTHER CAPITAL</b>	<b>\$ 1,825,000</b>	<b>\$ 250,000</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 13,714,142</b>	<b>\$ 15,859,322</b>
<b>NET AFTER CAPITAL PROJECTS</b>	<b>\$ (2,062,896)</b>	<b>\$ 359,992</b>

**Chelan Douglas Regional  
Port Authority**

# Memo

**To:** Board of Directors  
**From:**  Jim Kuntz  
**cc:** None  
**Date:** November 18, 2020  
**Re:** Salcido Enterprises – Plan of Resolution

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Please find attached a proposed Plan of Resolution with Salcido Enterprises. Will review in detail at Tuesday's meeting. If Salcido can obtain a performance bond, it will enhance the Regional Port's financial position with this tenant.

## PLAN OF RESOLUTION

This Plan of Resolution (the “Plan”) is entered into by and between the following parties:

1. SALCIDO ENTERPRISES, LLC, a Washington limited liability company (the “Salcido”);
2. CHELAN DOUGLAS REGIONAL PORT AUTHORITY, a Washington municipal corporation, successor-in-interest to the PORT OF DOUGLAS COUNTY, a Washington municipal corporation (the “Port”).

### RECITALS

A. On July 13, 2016, Salcido and the Port entered into a land lease (the “Land Lease”) for a portion of the Pangborn Airport Business Park known as Lot 17 located at 748 S. Billingsley Dr., East Wenatchee, Douglas County, Washington 98802 (the “Property”). The Land Lease carried a 35-year term that commenced on July 1, 2016 and is scheduled to terminate on June 30, 2051.

B. In connection with the Land Lease, Salcido and the Port entered into two Contribution-In-Aid-of-Construction Agreements (“CIAC Agreements”) whereby the Port agreed to defer costs Salcido owed to Public Utility No. 1 of Douglas County (“PUD”) related to electric infrastructure costs. The two CIAC Agreements (referred to as “CIAC Agreement 1” and “CIAC Agreement 2”) are described below.

(1) CIAC Agreement 1. CIAC Agreement 1 required Salcido to pay \$33,957.20 as a down payment (30% of the costs of the electric infrastructure), with \$52,568.80 to be paid in bi-annual installments of \$6,586.80 on May 1 and November 1 of each year until paid. CIAC Agreement 1 also required Salcido to carry a performance bond in the amount of \$63,997 (“CIAC 1 Bond”). As of the date of this Agreement, Salcido owes \$15,999.20 on CIAC Agreement 1 (the “CIAC 1 Balance”).

(2) CIAC Agreement 2. CIAC Agreement 2 required Salcido to pay \$246,729 as a down payment (30% of the costs of the electric infrastructure), with \$575,701 to be paid in bi-annual installments of \$57,570 on May 1 and November 1 of each year. CIAC Agreement 2 also required Salcido to carry a performance bond for the entire 575,701 initial amount due (the “CIAC 2 Bond Requirement”). For the entire term; there was no annual reduction of the CIAC 2 Bonding Requirement as Salcido made payments to the Port. As of the date of this Agreement, Salcido owes \$303,849.70 on CIAC Agreement 2 (the “CIAC 2 Balance”). Currently, Salcido is past due on its payment obligations on CIAC Agreement 2 in the amount of \$115,140.20, representing two payments owing for May 1, 2020 and November 1, 2020 (the “2020 CIAC 2 Payments”). The Port had previously granted Salcido an extension on the May 1, 2020 payment until November 1, 2020.

C. On September 23, 2020, Salcido issued its subtenant, StepChange Data, Inc., a 30-day Notice to Comply or Vacate (the “Subtenant Notice”) for noncompliance with the Sublease



for failure “to pay rent and/or utilities and/or recurring or periodic charges that are past due, as identified on the attachment in the amount of \$439,250.00.” Salcido provided a copy of the Subtenant Notice to the Port. Among items required to be paid by StepChange Data, Inc., were the CIAC payments to the Port.

D. After receiving the Subtenant Notice, the Port reviewed the Salcido Land Lease and CIAC Agreements and determined that Salcido’s performance bond did not match the signed agreements because Salcido had been reducing the bond amount each year as it paid down the balance of its CIAC Agreements. Currently, Salcido has a performance bond for \$320,000, which only guarantees the performance of CIAC Agreement 2. The Port and Salcido engaged in discussions on the bonding requirements. Through those discussions, it was determined that Salcido did not procure a separate bond required under the Land Lease, and that the CIAC Agreements do not allow a reduction in the bond as payments are made.

E. On November 3, 2020, the Port issued Salcido a Notice of Breach of Lease and a Notice of Breach of CIAC Agreement 2 (the “Salcido Notices”) due to Salcido’s failure to, among other things, properly bond the Land Lease and the CIAC Agreements. Salcido and the Port immediately engaged in discussions to find a resolution to address the Salcido Notices.

F. The Port and Salcido have negotiated a resolution to the Salcido Notices and payment schedule for the CIAC Agreements as set forth in this Plan herein, subject to the conditions contained herein.

### PLAN OF RESOLUTION

In an attempt to fully resolve the Salcido Notices and the various Bonding requirements under the CIAC Agreements and the Land Lease, Salcido and the Port agree as follows:

1. Salcido Cash Payment. On or before November 30, 2020, Salcido shall make a payment to the Port in the amount of \$64,426.90. Such payment shall be applied as follows:

i. \$15,999.20 will be used to pay the remaining CIAC 1 Balance and CIAC Agreement 1 shall be deemed satisfied. No further bond shall be required for CIAC Agreement 1.

ii. \$22,359.24 will be applied to deferred rent owed under the Land Lease that would otherwise be due January 1, 2021; and

iii. \$26,068.46 will be applied to the CIAC 2 Balance.

2. Amendment to CIAC Agreement 2. The Parties further agree that bonding requirement in CIAC Agreement 2 allows Salcido to obtain a performance for the remaining outstanding CIAC 2 Balance due at the time Salcido renews the performance bond each year. In addition, CIAC Agreement 2 will be amended to reflect that Salcido (i) may repay the remaining CIAC 2 Balance after application of the \$26,068.46 on a monthly payment cycle as finally approved by the Port board of directors, and (ii) make monthly installments of its CIAC 2 bi-annual payments on a monthly payment cycle as finally approved by the Port board of directors.

3. Land Lease Amendment. The Land Lease will be amended as follows:

PLAN OF RESOLUTION

Page 2

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4852-9138-37077

i. To allow Salcido to pay the annual rental amount in equal monthly installments on the first day of each month, beginning on January 1, 2021.

ii. That if Salcido fails to make a timely lease payment and fails to cure the default within 30 days of written notice of same, then the Port may make a claim against the bond in an amount equal to two years payment of rent plus leasehold tax.

4. New Salcido Bonding Requirement. Beginning on or before December 18, 2020, after Salcido makes the cash payment identified in section 1, above, Salcido's performance bond shall cover both CIAC Agreement 2 and the Land Lease as follows:

a.	CIAC Agreement 2 Bond Amount:	\$ 261,782.04
b.	<u>Land Lease Bond Amount:</u>	<u>\$ 66,412.00</u>
	Total Bond Amount	\$ 328,194.04

5. Conditions. This Plan is subject to the following conditions:

i. Salcido's payment of the cash payment to the Port identified in section 1, above, no later than November 30, 2020;

ii. Delivery by Salcido to the Port, confirmation of Salcido's ability to obtain a performance bond in the amount of \$328,194.04 no later than November 20, 2020. Salcido shall provide a copy of this Plan, as soon as it is signed, to its underwriter and the bonding company shall provide confirmation that it has reviewed this Plan;

iii. Salcido's procurement of a new annual performance bond in the amount of \$328,194.04 on or before December 14, 2020 that expressly secures both the Land Lease and CIAC Agreement 2; and

iv. Port Commission approval of (i) the Amendment to CIAC 2 and the Amendment to Land Lease as provided in Sections 2 and 3, above, at a regularly scheduled or special meeting of the board on or before December 15, 2020. The Parties agree to work in good faith on these amendments beginning December 1, 2020 upon Salcido's satisfaction of conditions (i) and (ii), above.

6. Disclosure. This Plan serves as full disclosure of all pertinent facts and shall be disclosed to the bonding company.

EFFECTIVE the \_\_\_ day of November, 2020.

*Signature Page to Follow*

“SALCIDO”

SALCIDO ENTERPRISES, LLC,  
a Washington limited liability company

By \_\_\_\_\_  
MALACHI SALCIDO, CEO

“PORT”

CHELAN DOUGLAS REGIONAL PORT  
AUTHORITY, a Washington municipal corporation

By \_\_\_\_\_  
JIM KUNTZ, CEO

**PROPOSAL FOR PURCHASE**

**COLUMBIA STREET**

**WENATCHEE, WA 98801**

**Columbia Street Property Offering – Buildings G & I**

Submittal Date October 30, 2020

Prepared For:

Chelan Douglas Regional Port Authority (CDRPA) ATTN: Stacie de Mestre

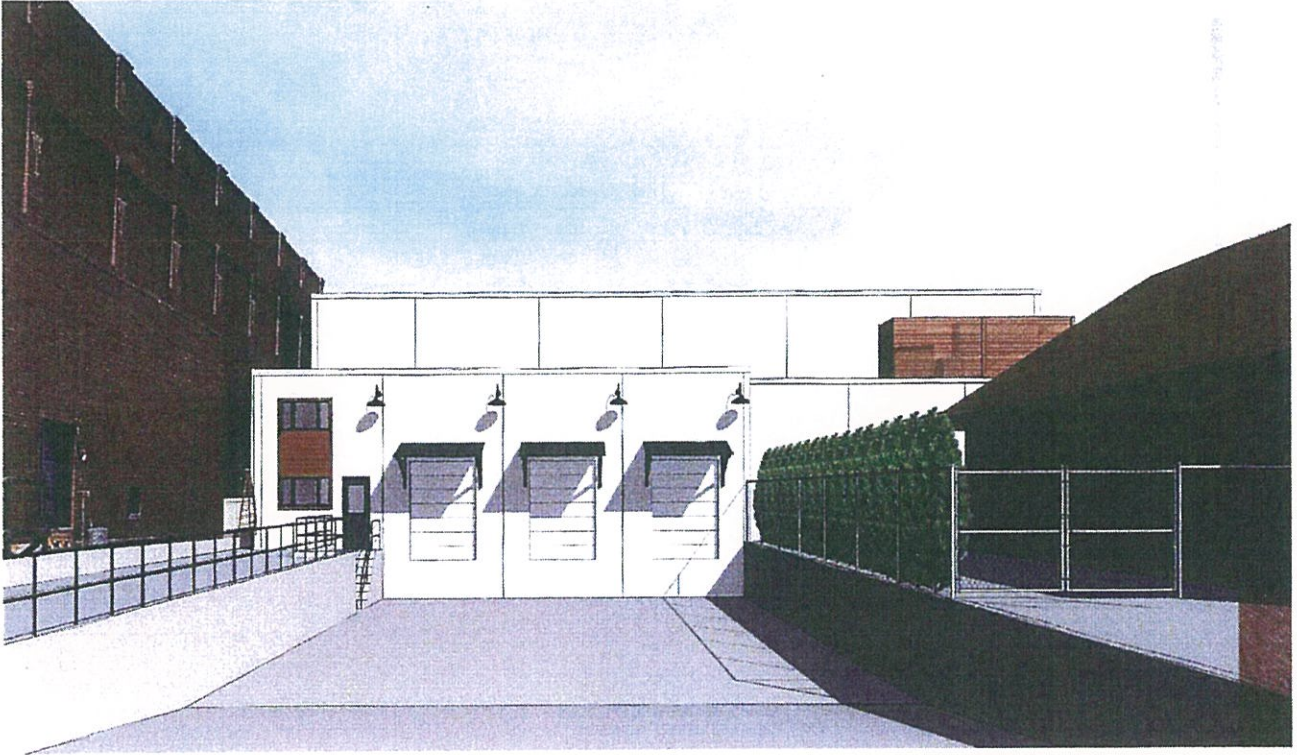
One Campbell Parkway, Suite A

East Wenatchee, WA 98801

Submitted By:

Clay Gatens and Andrew Cusick





**BUILDING G EXTERIOR ELEVATION**



**BUILDING I EXTERIOR ELEVATION**



AERIAL VIEW

**DEVELOPMENT  
PROPOSED USES**

**PLAN**

**& Building I (North Building) Approx. 5,488 Sq. Ft.**

Building I will be remodeled for a single-user tenant engaged in light manufacturing and wholesale with limited retail sales from the property. Currently, Armour Wines has expressed interest in the property and is expected to be the tenant for Building I.

Armour Wines, LLC produces lo-fi wines in the Wenatchee Valley. Tyler Armour is the winemaker for Armour Wines. He has over 14 years of experience in the industry. Tyler is the current winemaker at Fielding Hills Winery. Armour Wines creates whole-cluster, native fermented wines in neutral barrels with minimal intervention. Armour Wines is a local family ran business ran with Tyler's wife, Sarah. She has a business background and graduated from Washington State University with an International Business degree.

As discussed more fully below, the development plan and interior and exterior remodel of Building I is intended to provide a vibrant location to both make and house local wine, but also to have a wholesale and retail operation for the sale of wine. In addition to controlled atmosphere improvements and infrastructure for wine making and storage, the north portion of the building fronting Yakima St. will be remodeled to include an exterior entrance and windows to facilitate a tasting room, retail sales, and indoor/outdoor seating.

**Building G (South Building) Approx. 14,472 Sq. Ft.**

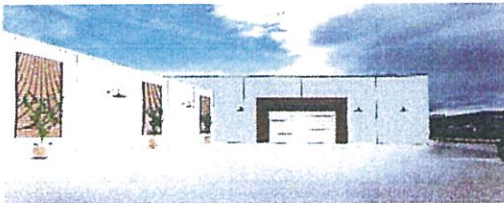
Building G will be remodeled and positioned to attract a single user tenant as well. Currently, we are in negotiations with a nation-wide fire and water restoration company that operates locally owned and operated franchises for property disaster fire and water remediation. This type of tenant is ideal for the existing scale and size of Building G and its existing loading ramp off of Kittitas St.



An established and growing restoration company with locations throughout Washington state will bring smooth sophisticated business operations to the area and provide well-paying jobs across a number of business sectors. This type of tenant will fit nicely within the existing infrastructure of Building G and the industrial character of the surrounding area and will not require extensive off-site infrastructure improvements that could be disruptive to neighboring properties, traffic, or parking.

In addition to the exterior remodeling, the interior of Building G will also be remodeled to update and expand the existing offices located on the mezzanine level of the building.

## **EXTERIOR ARCHITECTURAL GOALS**



All exterior remodeling will be consistent with the goals identified in the CDRPA Surplus Property Offering, including retention of the industrial aesthetic of the existing buildings and surrounding area while at the same time ‘softening’ the exterior elements through the use of accent natural wood elements, painted murals relating to the regions agricultural heritage, and metal awnings over doorways and windows to create a human-scale connection with the buildings that is currently lacking.



With the addition of exterior openings and indoor/outdoor seating along the north portion of Building I, the proposed remodel will enhance community engagement and promote pedestrian connections with nearby Pybus Public Market and the Loop Trail.



Exterior element goals have also been developed with the intent of being aesthetically consistent with the S.P.O.R.T building proposal accepted by the CDRPA and the renderings contained in the Surplus Property Offering. The initial renderings that are included in this proposal highlight this aesthetic.

## **TRAFFIC & PARKING**

Traffic and Parking for both Building G and Building I are not anticipated to significantly increase or negatively impact the historically existing traffic and parking in the immediate vicinity of the buildings. While both buildings will create new employment and

visitor opportunities, the re-purposing and adaptive re-use planned for the buildings is not intended to attract or encourage parking or traffic volumes that substantially deviate from the historical operations of the buildings. Additionally, the existing loading ramp and level parking areas immediately adjacent to Building G's loading ramp will be configured and utilized to reduce off-site parking by employees coming and going from Building G.

**PROPOSED PURCHASE PRICE**

\$1,000,000.00

**JOB CREATION**

It is anticipated that a single user light manufacturing tenant for Building I will create 8-10 new full time jobs with hourly rates between \$15.00 and \$50.00 per hour.

A single user construction and restoration company for Building G will create between 30-40 new jobs with hour rates starting at \$20.00 per hour and salaried administrative positions starting at \$38,000 annually.

**ADAPTIVE REUSE**

The goal for both Building G and I is to put the buildings into an adaptive reuse that works within each buildings existing footprint and does not require demolition and removal or additions to the existing building envelopes and footprint. This adaptive reuse approach will minimize disruptions to the immediately surrounding area, minimize increased loads to existing utility infrastructure, and allow the buildings to be put into new adaptive uses in a shorter period of time.

Building access will be improved to both buildings by the addition of exterior openings and windows to the north side of Building I along Yakima St. and the addition of a new roll-up bay to Building G along Columbia St.

These new accesses and openings will be implemented consistent with the design aesthetic and Exterior Architectural Goals described above and depicted generally by the initial renderings.

**PROSPECTIVE DEVELOPMENT  
TIMELINE**

The proposed development timeline is as follows, subject final closing date, financing, and lease commitments:

Enter into MOU December 2020

Secure Financing, Secure Leases, Apply for all Required Permits January – April 2021

Obtain Permits and Close May 2021

Perform Building Remodeling (interior and exterior) and Tenant Improvements May – October 2021

Open for Occupancy November 2021

**CLOSING OF TRANSACTION**

We would prefer to close once financing and leasing have been secured and permits have been applied for. We anticipate that this will be accomplished in April 2021

**KEY INDIVIDUALS & PAST  
PROJECTS**

Clay Gatens, Owner. Clay is a lawyer and developer with decades of experience in both areas on both the west and east side of the state. Clay's legal background and qualifications can be found at <https://www.ggw-law.com/clay-gatens>

Clay's development projects include historic mixed-use redevelopment projects located in Seattle, including the complete restoration of a 1920's brick and terra-cotta building located in Fremont that is home to Caffè Vita's retail coffee operations and multifamily housing.

[https://www.fremonthistory.org/wp/then\\_and\\_now/4301-fremont-ave-n-herzig-building/](https://www.fremonthistory.org/wp/then_and_now/4301-fremont-ave-n-herzig-building/)

Clay has also developed high-density urban in-fill multifamily and mixed-use projects in the Queen Anne, Capitol Hill, First Hill, and Ballard areas of Seattle.

Locally, Clay has developed residential plats in Wenatchee, Cashmere, and Chelan. Industrial

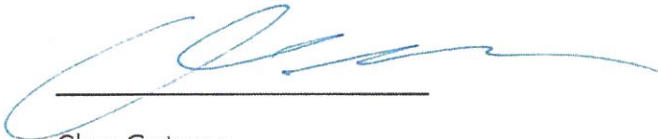
properties in Baker Flats and is currently developing the property located at 600 S. Mission with Andrew Cusick into an office and warehouse building.

Andrew Cusick, Owner. Andrew Cusick is the owner of Woodlands Construction company and has developed commercial properties in Wenatchee and Malaga. Andrew's development in Malaga consist of industrial zoned property that he has developed into warehouses, offices, and boat and RV storage. Andrew is also currently developing the property located at 600 S. Mission with Clay Gatens into an office and warehouse building.

Stewart Cusick, Consultant. Stewart has an extensive background in construction and development. Over the years he has worked on the development of the PUD park systems in Chelan and Douglas counties. The old Waterworks Building at the foot of 5<sup>th</sup> street was completely modified by Stewart. 1 Fifth Street is now a beautiful industrial business park that promotes urban redevelopment. Another location that has been redeveloped into a multi-tenant building is the North Miller Business Park. The most recent building that has been given new life is the old Stemilt building at the North end of town. With the help of Woodlands Construction, Ohme Garden Business Park was transformed from a single tenant space into a multi-tenant building. Stewart, through his former construction company, originally built Building I and is very familiar with its construction and history.

## REFERENCES

Available upon further request.



Clay Gatens



Andy Cusick

# Chelan-Douglas Community Action Council

620 Lewis Street \* Wenatchee, WA \* 98801



509-662-6156

[www.cdcaac.org](http://www.cdcaac.org)

## Proposal for Purchase

Prepared for:

Chelan Douglas Regional Port Authority

Lineage Property Buildings G & I

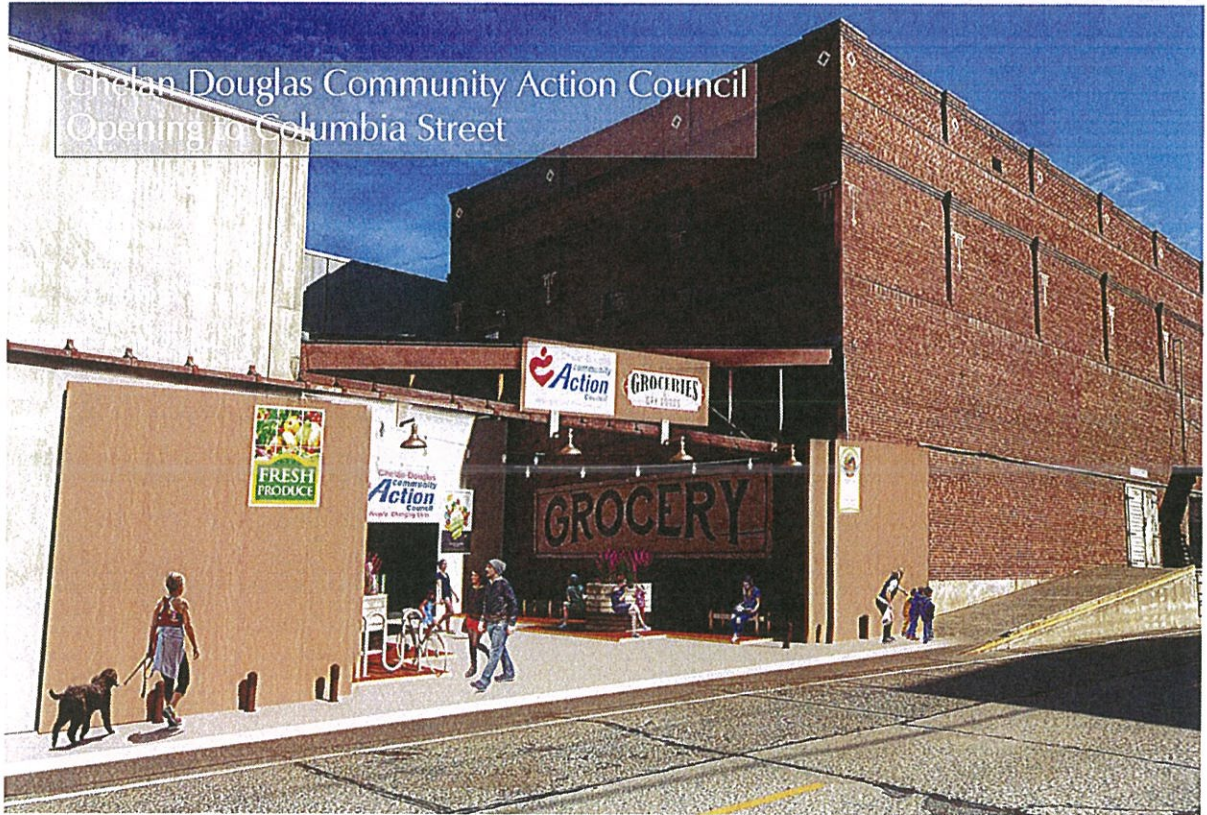
Submittal Date: October 30, 2020



Chelan Douglas Community Action Council  
Building I - North



Chelan Douglas Community Action Council  
Opening to Columbia Street



## **Development Plan and Proposed Uses**

Chelan Douglas Community Action Council (CDCAC) is pleased to submit a proposal for the purchase of the Lineage property identified as Buildings I and G. Our vision is to transform the warehouse space into a vibrant professional office building combined with maintaining space as a renovated functioning warehouse addressing needs of our most vulnerable residents in Chelan and Douglas Counties.

Chelan-Douglas Community Action Council was established in 1965. We are a private not-for-profit corporation serving the low-income residents of Chelan and Douglas Counties. However, in recent years some of our programs have expanded beyond the two-county area, to include Okanagan, Grant, Adams and Lincoln Counties. Our purpose is to assist individuals and families to move out of poverty and into a lifestyle that promotes a safer and healthier living environment, leading to self-sufficiency. CDCAC collaborates with other social service agencies, public agencies (federal, state, county and city), community organizations, businesses, health and education entities to provide information, build relationships, support referrals and coordinate services.

We have a staff of approximately 24 and an annual budget over \$3 million. Our programs include Energy Assistance, Weatherization and Healthy Home Improvement, Asset Building, AmeriCorps, Retired Senior Volunteer Program (RSVP), Adult Literacy Council, Food Distribution Center, and Housing, including 50 units of affordable housing.

Building I is to be retrofitted to house the office functions of CDCAC. Program spaces include offices, 35-person conference room, meeting rooms, copier areas, storage space, kitchen/lunch room, archive room, and archive destruction area. A public storefront and reception area to be easily recognized and accessed from street at the North end of the building. The reception area will have a high ceiling. Office spaces will have daylight openings introduced into the tilt up concrete walls. Solar tubes will potentially be installed into the roof. The option to construct a second story within the building has been determined feasible.

Building G is to be retrofitted to house the support spaces for CDCAC Weatherization and Food Distribution programs. Program spaces include offices, freezer (estimated at 20x60x16 feet), cooler (estimated at 20x60x16 feet), dry storage, packaging area, receiving area, and forklift aisles. CDCAC will explore the possibility of creating a future commercial kitchen for employment skill training and grocery store style food pantry in the space as well with access from Columbia Street.

Continued Access between Building I and Building G is desired. Building I has connection points with the adjacent building. These connections are not currently code compliant for intended occupancy separation and creating the separation must take place during construction. There is a metal canopy covering Columbia Street access to Building G. This canopy is between two adjacent buildings and currently fenced with chain-link. Building G has a loading dock and ramp access from Kittitas Street. Access to Building I and Building G from Yakima Street is currently fenced with chain-link and there is access to what will be a future employee parking area.

The size and shape of the each space offers an unencumbered and flexible opening for build outs of office, meeting room, and other spaces conducive to a professional office environment and warehouse storage with a simple and straightforward connection between the two.

Renovation costs are estimated at \$2.2 to \$2.8M.

### **Exterior Architectural Goals**

Exterior architectural goals will be met with a mixture of architectural and functional additions of entry ways, windows, awnings/canopies, and claddings in the manner shown in the included renderings.

At Building I a storefront main entry and associated signage will be added to the north end of the building. The existing loading door opening may also be maintained to provide a connection of the lobby space to the exterior and provide interaction with pedestrians during warmer months. Dryvit or similar panels will be used to group new windows and modulate the blank facades of the tilt up concrete construction. The decorative canopy over the new north facing entry will wrap around to the east side providing a visual connection between that portion of the facility and Columbia Street. Bike racks or bike spaces would also indicate a pedestrian friendly building approach. East Building I façade walls will have a second code required ground floor access (including canopy) at the far side for egress of the occupancies inside along with numerous windows for the new offices located along that wall at the interior. Plantings including vertical components may be used to reduce blank wall expanses as shown in the renderings. The north face of Building G may have a mural, partner list, or other boldly colored signage, as shown in the example rendering to reduce the blank wall effect already present. Building I is intended to have parking at both the storefront and east lot and a future side walk/ pedestrian connection in front of the adjacent building to the west is assumed, but may be dependent on other covenants or development associated with that building.

For Building G at the west entry face Columbia Street the wall would be opened with a small storefront entry into a proposed grocery space, and area under the existing canopy would be activated as and outdoor space that the grocery operation could fill up in warmer months. The possibility of large operable doors or barn doors to provide a more human scale and a pedestrian connection and activation of that portion of the building along with security during off hours would be evaluated in relation to the easements present. Signage along the canopy as well as new lighting would provide an interruption to the blank walls of the adjacent buildings to the north and south. At the south of Building G the current curb cut configuration of the street frontage facing the turnaround would be maintained for that portion of the building to have continued use as a loading dock. Awnings over the entry and windows along with Dryvit accenting in the manner of the Building I entry renderings would be used to bring human scale to that portion of the walls. At time of proposal the east edge of the loading dock wall appears to abut the BNSF property and/or provide access to



the fire hydrant/utility easement and BNSF equipment. If room is available, a landscape buffer would be provided per the stated Architectural Goals for the property in the manner shown in the renderings in the front of Building I.

### **Traffic and Parking**

Daily traffic volume is based upon our existing locations and includes staff and visitors. Staff of 25 typically has limited trips once on location, and transportation options vary. Visitors utilize a variety of transportation options including foot, bike, public transportation and personal vehicle. The number of office visitors per day (Monday – Friday) ranges from 15-30. We will configure onsite parking for staff and visitors in accordance with City of Wenatchee parking requirements.

There is adequate space on the east side between the existing fence property line and buildings to accommodate CDCAC owned vehicles.

Semi-truck traffic for receiving products for our Food Distribution Center total three to four arrivals per week and additional truck deliveries for our Weatherization program on a less frequent basis, averaging two per month. There will be an average of three daily (Monday – Friday) truck deliveries from the site to other locations in the two-county area, these are accomplished with regular size pick-up and 14 foot box trucks. CDCAC does not own or operate commercial semi-truck vehicles.

### **Job Creation**

Estimated new job positions in the short term (12-24 months) is two to three, current staff is 23 (21 Full Time, 2 Part Time) with an average salary of \$25.18/hour. In addition, we recruit 6-8 AmeriCorps members to serve with our agency annually learning job skills while serving our region. Volunteers and interns are an important component of our business. We frequently host interns who are seeking to build and expand their employment skills. We partner with multiple education and employment training organizations to offer on-the-job learning experiences. Volunteers serve in multiple capacities and we strive to build rewarding opportunities within our programs for others to give of their time and share their talents.

### **Adaptive Reuse**

Extensive remodeling will occur in Building I to accommodate an office staff of 30, including the installation of a second floor, elevator, and exposing the existing interior to outside light. Renovations will involve looking forward to the future in design and installation of work environments to meet the demands of onsite, as well as remote work performance, while maintaining a feel of the building's original use.

A public storefront and reception area will be easily recognized and accessed from street level at the North end of the building. The reception area will feature existing height ceiling, exposing the original structure interior. At the south end of the property, existing receiving/loading docks will be utilized to serve the needs of the Food Distribution Center and Weatherization programs. Both programs are vital to the health and success of our most vulnerable residents.

We embrace the CDRRA's goal of celebrating our past and recognizing the importance our agriculture community has on the downtown core of Wenatchee. We embrace the agriculture industry, partnering with area farming business that provide fresh fruit and produce to us for distribution through area food pantries. We understand their importance and value their contributions to our local economy. Utilizing the exterior space to showcase our agriculture roots, will lend to supporting our efforts to address the nutritional needs of residents and celebrate the importance of our migrant workers and rich agriculture heritage.

### **Prospective Development Timeline**

We would like to put the building under contract at a time when CDRPA is prepared to do so. Forte Architects has provided the feasibility study and exterior design model and will continue to serve as the design principal on this project. Financing of the project purchase price and renovations will be a combination of private donor, corporate, foundation support and the legislative Capital Budget process supported by Representative Mike Steele. We prefer to close after the City of Wenatchee approves our building plans and funding is complete, which will occur prior to construction. We plan to have construction begin summer 2021 and completion in first quarter of 2022.

The Community Foundation of North Central Washington has awarded CDCAC a grant of \$50,000 to hire professional fundraising, marketing and graphic design consultant(s) to conduct a capital campaign to raise the necessary funds to complete this project.

Community support and awareness of CDCAC has increased significantly over the past 8-months and we believe this will aid in our support for a successful capital campaign to raise the necessary funds to purchase and complete renovation/improvement costs. Redesigned marketing materials are completed and a new website is schedule for release in November 2020.

### **Organization and Individual Biographies**

Community Action is a result of President Lyndon B. Johnson's War on Poverty and from the advocacy of Dr. Martin Luther King, Jr. The Economic Opportunity Act of 1964 created the Community Action Network of national and locally-focused organizations that connect millions of children and families to greater opportunity. Chelan Douglas Community Action

Council, established in 1965, is one of approximately 1100 Community Action Network organizations in the country. Each is independently organized, but connected to each other through common mission and purpose.

We pledge ourselves to creating an environment that pursues innovation and excellence through multi-sector partnership and collaboration. CDCAC forges working relationships with dozens of partners, focused on increasing the capacity for people to help themselves and each other. This project will help establish the organization for our next 50-years of community service, being here to help others in need to escape poverty, remove barriers and build a better life.

The staff Leadership Team includes Alan R. Walker, Executive Director; Kristi Hills, Deputy Director; and Louise Johnson, Fiscal Director.

Alan has been the Executive Director for CDCAC for almost three years and has led non-profit organizations for 22- years; he was self-employed for 10-years and holds a Master's Degree in Organization Development from Central Washington University. He has served on multiple state and local non-profit boards and been an active Rotarian for 25-years. Alan is a founding member of Our Valley Our Future and continues to serve on the Board.

Kristi has been the Deputy Director for CDCAC for over five years, after serving five years on the CDCAC Board, bringing a unique perspective and understanding to the position. Prior to joining the staff she worked for Wenatchee Valley College eight years and served as an AmeriCorps Member for the Wenatchee YWCA. She graduated from California State University with a Psychology Degree.

Louise has been with CDCAC for nine years, first hired as the Accounting Assistant before being promoted to Fiscal Director in 2015. She was employed as an office manager/bookkeeper for 18-years before joining CDCAC. Louise has extensive knowledge of federal funding rules and regulations in accordance with 2 CFR Part 200.302(b), of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and of the Uniform Administrative Requirements, Cost Principles, and Audit Requirement for U.S. Department of Health and Human Services Awards. Louise received her accounting degree from Wenatchee Valley College.

Combined the Leadership Team has 72-years of experience!

The organization external annual audit has discovered no financial statement findings, federal award findings or questionable costs for the past several years.

## **Past Projects**

CDCAC secured funding from the Washington State Department of Commerce - Housing Trust Fund (HTF) in the mid-1990's to build two apartment complexes, 32-units in East Wenatchee and 18-units in Wenatchee. We continue to own and manage these properties, plus one single family residence. This includes tenant management, grounds up-keep, routine maintenance, and coordinating professional services.

In April 2020 we were awarded a HTF Preservation Grant of \$1.7 Million to perform renovation and improvements to the two properties. Collaborating with consultants and a general contractor work began in October to include: interior renovation and replacement of cabinets, flooring, lighting, sinks, faucets, windows and doors to individual apartments (including the temporary relocation of 14-households) and exterior siding, painting and roofing replacement/work.

We own our office building, maintaining 5000 square feet of professional office space, grounds and parking.

## **References**

Washington Trust Bank, Heidi Myers

Cashmere Valley Bank, Steve Lee

Washington State Department of Commerce - Housing Trust Fund, Angela Snow

## **Proposed Purchase Price**

\$1,200,000.00

## **Submitted By**

Approval to submit a proposal was approved by the CDCAC Board of Director's during their regular meeting held October 14, 2020.

Alan R. Walker, Executive Director

Chelan Douglas Community Action Council

620 Lewis Street

Wenatchee WA 98801

509-662-6156, x 224

alanw@cdcac.org



240 North Wenatchee Avenue  
Wenatchee, WA 98801

(509) 293-5566  
[www.fortearchitects.com](http://www.fortearchitects.com)

**PROJECT TITLE:**

**Chelan Douglas Community Action Council - Lineage Building Feasibility Study**  
Headquarters & Warehouse Relocation – Lineage Buildings I & G  
2 Yakima Street  
Wenatchee, WA 98801

**FORTE ARCHITECTS PROJECT NUMBER: 2043**

**DATE:** August 26, 2020

**REQUESTED BY:**

Alan Walker, Executive Director  
Chelan Douglas Community Action Council  
620 Lewis Street  
Wenatchee, WA 98801

Douglas Community Action Council  
I - North





240 North Wenatchee Avenue  
Wenatchee, WA 98801

(509) 293-5566  
www.fortearchitects.com

## CHELAN DOUGLAS COMMUNITY ACTION COUNCIL LINEAGE BUILDING FEASIBILITY STUDY NARRATIVE

Project No. 2043

### NARRATIVE

August 24, 2020

Chelan Douglas Community Action Council (CDCAC)  
620 Lewis Street  
Wenatchee, WA 98801

Attn: Mr. Alan Walker, Executive Director CDCAC,

The following narrative describes the required work to modify the Lineage Buildings to provide space for the new headquarters and operations space for the Chelan Douglas Community Action Council. Buildings I and G are under consideration for the proposed project. The buildings are generally located at 2 Yakima Street in Wenatchee WA, Parcel No. 2220034401000. This report covers the design criteria the buildings would be required to comply with by City of Wenatchee Code and other relevant codes. The possibility of PUD rebates for energy efficiency is also included in this report.

The parcel (Parcel J on provided survey) is currently owned by the Chelan Douglas Regional Port Authority and is 1.74 acres with two buildings, I and G, and an attached entry area off of the loading dock facing Kittitas Street. The tilt up concrete buildings were built in 1985, with some additional work completed into 1989. Building I is approximately 5,488 square feet. Building G is approximately 14,472 square feet.

Building I is to be retrofitted to house the office functions of CDCAC. Program spaces include offices, 35-person conference room, meeting rooms, copier areas, storage space, kitchen/lunch room, archive room, and archive destruction area. A public storefront and reception area to be easily recognized and accessed from Columbia street. The reception area will have a high ceiling. Office spaces will have daylight openings introduced into the tilt up concrete walls. Solar tubes will potentially be installed into the roof. The option to construct a second story within the building is included in this report.

Building G is to be retrofitted to house the support spaces for CDCAC programs. Program spaces include offices, freezer, cooler, dry storage, packaging area, receiving area, and forklift aisles. CDCAC will explore the possibility of creating a future grocery store in the space as well. The estimate contained in this report does not include most operational equipment such as storage units, racks, lifts, interior gats, ladders, and other equipment. A 1200 sq ft cooler and 400 sq ft freezer has been included due to included fire suppression costs.

Continued access between Building I and Building G is desired and included in this report.

## CONDITIONS

Also See Attachment B & C as Referenced

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A Site Survey and Building Summary document were provided by the Chelan Douglas Regional Port Authority and are attached to this document for reference. (Attachment B) The buildings are tilt up concrete construction. Building I is 24 ft tall and Building G is 32 ft tall. The roof of each building is wood and metal web trusses with plywood overlay and a membrane roof with scupper drainage supported by the tilt up concrete walls of the two buildings. Building I has connection points with the adjacent building. These connections are not currently code compliant for intended occupancy separation and creating the separation must take place during construction. There is a metal canopy covering Columbia Street access to Building G. This canopy is between two adjacent buildings and currently fenced with chain-link. Building G has a loading dock and ramp access from Kittitas Street. Access to Building I and Building G from Yakima Street is currently fenced with chain-link and there is access to what will be a future employee parking area. There is a paved surface surrounding the buildings. To the northwest of the property is the Burlington Northern Santa Fe Railroad (BNSF) tracks. To the southwest of Building G is a BNSF owned building. Existing buildings are along the Southeast and northeast of the buildings. An enlarged Site Plan has been prepared for reference and is attached to this report. (Attachment C)

As part of Forte Architect's feasibility research two property walkthroughs were performed. Forte and attendees from CDCAC reviewed the scope of the project during the first walk through, and during the second walkthrough Forte Architects visually buildings and property access for the purpose of generating a feasibility report for CDCAC.

Below ground structural conditions of the buildings are unknown, but based on quality of the intact above ground structure and lack of any visible telegraphing of below ground conditions, and the date of construction, and quality of construction Forte would not anticipate significant below ground problems during construction. A Structural engineer would be required to inspect and evaluate the buildings during the design phase to verify final allowable opening sizes that may be placed in the concrete tilt up panels.

The roof construction has not been fully inspected. Limited viewing of the roof membrane did not show any out of the ordinary wear or damage, and normal maintenance for the roof based on date of install should be anticipated.

Buildings I and G were originally constructed as cold storage fruit warehouses. The ammonia refrigeration systems have been decommissioned. The system components, pipes and equipment, are still in place. There are limited existing heating units in the buildings. There is an existing dry fire suppression system in place. Further inspection of the mechanical systems by a mechanical engineer will be required. A mechanical engineer should be a part of the design process and be well versed in the Chelan County PUD energy efficiency rebate programs.



## SUITABILITY FOR THE PROPOSED PROJECT

The location of the proposed project is consistent with the intended use district and layout of the City blocks near the building. Similar warehousing, shipping, and associated manufacturing occurs in businesses adjacent to the building. There are typical shipping and truck routes onto Wenatchee Avenue with continued access onto the highway that bypass the limited truck access of Wenatchee Avenue Central Business District. The orientation and access for the offices and warehouse areas offer security, off street parking, and ease of access for each respectively. The long term plan for the on street parking on Columbia Avenue is not yet available from the City, but either continued addition parking, or future pedestrian connections at the side of the street will be serve CDCAC's goals for some limited access by visitors and walk ups, especially as the link transit hub is in direct proximity to the buildings.

The general condition of the floors, walls, roofs of the building lends itself well to the functions that CDCAC has proposed for them. There are not apparent significant impediments to the changes that will be required for the offices spaces and warehouse functionality in the two structures. There are several suitable spaces at ground level for mechanical and electrical buildouts that may be used in lieu of requiring them to be placed on the roof, which may eliminate costly roof shoring that often occurs when there is an increase to the occupancy loads and HVAC demands on warehouse spaces.

The size and shape of the each space offers an unencumbered and flexible opening for build outs of office areas and warehouse storage with a simple and straightforward connection between the two.

The tilt up concrete panel construction retrofitting typically works best with regular limited window openings which will well suit the intended regular layout of similarly sized east facing offices, and the height of the buildings will allow for second floor or mezzanine levels. Solar tubes could be easily added to bring in additional light to interior areas and west facing spaces

The north side of the building intended for entry for the offices can be opened by using some overhead steel support between tilt up panels to allow for one section to become a more typical commercial storefront entry with canopy and vestibule. Additional openings in the adjacent tilt up panels will offer potential access to more light into the initial two story entry space.

The floor is thickened for forklift use which should allow partitions to be supported without adding additional footings below. Concrete should be radar scanned and the reinforcement patterns verified for suitable partition support.

**Chelan Douglas Regional  
Port Authority**

# Memo

**To:** Board of Directors

**From:**  Jim Kuntz

**cc:** None

**Date:** November 18, 2020

**Re:** DOH Agreement – Huney Jun Improvements Cashmere Mill District

---

Pleased to report Huney Jun has signed their lease agreement. We need to proceed with constructing tenant improvements. The total budget is \$700,000 for the improvements and \$100,000 for creating a utility corridor.

DOH is proposing a not to exceed fee of \$40,865 to prepare construction drawings and specifications for bidding the project. They are proposing a fee of \$60,000 for construction management services. I am hopeful Ron & Stacie can undertake some of this role to reduce costs.

Overall, the fee schedule is 8% of the budget. That is reasonable. Would like authority to enter into this contract.

# The DOH Associates, PS

7 N. Wenatchee Ave, Suite 500, Wenatchee, WA 98801  
phone: 509.662.4781 fax: 509.663.3253

## General Services – Task Authorization – 4.0

To Professional Architectural Services Agreement effective May 1, 2018

**Client Name:** Chelan Douglas Regional Port Authority

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**Project Location:** 5431 Sunset Highway, Cashmere, Washington

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**Schedule:** Bid documents prior to 12/31/20

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**Professional Services Estimated Fees:** Not to Exceed \$40,865 to be billed on time and expense, plus hourly Construction Administration.

**Project: Huney Jun Tenant Improvement**

**DOH No.: 2017**

**Task 1:** Provide bid document package for Huney Jun Tenant Improvement at the Cashmere Mill District.

---

### Description of Work to be performed:

#### Scope of Work:

Prepare construction drawings and specifications suitable for obtaining a building permit and bidding the tenant improvement work for Huney Jun at the Cashmere Mill District Building B.

Tenant improvement project documents will include project manual with bidding requirements, sample contract and general conditions, and relevant specification sections. Drawings will include a general information drawing, floor plan, enlarged restroom plans, reflected ceiling plans, lighting plans, power plans, mechanical and plumbing plans. Fire protection will be design build.

#### Design Fee:

Design and Construction Documents, Bidding Assistance

The DOH Associates, Architectural	\$19,000
TJG Consulting Engineers, Mechanical/Plumbing	\$9,615
AWA Consulting Engineers, Electrical	\$11,750
Reimbursable Expenses	<u>\$500</u>
Total	\$40,865

#### Construction Budget:

Construction Contract Administration

The DOH Associates, Architectural (4 mo @ 10,000, 2 mo @ 6,000)	\$52,000
TJG Consulting Engineers, Mechanical/Plumbing	\$3,600
AWA Consulting Engineers, Electrical	\$4,000
Reimbursable Expenses	<u>\$500</u>
Proposed Fee Budget	\$60,100

Exclusions: Structural engineering, permit fees, environmental reports, life cycle cost analysis, permit/utility fees, renderings, and special inspection and testing.

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**Accepted for The DOH Associates, PS**

**By**



Digitally signed by Paul R Coppock  
DN: cn=Paul R Coppock, o, ou,  
email=paul@doharchitects.com, c=US  
Date: 2020.11.18 15:22:18 -08'00'

**Title** President

**Date** 11/17/20

**Accepted for the  
Chelan Douglas Regional Port Authority**

**By** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_



	# of Businesses	Amt. of Funding	# of Businesses Rec'd Reimb. Funds	Amt. of Reimb. Funds
<b>1. <u>Demonstrated Need</u></b>				
Working Washington Small Business Emergency Grant Submittals	855	\$ 7,943,336.32		
<b>2. <u>Resources Available</u></b>				
<u>Working Washington Small Business Emergency Grants</u> (Program Closed)	71	\$ 337,806.00	76	\$ 331,965.14
<ul style="list-style-type: none"> <li>• Small Businesses with 10 FTE or less</li> <li>• In Business for one year</li> <li>• Must have a UBI#</li> <li>• Grant cap of \$5,000 per business</li> </ul>				
<u>Douglas County CARES Act Grant</u> (Program Closed)	100	\$ 1,000,000.00	124	\$ 974,966.26
<ul style="list-style-type: none"> <li>• Small Business with 20 FTE or less</li> <li>• Located in Douglas County</li> <li>• In Business for six months</li> <li>• Must have a UBI #</li> <li>• Grant cap of \$10,000 per business</li> </ul>				
<u>Chelan County CARES Act Grant</u> (Program Closed)	184	\$ 920,000.00	191	\$ 909,823.42
<ul style="list-style-type: none"> <li>• Small Business with 20 FTE or less</li> <li>• Located in Chelan County</li> <li>• In Business for six months</li> <li>• Must have a UBI #</li> <li>• Grant cap of \$5,000 per business</li> </ul>				

<u>Chelan County .09 Sales Tax Grant</u> (Program Closed)	16	\$	80,000.00	16	\$	80,000.00
<ul style="list-style-type: none"> <li>• Limited to Chelan County businesses</li> <li>• Use Working Washington Small Business Grant Criteria</li> </ul>						
<u>City of Cashmere CARES Act Grant</u> (Program Closed)	25	\$	93,000.00	25	\$	93,000.00
<ul style="list-style-type: none"> <li>• Small Business with 20 FTE or less</li> <li>• Located within City Limits</li> <li>• In Business since March 1, 2020</li> <li>• Must have a UBI#</li> <li>• Grant Cap of \$5,000 per business</li> </ul>						
<u>City of Entiat CARES Act Grant</u> (Program Closed)	7	\$	35,000.00	8	\$	35,000.00
<ul style="list-style-type: none"> <li>• Small Business with 20 FTE or less</li> <li>• Located within City Limits</li> <li>• In Business since March 1, 2020</li> <li>• Must have a UBI#</li> <li>• Grant Cap of \$5,000 per business</li> </ul>						
<u>City of East Wenatchee CARES Act Grant</u> (Program Closed)	43	\$	215,000.00	39	\$	187,644.55
<ul style="list-style-type: none"> <li>• Small Business with 10 FTE or less</li> <li>• Located within City Limits</li> <li>• In Business for at least one year from date of application.</li> <li>• Must have a UBI#</li> <li>• Grant Cap of \$5,000 per business</li> </ul>						

<p><u>Chelan/Douglas County - Community Development Block Grant</u>  (Micro Grant Program)  (Program Closed)</p> <ul style="list-style-type: none"> <li>• Small businesses outside the city limits of Wenatchee &amp; East Wenatchee</li> </ul>	14	\$ 71,990.00	12	\$ 60,000.00
<p><u>City of Wenatchee – Community Development Block Grant</u>  (Micro Grant Program)  (Program Closed)</p> <ul style="list-style-type: none"> <li>• Small business within City of Wenatchee City limits</li> </ul>	13	\$ 65,000.00	15	\$ 75,000.00
<p><u>City of East Wenatchee – Community Development Block Grant</u>  (Micro Grant Program)  (Accepting Applications)</p> <ul style="list-style-type: none"> <li>• Small business within City of East Wenatchee City limits</li> </ul>	27	\$ 133,927.00	2	\$ 10,000.00
<p><u>Chelan County CARES Act Phase II Grants</u>  (Program Closed)</p> <ul style="list-style-type: none"> <li>• Small Businesses with 20 or less employees</li> <li>• In Business for 6 months</li> <li>• Must have a UBI#</li> <li>• Grant cap of \$5,000 per business</li> </ul>	138	\$ 690,595.00	145	\$ 690,595.00
<p><u>Douglas County CARES Act Phase II Grants</u>  (Program Closed)</p> <ul style="list-style-type: none"> <li>• Small Businesses with 20 or less employees</li> <li>• In Business for 6 months</li> <li>• Must have a UBI#</li> <li>• Grant cap of \$5,000 per business</li> </ul>	47	\$ 234,330.00	48	\$ 234,330.00
<p><u>Chelan/Douglas County CARES Act Phase II - Non Profits</u>  (Program Closed)</p> <ul style="list-style-type: none"> <li>• Chambers of Commerce and Downtown Associations</li> </ul>	10	\$20,000.00	10	\$ 20,000.00

<u>City of Wenatchee CARES Grant</u> (Program Closed)	50	\$500,000.00	84	\$ 399,500.00
<ul style="list-style-type: none"> <li>• Small Business with 25 FTE or less</li> <li>• Located within City Limits</li> <li>• In Business 1 year prior to March 1, 2020</li> <li>• Must have a UBI#</li> <li>• Grant Cap of \$10,000 per business</li> </ul>				

<u>City of Cashmere CARES Act Phase II Grant</u> (Program Closed)	9	\$46,500.00	11	\$ 46,500.00
<ul style="list-style-type: none"> <li>• Small Business with 20 FTE or less</li> <li>• Located within City Limits</li> <li>• In Business prior to March 1, 2020</li> <li>• Must have a UBI#</li> <li>• Grant Cap of \$5,000 per business</li> </ul>				

<u>CDRPA Small Business Support Initiative</u> (Accepting Applications)	200	\$ 200,000.00	74	\$ 66,160.37
<ul style="list-style-type: none"> <li>• Funds: Rent Participation &amp; Getting Ready to Reopen</li> <li>• Small Businesses with 10 FT Employees or Less</li> <li>• Rent Participation has 6 months in business requirement</li> </ul>				

**Resources Available Totals      954      \$ 4,643,148.00**

3. <u>Resources to Businesses</u>			880	\$ 4,214,484.74
4. <u>Unmet Need</u>		\$ 3,300,188.32		



**Chelan Douglas Regional Port Authority  
 FAA CARES Act Grant #3-53-0084-043-2020  
 Allocation of Grant**

<b>Total Grant Funding Available</b>		<b>\$</b>	<b>18,120,860.00</b>
RFR #1 - February 2020 Operations	182,242.32		
RFR #2 - Runway Extension Bonds			
POCC	1,728,770.24		
PODC	744,059.70		
RFR #3 - March 2020 Operations	242,778.15		
RFR #4 - CERB Infrastructure			
CERB - PABP Phase II	796,749.86		
CERB - South Billingsley - Giga Watt	270,291.41		
CERB - South Billingsley - Salcido	120,953.93		
RFR #5 - Executive Flight Bonds			
North Cascades Bank - 2020A	797,742.40		
North Cascades Bank - 2020B	2,072,911.77		
RFR #6 - April 2020 Operations	352,538.14		
RFR #7 - May 2020 Operations	239,448.52		
RFR #8 - June Operations plus debt payments	658,266.91		
RFR #9 - July 2020 Operations	218,864.36		
RFR #10 - PODC Business Park Bonds			
CWICC 2013 - callable	318,663.67		
PABP Phase II - callable after 12.01.2021	1,152,746.25		
3310 Purchase - callable after 06.01.2026	4,045,187.50		
RFR #11 - August 2020 Operations	366,624.15		
RFR #12 - September Operations + HVAC	535,824.52		
<b>Total Requested as of 11-24-2020</b>			<b>14,844,663.80</b>
 <b>Amount still available</b>		 <b>\$</b>	 <b>3,276,196.20</b>



Acct Name: CHELAN DOUGLAS REGIONAL PORT

**SUMMARY - USD**

Page 1

Acct Number: XXXXXXX013

For period 10/01/2020 - 10/31/2020

**ACTIVITY - Settled/Cleared Cash Activity**

<b>Transaction Type</b>	<b>Amount</b>
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	4,000.00
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
<b>Net Activity</b>	<b>4,000.00</b>

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

Statement Contents

- \*Summary
- \*Activity - Settled/Cleared Cash Activity
- \*Holdings
- \*Cash Flow Projections

**HOLDINGS - Custody**

<b>Category</b>	<b>Par/Shares</b>	<b>Original Face</b>	<b>Principal Cost</b>	<b>Market Value</b>
US Government Agency Securities	4,000,000.00000	4,000,000.00000	4,091,592.50	4,187,103.00
<b>Total Custody Holdings</b>	<b>4,000,000.00000</b>	<b>4,000,000.00000</b>	<b>4,091,592.50</b>	<b>4,187,103.00</b>



Acct Name: CHELAN DOUGLAS REGIONAL PORT

**ACTIVITY - USD**

Acct Number: XXXXXXXX013

**Settled/Cleared Cash Activity**

For period 10/01/2020 - 10/31/2020

Date Ticket	Activity	Description	Rate Maturity	Par/Shares Price/NAV	Security ID	Amount
10/13/2020 392209430	Interest	FEDERAL FARM CREDIT BANK 10/13/22	1.600 10/13/2022		3133ELGN8	4,000.00
<b>Net Activity</b>						<b>4,000.00</b>



Acct Name: CHELAN DOUGLAS REGIONAL PORT

**HOLDINGS AS OF 10/31/2020 - USD**

Acct Number: XXXXXXXX013

**CUSTODY**

Maturity	Security ID Ticket	Rate Acq Date	Description	Par/Shares Original Face	Principal Cost	Market Value NAV
<b>US Government Agency Securities</b>						
08/12/2021	3137EAEC9 392209432	1.125 02/20	FREDDIE MAC 3137EAEC9 08/12/21	500,000.00 500,000.00	497,876.00	503,894.50
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	508,668.50
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	513,649.00
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	517,098.50
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	533,128.00
02/05/2024	3135G0V34 392209427	2.500 02/20	FEDERAL NATL MORTGAGE ASSN 02/05/24	500,000.00 500,000.00	521,402.50	536,494.00
09/13/2024	3130A2UW4 392209426	2.875 02/20	FEDERAL HOME LOAN BANK 09/13/24	500,000.00 500,000.00	532,965.00	549,333.00
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	524,837.50
<b>US Government Agency Securities Total</b>				<b>4,000,000.00000</b>	<b>4,091,592.50</b>	<b>4,187,103.00</b>
				<b>4,000,000.00000</b>		
<b>Total Custody Holdings</b>				<b>4,000,000.00000</b>	<b>4,091,592.50</b>	<b>4,187,103.00</b>
				<b>4,000,000.00000</b>		



Acct Name: CHELAN DOUGLAS REGIONAL PORT  
 Acct Number: XXXXXX013

**CASH FLOW PROJECTIONS - USD**  
**For The Next 12 Months**

Last Pay Date Security ID Description	Ticket	Nov 20 Mar 21 Jul 21	Dec 20 Apr 21 Aug 21	Jan 21 May 21 Sep 21	Feb 21 Jun 21 Oct 21
08/12/2021 3137EAEC9 FREDDIE MAC	392209432	0.00 0.00 0.00	0.00 0.00 502,812.50	0.00 0.00 0.00	2,812.50 0.00 0.00
01/21/2022 3133ELHR8 FEDERAL FARM CREDIT BANK	392209431	0.00 0.00 4,000.00	0.00 0.00 0.00	4,000.00 0.00 0.00	0.00 0.00 0.00
10/13/2022 3133ELGN8 FEDERAL FARM CREDIT BANK	392209430	0.00 0.00 0.00	0.00 4,000.00 0.00	0.00 0.00 0.00	0.00 0.00 4,000.00
12/09/2022 313381BR5 FEDERAL HOME LOAN BANK	392209429	0.00 0.00 0.00	4,687.50 0.00 0.00	0.00 0.00 0.00	0.00 4,687.50 0.00
06/19/2023 3137EAEN5 FEDERAL HOME LOAN MTG CORP	392209428	0.00 0.00 0.00	6,875.00 0.00 0.00	0.00 0.00 0.00	0.00 6,875.00 0.00
02/05/2024 3135G0V34 FEDERAL NATL MORTGAGE ASSN	392209427	0.00 0.00 0.00	0.00 0.00 6,250.00	0.00 0.00 0.00	6,250.00 0.00 0.00
09/13/2024 3130A2UW4 FEDERAL HOME LOAN BANK	392209426	0.00 7,187.50 0.00	0.00 0.00 0.00	0.00 0.00 7,187.50	0.00 0.00 0.00
01/07/2025 3135G0X24 FEDERAL NATL MORTGAGE ASSN	392209425	0.00 0.00 4,062.50	0.00 0.00 0.00	4,062.50 0.00 0.00	0.00 0.00 0.00
		0.00 7,187.50 8,062.50	11,562.50 4,000.00 509,062.50	8,062.50 0.00 7,187.50	9,062.50 11,562.50 4,000.00
<b>Total Projected Cash Flow</b>		<b>579,750.00</b>			

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



CHELAN COUNTY

**Chelan County Tri-Commission Meeting**  
**November 24, 2020**  
**1:00 – 3:00 p.m.**

**Virtual Meeting**

Please register to receive virtual meeting information: <https://tinyurl.com/Tricommission>

**Agenda**

- 1) Call to Order, Flag Salute, Introductions
- 2) Perspectives on the 2021 Legislative Session 20 minutes
  - a. Senator Brad Hawkins
  - b. Representative Mike Steele
  - c. Representative Keith Goehner
- 3) 2021 Tri-Commission Legislative Priorities 20 minutes
  - a. Public Works Board / Trust Fund
  - b. Fiber Buildout and Funding
- 4) Tri-Commission Updates 45 minutes
  - a. Chelan County Commission
    - i. Climate Resiliency Strategy
    - ii. Update on COVID-19 Impacts, 2021 Business Plan
  - b. Chelan Douglas Regional Port Authority
    - i. Economic Development Project Update
      - Malaga Site (Lojo Orchards)
      - Other Updates
    - ii. Update on COVID-19 Impacts, 2021 Business Plan
  - c. Chelan County PUD
    - i. Fiber Acceleration; 2021 Buildout
    - ii. Update on COVID-19 Impacts, 2021 Business Plan
- 5) Insights from the Mayors 20 minutes
  - a. Mayor Kuntz (Wenatchee)
  - b. Mayor Goedde (Chelan)
  - c. Mayor Florea (Leavenworth)
  - d. Mayor Fletcher (Cashmere)
  - e. Mayor Buckingham (Entiat)
- 6) Commissioner Comments
- 7) Adjourn



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gardenterrace@nwi.net

500 North Emerson  
Wenatchee, WA  
98801

NOVEMBER 2020

Dear *Friends at the Port Authority!*

**Your generosity in this Month of Thanksgiving is especially gratifying. THANK YOU!**

I wish I could better convey how important and powerful your gift has been. Our residents are safer because of you. Our residents have a better facility in which to live because of you. Our residents have more hope for good senior moments to come because of you.

The vision and foresight of the Garden Terrace founders 50 years ago can now be well documented. This non-profit ministry of hospitality has been home and a saving grace for over eight hundred seniors through those years.

So again, I say "THANK YOU" for supporting low income seniors in our community.

And, may the joy of this holiday season give you peace in these unsettling times!

Ken Neher, executive director

**PS:** And as a not-for-profit, your gift to Garden Terrace may be tax deductible. Be sure to contact your tax professional to see if you qualify for this extra benefit.

*We really appreciate the \$1800 grant!  
Thanks  
KEN*



We provide financially vulnerable seniors a safe and secure community where they can thrive.



**Chelan Douglas Regional Port Authority  
Calendar of Events**

11/20/20

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attending</i>	<i>Cami RSVP arrangements if applicable</i>
November 24	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		(2021 Budget Hearing)
November 24	Tuesday	Tri Commission Meeting; 1pm-3pm Zoom	Commissioners/Staff	
November 25	Wednesday	Douglas County Community Leadership Advisory Meeting, Zoom , 2:30 pm - 4:00 pm	Ron C.	
November 26-27	Thur-Friday	Thanksgiving Holiday Office Closed		
December 2-4	Tuesday - Friday	WPPA Annual Meeting	Virtual	
December 8	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
December 9-10	Wed-Thurs	WPPA Finance Seminar; 9:00 am - 12 noon	Virtual	
December 9	Wednesday	NCWEDD Board Meeting, Zoom; 9:00 am	Craig, Commissioner Huffman	
December 10	Thursday	CDTC, 9-11am, Zoom	Commissioner Baldwin	
December 10	Thursday	KOHO Monthly Spot; 7:15 am		
December 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Zoom	Commissioner Spurgeon	
December 16	Wednesday	GWATA Board Meeting, 3-5pm, Zoom		
December 22	Tuesday	CDRPA Board Meeting; 9:00 AM; Zoom		
December 23	Wednesday	Douglas County Community Leadership Advisory Meeting, Zoom , 2:30 pm - 4:00 pm	Ron C.	
December 24	Thursday	<i>Christmas Eve Office Closed</i>		
December 25	Friday	<i>Christmas Day Office Closed</i>		