

Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
November 24th, 2020
9:00 am

Present:

Directors

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

Jim Huffman, Director (via Zoom)
W. Alan Loeb sack, Director (via Zoom)
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
Tricia Degnan, CTC Manager

*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
Randy Asplund, Port Engineer

*Commissioner Turner, Jim Kuntz, Monica Lough, Trent Moyers, Quentin Batjer, Pete Fraley, and Bobbie Chatriand in person; others via Zoom.

Guests (all via Zoom):

Ray Dobbs

Mayor Bob Goedde, City of Chelan

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 November 10th 2020 Meeting; and October 2020 Commission Calendar, was presented and the following action was taken:

Motion No.

Moved by:
Seconded by:

11-06-20 CDRPA

JC Baldwin
Mark Spurgeon
To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of November 10th, 2020 Meeting; and October 2020 Commission Meeting Calendar, as presented.

Motion passed 6-0

PUBLIC HEARINGS:

PORT OF CHELAN COUNTY PROPOSED 2021 BUDGET – PUBLIC HEARING

Commissioner Turner opened the public hearing at 9:07 am and an opportunity for public comment was provided; however, no public comments were received. Commissioner Turner closed the public hearing at 9:07 am.

PORT OF DOUGLAS COUNTY PROPOSED 2021 BUDGET – PUBLIC HEARING

Commissioner Turner opened the public hearing at 9:07 am and an opportunity for public comment was provided; however, no public comments were received. Commissioner Turner closed the public hearing at 9:08 am.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY PROPOSED 2021 BUDGET – PUBLIC HEARING

Commissioner Turner opened the public hearing at 9:08 am and an opportunity for public comment was provided; however, no public comments were received. Commissioner Turner closed the public hearing at 9:08 am.

ACTION ITEMS:

PORT OF CHELAN COUNTY ACTION ITEMS:

Adoption of Port of Chelan County 2021 Tax Levy – Kuntz provided information on the Port of Chelan County Tax Levy for 2021 including options to set the Levy amount. Discussions ensued and the following actions were taken:

Motion No.	11-07-20 POCC
Moved by:	JC Baldwin
Seconded by:	Rory Turner
	To adopt POCC Resolution No. 2020-08 finding substantial need to set the Levy Limit at 101% for budget year 2021.
	<i>Motion passed 3-0.</i>

Motion No.	11-09-20 POCC
Moved by:	Rory Turner
Seconded by:	JC Baldwin
	To adopt POCC Resolution No. 2020-09 authorizing a 1% Increase in the 2021 Tax Levy, plus New Construction.
	<i>Motion passed 3-0.</i>

Motion No.	11-10-20 POCC
Moved by:	Rory Turner
Seconded by:	JC Baldwin
	To adopt the 2021 Levy amount of \$3,280,248, including new construction, and to further authorize the Executive Director to sign and submit the 2021 Levy Certification.
	<i>Motion passed 3-0.</i>

Note: POCC Resolutions No. 2020-08 and 2020-09 were approved with the understanding the 101% Levy Limit amounts will be banked and could be used in future years. For the fiscal year 2021 Budget, only new construction levy amounts were approved.

Adoption of Port of Chelan County 2021 Budget – Kuntz presented the proposed Port of Chelan County Budget for 2021. Discussions ensued and the following actions were taken:

Motion No.	11-11-20 POCC
Moved by:	JC Baldwin
Seconded by:	Rory Turner
	To adopt POCC Resolution No. 2020-10 adopting the 2021 budget subject to correction of "Exhibit A" the budget summary page.

Motion passed 3-0.

PORT OF DOUGLAS COUNTY ACTION ITEMS:

Adoption of Port of Douglas County 2021 Tax Levy – Kuntz provided information on the Port of Douglas County Tax Levy for 2021 including options to set the Levy amount. Discussions ensued and the following actions were taken:

Motion No.	11-08-20 PODC
Moved by:	Jim Huffman
Seconded by:	Mark Spurgeon
	To adopt PODC Resolution No. 2020-07 finding substantial need to set the Levy Limit at 101% for budget year 2021.

Motion passed 3-0.

Motion No.	11-12-20 PODC
Moved by:	Jim Huffman
Seconded by:	Mark Spurgeon
	To adopt PODC Resolution No. 2020-08 authorizing a 1% Increase in the 2021 Tax Levy, plus New Construction

Motion passed 3-0.

Motion No.	11-13-20 PODC
Moved by:	Jim Huffman
Seconded by:	Mark Spurgeon
	To adopt the 2021 Levy amount of \$1,095,042, including new construction, and to further authorize the Executive Director to sign and submit the 2021 Levy Certification.

Motion passed 3-0.

Note: PODC Resolutions No. 2020-07 and 2020-08 were approved with the understanding the 101% Levy Limit amounts will be banked and could be used in future years. For the fiscal year 2021 Budget, only new construction levy amounts were approved.

Adoption of Port of Douglas County 2021 Budget – Kuntz presented the proposed Port of Douglas County Budget for 2021. Discussions ensued and the following actions were taken:

Motion No.	11-14-20 PODC
Moved by:	W. Alan Loeb sack
Seconded by:	Mark Spurgeon
	To adopt PODC Resolution No. 2020-09 adopting the 2021 budget subject to correction of "Exhibit A" the budget summary page.

Motion passed 3-0.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY ACTION ITEMS:

CDRPA Resolution No. 2020-20 Adopting Chelan Douglas Regional Port Authority 2021 Budget – Kuntz & Lough presented the proposed Chelan Douglas Regional Port Authority Budget for 2021. Discussion ensued and the following action was taken:

Motion No.	11-15-20 CDRPA
Moved by:	Donn Etherington
Seconded by:	Mark Spurgeon
	To adopt CDRPA Resolution No. 2020-20 adopting the 2021 budget.

Motion passed 6-0.

Salcido Enterprises Plan of Resolution – Kuntz provided information on a proposed Plan of Resolution concerning Salcido Enterprises. Legal Counsel provided further details. Discussion ensued and the following action was taken:

Motion No.	11-16-20 CDRPA
Moved by:	W. Alan Loeb sack
Seconded by:	Jim Huffman
	To authorize the CEO to enter into a "Plan of Resolution" with Salcido Enterprises.

Motion passed 6-0.

Columbia Street Property Buildings G & I Proposals – Two proposals were received for the Columbia Street Property Buildings G & I. After review of the selection criteria set out in the RFP, the Board selected the proposal from developers Clay Gatens & Andy Cusick as the proposal that best meets the goals and vision for the property. The following action was taken:

Motion No.	11-17-20 CDRPA
Moved by:	W. Alan Loeb sack
Seconded by:	JC Baldwin
	To authorize the CEO to proceed with negotiating a Memorandum of Understanding with Clay Gatens & Andy Cusick for Board review and approval for Columbia Street Property Buildings G & I.

Motion passed 6-0.

EXECUTIVE SESSION: An Executive Session was called at 10:46 am for 15-minutes to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)). Meeting reconvened in Regular Session at 11:01 am.

CDRPA ACTION ITEMS CONTINUED:

Fibro Corporation Settlement Agreement – Kuntz reviewed a proposed Settlement Agreement with Fibro Corporation as a result of last week’s mediation session. Discussion ensued and the following action was taken:

Motion No.	11-18-20 CDRPA
Moved by:	W. Alan Loeb sack
Seconded by:	JC Baldwin
	To authorize Jim Kuntz, the CEO, to sign the settlement agreement with Fibro Corporation, wherein the CDRPA will purchase industrial property on Grant Road for \$1.6 million, or in the alternative be paid \$120,000 if the transaction does not close, subject to approval of the settlement documents by the current Board President.

Motion passed 6-0.

Authorization to Enter into Agreement with DOH Associates for Tenant Improvements at Cashmere Mill District for Huney Jun – Kuntz reported Huney Jun signed their lease agreement. The Regional Port now needs to proceed with building out tenant improvements. The following action was taken:

Motion No.
Moved by:
Seconded by:

11-19-20 CDRPA

JC Baldwin

W. Alan Loeb sack

To authorize the CEO to enter into an Agreement with DOH Associates to prepare plans & specifications for tenant improvements and to provide construction inspection services.

Motion passed 6-0.

Commissioner Turner called for a 5-minute break at 11:20 am. Meeting reconvened at 11:25 am.

CDRPA INFORMATIONAL ITEMS:

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. Cridlebaugh provided information on new CARES funding that will be administered by the Washington State Department of Commerce.

FAA CARES Act Grant:

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

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- Offer letters are being sent for property in the Pangborn Runway Protection Zone consistent with the overall budget established by the Board.
- Actapio space tours – will schedule individual Board members to tour the space the first week of December.
- Moyers will attend a scheduled Air Service Conference in Florida in January; Director Etherington may join for a portion of the meeting.
- CEO Evaluation Form will be sent to each Director. The Evaluation will be reviewed in Executive Session at the December 8th Board Meeting.
- Provided an update on recent cyber-attacks against local governments and what our IT provider is doing to protect the Regional Port.
- Update on the RV parking issues in Olds Station.

Lough provided information and updates including:

- Update on audits.
- Preparing year-end items.

Moyers provided information and updates including:

- Annual FAA Inspection & Emergency Crash Exercise took place last week.
- Attended the Chelan Airport Master Plan meeting last week.

Cridlebaugh provided information and updates including:

- EPA Brownsfield Grant Update – Committee chose Maul Foster Alongi to manage the project.

Larsen provided information and updates including:

- Update on marketing of Actapio space.

PUBLIC COMMENT – An opportunity for public comment was provided; Ray Dobbs provided information on a recycled glass program in Chelan.

REVIEW CALENDAR OF EVENTS: December Board meetings are December 8, and December 22. WPPA Annual Meeting is December 2-3.

ITEMS FROM BOARD OF DIRECTORS: None.

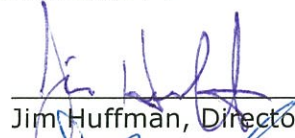
Meeting recessed at 12:09 pm. Board of Directors will reconvene at 1:00 pm for attendance at the Tri Commission Meeting.

Signed and dated this 8th day of December, 2020.


CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Jim Huffman, Director




Donn Etherington, Director



Mark Spurgeon, Director



Rory Turner, Director



W. Alan Loebisack, Director

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 24th day of November, 2020.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



W. Alan Loeb sack, Director




Rory Turner, Director




Mark Spurgeon, Director



Donn Etherington, Director



Jim Huffman, Director



JC Baldwin, Director

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

Exhibit A

Receipts

Business Park Revenues	\$ 8,780,904
Tax Receipts	4,369,292
Non-Operating Revenues	11,625,355
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Total Receipts	\$ 24,775,551

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	17,509,322
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Total Expenditures	\$ 26,091,251

Net Results	<u><u>\$ (1,315,700)</u></u>
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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.

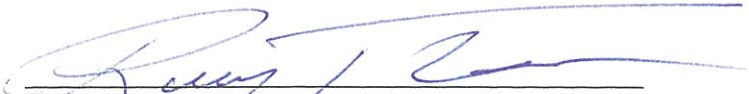
This Resolution shall become effective immediately upon its adoption.

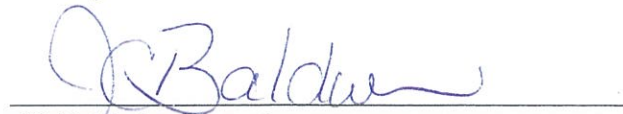
Adopted by the Commission of the Port of Chelan County at a regular meeting thereof held this 24th day of November, 2020.

PORT OF CHELAN COUNTY



Donn Etherington, President



Rory Turner, Vice President

JC Baldwin, Secretary



Ordinance / Resolution No. 2020-09
RCW 84.55.120

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

WHEREAS, the districts actual levy amount from the previous year was \$ 3,203,106.18; and,

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

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2021 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 32,031.06 which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 24 day of November, 2020.

Handwritten signatures of Adam G. Hurd and Joe Balch on signature lines.

If additional signatures are necessary, please attach additional page.

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

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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 24th day of November, 2020.


PORT OF CHELAN COUNTY



Donn Etherington, President



Rory Turner, Vice President



JC Baldwin, Secretary

**Port of Chelan County
2021 Final Budget**

Exhibit A

TAX RECEIPTS

Current Levy	\$ 3,203,106
1.0% of Prior Year Tax	-
New Construction	64,422
Tax Refunded (receipts)	9,721
TOTAL TAX RECEIPTS	<u>\$ 3,277,249</u>

NON-OPERATING REVENUES

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

TOTAL REVENUES

\$ 3,349,485

DEBT SERVICE

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

NET REVENUES TRANSFERRED TO CDRPA

\$ 3,006,041

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 24th day of November, 2020.

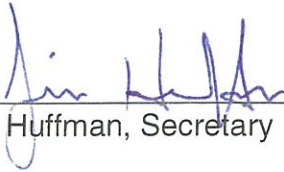
PORT OF DOUGLAS COUNTY



W. Alan Loeb sack, President



Mark Spurgeon, Vice President



Jim Huffman, Secretary



Ordinance / Resolution No. 2020-08
RCW 84.55.120

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

WHEREAS, the districts actual levy amount from the previous year was \$ 1,064,656.86; and,

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

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2021 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 10,646.57 which is a percentage increase of 1% from the previous year.

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

Adopted this 24 day of November, 2020.

Handwritten signatures of W. Alan Loehsack and others on signature lines.

If additional signatures are necessary, please attach additional page.

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

To ask about the availability of this publication in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users, please call (360) 705-6718. For tax assistance, call (360) 534-1400.

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 24th day of November, 2020.

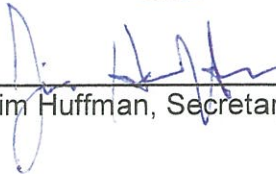
PORT OF DOUGLAS COUNTY



W. Alan Loeb sack, President



Mark Spurgeon, Vice President



Jim Huffman, Secretary

**Port of Douglas County
2021 Final Budget**

Exhibit A

TAX RECEIPTS

Current Levy	\$ 1,064,657
1.0% of Prior Year Tax	-
New Construction	27,386
State Assessed Property Value	-
TOTAL TAX RECEIPTS	<u><u>\$ 1,092,043</u></u>

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	-
TOTAL NON-OPERATING REVENUES	<u><u>\$ 258,854</u></u>

TOTAL REVENUES

\$ 1,350,897

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
TOTAL DEBT SERVICE	<u><u>\$ 182,571</u></u>

NET REVENUES TRANSFERRED TO CDRPA

\$ 1,168,326