



Board of Directors
Chelan Douglas Regional Port Authority
Meeting Minutes
January 12th, 2021
9:00 am

Present:

Directors

JC Baldwin, Director (via Zoom)
Rory Turner, Director (via Zoom)
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
Cami Harris, Executive Assistant
Esther McKivor, Accounting Specialist
Tricia Degnan, CTC Manager
*Bobbie Chatriand, Administrative Assistant

*Monica Lough, Dir. of Finance & Admin.
Randy Asplund, Port Engineer
Craig Larsen, Economic Dev. Manager
Stacie de Mestre, Capital Projects Manager
Bealinda Tidd, Accounting Specialist
Laura Camarillo Reyes, CTC Assistant
*Pete Fraley, Legal Counsel
Sarah Deenik, Communications Specialist

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

Guests (all via Zoom):

Linda Haglund
Alan Walker
Flint Hartwig, Developer/S.P.O.R.T. Gymnastics

Mayor Bob Goedde, City of Chelan
Brian Miller, Wenatchee Police Dept.
Erik Howe, RH2

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 December 22nd, 2020 Meeting; CDRPA Resolution No. 2021-01 Voiding Check No.'s 7351, 7424, 7428, and 7430; and Check Register Pages #2020-63-#2020-65, including Electronic Transfers was presented and the following action was taken:

Motion No.

Moved by:
Seconded by:

01-01-21 CDRPA

Mark Spurgeon
JC Baldwin

To approve the Chelan Douglas Regional Port Authority Consent Agenda consisting of minutes of December 22nd, 2020 meeting; CDRPA Resolution No. 2021-01 Voiding Check No.'s 7351, 7424, 7428, and 7430; and Check Register Pages #2020-63-#2020-65, including Electronic Transfers, as presented.

Motion passed 6-0.

POCC CONSENT AGENDA:

The Port of Chelan County Consent Agenda consisting of Check Register Pages #2020-18-#2020-19, including Electronic Transfers was presented and the following action was taken:

Motion No.	01-02-21 POCC
Moved by:	Rory Turner
Seconded by:	JC Baldwin
	<i>To approve the Port of Chelan County Consent Agenda consisting of Check Register Pages #2020-18-#2020-19, including Electronic Transfers, as presented.</i>

Motion passed 3-0.

PODC CONSENT AGENDA:

The Port of Douglas County Consent Agenda consisting of Check Register Page #2020-20 was presented and the following action was taken:

Motion No.	01-03-21 PODC
Moved by:	Jim Huffman
Seconded by:	Mark Spurgeon
	<i>To approve the Port of Douglas County Consent Agenda consisting of Check Register Page #2020-20, as presented.</i>

Motion passed 3-0.

PRESENTATION

Sgt. Brian Miller Wenatchee Police Department – Sgt. Miller provided an update on the homeless and RV parking concerns in Olds Station. The City is reviewing options to potentially alleviate the issues. An opportunity for discussion was provided.

CDRPA ACTION ITEMS:

Board of Directors Officer Positions – Kuntz reviewed with the Board of Directors the previously approved rotation schedule for Board of Director Officers. The following action was taken:

Motion No.	01-04-21 CDRPA
Moved by:	JC Baldwin
Seconded by:	Jim Huffman
	<i>To nominate and approve the Board of Directors Officer Positions for 2021 as follows: Director Loeb sack President; Director Baldwin Vice President; Director Spurgeon Secretary; and Director Etherington Treasurer.</i>

Motion passed 6-0.

Consultant Services Agreement Related to EPA Brownsfield Grant – Maul Foster Alongi – Kuntz reviewed the selection of Maul Foster Alongi to manage the EPA Brownsfield grant requirements and provide technical/project assistant to the Regional Port. The Board requested input on locations to be studied along with Board members serving on the Advisory Committee. The following action was taken:

Motion No.	01-05-21 CDRPA
Moved by:	Jim Huffman
Seconded by:	Mark Spurgeon
	To authorize the CEO to enter into a Consultant Services Agreement with Maul Foster Alongi related to an EPA Grant received by the Regional Port.

Motion passed 6-0.

Sick Leave Policy Update – Lough provided information on the Regional Port’s Sick Leave Policy concerning sick-time carryover balances for employees grandfathered into higher limits than those established when the Regional Port was formed. The following action was taken:

Motion No.	01-06-21 CDRPA
Moved by:	Mark Spurgeon
Seconded by:	Rory Turner
	To approve the CDRPA Sick Leave Policy update, as presented.

Motion passed 6-0.

PORT OF CHELAN COUNTY ACTION ITEMS:

Election of POCC Commissioner Officer Positions – The following action was taken:

Motion No.	01-07-21 POCC
Moved by:	JC Baldwin
Seconded by:	Rory Turner
	To nominate and approve the Port Commissioner Officer Positions for 2021 as follows: Commissioner Turner President; Commissioner Baldwin Vice President; and Commissioner Etherington Secretary.

Motion passed 3-0.

CDRPA INFORMATIONAL ITEMS (order changed):

Lineage North S.P.O.R.T. Purchase Update – Flint Hartwig updated the Regional Port Board on his progress concerning the purchase of Lineage North. Discussion ensued. Staff and legal counsel will prepare a Purchase and Sale Agreement to be brought to the Board at the next meeting.

ACTION ITEMS, CONTINUED:

POCC INDUSTRIAL DEVELOPMENT CORPORATION:

The POCC Industrial Development Corporation meeting was called to order at 10:00 am, and the following actions were taken:

**Election of Port of Chelan County Industrial Development Corporation
Commission Officer Positions**

Motion No. **01-08-21 POCC Industrial Development Corporation**
Moved by: Rory Turner
Seconded by: JC Baldwin
*To nominate and approve the Officer Positions for 2021 as follows:
Commissioner Turner President; Commissioner Baldwin Vice President; and
Commissioner Etherington Treasurer, and to appoint Executive Director Jim
Kuntz as Secretary.*

Motion passed 3-0.

Approval of January 12th, 2021 Meeting Minutes

Motion No. **01-09-21 POCC Industrial Development Corporation**
Moved by: JC Baldwin
Seconded by: Rory Turner
*To approve the Port of Chelan County Industrial Development
Corporation minutes of January 12th, 2021, as read by Jim Kuntz.*

Motion passed 3-0.

**The POCC Industrial Development Corporation meeting was adjourned at 10:03
am.**

PORT OF DOUGLAS COUNTY ACTION ITEMS:

Election of PODC Commissioner Officer Positions – The following action was taken:

Motion No. **01-10-21 PODC**
Moved by: Jim Huffman
Seconded by: Mark Spurgeon
*To nominate and approve the Port Commissioner Officer Positions for
2021 as follows: Commissioner Spurgeon President; Commissioner
Huffman Vice President; and Commissioner Loeb sack Secretary.*

Motion passed 3-0.

PODC INDUSTRIAL DEVELOPMENT CORPORATION:

The PODC Industrial Development Corporation meeting was called to order at 10:04 am,
and the following actions were taken:

**Election of Port of Douglas County Industrial Development Corporation
Commission Officer Positions**

Motion No. **01-11-21 PODC Industrial Development Corporation**
Moved by: Mark Spurgeon
Seconded by: Jim Huffman
*To nominate and approve the Officer Positions for 2021 as follows:
Commissioner Spurgeon President; Commissioner Huffman Vice
President; and Commissioner Loeb sack Treasurer, and to appoint
Executive Director Jim Kuntz as Secretary.*

Motion passed 3-0.

Approval of January 12th, 2021 Meeting Minutes

Motion No. **01-12-21 PODC Industrial Development Corporation**
Moved by: Jim Huffman
Seconded by: W. Alan Loeb sack
*To approve the Port of Douglas County Industrial Development
Corporation minutes of January 12th, 2021, as read by Jim Kuntz.*

Motion passed 3-0.

The PODC Industrial Development Corporation meeting was adjourned at 10:05 am.

CDRPA INFORMATIONAL ITEMS, CONTINUED:

- **CDRPA 2021 Board Assignment Review** – The Board Assignments for 2021 were reviewed and updates made.
- **Red Mountain Group Land Purchase Offer** – Kuntz provided an update on the land purchase offer from Red Mountain Group for “Parcel C” at Cashmere Mill District. Discussions ensued. Staff will draft a response letter concerning lot size and other details regarding the purchase. More information will be provided at the next Board meeting.
- **Airport Boundary Line Adjustment Update** – Kuntz reported the Boundary Line Adjustment project continues. Randy Asplund reviewed the proposed lots.
- **Actapio Update** – Kuntz provided an update on Actapio space. Several consultant firms will be retained to help with mothballing the space and help with estimates regarding restoration.
- **IB#2 Potential Tenant Update** – Kuntz provided information on two potential tenants for IB#2.
- **Partners in Economic Development** – Kuntz and Criddlebaugh reviewed the criteria and 2021 budget for the Partners in Economic Development for Nonprofits program. The Regional Port will start accepting applications.
- **Fibro Settlement Agreement Update** – Kuntz provided an update on the Settlement Agreement with Fibro which includes a potential Regional Port property purchase near Pangborn Airport.

MISC STAFF REPORTS:

Kuntz provided information and updates including:

- Badger Mountain Brewing Lease Agreement – update on Badger Mountain Brewing Lease. Reviewed proposed tiered rent due to COVID-19, which the Board expressed support for.
- Microsoft – update on new building in Douglas County and potential interest in Chelan County.
- Giga Watt Pods – report on progress made regarding the redevelopment study and a recent meeting with an interested party to lease the pods for web hosting services. Discussion ensued and the following action was taken:

Motion No.
Moved by:
Seconded by:

01-13-21 CDRPA

Jim Huffman

Rory Turner

To authorize the CEO to negotiate and sign a first right to negotiate for up to 90 days with Mission Peak Computing, LLC., to lease the former Giga Watt site.

*Motion passed 5-0.
Commissioner Baldwin Abstained.*

- Ceramic roller manufacturing company from China interested in perhaps locating a plant in in the area. Next meeting with the company is on January 19.
- Provided information on two warehouses (East Wenatchee and Manson) and a parcel of vacant land (Cashmere). Discussion on Port's potential role in development of these properties ensued.
- MALSR - update on land acquisition.
- Salcido Enterprises update – Regional Port recently used the reserve funds in the CIAC #1 and #2 accounts to pay off the Douglas County PUD debt service.
- Chelan Airport Master Plan update.

Lough provided information and updates including:

- Audit reports were included in the packets and are posted on State website. Kuntz recognized the accounting team for the excellent audits with no findings.
- Welcome back to Sarah Deenik who recently returned from maternity leave.

Moyers provided information and updates including:

- Film crew arrived at Pangborn over the weekend.

Cridlebaugh provided information and updates including:

- Waiting on information from Department of Commerce concerning a new COVID-19 small business assistance grant that will be administered by the ADO's.

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

REVIEW CALENDAR OF EVENTS: Did not review.

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

Meeting adjourned at 12:47 pm.

Signed and dated this 26th day of January, 2021.

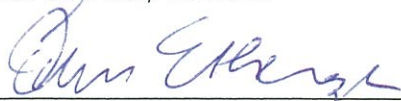
CHELAN DOUGLAS REGIONAL PORT AUTHORITY



 JC Baldwin, Director



 Jim Huffman, Director



 Donn Etherington, Director



 Mark Spurgeon, Director



 Rory Turner, Director



 W. Alan Loebach, Director

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2021-01
RESOLUTION TO VOID CHECK NO.'s 7351, 7424, 7428 and 7430**

Whereas Check No. 7351 in the amount of \$26.25, payable to Firefly, on Register Page No. 2020-59 was created and signed on November 13, 2020.

Whereas Check No. 7424 in the amount of \$2,000.00, payable to Senior Haven Adult Family Home, and Check No. 7428 in the amount of \$5,000.00, payable to The Laundry Basket, and Check No. 7430 in the amount of \$5,000.00, payable to Wink Optometric, all on Register Page No. 2020-60 was created and signed on November 20, 2020.

Whereas checks were not received by payees and have not cleared the Chelan Douglas Regional Port Authority main checking account, and are considered to be lost in the mail at this time. Check #7605, 7633, 7637 and 7645 are being issued as replacements, respectively.

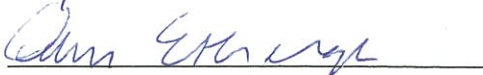
Now, therefore be it resolved by the Board of Directors of the Chelan Douglas Regional Port Authority, a municipal corporation of the State of Washington, that Check No.'s 7351, 7424, 7428 and 7430 be declared VOID.

Dated this 12th day of January, 2021.


Chelan Douglas Regional Port Authority




JC Baldwin, Director



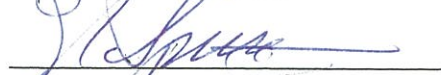
Donn Etherington, Director



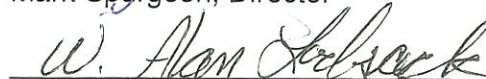
Rory Turner, Director



Jim Huffman, Director



Mark Spurgeon, Director



W. Alan Loebsock, Director