

**Chelan Douglas Regional Port Authority
Meeting Agenda
June 9th, 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 May 27th, 2020 Meeting; and Check Register Pages #2020-13-#2020-15, including electronic transfers

POCC: Approval of Port of Chelan County Check Register Pages #2020-09-#2020-10, including electronic transfers

PODC: Approval of Port of Douglas County Check Register Pages #2020-08-#2020-09, including electronic transfers

V. POCC ACTION ITEMS

- (1) Continue Public Hearing Declaring Certain Property Located in Chelan County Surplus to the Needs of the Port of Chelan County – Lineage Property North Node (Columbia Street Property) to June 23, 2020

VI. CDRPA ACTION ITEMS

- (2) Authorization to Enter Into Interlocal Agreement with Douglas County – CARES Act Grant

VII. PRESENTATIONS

- (3) Commercial Air Service Update – Jack Penning – Volaire Aviation
- (4) Executive Flight Building HVAC Report – Holaday Parks

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

- Department of Commerce Working Washington Small Business Emergency Grants
- Douglas County CARES Act Grant
- Chelan County Grant
- Community Development Block Grants

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

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

X. CDRPA – COVID-19 OTHER

- FAA CARES Act Grant
- Tenant Rent Relief Request Updates
- Proposed Housing Development Near Pangborn Airport

XI. CDRPA INFORMATIONAL ITEMS – Other

- Tenant Lease Updates

XII. PUBLIC COMMENT

XIII. REVIEW CALENDAR OF EVENTS

XIV. ITEMS FROM BOARD OF DIRECTORS

- XV. 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))

XVI. ADJOURN

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

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



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

SUGGESTED MOTIONS

June 9th, 2020

IV. CDRPA CONSENT AGENDAS

CDRPA Consent Agenda

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

POCC Consent Agenda

To approve the Port of Chelan County Consent Agenda consisting of Check Register Pages #2020-09-#2020-10, including electronic transfers, as presented.

PODC Consent Agenda

To approve the Port of Douglas County Consent Agenda consisting of Check Register Pages #2020-08-#2020-09, including electronic transfers, as presented.

V. POCC ACTION ITEMS

(1) Surplus Property Hearing

To continue the Surplus Property Hearing to June 23, 2020 at 9:00am at the Regional Port office located at One Campbell Parkway, East Wenatchee.

VI. CDRPA ACTION ITEMS

(2) Authorization to Enter into Interlocal Agreement with Douglas County Related to COVID-19

To authorize the CEO to enter into an Interlocal Agreement with Douglas County related to COVID-19 CARES Act Small Business Fund.



**Board of Directors
Chelan Douglas Regional Port Authority
Special Meeting Minutes
Zoom Meeting
May 27th, 2020
9:00 am**

Present:

Directors

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

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

Staff

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

*Trent Moyers, Director of Airports
*Cami Harris, Executive Assistant
*Quentin Batjer, Legal Counsel
Stacie de Mestre, Property & Facilities Mgr.
Ron Russ, Airport Operations Manager

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

Guests:

Ray Dobbs, City of Chelan (via Zoom)
Chris Mansfield, T-O Engineers (via Zoom)
Linda Haglund, Wenatchee Downtown Association (via Zoom)
James Thompson, WPPA (via Zoom)
Lorraine Barnett, City of East Wenatchee (via Zoom)

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

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

Conflict of Interest – None.

CDRPA CONSENT AGENDA:

The Consent Agenda consisting of minutes of the Chelan Douglas Regional Port Authority (CDRPA) meeting of May 12th, 2020; and April 2020 Commission Calendar, was presented and the following action was taken:

Motion No.
Moved by:
Seconded by:

05-08-20 CDRPA
Mark Spurgeon
Jim Huffman

To approve the Chelan Douglas Regional Port Authority (CDRPA) Consent Agenda consisting of Minutes of May 12th, 2020 Meeting; and April 2020 Commission Calendar, as presented.

Motion passed 6-0.

Acceptance of FAA CARES Act Grant - Pangborn Memorial Airport has received an \$18,120,860 CARES Act Grant offer. Kuntz reviewed a list of potential uses of the funds with the top priority of paying down debt. Discussions ensued and the following action was taken:

*Motion No.
Moved by:
Seconded by:*

05-12-2020 CDRPA

JC Baldwin

Jim Huffman

To accept the FAA CARES Act Grant on the terms presented in grant offer 3-53-0084-2020 in the amount of \$18,120,860 and to authorize the CEO and Ogden Murphy Wallace as certifying attorney to execute the grant offer on behalf of the Regional Port Authority.

Motion passed 6-0.

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

- Department of Commerce Working Washington Small Business Emergency Grants (the CDRPA is managing this program as the Chelan/Douglas County ADO)
- Chelan/Douglas County Community Development Block Grant
- Chelan County Grant
- City of Wenatchee – Community Development Block Grant
- City of East Wenatchee – Community Development Block Grant
- CARES Act Funding for Chelan and Douglas Counties – Kuntz reported Douglas County is considering an allocation of their CARES Act funding to the Regional Port to be used for a Small Business Grant Program.

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

- Rent Participation Fund
- Getting Ready to Reopen Fund

Discussions ensued and the Board directed staff to rework the requirements to make them less limiting.

CDRPA INFORMATIONAL ITEMS – COVID-19 RELATED:

Rent Relief Requests – Kuntz provided an update on the Regional Port tenant rent relief requests noting Blue Spirits Distilling submitted a request which is in progress. He will continue to provide updates in the future.

CDRPA INFORMATIONAL ITEMS:

Investment Report – Lough briefly reviewed the US Bank Investment Report.

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

- Actaptio
- 3306 Building/BitFund

Annual Financial Report Filing Date – Lough provided an update on the Annual Financial Report Filing date. The date was moved to May 31, and might be moved to the end of June. Due to staffing shortage, it is likely neither of those dates will be met by the Regional Port.

STAFF REPORTS & UPDATES:

De Mestre provided information and updates including:

- Columbia Street Property – Building H had a break-in recently. It did not appear anything was taken and no damage was noted. The locks have been replaced.
- Orondo River Park opened on Memorial Day weekend and sometime over the weekend all the cleaning supplies were stolen. New locks are being installed.

Moyers provided information and updates including:

- The US Forest Service Helipad Project is scheduled to be complete this week.
- Update on enplanements and current Horizon Air flight schedule.

Lough provided information and updates including:

- Advertisement for an Accounting Specialist has been placed. There haven't been many applicants to date.

Public Comment – An opportunity for public comment was provided:

- Linda Haglund thanked the Regional Port for their work on the small business grant programs and provided input on the guidelines for the grants.
- Ray Dobbs reported on the City of Chelan's Memorial Day weekend, and general updates on the City.

REVIEW CALENDAR OF EVENTS – The next scheduled Regional Port Meeting is June 9. It is unclear whether it will be an in-person meeting, or via Zoom.

ITEMS FROM BOARD OF DIRECTORS:

- Commissioner Turner provided information on Subsplash.
- Commissioner Huffman provided an update on Opportunity Zones.
- Commissioner Spurgeon provided an update on the Spirit of Wenatchee & Miss Veedol.

An Executive Session was called for 10 minutes at 11:00 am 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)). Executive Session was extended for 17 minutes at 11:10 am to 11:27 am.

The Chelan Douglas Regional Port Authority meeting was adjourned at 11:28 am.

Signed and dated this 9th day of June, 2020.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

JC Baldwin, Director

Jim Huffman, Director

Donn Etherington, Director

Mark Spurgeon, Director

Rory Turner, Director

W. Alan Loeb sack, Director

Chelan Douglas Regional Port Authority Check Register Listing

Issued	Register #	Reason	First #	Last #	Amount
05/07/20	-	VIMLY Benefit Solutions - HRA		EFT	\$ 1,000.00
05/13/20	-	VIMLY Benefit Solutions - HRA		EFT	\$ 2,000.00
05/15/20	-	Payroll Mid-Month Draws		EFT	\$ 3,250.00
05/15/20	2020-13	Payables	5604	5684	\$ 356,612.92
05/27/20	-	WA Dept of Rev - Sales Tax		EFT	\$ 1,796.89
05/30/20	2020-14	Payroll	5685	5688	\$ 225,308.38
05/29/20	2020-15	Payables	5689	5738	\$ 161,954.70

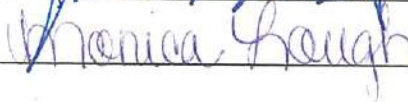
174 checks, EFTPS, and electronic payroll deposits for approval June 9, 2020 total:
\$ 751,922.89

We, the undersigned Directors of the Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify the merchandise or services hereinafter have been received and that the checks listed above are approved for payment.

Chief Executive Officer



Dir. of Finance & Admin.



Director Baldwin

Director Etherington

Director Huffman

Director Loeb sack

Director Spurgeon

Director Turner

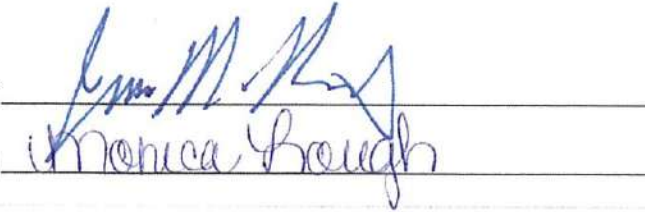
**Chelan Douglas Regional Port Authority
Check Register
2020-13**

We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval May 15, 2020 checks 5604 -5684 in the amount of \$ 356,612.92

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin



Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
5/15/2020	Chelan County PUD	Electricity	5617	3,202.60
5/15/2020	City of Cashmere	Water & Sewer	5621	395.69
5/15/2020	Waste Management	Refuse Pickup	5676	705.44
Net Cashmere Mill District				4,303.73
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
5/15/2020	Banner Bank - TDeegan	Marketing	5613	3.00
5/15/2020	Chelan County PUD	Water, Electricity	5616	8,272.88
5/15/2020	City of Wenatchee	Wastewater	5623	334.67
5/15/2020	Frontier	Phone	5637	636.00
5/15/2020	GFC Services	Janitorial Services	5638	4,166.40
5/15/2020	Kelley Connect	Copier Supplies	5645	149.46
5/15/2020	Kelley Imaging Systems, Inc.	Copier Lease	5646	210.96
5/15/2020	Lowe's	Maintenance Supplies	5650	61.78
5/15/2020	North Central ESD	Video Conference Operator	5653	4,933.50
5/15/2020	Pacific Security	Security	5657	352.25
5/15/2020	ThyssenKrupp Elevator Corp	Full Maintenance	5668	1,014.85
5/15/2020	Waste Management	Refuse Pickup	5672	1,795.92
Net Confluence Technology Center				21,931.67
<u>DOWNTOWN WENATCHEE SOUTH</u>				
5/15/2020	Chelan County PUD	Electricity	5618	2,503.82
5/15/2020	City of Wenatchee	Utilities	5624	797.86
Net Downtown Wenatchee South				3,301.68
<u>OLDS STATION BUSINESS PARK</u>				
5/15/2020	City of Wenatchee	Stormwater	5622	581.02
5/15/2020	Stemilt World Famous Compost	Landscaping	5667	10.00
5/15/2020	Waste Management	Refuse Pickup	5675	245.40
Net Olds Station Business Park				836.42

PANGBORN AIRPORT

5/15/2020	Ag Supply Co.	Fuel for Truck	5605	1,020.13
5/15/2020	Airside Solutions, Inc.	Airfield Maintenance Supplies	5606	1,690.76
5/15/2020	AvFuel Corporation	Jet A Fuel Inventory	5609	23,139.90
5/15/2020	Banner Bank - TFlaget	Airfield Maintenance Supplies	5614	921.45
5/15/2020	Cintas Corporation	Laundry	5620	171.20
5/15/2020	Douglas County PUD	Electricity	5631	30.00
5/15/2020	Douglas County PUD	Electricity	5632	2,715.00
5/15/2020	Douglas County Treasurer	Pest Control	5634	90.30
5/15/2020	Firefly	IT	5636	917.84
5/15/2020	Keyhole Security	Terminal Maintenance	5648	30.38
5/15/2020	Les Schwab Tire Center	Vehicle & Equipment Maintenance	5649	130.85
5/15/2020	Lowe's	Maintenance Supplies	5650	101.35
5/15/2020	Ogden Murphy Wallace, PLLC	General	5655	3,736.50
5/15/2020	Oxarc Inc.	Extinguisher Supplies	5656	76.95
5/15/2020	Platt Electric Supply	Aviation Maintenance	5660	549.17
5/15/2020	Platt Electric Supply	Aviation Maintenance	5661	492.61
5/15/2020	S & W Irrigation	Lawn Maintenance	5666	344.44
5/15/2020	Valley Tractor & Equipment	Vehicle & Equipment Maintenance	5669	77.13
5/15/2020	Verizon Wireless	Phone	5670	64.29
5/15/2020	Waste Management	Refuse Pickup	5674	642.52
5/15/2020	Waste Management	Refuse Pickup	5677	169.56
5/15/2020	Wilbur-Ellis Company LLC	Airfield Maintenance	5681	8,342.27
5/15/2020	Wilbur-Ellis Company LLC	Terminal Maintenance	5682	433.76

Net Pangborn Airport

45,888.36

PANGBORN AIRPORT BUSINESS PARK 7017

5/15/2020	Alpine Aire Heating & Cooling	CWICC Bldg HVAC Maintenance	5607	1,349.12
5/15/2020	Douglas County PUD	Electricity	5633	4,798.00
5/15/2020	Peaceful Retreat Yard Care	Landscaping	5659	3,041.96

Net Pangborn Airport Business Park

9,189.08

RPA OFFICE/AVIATION CENTER

5/15/2020	Douglas County PUD	Electricity	5630	889.00
5/15/2020	iPro Building Services LLC	Janitorial Service	5643	187.50
5/15/2020	Waste Management	Refuse Pickup	5678	68.84

Net RPA Office/Aviation Center

1,145.34

LAKE CHELAN AIRPORT

5/15/2020	Chelan County PUD	Utilities	5615	22.33
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Net Lake Chelan Airport

22.33

MANSFIELD AIRPORT

5/15/2020	Douglas County PUD	Utilities	5629	44.00
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Net Mansfield Airport

44.00

ORONDO RIVER PARK

5/15/2020	After Hours Plumbing & Heating	Prepare bathrooms for season	5604	766.83
5/15/2020	Peaceful Retreat Yard Care	Landscaping	5658	3,065.36
5/15/2020	Waste Management	Refuse Pickup	5673	36.76
5/15/2020	Wilky's Water	Water Management	5683	500.00

Net Orondo River Park

4,368.96

<u>PYBUS INCUBATOR</u>			
5/15/2020	Apple PI Janitorial LLC	Janitorial Service	5608 379.52
	Net Pybus Incubator		<u>379.52</u>

<u>ADMINISTRATIVE & GENERAL</u>			
5/15/2020	Banner Bank - Port Expense	Membership & Subscriptions, Software	5610 154.32
5/15/2020	Banner Bank - SDeMestre	Supplies	5612 464.88
5/15/2020	Coleman Oil Company	Manual Truck	5625 64.11
5/15/2020	CrossRoads Strategies, LLC	Federal Government Relations	5626 3,333.33
5/15/2020	DOH Associates	As Builts	5628 336.50
5/15/2020	Firefly	IT	5635 61.19
5/15/2020	iPro Building Services LLC	Supplies	5644 162.30
5/15/2020	Office Depot	Supplies	5654 422.29
5/15/2020	Ogden Murphey Wallace, PLLC	Legal	5655 5,898.50
5/15/2020	RH2 Engineering	Engineering	5662 7,700.00
5/15/2020	RH2 Engineering	Engineering	5664 373.10
5/15/2020	Xerox	Copier Lease & Supplies	5684 425.30
	Net Administrative & General		<u>19,395.82</u>

<u>BUSINESS DEVELOPMENT & MARKETING</u>			
5/15/2020	Banner Bank - Port Expense	Marketing Materials, Business Outreach	5610 361.81
5/15/2020	Banner Bank - RCridlebaugh	Marketing	5611 22.73
5/15/2020	Cherry Creek Media	"Shop Local" Advertisement	5619 2,365.00
5/15/2020	Digital Media Northwest LLC	Update Flywheel 2020 Ad	5627 70.00
5/15/2020	Firefly	Website	5635 52.50
5/15/2020	Icicle Broadcasting - Chelan	Advertising	5642 960.00
5/15/2020	NCW Media Inc.	"Eat Local" Campaign	5652 2,239.47
5/15/2020	Wenatchee World	"Support Local Business"	5679 2,400.00
	Net Business Development & Marketing		<u>8,471.51</u>

<u>CAPITAL PROJECTS</u>			
5/15/2020	Halme Builders, Inc.	Terminal Capacity Improvements	5639 27,828.97
5/15/2020	Halme Builders, Inc.	Terminal Security Safety Improvements	5640 38,929.03
5/15/2020	Holaday-Parks, Inc.	Executive Flight Bldg - HVAC	5641 35,332.88
5/15/2020	Keyhole Security	Terminal Security Safety Improvements	5647 374.33
5/15/2020	Moe Asphalt Patching & Seal Coating	Seal Coat	5651 80,890.35
5/15/2020	Ogden Murphy Wallace, PLLC	Malaga Property	5655 106.00
5/15/2020	Ogden Murphy Wallace, PLLC	Columbia Street	5655 2,835.50
5/15/2020	RH2 Engineering	CTC HVAC Project	5662 291.61
5/15/2020	RH2 Engineering	Cashmere Mill Wetland Improvement	5662 181.43
5/15/2020	RH2 Engineering	Airlift NW Auto Lift Gate Project	5663 817.44
5/15/2020	RH2 Engineering	Seal Coat	5664 1,839.41
5/15/2020	Rudnick & Sons, LLC	USFS Helipad	5665 47,786.58
5/15/2020	Wenatchee World	RFP-Downtown Wenatchee South	5680 120.98
	Net Capital Projects		<u>237,334.51</u>

TOTAL 356,612.92

VOIDS #5671

Chelan Douglas Regional Port Authority
Check Register
2020-14

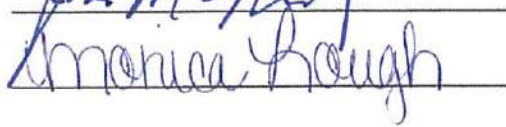
We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval May 29th, 2020, checks 5685 - 5688 in the amount of \$ 225,308.38

Jim Kuntz, Chief Executive Officer



Monica Lough, Director of Finance & Admin



<u>Date Issued</u>	<u>Claimant</u>	<u>Purpose</u>	<u>Check Number</u>	<u>Amount</u>
<u>Payroll</u>				
05/29/20	Baldwin, JC	May Payroll	ACH	1,476.67
05/29/20	Beidler, Camryn	May Payroll	ACH	1,953.62
05/29/20	Camarillo Reyes, Laura	May Payroll	ACH	2,655.23
05/29/20	Chatriand, Bobbie	May Payroll	ACH	2,687.90
05/29/20	Cridlebaugh, Ron	May Payroll	ACH	5,669.77
05/29/20	de Mestre, Stacie	May Payroll	ACH	4,953.94
05/29/20	Deenik, Sarah	May Payroll	ACH	4,018.34
05/29/20	Degnan, Tricia	May Payroll	ACH	4,239.59
05/29/20	Etherington, Donn	May Payroll	ACH	1,098.51
05/29/20	Flaget, Todd	May Payroll	ACH	3,668.42
05/29/20	Harris, Cami	May Payroll	ACH	3,001.91
05/29/20	Huffman, James	May Payroll	ACH	1,084.71
05/29/20	Kuntz, James	May Payroll	ACH	11,280.64
05/29/20	Lamb, Kenneth	May Payroll	ACH	3,786.65
05/29/20	Lamb, Shane	May Payroll	ACH	2,958.04
05/29/20	Lape, Felicity	May Payroll	ACH	4,344.94
05/29/20	Larsen, Craig	May Payroll	ACH	6,012.79
05/29/20	Loebsack, W. Alan	May Payroll	ACH	187.47
05/29/20	Lough, Monica	May Payroll	ACH	7,495.13
05/29/20	Martinez, Rafael	May Payroll	ACH	2,960.80
05/29/20	McKivor, Esther	May Payroll	ACH	3,580.69
05/29/20	Millian, Edwin	May Payroll	ACH	245.65
05/29/20	Moyers, Trent	May Payroll	ACH	7,151.47
05/29/20	Orr, Marcus	May Payroll	ACH	3,753.30
05/29/20	Parks, Lisa	May Payroll	ACH	6,892.50
05/29/20	Ramos, Jorge	May Payroll	ACH	1,875.69
05/29/20	Russ, Ron	May Payroll	ACH	5,507.70

05/29/20	Russell, Justin	May Payroll	ACH	3,117.20
05/29/20	Sanchez, Edwin	May Payroll	ACH	1,246.16
05/29/20	Sanchez, Isidro	May Payroll	5685	232.73
05/29/20	Scott, Tristan	May Payroll	ACH	2,356.33
05/29/20	Smith, Charles	May Payroll	ACH	3,167.05
05/29/20	Spurgeon, Mark	May Payroll	ACH	678.50
05/29/20	Turner, Rory	May Payroll	ACH	1,476.69
05/29/20	Vargas, Manuel	May Payroll	ACH	3,709.96
05/29/20	Washington Counties Insurance Fund	June insurance	5686	27,975.81
05/29/20	Department of Retirement Systems	May retirement	ACH	34,296.38
05/29/20	Sarah K. Deenik	Sunshine fund	5687	122.00
05/29/20	HRA VEBA Trust	May VEBA	5688	2,000.00
05/29/20	US Treasury	Payroll taxes	EFT	40,387.50
	Net Payroll			<u>225,308.38</u>

**Chelan Douglas Regional Port Authority
Check Register
2020-15**

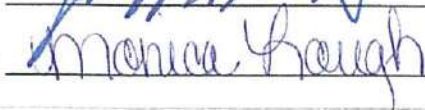
We, the undersigned Directors of Chelan Douglas Regional Port Authority, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval May 29, 2020 checks 5689 -5738 in the amount of \$ 161,954.70

Jim Kuntz, Chief Executive Officer



Monica Lough, Director of Finance & Admin



Date Issued	Claimant	Purpose	Check Number	Amount
<u>CASHMERE MILL DISTRICT</u>				
5/29/2020	Local Tel Communications	Fire Alarm Services	5717	181.77
	Net Cashmere Mill District			181.77
<u>CONFLUENCE TECHNOLOGY CENTER</u>				
5/29/2020	Crown Paper & Janitorial Supply	Sanitizer, Face Masks	5696	397.49
5/29/2020	Firefly	Managed Services	5707	1,410.50
5/29/2020	Local Tel Communications	Telephone	5717	517.09
5/29/2020	Sherwin-Williams	Reseal for Front Walk	5727	804.47
	Net Confluence Technology Center			3,129.55
<u>DOWNTOWN WENATCHEE SOUTH</u>				
5/29/2020	D&B Backflow LLC	Test Backflow	5697	982.54
	Net Downtown Wenatchee South			982.54
<u>OLDS STATION BUSINESS PARK</u>				
5/29/2020	Chelan County PUD	Water & Electricity	5692	2,658.72
5/29/2020	Local Tel Communications	Alarm Systems	5717	572.88
	Net Olds Station Business Park			3,231.60

**Chelan Douglas Regional Port Authority
Check Register
2020-15**

PANGBORN AIRPORT

5/29/2020	Ag Supply Co.	Vehicle & Equip Maint; Terminal Maint	5689	60.15
5/29/2020	Airside Solutions, Inc.	Airfield Maintenance Supplies	5690	140.82
5/29/2020	Carlson Services	Café: Svce Cooler, New SS Sink, Drainboard	5691	2,441.96
5/29/2020	Cintas	Laundry-Uniforms	5693	109.97
5/29/2020	Douglas County Sewer District	Sewer, Terminal	5703	317.34
5/29/2020	Fastenal Company	Aviation/Terminal Supplies	5706	358.11
5/29/2020	Firefly	Managed Services	5708	1,732.80
5/29/2020	Home Depot Pro	Terminal Maintenance Supplies	5711	690.85
5/29/2020	Jerry's Auto Supply	Vehicle & Equip Maint	5714	345.20
5/29/2020	Keyhole Security	Service Call, Knob	5715	249.50
5/29/2020	Les Schwab Tire Center	Terminal Maintenance Supplies	5716	35.64
5/29/2020	Local Tel Communications	Telephone	5717	830.53
5/29/2020	Lowe's	Café: Maintenance Supplies	5718	55.31
5/29/2020	Mead & Hunt	EAT Property Map Update 2020	5720	840.00
5/29/2020	Moon Security Services, Inc.	Regulatory Compliance	5722	42.24
5/29/2020	Ogden Murphey Wallace, PLLC	Legal: PMA General, Parking Lot Concession	5725	2,358.50
5/29/2020	Valley Tractor & Equipment	Equipment Maintenance	5734	299.30
5/29/2020	Volaire Aviation Inc.	Air Service Retainer	5735	4,000.00
	Net Pangborn Airport			14,908.22

PANGBORN AIRPORT BUSINESS PARK

5/29/2020	Douglas County Sewer District	Sewer	5704	86.00
5/29/2020	Harvest Valley Pest Control	3306 Bldg & CWICC	5710	197.11
5/29/2020	Local Tel Communications	Fire Alarm Services	5717	171.13
5/29/2020	York Building Services	Janitorial Services: 3306 & CWICC	5738	1,788.00
	Net Pangborn Airport Business Park			2,242.24

RPA OFFICE/AVIATION CENTER

5/29/2020	Ag Supply Co.	Bldg Maintenance Supplies	5689	5.60
5/29/2020	Douglas County Sewer District	Sewer	5702	156.52
5/29/2020	Office Depot	Bldg Maintenance Supplies	5724	4.48
5/29/2020	Waste Management	Refuse Collection	5736	303.39
	Net RPA Office/Aviation Center			469.99

WATERVILLE AIRPORT

5/29/2020	Douglas County PUD	Utilities	5701	31.00
	Net Waterville Airport			31.00

ORONDO RIVER PARK

5/29/2020	Douglas County PUD	Utilities	5701	81.00
5/29/2020	Home Depot Pro	Weeder	5712	28.17
	Net Orondo River Park			109.17

**Chelan Douglas Regional Port Authority
Check Register
2020-15**

<u>ADMINISTRATIVE & GENERAL</u>				
5/29/2020	Coleman Oil Company	Fuel for Truck	5694	114.29
5/29/2020	Commercial Printing Inc.	Supplies	5695	46.81
5/29/2020	Davis Arneil Law Firm LLP	Legal	5699	9,832.00
5/29/2020	Donn Etherington	Travel	5700	6.73
5/29/2020	Firefly	Managed Services	5709	2,258.06
5/29/2020	JC Baldwin	Travel	5713	79.35
5/29/2020	Local Tel Communications	Telephone	5717	1,079.10
5/29/2020	Mark Spurgeon	Travel	5719	29.90
5/29/2020	Monica Lough	Travel, Supplies	5721	64.05
5/29/2020	Office Depot	Supplies	5723	44.25
5/29/2020	Ogden Murphy Wallace, PLLC	Legal	5725	6,621.48
5/29/2020	Rory Turner	Travel	5726	49.91
5/29/2020	Wenatchee World	Ad: Accounting Specialist	5737	283.40
	Net Administrative & General			20,509.33
<u>BUSINESS DEVELOPMENT & MARKETING</u>				
5/29/2020	Elevated Marketing	Shop Local Ads	5705	940.00
	Net Business Development & Marketing			940.00
<u>CAPITAL PROJECTS</u>				
5/29/2020	Daily Journal of Commerce	Ad - Columbia Street Property	5698	180.60
5/29/2020	Ogden Murphy Wallace, PLLC	Legal: Malaga, Columbia St Property	5725	3,978.00
5/29/2020	T-O Engineers	Environmental Assessment - A&E	5728	69,336.73
5/29/2020	T-O Engineers	Snow Removal Procurement	5729	495.00
5/29/2020	T-O Engineers	ALS Planning	5730	11,622.50
5/29/2020	T-O Engineers	USFS Helipad - A&E	5731	10,046.04
5/29/2020	T-O Engineers	Term Security Safety Improvement	5732	2,455.63
5/29/2020	T-O Engineers	Term Capacity Improvement	5733	17,104.79
	Net Capital Projects			115,219.29
TOTAL				161,954.70

**Port of Chelan County
Check Register Log
Tuesday, June 9th, 2020**


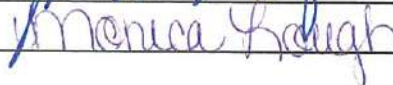
<u>Issued</u>	<u>Register #</u>	<u>Reason</u>	<u>Amount</u>	<u>First #</u>	<u>Last #</u>
5/5/2020	2020-09	Executive Flight Note Payoff	\$ 3,001,000.00	5070	5070
5/7/2020	-	K&L Gates LLP - Bond Counsel	\$ 9,500.00	EFT	EFT
5/26/2020	-	North Cascades - 2017 Runway Ext	\$ 80,386.10	EFT	EFT
5/26/2020	-	North Cascades - 2020A Exec FI Bldg	\$ 47,251.00	EFT	EFT
5/26/2020	-	North Cascades - 2020B Exec FI Bldg	\$ 124,960.00	EFT	EFT
5/26/2020	-	Banner Bank - Cashmere Mill Bond	\$ 109,567.08	EFT	EFT
5/29/2020	2020-10	Month-End Payables	\$ 87.50	5072	5072

2 warrants and electronic transfers for approval June 9, 2020 total: **\$ 3,372,751.68**

Voided checks: 5071

We, the undersigned Commissioners of Port of Chelan County, in the State of Washington, do hereby certify the merchandise or services hereinafter have been received and that Warrants listed above are approved for payment.

Executive Director
Dir. of Finance & Admin.
Commissioner
Commissioner
Commissioner

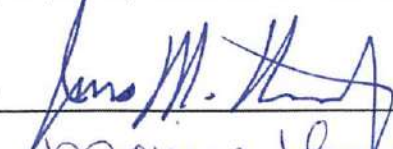



Port of Chelan County
Check Register
2020-09

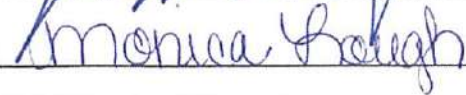
We, the undersigned Commissioners of Port of Chelan County, Chelan County, Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval May 5th, 2020, check 5070 in the amount of \$ 3,001,000.00

Jim Kuntz, Executive Director



Monica Lough, Director of Finance & Admin



Date Issued	Claimant	Purpose	Check #	Amount
5/5/2020	Executive Flight, Inc.	Note Payoff	5070	\$ 3,001,000.00

Port of Chelan County
Check Register
2020-10

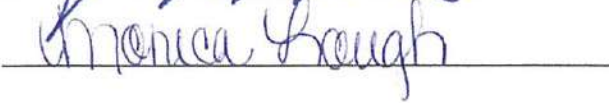
We, the undersigned Commissioners of Port of Chelan County, Chelan County, Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval May 29, 2020, checks 5071-5072 in the amount of \$ 87.50

Jim Kuntz, Executive Director



Monica Lough, Director of Finance & Admin



Date Issued	Claimant	Purpose	Check #	Amount
5/29/2020	Ogden Murphy Wallace, PLLC	April Legal Fees - Fibro	5072 \$	87.50

Voided Checks: 5071

**Port of Douglas County
Check Register Log
May 2020**

<u>Issued</u>	<u>Register #</u>	<u>Reason</u>	<u>Amount</u>	<u>First #</u>	<u>Last #</u>
5/13/2020	Wire	Runway Bond Pmt	\$ 34,601.54		
5/15/2020	Wire	3310 Bldg Bond Pmt	\$ 58,593.75		
5/15/2020	Wire	PABP Ph2 Bond Pmt	\$ 26,048.75		
5/15/2020	2020-08	Mid-month Payables	\$ 46,019.20	5044	5045
5/29/2020	2020-09	End of Month Payables	\$ 4,784.00	5046	5047

4 warrants and 3 Wire Transfers for approval June 9, 2020 + \$ **170,047.24**

We, the undersigned Commissioners of Port of Douglas County, in the State of Washington, do hereby certify the merchandise or services hereinafter have been received and that Warrants listed above are approved for payment.

Executive Director _____
 Dir. of Finance & Admin. _____
 Commissioner _____
 Commissioner _____
 Commissioner _____

**Port of Douglas County
Check Register
2020-08**

We, the undersigned Port of Douglas County, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval May 15, 2020 checks 5044 - 5045 in the amount of \$ 46,019.20

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin



<u>Date Issued</u>	<u>Claimant</u>	<u>Purpose</u>	<u>Check Number</u>	<u>Amount</u>
05/15/20	Douglas County PUD No. 1	Elect Pmt Plan #1	5044	4,897.70
05/15/20	Douglas County PUD No. 1	Elect Pmt Plan #2	5045	41,121.50

TOTAL 46,019.20

**Port of Douglas County
Check Register
2020-09**

We, the undersigned Port of Douglas County, in the State of Washington, do hereby certify that the merchandise or services hereinafter have been received and that checks listed below are approved for payment.

For approval May 29, 2020 checks 5046 & 5047 in the amount of \$ 4,784.00

Jim Kuntz, Chief Executive Officer

Monica Lough, Director of Finance & Admin

Date Issued	Claimant	Purpose	Check Number	Amount
05/30/20	Chelan Douglas Regional Port Authority	CWICC Land Lease	5046	491.00
05/30/20	Davis Arneil Law Firm, LLP	Legal-Giga Watt Bankruptcy	5047	4,293.00

TOTAL 4,784.00

**INTERLOCAL COOPERATION AGREEMENT BETWEEN
DOUGLAS COUNTY AND THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY FOR
GRANT FUNDING THROUGH THE CARES ACT**

This Interlocal Cooperation Agreement (the "Agreement") is entered into between Douglas County, Washington (the "County"), a political subdivision of the State of Washington, and the Chelan Douglas Regional Port Authority (the "Port"), a not-for-profit corporation organized under the laws of the State of Washington, consisting of the Port of Chelan County and the Port of Douglas County. Collectively, the County and the Port are sometimes referred to as the "Parties."

WHEREAS, on March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act") was signed into law providing for over \$2 trillion relief for American workers, families, and small businesses, and to preserve jobs for American industries;

WHEREAS, on April 27, 2020, Washington State announced the allocation of nearly \$300 million for local governments from the Coronavirus Relief Fund (the "CRF") available under the CARES Act;

WHEREAS, the County's share of the CRF is \$2.3 million;

WHEREAS, the County desires to immediately allocate \$1 million of the CRF to the Port for a Small Business Grant Program (the "Grant Program") to assist small businesses within the County;

WHEREAS, RCW Chapter 39.34, entitled the Interlocal Cooperation Act, permits local governments, including port districts and counties, to make the most efficient use of their powers by enabling them to cooperate in order to provide services and facilities that "will accord best with geographic, economic, population and other factors influencing the needs and development of local communities;"

WHEREAS, the County has determined that engaging with the Port for the disbursement of the CRF funds, pursuant to the terms below, would yield efficiencies not available to the County alone.

NOW, THEREFORE, in consideration of the premises and promises, terms and conditions set forth below, it is agreed as follows:

**ARTICLE I
PURPOSE**

1.1 Purpose. The purpose of this Agreement is to set forth the terms and conditions under which the County will provide grant funding to the Port.

**ARTICLE II
GRANT FUNDING AND PORT'S USE OF FUNDS**

2.1 Grant Funding. The County agrees to provide the sum of \$1 million (\$1,000,000.00) to the Port from the County's share of its local CRF allotment, to be used for costs incurred by the Coronavirus public health emergency during the period of March 1, 2020, through October 31, 2020, and not accounted for in the Port budget approved as of March 27, 2020.

2.2 Port's Use of Grant Funds. The Port shall comply with the Department of Commerce's *Coronavirus Relief Funds for Local Governments Program Guidelines: CARES Act Funds for Local Governments in Washington State*, dated May 18, 2020, which is attached hereto as Attachment A and incorporated by this reference.

2.2.01 Eligible Expenses. The Port shall ensure that the funds cover costs that are necessary and eligible under any of six cost categories:

- (a) COVID-19-related medical expenses;
- (b) COVID-19-related public health expenses;
- (c) Payroll Expenses for those employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency;
- (d) Expenses of actions to facilitate compliance with COVID-19 public health measures;
- (e) Expenses of associated with the provision of economic support related to the COVID-19 public health emergency, and;
- (f) Any other Covid-19 related expense necessary to the function of government that satisfy the fund eligibility criteria.

2.2.02 Ineligible Expenses. Non-allowable expenditures include, but are not limited to:

- (a) Expenses for the state share of Medicaid;
- (b) Damages covered by insurance;
- (c) Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency;
- (d) Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by states to state unemployment funds;
- (e) Reimbursement to donors for donated items or services;
- (f) Workforce bonuses other than hazard pay or overtime;
- (g) Severance pay;
- (h) Legal settlements.

2.2.03 Eligible Cost Test. The Port shall determine whether or not an expense is eligible using the Washington State Department of Commerce's five-part cost test as further detailed in Attachment A. If all responses for the particular incurred cost are "true" for all five statements below, the Port may deem the cost is eligible:

- (a) The expense is connected to the COVID-19 emergency;
- (b) The expense is "necessary;"
- (c) The expense is not to fill a shortfall in government revenues;
- (d) The expense is not funded through another budget line-item, allotment or allocation, as of March 27, 2020; and
- (e) The expense would not exist *but for* COVID -19 or would be for a "substantially different" purpose.

2.3 Reimbursement. The County shall pay the grant funds to the Port on a reimbursement basis upon certification by the Port of the eligibility of the expenses incurred for such work, so long as requests for reimbursement are submitted on or before October 15, 2020, to allow for the County's October 31, 2020 reporting deadline.

**ARTICLE III
ADMINISTRATION**

3.1 Administration. This Agreement shall be administered by the Port with no administrative or overhead costs passed to the County.

3.2 Criteria. The Port shall comply with the following criteria when identifying businesses eligible for grant funds:

- (a) Businesses with 20 or less full-time equivalent employees;
- (b) The business is situated in Douglas County, Washington;
- (c) The business has been in operation for longer than six-months;
- (d) The business has a valid Unified Business Identifier (UBI);
- (e) The business has completed an Application form, attached hereto as Attachment B, and entered into the agreement with the Port, attached hereto as Attachment C.
- (f) The total amount of grant funds available to any one business shall not exceed \$10,000.00.

3.3 Processing Reimbursements. Port reimbursement submittals to the County shall be processed within fifteen days of receipt by the County.

**ARTICLE IV
EFFECTIVE DATE OF AGREEMENT**

4.1 Duration. This Agreement shall be effective only upon execution by the Parties and filing with the Douglas County Auditor and Port's Clerk of the Board, pursuant to RCW Chapter 39.34.040, and shall extend until the CRF allotment been exhausted or October 31, 2020, whichever occurs first.

**ARTICLE V
INDEMNITY**

5.1 Claims. The Port agrees to indemnify, defend and hold the County, its departments, elected and appointed officials, employees, and agents, harmless from and against any and all claims, damages, losses and expenses, including without limitation personal injury, bodily injury, sickness, disease, or death, or any damage to or destruction of property, including the loss of use resulting therefrom, which are alleged or proven to be caused in whole or in part by an act or omission of the Port's officers, directors, employees and agents relating to the Port's performance of work funded by this Agreement.

**ARTICLE VI
PERFORMANCE OF AGREEMENT**

6.1 Compliance with All Laws. Each party shall comply with all federal, state and local laws, rules, regulations and ordinances applicable to the performance of this Agreement.

6.2 Maintenance and Audit of Records. Each party shall maintain books, records, documents and other materials relevant to its performance under this Agreement. These records shall be subject to inspection, review and audit by either party or its designee, and the Washington State Auditor's Office. Each party shall retain all such books, records, documents and other materials for five (5) years following the termination of this Agreement.

6.3 Inspections. Either party or its designee may evaluate the performance of this Agreement through inspection to determine whether performance is in compliance with the standards set forth in this Agreement, and in compliance with federal, state and local laws, rules, regulations and ordinances.

6.4 Improper Influence. Each party agrees, warrants and represents that it did not and will not employ, retain or contract with any person or entity on a contingent compensation basis for the purpose of seeking, obtaining, maintaining or extending this Agreement. Each party agrees, warrants and represents that no gratuity whatsoever has been or will offered or conferred with a view towards obtaining, maintaining or extending this Agreement.

6.5 Conflict of Interest. The elected and appointed officials and employees of the Parties shall not have any personal interest, direct or indirect, which gives rise to a conflict of interest as defined in RCW 42.23 *et seq.*

**ARTICLE VII
DISPUTES**

7.1 Time. Time is of the essence of this Agreement.

7.2 Waiver Limited. A waiver of any term or condition of this Agreement must be in writing and signed by the party. Any express or implied waiver of a term or condition of this Agreement shall apply only to the specific act, occurrence or omission and shall not constitute a waiver as to any other term or condition or future act, occurrence or omission.

7.3 Attorney's Fees. If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, each party shall pay its own attorney's fees and costs incurred in that action, arbitration or other proceeding.

7.4 Governing Law and Venue. This Agreement shall be governed exclusively by the laws of the State of Washington. Douglas County shall be the sole proper venue for any and all suits brought to enforce or interpret the provisions of this Agreement.

**ARTICLE VIII
GENERAL PROVISIONS**

8.1 **Assignment.** Neither party may assign its rights or delegate its duties under this Agreement, whether by assignment, further, subcontract or other means. Any such attempted assignment or delegation shall be void and shall constitute a material breach of this Agreement.

8.2 **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties. There are no understandings or agreements between parties other than those set forth in this Agreement. No other statement, representation or promise has been made to induce either party to enter into this Agreement.

8.3 **Modification.** This Agreement may not be amended, supplemented or otherwise modified unless expressly set forth in a written agreement signed by the parties and adopted by resolution of each Party's legislative authority.

8.4 **Invalid Provisions.** The invalidity or unenforceability of any particular term or provision of this Agreement shall not affect the validity or enforceability of any other term or provision and this Agreement shall be construed in all respects as if such invalid or unenforceable term or provision was omitted.

DOUGLAS COUNTY WASHINGTON
BOARD OF COUNTY COMMISSIONERS

CHELAN DOUGLAS REGIONAL PORT AUTHORITY

ADOPTED on this _____ day of June, 2020.

ADOPTED on this _____ day of June, 2020.

Chair

Jim Kuntz, Chief Executive Officer

Vice-Chair

Commissioner

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:

Civil Deputy Prosecuting Attorney

ATTACHMENT A

Coronavirus Relief Funds for Local Governments Program Guidelines: CARES Act Funds for Local Governments in Washington State (May 18, 2020)



Coronavirus Relief Funds for Local Governments Program Guidelines

CARES Act Funds for Local Governments
In Washington State

Administered by the Department of Commerce
Local Government Division

*P.O. Box 42525
Olympia, WA 98504-2525*

Contact Information

Mailing / Street Address:

Washington State Department of Commerce
Local Government Division
PO Box 42525
1011 Plum Street SE
Olympia, WA 98504-2525

Program Leadership:

Tony Hanson
Deputy Assistant Director
Community Capital Facilities Unit
360-725-3005
Tony.Hanson@commerce.wa.gov

Tina Hochwender
Managing Director
Community Assistance and Research Unit
360-725-3087
Tina.Hochwender@commerce.wa.gov

Commerce Leadership:

Lisa Brown, Ph.D.
Director

Mark Barkley
Assistant Director
Local Government Division

This publication is available in an alternative format upon request. Events sponsored by Commerce are accessible to persons with disabilities. Accommodations may be arranged with a minimum of 10 working days' notice by calling 360-725-3087

ATTACHMENT A

**Coronavirus Relief Funds (CRF) for Local Governments
Program Guidelines**

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- 5. Eligible Costs 2
- 6. Ineligible Costs 4
- 7. Eligible Cost Test 4
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- 5. A-19 Certification and Activity Report..... 8

General Information

1. Source of Funds

You have been awarded funds through the state's Coronavirus Relief Funds (CRF). The funds are available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

Your grant is funded entirely through the federal stimulus funding under the CARES Act provided by the U.S. Department of Treasury (US Treasury) to the Governor via the Office of Financial Management (OFM).

On April 27, 2020 Governor Inslee announced the award of nearly \$300 million to local governments in CRF from the state's allocation of the CARES Act funding.

2. Allocation Formula

OFM developed the allocation methodology and determined the jurisdiction amounts. The allocations were based on 2019 population estimates for each jurisdiction.

Funds will be provided to cities and counties with populations under 500,000 that were ineligible to receive direct funding under the CARES Act. Each county will receive a minimum distribution of \$250,000 and each city will receive a minimum distribution of \$25,000.

Cities and counties with populations over 500,000 did not receive a direct allocation from the state. Instead these jurisdictions received a direct allocation from the US Treasury (i.e. city of Seattle, King Co., Pierce Co., Snohomish Co., etc.).

For a complete list of cities and counties and their allocations, click [here](#).

3. Period of Performance

The Coronavirus Relief Funds may only be used for costs incurred by local governments in response to the COVID-19 public health emergency during the period of March 1, 2020 thru October 31, 2020.

The [US Treasury's Guidance](#) provides an end date of December 30, 2020. This is the end date in which the state must have reimbursed all "recipients of the funds" (grantees) their costs incurred in response to the COVID-19 emergency. In order to allow time for Commerce to process final payments and conduct contract closeouts; and for OFM to fully utilize any unspent funds before they expire, expenditures are only being accepted on costs incurred through October 31, 2020.

All final requests for reimbursement must be submitted no later than November 15, 2020.

4. Intended Use

Under the CARES Act, the Coronavirus Relief Funds (CRF) may be used to cover costs that:

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); *AND*
2. Are **NOT** accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or local government. The "most recently

ATTACHMENT A

approved” budget refers to the enacted budget for the relevant fiscal period for the particular government. A cost meets this requirement if:

- a) The cost cannot lawfully be funded using a line item, allotment, or allocation within that budget; *OR*
 - b) The cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.
3. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Funds may **NOT** be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The use of these funds are very broad and flexible, and can be used for both operating and **capital expenditures**.

If funds are being used for capital expenditures such as acquisition of real property or construction / renovation costs, please contact us immediately. We will provide you with further information and guidance. Utilizing CRF for these purposes will require additional Federal and state provisions being applied to the project such as:

- All projects must be reviewed under a Federal Section 106 review for archaeological and cultural resources if the project: acquires property, disturbs ground, and/or involves structures more than 50 years old. Grantees must submit documentation to the project manager when the review is complete. Section 106 supersedes the [Governor's Executive Order 05-05](#) review.
- Construction / renovation projects may be required to meet high-performance building standards and document they have entered the state's LEED certification process.
- Construction / renovation projects will be required to follow Federal Davis Bacon and state prevailing wage laws, rules, and regulations.

Additionally, grantees must ensure all capital expenditures are only for costs incurred through the limited timeframe of March 1, 2020 thru October 31, 2020.

5. Eligible costs

There are six (6) primary eligible cost categories. These cost categories and their eligible cost sub-categories are as follows:

1. **Medical expenses** such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.

ATTACHMENT A

- Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. **Public health expenses** such as:
- Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
3. **Payroll expenses** for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. **Expenses of actions to facilitate compliance with COVID-19-related public health measures**, such as:
- Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. **Expenses associated with the provision of economic support** in connection with the COVID-19 public health emergency, such as:
- Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a state, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

ATTACHMENT A

6. **Any other COVID-19-related expenses** reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

6. *Ineligible costs*

Non-allowable expenditures include, but are not limited to:

1. Expenses for the state share of Medicaid.
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by states to state unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

7. *Eligible cost test*

Grantees are charged with determining whether or not an expense is eligible based on the [US Treasury's Guidance](#) and as provided in the grantee's contract scope of work with Commerce.

To assist grantees with this determination, Commerce has developed an eligibility cost test. This test gives each grantee full authority to make the appropriate call for each circumstance.

TEST – If all responses for the particular incurred cost are “true” for all five statements below, then a jurisdiction can feel confident the cost is eligible:

1. The expense is connected to the COVID-19 emergency.
2. The expense is “necessary”.
3. The expense is not filling a short fall in government revenues.
4. The expense is not funded thru another budget line item, allotment or allocation, as of March 27, 2020.
5. The expense wouldn't exist without COVID-19 OR would be for a “substantially different” purpose.

It is the responsibility of each grantee to define “**necessary**” or “**substantially different**”, giving the grantee the authority and flexibility to make their own determination.

Additional consideration – The intent of these funds is to help jurisdictions cover the *immediate impacts* of the COVID-19 emergency. Both direct costs to the jurisdiction and costs to their communities. There are many possible eligible costs.

Many costs are clearly eligible and others are in more of a grey area. One could probably justify some of the “grey area” costs based on the test, but are they directly addressing the *immediate impacts*? Possibly not. In these situations it may be safer and more appropriate to utilize the funds in one of the many other eligible cost categories that more clearly meet the intent of the funds. Again, each grantee has the full authority to make the final call based on their circumstances and justification.

ATTACHMENT A

8. Cost reimbursement

Funds are available on a reimbursement basis only, and cannot be advanced under *any* circumstances. If funds are being used for the acquisition of real property or construction / renovation costs, please contact us immediately. Reimbursable costs are those that a Grantee has already incurred. We may only reimburse grantees for eligible costs incurred in response to the COVID-19 public health emergency during the period of March 1, 2020 thru October 31, 2020.

Final Date of Reimbursements

In order to ensure all awardees and their costs incurred in response to the COVID-19 emergency are paid out by December 30, 2020 per the [US Treasury's Guidance](#), expenditures are only being accepted on costs incurred through **October 31, 2020**.

All final requests for reimbursement must be submitted no later than November 15, 2020.

Grantees will not be required to submit a proposed budget prior to contract execution. Grantees will have the discretion and flexibility to determine where these funds may best serve their communities.

Each grantee will determine eligible costs to submit for reimbursement. For reporting purposes, expenditures must be tracked at the sub-category level for the six (6) primary eligible cost categories, as follows:

1. Medical Expenses
 - A. Public hospitals, clinics, and similar facilities
 - B. Temporary public medical facilities & increased capacity
 - C. COVID-19 testing, including serological testing
 - D. Emergency medical response expenses
 - E. Telemedicine capabilities
 - F. Other
2. Public Health Expenses
 - A. Communication and enforcement of public health measures
 - B. Medical and protective supplies, including sanitation and PPE
 - C. Disinfecting public areas and other facilities
 - D. Technical assistance on COVID-19 threat mitigation
 - E. Public safety measures undertaken
 - F. Quarantining individuals
 - G. Other
3. Payroll expenses for public employees dedicated to COVID-19
 - A. Public Safety
 - B. Public Health
 - C. Health Care
 - D. Human Services
 - E. Economic Development
 - F. Other
4. Expenses to facilitate compliance with COVID-19 measures
 - A. Food access and delivery to residents
 - B. Distance learning tied to school closings
 - C. Telework capabilities of public employees

ATTACHMENT A

- D. Paid sick and paid family and medical leave to public employees
- E. COVID-19-related expenses in county jails
- F. Care and mitigation services for homeless populations
- G. Other

5. Economic Supports

- A. Small Business Grants for business interruptions
- B. Payroll Support Programs
- C. Other

6. Other COVID-19 Expenses

No receipts or proof of payment for costs incurred will be required to be submitted to Commerce. Grantees are still required to maintain sufficient accounting records in accordance with state and federal laws. Monitoring visits may be scheduled.

Process and Procedure to Obtain Funds

1. Award Letter

Commerce strives to administer funds expediently and with a minimum of red tape. We do so within the policies and procedures established by the US Treasury and state's Legislature, OFM, Commerce, and the Office of the Attorney General. Prior to receiving funds, a contract will need to be executed with Commerce.

Award letters with instructions to initiate the contracting process will be emailed to each city and county receiving an allocation by no later than May 22nd. Emails to cities will be sent to mayors and any other contacts obtained with the assistance of the Association of Washington Cities. Emails to counties will be sent to the county commissioners and any other contacts obtained with the assistance of the Washington State Association of Counties.

Included with the award letter will be:

- CRF Program Guidelines
- A draft contract template for review and to initiate the public process for authorization to execute once the final contract is available for execution
- Working Papers

2. Working papers

Your grant award packet includes *Working Papers*. The *Working Papers* ask for basic information needed to create a contract:

- Contact information for the person who will administer the grant once the contract is signed. Grant documents and correspondence will be sent to this person.
- Your Statewide Vendor Number (SWV#)
- Your Federal Indirect Rate
- Your fiscal year end date
- Name and title for the person authorized by the jurisdiction to sign the contract

Please complete and return the *Working Papers* to the Commerce project manager identified in the award letter as soon as possible, even if you do not plan to begin drawing your funds for a while. Your project manager will manage your contract until project completion. Feel free to give us a call if you have any questions as you fill out the form (see contact information on previous page).

3. Contract

Once the completed *Working Papers* have been received by the Commerce project manager identified in the award letter, a contract will be prepared and sent to you for signature. Have the authorized representative sign the contract and then return a scanned pdf copy to your project manager. Then the project manager will route the contract for Commerce's signature. It generally takes two to four weeks to fully execute a contract. Once executed by Commerce a fully executed copy will be scanned and a pdf copy emailed to the jurisdiction and you will have access to your funds.

Commerce is working to make the contracting process as quick and easy as possible.

ATTACHMENT A

4. Reimbursements

This is a reimbursement-style grant, meaning no advance payments. Funds are available once a contract is executed. All grantees are required to set up a SWV number so funds may be sent electronically. Grantees have the flexibility to cash out their grant or draw down funds as frequently as once a month as long as you have incurred documented eligible costs in response to the COVID-19 public health emergency during the period of March 1, 2020 thru October 31, 2020. All final requests for reimbursement must be submitted no later than November 15, 2020.

Commerce has moved to electronic vouchering through their Contracts Management System (CMS) Online A-19 Portal. Requests for reimbursement must be submitted online through the CMS System by an individual authorized by the Grantee's organization. Online electronic vouchering provides for grantees to receive reimbursements as quickly as possible. Grantees with barriers to using the online A-19 portal, may request an A-19 form from their Commerce project manager.

Access to CMS is available through the Secure Access Washington (SAW) portal. You will need to create a SAW account if you do not already have one. Please find detailed instructions here: [Office of Financial Management](#). It may take up to three weeks after you submit this information for an electronic transfer account to be set up. We will automatically receive your SWV number from the office that sets them up.

Once logged into SAW, add the Department of Commerce to your 'services' and submit an [Online A-19 External User Request form](#). Then Commerce will add you as a new external user in CMS; and the CMS system will generate and email a registration code to you to complete the CMS registration.

For additional grantee support, refer to the [Commerce Online A-19 Webpage for External Users](#), which includes SAW resources and the CMS manual for external users.

The A-19 voucher must include a detailed breakdown of the costs incurred within each eligible budget category and the total reportable eligible expenses in response to the COVID-19 public health emergency. Accompanying with each voucher must be an executed A-19 certification and A-19 activity report. Incomplete or improperly prepared submissions may result in payment delays. After receipt and acceptance of a fully completed A-19 voucher submittal, grantees can expect electronic reimbursements within 7-10 days.

No receipts or proof of payment for costs incurred will be required to be submitted to Commerce. Grantees are still required to maintain sufficient accounting records in accordance with state and federal laws; and are responsible for maintaining clear and accurate program records, and making them accessible to Commerce and the State Auditor.

Monitoring visits may be scheduled.

5. A-19 Certification and Activity Report

In order to receive reimbursement for eligible expenses incurred, each A-19 Voucher must include:

1. A completed **A-19 Certification**:

- An individual authorized to execute on behalf of the local government must certify by signing this document under penalty of perjury that the items and costs listed herein and on the accompanying Commerce A-19 Voucher are eligible charges for necessary expenditures incurred due to the COVID-19 public health emergency that were not previously accounted for in the most recent approved budget as of March 27, 2020,

ATTACHMENT A

and that the funds were used in accordance with section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

2. A completed **A-19 Activity Report** (*instructions included in document*):

- Must be submitted as an Excel spreadsheet, not a PDF.
- Include a detailed breakdown of the individual eligible expenditures reported by each sub-category of the six (6) primary budget categories. Each primary budget category includes sub-categories and provides an option to add "other" sub-categories.
- Include the total amount of all previous reimbursement requests for each applicable sub-category.
- Include the total amount of funds being requested in the current reimbursement request for each applicable sub-category.
- Include a brief description of the use of the funds being requested for each applicable sub-category. Keep descriptions as concise as possible, but include adequate context to demonstrate how these funds addressed the COVID-19 emergency. If applicable, please consider:
 - Providing a brief description of the specific activities performed.
 - Identifying specific populations served.
 - Identifying specific programs created or utilized.
 - Including any known or intended outcomes, results, or community impacts.

A certification and activity report must be completed and returned with each reimbursement voucher.

After the contract is executed, you will receive additional instructions on how to submit electronic reimbursement requests with the A-19 certification and A-19 activity report.

ATTACHMENT B
DOUGLAS COUNTY SMALL BUSINESS SUPPORT INITIATIVE
APPLICATION



DOUGLAS COUNTY

CARES Act – Small Business Grant Program

Criteria

1. Small businesses with 20 full-time employees or less located in Douglas County.
2. Must have been in business for a period of six months.
3. Provide a UBI number.
4. A per business cap of \$10,000. Please only apply for the amount of funding needed.
5. Fill out a one page application form.
6. Reimbursement for business interruption expenses caused by the Governor's Stay Home-Stay Healthy Executive Order. Funding used for costs incurred between the dates of March 1, 2020 thru September 30, 2020.

Expenditures Allowable for Reimbursement

Operational expenses including rent, supplies, inventory, and utility bills. Costs for reopening including purchasing masks, gloves, thermometers, washing stations, sanitation supplies/equipment, installation of protective covers such as plexiglass, and marketing & advertising expenses.

Expenditures Not Allowable for Reimbursement

Payroll, capitalized equipment, travel, office equipment and computer software.

The information provided allows the CDRPA to evaluate your grant application.

Company Name: Address: City: State: WA Zip Code:	Year of Establishment:	In operation for at least 6 months? <input type="checkbox"/> YES <input type="checkbox"/> NO	UBI Number:
CEO/President Name: Email: Phone:		<input type="checkbox"/> Minority-owned <input type="checkbox"/> Tribal-owned <input type="checkbox"/> Women-owned <input type="checkbox"/> Veteran-owned	
Industry Sector: <input type="checkbox"/> Retail <input type="checkbox"/> Restaurant/Food Business <input type="checkbox"/> Hospitality <input type="checkbox"/> Manufacturing <input type="checkbox"/> Other: _____			
Has your business been affected by emergency public health protections in place and/or mandatory closure by executive order due to COVID-19? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is your L&I account current? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
Amount of Assistance Being Requested (up to \$10,000): \$ _____ Likelihood of Permanently Closing the Business? <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		Are your Property taxes current? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
COMPANY BACKGROUND			
Total Number of Full-time Employees Including Yourself as of 01/2020: _____		Number of Workers Laid Off Due to COVID-19: _____	
Average Employee Salary & Benefits: _____			

Describe the company, business structure (LLC/Partnership/Sole Proprietorship), and its products/services.

Describe the effect of the public health crisis on the business and why funding is critical to this business?

What are your current plans for reopening (if closed) and/or continuation of business in today's economy?

Currently, is the company facing any pending litigation or legal action?

Has the company had any state compliance/regulatory issues within Washington or another state you are in or have done business in within the last three years?

Please list any Federal, State, or Local assistance received to date related to COVID-19:

Please sign affirming that all information is correct and accurate to the best of your knowledge.

(If printing & scanning - please sign & date.) Date _____

EXPLANATION OF USE OF FUNDS

Expenditures Allowable for Reimbursement: Operational expenses including rent, supplies, inventory, and utility bills. Costs for reopening including the purchase of masks, gloves, thermometers, washing stations, sanitation supplies/equipment, installation of protective covers such as plexiglass. Also includes marketing & advertising expenses. Payroll expenses cannot be reimbursed.

Please submit completed application to grants@cdrpa.org or use the "Submit Button" below.

Submit Button - Via Email

ATTACHMENT C

Agreement between the CDRPA and Eligible Business for Transfer and Use of the Douglas County CARES Act Small Business Support Initiative Grant Funding

Attachment C

AGREEMENT BETWEEN THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY AND _____[COMPANY]_____ FOR TRANSFER AND USE OF DOUGLAS COUNTY CARES ACT SMALL BUSINESS SUPPORT INITIATIVE GRANT FUNDING

THIS AGREEMENT is made this ___ day of _____ 2020, by and between the CHELAN DOUGLAS REGIONAL PORT AUTHORITY, a non-profit corporation ("CDRPA"), and _____, ("Company"), collectively referred to as the "Parties."

WHEREAS, the CDRPA is a not-for-profit corporation, organized under the State of Washington, to provide economic development programs and resources throughout Chelan and Douglas counties, and;

WHEREAS, the Company applied for and was awarded a \$_____ Douglas County CARES Act Small Business Support Initiative Grant ("Grant Funds") for the benefit of the Company for allowable expenses. The Company's application is attached hereto as Exhibit A.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein, the Parties agree as follows:

AGREEMENT

1. Incorporation of Recitals/Exhibits. The Recitals and referenced Exhibits are incorporated herein by this reference.

2. Scope of Relief.

a. *Allowable Expenses*. The Company may be reimbursed only for expenditures identified in the attached Scope of Work. The Company's expenditures will be documented by submittal to CDRPA of vendor/supplier invoices evidencing completion of the work identified in Exhibit B. In the event an ineligible expenditure is submitted, it will not be reimbursed by Commerce or the CDRPA.

b. *Unallowable Expenses*. The Company acknowledges that Grant Funds cannot be used for the following expenses: payroll, salary, employee or owner compensation, capitalized equipment, travel, office equipment, and computer software

3. Performance by the Company.

a. *Deliverables*. In consideration for the Grant Funds, the Company agrees to the deliverables identified in the Scope of Work, attached as Exhibit B, including providing the CDRPA with invoices/deliverables for its request for reimbursement under this Agreement. The Company also agrees to provide periodic updates to the CDRPA to report on the status of the Company.

b. *Interlocal Agreement*. The Parties to this Agreement agree to be bound to the provisions of the Interlocal Agreement between the CDRPA and Douglas County ("Interlocal Agreement") and included as Exhibit C of this Agreement.

4. Source of Grant Funds. Grant Funds are provided to the Company and shall be a sum not to exceed \$_____. The Parties acknowledge that funding for this Agreement come solely as pass-

through of funds received by CDRPA from Douglas County. CDRPA has no independent obligation to provide the Company with funds from any other source.

5. Effective Date. The effective date of this Agreement shall be the date signed by both parties.

6. Grant Contract Amendments. The Parties acknowledge that Douglas County may request changes to the Interlocal Agreement or its provisions. Any changes or revisions to the Grant Fund terms and conditions that are applicable to this Agreement shall be incorporated by amendment of this Agreement, following written notice by CDRPA to the Company.

7. Nondiscrimination. During the performance of this Agreement, the Company shall comply with all federal and state nondiscrimination laws, including but not limited to, chapter 49.60 RCW, Washington's Law Against Discrimination, and 42 U.S.C. 12101 *et seq.*, the Americans with Disabilities Act (ADA). In the event of the Company's noncompliance or refusal to comply with any nondiscrimination law, regulation, or policy, this Agreement may be rescinded, canceled, or terminated in whole or in part.

8. Termination.

a. If the Company fails to fulfill its obligations under this Agreement, the CDRPA may terminate this Agreement upon written notice to the Company specifying the reason for termination. The termination date shall be specified in the notice of termination.

b. Notwithstanding the above subsection, in the event Company fails to comply with its obligations, promises, and contract, as set forth in Section 3, it shall be obligated to return any funds received from Douglas County to the CDRPA for the CDRPA to return to Douglas County.

9. Public Disclosure. All Company documents and records comprising the Agreement, and all other documents and records provided to the CDRPA by the Company are deemed public records subject to disclosure under the Washington State Public Records Act, Chapter 42.56 RCW. Thus, the CDRPA may be required, upon request, to disclose the Agreement and documents or records related to it unless an exemption under the Public Records Act or other laws applies.

10. Attorney Fees and Governing Law.

a. In the event a suit, action, arbitration, or other proceeding of any nature whatsoever, including without limitation any proceeding under the U.S. Bankruptcy Code, is instituted, or the services of any attorney are retained, to interpret or enforce any provisions of this Agreement or with respect to any dispute relating to this Agreement, the prevailing party shall be entitled to recover from the losing party its attorneys', paralegals', accountants', and other experts' fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith. The amount of such fees, costs, and expenses shall be determined by the judge or arbitrator, shall include fees and expenses incurred on any appeal or review, and shall be in addition to all other amounts provided by law.

b. This Agreement shall be governed by and interpreted and enforced in accordance with the laws of the State of Washington and the venue will be in Douglas County, Washington.

11. Entire Agreement. The Parties agree that this Agreement, including referenced exhibits, is the complete expression of the terms agreed to by the Parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind the Parties

12. Severability. In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement that can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this Agreement are declared severable.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY
One Campbell Parkway, Suite A
East Wenatchee, WA 98802

COMPANY
Street 1
Street 2
[East] Wenatchee, WA 98801/2

Date: _____

Date: _____

By: _____
Jim Kuntz, CEO
Monica Lough, Director of Finance
Ron Cridlebaugh, Director of Economic
Development

By: _____
XXXXXXX, Owner

Attachments:

- Exhibit A: Douglas County Small Business Support Initiative Grant Application
- Exhibit B: Scope of Work
- Exhibit C: Interlocal Agreement between the CDRPA and Douglas County
- Exhibit D: IRS Form W-9

EXHIBIT B
SCOPE OF WORK
Qualifying Reimbursable Expenses

Expense	Amount
<i>Rent</i>	
<i>Supplies/Inventory</i>	
<i>Utilities</i>	
<i>Consulting</i>	
<i>Marketing</i>	
<i>Training</i>	
<i>Opening Expenses</i> <i>(masks, gloves, thermometers, sanitation supplies, etc)</i>	
<i>Other (describe)</i>	
TOTAL	\$

Deliverables from the Company

1. The Company shall provide documentation, in sufficient detail and in a timely manner, to verify completion of the reimbursable expenses as specified by Douglas County on the attached document. Documentation shall include vendor invoices reflecting costs for these activities and other appropriate documentation. Documentation shall be for reimbursable expenses only. This reimbursement-based grant can only assist with invoices dated March 1, 2020 through October 31, 2020.
2. The Company shall complete and return the attached IRS FORM W-9, attached as Exhibit D.
3. The Company acknowledges its obligation to abide by the Grant Funding terms, including:
 - a. The Company will reopen in good faith when permitted by the Governor;
 - b. The Company will follow the Governor's phasing plan applicable to the Company's industry;
 - c. The Company will contact the CDRPA if it will be closing permanently prior to June 30, 2021; and
 - d. On or before May 31, 2021, the Company will provide periodic updates on the economic impact of the Grant Funding, including the number of employees before the COVID-19 pandemic, the then-current

number of employees, and the percentage by which revenue has increased or decreased during the same period.



POST-PANDEMIC OUTLOOK

FLY WENATCHEE ■ JUNE 2020



1

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AVIATION CONSULTING



AGENDA

- > **COMPARISONS TO PREVIOUS DOWNTURNS**
 - > COVID-19 VULNERABILITY INDEX
- > **HOW AIRLINES ARE SERVING WASHINGTON**
 - > CAPACITY REDUCTIONS
 - > LOST NONSTOP ROUTES
- > **WENATCHEE MARKET FUNDAMENTALS**
 - > UPDATED PASSENGER LEAKAGE
 - > SERVICE PERFORMANCE VS. PEERS
- > **LEVERAGING AIRLINE STRATEGY**
 - > NETWORK AIRLINE HUB STRUCTURE
 - > FREE AGENT: SKYWEST AIRLINES
 - > SECURING SERVICE

2

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TOPIC ONE COMPARISONS TO PREVIOUS DOWNTURNS



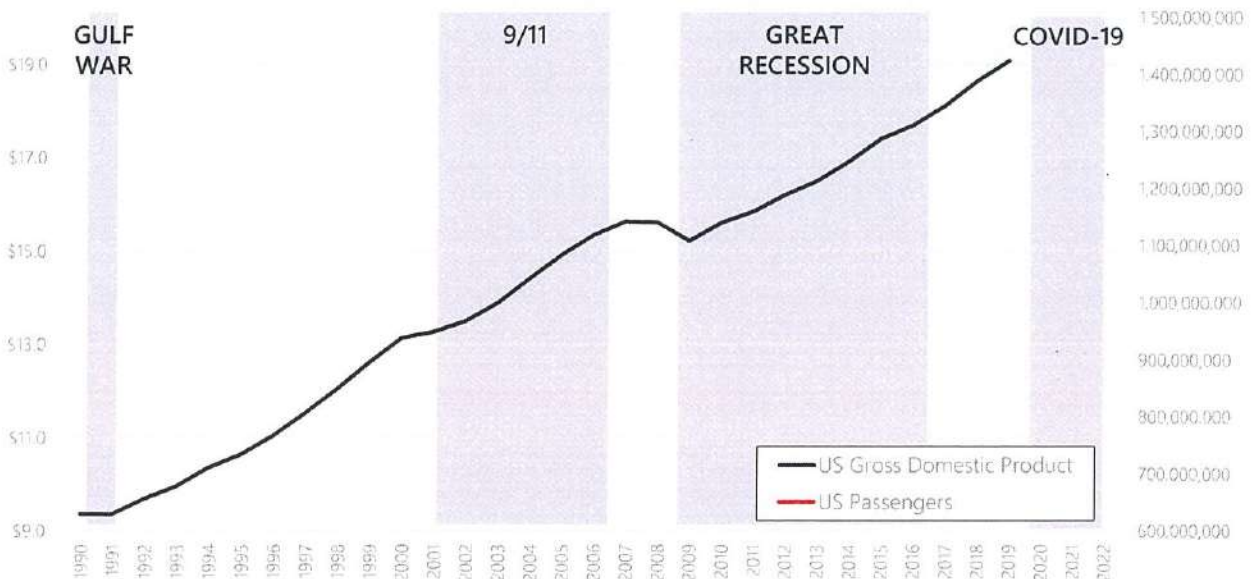
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GDP VS. PASSENGERS

US GROSS DOMESTIC PRODUCT (IN TRILLIONS) VS. TOTAL US PASSENGERS
CALENDAR YEAR 1990 – CALENDAR YEAR 2019



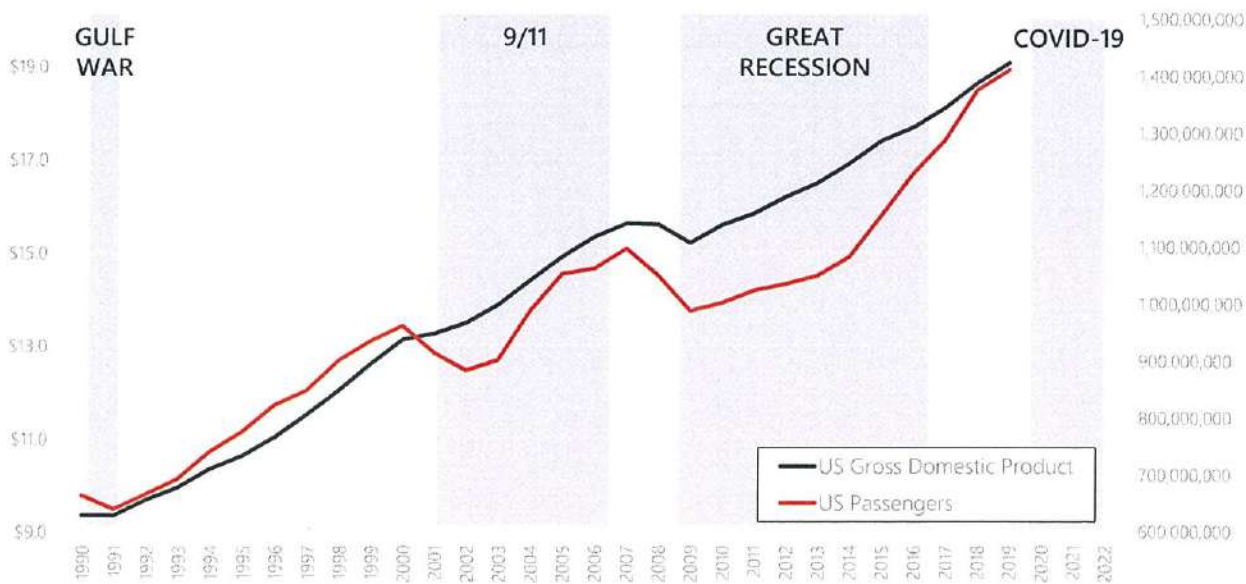
SOURCE: VOLAIRE ANALYSIS OF AIRLINE DATA, INC. AND US BUREAU OF ECONOMIC ANALYSIS

4

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> GDP VS. PASSENGERS

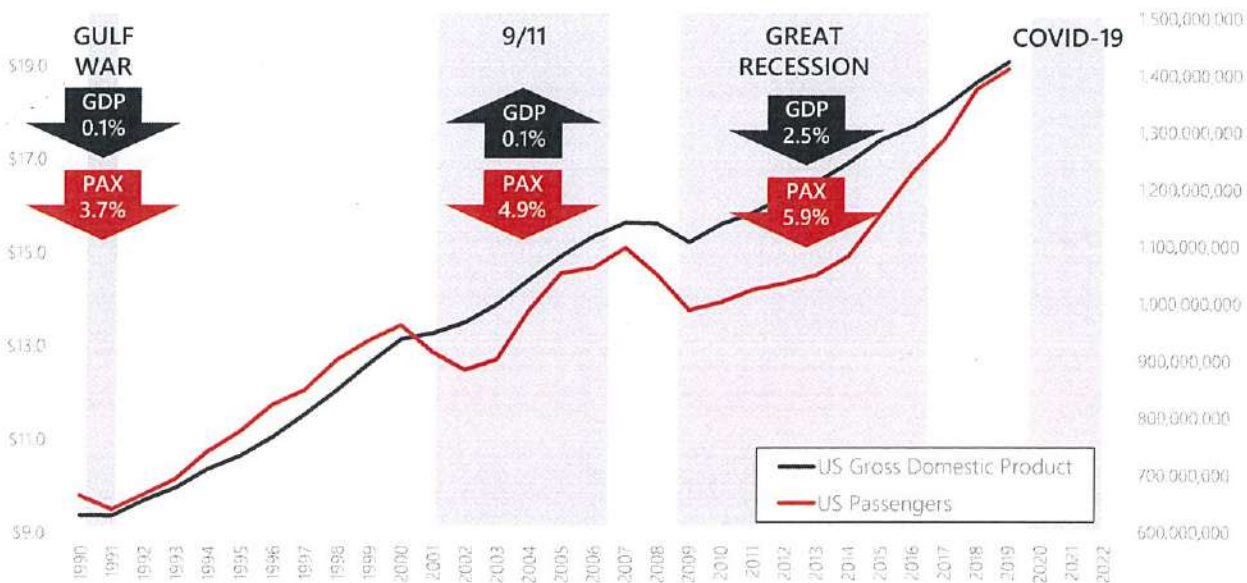
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CALENDAR YEAR 1990 – CALENDAR YEAR 2019



SOURCE: VOLAIRE ANALYSIS OF AIRLINE DATA, INC. AND US BUREAU OF ECONOMIC ANALYSIS

> GDP VS. PASSENGERS

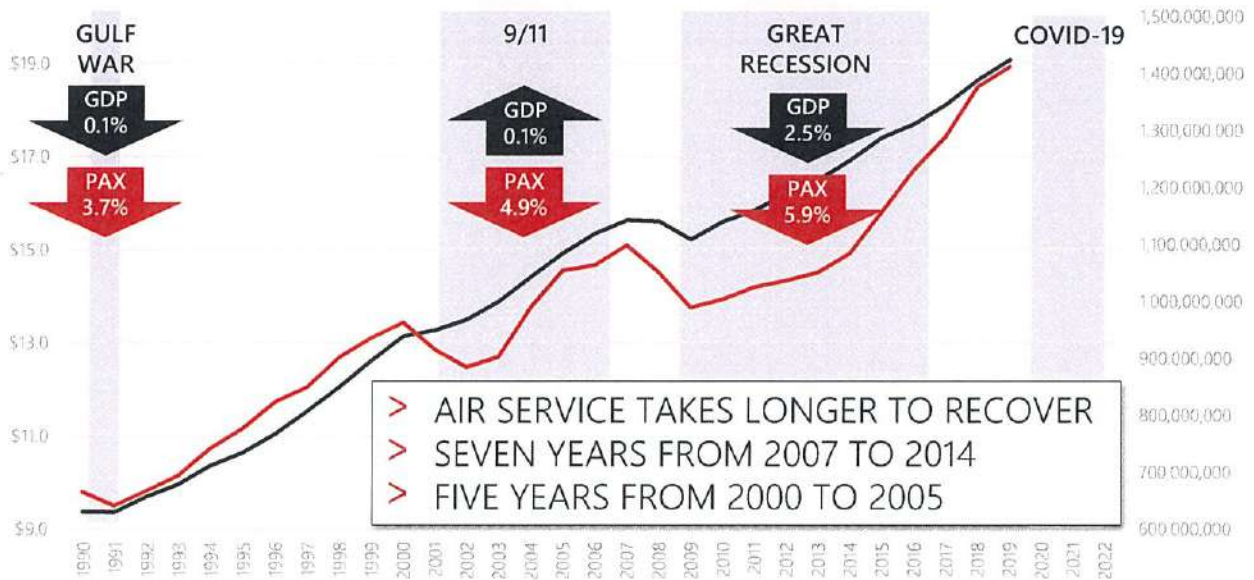
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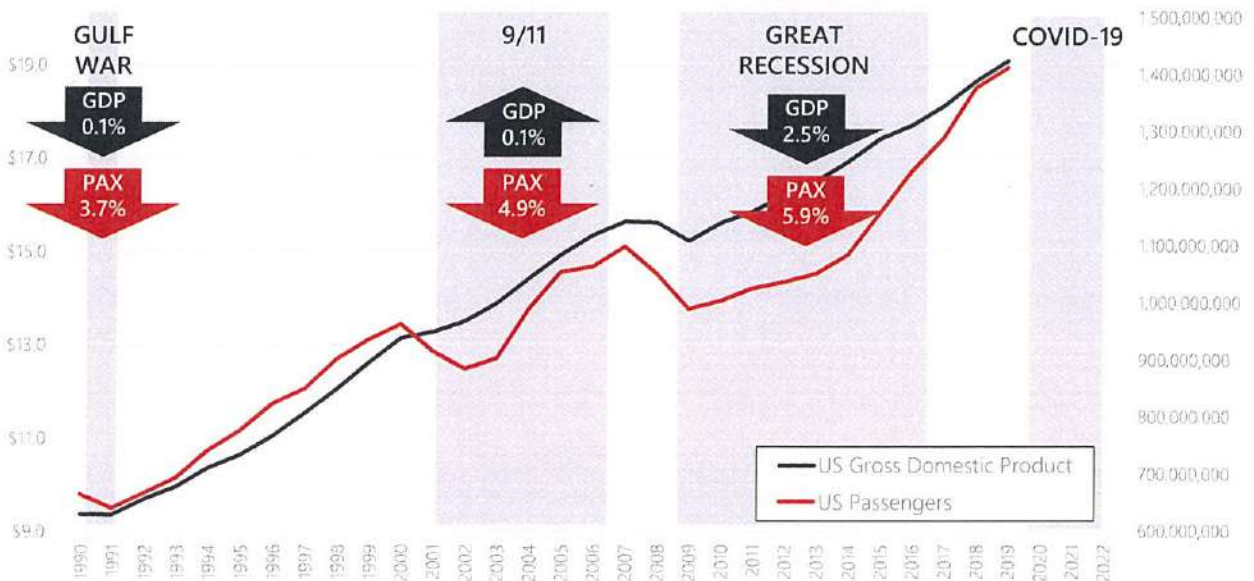
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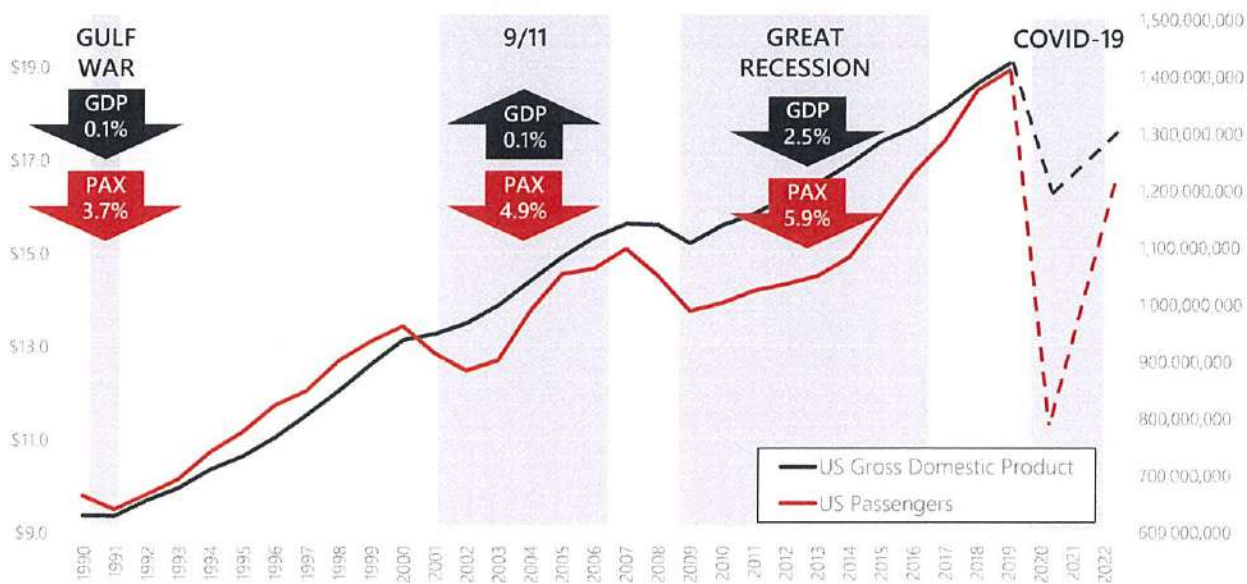
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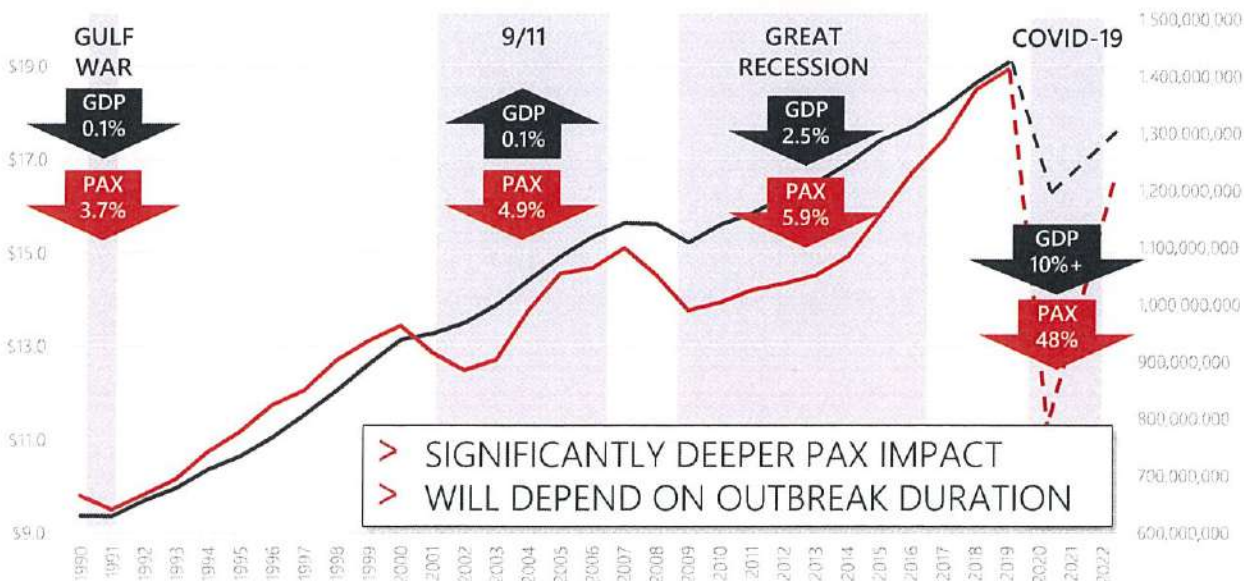
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CALENDAR YEAR 1990 – CALENDAR YEAR 2019



SOURCE: VOLAIRE ANALYSIS OF AIRLINE DATA, INC. AND US BUREAU OF ECONOMIC ANALYSIS

> GDP VS. PASSENGERS

US GROSS DOMESTIC PRODUCT (IN TRILLIONS) VS. TOTAL US PASSENGERS
CALENDAR YEAR 1990 – CALENDAR YEAR 2019

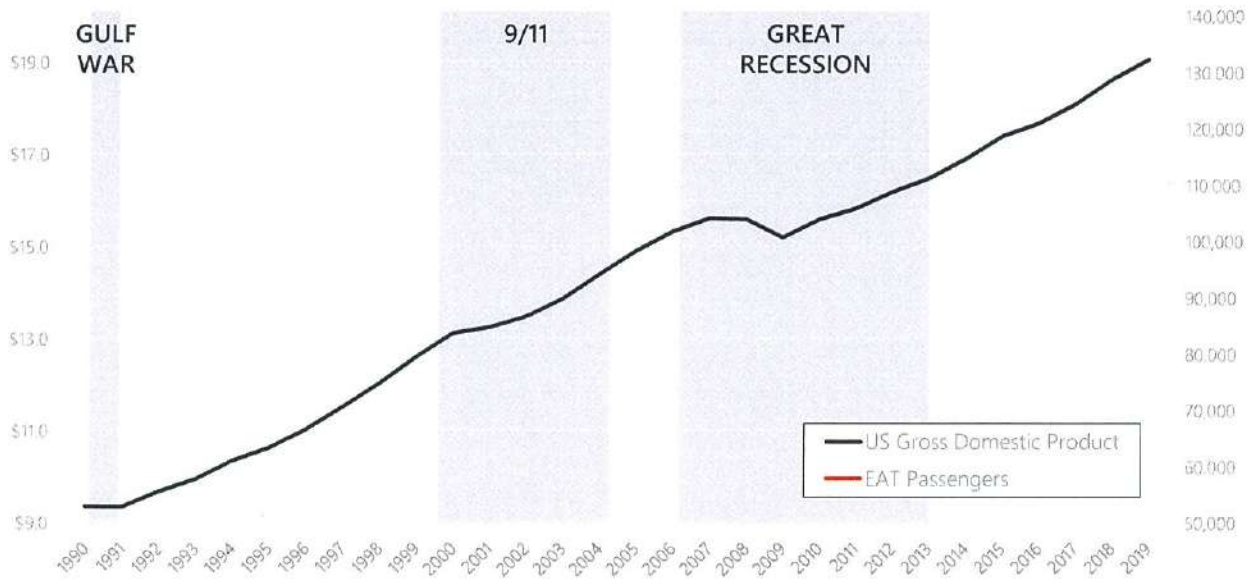


SOURCE: VOLAIRE ANALYSIS OF AIRLINE DATA, INC. AND US BUREAU OF ECONOMIC ANALYSIS



GDP VS. EAT PASSENGERS

US GROSS DOMESTIC PRODUCT (IN TRILLIONS) VS. PANGBORN MEMORIAL AIRPORT (EAT) PASSENGERS
CALENDAR YEAR 1990 – CALENDAR YEAR 2019



SOURCE: VOLAIRE ANALYSIS OF AIRLINE DATA, INC. AND US BUREAU OF ECONOMIC ANALYSIS



GDP VS. EAT PASSENGERS

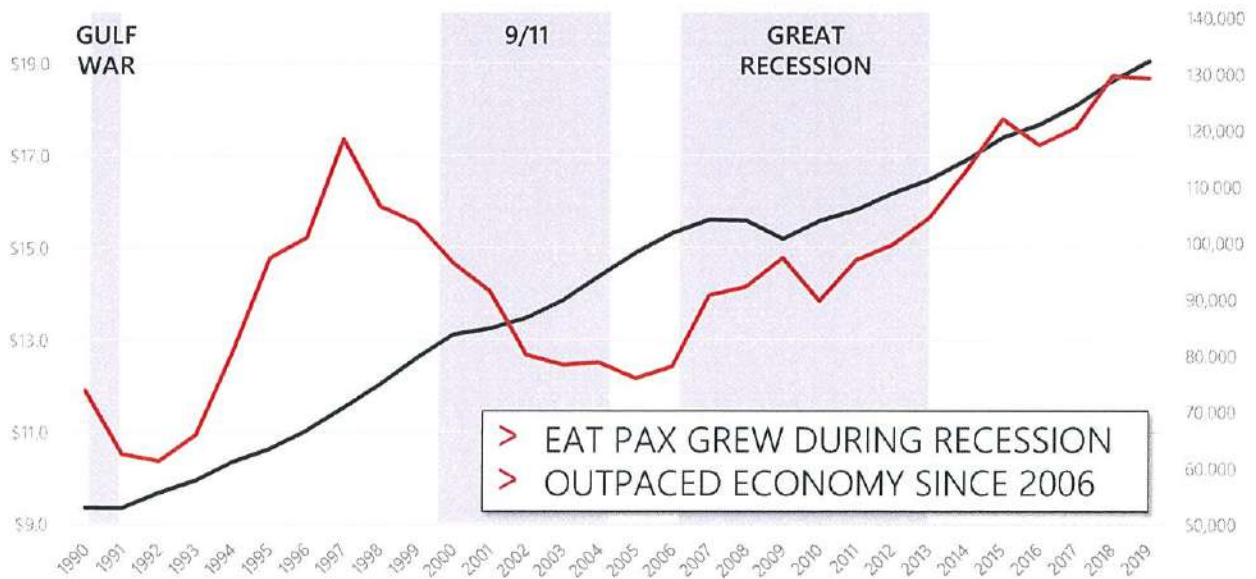
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CALENDAR YEAR 1990 – CALENDAR YEAR 2019



SOURCE: VOLAIRE ANALYSIS OF AIRLINE DATA, INC. AND US BUREAU OF ECONOMIC ANALYSIS

> GDP VS. EAT PASSENGERS

US GROSS DOMESTIC PRODUCT (IN TRILLIONS) VS. PANGBORN MEMORIAL AIRPORT (EAT) PASSENGERS
CALENDAR YEAR 1990 – CALENDAR YEAR 2019

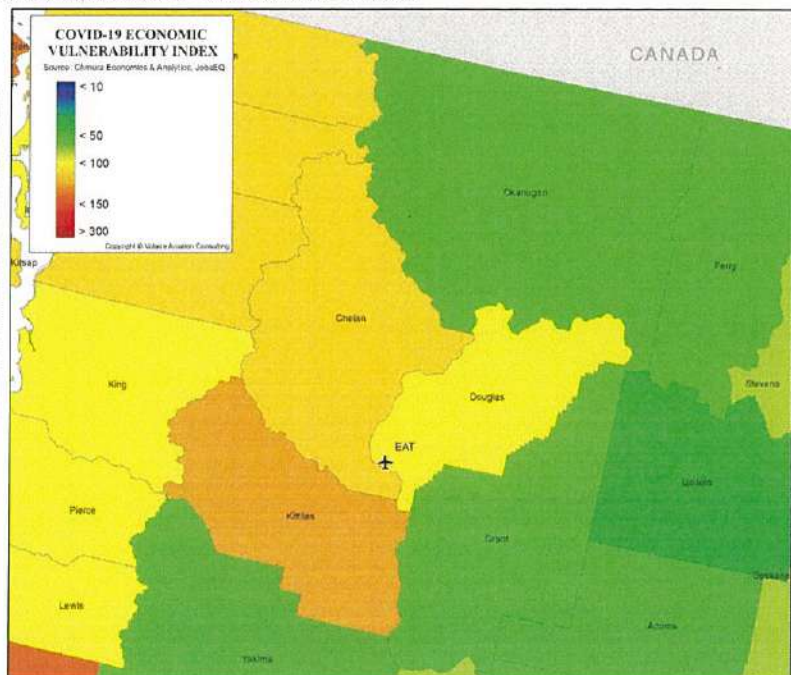


SOURCE: VOLAIRE ANALYSIS OF AIRLINE DATA, INC. AND US BUREAU OF ECONOMIC ANALYSIS

> COVID-19 VULNERABILITY INDEX

ECONOMIC VULNERABILITY TO COVID-19-RELATED JOB LOSS COMPARED TO NATIONAL AVERAGE
AS OF JUNE 2020, INDEXED TO 100 AS NATIONAL AVERAGE

- > CHELAN COUNTY:
> 35% WORSE
- > DOUGLAS COUNTY:
> 10% WORSE
- > GRANT COUNTY:
> 40% BETTER



SOURCES: VOLAIRE ANALYSIS OF ECONOMIC DATA FROM CHMURA



TOPIC TWO HOW AIRLINES ARE SERVING WASHINGTON



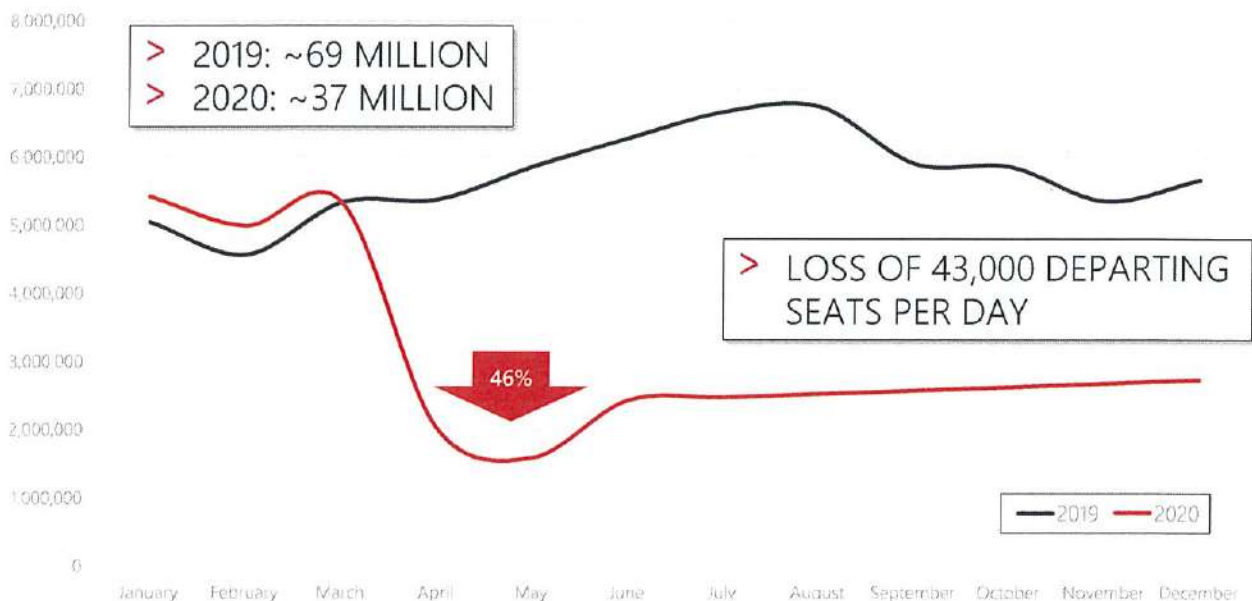
15

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AVIATION CONSULTING



WASHINGTON FORECAST CAPACITY

SCHEDULED AND FORECAST AIRLINE SEATS AT WASHINGTON STATE AIRPORTS WITH SCHEDULED SERVICE
JANUARY 2019 – DECEMBER 2020



SOURCES: VOLAIRE ANALYSIS OF AIRLINE DATA, INC. CARRIER SCHEDULES AND VOLAIRE FORECAST BEYOND JUNE

16

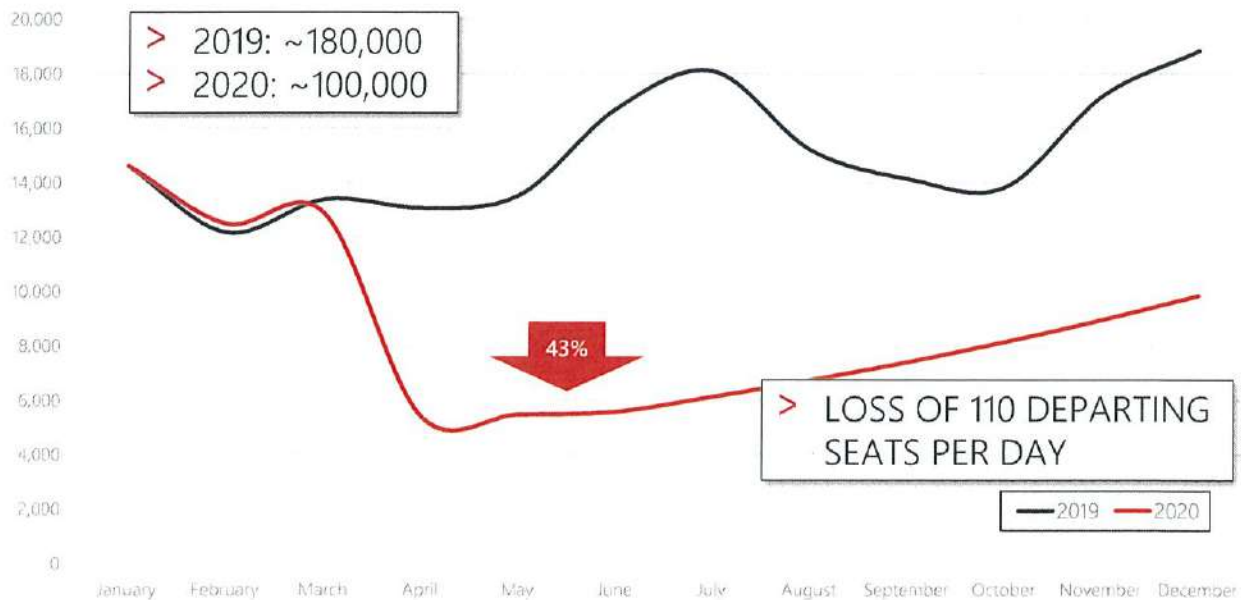
VOLAIRE
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EAT FORECAST CAPACITY

SCHEDULED AND FORECAST AIRLINE SEATS AT PANGBORN MEMORIAL AIRPORT (EAT)

JANUARY 2019 – DECEMBER 2020



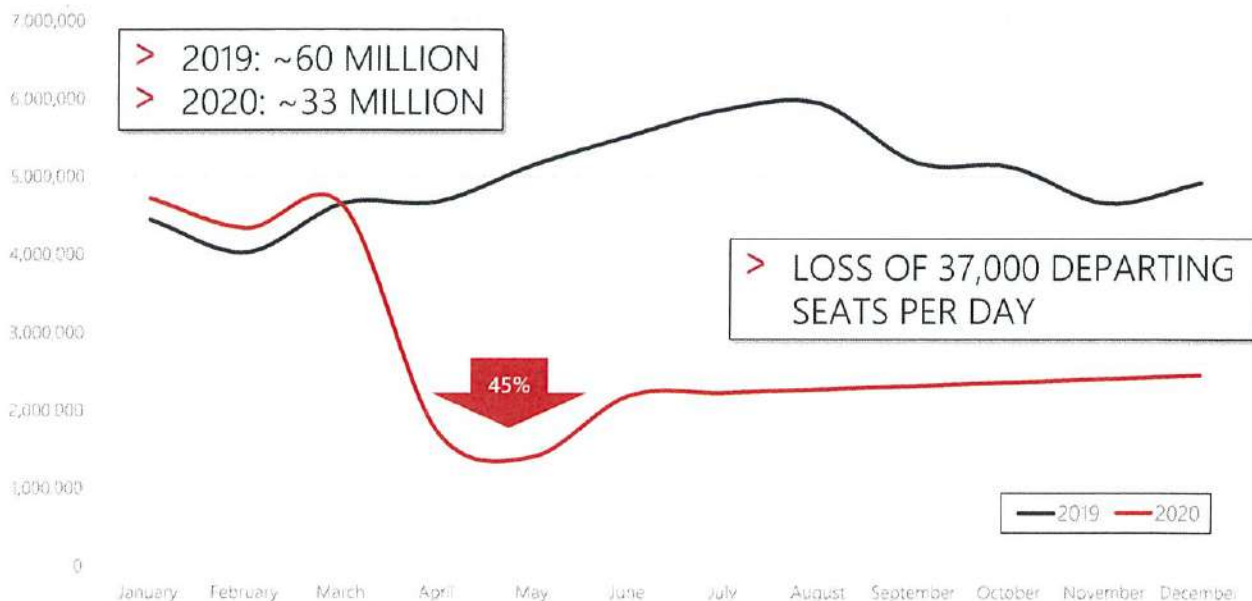
SOURCES: VOLAIRE ANALYSIS OF AIRLINE DATA, INC. CARRIER SCHEDULES AND VOLAIRE FORECAST BEYOND JUNE



SEATTLE FORECAST CAPACITY

SCHEDULED AND FORECAST AIRLINE SEATS AT SEATTLE-TACOMA INTERNATIONAL AIRPORT (SEA)

JANUARY 2019 – DECEMBER 2020



SOURCES: VOLAIRE ANALYSIS OF AIRLINE DATA, INC. CARRIER SCHEDULES AND VOLAIRE FORECAST BEYOND JUNE

> GEG AND PSC LOST ROUTES

SINCE FEBRUARY



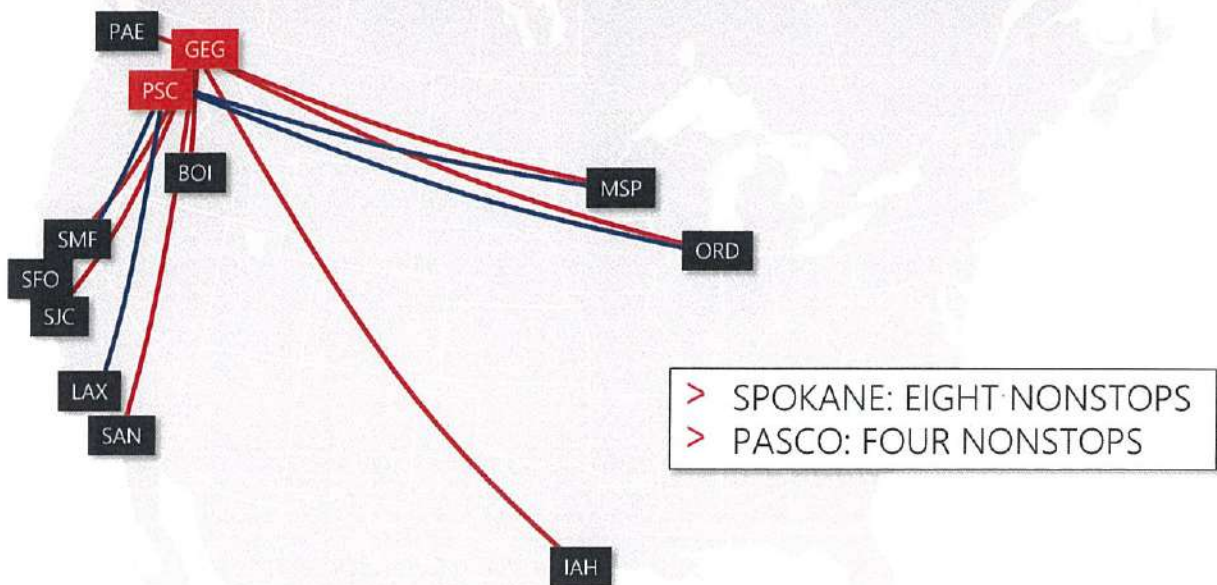
SOURCE: VOLAIRE ANALYSIS OF AIRLINE DATA, INC. CARRIER SCHEDULES

19

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AVIATION CONSULTING

> GEG AND PSC LOST ROUTES

SINCE FEBRUARY



SOURCE: VOLAIRE ANALYSIS OF AIRLINE DATA, INC. CARRIER SCHEDULES

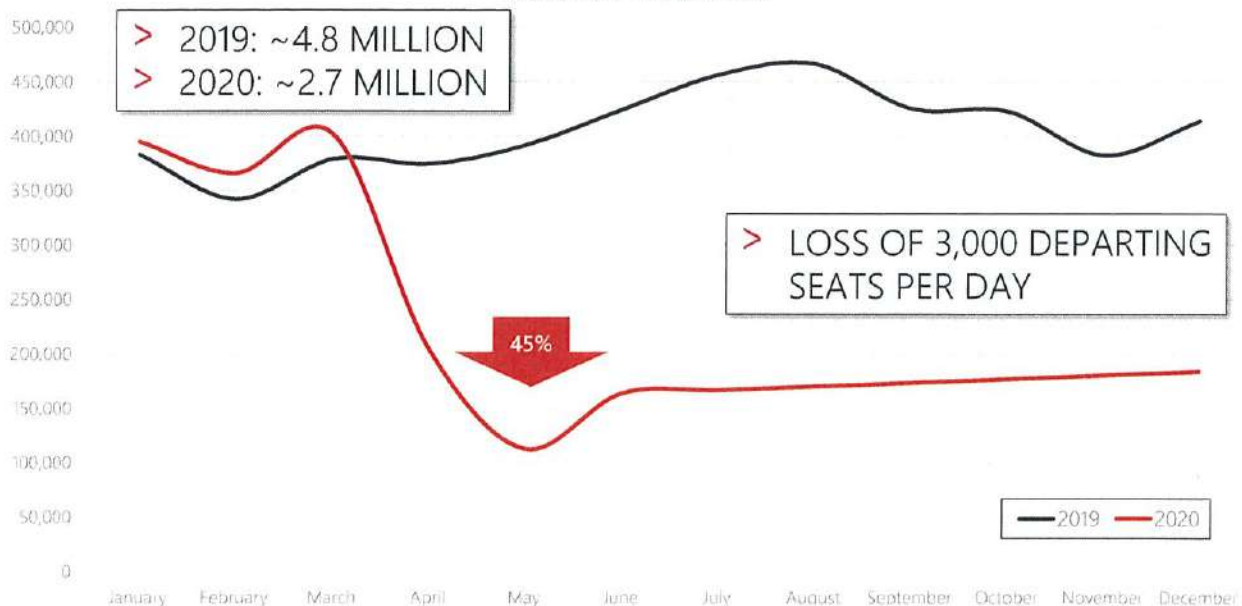
20

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SPOKANE FORECAST CAPACITY

SCHEDULED AND FORECAST AIRLINE SEATS AT SPOKANE INTERNATIONAL AIRPORT (GEG)
JANUARY 2019 – DECEMBER 2020

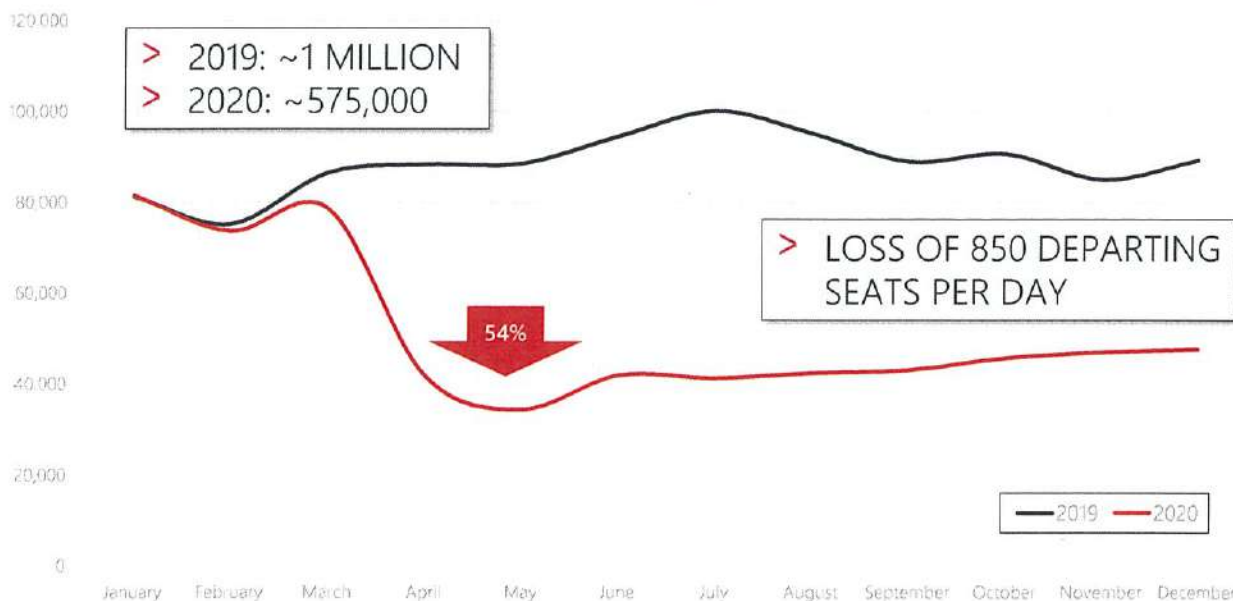


SOURCES: VOLAIRE ANALYSIS OF AIRLINE DATA, INC. CARRIER SCHEDULES AND VOLAIRE FORECAST BEYOND JUNE



TRI-CITIES FORECAST CAPACITY

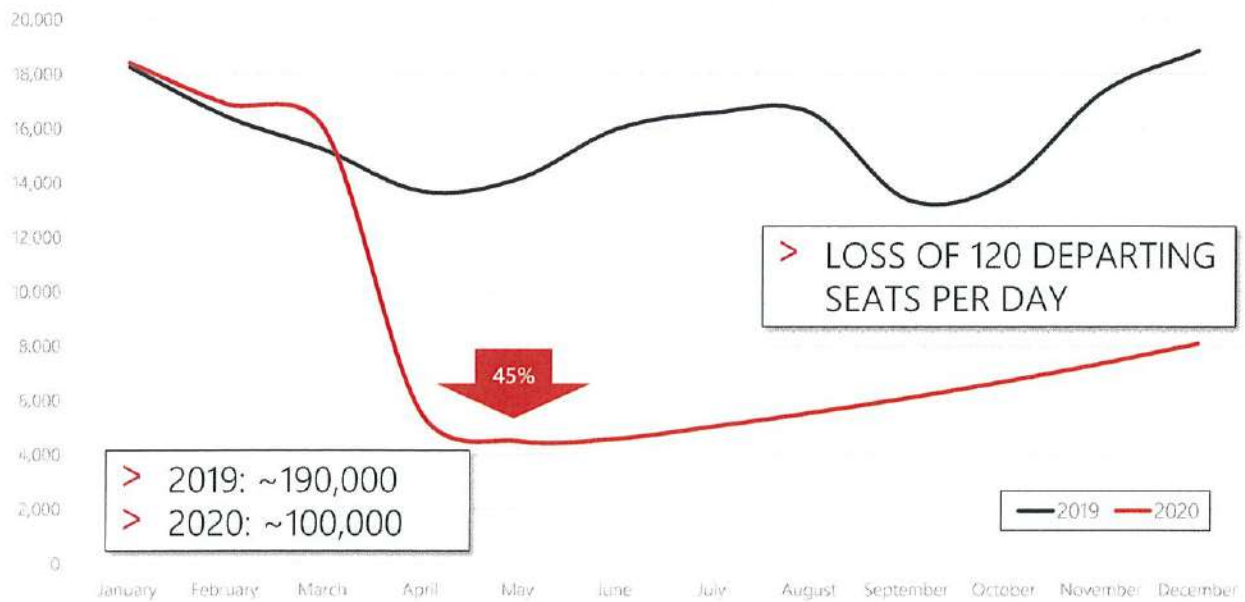
SCHEDULED AND FORECAST AIRLINE SEATS AT TRI-CITIES AIRPORT (PSC)
JANUARY 2019 – DECEMBER 2020



SOURCES: VOLAIRE ANALYSIS OF AIRLINE DATA, INC. CARRIER SCHEDULES AND VOLAIRE FORECAST BEYOND JUNE

> YAKIMA FORECAST CAPACITY

SCHEDULED AND FORECAST AIRLINE SEATS AT YAKIMA AIRPORT (YKM)
JANUARY 2019 – DECEMBER 2020



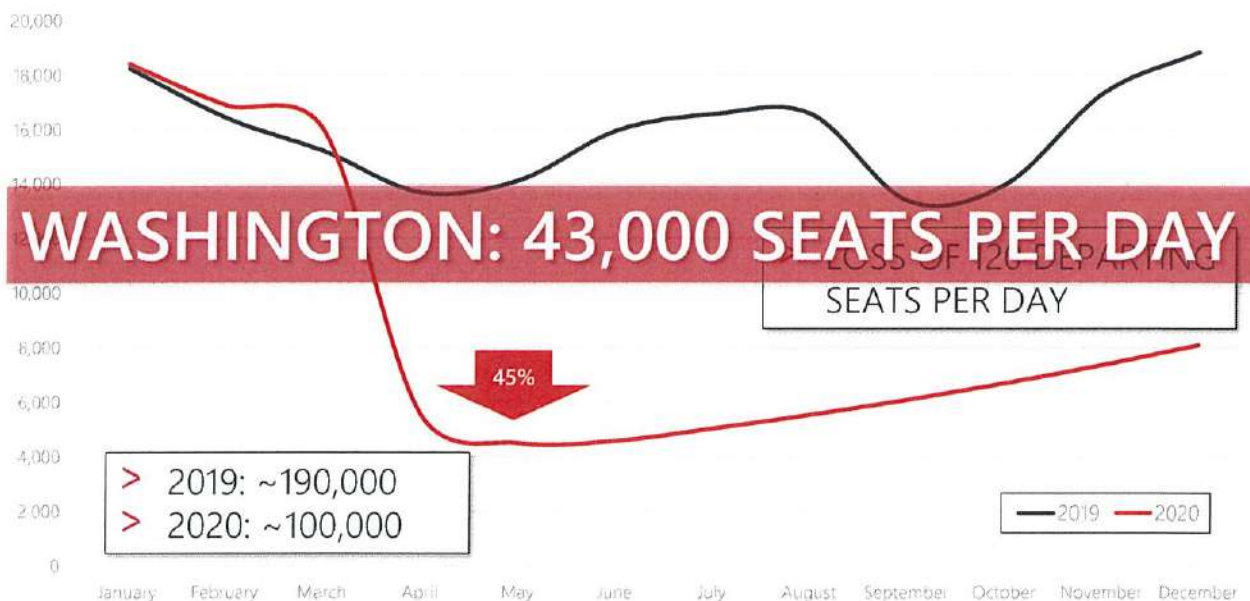
SOURCES: VOLAIRE ANALYSIS OF AIRLINE DATA, INC. CARRIER SCHEDULES AND VOLAIRE FORECAST BEYOND JUNE

23

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AVIATION CONSULTING

> YAKIMA FORECAST CAPACITY

SCHEDULED AND FORECAST AIRLINE SEATS AT YAKIMA AIRPORT (YKM)
JANUARY 2019 – DECEMBER 2020



SOURCES: VOLAIRE ANALYSIS OF AIRLINE DATA, INC. CARRIER SCHEDULES AND VOLAIRE FORECAST BEYOND JUNE

24

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TOPIC THREE WENATCHEE MARKET FUNDAMENTALS



25

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UPDATED PASSENGER LEAKAGE



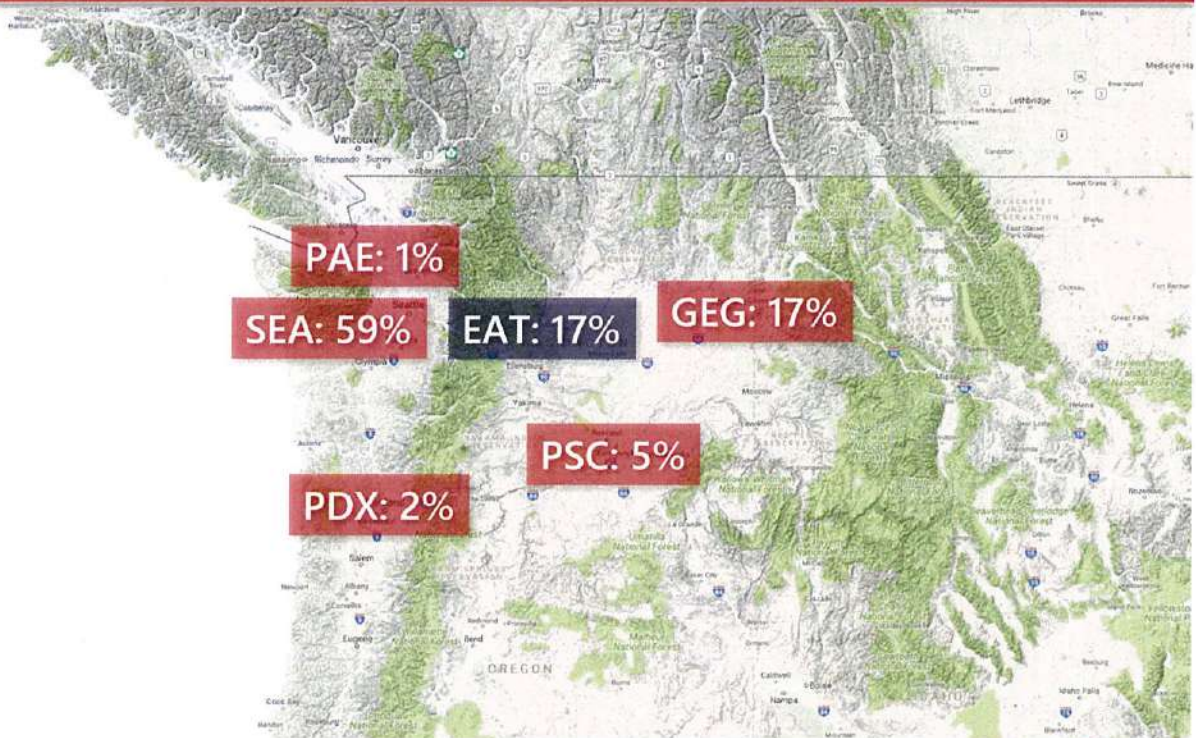
SOURCE: WENATCHEE PASSENGER RETENTION AND LEAKAGE STUDY, VOLAIRE AVIATION, CY2019

26

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AVIATION CONSULTING



UPDATED PASSENGER LEAKAGE



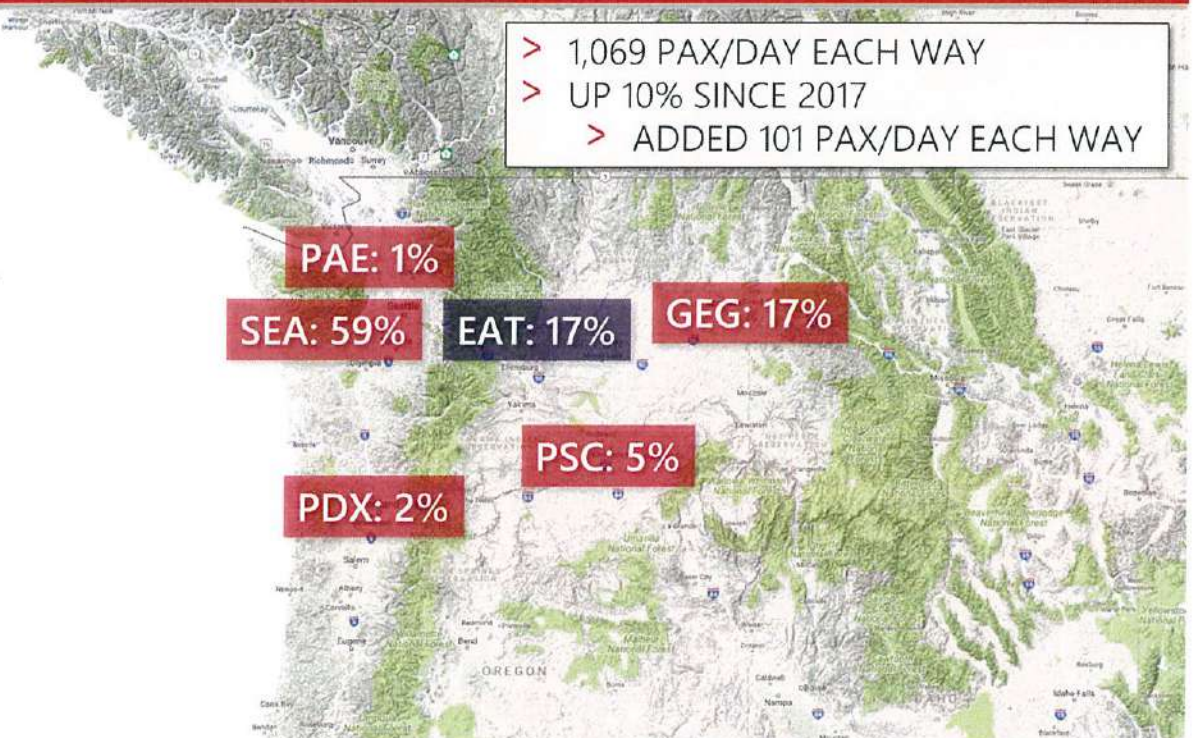
SOURCE: WENATCHEE PASSENGER RETENTION AND LEAKAGE STUDY, VOLAIRE AVIATION, CY2019

27

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AVIATION CONSULTING



UPDATED PASSENGER LEAKAGE



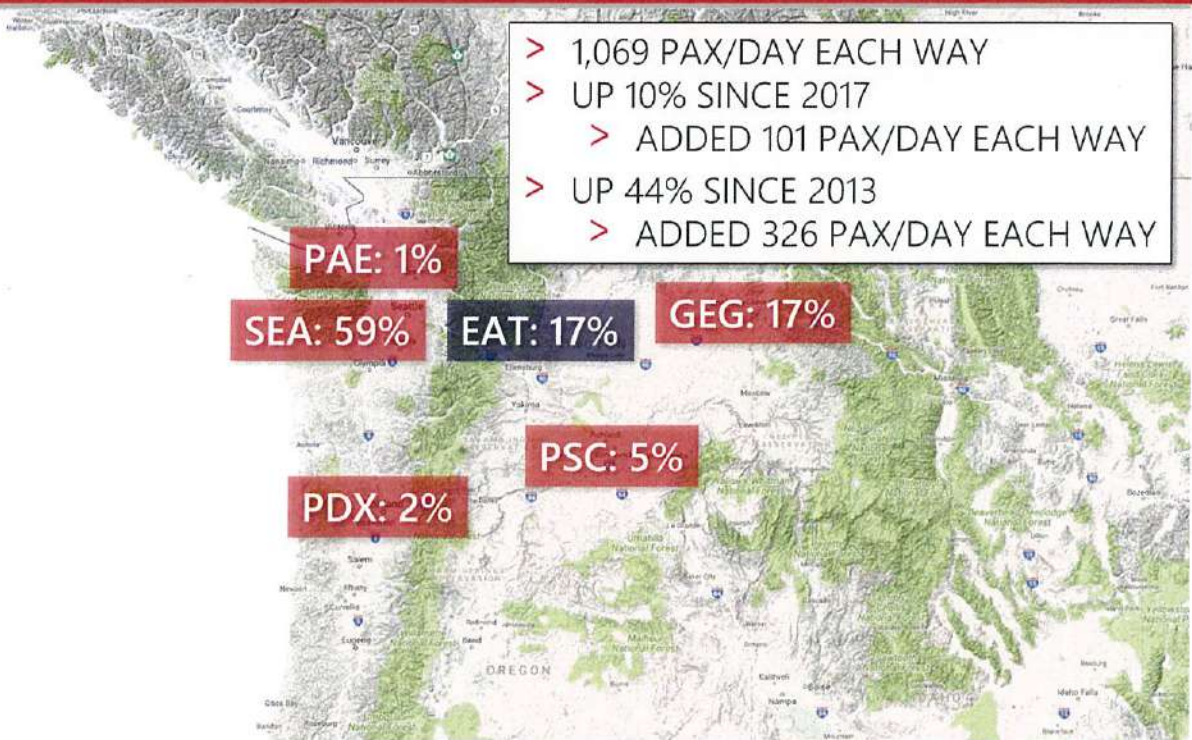
SOURCE: WENATCHEE PASSENGER RETENTION AND LEAKAGE STUDY, VOLAIRE AVIATION, CY2019

28

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AVIATION CONSULTING



UPDATED PASSENGER LEAKAGE

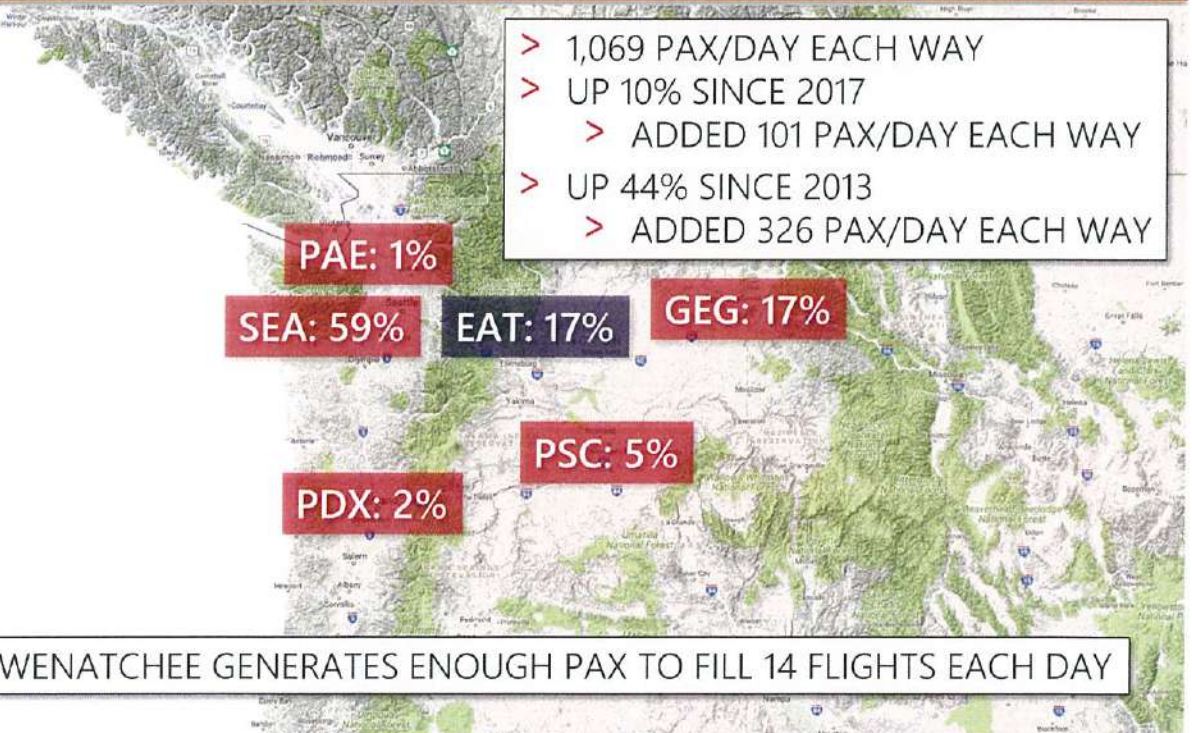


> 1,069 PAX/DAY EACH WAY
 > UP 10% SINCE 2017
 > ADDED 101 PAX/DAY EACH WAY
 > UP 44% SINCE 2013
 > ADDED 326 PAX/DAY EACH WAY

SOURCE: WENATCHEE PASSENGER RETENTION AND LEAKAGE STUDY, VOLAIRE AVIATION, CY2019



UPDATED PASSENGER LEAKAGE



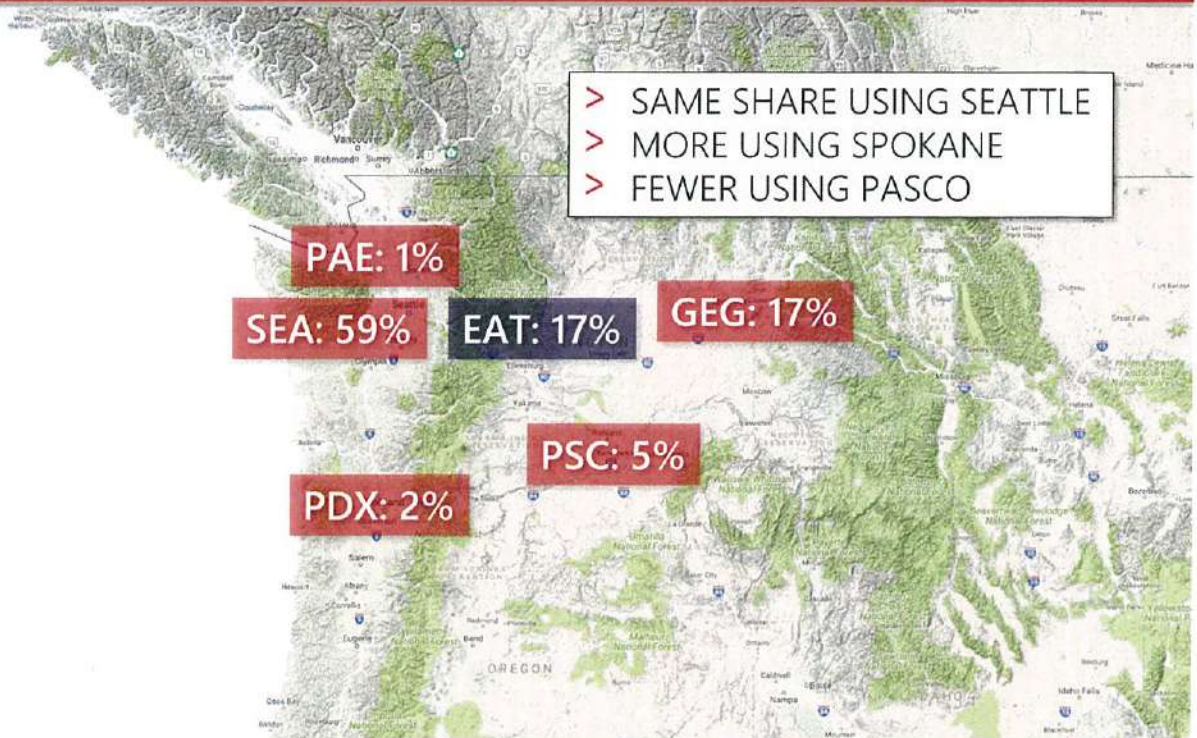
> 1,069 PAX/DAY EACH WAY
 > UP 10% SINCE 2017
 > ADDED 101 PAX/DAY EACH WAY
 > UP 44% SINCE 2013
 > ADDED 326 PAX/DAY EACH WAY

> WENATCHEE GENERATES ENOUGH PAX TO FILL 14 FLIGHTS EACH DAY

SOURCE: WENATCHEE PASSENGER RETENTION AND LEAKAGE STUDY, VOLAIRE AVIATION, CY2019



UPDATED PASSENGER LEAKAGE



SOURCE: WENATCHEE PASSENGER RETENTION AND LEAKAGE STUDY, VOLAIRE AVIATION, CY2019

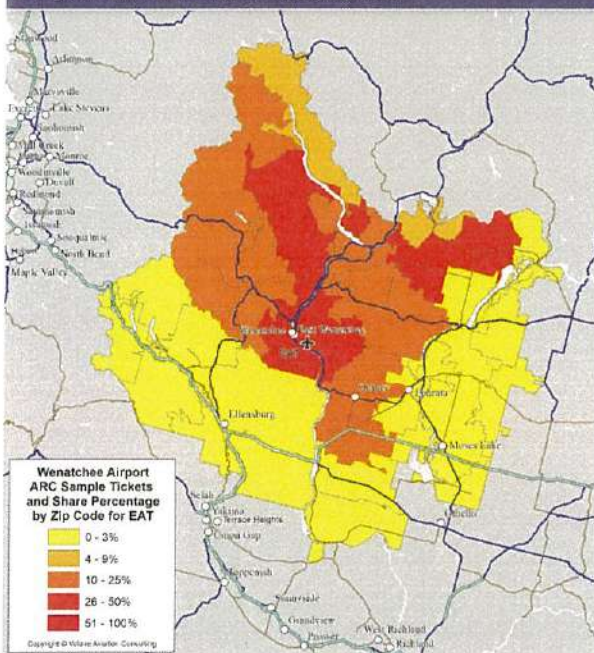
31

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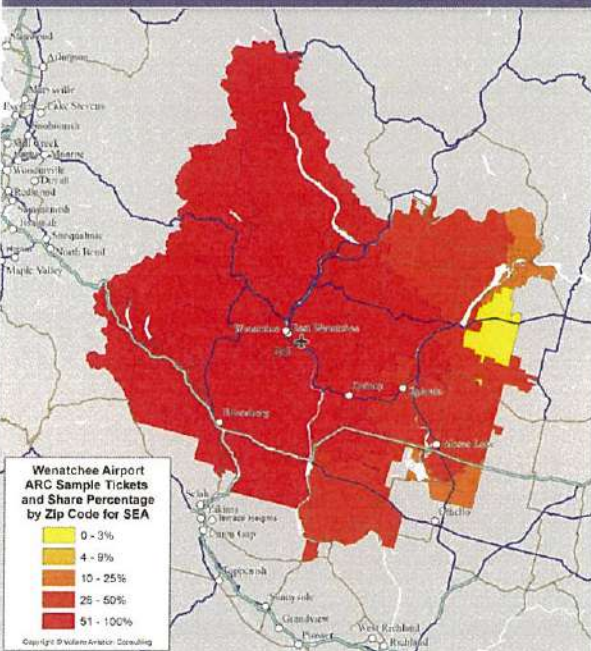


EAT DRAWS WELL FROM WENATCHEE

Pangborn Memorial Airport Use by Zip Code



Seattle/Tacoma International Airport Use by Zip Code



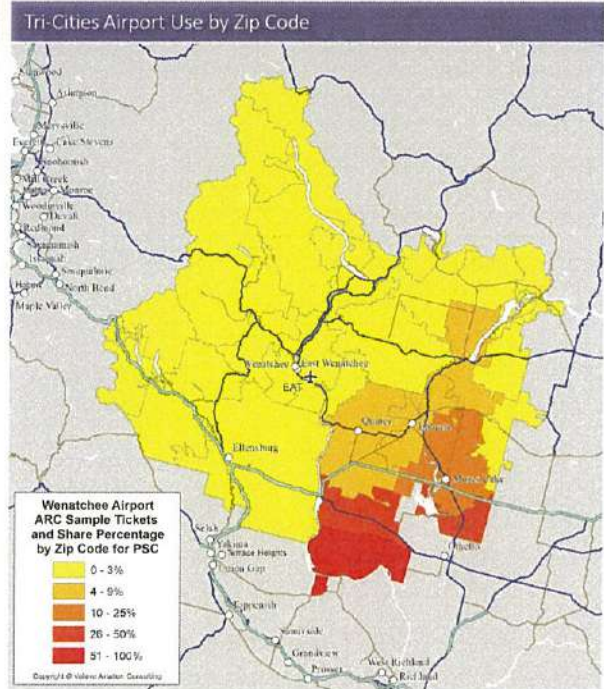
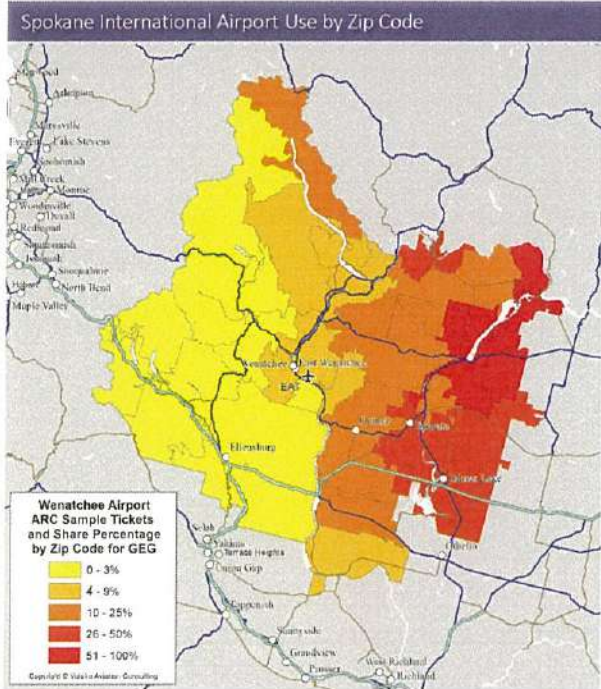
SOURCE: WENATCHEE PASSENGER RETENTION AND LEAKAGE STUDY, VOLAIRE AVIATION, CY2019

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GEG & PSC DRAW FROM THE EAST

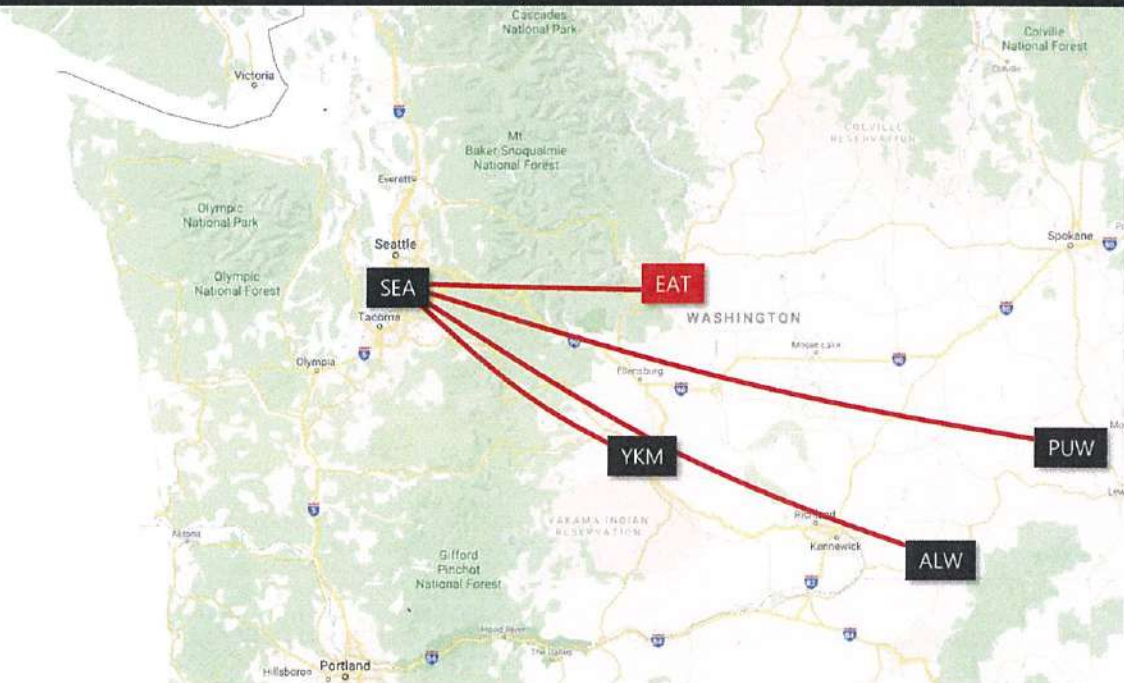


SOURCE: WENATCHEE PASSENGER RETENTION AND LEAKAGE STUDY, VOLAIRE AVIATION, CY2019



PERFORMANCE VS. PEERS

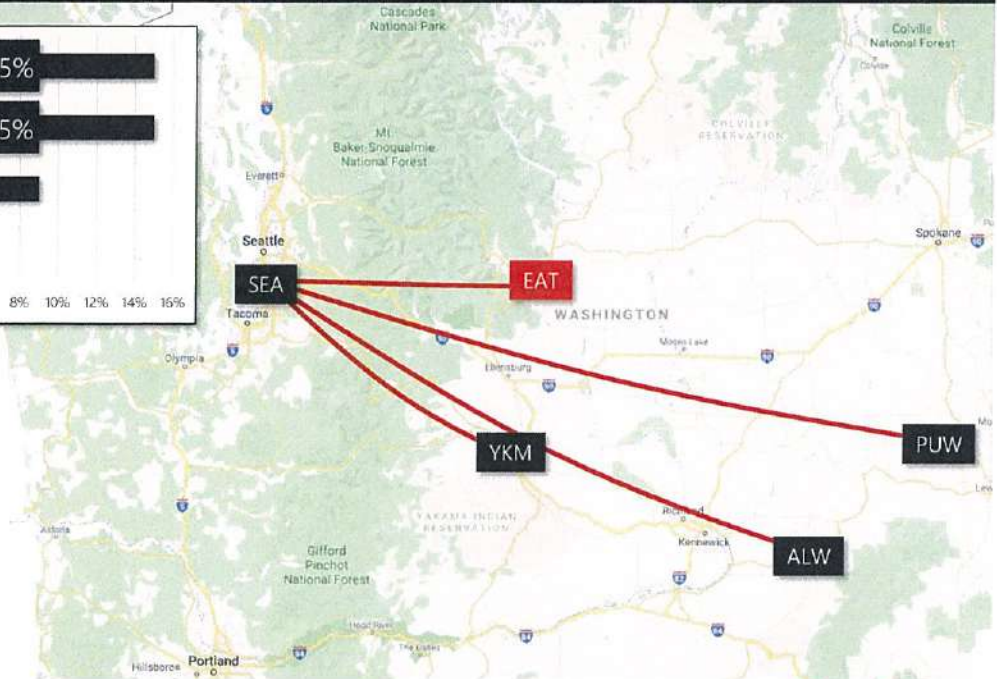
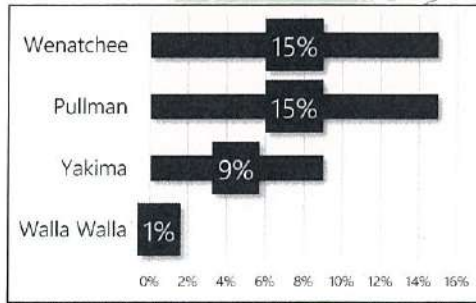
PROJECTED PROFIT MARGIN ON ALASKA AIRLINES (LOCAL SEGMENT)



SOURCE: VOLAIRE AVIATION ANALYSIS OF AIRLINE DATA, INC. AND AIRLINE FINANCIAL REPORTING, CY19

> PERFORMANCE VS. PEERS

PROJECTED PROFIT MARGIN ON ALASKA AIRLINES (LOCAL SEGMENT)

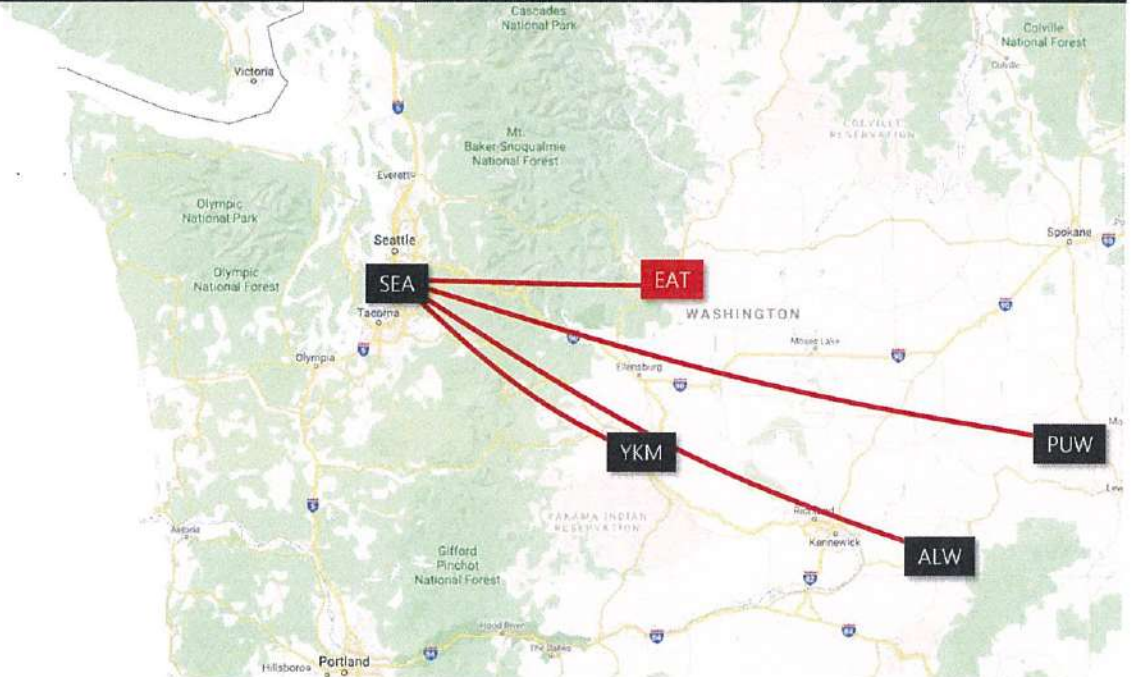


SOURCE: VOLAIRE AVIATION ANALYSIS OF AIRLINE DATA, INC. AND AIRLINE FINANCIAL REPORTING, CY19

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AVIATION CONSULTING

> PERFORMANCE VS. PEERS

NETWORK REVENUE TO THE ALASKA AIRLINES SYSTEM AT SEATTLE (IN MILLIONS)



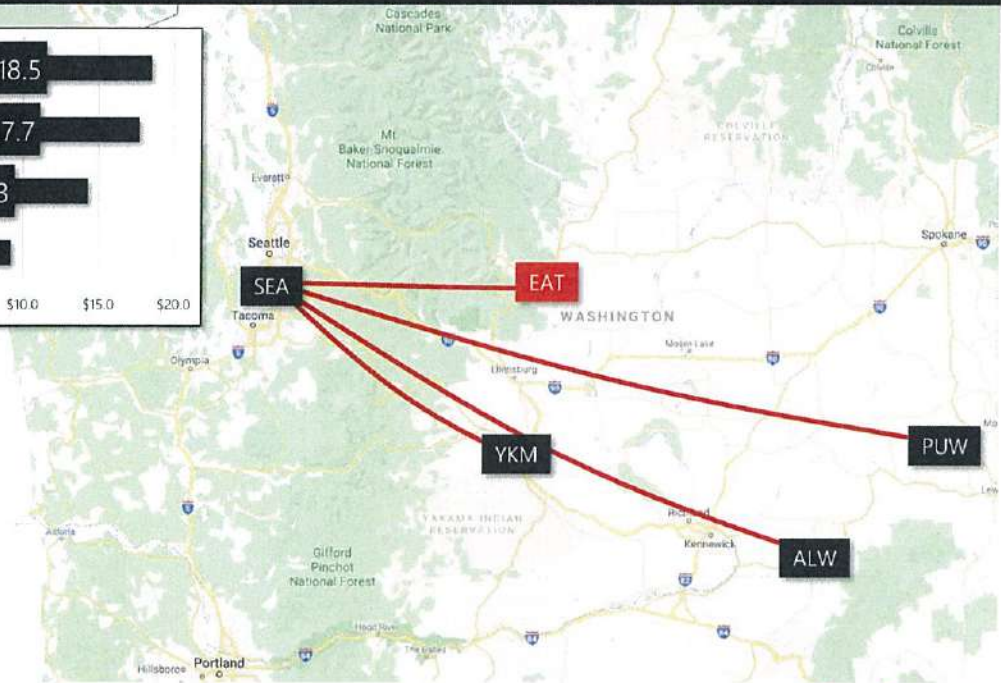
SOURCE: VOLAIRE AVIATION ANALYSIS OF AIRLINE DATA, INC. AND AIRLINE FINANCIAL REPORTING, CY19

VOLAIRE
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PERFORMANCE VS. PEERS

NETWORK REVENUE TO THE ALASKA AIRLINES SYSTEM AT SEATTLE (IN MILLIONS)



SOURCE: VOLAIRE AVIATION ANALYSIS OF AIRLINE DATA, INC. AND AIRLINE FINANCIAL REPORTING, CY19

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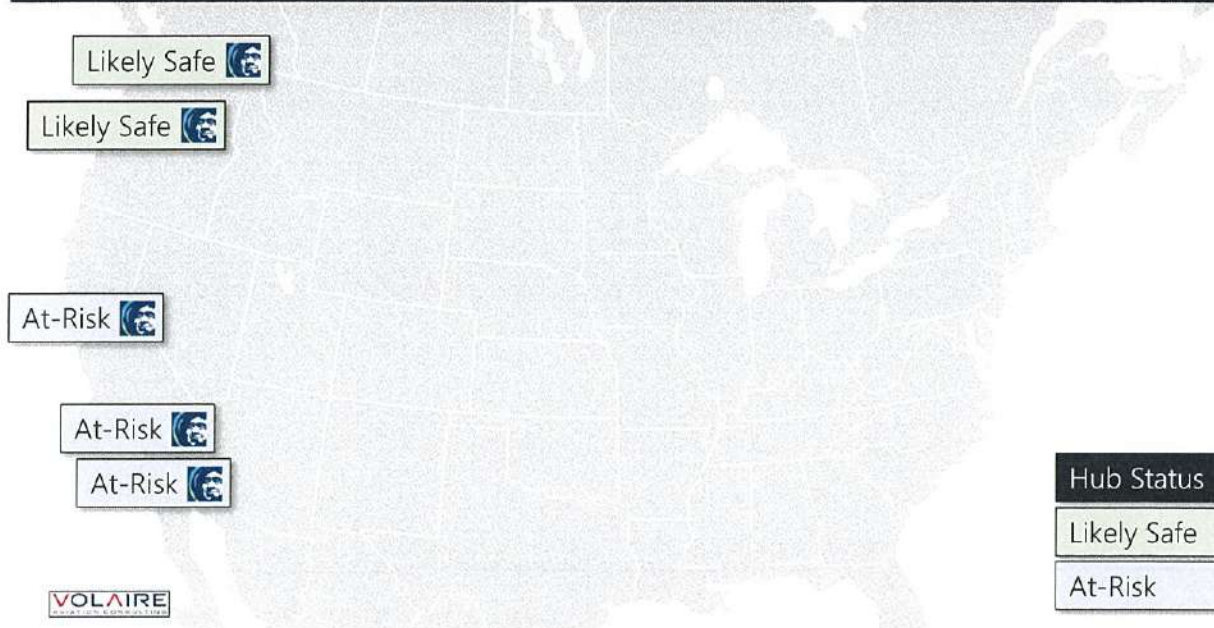


TOPIC FOUR LEVERAGING AIRLINE STRATEGY



> HUB ANALYSIS: ALASKA

POST-PANDEMIC



SOURCE: VOLAIRE CONSULTING ANALYSIS

> HUB ANALYSIS: UNITED

POST-PANDEMIC



SOURCE: VOLAIRE CONSULTING ANALYSIS

> HUB ANALYSIS: AMERICAN

POST-PANDEMIC



SOURCE: VOLAIRE CONSULTING ANALYSIS

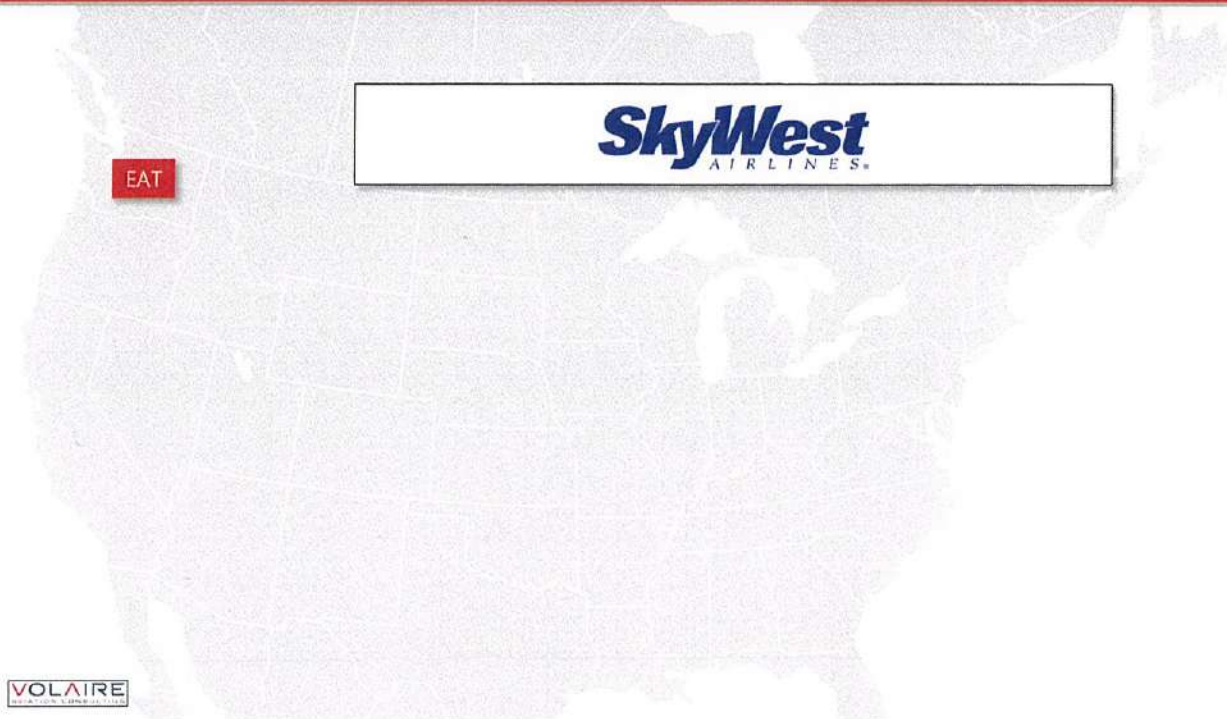
> HUB ANALYSIS: DELTA

POST-PANDEMIC



SOURCE: VOLAIRE CONSULTING ANALYSIS

> FREE AGENT: SKYWEST



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SOURCE: VOLAIRE CONSULTING ANALYSIS

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> FREE AGENT: SKYWEST



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SOURCE: VOLAIRE CONSULTING ANALYSIS

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> WENATCHEE AIR SERVICE TARGETS

AS OF JUNE 2020



VOLAIRE
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SOURCE: VOLAIRE CONSULTING ANALYSIS

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> SECURING SERVICE

- > **ASSESS RETURN OF BUSINESS TRAVELERS**
 - > NEED TO UNDERSTAND WHEN YOU WILL TRAVEL
 - > WHAT YOUR DEMAND WILL BE RELATIVE TO 2019
 - > WHERE YOU GO AND WHO YOU FLY

46

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> SECURING SERVICE

- > **ASSESS RETURN OF BUSINESS TRAVELERS**
 - > NEED TO UNDERSTAND WHEN YOU WILL TRAVEL
 - > WHAT YOUR DEMAND WILL BE RELATIVE TO 2019
 - > WHERE YOU GO AND WHO YOU FLY
- > **MONITOR RETURN OF DEMAND**
 - > SEEING SIGNS OF LIFE ON LOW COST CARRIERS
 - > WATCH EAT REBOUND

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> SECURING SERVICE

- > **ASSESS RETURN OF BUSINESS TRAVELERS**
 - > NEED TO UNDERSTAND WHEN YOU WILL TRAVEL
 - > WHAT YOUR DEMAND WILL BE RELATIVE TO 2019
 - > WHERE YOU GO AND WHO YOU FLY
- > **MONITOR RETURN OF DEMAND**
 - > SEEING SIGNS OF LIFE ON LOW COST CARRIERS
 - > WATCH EAT REBOUND
- > **MEET WITH NETWORK PLANNERS**
 - > HEADQUARTERS MEETINGS
 - > SKYWEST AS SOON AS PRACTICAL
 - > ALASKA AS SOON AS AVAILABLE
 - > TAKEOFF CONFERENCE: OCTOBER

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JACK PENNING
MANAGING PARTNER
VOLAIRE AVIATION
PORTLAND, OREGON





**For Immediate Release
June 4, 2020**

**71 Small Businesses in Chelan and Douglas Counties Awarded Working
Washington Emergency Grants**

The Chelan Douglas Regional Port Authority announced today \$333,052 in Working Washington Small Business Emergency Grants (WWSBEG) to support 71 local companies severely impacted by the COVID-19 pandemic.

The selected pool of grantees includes 17 restaurants, 14 retail establishments, 10 salons, 3 fitness facilities, 3 beauty/personal services, 3 manufacturing facilities, 3 childcare businesses, 2 agricultural businesses, and additional small locally owned establishments. Grantees are located in 12 different cities across Chelan and Douglas Counties. Grantees represent 38 women owned businesses, 11 minority owned businesses, and a veteran owned business. These businesses will primarily use these funds to pay rent, utilities, and other allowable expenses.

“Small businesses are job generators, product and service providers, and they provide the unique character of our downtown and neighborhood commercial districts,” said Commerce Director Lisa Brown. “While we know there is much more to do, these Working Washington grants are designed to support them during this challenging time on the road to recovery.”

The WWSBEG recipients in Chelan and Douglas Counties will employ a total of 264 individuals and it is estimated this grant will prevent the loss of 247 jobs. In approving these grants, Washington State and both Chelan and Douglas Counties will be able to support the potential preservation of these businesses and the economic security of the companies’ employees and the local communities.

Regional Port Authority Board Chairman Rory Turner said “We would like to thank the Governor and Department of Commerce for working closely with the Regional Port in funding these small businesses in Chelan and Douglas Counties. As our region works to recover from the COVID-19 pandemic, getting financial support for our small businesses is critical to economic recovery.”

The Regional Port received 855 Working Washington Small Business Emergency Grant requests totaling \$7,943,336. The Regional Port is working with federal, state, and local governmental entities trying to secure additional resources to fund more small business grants.

For more information contact:

Regional Port Authority
Jim Kuntz, CEO
(509)884-4700
jim@cdrpa.org

Regional Port Authority
Ron Cridlebaugh, Director of Economic Development
(509)884-4700
ron@cdrpa.org

About the CDRPA: The Chelan Douglas Regional Port Authority is the first of its kind in Washington by functionally consolidating two county-wide port districts into one operating entity. With the mission to “Work Together to Enhance the Economic Vitality of North Central Washington”, the CDRPA acts as the principal economic development agency for Chelan & Douglas Counties. For more information, please visit www.cdrpa.org or follow us on [Facebook](#).

CHELAN COUNTY WWSBEG GRANT RECIPIENTS

	BUSINESS NAME	CITY	INDUSTRY SECTOR	GRANT AMOUNT
1.	Melinda Raven	Wenatchee	Salon	\$5,000
2.	iLa Yoga LLC	Wenatchee	Fitness	\$5,000
3.	The Thai Restaurant	Wenatchee	Restaurant	\$5,000
4.	Pat's Books and Beds LLC DBA A Book for All Seasons	Leavenworth	Retail	\$5,000
5.	Traci and Friends Childcare	Cashmere	Childcare	\$5,000
6.	Indigo Salon	Wenatchee	Salon	\$5,000
7.	Nancy's Party Rental	East Wenatchee	Retail	\$5,000
8.	Upper Valley Development LLC DBA Entiat Pub & Grub	Entiat	Restaurant	\$5,000
9.	Studio No 7	Wenatchee	Art studio	\$2,500
10.	Classes with Glasses	Wenatchee	Art studio	\$5,000
11.	Anna's Creation Bridal Boutique	Wenatchee	Retail	\$5,000
12.	Shakti's	Wenatchee	Restaurant	\$5,000
13.	The Sugaring Hut	Wenatchee	Salon	\$5,000
14.	Realize LLC	Wenatchee	Fitness	\$5,000
15.	Integrity Piercing	Wenatchee	Salon	\$5,000
16.	Blue Spirits Distilling	Chelan	Manufacturing	\$5,000
17.	Bavarian Village Chocolates LLC	Leavenworth	Retail	\$5,000
18.	Saddle Rock Pub & Brewery	Wenatchee	Restaurant	\$5,000
19.	Wenatchee School of Karate	Wenatchee	Education	\$5,000
20.	Osprey Rafting Company and Ski Shop	Leavenworth	Retail	\$5,000
21.	American Shoe Shop Inc	Wenatchee	Retail	\$5,000
22.	97 Rock House	Peshastin	Restaurant	\$5,000
23.	Mera LLC Taco Loco Taqueria	Wenatchee	Restaurant	\$5,000
24.	Futbol-Era LLC	Wenatchee	Retail	\$5,000
25.	Andante Restaurant	Chelan	Restaurant	\$5,000
26.	Wild Flour	Leavenworth	Restaurant	\$5,000
27.	Gibbs Graphics LLC	Leavenworth	Business services	\$5,000
28.	DragonFly Studio	Wenatchee	Salon	\$1,000
29.	Mandelbluete LLC dba Cafe Columbia	Wenatchee	Restaurant	\$5,000
30.	Feathered Salon	Wenatchee	Salon	\$5,000
31.	Bluegrass Mountain LL DBA Fresh Burger Cafe	Leavenworth	Restaurant	\$5,000
32.	Lany's Beauty Salon	Wenatchee	Salon	\$5,000
33.	Edible Art LLC DBA The Cook's Corner Diner	Wenatchee	Restaurant	\$5,000
34.	Hope Mountain Farm LLC	Leavenworth	Agriculture	\$5,000
35.	Pins & Needles	Wenatchee	Retail	\$5,000

36.	Team Bales Trucking	Malaga	Trucking	\$5,000
37.	Seven Auto Sales**	Wenatchee	Retail	\$5,000
			Total:	\$178,500

DOUGLAS COUNTY WWSBEG GRANT RECIPIENTS

	BUSINESS NAME	CITY	INDUSTRY SECTOR	GRANT AMOUNT
1.	Gilfeather Hair, LLC	East Wenatchee	Retail	\$5,000
2.	Golden East Restaurant, LLC	East Wenatchee	Restaurant	\$5,000
3.	Auntie Bling's Attique	Waterville	Retail	\$5,000
4.	Carrie D Larson dba Carrie Larson Childcare	East Wenatchee	Childcare	\$5,000
5.	Columbia Yard Service	East Wenatchee	Landscaping	\$5,000
6.	Ring A Bells Catering	East Wenatchee	Restaurant	\$5,000
7.	Ringsrud Cidery LLC DBA Snowdrift Cider Co	East Wenatchee	Restaurant	\$5,000
8.	Tiny's Organic LLC	East Wenatchee	Restaurant	\$5,000
9.	Waterville Historic Hotel	Waterville	Hospitality	\$3,750
10.	Flooring & More	East Wenatchee	Construction	\$4,500
11.	G K Legacy LLC DBA San Francisco Sourdough Eatery	East Wenatchee	Restaurant	\$5,000
12.	Nail Pro	East Wenatchee	Salon	\$5,000
13.	Rebekah's Photography	East Wenatchee	Photograpy	\$2,300
14.	Apple Blossom Floral	East Wenatchee	Retail	\$5,000
15.	AR Studio 92	Bridgeport	Salon	\$2,800
16.	Carri Gilstrap dba Studio C	East Wenatchee	Salon	\$4,800
17.	Common Sense Roofing	East Wenatchee	Construction	\$5,000
18.	Arseneault Automation	East Wenatchee	Construction	\$5,000
19.	Chinook Music Service LLC	East Wenatchee	Retail	\$5,000
20.	MT the Attic	East Wenatchee	Retail	\$5,000
21.	PomArleau Transfer and Storage Corp.	East Wenatchee	Moving	\$5,000
22.	Revive Salon	East Wenatchee	Salon	\$5,000
23.	Lashes & Mustaches	East Wenatchee	Salon	\$5,000
24.	Pursuit Carpentry	East Wenatchee	Construction	\$5,000
25.	Banuelos Construction LLC	East Wenatchee	Construction	\$5,000
26.	EbbigHausen Construction Services	East Wenatchee	Construction	\$5,000
27.	Feline Friends & Dog Care Savvy	East Wenatchee	Pet services	\$4,000
28.	InPrint Printing	East Wenatchee	Manufacturing	\$5,000
29.	Jones Plastering & Stucco	East Wenatchee	Construction	\$5,000
30.	Rama Farm LLC	Bridgeport	Agriculture	\$3,000
31.	The Rock Bar and Grill /DDR Rice Group	Rock Island	Restaurant	\$5,000
32.	Caroline McGregor's Licensed Child Car	East Wenatchee	Childcare	\$3,134
33.	Chandler Business Interiors, Inc.	East Wenatchee	Manufacturing	\$3,134
34.	Karen's Kleening LLC	East Wenatchee	Housekeeping	\$3,134
			Total:	\$154,552

*Businesses #32-34 received the same reviewer scores and so remaining funds for this county were equally distributed between these applicants



**For Immediate Release
June 5, 2020**

**Douglas County & Regional Port Form Partnership to Assist Small Businesses
in Douglas County**

The Douglas County Commissioners have allocated \$1.0 million dollars from a Federal CARES Act grant to support small businesses in Douglas County. These federally funded dollars, made possible under the recent CARES Act, are expressly intended to provide relief resulting from the impacts of COVID-19. The Chelan Douglas Regional Port Authority has agreed to administer a Douglas County Small Business Grant Program on behalf of the county at no cost.

Douglas County Commission Chair Dan Sutton said "Small businesses throughout Douglas County have been dramatically impacted by the COVID-19 pandemic. The County Commissioners wanted to prioritize our Federal CARES Act grant towards supporting small businesses." The Federal CARES Act relief funds are limited to COVID-19 related issues and expenses, these monies must be spent by October 31st, 2020.

The grant program is open to small business throughout Douglas County with 20 full-time employees or less. The business must have a Washington State Unified Business Identifying (UBI) number, and been in business for a period of six months. Businesses can apply for up to a \$10,000 grant.

"The Regional Port would like to thank the Douglas County Commissioners for prioritizing small business grants with the Federal CARES Act grant. Providing meaningful financial support to the small business is critical to getting our economy going again," said CDRPA Board President Rory Turner.

Applications can be found at www.cdrpa.org

The Regional Port plans on processing grant requests as soon as applications are received. Approximately 100 small business grants are projected to be awarded.

For more information contact:

Douglas County
Dan Sutton, Commissioner
(509) 745-8537
dsutton@co.douglas.wa.us

Regional Port Authority
Jim Kuntz, CEO
(509)884-4700
Jim@cdrpa.org

**Chelan Douglas Regional
Port Authority**

Memo

To: Board of Directors

From:  Jim Kuntz

cc: None

Date: June 5, 2020

Re: Policy Regarding Regional Port Authority Commenting on Proposed Housing Development Near Airports Owned by the Regional Port

There is a major subdivision of approximately 200 lots being planned near Pangborn Airport. The development is outside the Airport Runway Protection Zones, yet in the flight path.

Should the Regional Port provide comments on such developments? Our comments related to this specific development would be a request that on any final Platt map and/or individual lot title reports within the subdivision, a notice be provided that a Commercial Airport is nearby. The airport is open 24 hours a day, 7 days per week, and there is noise associated with the airport.



PRE-APPLICATION CONFERENCE AGENDA

Conference Room
140 19th Street N.W. Suite A
East Wenatchee, WA. 98802

Date:
Wednesday June 10, 2020

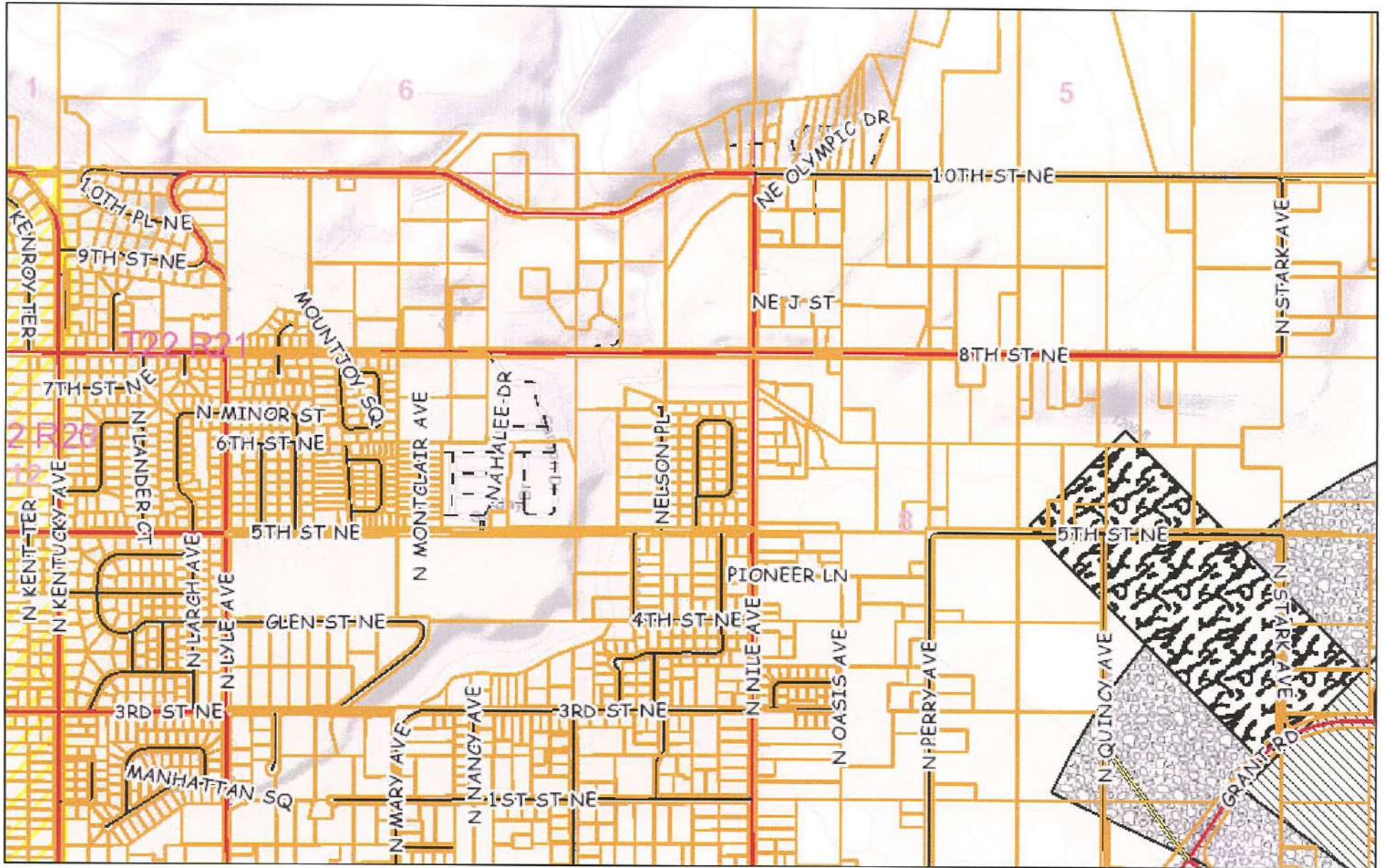
Agenda Topics

Time Scheduled	Applicant/Owner Description Site Address	Parcel Number(s) Zoning
9:00 am Pre-CBP-2020-11	Navix Engineering/Paul Manzer (Applicant) Western Sunset 2 LLC (Owner) Multiple phased warehouse/technology development with associated sunstation. Internal access road around buildings. On-site water storage to provide adequate volume and redundancy. TBD northern terminus of Urban Industrial Way, East Wenatchee Current lot size of combined parcels 111.08 acers	22210920004 22210920005 22210920006 I-G
9:45 am Pre-App-2020-24	Hank Lewis (Applicant) P & F Holding LLC (Owner) Major Subdivision of approximately 200 +/- Lots within the RL and MU Zoning district. Lot size to meet district minimums. TBD north of 10 th street NE above Lyle Avenue, East Wenatchee Current lot size of combined parcels 200+ acres	22210630001 22210610003 R-L and MU

Zoom meeting information will be sent in a separate email

Due to the "Stay Home, Stay Healthy" proclamation, this meeting will be by video conference only.

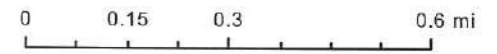
overlay zones



6/3/2020, 2:29:04 PM

1:18,056

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|-----------------|--------------------|---------------|----------------|------|
| Parcel Lines | Minor Roads | Private Road | Railroads | Dams |
| County Boundary | Major Public Road | Proposed Road | Township Lines | |
| | Minor Public Road | Airports | Section Lines | |



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand),

Douglas County, WA GIS Department

Note: This map is intended for general information purposes only. Douglas County makes no claim as to the accuracy or current condition of the data shown on this map.

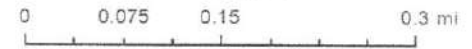
Site Map



6/2/2020, 10:01:04 AM

1:9,028

- | | | | | |
|-----------------|--------------------|---------------|----------------|-------------|
| Parcel Lines | Minor Roads | Private Road | Railroads | Dams |
| County Boundary | Major Public Road | Proposed Road | Township Lines | Water |
| | Minor Public Road | Airports | Section Lines | City Limits |



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand),

Douglas County, WA GIS Department

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Jim Kuntz

From: Monica Lough
Sent: Friday, June 5, 2020 7:42 AM
To: Jim Kuntz
Subject: FW: Enduris Policy Year 2021 Rates Outlook

Please see the highlighted section below.

Monica Lough, CPA
Director of Finance & Administration
One Campbell Parkway, Suite A, East Wenatchee, WA 98802
☎ 509.884.4700 | Cell 509.669.8400 | www.cdrpa.org



From: Enduris Washington <sklink@enduris.us>
Sent: Thursday, June 4, 2020 1:17 PM
To: Monica Lough <Monica@cdrpa.org>
Subject: Enduris Policy Year 2021 Rates Outlook



To: Enduris Membership
From: Sheryl Brandt, Executive Director
Re: **Policy Year 2021 Rates Outlook**
Date: June 4, 2020

We are diligently preparing for the new policy year (PY) 2021, beginning September 1, 2020. On the top of our list is our commitment to provide you with long-term stability and protection. Considering recent events, this is a tall order. But we are definitely up to the challenge.

For all of us, in whatever we do, we have entered uncharted territory. There is no question this has been a difficult year for the reinsurance and excess insurance markets. Markets do not respond well to uncertainty, and as a result, we have seen rate increases ranging from 20% to 100% with decreased policy limits and high deductibles. The two primary reasons behind the worldwide increases are the impact of COVID-19 and 2017 being one of the largest loss year in history. Losses take 2 - 10 years to fully develop and 2017 losses continue to rise.

Enduris has made it a priority to develop strong relationships in the reinsurance/excess insurance market; and we have focused on risk management to minimize losses. Due to our success in these areas, we anticipate Enduris' excess property renewal rate to increase 22% and the liability reinsurance rate to increase 10%. For Enduris members, this will result in contribution increases of approximately 10-15% for property, 5-10% for liability and 8-12% for auto physical damage, crime, and named position coverage.

Individual member contributions are also impacted by loss experience and changes in exposures (any additions to property values, vehicles, or worker hours). The required annual inflation factors to scheduled property based on construction and material costs (referred to as Marshall & Swift) are 0.50% on structures and 2.4% on contents and equipment. These inflation factors help members keep property at current day value for replacement cost which is critical in the event of a total loss.

It remains our mission "to provide financial protection, broad coverage, and risk management services responsive to members' needs." We strive to bring you exceptional coverage for a competitive price while adding value to your organization.

If you have questions regarding your PY 2021 rates please reach out to us at 800-462-8418. Thank you for your continued membership and your service to the communities in Washington.

Enduris Washington, 1610 S. Technology Blvd., Suite 100, Spokane, WA 99224

[SafeUnsubscribe™ monica@cdrpa.org](mailto:monica@cdrpa.org)

[About our service provider](#)

Sent by sklink@enduris.us in collaboration with

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

Updated as of 06-05-2020

<i>Date</i>	<i>Day</i>	<i>Event / Location / Time</i>	<i>Attending</i>	<i>Cami RSVP arrangements if applicable</i>
June 9	Tuesday	CDRPA Board Meeting; 9:00 AM; ZOOM		
June 10	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
June 10-12	Wed-Friday	WPPA Finance Seminar; Campbell's Resort	CANCELLED	
June 11	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
June 11	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
June 13	Saturday	Aviation Day - Pangborn Airport	CANCELLED	
June 16	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Spurgeon	
June 17	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		
June 18	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
June 20	Saturday	Stehekin Airport Volunteer Clean-up Day		
June 23	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
June 24	Wednesday	Partners Breakfast; 7:30am; Convention Center	CANCELLED	
June 24	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	
June 25	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
June 25	Thursday	GA Meeting; 6:00 pm - 8:00pm, CDRPA Office		
July 2	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
July 8	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
July 9	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
July 9	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
July 9-10	Thur-Friday	WPPA Director's Seminar; Location TBD		
July 14	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		

July 15	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		
July 16	Thursday	Economic Leadership Roundtable Lunch; 11:30 am ; 230 N. Georgia, E. Wen.		
July 16	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
July 21	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Spurgeon	
July 20-22	Tues-Friday	WPPA Commissioners Seminar; Marcus Whitman, Walla Walla		
July 22	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	
July 23	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
July 28	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
August 6	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
August 11	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
August 12	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
August 13	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
August 13	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
August 18	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Spurgeon	
August 19	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		
August 20	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
August 25	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
August 26	Wednesday	Douglas County Community Leadership Advisory Group; 2:20-4:30p	Jim Kuntz, Ron C.	
August 27	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
September 3	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
September 8	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
September 9	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	

September 10	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
September 10	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
September 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Spurgeon	
September 16	Wednesday	GWATA Board Meeting, 3-5pm		
September 17	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
September 22-25	Tuesday - Friday	WFOA Conference	Monica	Hotel Booked
September 22	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
September 23	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	
September 24	Thursday	Partners Breakfast; 7:30am; Convention Center		
September 24	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
September 24	Thursday	GA Meeting; 6:00 pm - 8:00pm, CDRPA Office		
September 24-25	Thur-Friday	WPPA Environmental Seminar; Alderbrook Resort		
October 1	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
October 4-7	Sun - Thurs	NWAAAE Annual Conference; Jackson Hole, WY		
October 8	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
October 8	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
October 13	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
October 14	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
October 15	Thursday	Economic Leadership Roundtable Lunch; 11:30 am ; 230 N. Georgia, E. Wen.		
October 15	Thursday	Airport Planning Meeting; 2:00 pm		
October 20	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Spurgeon	
October 21	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		
October 22	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	

October 23	Friday	Cashmere Chamber of Commerce Banquet; 5:30pm-8:30pm		Tickets are \$35 each
October 22-23	Thur-Friday	WPPA Small Ports Seminar; Enzian Leavenworth		
October 27	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
October 28	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	
November 5	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
November 10	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
November 11	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
November 12	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
November 12	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
TBD	TBD	Wenatchee Valley Chamber Board Retreat - TBD	Commissioner Spurgeon	
November 18	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		
November 19	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
November 24	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
November 25	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	
November 26-27	Thur-Friday	Thanksgiving Holiday Office Closed		
December 2-4	Tuesday - Friday	WPPA Annual Meeting, Hyatt Regency, Bellevue		
December 3	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
December 8	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
December 9	Wednesday	NCWEDD Board Meeting, Chelan City Hall; 9:00 am	Craig, Commissioner Huffman	
December 10	Thursday	CDTC, 9-11am, CTC	Commissioner Baldwin	
December 10	Thursday	Economic Development Planning Meeting; 2:00 pm	CDRPA Staff	
December 15	Tuesday	Wenatchee Valley Chamber Board Meeting; 6:30 am, Chamber Conference Room	Commissioner Spurgeon	
December 16	Wednesday	GWATA Board Meeting, 3-5pm, Mercantile		

December 17	Thursday	Airport Planning Meeting; 2:00 pm	CDRPA Staff	
December 22	Tuesday	CDRPA Board Meeting; 9:00 AM; CDRPA Office		
December 23	Wednesday	Douglas County Community Leadership Advisory Meeting, CDRPA Office , 2:30 pm - 4:00 pm	Jim Kuntz, Ron C.	