

MEETING OF THE BOARD OF DIRECTORS

AGENDA

NOVEMBER 13, 4:00 PM CAMBRIDGE CITY COUNCIL CHAMBERS

CALL TO ORDER, ROLL CALL & CONFIRMATION OF QUORUM

I. APPROVAL OF AGENDA

(Board Action Required)

II. APPROVAL OF MINUTES

October 2025 Regular Meeting

(Board Action Required)

III. COMMITTEE REPORTS

- A. Executive Committee: Angie Hengst Chairperson
 - 1. Natalie Chabot Resignation
 - 2. Tracy Ward New CAO
- B. OCC: Angie Hengst Chairperson
 - 1. Partner Meeting
- C. Finance Committee: Frank Narr Chairperson
 - 1. YTD Financial Statements Thru September (Board Action Needed)
 - 2. Use of Property Sales Proceeds Report to City/County October
 - 3. October/November Disbursements (Board Action Needed)
 - 4. 2026 Operating Budget
 - 5. Additional Check Signer (Board Action Needed)
- D. Planning Committee: Tim Crosby Chairperson
 - 1. Promenade Update
 - 2. Design Guidelines Update
 - 3. Commercial Broker Update

IV. PUBLIC Q&A

V. NEW BUSINESS / BOARD MEMBER OPEN COMMENTS

VI. CLOSED MEETING

CWDI is not subject to Maryland's Open Meetings Act. However, In deference to our public partners we voluntarily declare that CWDI will enter into Closed Meeting based on Open Meetings Act Exceptions.

VII. ADJOURN



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday October 16, 2025

Cambridge City Council Chambers

CALL TO ORDER, ROLL CALL & CONFIRMATION OF QUORUM

A regular meeting of the Board of Directors (the "Board") of Cambridge Waterfront Development, Inc., a Maryland Non- Stock Corporation (the "CWDI" or "Corporation"), was held on October 16, 2025, at the Cambridge City Council Chambers. The Open Meeting was called to order at 4:02pm.

Board Members in attendance at the meeting included Angie Hengst, Frank Narr, and Tim Crosby, Gaver Nichols, Natalie Chabot and Michael Frenz, (Zoom) and local officials Glen Steckman, City Manager, Jerry Jones, County Manger.

Ms. Angie Hengst took the roll call and confirmed a quorum was present.

APPROVAL OF AGENDA

A motion was made and seconded to accept and approve the agenda with Frank Narr's addition of "board action needed" next to the financial statement for YTD Financial Statements Thru August. Crosby/Chabot (6/0)

APPROVAL OF September 11, 2025, BOARD MEETING MINUTES

A motion was made, seconded, and duly carried to approve the minutes. Crosby /Narr (6/0)

OUTREACH AND COMMUNICATIONS COMMITTEE (OCC) -Hengst

Press Release. The monthly Press Releases updates the community on the status of the project. This monthly press release replaces the president's message. Going forward a copy will be provided to Bill Christopher to post on website.

FINANCE COMMITTEE -Narr

Mr. Narr presented the YTD Financials statement through August for CWDI and CWDI Holdings. The Finance Committee is still projecting a \$38,000 surplus for the year. Those funds are projected to be used for the operating entity (CWDI) in 2026, which would enable the board to hire a full-time staff person.



A motion was made, seconded and carried to accept the financials through the end of August. Hengst/Crosby (6/0)

Mr. Narr noted that the City and County continue to receive the Property Sales Proceeds Report and were sent the one for September.

Mr. Narr presented the September/October expenditure report. A motion was made, seconded and duly carried to approve the expenditure for the month and additional expenditures not previously approved. Hengst/Crosby (6/0)

PLANNING COMMITTEE -Crosby

Design Guideline Update-October meeting went well with Ed Johnson and Brian Herman. Received final design revisions with graphics and forwarded to Lou Oliver for review and integration of graphics into guidelines. Will have a follow-up call with Lou to determine timing. Will not meet the original end of October deadline but confident will wrap things up in November.

Hotel Negotiations. Mr. Crosby reported good discussions with the Hotelier. The committee's focus on moving forward is (1) What is it, i.e. brand, qualifications, qualities, , and (2) having it clearly spelled out in written agreement signed by Hotelier. On a small pause due to the hotelier having death in the family. Will reconvene next week.

Commercial Broker RFP Status. Mr. Narr reported that six brokers signed an NDA and requested the RFP documents, but no one has responded yet. The RFP is open until the end of October. The Planning committee will review the submissions before the November board meeting and will interview candidates.

Family Fishing Pier. Mr. Crosby reported the State engineers liked the 2500 ft pier option. At 1250 ft line will add a 60x50 platform for a fishing vendor and bathrooms. Working with Ken Usab and will have a follow-up call Monday.

Phase I Infrastructure Discussion. Mr. Crosby reported that infrastructure design development (DD) plans for the entire site are nearing completion. The DD plans will provide more detail for more refined cost estimates (current rough estimate for Phase 1A is \$12.75 million). It is a big issue and there is no access to TIF cost until after the hotel is up and running.

Promenade Update. Frank Narr reported they are almost there but not open to the public yet. All pavers are in. Landscaper has identified specific plants for the planter boxes. The landscaping is to be done by the end of November. Promenade is to be completed by the end of year. (pictures in packet). Delegate Tom Hutchinson asked about the lights. Frank Narr stated they are waiting until Delmarva completes their work along Franklin Street, which can happen any day, and then the lights can be turned on.



EXECUTIVE COMMITTEE -Hengst

CAO Update. To be discussed **during the closed meeting session.**

Dredging Material. Ms. Hengst reported Larry White asked about storing dredging material on CWDI property. They met to discuss this. Issue is there is no end date and when the work will be done. After much discussion its committee agreed it would not be a good look for the waterfront project and voted unanimously not to allow it. A motion was made, seconded and carried to approve Crosby/Nichols (6/0)

PUBLIC O&A

Ms. Hengst opened the floor to public comment/questions for a period of about 15 minutes. Questions/Comments noted:

Doug Schultz asked about the progress of hiring a CAO. Ms. Hengst indicated that the board would be discussing that in closed session.

NEW BUSINESS/BOARD MEMBER OPEN COMMENTS

No new business or Board Member comments.

OPEN MEETING ADJOURNMENT AND RETURN TO CLOSED SESSION

There being no additional discussion, the open meeting was adjourned at 5:04 pm. A motion was made to begin Closed Session, seconded and duly carried. (6/0)

Actions from Closed Session - the board approved to move forward with contract negotiations with the discussed CAO candidate.

Next board meeting scheduled for November 13, 2025, at Cambridge City Council Chambers.

Minutes submitted by Natalie Chabot, Secretary

Cambridge Waterfront Development, Inc.

Balance Sheet

As of September 30, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 BayVanguard Operating	45,452.05
10010 BayVanguard Grants	414,167.67
10020 BayVanguard Property Acquisition	182,546.73
Total Bank Accounts	\$642,166.45
Accounts Receivable	\$632,986.87
Other Current Assets	
12075 Prepaid Insurance	36,105.53
12080 Deposits	9,815.00
Total Other Current Assets	\$45,920.53
Total Current Assets	\$1,321,073.85
TOTAL ASSETS	\$1,321,073.85
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$14,220.76
Other Current Liabilities	
20200 Deferred Grants	795,173.55
20500 Due to CWDI Holdings	335,293.82
Total Other Current Liabilities	\$1,130,467.37
Total Current Liabilities	\$1,144,688.13
Total Liabilities	\$1,144,688.13
Equity	
Equity 32000 Retained Earnings	160,460.56
	160,460.56 15,925.16
32000 Retained Earnings	

Cambridge Waterfront Development, Inc.

Budget vs. Actuals: 2025 Operating Budget - FY25 P&L

January - September, 2025

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET		
Income						
40100 State Government Grants						
40125 State of Maryland FY 23 Appropriation	76,441.56	76,000.00	441.56	100.58 %		
Total 40100 State Government Grants	76,441.56	76,000.00	441.56	100.58 %		
40200 Local Goverment						
40210 City of Cambridge	87,155.06	87,000.00	155.06	100.18 %		
Total 40200 Local Goverment	87,155.06	87,000.00	155.06	100.18 %		
40250 Operating Income						
40260 Property Leases	24.00		24.00			
40265 Docking Fees		6,000.00	-6,000.00			
Total 40250 Operating Income	24.00	6,000.00	-5,976.00	0.40 %		
Total Income	\$163,620.62	\$169,000.00	\$ -5,379.38	96.82 %		
GROSS PROFIT	\$163,620.62	\$169,000.00	\$ -5,379.38	96.82 %		
Expenses						
62100 Contract Services						
62110 Legal Services	68,357.50	44,000.00	24,357.50	155.36 %		
62130 Administrative Services	54,000.00	54,000.00	0.00	100.00 %		
62140 Audit/Tax Services	18,550.00	25,000.00	-6,450.00	74.20 %		
62170 Other Professional Services	2,800.00		2,800.00			
Total 62100 Contract Services	143,707.50	123,000.00	20,707.50	116.84 %		
62300 Administrative Expenses	8,200.29	8,469.00	-268.71	96.83 %		
62750 Public Relations & Marketing	1,400.00	2,000.00	-600.00	70.00 %		
63000 Property Expenses	102,099.58	114,862.00	-12,762.42	88.89 %		
Total Expenses	\$255,407.37	\$248,331.00	\$7,076.37	102.85 %		
NET OPERATING INCOME	\$ -91,786.75	\$ -79,331.00	\$ -12,455.75	115.70 %		
Other Income						
40300 Transfer from CWDI Holdings	540.95		540.95			
40700 Insurance Recovery	103,000.00		103,000.00			
49000 Interest Income	4,170.96		4,170.96			
Total Other Income	\$107,711.91	\$0.00	\$107,711.91	0.00%		
NET OTHER INCOME	\$107,711.91	\$0.00	\$107,711.91	0.00%		
NET INCOME	\$15,925.16	\$ -79,331.00	\$95,256.16	-20.07 %		

Balance Sheet

As of September 30, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 BayVanguard Checking - Designated	5,003.08
10010 BayVanguard Savings - Designated	5,368.65
Total Bank Accounts	\$10,371.73
Other Current Assets	
12050 Due from CWDI	335,293.82
12070 Prepaid Expenses	52,305.00
12075 Prepaid Insurance	15,279.94
Total Other Current Assets	\$402,878.76
Total Current Assets	\$413,250.49
Fixed Assets	
15005 Gateway Property (East)	41,184.12
15015 Hospital Property	5,519,519.31
15025 Port Property	1,656,728.44
15035 Gateway Property (West)	890,387.17
Total Fixed Assets	\$8,107,819.04
TOTAL ASSETS	\$8,521,069.53
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	\$160,655.66
Other Current Liabilities	
20200 Deferred Grants	15,279.94
20700 Retainage Payable	109,362.15
Total Other Current Liabilities	\$124,642.09
Total Current Liabilities	\$285,297.75
Total Liabilities	\$285,297.75
Equity	
32000 Unrestricted Net Assets	8,300,789.04
Net Income	-65,017.26
Total Equity	\$8,235,771.78
TOTAL LIABILITIES AND EQUITY	\$8,521,069.53

Profit and Loss

January - September, 2025

	TOTAL
Income	
40000 Federal Government Grants	
40010 EDA	1,650,511.37
Total 40000 Federal Government Grants	1,650,511.37
40100 State Government Grants	
40125 State of Maryland FY 23 Appropriation	6,709.23
40126 State of Maryland FY 24 Appropriation	211,131.65
40180 Rural MD Economic Development Fund	287,030.68
Total 40100 State Government Grants	504,871.56
40200 Local Government	
40215 City of Cambridge - ARPA	36,023.00
Total 40200 Local Government	36,023.00
Total Income	\$2,191,405.93
GROSS PROFIT	\$2,191,405.93
Expenses	
70000 Predevelopment Expenses	
70030 Project Soft Costs	346,480.06
70040 Other Contract Services	39,480.00
70050 Project Hard Costs	1,869,924.52
Total 70000 Predevelopment Expenses	2,255,884.58
Total Expenses	\$2,255,884.58
NET OPERATING INCOME	\$ -64,478.65
Other Income	
49000 Interest	2.34
Total Other Income	\$2.34
Other Expenses	
70200 Transfer to CWDI	540.95
Total Other Expenses	\$540.95
NET OTHER INCOME	\$ -538.61

Cambridge Waterfront Development, Inc.

Bill Payment List

October 17 - November 11, 2025

DATE	NUM	VENDOR	AMOUNT
10000 BayVanguard	d Operating		
10/17/2025	2324	Delmarva Power	-72.18
10/17/2025	2325	City of Cambridge, MD	-1,644.76
10/17/2025	2326	MacLeod Law Group	-375.00
10/17/2025	2327	Simmons Center Market, Inc	-66.00
10/17/2025	2328	Dorchester Chamber of Commerce	-6,200.00
10/29/2025	2329	Miles and Stockbridge, PC	-10,000.00
10/29/2025	2330	City of Cambridge, MD	-314.01
11/06/2025	2331	Nichols Lawn & Landscape	-3,035.00
11/06/2025	2332	Bluebird Enterprises LLC	-6,750.00
11/06/2025	2333	City of Cambridge, MD	-1,646.76
11/06/2025	2334	P. Ryan Anthony	-100.00
11/06/2025	2335	Dorchester Chamber of Commerce	-6,200.00
Total for 10000 Bay	Vanguard Operat	ting	\$ -36,403.71

Bill Payment List

October 17 - November 11, 2025

DATE	NUM	VENDOR	AMOUNT
10000 BayVanguard Che	ecking - Designated		
10/17/2025	1233	GTA	-231.80
10/17/2025	1234	Lew Oliver Inc	-14,529.86
10/29/2025	1235	Morris & Ritchie	-19,855.00
10/29/2025	1236	Network Realty Partners	-4,550.00
11/06/2025	1237	W. R. McCain	-2,730.00
Total for 10000 BayVang	guard Checking - Design	ated	\$ -41,896.66

A/P Aging Summary

As of November 13, 2025

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Earth Movers, LLC			121,489.00			\$121,489.00
Morris & Ritchie		9,705.00				\$9,705.00
Network Realty Partners		3,850.00				\$3,850.00
TOTAL	\$0.00	\$13,555.00	\$121,489.00	\$0.00	\$0.00	\$135,044.00

Earth Movers, LLC 4438 E New Market Hurlock Rd Ste B Hurlock, MD 21643 USA 4109436298 earthmovers21643@gmail.com

Invoice



BILL TO

CWDI 306 HIGH STREET CAMBRIDGE, MD 21613 **United States**

SHIP TO

CWDI 306 HIGH STREET CAMBRIDGE, MD 21613 United States

INVOICE #

DATE

TOTAL DUE

DUE DATE

ENCLOSED

10735

10/13/2025

\$121,489.00

11/12/2025

DATE

ACTIVITY

DESCRIPTION

QTY

RATE

AMOUNT

Services

EDA PHASE 1A PROMENADE IMPROVEMENTS FROM 9/2/25 1 121,489.00

121,489.00

TO 10/02/25

BALANCE DUE

\$121,489.00

APPLICATION	N AND CERTIFICATE	FOR PAYMENT	Γ (EDA)		PAGE 1 of 3
TO CONTRACTOR:	EARTH MOVERS, LLC 5016 RIVER ROAD HURLOCK, MARYLAND 21643		PROJECT: CWDI / Chesapeake Conservancy	APPLICATION NUMBER: 13 PERIOD FROM: 9/2/2025 PERIOD TO: 10/2/2025	Distribution to X OWNER ARCHITECT X CONTRACTOR
FROM SUBCONTRACTO	PR:			CONTRACT DATE: 8/21/2024	CONSTRUCTION
			AGREEMENT NO.: EDA PROJECT NO. 01-79-15217	ENGINEER JOB NO. 21795X50	MANAGER X ENGINEER
CONTRACT FOR:	EXTENSION OF PUBLIC ACCES BIKE AND WALKING TRAIL PR	1			
CONTRACTOR'	S APPLICATION FOR PA	AYMENT	The undersigned Contractor certif	ies that to the best of the Contractor's kr	nowledge,
Application is made for pay	ment, as shown below, in accordance with	the Contract.	information and belief, the Work	covered by this Application for Payment	has been
Continuation Sheet, Docum			completed in accordance with the	Contract Documents, that all amounts h	ave been
1. ORIGINAL CONTR		\$ 2,548,013.27	paid by the Contractor for Work for	or which previous Certificates for Paym	ent were issued
			and payments received from the C	wner, and that current payment shown I	nerein is now due.
2. Net Change By Ch	hange Orders	\$ -	CONTRACTOR:		
3. CONTRACT SUM	TO DATE (Line 1 +2)	\$ 2,548,013.27	BY:		DATE 11-3 2-5
4. TOTAL COMPLET	ED & STORED TO DATE	\$ 2,295,675.74	ы:	Υ	AIE 11-3-15
(Column G on G703)		\$ 2,295,675.74	X	Λ	
(Column G on G703)	,		State of:	County of :	
5. RETAINAGE:			State of.	county or .	
	Completed Work \$ 105,759.8	35	Subscribed and sworn before me t	his day of	20
(Columns D & F			Notary Public:		
(32,111111111111111111111111111111111111			My Commission Expires:		
b. 0% % o	of Stored Material \$ -		itty commission Empires.		
(Column F on G			CERTIFICATE FOR PAY	YMENT	
Total Retainage (Line			OERTHIOATE TOR TA	· WEIVI	
Total in Column		\$ 105,759.85	In accordance with the Contract D	ocuments, based on on-site observation	S
Total in Column	1 61 6703)	ψ 100,703.00		application, the Construction Manager	5
6. TOTAL EARNED L	ESS RETAINAGE	\$ 2,189,915.89		wledge, information and belief the Worl	<
(Line 4 less Line 5 To		<u> </u>		ality of the Work is in accordance with	-
(11110) 1000 21110 2 11				Contractor is entitled to payment of the	
7. LESS PREVIOUS	CERTIFICATES FOR PAYMENT		AMOUNT CERTIFIED.		
(Line 6 from prior Ce	ertificate)	\$ 2,068,426.89			
			AMOUNT CERTIFIED	\$ 121,489.00	
8. CURRENT PAYME	ENT DUE	\$ 121,489.00		d differs from the amount applied for. Initial	all figures on this
			Application and on the Continuation !	Sheet that changed to conform to the amoun	
BALANCE TO FINI	ISH, INCLUDING RETAINAGE		CONSTRUCTION MGR:		
(Line 3 less Line 6)	\$ 358,097.3	38	By:	Date:	#
CHANGE ORDER SUMM	IARY ADDITIONS	DEDUCTIONS	ARCHITECT: ENGINEER	. 1//	
Total changes approved in	ADDITIONS	DEDUCTIONS	By:	Date: 1	1/3/25
previous months by Owner	\$ -	\$ -		The AMOUNT CERTIFIED is payable of	
Total Approved this Month				suance, payment and acceptance of	,,,,
TOTALS	S -			any rights of the Owner or Contractor ur	nder
NET CHANGES by Change		-	this Contract.	and the contract of contractor at	
ordan de o o change					

CONTINUATION SHEET (EDA)

AIA DOCUMENT G703

PAGE 2 of 2 APPLICATION NO: 13

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT

containing Contractor's signed Certification is attached In tabulations below, amounts are stated to the nearest dollar

Use column 1 on Contracts where variable retainage for line items may apply

PROJECT:

CWDI / CHESAPEAKE CONSERVANCY CAMBRIDGE HARBOR / PH 1A PROMENADE APPLICATION DATE: 10/13/25 PERIOD TO: 10/02/25

ENGINEER JOB NO. 21795X50 JOB NO. EDA #01-79-15217

130,848.53 \$

130,848.53 \$ 105,759.85

105,759.85

D G A ITEM WORK COMPLETED MATERIALS TOTAL BALANCE DESCRIPTION OF WORK SCHEDULED RETAINAGE PRESENTLY COMPLETED (G/C) NO. VALUE FROM PREVIOUS THIS PERIOD TO FINISH * SEE NOTE APPLICATION STORED AND STORED (C-G) BELOW TO DATE (D+E) (NOT IN (D+E+F) D OR E) 4.15% BASE BID ITEMS (EDA) Mobilization 154,158.71 154,158.71 154,158.71 7,707.94 49,498.00 49,498.00 4.368.71 S 2,474.90 Erosion and Sediment Control 53,866.71 110.00 S 650.00 Site Demolition 20,110.00 \$ 19,000.00 1,000.00 20,000.00 9,187.28 \$ Site and Utility Development 815,167.00 \$ 795,979.72 10,000.00 805,979.72 39,048.99 160,798.71 145,000.00 10.000.00 155,000.00 5.798.71 6.500.00 Drainage & Stormwater Management S Final Grading & Temp Stabilization 64,359.71 57,000.00 4,000.00 61,000.00 3,359.71 5 2,150.00 S 30,749.85 Landscaping 845,055.72 \$ 704,997.00 70,000.00 774,997.00 70,058.72 5,198.00 Restoration of Graded and Disturbed Areas 25,198.00 13,000.00 7,000.00 20,000.00 S Temporary Facilities 4,489.00 (4,489.00) 1,370.39 39,896.71 39,896.71 44,385.71 17,246.40 S Electrical Fixtures & Appurtenances 325,492.00 293,245.60 15,000.00 308,245.60 12,912.28 CONTINGENT ITEMS (EDA) SWM Maintenance 3,000.00 3,000.00 150.00 Bio-Planter Media 5.000.00 5,000.00 250.00 C-2 C-3 Temp Seeding and Mulching 6.000.00 \$ 6,000.00 300.00 15,000.00 15,000.00 15,000.00 750.00 C-4 Armor Stone C-5 3-8" Bedding stone 2,400,00 2,400.00 2,400.00 120.00 6,500.00 6,500.00 325.00 Geotextile 6,500.00 C-6 5.210.00 260.50 C-7 Geogrid 5,210.00 C-8 MD No. 2 Aggregate 800.00 40.00 800.00

1 2 3 4 4			\$ \$ \$			S - S - S -	\$ \$ \$		\$ \$ \$	
2 3 4 4			SSS	-		S - S -	S S	-	\$	
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Totals: \$	-	s -	s	-	\$0.00	s -	s	-	s	
3800000 000					10.000					

121,489.00

121,489.00 \$

\$0.00 | \$

2,417,164.74

- \$ 2,417,164.74 94.86% \$

94.86% 5

2,295,675.74 \$

2,295,675.74 \$

2,548,013.27 \$

2,548,013.27 \$

Totals: \$

Project Totals: \$

^{*} Project construction is greater than 50 % complete. Retainage reduced and fixed at 10 percent of 50 percent of EDA Total Contract Value Until Substantial Completion. Refer to Project Manual Section 01012 Paragraph 1.45 B.

CAMBRIDGE HARBOR

PROPOSED LAND USE GUIDELINES -























