

**MINUTES OF THE REGULAR COMMISSION MEETING  
PORT OF CAMAS-WASHOUGAL  
May 8, 2018**

By: Yvette Winden, Executive Assistant

A regular meeting of the Commissioners of the Port of Camas-Washougal was held at the Port Offices, 24 South 'A' Street, Washougal WA on Tuesday, May 8, 2018, at 5:00 p.m.

PRESENT: Commissioners Bill Ward and John Spencer; Executive Director David Ripp; Executive Assistant Yvette Winden; Finance Director Kim Noah; Project Manager Mark Miller; Kyle Chinn, Accounts Payable; legal counsel and members of the press and public. Commissioner Larry Keister was excused.

No Executive Session.

At 5:00 p.m., following the Pledge of Allegiance, Commission Vice President Bill Ward called the Open Session public meeting to order.

- **CONSENT ITEMS**

- Minutes

Commissioner Ward presented Minutes from the April 16, 2018 regular meeting and the April 25, 2018 special meeting. Reading of the Minutes was dispensed with, it being noted that copies had been provided previously to all Commissioners. After brief discussion, upon motion by Commissioner Spencer, seconded by Commissioner Ward, the April 16, 2018 Regular Minutes and the April 25, 2018 Special Minutes carried by quorum.

- Claims / Checks

Kyle Chinn, Accounts Payable, presented the current payables. After brief discussion, upon motion by Commissioner Ward, seconded by Commissioner Spencer and carried by quorum, the electronic payments and the issuance of general fund checks 4519-4568 in the total amount of \$627,455.57, were approved as presented.

- **NEW BUSINESS / DISCUSSION ITEMS**

- First Quarter Financial Report

Finance Director Noah presented the First Quarter Financial Report for 2018, which included the following information:

- › Prezi Presentation:
  - Operating Revenue Trend
  - Hangar Revenue (99% occupancy)
  - Moorage Revenue (100% occupancy)
  - IP/Real Estate Lease Revenue (100% occupancy)
  - Parks and Trails
- › 5-Year Trend Data Highlights – 1st Quarter 2018 compared to 1st Quarter 2014-2017
- › Comparative Statement of Revenue and Expense

- Airport Operations
- Marina Operations
- Real Estate/IP Revenue and Operations
- Parks and Trails Operations
- General & Administrative (G&A) Revenues and Expenses
  - 2018 Budget through April (Operating and Non-Operating Revenue and Expenses)
  - Airport Revenues & Expenditures
  - Marina Revenues & Expenditures
  - Real Estate/IP Revenues and Expenditures
  - Parks and Trails Expenditures
- 2018 Budget vs. 1st Quarter
  - G&A Expenses
  - Airport Revenues and Expenditures
  - Marina Revenues and Expenditures
  - Real Estate/IP Revenues & Expenditures
  - Parks and Trails Expenditures
- 2018 Capital Improvement Projects through First Quarter

Noah remarked that overall the Port is doing well, is meeting the anticipated budget, and moving forward in a positive direction. Brief discussion followed. No decisions were made.

- Resolution 5-18 Amending Comprehensive Scheme /Declaring Surplus Property  
Executive Director Ripp presented the proposed adoption of Resolution 5-18 to declare property surplus and to amend its Comprehensive Scheme to delete certain Port district property being sold to McDonald Excavating, Inc. This real property commonly described as Adjusted Parcel 9 and is located in the Port's Steigerwald Industrial Park and constitutes a 2.435 acre parcel being sold for \$6.00/ sq. ft. Port's Executive Director has made written certification to the Commission that the Property is no longer needed for port district purposes. The property, which is part of the Port's comprehensive scheme of improvement, shall not be disposed of until the comprehensive scheme has been modified to find the property surplus to Port needs, after public notice and hearing as provided by RCW 53.20.010. Ripp stated that he will request adoption of Resolution 5-18 to amend the comprehensive scheme and declare the property surplus during Action Items. No decisions were made.
- Portengine.net Discussion  
Executive Director Ripp presented for discussion Portengine.net, a comprehensive database and direct connection with principals interested in port property. There is no fee to subscribe and the listing fee is 1% should a sale or lease finalize. It is a great way for the Port to market its waterfront and Steigerwald properties. Realtor fees would be split with the Portengine.net fees so no additional costs would be associated with marketing on the website. After a brief discussion, it was agreed to revisit at the next meeting. No decisions were made.
- Cell Phone Allowance Policy  
Finance Director Noah presented the personal cell phone allowance policy revision to increase from \$100 to \$300 for replacements. Discussion followed and additional

revisions may need to be included as per Counsel's advice. A revised policy will be presented at the next meeting. No decisions were made.

- Declaration of Emergency

Executive Director Ripp requested authority to declare an emergency with regard to repairs needed on the rail crossing at 28<sup>th</sup> and Index Street in Steigerwald Commerce Center. Project Manager Miller relayed that on Monday, April 23, 2018, notification from Facilities Manager Wilcox was received and the guard or flange rail welds had come loose and were extending 4-5 inches above the roadway creating a hazard, which created a real and immediate threat to property or body. As described above, this meets the definition of emergency as an unforeseen circumstance beyond the control of the Port that either: (a) Presents a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. Therefore, in accordance with Port policy and applicable law (RCW §§ 39.04.020 and 39.04.280), authorization for the Executive Director to declare an emergency is being requested and approval will be sought during Action Items. No decisions were made.

- Rail Contract

Project Manager Mark Miller presented the terms of a contract with Schad Co. Railroad Construction to repair various railways and switches in the Industrial Park. The contract is in the amount of \$29,994.28 including sales tax. Miller added that a request approving the contract with Schad Co. Railroad Construction and authorization for the Executive Director to execute will be made during Action Items. No decisions were made.

- C-Row and AP-1 Project Complete

Project Manager Mark Miller reported on the C-Row and AP-1 construction facilitated by Rotschy, Inc., as complete. Miller noted that formal approval to accept as "complete" would be requested during Action Items. No decisions were made.

### **PUBLIC HEARING to Amend Comprehensive Scheme of Harbor Improvements and Strategic Plan**

At 5:58pm Commission Vice President Ward and Executive Director Ripp opened the public hearing to discuss amendments to the Comprehensive Scheme.

Commissioner Ward called for comments:

No comments

Commissioner Ward then closed the public hearing.

- **PUBLIC COMMENT #1**

No Comments

- **ACTION ITEMS**

- Adopt Resolution 5-18

Executive Director Ripp requested the adoption of Resolution 5-18 to amend the Comprehensive Scheme and declare surplus property to facilitate the sale of the property

known as Adjusted Parcel 9 to McDonald Excavating, Inc., as presented during Discussion Items. A motion was made by Commissioner Spencer, seconded by Commissioner Ward and the motion to amend the Comprehensive Scheme as presented, effective May 8, 2018, carried by quorum.

- Ratify Declaration of Emergency

Executive Director Ripp requested formal authorization to declare an emergency pertaining to the rail guard or flange repair, as related in Discussion Items. A motion was made by Commissioner Spencer, seconded by Commissioner Ward and the motion to Ratify the Declaration of Emergency as presented, effective May 8, 2018, carried by quorum.

- Approve Rail Contract

Director Ripp requested authority to execute the contract with Schad Co. Railroad Construction to repair the rail crossing in the Industrial Park, as presented during Discussion Items. A motion was made by Commissioner Spencer, seconded by Commissioner Ward and carried by quorum, to authorize the Executive Director to execute the contract with Schad Co. Railroad Construction, as presented, effective May 8, 2018.

- Accept as Complete - C-Row and AP-1

Director Ripp requested formal approval to accept as complete the C-Row and AP-1 Construction Project, as presented during Discussion Items. (When a public works project exceeds \$35,000 formal approval by the Board that the project is “complete” is required by state law. Once approved as complete, Staff will then verify payment of prevailing wages and sales tax so that the funds held as retainage may be released to the contractor.) A motion was made by Commissioner Spencer, seconded by Commissioner Ward and carried by quorum to accept as complete the C-Row and AP-1 Construction Project as presented, effective May 8, 2018.

- Approve Special Meeting Request

Executive Director Ripp requested approval for the regular meeting scheduled for May 22, 2018 be rescheduled as a Special Meeting for Monday, May 21, 2018 at the regularly scheduled time of 5:00pm. Upon motion by Commissioner Spencer, seconded by Commissioner Ward and carried by quorum, the Port Meeting date of May 22, 2018 was changed to May 21, 2018, effective May 8, 2018.

- **STAFF REPORTS & COMMENTS**

Director Ripp reported:

- Building 18 demising walls are in process.
- Earth Day went well and quite a bit of debris was removed from the park.
- The Fourth of July event sponsorship has exceeded last year. Kudos to Sadie Hayes for doing such a great job. The June Bugs and Five Guys Named Moe will be performing. Both park areas at the marina will be open for the event.

Finance Director Noah noted that the 2019 Budget process will begin next meeting with the discussion of marina rates.

**COMMISSIONER REPORTS**

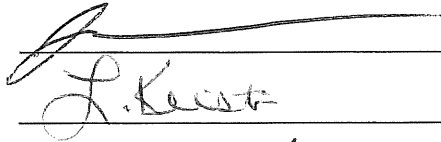
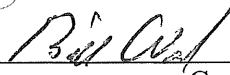
Commissioner Spencer commended staff on their attention to detail surrounding the maintenance of properties, specifically the airport rock detail at the building drip lines. The multiuse facility is still in discussion with the City of Camas and Washougal. CWEDA's Paul Dennis will report back on the Feasibility Study results at the next meeting. Would like to schedule a workshop to discuss funding for the arts and how the Port can contribute. After some discussion, a workshop/meeting was scheduled for 4:00pm on May 21, 2018 prior to the next Commission Meeting.

Commissioner Ward commented on the grant for \$5,000 received from the Parks Foundation of Clark County and received an update from Finance Director Noah. Was encouraged to see Port counsel at the meeting.

- **PUBLIC COMMENT #2**
- Martha Martin, Washougal, advocated for an Arts Center on the Waterfront.

The meeting adjourned at 6:27 p.m.

PORT OF CAMAS-WASHOUGAL  
COMMISSION

  
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Commissioners