

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF PORT COMMISSIONERS  
PORT OF CAMAS-WASHOUGAL

The regular meeting of the Board of Commissioners of the Port of Camas-Washougal was held at the Port offices on Monday, August 4, 2008, at 3:00 p.m.

PRESENT: Commissioners Hargrave, Carroll and Ward, Executive Director Ripp, Scot Walstra, Kim Maloney, Mary Murphy, Attorney MacPherson, and members of the public.

From 3:00 p.m. to 4:00 p.m., the Commission recessed into executive session to discuss a matter relating to potential litigation and three matters relating to property disposition. Following the executive session, the Commission reconvened into general open session.

Upon motion duly made, seconded and carried, reading of the minutes of the regular meeting of July 18, 2008 were dispensed with and the minutes of that meeting were approved as written, it being noted that a copy of the minutes had previously been provided to all commissioners.

It was moved by Ward, seconded by Carroll, and unanimously declared to be the Order of the Board to approve general fund vouchers 78-85 and 104856-104868 in the amount of \$25,363.08; 18910-18967 in the amount of \$271,394.85; and 18908-18909 in the total amount of \$2,770.00, and to authorize the issuance of warrants in payment thereof, and to further void warrants 18822 and 18875 in the amount of \$2,820.00.

It was moved by Ward, seconded by Carroll, and unanimously declared to be the Order of the Board to authorize the execution of a Disadvantaged Business Enterprise Plan and Goal Approval reference the ALP Environmental Assessment Project.

It was moved by Ward, seconded by Carroll, and unanimously declared to be the Order of the Board to authorize the Executive Director to accept the apparent low bidder reference the demolition of two homes at Sixth Street Project and award a contract on the condition that the apparent low bid is below the engineer's estimate of \$20,000.00.

It was moved by Ward, seconded by Carroll, and unanimously declared to be the Order of the Board to authorize the Executive Director to sign an extension of the listing agreement with Eric Fuller & Associates for the period of August 1, 2008 - July 31, 2009.

It was moved by Carroll, seconded by Ward, and unanimously declared to be the Order of the Board to authorize the Executive Director to sign a lease with Steven Johnson for property in the East Industrial Park and allow him to hay said property, with a lease rate of \$600 per year, plus leasehold tax.

Kim Maloney discussed the 2008 second quarter financials for the Port of Camas-Washougal. No decisions were made. The Commissioners and public then heard a presentation from Tim Arntzen, the Executive Director of the Port of Kennewick. Mr. Arntzen answered Commissioner questions, and comments were received from the public about the presentation.

Executive Director Ripp discussed the following matters in his staff report:

1. Update on Building 14;
2. Strategic Planning;

3. Mapping of the Marina area;
4. East Industrial Park Development Standards Request for Proposals;
5. The Tri-Port meeting schedule;
6. Greg Ermis' retirement party.

*See attached Executive Director's Report.*

Scot Walstra, in his staff report, discussed the turn out at the Open House at Grove Field over Camas Days weekend.

During the Commissioner reports portion of the meeting Commissioner Carroll discussed the appointment of a new President for CWAA; discussed the turn out at the Open House at Grove Field; and further discussed his impressions of the recent WPPA Commissioner's seminar. Commissioner Ward discussed his impressions of the WPPA Commissioner's seminar; and Commissioner Hargrave discussed his impressions of the WPPA Commissioner's seminar and further made a point about the number of community activities in this growing area.

During the public input portion of the meeting the Commissioners heard comments relating to the Camas-Washougal Historical Society 30<sup>th</sup> Anniversary and their history project; the Chinook Indian Memorial Project of PLPAC; a discussion of the recent Open House at Grove Field and the wish of CWAA to thank Gary Pachl for his efforts; a status on the potential change of Port meeting time; and a final discussion about the turn out at the Open House at Grove Field.

The meeting then adjourned.

PORT OF CAMAS-WASHOUGAL

By: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Commissioners

## **Executive Director's Report August 4, 2008**

### **Building #14**

The project is still going well. The metal portion of the building is being erected and the concrete tilt ups look great. As soon as this portion is completed, the electrical, plumbing and HVAC will be added to the building. The Port is also working with a client to lease 3,700' square of this new building. This will be the first tenant. The Port will be required to construct a demising wall to divide that portion of the building. The demising wall is out to bid at this time. It should be ready for approval at our September meeting.

### **2008 Port Strategic Planning**

As mentioned at the last Port meeting, this has been a work in progress. I have set up a team building session with staff to more or less look at future projects and what they would like see as a work environment here at the Port (August 14<sup>th</sup>). As discussed, I see this process similarly to how the Port completed the East Industrial Park Rezone.

I had some discussions with the Port of Port Townsend and like how they handled their strategic planning process and I think we can develop ours similarly.

### **Here are some more thoughts of our possible process:**

- We need to indentify our stakeholders (i.e. industrial tenants, marina tenants, etc).
- Develop a plan/goals for the entire Port, but also have a plan/goals for each division of the Port (Ind. Park, marina, airport).
- Develop a questionnaire for staff, tenants and public that will help the Port

I am planning to have a meeting with a facilitator later in the week to talk about the process and how they can possibly help.

### **Historical Park**

I met with Hagedorn again and they are working on a new map that will include all of the properties from Hambleton Lumber (east) and all the way to the Historical Park (west). I will have that to present at the August 18<sup>th</sup> Commission meeting and I will also have Bill Johnson available at the meeting as well to answer any questions.

### **East Industrial Park Visioning/Develop Standards**

The Port is currently advertising Requests for Proposals from a number of firms and the deadline is August 24<sup>th</sup>.

### **Port Projects**

The Port is currently out to bid on the demolition of the 6<sup>th</sup> Street homes. We have a short time (August 16<sup>th</sup>-30<sup>th</sup>) period to complete this project based on our permit from the City. Since our next Port meeting will not be until August 18<sup>th</sup> and the Port has not received all

of the bids, I would like request approval to move forward with this project as long as the bids do not exceed \$20k. [See Action Items.]

**Other**

The next 3-Ports meeting will be held at the Port of Camas-Washougal. Mary is currently looking at dates toward the end of October/ mid November, if that will work for everyone. I gave you all a copy of Bill Connelly's listing agreement and I would like to request approval for another 1-year listing agreement. [See Action Items.]

*Note: Executive Assistant's Open Meeting Summary attached.*

**AUGUST 4, 2008 OPEN SESSION MEETING SUMMARY**  
**By: Mary Murphy**

**OPEN SESSION**

• **CONSENT ITEMS**

A. Minutes

Minutes from July 18, 2008 were approved.

B. Claims /Vouchers

Vouchers were approved.

• **ACTION ITEMS**

C. Alp-Environmental Assessment – Disadvantaged Business Enterprise Plan and Goal - Rainse Anderson, WH Pacific, explained the purpose of the DBE Plan and Goal, and responded to questions from the Board. The Board authorized execution of same.

D. Demo of 2 Houses at 6<sup>th</sup> Street – David requested the Commissioners' approval to award a contract for this project, so work can begin before the next scheduled Board meeting. The bids are due August 11<sup>th</sup> and the work window – per the permit – is Aug. 15<sup>th</sup> – 30<sup>th</sup>. The Commissioners passed a motion allowing David to issue a contract to the responsible bidder coming in below \$20,000 (per the estimated cost).

E. Broker's Listing Agreement – David led a discussion on the revised 1-year agreement with Bill Connolly. The Board approved. David will sign on behalf of the Port. The terms are: (1) One year duration; (2) commission for current tenants relocating in Industrial Park waived; (3) commission for property purchased by the Port waived.

Late add: Industrial Park Haying Contract – David led a discussion regarding a request from a local to pay the Port to cut the hay in the East Industrial Park. Proposed terms: \$600/year + LHT; 90-day termination by either party; 2-year contract. The Board approved; David will sign on behalf of the Port.

• **NEW BUSINESS/DISCUSSION ITEMS**

F. 2008 Second Quarter Financials – Kim presented the financials for review and discussion. They will be posted to the Port's website.

G. Port of Kennewick– Tim Arntzen, Executive Director, gave a PowerPoint presentation of projects - done and planned - by the Port of Kennewick.

Points made:

- “Fanfare” brings awareness of projects to the public
- Take public input seriously
- To increase operating revenue, build more
- Building attracts people; may be a loss at first then private sector wants to come in and build.
- Their airport has become a “point of contention” – City wants Port to close it.
- Keep relationship with the cities good.
- Stay cognizant of making spaces for the public to enjoy
- Keep dialogue open

• **STAFF REPORTS**

H. David Ripp's report included:

- (1) Update on Bldg. 14: the metal portion of the building is being erected. We have received some inquiries already from a potential tenant.
- (2) Strategic Planning: Dave gave an update on formulating a strategic plan for the Port.
- (3) Marina Area Survey: Dave has requested further mapping from Hagedorn that will include all of the properties from Hambleton Lumber on the east, to the Historical Park on the west. Hagedorn will be at the August 18<sup>th</sup> meeting.
- (4) East Industrial Park Development Standards – The Requests for Proposals have gone out with a due date of August 25<sup>th</sup>.
- (5) Regional Ports Meeting – Will be this Fall; looking at dates in mid-November. The Port of C-W will host this meeting.
- (6) Greg Ermis' retirement party will be on Wednesday, August 6<sup>th</sup> from 3:00 to 7:00 p.m.

Scot Walstra reported that he's received a lot of positive feedback on the Open House at Grove Field during Camas Days, and he wanted to reiterate what an outstanding job CWAA did.

- **COMMISSIONER REPORTS** – Commissioner Ward reported on the WPPA Commissioners’ Seminar in Blaine WA, and the opportunity to share information with other Ports. Commissioner Carroll reported on the outstanding speakers at the Commissioners’ Seminar and commented that it was very educational. Commissioner Hargrave echoed these comments on the seminar. He also commented positively on the number of recreational opportunities in the Camas-Washougal area.
  
- **OPEN FORUM / PUBLIC INPUT** -
  - ✓ Bernice Pluchos – Told the Board that it’s the 30<sup>th</sup> anniversary of the Camas-Washougal Historical Society, and read a letter from their archives.
  
  - ✓ Roberta Tidland – Commented on the history of the Chinookan Indians in this area and said the memorial is one of the final projects in the Historical Park. “Thirty years of work.” The PLPAC is indebted to two tribe members for their help in designing the memorial. She thanked Director Ripp for working with her.
  
  - ✓ Dave Luse – Reported on this year’s Aviation Camp sponsored by CWAA, and the success of the July 26-27 events at Grove Field. He estimated there were approx. 1,000 in attendance, and thanked the Port for their support.
  
  - ✓ Marianne Guetter - Asked the Board if they were considering later meetings.
  
  - ✓ Richard Hamby – Reported that he was impressed with the events at Grove Field; he enjoyed a plane ride.

**MEETING ADJOURNED**