

OPEN SESSION

PRELIMINARY AGENDA

REGULAR MEETING

August 4, 2021

I. EXECUTIVE SESSION

4:00 PM

- A. Property Disposition
- B. Personnel Evaluation

II. OPEN SESSION

5:00 PM

Pledge of Allegiance

CONSENT ITEMS

- A. Approval of Minutes – Juli
- B. Approval of Checks – Krista

NEW BUSINESS/DISCUSSION ITEMS

- C. UPC First Amendment – Derek
- D. Clark County Community Solar Project – David
- E. Extreme Weather Policy – Jen

PUBLIC COMMENT [3 min. apiece]

ACTION ITEMS

- F. UPC First Amendment
- G. Extreme Weather Policy

PUBLIC COMMENT [3 min. apiece]

ADJOURN

On March 24, 2020 a new Governor’s proclamation went into effect regarding public meetings. By order of Washington State Governor Jay Inslee, Proclamation 20-28.15, the Regular Commission Meeting will be available to the public by conference or video call, as well as, in person at The Port Office located at 24 South A St. Washougal, WA 98671. This meeting is accessible via conference or video call at: +1 (253) 215-8782, Meeting ID: 929 6284 2901, Password: 133727 or via this video link: <https://zoom.us/j/92962842901?pwd=RzkzMTZVWTRwbmU1eW1rOXNWSk5Edz09>

MINUTES OF THE REGULAR COMMISSION MEETING
PORT OF CAMAS-WASHOUGAL
July 21, 2021

By: Juli Burnett, Administrative 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 Wednesday, July 21, 2021, at 11:45 am.

PRESENT: Commissioners Larry Keister, Cassi Marshall, and John Spencer; Chief Executive Officer David Ripp, Director of Planning & Development Mark Miller; Business Development Manager Derek Jaeger, Assistant Finance Manager Krista Cagle, Administrative Assistant Juli Burnett, Legal Counsel Carolyn Lake; and members of the press and public. General public has access through a designated conference call line and Zoom video.

At 12:00 pm, following the Pledge of Allegiance, Commission President Larry Keister called the Open Session public meeting to order. This meeting is being video recorded and the chat function has been disabled.

CONSENT ITEMS

- Minutes
Commissioner Keister presented Minutes from the July 21, 2021 – Regular Meeting. Reading of the Minutes were dispensed with; it is noted that copies had been provided previously to all Commissioners. After a brief discussion, a motion was made by Commissioner Keister, seconded by Commissioner Marshall. July 21, 2021 – Regular Meeting minutes carried unanimously.
- Claims / Checks
Assistant Finance Manager, Krista Cagle presented the current payables. After review and a brief discussion, a motion was made by Commissioner Keister, seconded by Commissioner Spencer, and carried unanimously, the electronic payments and the issuance of general fund checks 7349-7385 in the total amount of \$359,101.66 were approved as presented.

NEW BUSINESS / DISCUSSION ITEMS

- GAH Properties Truman St. Easement
Chief Executive Officer, David Ripp, presented the GAH Properties Truman St. Easement Agreement. The Port sold a lot to GAH Properties three years ago and now an easement is needed to be granted on Truman St. The easement will allow access to get to the GAH Properties' lot off Lincoln St and Truman St. Approval will be requested during Action Items.
- Swift Lease
Business Development Manager, Derek Jaeger, presented the Swift Lease. Swift Machining is signing a new lease and combining Bays 5 & 6. The term is 5 years with a starting rate of .57 cents per square foot. This will increase to .60 cents in year one, .67 cents in year two, .69

cents in year three, .71 cents in year four, and .73 cents in year five. Swift currently provides 10 jobs and will hire 6 new employees before the end of 2022. Per RCW 53.08.085, a security deposit is required, however the Port can require a lower amount. The deposit being requested is \$5,452.47. Approval will be requested during Action Items.

- Therasigma Termination / Panther RV Lease
Business Development Manager, Derek Jaeger, presented the Therasigma Termination and Panther RV Lease. Therasigma is downsizing and will terminate their lease which includes Bays 12 & 13. Panther RV will expand into Bays 12 & 13, as well as renew their existing lease which includes Bays 1-4. The lease will be 5 years, starting at .75 cents per square foot for Bays 12 & 13 with a 3% annual increase. Bays 1-4 will have a rate of .53 cents per square foot and will increase to .80 cents in year three. Panther RV will provide 33 jobs total by the end of 2024. Per RCW 53.08.085, a security deposit is required, however the Port can require a lower amount. The deposit being requested is \$21,863.75. Commissioner Spencer asked where the current market is per square foot and Jaeger replied that the market is at .65 cents to .75 cents per square foot depending on the tenant. Jaeger said his goal is to always be within 5% of the current market in order to retain tenants long term. Approval will be requested during Action Items.
- Alpha ReadyMix Infrastructure Agreement
Business Development Manager, Derek Jaeger, presented the Alpha ReadyMix Infrastructure Agreement. Alpha ReadyMix purchased 1.7 acres from Quantum (Lot 1). Quantum's agreement will terminate and Alpha ReadyMix will take over the new agreement. This agreement is made between all property owners (located in Steigerwald Commerce Center) and the Port. The agreement defines repair, maintenance, replacement costs between owner and the Port. Approval will be requested during Action Items.

ACTION ITEMS

- Approve GAH Properties Truman St. Easement
Commissioner Keister requested formal approval of the GAH Properties Truman St. Easement. Upon motion by Commissioner Keister, seconded by Commissioner Marshall and carried unanimously, the approval to execute the GAH Properties Truman St. Easement as presented, effective July 21, 2021.
- Approve Swift Lease
Commissioner Keister requested formal approval of the Swift Lease. Upon motion by Commissioner Keister, seconded by Commissioner Spencer and carried unanimously, the approval to execute the Swift Lease as presented, effective July 21, 2021.
- Approve Therasigma Termination / Panther RV Lease
Commissioner Keister requested formal approval of the Therasigma Termination & Panther RV Lease. Upon motion by Commissioner Keister, seconded by Commissioner Spencer and carried unanimously, the approval to execute the Therasigma Termination & Panther RV Lease as presented, effective July 21, 2021.

- Approve Alpha ReadyMix Infrastructure Agreement
Commissioner Keister requested formal approval of the Alpha ReadyMix Infrastructure Agreement. Upon motion by Commissioner Keister, seconded by Commissioner Spencer and carried unanimously, the approval to execute the Alpha ReadyMix Infrastructure Agreement as presented, effective July 21, 2021.

STAFF REPORTS & COMMENTS

- Chief Executive Officer, David Ripp
CEO Ripp commented he is excited to see everyone today for the first in person Commission Meeting since the pandemic started. Governor Inslee was at the Port last week and spent 45 minutes with the Commission and Port staff who gave a presentation on the new Waterfront Development. Staff did a great job during this quick meeting with the Governor.
- Director of Planning and Development, Mark Miller
Director of Planning and Development, Miller commented that the pre-bid meeting for Building 20 was last week and it was a great turnout. Approximately 25 contractors attended, which is the most we ever have had in a pre-bid meeting. The bid opening will be on August 17th. The other two projects which include the Breakwater Access and fuel dock will be going out for bid once we receive the grant award.

COMMISSIONER REPORTS

- Commissioner Marshall
Commissioner Marshall attended the Camas-Washougal Chamber Meeting where there was a great presentation from C-Tran on their upcoming development in East Clark County. New service areas will be implemented in Camas and Washougal. Commissioner Marshall also mentioned she met with The Parkersville PAC Group. They sold 47 bricks at their most recent fundraiser. The other item the PAC group is diligently working on is tree identification. This will hopefully allow our park trees to be designated as Heritage Trees. This will hopefully help to bring more people down to the Port parks. The WPPA Seminar had great information and presentations. The Port of Portland shared their presentation which included a vision of “creating quality jobs and creating wealth.” The next WPPA round table meeting on July 27th will be on getting your Port ready for electric vehicles.
- Commissioner Spencer
Commissioner Spencer commented he also enjoyed the Port of Portland’s presentation at the WPPA Seminar and thought it was a neat strategy to pair a local contractor with a Port staff member when bidding on Port projects. Commissioner Spencer encouraged Commissioner Keister and Commissioner Marshall to watch the MRSC presentation that CEO Ripp sent to them as it was very informative.

- Commissioner Keister

Commissioner Keister attended the WPPA Seminar and commented he would like to use our Port as an example on how to keep Port Staff and elected officials in communication. The tour of Steigerwald Commerce Center was fun to see how everything is all coming together. Commissioner Keister commented that it was incredible to see the where the East end of the dike use to be and where it is now. Construction is on schedule and the trail will open later this year.

PUBLIC COMMENT #2

Dr. Martha Martin, Washougal, thanked the Port staff and Commissioners for all the hard work that has been done.

Rick Andersen, FlyIt Academy, thanked the Port staff and Commissioners for the write-up for FlyIt Academy. He would like to present plans in the future to the Commission.

The meeting adjourned at 12:35 pm.

PORT OF CAMAS-WASHOUGAL COMMISSION

Commissioners



POLICIES & PROCEDURES MANUAL

Section:	EXECUTIVE POLICY & PROCEDURES	Revision Date:	
Subject:	INCLEMENT EXTREME WEATHER POLICY	Adoption Date:	02/25/1998

PURPOSE: To determine the Policy for Port employees to follow in the event of **extreme** ~~inclement~~ weather.

DEFINITION OF SEVERE WEATER:

High winds, hail, excessive precipitation, extreme heat, snow, ice and wildfires are forms and effects of severe weather, as are thunderstorms, downbursts, tornadoes and waterspouts. Regional and seasonal severe weather phenomena include blizzards (snowstorms), ice storms, and dust storms.

POLICY:

The ~~Executive Director~~ **Chief Executive Officer**, Supervisors, and Staff should make every reasonable effort to safely get to work during the ~~inclement~~ **extreme** weather event if possible.

It is each employee's responsibility to be aware of potential weather-related problems and to anticipate and be prepared for travel difficulties. Four-wheel drive vehicles, studded snow tires, and/or chains are recommended for safe travel. Public transportation, if available, may be an appropriate option.

If an employee feels he/she **they** is are unable to get to work safely **or work during** extreme weather conditions, the employee should call **their** his/her Supervisor, or the **Chief Executive Officer** or **Human Resource Manager** ~~Executive Director~~, and report the ~~problem~~ **issue**. If the extreme weather **contributes to bad** road conditions **and de does** not permit on-time arrival, each employee should be aware of improving road conditions on their route and come to work as soon as it is **safe to do so**. ~~safely possible~~.

In some situations, the ~~Executive Director~~ **Chief Executive Officer** may authorize a Port staff person to pick up an employee using the Port's four-wheel drive vehicle equipped with studded snow tires.

If the ~~Executive Director~~ **Chief Executive Officer** deems it appropriate and necessary to do so, he/she **they** may authorize a late arrival or early departure schedule, depending on the employees' needs and circumstances.

If an employee is authorized to come to work later, or leave early, on an ~~inclement~~ **extreme** weather day, and works less than eight hours, but more than four, they will be paid for their regularly scheduled hours.


POLICIES & PROCEDURES MANUAL

Section:	EXECUTIVE POLICY & PROCEDURES	Revision Date:	
Subject:	INCLEMENT EXTREME WEATHER POLICY	Adoption Date:	02/25/1998

If an employee works four hours or less on an extreme weather day, they will be paid for four hours. Employees paid for four hours have a choice of being paid for the additional hours regularly scheduled on that day, if any, by using vacation pay or by working the additional hours at another time, or times, during the same pay period. This option must be approved by the employee's Supervisor or the ~~Executive Director~~ Chief Executive Officer. Part-time employees working short shifts may be authorized to stay home without pay and make up the shift later in the pay period.

Employees missing their full shift on an ~~inclement~~ extreme weather day, may be paid for their scheduled hours by using vacation time; or, with permission of their Supervisor or the ~~Executive Director~~ Chief Executive Officer, may make up the lost hours by working at another time, or times, during the same pay period; or may take the day as an unpaid day off.

In the unlikely event that the ~~Executive Director~~ Chief Executive Officer may decide to close the Port Office and Maintenance Department for a day due to ~~inclement~~ extreme weather, all Staff will be paid for their scheduled hours that day.