

**PRELIMINARY AGENDA**

**REGULAR MEETING**

**February 3, 2021**

**I. OPEN SESSION**

**5:00 PM**

PLEDGE OF ALLEGIANCE

- **CONSENT ITEMS**

- A. Approval of Minutes – Kim
- B. Approval of Checks – Kim

- **NEW BUSINESS/DISCUSSION ITEMS**

- C. Abigail Wilson Girl Scout Gold Award Project Presentation - David
- D. Waterfront Development Agreement Discussion – Mark
- E. Waterfront Master Lease Agreement Discussion - David
- F. RKm Phase I Design – David
- G. Kubota Tractor Purchase - Mark

- **PUBLIC COMMENT** [3 min. apiece]

- **ACTION ITEMS**

- H. Approve Kubota Tractor Purchase - Mark

**STAFF REPORTS & COMMENTS**

I. Chief Executive Officer, Chief Operating Officer and Director of Planning and Development

- **COMMISSIONER REPORTS**

- **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 20-28.13, the Regular Commission Meeting will be available to the public (only) by conference or video call. **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=RzkzMTZlWTRwbmU1eW1rOXNWSk5Edz09>**

## MINUTES OF THE REGULAR COMMISSION MEETING

### PORT OF CAMAS-WASHOUGAL

January 20, 2021

By: Krista Cagle, Assistant Finance Manager

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, January 20, 2021, at 11:45 am.

PRESENT: Commissioners Larry Keister, Cassi Marshall, and John Spencer; Chief Executive Officer David Ripp; Chief Operating Officer Kim Noah; Director of Planning and Development Mark Miller; Business Development Manager Derek Jaeger; Assistant Finance Manager Krista Cagle, Legal Counsel; port staff members; and members of the press and public. The general public has access through a designated conference call line and Zoom video.

The board meeting began with an informal “Cooler Talk” period of 15 minutes where community members were invited to a social discussion with Port Commissioners and staff.

At 12:00 pm, following the Pledge of Allegiance, Commission President Larry Keister called the Open Session public meeting to order, noting that because of Governor Inslee's Proclamation 20-28, and the Washington State legislature's Resolution SCR 8402, the Commission is social distancing and at least 10 feet apart. The Chat function has been disabled.

- **CONSENT ITEMS**

- Minutes

Commissioner Keister presented Minutes from the January 6, 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. January 6, 2021 - Regular Meeting minutes carried unanimously.

- Claims / Checks

Chief Operating Officer Kim Noah presented the current payables. After review and brief discussion, upon motion by Commissioner Spencer, seconded by Commissioner Marshall and carried unanimously, the electronic payments and the issuance of general fund checks 6985-7016 in the total amount of \$166,525.17 were approved as presented.

- **NEW BUSINESS / DISCUSSION ITEMS**

- DEI Policy

Chief Executive Officer David Ripp presented the Port's new DEI Policy, which aims to foster, cultivate, and preserve a culture of diversity, equity, and inclusion. DEI will also be addressed during the Strategic Planning discussions. Request for approval during Action Items. No decisions were made.

- Building 20 Architectural and Engineering Proposal w/ CIDA  
 Director of Planning & Development Mark Miller provided Commercial Industrial Design Architecture, Inc.'s proposal for the Architectural & Engineering design for Building 20. Staff is recommending the contract be awarded to Commercial Industrial Design Architecture, Inc. (CIDA) in the sum not to exceed \$338,346.00. This contract has been approved by EDA according to federal guidelines. Mark added that including new DEI guidelines in the Request for Proposals helped us receive a wider variety of proposals. Debra Itzen, Contract Specialist provided an update on fulfilling the EDA requirements. Jennifer Beattie, President of CIDA spoke about the firm, which has 35 employees, is woman-owned, and based out of Portland, OR. Chris Walker, Principal Architect with CIDA spoke regarding the process of fulfilling EDA requirements. Both are looking forward to working with the Port on this project. Commissioner Spencer asked what happens if the project cost exceeds the agreed upon amount. Debra confirmed that in that event, a change order would be implemented. Commissioner Marshall expressed her excitement regarding the project. Commissioner Keister commented on the creation of new jobs this project provides. Request for approval during Action Items. No decisions were made.
- Certification of Equipment as Surplus  
 Chief Executive Officer David Ripp presented a memorandum that serves as written notice pursuant to RCW 53.08.090, certifying that the Port's 2012 Kubota Excavator model #KX91-3S2 is no longer needed for port district purposes and to surplus it, for the purpose of allowing the equipment to be traded in and credited toward a new excavator. No decisions were made.
- Resolution 3-21 Surplus Equipment for Trade-In  
 Chief Executive Officer David Ripp presented Resolution 3-21 for formal approval. This resolution outlines port staff's request to declare the 2012 Kubota Excavator model #KX91-3S2 surplus as it is no longer needed, and to replace the equipment with a newer model excavator. The trade-in value exceeds \$19,531 and therefore requires Commission approval for surplus. Request for approval during Action Items. No decisions were made.
- Strategic Planning Discussion  
 Chief Executive Officer David Ripp presented Jim Darling and Lisa Parks with Maul Foster Alongi. Lisa Parks, Senior Partner with MFA presented the basic outline of their assessment. Jim Darling, Principal Planner presented the Architecture of Strategic Planning, outlining the collaboration between Port staff, commission, and the general public. Their interview findings included 10 external interviews and 7 internal. Port strengths include: Professional and Competent Staff, Openness to Community Input/Partnerships and Positive Perception in the Community. Challenges and Opportunities include Organizational Capacity and Limited Industrial Land. Growth and the Future of the Airport were also addressed. Additional matters include Post Pandemic Port Actions and Diversity, Equity, and Inclusion. Lisa confirmed that the new DEI Policy is a step in the right direction.

Strategic Plan Structure:

- Mission
- History of the Port
- Organizational Chart

- Strategic Plan and CSHI Review and Update Process
- Port Values
- Goals and Strategies for each focus Area
- How to Evaluate new opportunities
- 2030 Vision Statements (inspirational vision statements)

Structure: CSHI (Comprehensive Scheme of Harbor Improvements)

- Introduction
  - History of the Port
  - County Background
  - Port Background
  - Jurisdiction and Governance
- Regional demographics and growth

Action Plan Structure items will each have a timeline and will assign a lead or responsible staff member or commissioner. Jim presented goal areas including Economic Development and Real Estate and Industrial Land Development. Georgia Pacific land/space was mentioned during their interviews. Parks and Public amenities should include programming, but not expansion. Commissioner Spencer mentioned that should not be applicable for newly acquired property. COO Kim Noah confirmed our plan for the next 5 years is to expand our Parks programming to encourage school districts to utilize the existing parks and expand on our scheduled community events. Commissioner Keister commented on his desire to make sure the financial health of the Port is the priority. Any land purchases should fit our long-term growth plan and how to best use parks space. Commissioner Marshall inquired about public/private partnerships in order to spur economic development. She also inquired if our goal should include specific language regarding use of waterfront property. Jim addressed the need to have a goal for the Airport and to have a clear vision of what Grove Field will look like 20 years from now. Commissioner Spencer addressed his desire to have the runway expanded and he has been pleased with the direction things have been going recently. Other goals should include Community Outreach and Partnerships, Organization and Culture, Financial, and Marina goals. Commissioner Spencer asked if we could consolidate some of the goals. Lisa said it would be possible to combine the Parks/Public Amenities with the Marina goals.

COO Noah recommended having an additional goal of tourism. Jim mentioned tourism could fall under economic development. Commissioner Keister agreed with COO Noah in including tourism as a goal. Commissioner Spencer agreed that tourism drives economic development but doesn't have the impact that industrial or professional expansion would have. COO Noah believes there can be a balance between tourism and expansion in other areas that would benefit our area economically. CEO Ripp mentioned that he agreed, and tourism can help diversify the Port. Commissioner Keister commented that tourism is going to happen regardless, we need a plan to manage it. Jim summarized there are eight suggested goal areas. Commissioner Spencer agreed that all eight items are great but wondered what's missing. Commissioner Marshall addressed environmental sustainability or having an overall goal of sustainability. Lisa mentioned that there can be multiple goals under each category. Lisa then presented the schedule for the next step which includes an Advisory Committee meeting in Mid-February. Commissioner Marshall inquired if the commission would be allowed to sit in on the Advisory Committee workshop. CEO Ripp mentioned that he would be there, and he is agreeable to have one of the commissioners attend.

Lisa described the committee includes non-profit leaders, business owners, tenants, and members of local communities. Commissioner Spencer mentioned that he believes one commissioner should sit in. Commissioner Keister agreed and believes it would help to understand the big picture. COO Noah inquired about the next steps that staff needs to take. MFA suggested working on financial and economic goals first. Eric Plantenberg, Facilities Manager is looking forward to having a new defined set of goals. No decisions were made.

- **PUBLIC COMMENT #1**

Martha Martin, Washougal thanked Cassi for addressing Sustainability and Kim for addressing the goal of tourism. Inquired about how stakeholders will be involved in decision making.

Kent Mehrer, Camas Washougal Aviation Association regarding the airport, what is the strategic direction?

- **ACTION ITEMS**

- DEI Policy

Commissioner Keister requested the adoption of the DEI Policy as presented in discussion items. Upon motion by Commissioner Keister, seconded by Commissioner Marshall and carried unanimously, the DEI Policy was adopted as proposed, effective January 20, 2021.

- Approve Building 20 Architectural and Engineering Proposal

Commissioner Keister requested formal approval to execute the contract with Commercial Industrial Design Architecture, Inc. (CIDA) in the sum not to exceed \$338,346.00 for Building 20 A&E Proposal as presented in discussion items. Upon motion by Commissioner Keister, seconded by Commissioner Marshall and carried unanimously, the approval to execute the CIDA contract was approved as presented, effective January 20, 2021.

- Resolution 3-21 Surplus Equipment for Trade-In

Commissioner Keister requested the adoption of Resolution 3-21 as presented in discussion items. Upon motion by Commissioner Keister, seconded by Commissioner Marshall and carried unanimously, Resolution 3-21 was adopted as proposed, effective January 20, 2021.

- **STAFF REPORTS & COMMENTS**

Chief Executive Officer David Ripp reported on the following topics:

Being a member of rotary, inquired about the Port acquiring a Corporate membership paid for quarterly. Commissioner Marshall mentioned that it could be set up on a rotating basis to allow port staff to attend if desired. Commissioner Keister agreed.

Reminded Commissioners that meeting paperwork is on his desk for signatures.

Chief Operating Officer Kim Noah

Likes the idea of the rotating rotary membership option as it embraces the DEI. Also thanked Deb for her 20 years of service to the Port, she always goes above and beyond. Commented that Kim and Krista have started Close Year 2020.

Director of Planning and Development Mark Miller

Echoed Kim's sentiments regarding Deb. Heard from the City of Washougal, he will be presenting the Development Agreement to the City of Washougal Community Development

Review committee on January 26<sup>th</sup>. Will also be presenting to the Washougal City Council workshop on February 8<sup>th</sup>. He will then go before the City Council on February 22<sup>nd</sup> for approval.

- **COMMISSIONER REPORTS**

- Commissioner Marshall

- Congratulations to Deb on 20 years with the Port. Congratulations to CIDA. Had a meeting with Michi Slick from Killian Pacific after the Ninebark presentation, was really encouraged by the sustainability they have built into their development. They are forward thinking regarding electric vehicles and their buildings will have a low carbon footprint. Was approached by a senior at Union High School named Abigail, she is a girl scout and would like to complete her golden award by removing invasive ivy adjacent to the Port’s administration building. Rotary is kicking in more money towards the Community Chest grants, approximately \$130,000.00. Parkersville advisory group met last night, they have some creative ideas to get people down to the waterfront. They are still selling bricks and if anyone is interested let Cassi know.

- Commissioner Spencer

- Declared January 20<sup>th</sup> “Deb Day”. Kudos to Mark Hamrick and Matt Cox on the clean marina award.

- Commissioner Keister

- Comment regarding the airport, what are we going to do and what aren’t we going to do with the airport. Funding will be a concern and we need to look at return on investment. What is the long-term financial benefit of expansion? Do we have staff or justification of the expense of hiring a full-time airport employee/manager? Are we pushing staff to do too much?

- **PUBLIC COMMENT #2**

- Kent Mehrer, Camas Washougal Aviation Association thanked Larry for his thoughts on the airport and he looks forward to being involved more.

- Martha Martin, Washougal acknowledged Deb for her service and the history she has been a part of in her career at the Port. Acknowledged the Presidential Inauguration today.

The meeting adjourned at 2:05 pm.

PORT OF CAMAS-WASHOUGAL COMMISSION

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Commissioners