PRELIMINARY AGENDA

REGULAR MEETING

I. "COOLER TALK"  
   4:45 PM

II. OPEN SESSION
   PLEDGE OF ALLEGIANCE
   5:00 PM

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

- NEW BUSINESS/DISCUSSION ITEMS
  C. Update on Steigerwald Wildlife Refuge Levee Project – David
  D. Chief Executive Officer Delegation of Authority Resolution - David
  E. Resolution 1-21 – Surplus Property - Kim
  F. Resolution 2-21 – 2022 Budget Schedule – Kim
  G. COVID-19 Policy Revision – Kim
  H. Building 20 Update – Mark

- PUBLIC COMMENT [3 min. apiece]

- ACTION ITEMS
  I. Adopt Resolution 1-21 - Kim
  J. Adopt Resolution 2-21 – Kim
  K. COVID-19 Policy Revision – Kim

STAFF REPORTS & COMMENTS
L. 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=RzkszMTZVWTTRwmbU1eW1rOXNW5k5Edz09
MINUTES OF THE REGULAR COMMISSION MEETING  
PORT OF CAMAS-WASHOUGAL  
December 16, 2020  
By: Kim Noah

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, December 16, 2020, at 12:00 p.m.

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; Legal Counsel; and members of port staff, the press and public. General public has access through a designated conference call line and Zoom video.

At 12:00 p.m., 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 20-28.13 the Commission is social distancing and at least 10 feet apart. The Chat function on Zoom has been disabled.

• CONSENT ITEMS
  • Minutes
    Commissioner Keister presented Minutes from the December 4, 2020 – Regular Meeting. Reading of the Minutes were dispensed, with it being noted that copies had been provided previously to all Commissioners. After a brief discussion, motion was made by Commissioner Spencer, seconded by Commissioner Marshall, December 4, 2020 – 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 6916-6956 in the total amount of $165,775.91 were approved as presented.

• NEW BUSINESS / DISCUSSION ITEMS
  • Ninebark Park Design
    Director of Planning and Development Mark Miller introduced Lance Killian from Killian Pacific who provided a presentation update on the Ninebark Park design.

Lance Killian commented that he appreciated the feedback from Port staff on the Ninebark Park design. Tommy Solomon, landscape architect, with Ground Workshop was a co-presenter. Lance discussed their development responsibility to create a 1-acre park that Killian Pacific will construct and maintain, and the port will own. The park configuration will be a 1,085 ft linear park along the waterfront trail. The park’s objective is to provide a high quality, diversified park that enhances views of the Columbia River, preserves habitat, and retains migration corridors while allowing the community to engage and activate the park through art, education and celebrating the area’s history.
Art will be implemented into the park design which is intended to create a multigenerational and multicultural community experience, so everyone feels welcome and engaged. The art aspect to the park, also known as the Art Walk, has objectives to implement natural elements, organic material, reflection of history, and encouraging an experience that will allow for introverted moments as well as social moments. The actual artwork has not been determined. Killian Pacific is currently creating a list of local artists to reach out to and collaborate with.

Next, the proposed site plan perspective was discussed. The park will have various specific design concepts/areas, one is the Discovery Garden for educational experiences and bird watching, then the Public Lawn for picnicking, then the Art Walk, followed by the Log Drive Garden to introduce the history of the local area, and finally the Timber Terrace.

Rendered views were then presented to show what the proposed park project would look like in a 3D format.

Cassi Marshall commented that the Port wanted the park to feel accessible to the public from the existing waterfront trail and it looks like Killian nailed it. She felt like it would draw in the public even though there is a private development behind it. Marshall liked the delineation with posts, plantings and elevation changes to separate the park from the housing development.

John Spencer dittoed Cassi’s comments. Spencer asked what the maintenance agreement was for the park. Mark Miller commented that Killian Pacific would maintain the park and that the Port is currently working on a long-term maintenance agreement with Killian Pacific. Spencer asked whether the park design took into consideration any riparian zone issues; Killian Pacific reassured Spencer that they were able to handle those issues through mitigation efforts.

Larry Keister commented that the questions that the Commission had at their previous board meeting were met in the presented design. These questions were that the park design needed to be publicly accessible and there need to be appropriate screening for privacy between the park and the residential development. Keister then asked for comments from the public.

Michelle Wagner, City of Washougal Council member was impressed with the design, specifically the setbacks, corridors and learning activities.

Martha Martin, Washougal appreciated the park design’s respect for the history of the area. She also appreciated Killian reaching out to the local art organizations; wonderful design.

Caroline Mercury, Downtown Camas Association asked if the three outlying buildings were to be residential. Lance Killian commented that they were, and they will be presenting the residential design in a moment.

Jen Baker CREDC commented that it was an exciting project creating great placemaking for the development.

Marshall brought up the connector trail that City of Washougal is working on. She felt it would be a walkable and bikeable trail between both downtown areas with assistance from the wayfinding signage project.
Keister highlighted that the wayfinding signage project was implemented to create a connection between the waterfront to the two downtowns of Camas and Washougal.

Mark Miller asked for a nod of the head from the Commission for Killian Pacific to move forward with the park budget; all commissioners agreed.

- **Ninebark Residential Development Presentation:**
  Michi Slick from Killian Pacific discussed the residential development design. Holst is the architect for the project and Ground Workshop is the landscape architect. There are 3 main development goals:
  - Commitment to Sustainability – locally sourced wood, while aiming for carbon neutrality and favoring biophilic design.
  - Diversity, Equity and Inclusion – providing affordable housing with this project. Also supporting WMDBE subcontractors for this project.
  - Arts Integration

Kevin Valk from Holst then discussed the 9-acre development which has 242 units in 8 buildings and a Clubhouse. The apartments are placed for optimal view corridors towards the river. There are pedestrian connections within the development to the waterfront trail and the waterfront development to the west. Landscaping is similar to the park with native and adaptive plants, with a simple, timeless design.

The Clubhouse will be constructed of locally sourced material on the inside and outside. There will be a fitness center, community room, and deck at the Clubhouse.

The development will be comprised of 1, 2 and 3-bedroom apartments. Interior hallways will connect the tenant to their apartment rather than exterior connections, in order to protect tenant from weather elements. Apartments are designed to access best views of the Columbia River.

Two pocket parks will be constructed within the development. The west park is an open lawn concept and the east park is an intimate garden. Various options for parking are available within the development. And finally, Kevin discussed the building materials to be used in the development.

Comments followed with Commissioner Spencer asking how big the community room would be in the Clubhouse; Kevin stated about 2,500 sq ft.

Commissioner Marshall commended Killian Pacific on their three main goals. Marshall said at a later time, she would like to hear more about the carbon neutral design.

**Caroline Mercury, Downtown Camas Association** asked on the affordable housing, how many units and what the pricing level would be. Michi stated that this was currently being reviewed internally with Killian Pacific and it was anticipated to be between 10%-20% of the apartments being affordable housing (24-48 units). The pricing level was still being reviewed as well for the right average median income targets for the affordable units.

**Carrie Schulstad, Downtown Camas Association** was very impressed with both presentations. She felt Killian Pacific was very thoughtful in thinking about the community.
No decisions were made.

- **Resolution 11-20 Broadband**
  Chief Executive Officer Ripp presented Resolution 11-20 which speaks upon the Commission formally requesting Clark Public Utilities District to conduct a feasibility study to develop a plan that encourages, fosters, develops, and improves affordable, equitable, quality broadband for Clark County. Approval of the resolution will be requested in Action Items to adopt as is. No decisions were made.

- **PUBLIC COMMENT #1**
  No comments were made.

**ACTION ITEMS**

- **Adopt Resolution 11-20 Broadband**
  Chief Executive Officer Ripp requested approval of Resolution 11-20 which speaks upon the Commission formally requesting Clark Public Utilities District to conduct a feasibility study to develop a plan that encourages, fosters, develops, and improves affordable, equitable, quality broadband for Clark County, as presented during Discussion Items. Upon motion by Commissioner Keiser, seconded by Commissioner Spencer and carried unanimously, Resolution 11-20 was adopted, effective December 16, 2020.

- **STAFF REPORTS & COMMENTS**
  Chief Executive Officer David Ripp reported on:
  - Strategic Planning Update – stakeholder interviews completed. 12 invites sent to public and private community members to be on an advisory committee. Next workshop will be at the regularly scheduled January 20, 2021 board meeting.
  - Commissioners and staff met recently with local legislators. Staff presented information to legislators on port projects and port legislative agenda along with an ask to help construct 41st St in Steigerwald Commerce Center, cost of this project is estimated at $1.8M.
  - Recorded port meetings are now posted on port website.
  - “Cooler Talk” will take place 15 minutes before and after board meeting to connect personally with community.
  - Merry Christmas to all.

Director of Planning & Development Mark Miller reported on the first round of capital project had gone out to bid. He stated Deb Itzen has been instrumental in this work.

Lead Landscaper Doris Tillman commented on landscaping work getting done.

Contracts Specialist Debra Itzen commented on her current work with Building 20 and other capital project bid work.

Port Attorney Carolyn Lake was impressed with the presentations. Carolyn wished everyone a Merry Christmas.

Molly Coston, City of Washougal Mayor stated it was wonderful to hear plans on the
development, and that she was patiently waiting for the residential development to break ground. She also wished everyone a Merry Christmas.

Bonnie Carter, City of Camas Council member felt it was awesome to sit in and watch the presentation, she is excited to watch the development roll out.

• **COMMISSIONER REPORTS**
  
  Commissioner Marshall congratulated John Spencer on his appointment to the WPPA Executive Board. Marshall provided thanks to staff for representing the Port to the legislators so well. Camas city council has a lot of big things happening; acquired land at Green Mountain. Recent WPPA roundtable meeting had a great presentation from the Secretary of Washington State Transportation. The presentation spoke on broadband and how it helps with improving capacity on roads by allowing for more employees to work remotely rather than driving in to work. The presentation also spoke on the 20-minute community (place to work and live); and how it fits nicely into the Port’s goals. She commented on a positive quote “we are not bouncing back from this pandemic but bouncing forward”.

  Commissioner Keister also wanted to congratulate John Spencer on his appointment to the WPPA Executive Board. Keister spoke on the WPPA Executive Board 2021 legislative update regarding supporting broadband. Keister also spoke on the continued use of internship based meetings as a way to connect with the community. He proposed Coffee with the Commissioner at the first board meeting in February at 4:00 pm. He also reminded the public of the social discussion that will occur 15 minutes before and after the board meeting for those that want to more personally connect with the commission.

  Commissioner Spencer is looking forward to the Strategic Planning process. Spencer asked if we could reserve a space for affordable housing in the waterfront development. He also echoed the great group of people joining the board meeting. Spencer also stated that he was amazed by the amount of work port staff had done in 2020 and provided deepest thanks to staff for what they had accomplished.

• **PUBLIC COMMENT #2**
  
  Martha Martin, Wishougal, reminded everyone to follow COVID guidelines so everyone can stay healthy.

The meeting adjourned at 1:32 p.m.

PORT OF CAMAS-WASHOUGAL COMMISSION


Commissioners
RESOLUTION NO. 5-19

A RESOLUTION of the Port Commission of the Port of Camas-Washougal replacing Resolution No. 3-19, 10-14, 4-11, 3-10, 3-08, 9-85, and 187, and establishing certain responsibilities of the office of the Chief Executive Officer and delegating certain authority to the Chief Executive Officer.

WHEREAS, the Board of Commissioners of the Port of Camas-Washougal deems it advisable to delegate certain responsibilities and authority to the Chief Executive Officer, as herein described.

WHEREAS, the following policies are adopted by the Commission of the Port of Camas Washougal for the purpose of establishing the administrative authority of the Chief Executive Officer. The Chief Executive Officer may delegate the performance of normal Port operations as defined herein as is deemed necessary and advisable in the efficient exercise of such administrative authority. The phrase "normal Port operations", as used herein, means the regular day-by-day business of the Port in operating its industrial properties and facilities and in developing industrial districts; the implementing of construction work and alterations and improvements to the Port's real estate and physical facilities and necessary planning incidental thereto; the performance of routine maintenance and repairs with respect to the Port's physical properties; the conduct of financial and legal matters as they relate to the Port's day-to-day operation; and the performance of necessary incidental services in connection with the business, herein specified, including, without limitation, trade, administrative, technical and professional work.

NOW, WHEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PORT OF CAMAS-WASHOUGAL, AS FOLLOWS:

1. Position. The Chief Executive Officer shall be the chief administrative officer of the Port District.

2. General Authority. The Chief Executive Officer shall have general authority, within the limits of statutory requirements, established policies and procedures and good judgment, to administer the business and programs of the Port of Camas-Washougal and shall have all powers and authority necessary to fulfill all responsibilities assigned to him, consistent with the delegation herein.

3. Responsibility to Commission. The Chief Executive Officer shall be responsible to the Port Commission in the following respects:
   a. To operate the Port in the manner necessary to accomplish established objectives.
   b. To implement the policies and directives of the Port Commission.
   c. To recommend to the Port Commission such matters of policy as may be necessary for effective operation.

- 1 -
d. To comply with all laws regulating the Port District or activities.

e. To enforce all rules and regulations which the Port Commission may legally adopt.

f. To define the duties of and fill vacancies in established positions, and supervise, assign, transfer/and or terminate Port employees.

g. To submit to the Port Commission an annual budget covering all phases of the operation.

h. To operate the Port within the budget limitations.

i. To encourage public support for Port programs.

j. To represent the Port Commission before legislative, public, and private groups, as required.

k. To establish the nature and frequency of reports from departmental heads and staff.

l. To report to the Port Commission those activities of the Port as required by statute or Port Commission action or as determined by the Port Director.

m. To assure fair and equitable treatment of all employees, customers, and tenants.

n. To perform such other duties as the Port Commission may direct.

o. In matters of extreme urgency, where time is of the essence, to advise and discuss the solution with the President of the Port Commission, and, in turn, the Chief Executive Officer will contact the other Commissioners.

p. To release to the public press, all items as the Chief Executive Officer deems newsworthy.

4. Commission Communication. The Chief Executive Officer’s delegation of authority is subject to the following rules and regulations:

a. The Chief Executive Officer shall report to the Port Commission (in toto), except in cases outlined in Section 3.0, above.

5. Compensation.

a. The Chief Executive Officer is authorized to approve the hiring and termination of all employees, and the salary and wage adjustments of all employees based off the approved budget. The Chief Executive Officer is authorized to administer all personnel policies and procedures, the payment of salaries and wages, and the furnishing of employee benefits in accordance with the authority, requirements, limitations, adopted resolutions and other actions established by Port Commission. The Chief Executive Officer is further authorized to establish such other personnel related administrative policies and procedures as may be required.
b. Compensation for the Port Chief Executive Officer shall be negotiated by the Port Chief Executive Officer and the Port Commission, separate from the procedures adopted for Port staff.

6. **Property Acquisitions:** When the Port Commission authorizes the acquisition of real property, the Chief Executive Officer shall take all necessary steps, including when appropriate and necessary to establish value, the securing of appraisals, to secure title of such property for the Port. Acquisition price of individual properties (or ownerships) shall in no case exceed the Port’s appraisal by ten percent (10%), nor shall the total price paid, for all properties, exceed the estimates of the Port Commission’s authorization without further specific Commission authorization. The Chief Executive Officer is authorized to sign and execute any purchase documents necessary to execute acquisitions previously approved by the Board of Commissioners of the Port of Camas-Washougal.

7. **Leases & Personal and Professional Service Contracting.** The Chief Executive Officer or designee is authorized as follows:

a. **Leases.** The Chief Executive Officer is authorized to approve the execution of lease documents that are of a one year term or less. Lease documents that exceed this threshold level shall be submitted to the Commission for approval. Upon Commission approval, the Chief Executive Officer is authorized to sign and execute, on behalf of the Port, any documents concerning an approved lease of Port property, and any ancillary documents thereto.

b. **Personal and professional service contracts.** The Chief Executive Officer is authorized to execute personal and professional service contracts that are $50,000 or less. Personal and professional service contracts that exceed these threshold levels shall be submitted to the Commission for approval. Upon Commission approval, the Chief Executive Officer is authorized to sign and execute, on behalf of the Port, any documents concerning an approved personal and professional service contracts, and any ancillary documents thereto.

8. **Public Works Contracts.** The Chief Executive Officer or designee is authorized to carry out, without prior referral to the Commission, all actions required by applicable statutes or necessary for contract administration, including the public opening of sealed bids, preliminary to the acts required to be performed by the Commission at open meeting.

a. **Contract Levels.** The Chief Executive Officer is authorize to approve contracts for performance of construction work where the proposed contract shall not exceed $50,000 in total cost;

b. **Change Orders.** The Chief Executive Officer is authorized to approve change orders on contracts in progress where the estimated cost shall not exceed $50,000 or 10% of the original contract price whichever is the lesser;

c. **Maintenance.** The Chief Executive Officer is authorized to approve additions, alterations, or improvements to existing Port structures or properties not exceeding $50,000 in estimated cost for labor, construction materials, and services.

9. **Small Work Roster Construction Contracts.** Where the total contract price, including change orders, does not exceed the amount of $50,000 and the contract award conforms, as nearly as practicable, to the requirements of RCW 53.08.120, the Chief Executive
Officer is authorized to carry out, without prior referral to the Commission, all actions required by applicable statutes or necessary for contract administration, and including:

a. The solicitation of bids.

b. The award of contract to the low responsive and responsible bidder.

c. The acceptance of the work as complete for contracts under $50,000.

d. When deemed appropriate by the Chief Executive Officer, a bid proposal deposit, in performance and payment bonds with sureties in an amount equal to 100% of the contract price, will be required from the apparent low bidder, provided however in no case shall the required bid proposal deposit be less five percent of the amount of the bid, and in no case shall the bond given to the port district for the performance of the contract and otherwise conditioned as required by law, with sureties satisfactory to the commission be less than twenty-five percent of the contract price.

10. **Work Crews.** The Chief Executive Officer is authorized to approve all work to be carried out by Port crews in effectuating normal Port operations and necessary routine maintenance as determined by the Chief Executive Officer, consistent with good judgment. All work carried out by Port crews shall comply with RCW 39.04.020, RCW 53.08.120, and RCW 53.08.135.

11. **Real Property Disposition.** No real property which is part of the comprehensive plan of harbor improvement or modification thereof shall be disposed of until the comprehensive plan has been modified to declare the property surplus to Port needs. The comprehensive plan shall be modified only after public notice and hearing provided by RCW 53.20.010.

12. **Policy Governing Emergencies.** The Chief Executive Officer is authorized to make a finding of the existence of an emergency and to execute any contracts necessary to respond to the emergency in accordance with RCW 39.04.020 and 39.04.280. The Chief Executive Officer shall notify the Commission within 24 hours of the finding of emergency and of the execution of any contracts, and request ratification at the next Commission meeting. "Emergency" means unforeseen circumstances beyond the control of the Port that either: (a) present 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.

13. **Policy Governing Adjustment and Settlement of Claims.** The Chief Executive Officer shall be responsible for carrying out the following necessary procedures for adjusting and final settlement of all claims either against or on behalf of the Port. Necessary procedures in the handling of such claims shall include the following:

a. For purpose of this paragraph, "Claim" shall mean the assertion of any position, right or responsibility by or against the Port, but not including (1) "uncollectible accounts" only to the extent as covered in Paragraph 14 herein, or (2) claims asserted by or against the Port which have become the subject of litigation, as defined in Paragraph
16 herein.

b. Except as provided under (c) below, no claims shall be finally approved for settlement except by the Commission and no claim shall be paid except as approved by the Commission.

c. Any claim arising from Port operations and not exceeding Five Thousand Dollars ($5,000.00) for a single claim may be adjusted and settled by the Chief Executive Officer or designee without prior reference to the Commission.

d. The Chief Executive Officer or designee will resolve claims when payment is justified on the basis of the following:

   i. A substantial likelihood that the Port is or will be found liable.

   ii. The likelihood that a judgment rendered in the case would be in the amount claimed or higher.

   iii. Some other prudent business reason.

e. The Port’s General Counsel shall be consulted prior to settlement of any claim in excess of Five Thousand Dollars ($5,000.00).

f. All such claims resulting in Port settlement payments in the excess of Five Thousand Dollars ($5,000.00), when settled, shall be reported to the Commission.

g. Nothing herein contained shall preclude administrative approval of settlements made by the Port's insurers of claims against the Port, where such settlement is payable by such insurer.

14. Policy Governing Disposition of Uncollectible Accounts: The Chief Executive Officer is authorized to establish procedures for and to write off any uncollectible accounts in the amount of Five Thousand Dollars ($5,000.00) or less subject to the following general guidelines. Prior to writing off any account receivable or uncollectible, the Chief Executive Officer shall be satisfied that every reasonable effort has been made by the Port to accomplish the collection of the account and shall, in appropriate circumstances, authorize the Port’s General Counsel to bring action in courts of law or, if more appropriate in the case of small amounts, to assign the same to collection agencies for the purpose of attempting to finally collect such accounts. If after attempting all normal account collection procedures the account is still uncollectible after 180 days or more, the Chief Executive Officer shall be authorized to provide for the writing off of such account. Any account in excess of Five Thousand Dollars ($5,000.00) which is deemed to be uncollectible shall be reported to the Port Commission and may be referred to the Port’s General Counsel for final collection or settlement.

15. Policy Governing Insurance Programs: The Chief Executive Officer or designee shall be authorized to negotiate and obtain appropriate policies of insurance to manage the
be authorized to negotiate and obtain appropriate policies of insurance to manage the Port’s property and casualty risks, provide employee benefits, and other coverages appropriately included within a comprehensive insurance program. The Chief Executive Officer is authorized to approve, from time to time, changes or modifications within the policies of insurance including programs to provide self-insurance or deductible provisions so long as such programs are promptly and regularly reported to the Port Commission so that they are kept informed of basic changes made in the overall insurance program of the Port.

16. **Policy Governing Litigation:** The Chief Executive Officer shall be responsible for the procedures necessary for management and supervision of all legal services, and litigation in which the Port has an interest, direct or indirect, subject to the direction of the Commission. For purposes of this section, "litigation" shall mean the assertion of any position, right or responsibility by or against the Port which has been filed in any court of general jurisdiction, be it state or federal, or any quasi-judicial or administrative forum.

a. **Engagement of Experts/Investigators/Independent Counsel.** The Chief Executive Officer may engage legal representation for the Port and such experts, investigators and/or independent counsel as may be necessary to the orderly preparation of litigation in which the Port has a direct or indirect interest, without limitations otherwise prescribed in paragraph 7 of this resolution; such engagement shall be upon authorization given by the Commission, when satisfied that such expenditure is necessary to the adequate preparation and representation of the Port's position in such litigation and shall, whenever practicable, include consideration of an evaluation prepared by the Port’s General Counsel of the litigation and an estimate of the probable cost of legal fees, expert fees and other litigation costs.

ADOPTED by the Port Commission of the Port of Camas-Washougal at a regular meeting thereof held this 7th day of October 2019.

PORT OF CAMAS-WASHOUGAL

[Signature]

Commissioners
RESOLUTION NO. 1-21

A RESOLUTION of the Commission of the Port of Camas-Washougal, Washington, authorizing the Chief Executive Officer to sell surplus Port non-real property of less than $18,901.00 value, and directing the procedures for such sales.

BE IT RESOLVED by the Port Commission of the Port of Camas-Washougal as follows:

Section 1. The Port’s Chief Executive Officer is authorized, pursuant to RCW 53.08.090, to sell and convey surplus Port District non-real property having a value of less than Eighteen Thousand Nine Hundred One and No/100 Dollars ($18,901.00). The Port’s Chief Executive Officer shall have this authority for a period of one (1) year from the date of this resolution.

Section 2. Prior to the sale or conveyance of non-real property pursuant to this resolution, the Port’s Chief Executive Officer shall compile an itemized list of the non-real property to be sold, together with the value placed on each item by the Chief Executive Officer. The list shall be submitted to the Port Commission, together with the Chief Executive Officer’s written certification that the listed non-real property is no longer needed for the Port District purposes, no later than seven (7) days before the sale.

Section 3. The Chief Executive Officer shall determine the methods, terms and conditions of sales made pursuant to this resolution. When less than the full purchase price is paid at the time of purchase, the sale shall comply with the limitations of RCW 53.08.091.

Section 4. Items of non-real property having a value of less than Eighteen Thousand Nine Hundred One and No/100 Dollars ($18,901.00) may be sold without advertisement and without public competitive bid. The Chief Executive Officer shall notify the Commission in his written certification that he intends to sell non-real property pursuant to this section. The Commissioners, Chief Executive Officer and Port employees may not purchase items sold pursuant to this section.

Section 5. Except as provided above, all sales made pursuant to this resolution shall be by public competitive sale, either through open auction or sealed bids. The sale shall be advertised by the Chief Executive Officer at least fourteen (14) days prior to its occurrence.

Section 6. Non-real property having a value in excess of Eighteen Thousand Nine
Hundred One and No/100 Dollars ($18,901.00) shall not be divided into components of less than $18,901.00 and sold pursuant to this resolution, unless the sale is authorized by the Commission and is by public competitive bid.

ADOPTED at the regular meeting of the Commissioners of the Port of Camas-Washougal on January 6, 2021.

PORT OF CAMAS-WASHOUGAL

By: ____________________________

______________________________

______________________________

Commissioners
RESOLUTION NO. 2-21

A RESOLUTION of the Commissioners of the Port of Camas-Washougal, establishing alternate dates for filing final budget for calendar year 2022, establishing other alternate dates, and declaring an effective date.

DECLARATIONS

1. The Port of Camas-Washougal is a port district organized and existing under RCW Title 53 and is a municipal corporation of the State of Washington.

2. Pursuant to RCW 53.35.045, the Commissioners of the port district may file with the clerk of the county legislative authority a certified copy of the port district final budget, provided for in RCW 53.35.040, on the first Monday in December, rather than the date established in RCW 53.35.040, and may establish alternate dates relating to the budget process.

3. The Commissioners of the Port of Camas-Washougal desire to use the alternate budget date for filing of its final budget for calendar year 2022, and to establish other dates to conform to that alternate budget process.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE PORT OF CAMAS-WASHOUGAL AS FOLLOWS:

1. Pursuant to RCW 53.35.045, the Commissioners of the Port of Camas-Washougal will file its final budget for calendar year 2022, by December 6, 2021.

2. The following alternate dates will be utilized by the Commissioners of the Port of Camas-Washougal, to conform to the alternate date for final budget filing:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 20, 2021</td>
<td>Adoption of Preliminary Budget</td>
</tr>
<tr>
<td>October 28, 2021</td>
<td>First Publication of Preliminary Budget’s Adoption</td>
</tr>
<tr>
<td>November 4, 2021</td>
<td>Second Publication of Preliminary Budget’s Adoption</td>
</tr>
<tr>
<td>November 17, 2021</td>
<td>Public Hearing on Final Budget</td>
</tr>
<tr>
<td>November 17, 2021</td>
<td>Adoption of Final Budget</td>
</tr>
</tbody>
</table>
3. This resolution shall take effect upon its adoption by the Commissioners of the Port of Camas-Washougal at a regularly scheduled meeting. In the event of the cancellation or alteration of meetings, the events listed above shall be deemed to have been moved to the nearest meeting at which the Port is authorized to take action, but this resolution need not be amended.

ADOPTED at the regular meeting of the Commissioners of the Port of Camas-Washougal on January 6, 2021.

PORT OF CAMAS-WASHOUGAL

By: ____________________________

______________________________

______________________________

Commissioners
COVID-19 Sick / Family Member Sick / Exposure / Secondary Exposure / Flying Out of State

The Port of Camas-Washougal considers the health and safety of our employees and their families our priority. With that in mind, we would like to provide you with the following information regarding feeling ill (sick), exposure, secondary exposure, taking care of family member or being diagnosed with COVID-19, and flying out of state.

**Sick Employee**

Do not come in to work if you are not feeling good. Even if you do not have a fever. Monitor your symptoms and keep your supervisor or Human Resource Manager informed. You will need to identify all individuals who worked in close proximity (within six feet for 15 minutes) in the last 14-days. This also includes visitors, vendors and customers. You will then need to self-isolate for the next 3 days monitoring your symptoms. If further symptoms occur, then you will need to quarantine yourself for 14 days. You will then need to quarantine yourself for the possible 14-days. You will also need to go to your doctors and if available take a COVID-19 test. If your test is positive you will need to quarantine. Please notify your supervisor or Human Resource Manager when you know the test results. While you are quarantined you will still need to complete your Daily Health Check. If you get a negative test, you will still need to stay home until your symptoms have stopped and you do not have a fever for 24 hours. If you have no symptoms and no fever than you can come back to work before your quarantine is over. Coming back, you will either work at the Port isolated from other employees or telecommute from home. This will continue until the end of your quarantine.

If you are an essential employee that has no symptoms but are quarantined for the possible 14-day period and need to complete an essential job that can only be completed at the Port office:

- Employee will notify supervisor and Human Resource Manager to schedule a safe time to enter the office.

- Employee will be responsible for cleaning and disinfecting upon leaving the office. Limit what is touched. When leaving wipe done all doorknobs and light switches if touched on the way out.
What if I worked with a sick Employee? *Exposure*

If you worked with the sick employee, you will be notified of the possible exposure. You will then either work at the Port isolated from other employees or telecommute from home. If you start feeling sick do not come in to work and notify your Supervisor or Human Resource Manager.

The Port will notify all employees that they have been working with is not feeling good and is in 3-day self-isolation and monitoring their symptoms. Those employees will then need to pay attention to their own health and wellbeing. If further symptoms occur, all employees who worked closely with the ill employee will be sent home for a 14-day quarantine to ensure the infection does not spread.

If you have been sent home to quarantine and you have no symptoms you will be expected to telecommute from home if you have a position that enables you to do so.

If you are an essential employee that has no symptoms but are quarantined for the 14-day period and need to complete an essential job that can only be completed at the Port office:

- Employee will notify Supervisor and Human Resource Manager to schedule a safe time to enter the office.

- Employee will be responsible for cleaning and disinfecting upon leaving the office. Limit what is touched. When leaving wipe down all doorknobs and light switches if touched on the way out.

What if I had Exposure/Secondary exposure directly to someone with COVID-19?

Call your Supervisor or Human Resource Manager immediately. Do not come into work to notify the Port of this information. You will then either work at the Port isolated from other employees or telecommute from home. If you start feeling sick do not come in to work and notify your Supervisor or Human Resource Manager.

Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

**In all cases, follow the guidance of your doctor and local health department.** The decision to stop home quarantine should be made in consultation with your healthcare provider and state and local health departments. Some people, for example those with conditions that weaken their immune system, might continue to shed virus even after they recover.

**Employees who need to take care of a family member not living with them or have a family member at home with COVID-19 should:**

**Employees who need to take care of a Family Member with COVID-19 Living/Not Living with them:**

Notify their Port Supervisor or Human Resource Manager. Stay home and quarantine for 14 days. Keep track of their health for fever, cough, and trouble breathing for 14 days after the last day they were in contact with the sick person.

Notify their Port Supervisor or Human Resource Manager. If you need to take care of a family member living/not living with you that has tested positive for COVID-19 you will be expected to telecommute when possible, if you have a position that enables you to do so. While you are taking care of your family member, you will still need to complete your Daily Health Check.

Returning to work you will either work at the Port isolated from other employees or telecommute from home if you have a position that enables you to do so. If you start feeling sick do not come in to work and notify your Supervisor or Human Resource Manager.

If you stay home to quarantine and you have no symptoms you will be expected to telecommute from home if you have a position that enables you to do so.

**Employees who have a Family Member at home with COVID-19 should:**

Notify their Port Supervisor or Human Resource Manager. If you have no symptoms, then you will be expected work at the Port isolated from other employees or telecommute from home if you have a position that enables you to do so. This will be for the duration of the 14-day quarantine period.

If you start feeling sick do not come in to work and notify your Supervisor or Human Resource Manager.
Employees Flying out of State or Country

Notify their Port Supervisor or Human Resource Manager.

Upon returning to work you will be expected work at the Port isolated from other employees or telecommute from home if you have a position that enables you to do so. This will be for the duration of the 14-day quarantine period.

If you start feeling sick do not come in to work and notify your Supervisor or Human Resource Manager.

Working Isolated Employee

Employee will work out of the Port Administrative Office.

They will be using the Administrative Office lunchroom for lunches and computer work.

The women’s bathroom will be turned into a unisex bathroom until the isolation period is over. The men’s bathroom will be also turned into a unisex bathroom for Administrative Office employees to use. Do not use the women’s bathroom as this will be for the isolated employees. This will avoid any Port Administrative Office employees encountering the isolated employees.

*A sign will be above the key pad that is next to the bathroom doors that you can stick on the door when in use.*

All Administrative Office employees will need to enter the building through the front doors only.

The isolated employees will enter the building through the backdoor. Again, this will avoid any Port Administrative Office employees encountering the isolated employees. There will be a sign on the back door as a reminder that we are under COVID-19 protocol. The COVID-19 protocol sign will be removed when the isolation period is over.

Coming back after quarantine

Employees coming back to work after the possible 14-day quarantine that had no symptoms or mild symptoms or tested positive will need to complete a COVID-19 Employee Self-Certification to Return to Work form.

Do I have to use my sick leave?

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19.

These provisions will apply from April 01, 2020 through December 31, 2020.
Paid Leave Entitlements: Up to two weeks based on their regular rate of pay. This means you would not have to use your sick leave for the first two weeks.

To find out more information on FFCRA or Act and what it covers beyond the first two weeks, please see the attached copy. If you need more information, contact the Human Resource Manager.