

PRELIMINARY AGENDA

REGULAR MEETING

June 16, 2021

I. "Cooler Talk"

11:45 AM

II. **OPEN SESSION**

12:00 PM

PLEDGE OF ALLEGIANCE

CONSENT ITEMS

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

NEW BUSINESS/DISCUSSION ITEMS

- C. Strategic Plan Review – David
- D. 2022 Marina & Airport Rates & Fees – Kim
- E. Marina Policy Manual Update – Kim
- F. Telework Policy – Jen
- G. Wellness Program Policy Update – Jen
- H. Marina Gate 3 FDC Relocation – Mark
- I. Corrosion Company Lease – Derek

PUBLIC COMMENT [3 min. apiece]

ACTION ITEMS

- J. Strategic Plan Approval
- K. 2022 Marina & Airport Rates & Fees
- L. Marina Policy Update
- M. Telework Policy
- N. Wellness Program Policy Update
- O. Accept as Complete – Marina Gate 3 FDC Relocation
- P. Corrosion Company Lease

STAFF REPORTS & COMMENTS

- Q. 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 20-28.15, 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: 977 5197 8968, Password: 091071 or via this video link: <https://zoom.us/j/97751978968?pwd=RzkzMTZVWTRwbmU1eW1rOXNWSk5Edz09>**

MINUTES OF THE REGULAR COMMISSION MEETING
PORT OF CAMAS-WASHOUGAL
June 2, 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, June 2, 2021, at 4:45 pm.

PRESENT: Commissioners Larry Keister, Cassi Marshall, and John Spencer; Chief Executive Officer David Ripp; Chief Operating Officer Kim Noah; Director of Planning, Development Mark Miller; Business Development Manager Derek Jaeger, Assistant Finance Manager Krista Cagle, and 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 4:01 p.m., Commission President Larry Keister called the public meeting to order and recessed into Executive Session.

At 5:00 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 May 18, 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. May 18, 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 Keister, seconded by Commissioner Marshall and carried unanimously, the electronic payments and the issuance of general fund checks 50073-50074 and 7255-7279 in the total amount of \$268,867.22 were approved as presented.

NEW BUSINESS / DISCUSSION ITEMS

- Strategic Plan Update
Lisa Parks with Maul Foster & Alongi presented the Strategic Plan update and commented the Port staff seems to have a great working relationship with each other. The draft presented is a content only version and once approved, the graphics department will implement their design.

The Strategic Plan has four sections which include About the Port, Port Mission/Vision/Values, Goal/Strategies, and How to Evaluate Opportunities. The other part of the Strategic Plan is the Comprehensive Scheme of Harbor Improvements. Parks commented that primarily the comp scheme needs to include an inventory of the Port's assets, and what are the Port's capital improvements. The Annual Action Plan is also included and identifies what the Port is going to do in the Comp Scheme and how to accomplish it. Commissioner Spencer commented he feels it is important to go back out to the community again before the final draft is approved. Ripp replied that drafts have been sent out for review to the stakeholders on April 23rd, 2021.

Commissioner Marshall commented that Parks did a great job capturing our ideas and thanked Parks and her team for the hard work.

Commissioner Keister thanked Ripp for reaching out to the stakeholders and for are keeping them updated on this process.

- 2022 Marina & Airport Rates & Fees

Chief Executive Officer, Kim Noah, presented the new rates increases for the Marina & Airport. Noah commented the Port budget will not use its tax levy revenue for operating expenses as it will only be used for capital expenditures.

Grove Field hangars range from \$223.00-\$400.00 and is currently 100% occupied. There are 47 people on our waitlist to lease a hangar. Student pilots are the niche market currently and grew the most by 18%.

Parker's Landing Marina slips range from \$93.50-\$307.75 depending on covered or uncovered. 71% of tenants live in Camas/Washougal and the marina is currently 100% occupied.

The recommended rate increase for Grove Field Airport is 10% and a rate increase of 10% for Parker's Landing Marina. There was no rate increase in 2021 for either.

Commissioner Spencer commented he would like to see our rates matching our expenses at Grove Field. However, in the end Commissioner Spencer agrees with the increase this year as there was not one last year.

Commissioner Marshall thanks Noah for sending over presentation and agrees with the rate increases also.

Commissioner Keister commented that the airport rate increase is in line with what it costs the Port to run the airport and that the increase is reasonable.

- Marina Policy Manual Update

COO Noah presented the proposed policy for the Marina. This includes no priority for tenants vs non tenants on the waitlist. The waitlist fee will be charged annually and if you decline a slip then you go to the bottom of the waitlist.

- Long Term Care Resolution

Krista Cagle, Assistant Finance Manager, presented Resolution 6-21 which pertains to the Washington State Long Term Care Services. This act that will go into effect January 1, 2022 and affects all employees in the state of WA in the form of a percentage based payroll tax on annual wages. The resolution determines that it is in the best interest of the Port to contribute up to \$35.00 per month per employee toward the payroll tax, as well as offer Port employee's an alternative to the tax. The alternative option is a long-term care insurance policy that will allow individuals to opt-out of the state's long term care payroll tax if they choose. The Port would alternatively contribute up to \$35.00 per month towards an employee's long term care insurance policy. Approval will be requested during Action Items.

- Public Comment Location on Commission Meeting Agenda

CEO Ripp commented that Commissioner Marshall suggested to move one of the public comment periods to the beginning of the meeting. Looking at other local public agencies, City of Camas has a public comment at the beginning and end of meeting, as well as, City of Washougal. Port of Vancouver only has one public comment at beginning of meeting at it is typically non agenda items. Also, Port of Ridgefield has only one public comment at the end of the meeting. Ripp recommends we keep two public comment periods. Commissioner Keister suggested that the public comment period after the new business discussion items is the most important public comment location. Commissioner Keister suggested the public comment be moved from the end to the beginning and Commissioner Spencer agrees with this change. Commissioner Marshall recommends placing the public comment before the business discussion items. This topic will be open for public comments when it is time for the public comment period.

- WPPA Spring Conference Report

CEO Ripp commented the meeting was virtual and that their annual meeting may be in person this year.

Commissioner Marshall commented it was a great session and she was impressed with how WPPA brings us relevant information. The highlights were energy efficiency and Port efficiency. Brandi Cruz's keynote speech was very applicable to our divided population right now. Victoria and the rest of the WPPA staff did a nice job of explaining what happened in the legislation this year and how it applies to Ports directly.

Commissioner Keister commented he appreciates that the WPPA has kept Ports informed with legislators. Brandi's keynote speech was excellent and gives us a great perspective on how we can deal with the divide in our country. Commissioner Keister also commented he attended the OPMA (Open Public Meetings Act) training conference.

Director of Planning and Development, Mark Miller commented that the WPPA session reinforced that the cost of materials will continue to increase. Contractors are asking for change orders based on the increased cost of materials.

PUBLIC COMMENT #1

Tony Bacon, a marina tenant, commented that he has moored his boat in many marinas and he has noticed many differences. He feels his boat has been the dirtiest here at Parker's Landing Marina. Tony also commented he is on the waitlist and would like to move to a slip that is not under a light.

David Steube, Washougal City Council, commented on the future of the Port and if the marina can expand. CEO Ripp replied we have an aquatic land lease and it is very expensive to dredge. Ripp also commented regarding the airport, we are limited to expanding the runway due to limited funds. Steube presented a WW2 monument that needs to be placed in a new location and suggested to place it at the Port.

Dr. Martha Martin, Washougal, suggested that the noon Commission Meeting could be shorter. Martin doesn't feel the public comment period should be changed nor the Commission Meeting email notification should be eliminated.

Julie Russell, Washougal City Council, commented that the Commission Calendar is not very visible on our website and we should make it more accessible.

ACTION ITEMS

- Approve Long Term Care Resolution
Commissioner Keister requested formal approval of the Long Term Care Resolution. Upon motion by Commissioner Keister, seconded by Commissioner Spencer and carried unanimously, the approval to execute the Long Term Care Resolution as presented, effective June 2, 2021.
- **STAFF REPORTS & COMMENTS**
Chief Executive Officer, David Ripp
The Port's first in person Commission Meeting will be in July and only six members of the public can attend so there can be social distancing. Masks are required if you are not vaccinated. In regards to the GP Mill cleanup, the city is hoping to create an advisory board to review the depth of cleanup. The concern is the cleanup that may be needed once the mill retires in the future.
- **COMMISSIONER REPORTS**
Commissioner Keister
Commented the email notification for the Commission Meetings is important because we don't want people to forget.

Commissioner Marshall
Thanked Mark Miller for the tour of the levy by Lawton Creek and also a tour of the Industrial Park to see the new landscaping and exterior painting.

Commissioner Spencer

Thanked Sadie for spearheading the annual report, as it turned out great! Commissioner Spencer commented he is going to make an effort to go around and talk with the local elected officials to get good communication flowing.

- **PUBLIC COMMENT #2**

No comment

The meeting adjourned at 6:44 pm.

PORT OF CAMAS-WASHOUGAL COMMISSION

Commissioners

STRATEGIC PLAN

PORT OF CAMAS-WASHOUGAL

Port's Mission: It is the mission of the Port of Camas-Washougal to make strategic investments and develop effective partnerships that enhance the community's quality of life by bringing jobs, infrastructure, and recreational opportunities to East Clark County.



June 1, 2021

ACKNOWLEDGMENTS

Port of Camas-Washougal

John Spencer, Port Commissioner
Cassi Marshall, Port Commissioner
Larry Keister, Port Commissioner
David Ripp, Chief Executive Officer
Kim Noah, Chief Operating Officer
Mark Miller, Director of Planning & Development
Derek Jaeger, Business Development Manager

Advisory Committee

Jamal Fox, City of Camas
David Scott, City of Washougal
Carrie Schulstad, Downtown Camas Association
Brent Grening, Port of Ridgefield
Julianna Marler, Port of Vancouver
Gary Medvigo, Clark County Commissioner
Dave Pinkernell, Camas Washougal Community Chest
Jeff Snell, Camas School District
Mary Templeton, Washougal District
Josh Seeds
Jeff Fishburn
David Parker

Commented [LP1]: PORT Question: We typically include a "letter to the community" at the beginning of a strategic plan...
1) Do you want to include one in your strategic plan?
2) If so, do you want it to come from the CEO or Commission?
3) If so, we typically have someone at the port draft the letter and we provide some feedback/comments – who would like to draft the letter and how can we support you?

To our community, tenants and partners,

The commission and staff of the Port of Benton are pleased to present our Strategic Plan:

This Strategic Plan and the accompanying 2021 Annual Action Plan are guiding us to build an organization that will thrive and serve the economic development needs of our community. The Port's team, your team, of commissioners and staff is dedicated to listening, understanding, and being responsive to the needs of our customers, taxpayers, and business community to achieve this goal. We are investing in your team to embolden each staff member's full potential as they engage their skills and knowledge to address the challenges of an ever-changing economic environment.

The following Strategic Plan was developed as a direct result of your team's input, interviews with tenants, as well as our community leadership partners. We faced unique challenges developing this guidance under a global health pandemic that required we gather input in various nontraditional methods such as video meetings, electronic surveys, one-on-one interviews, and small group meetings. In future updates, we hope to use these methods to engage a wider audience and reintroduce in-person facilitated conversations that provide even more intriguing and candid conversations.

Our mission matters in the lives of our community members every day, and we are focused on generating enduring positive impacts to those individuals. Our connections with industry and our partners inspire us to forge ahead in exploring sustainable energy solutions, value-added agriculture, advanced manufacturing, and innovation in entrepreneurship.

At the same time, we are mindful of our commitment to diversity and equity by ensuring openness and transparency as we pursue our goals. The global health pandemic continues to loom and will likely result in varying forms of socioeconomic unrest and uncertainty about the future. Your Port Team remains confident about that future as we invest in facility and grounds, promote the region, and continue to build partnerships.

We are committed to our mission to serve our district and the region. Planning is essential to keep focused and produce results. I want to thank your dedicated Port Team for their commitment to the success of the Port of Benton, and their desire to leave a positive legacy of dedication to service. Critical to that legacy is the unwavering leadership of our commission.

We are optimistic about our future and it is a privilege to serve our district!

Thank you,
Diahann C. Howard, PPM®
Executive Director

Commented [DR2R1]: ????????????

Commented [LP3R1]: We'll leave it out for now and you can decide if you'd like to include one after the commission meeting

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DRAFT

1 ABOUT THE PORT

Overview

The Port of Camas-Washougal (the Port), a political subdivision of the State of Washington, was established in 1935 by a vote of the people, to create a favorable climate for economic development in the Camas-Washougal area. It encompasses approximately 102 square miles in the eastern portion of Clark County. The Port owns and operates several commercial and industrial properties as well as multimodal transportation facilities, within its district boundaries. The Port is also a provider of several public amenities including parks, recreation facilities, and trails throughout the communities it serves.

The Port is divided into three geographic districts, each of which is represented by a commissioner who is elected to a 4-year term by the voters residing in the Port district. The Commission is the Port district's governing body responsible for setting policy and enforcing established policies. The Commission may exercise only the powers that are delegated to them by law or pursuant to law.

As of June 2021, the Port commissioners are John Spencer (District 1), Cassi Marshall (District 2), and Larry Keister (District 3).



John Spencer, District 1
Term: 2018–2021

John Spencer has served as Commissioner since 2015. His main goals as a Port Commissioner for the Port of Camas-Washougal include strengthening partnerships among all East County agencies to benefit the community, developing all areas of the Port to support business and job growth, expanding the marina and the airport, and obtaining new land for development. His role as a city administrator and a consultant in the field help to fulfill his commitment to create good job opportunities and enduring public facilities.



Cassi Marshall, District 2
Term: 2020–2023

Cassi Marshall grew up in Clark County. She graduated from Prairie High School in Vancouver and received a Bachelor of Science degree in Aero/Astro-engineering from MIT in Cambridge, Massachusetts. She worked as a structural dynamics engineer for NASA JPL in California before relocating to Camas where she worked as a highly capable student coordinator and executive assistant for the Washougal School District for 17 years. She has been actively involved with the Camas Parks Commission and runs a successful local business with her husband that uses her planning and resource management expertise.



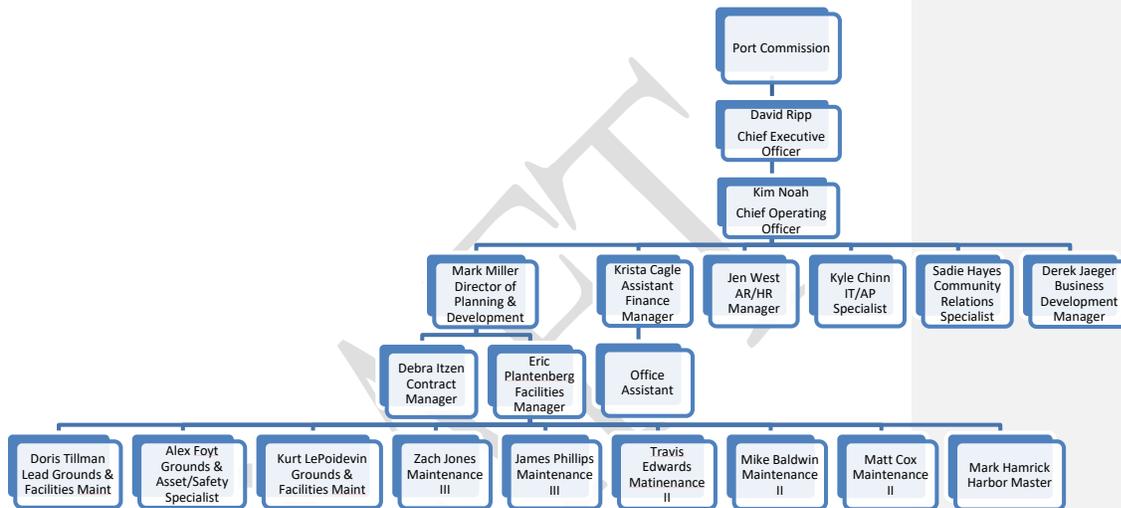
Larry Keister, District 3
Term: 2018–2021

Larry Keister was elected as a Port of Camas-Washougal Commissioner representing District 3 for the term 2018-2021. He has been an active member in the community where he promotes tourism and is a member of the Art and History Commission, which provided direction to the city for development of the Washougal Waterfront Park and Trail. His goals are to see the Steigerwald Commerce Center built out in the next three to five years, to provide additional jobs for the community, and to make the waterfront an iconic destination for future generations.

Port's Organizational Chart

Commented [LP4]: We will make sure this graphic fits well on the page and is legible!

Question: would you like names or just positions?



History of the Port

1935

Port of Camas-Washougal is established by a vote of the people.

1938

First property is acquired: Tidelands. Purchase price: \$300

1940

Marina is established. Small boat moorage lease rate is \$1 per month.

1945

Ward Grove begins developing an airstrip north of Camas.

1954

Marina grows to accommodate up to 150 vessels.

1957

Declaration of intention to build Industrial Park.

1962

Port purchases airstrip. Ward Grove remains airfield caretaker.

1966

Flood protection levee completed by Army Corps of Engineers.

1968

Van Vleet family sells land to Port including site of future historical park.

1971

Advanced Drainage Systems begins 40+ year tenancy in Industrial Park.

1978

Port purchases remaining airfield property and paves the taxiways.

1980

Major snowstorm collapses Marina. Dozens of vessels sink.

1984

Airfield officially named Grove Field by Port Commission.

1986

Dedication of Parker's Landing Historical Park.

1996

Columbia River flood impacts the Marina. Levee and parks, cresting at 27+ feet.

2002

First annual Riverside Concert Series held in August.



Commented [LP5]: PORT Question: Are there additional milestones to add from between 2015 and 2021? ?

Commented [LP6R5]: This information will be presented as a timeline graphic with call out boxes!

2005

Dedicated Captain William Clark Park at Cottonwood Beach in honor of Captain Clark and the site of Lewis and Clark's Corps of Discovery six-day encampment in 1806.

2009

Port earns a Clean Marina Award from the University of Washington SeaGrant Program.

2010

125-acre parcel formally named Steigerwald Commerce Center by Port Commission.

2011

Formed of Camas-Washougal Economic Development Association.

2012

Steigerwald Commerce Center groundbreaking.

Named Port of the Year by Washington Public Ports Association.

Acquired 13.25 acres of waterfront property.

2015

The Port's 80th year! Constructed the Washougal Waterfront Park and Trail, hangars at Grove Field Airport, and Building 17 in the Steigerwald Commerce Center.



Strategic Plan Purpose

The Port's Strategic Plan serves as a planning and governance document to guide the Port's efforts over the short and midterm. It is implemented through day-to-day decisions and actions, as well as through a variety of documents, such as the annual capital and operating budgets and the Comprehensive Scheme of Harbor Improvements (CSHI). Where the CSHI is required by State law and is focused on the Port's physical assets and capital improvement plan, the Strategic Plan reflects the Port's values and goals in support of their mission and vision for the future of the district.

Each year the Port will review and update its progress in accomplishing the stated goals and strategies, typically mid-year, and use this assessment to inform the annual updates to its other keystone documents, such as the CSHI and annual budget(s) that are typically adopted at the end of the calendar year.

The Port's Strategic Plan is accompanied by an Annual Action Strategy that describes specific actions the Port will undertake each year in pursuit of its goals. Each year the Port will review its progress and update these guidance documents in conjunction with its other keystone documents, such as the CSHI and the Annual Budget.

DRAFT

2 PORT MISSION, VISION, AND VALUES

Mission:

It is the mission of the Port of Camas-Washougal to make strategic investments and develop effective partnerships that enhance the community's quality of life by bringing jobs, infrastructure, and recreational opportunities to East Clark County.

Vision:

The Port of Camas-Washougal is a community leader and collaborator creating diverse economic opportunities in an equitable, transparent, and accountable manner. The Port's development projects and operations support family-wage jobs, a thriving regional economy, environmental sustainability, and outstanding recreation.

Values:

The following values will define how the Port goes about its work:

- Port staff will serve the community in a **respectful** and **professional** manner.
- The Port will be **transparent** in its engagement with the public.
- The Port will take a **collaborative** approach to working with community partners.
- The Port will create an environment that is **equitable** and **inclusive** of all groups.
- The Port will work towards economic, environmental, and social **sustainability**.

3 GOALS AND STRATEGIES

The Port of Camas-Washougal has adopted a suite of achievable goals and corresponding strategies that identify pathways to success. These goals and strategies are captured in the Port's Annual Action Strategy which further defines specific actions to be taken and assigns responsibility amongst the Port Team for successful completion.

The goals are organized in these key focus areas:

- Organization and Culture
- Community Outreach and Partnerships
- Financial
- Economic Development
- Tourism
- Real Estate and Industrial Land Development
- Waterfront Development
- Parks and Public Amenities
- Airport
- Marina

Goal Area	Goals	Strategies
Organization and Culture	Increase organizational capacity and capabilities to meet Port goals.	Enhance employee capabilities and growth.
		Retain experienced staff with diverse skill sets.
	Operate all Port facilities efficiently, cost effectively, and in a sustainable and inclusive manner.	Advance environmental stewardship by evaluating clean energy and sustainable technology alternatives, working to reduce/prevent pollution in all areas of operations, and considering energy and materials efficiencies in all planning and decision-making.
		Actively promote the cleanup of contaminated properties within the Port district to create space for safe and productive future uses.
	Foster an equitable and inclusive mindset in the workplace by evaluating the Port's current diversity, equity and inclusion (DEI) practices and providing training opportunities, as needed.	
Goal Area	Goals	Strategies
Community Outreach and Partnerships	Increase community understanding, sense of ownership, and support for the Port and its initiatives.	Provide on-going communication with constituents through multiple platforms.
		Identify additional, coordinated outreach opportunities, and provide targeted educational materials to: <ul style="list-style-type: none"> • Economic development partners • Educational institutions • Legislators The general public
		Educate constituents on Port business, including economic development efforts and initiatives.
		Create an Events Schedule to assist staff with managing community events.
		Increase community awareness of capital project.

Goal Area	Goals	Strategies
Financial	Ensure that Port assets are adequately funded and in good repair.	Develop and fund a 10-year asset replacement/major maintenance schedule.
		Maintain appropriate support tools to accommodate a multiyear asset and maintenance schedule.
Goal Area	Goals	Strategies
Economic Development	Enhance economic development through partnerships to leverage strategic investments.	Proactively participate in and support regional economic development initiatives to expand the local employment base.
	Coordinate efforts with key legislators to improve local economic opportunities by supporting the retention, expansion, and recruitment of preferred employers.	Continue ongoing communication with legislators.
	Promote the local economy and employment base throughout the Port district.	Understand and strengthen the Port's impact on the district. Focus business recruitment efforts on Port-owned properties, while keeping in mind potential opportunities for referrals to regional partners.
Goal Area	Goals	Strategies
Tourism	Evaluate and use tourism opportunities to drive economic development and promote the region as a recreation destination.	Encourage tour and cruise boat operators to dock at the marina.
		Participate in local and regional tourism groups and partnerships.
Goal Area	Goals	Strategies
Real Estate and Industrial Land Development	Promote sustainable community prosperity by ensuring an ample supply of land, infrastructure, and facilities to meet the needs of potential employers.	Continually assess niche markets and position Port assets to meet market demand.
		Prioritize new investments for inclusion in the Capital Improvement Plan.
	Operate industrial properties in an economically sustainable manner.	Ensure industrial lease rates are competitive with the local and regional market.
		Develop and maintain industrial park design guidelines and standards.

Goal Area	Goals	Strategies
Waterfront Development	<p>Expand the Port's land and building assets and associated positive economic impacts through ongoing outreach and partnerships.</p> <p>Ensure that local contractors have the opportunity to respond to the Port's bids to keep economic development funds circulating in the region.</p>	<p>Actively monitor potential for Port participation as redevelopment of the Georgia Pacific Mill site occurs.</p> <p>Enhance property availability in the Industrial Park to accommodate new businesses and allow for the expansion of existing tenants.</p> <p>Communicate project bids available to local community contractors.</p>
	<p>Lead a collaborative effort to develop a more vibrant, economically viable, and publicly accessible Columbia River waterfront.</p>	<p>Pursue private investment interests in developing the western portion of the waterfront development.</p> <p>Develop a strategy for the Phase 1 and 2 parking areas to improve access to the waterfront.</p> <p>Continue to collaborate with developers, Rkm and Killian Pacific, on Parker's Landing Waterfront endeavors.</p>

Goal Area	Goals	Strategies
Parks and Public Amenities	Promote and enhance existing park amenities and events in cooperation with partners.	<p>Improve the breakwater access for the community and visitors.</p> <p>Enhance the breakwater dock into a floating boardwalk.</p> <p>Evaluate adequate parking for marina, park, and event users.</p> <p>Enhance educational opportunities at the Port's parks and trails.</p>
	Consider the appropriateness of new parks and public amenities as a component of all future projects/ partnerships and to expand connections to existing trail systems.	<p>Construct a waterfront boardwalk connecting the Marina Park to Washougal Waterfront Park.</p> <p>Collaborate with the cities, community organizations, and developers to program events that promote local recreational assets and amenities.</p> <p>Seek opportunities to promote public art.</p>
Airport	Operate and develop Grove Field in a safe and economically sustainable manner.	<p>Continually assess niche markets including itinerant services and pilot training.</p> <p>Expand economic opportunities associated with the airport by improving infrastructure and zoning regulations.</p> <p>Expand services for itinerant operations.</p> <p>Create a multiyear capital budget to help prioritize new investments.</p> <p>Identify and pursue airport cost efficiencies.</p>
Marina	Operate and develop Parker's Landing Marina in a safe and economically sustainable manner.	<p>Continually assess niche markets including cruise ships and transitory moorage.</p> <p>Identify and pursue marina cost efficiencies.</p> <p>Create a multiyear capital budget to help prioritize new investments.</p> <p>Evaluate adequate parking for Port, marina, park, and event users.</p>
	Evaluate opportunities to expand the Port's Marina.	Assess options for a second boat launch elsewhere.

4 HOW TO EVALUATE NEW, UNFORESEEN OPPORTUNITIES

In its pursuit to realize its mission, the Port recognizes the need to balance a planned and intended future against the flexibility required as conditions and opportunities change. Planned strategies are what we do between opportunities, and understanding this dynamic is key to the long-term success of the Port.

New and unforeseen opportunities likely will arise that are not captured in this plan or in the annual capital or operating budgets. The Port strives to remain flexible to capitalize on these opportunity investments and will be deliberate as we evaluate the value of that investment. A series of qualitative and quantitative questions have been identified to allow the Port to be deliberate and intentional while it decides to pursue some of these opportunities without compromising the success of its ongoing initiatives.

- Is the initiative consistent with the Port's values, mission, and goals?
- Is the initiative aligned with the economic development goals of our communities and the region?
- Does the initiative present a market rate of return to the Port? Or does the opportunity present a community benefit or value?
- Does the initiative provide the appropriate level and type of job creation?
- Are there joint ventures, partnerships, or grant funding opportunities to mitigate the Port's required investment?
- What, if any, planned Port investment will be delayed or eliminated because of this opportunity investment, and what are the short-term and long-term consequences of that displacement decision? Is that acceptable?
- Does the Port have sufficient bandwidth (financial, staff) to support the initiative?
- Will the local economy and market support the potential success of the project?
- What should the Port's role be in the initiative (i.e., support, investment, operations, partner)?
- Is any other entity, private or public, better positioned to undertake the investment opportunity, and are they able to do so?

PORT OF CAMAS-WASHOUGAL ANNUAL ACTION PLAN

Goal Area	Goals	Strategies	Actions Items	Timeframe	Lead Role
<p>Organization and Culture</p>	<p>Increase organizational capacity and capabilities to meet Port goals.</p>	<p>Enhance employee capabilities and growth.</p>	<p>Strengthen the Port's performance management system to support employee growth.</p>		
			<p>Develop and implement a comprehensive Port training program that aligns the Port's objectives and employee's development goals.</p>		
			<p>Improve communication of information within the Port staff.</p>		
		<p>Retain experienced staff with diverse skill sets.</p>	<p>Maintain adequate staff levels to meet Port goals.</p>		
	<p>Maintain salary survey every 3 years.</p>				
	<p>Operate all Port facilities efficiently, cost effectively and in a sustainable and inclusive manner.</p>		<p>Implement a software system to support and manage day-to-day business activities to optimize time efficiencies.</p>		

Goal Area	Goals	Strategies	Actions Items	Timeframe	Lead Role
Organization and Culture	Operate all Port facilities efficiently, cost effectively and in a sustainable and inclusive manner (cont.)	Advance environmental stewardship by evaluating green energy and technology alternatives and promoting cleanup of contaminated properties.	Identify and pursue cost-efficient green energy initiatives.		
			Develop an environmental plan for all operating areas.		
			Explore hiring a staff person to manage environmental initiatives and port projects.		
			Evaluate new environmental and green energy technologies.		
			Use knowledge about environmental cleanup and state resources to promote the cleanup and reuse of contaminated properties.		
		Foster an equitable and inclusive mindset in the workplace by evaluating the Port's current DEI practices and providing training opportunities, as needed.	Provide DEI training for staff.		
			Once the training and inventory are complete discuss and evaluate potential DEI goals, strategies, and initiatives.		

Goal Area	Goals	Strategies	Actions Items	Timeframe	Lead Role
<p>Community Outreach and Partnerships</p>	<p>Increase community understanding, sense of ownership, and support for the Port and its initiatives.</p>	<p>Provide ongoing communication with constituents through multiple platforms.</p>	<p>Develop an annual Communications Plan that includes a calendar of events; planned communications; and community participation activities with assigned staff and Commissioners.</p>		
			<p>Maintain a regular, proactive outreach and public relations strategy using:</p> <ul style="list-style-type: none"> • Social media • Annual community report • Port website • Press releases 		
			<p>Develop a collaborative marketing plan with community partners</p>		
		<p>Identify additional, coordinated outreach opportunities, and provide targeted educational materials to:</p> <ul style="list-style-type: none"> • Economic development partners • Educational institutions • Legislators • The general public 	<p>Develop a public outreach campaign that incorporates the following ideas as a starting point:</p> <ul style="list-style-type: none"> • Annual legislators' update • Port tours • Updates to Chamber of Commerce 		

Goal Area	Goals	Strategies	Actions Items	Timeframe	Lead Role
Community Outreach and Partnerships	Increase community understanding, sense of ownership, and support for the Port and its initiatives (cont.).	Educate constituents about Port business, including economic development efforts and initiatives.	Regularly schedule presentations to local organizations and community groups to update them about Port business and operations.		
			Provide regular, topic-specific reports at Commission meetings about existing and ongoing Port operations and initiatives.		
			Update promotional video on an as-needed basis.		
		Create an Events Schedule to assist staff with managing community events.	Maintain an annual events schedule.		
		Increase community awareness of capital project.	Revise Port project web page to provide project mapping capabilities.		
Goal Area	Goals	Strategies	Actions Items	Timeframe	Lead Role
Financial	Ensure that Port assets are adequately funded and in good repair.	Develop and fund a 10-year asset replacement/major maintenance schedule.	Develop a longer term (10 year) capital improvement plan and include a cash flow statement to evaluate appropriate projects.		
		Maintain appropriate support tools to accommodate a multiyear asset and maintenance schedule.			

Focus Area	Goals	Strategies	Actions Items	Timeframe	Lead Role
Economic Development	Enhance economic development through partnerships to leverage strategic investments.	Proactively participate in and support regional economic development initiatives to expand the local employment base.	Identify and enter into supporting contracts with key economic development organizations and assign specific staff to attend and participate in their events.		
	Coordinate efforts with key legislators to improve local economic opportunities by supporting the retention, expansion, and recruitment of preferred employers.	Continue ongoing communication with legislators.	Provide data to key legislators to promote investment/support.		
	Promote the local economy and employment base throughout the Port district.	Understand and strengthen the Port's impact on the district.	Complete an economic impact study every five years.		
			Use data collected to make strategic investment decisions and action items.		
			Promote business synergies throughout various operating areas.		
		Focus business recruitment efforts on Port-owned properties, while keeping in mind potential opportunities for referrals to regional partners.	Review and target companies for Port property leases and sales consistent with the Strategic Plan.		

Focus Area	Goals	Strategies	Actions Items	Timeframe	Lead Role
Tourism	Evaluate and use tourism opportunities to drive economic development and promote the region as a recreation destination.	Encourage tour and cruise boat operators to dock at the marina.	Partner with tour and cruise boat operators to provide proper dock amenities and to encourage docking at Parker's Landing.		
		Participate in local and regional tourism groups and partnerships.	Attend meetings of the Gorge and State Tourism Alliance.		
			Monitor potential tourism opportunities through airport, marina, industrial and recreational associations.		
Goal Area	Goals	Strategies	Actions Items	Timeframe	Lead Role
Real Estate and Industrial Land Development	Promote sustainable community prosperity by ensuring an ample supply of land, infrastructure, and facilities to meet the needs of potential employers.	Continually assess niche markets and position Port assets to meet market demand.	Attend real estate conferences and events.		
			Develop relationships with real estate professionals. Consider establishing policies to guide relationships with real estate professionals who support the Port.		
		Prioritize new investments for inclusion in the Capital Improvement Plan.	Evaluate new investments by examining the how to evaluate new, unforeseen opportunities guidance.		

	Operate industrial properties in an economically sustainable manner. (Existing)	Ensure industrial lease rates are competitive with the local and regional market.	Review lease rates on a quarterly basis.		
			Maintain relationships and communication with local and regional real estate brokers to keep up with market trends.		
		Develop and maintain industrial park design guidelines and standards.	Create an internal committee to assist with developing design guidelines and standards.		
			Enforce design guidelines and standards through regular monitoring of land/building sites.		
	Expand the Port's land and building assets and associated positive economic impacts through ongoing outreach and partnerships.	Actively monitor potential for Port participation as redevelopment of the Georgia Pacific (GP) Mill site occurs.	Participate in the ongoing GP Mill redevelopment work group(s) and continue advocating for a public process to identify and discuss potential uses.		
			Determine potential location and conceptual design for Building 21.		
		Enhance property availability in the Industrial Park to accommodate new businesses and allow for the expansion of existing tenants.	Construct new SE 41st Street in the Steigerwald Commerce Center.		
			Monitor available land and buildings to acquire in the industrial park.		

	Ensure that local contractors have the opportunity to respond to the Port's bids to keep economic development funds circulating in the region.	Communicate project bids available to local community contractors.	Post projects for bid on website.		
Goal Area	Goals	Strategies	Actions Items	Timeframe	Lead Role
Waterfront Development	Lead a collaborative effort to develop a more vibrant, economically viable, and publicly accessible Columbia River waterfront.	Pursue private investment interests in developing the western portion of the waterfront development.	Initiate RFQ for interested private developers on Port-owned waterfront property.		
		Develop a strategy for the Phase 1 and 2 parking areas to improve access to the waterfront.	Create a committee including the Port and Rkm to assist with designing the Phase 1 and 2 parking plans.		
		Continue to collaborate with developers, Rkm and Killian Pacific, on Parker's Landing Waterfront endeavors.	Establish quarterly meetings with Rkm and Killian Pacific to develop and discuss new ideas and strategies for Parker's Landing Waterfront.		
Goal Area	Goals	Strategies	Actions Items	Timeframe	Lead Role
Parks and Public Amenities	Promote and enhance existing park amenities and events in cooperation with partners.	Improve the breakwater access for the community and visitors.	Renovate the current breakwater access.		
		Enhance the breakwater dock into a floating boardwalk.	Install benches, hanging baskets and splash guards on the breakwater dock.		
		Evaluate adequate parking for marina, park, and event users.	Develop a phased parking plan to be implemented over time.		

		Enhance educational opportunities at the Port's parks and trails.	Expand partnerships with local school districts and tourism advocates to increase field trips and tour opportunities.		
	Consider the appropriateness of new parks and public amenities as a component of all future projects/ partnerships and to expand connections to existing trail systems.	Construct a waterfront boardwalk connecting the Marina Park to Washougal Waterfront Park.	Initiate a feasibility study for a waterfront boardwalk.		
		Collaborate with the cities, community organizations, and developers to program events that promote local recreational assets and amenities.	Establish a National Trails Day Event.		
			Institute walk/run events.		
		Seek opportunities to promote public art.	Continue to fund the Port's art fund for artwork on the waterfront.	Annually	
			Maintain partnerships with Washougal Arts and Cultural Alliance and private developers for future projects.		
Goal Area	Goals	Strategies	Actions Items	Timeframe	Lead Role
Airport	Operate and develop Grove Field in a safe and economically sustainable manner.	Continually assess niche markets including itinerant services and pilot training.	Identify and attend meetings of groups and organizations with expertise in the airport industry.		
			Maintain ongoing staff discussions regarding potential new market opportunities.		

Airport	Operate and develop Grove Field in a safe and economically sustainable manner.	Expand economic opportunities associated with the airport by improving infrastructure and zoning regulations.	Coordinate annexation of Grove Field with the City of Camas staff.	late 2021	
			Complete a site development plan for the airport to guide future growth.		
		Expand services for itinerant operations.	Conduct a feasibility study for a multiuse facility and complete a design, if appropriate.		
		Create a multiyear capital budget to help prioritize new investments.	Collaborate internally to determine priorities for new capital projects and asset management program based on the CIP Budget.		
		Identify and pursue airport cost efficiencies.	Assess FMX information for continual operation efficiencies.		
			Regularly discuss cost efficiency ideas during staff meetings.		
Focus Area	Goals	Strategies	Actions Items	Timeframe	Lead Role
Marina	Operate and develop Parker's Landing Marina in a safe and economically sustainable manner.	Continually assess niche markets including cruise ships and transitory moorage.	Identify and attend meetings of groups and organizations with expertise in the recreational marina industry.		
			At least semiannually, update and discuss new market opportunities.		

	Operate and develop Parker's Landing Marina in a safe and economically sustainable manner. (Cont.)	Identify and pursue marina cost efficiencies.	Assess FMX information for continual operation efficiencies.		
			Regularly discuss cost efficiency ideas during staff meetings.		
		Create a multiyear capital budget to help prioritize new investments.	Collaborate internally to determine priorities for new capital projects and asset management program based on the CIP Budget.		
	Evaluate adequate parking for Port, marina, park, and event users.				
Evaluate opportunities to expand the Port's Marina.	Assess options for a second boat launch elsewhere.	Conduct ongoing communications with Georgia Pacific about the option for a second boat launch on Lady Island.			

COMPREHENISVE SCHEME OF HARBOR IMPROVEMENTS

PORT OF CAMAS-WASHOUGAL



ACKNOWLEDGEMENTS

Client Name

John Spencer, Port Commissioner
Cassi Marshall, Port Commissioner
Larry Keister, Port Commissioner
David Ripp, Chief Executive Officer
Kim Noah, Chief Operating Officer
Mark Miller, Director of Planning & Development
Derek Jaeger, Business Development Manager

Advisory Committee

Jamal Fox, City of Camas
David Scott, City of Washougal
Carrie Schulstad, Downtown Camas Association
Brent Grening, Port of Ridgefield
Julianna Marler, Port of Vancouver
Gary Medvigy, Clark County Commissioner
Dave Pinkernell, Camas Washougal Community Chest
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1 INTRODUCTION

History of Washington Ports

The creation of public port districts throughout Washington State was authorized by the state legislature with the passage of Revised Code of Washington (RCW) 53 in 1911. Ports are municipal corporations created for special purposes, yet they operate on a broad scale and engage in economic development activities with powers specified in state statutes.

Because the state has a wide range of physical characteristics and economic needs, each of the 75 ports in Washington has unique characteristics and reasons for existence. Ports may serve different purposes, and each port differs in the size and scope of its facilities and the focus of its operations. Ports continue to evolve as changing physical, community, and economic conditions occur, making the continual update and alignment to their keystone documents a necessary and vital process.

The Port of Camas-Washougal

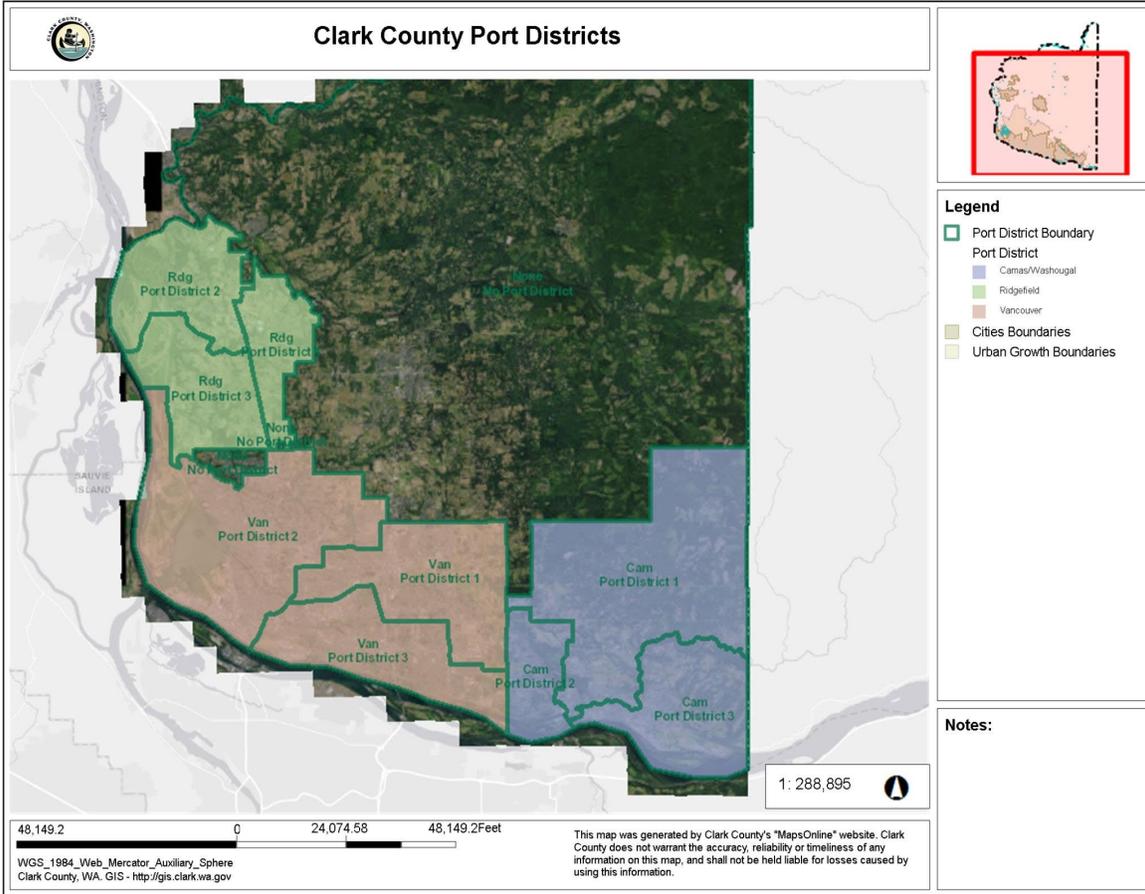
The Port of Camas-Washougal (the Port), a political subdivision of the State of Washington, was established in 1935 by a vote of the people, to create a favorable climate for economic development in the Camas-Washougal area. The Port owns and operates several commercial and industrial properties within its district boundaries. It also owns and maintains multimodal transportation facilities, including a marina and an airport, as well as industrial/commercial real estate to support community economic development. This Comprehensive Scheme of Harbor Improvements (CSHI) describes all the Port's properties and has been prepared pursuant to the requirements of RCW Title 53.

Jurisdiction and Governance

The Port is divided into three districts, each of which is represented by an elected commissioner. All commissioners are elected by voters in the district and serve four-year terms. The Port District encompasses approximately 102 square miles in the southeast corner of Clark County (Figure 1). The Commission sets policy and delegates authority for the Port's day-to-day operations to its chief executive officer and staff.

As of March 2021, the Port commissioners are John Spencer (District 1), Cassi Marshall (District 2), and Larry Keister (District 3). The Port's chief executive officer is David Ripp.

Figure 1—Port District



2 CLARK COUNTY—REGIONAL CONTEXT AND GROWTH

Location

The Port is in Clark County, Washington. Clark County is comprised of approximately 629 square miles in southwestern Washington State. The Columbia River forms Clark County's south and west sides, Cowlitz County is to the north, and Skamania County is to the east. The county is situated west of the Cascade Mountains and Oregon is south of the Columbia River.

Regional Context

Clark County is the fifth most populous county in the state with a population estimated at 499,200 as of April 1, 2020. Vancouver is the county seat and is also the county's largest city, and the fourth largest city in the state, with a population of 184,463 in 2019. Clark County was the fastest growing county in Washington in the 1990s, and one of the fastest growing counties during the 2000s until the 2008 recession. Since the 1990's, growth was spurred by in-migration of new residents. While the growth trend reversed from 2010 through 2014, more recent years have seen a significant increase in county population growth.

Employment in Clark County has experienced periods of significant growth and stagnation over the past three decades. During the 1990s, employment grew rapidly in all sectors but slowed after the 2001 recession. Construction and homebuilding remained strong until the recession in 2007. The county lost approximately six percent of its employment base during this recession, which was consistent with the state and nation. However, by late 2019 the county was 23 percent above its prerecession peak, compared with 16 percent for the state and 10 percent for the nation. Recently, overall county employment growth has been promoted by the relocation of the headquarters of both PeaceHealth and Banfield Pet Hospital, the expansion of Fisher Investment, the opening of the Ilani Casino, and the waterfront development in Vancouver.

Major industry sectors in Clark County in 2019 included healthcare and social assistance (25,200 jobs), professional and business services (20,700), retail trade (18,700), leisure and hospitality (16,500) and manufacturing (14,200). In addition, government employed 27,300 people, almost half of which were in public education.

3 COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS REQUIREMENTS

Purpose

RCW Chapter 53.20 requires port districts to adopt a CSHI (which is sometimes referred to as a comprehensive plan). The purpose of the CSHI is to inform the public, in an easily understood format, of the nature and extent of current and anticipated port improvements, including corresponding capital expenses. The CSHI generally conveys concept-level detail regarding a port's plans rather than a detailed analysis.

A CSHI must be developed prior to the expenditure of port funds for improvements to port properties. The required content of a CSHI primarily consists of a general description and inventory of a port's existing and planned physical assets and improvements, rather than a policy document or planning study. It is not expected that CSHIs include detailed construction plans or other items, such as specific salaries and the cost of engineering. Surveying and data collection are activities that are specifically exempt from inclusion.

RCW 53.20.010 requires port districts to conduct a public hearing prior to adoption of a CSHI. Notice of the public hearing must be published once a week for two consecutive weeks in a newspaper of general circulation in the port district, with the last notice occurring at least ten days prior to the public hearing date. A resolution adopting the CSHI will generally include references regarding how the public hearing was advertised, when it occurred, and whether there were public comments received and considered. Lastly, to comply with RCW 53.20, a State Environmental Policy Act non-project action review process is required for a CSHI.

The CSHI is different from the Port's strategic plan, which is a planning and governance document establishing the Port's mission, goals, and strategies to guide its efforts over the short- and mid-term. The CSHI implements the strategic plan, particularly as it relates to Port asset management and associated capital improvements, and through an annual action strategy describing specific operational and organizational actions that the Port will undertake each year in pursuit of its mission.

Consistency with Other Plans

This CSHI incorporates and supersedes all past CSHIs and related documents. It is the intent of the Port to review and update the CSHI at least annually, ensuring consistency between it and the Port's strategic plan, annual action strategy, and capital budget. Specific conceptual master plans and site development plans for individual properties

may be adopted by resolution and incorporated by reference into the CSHI if similar and appropriate procedures are followed.

Incorporated plans adopted in this CSHI by reference include:

- Waterfront Vision and Master Plan
- Steigerwald Commerce Center Master Plan
- Grove Field Airport Business Plan

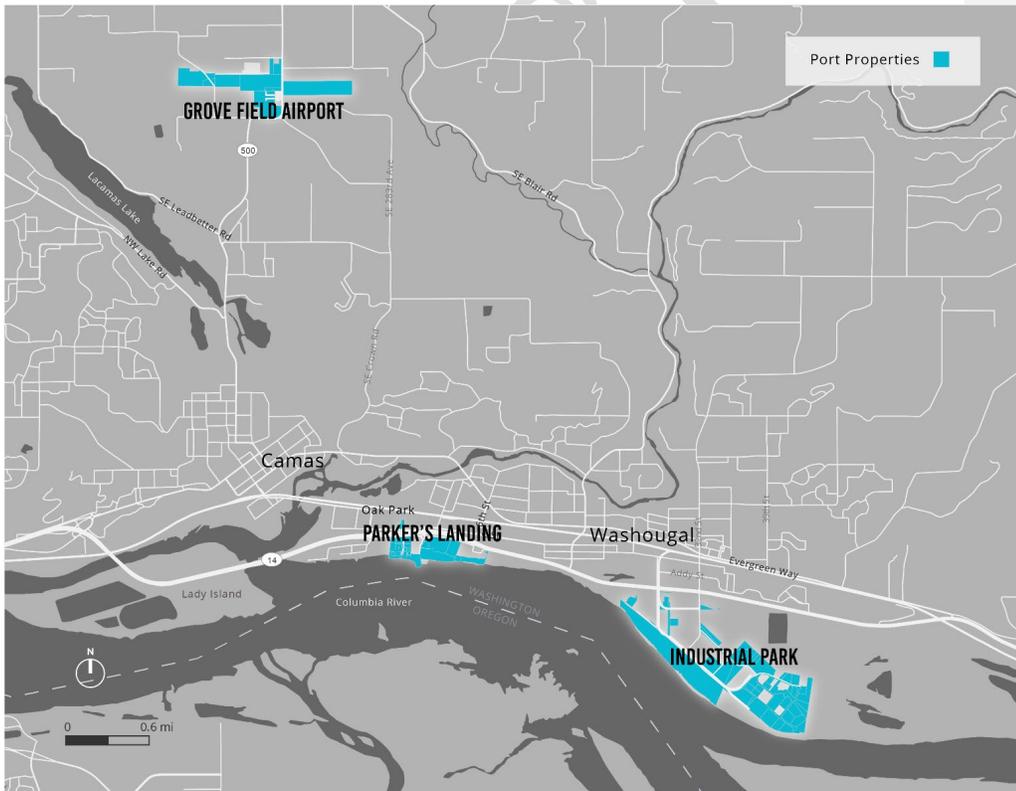
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4 PORT ASSET INVENTORY

Introduction

The Port uses its real estate assets to attract and expand local and inbound business investments. This section provides an inventory of the Port's property assets including land, buildings, and facilities. The extent of the Port's real estate and property assets are generally depicted Figure 2 below.

Figure 2—Overview of Port Assets



Primary Port of Camas-Washougal Assets

The Port manages approximately 600 acres of property throughout the port district boundaries. During the Port's 86 years of operation it has developed nine areas that are described below.

INDUSTRIAL PARK

The Industrial Park was the first business park established by the Port. An intent to build the park was first issued in 1957. In 1966, the U.S. Army Corps of Engineers constructed a flood-retention levee that enabled the development of land behind the levee for industrial uses. In 1970, businesses began to locate in the approximately 300-acre Industrial Park (Figure 3). The Industrial Park has been designated as an Opportunity Zone by the State of Washington. This designation incentivizes private investment in the area through special tax breaks intended to stimulate economic development and job creation.

Today, the Industrial Park is home to more than 50 businesses and approximately 1,000 jobs. The Port owns 17 buildings within the Industrial Park and provides facilities and services for land and air-based commerce.

Figure 3—Industrial Park



STEIGERWALD COMMERCE CENTER

The Port has master planned an additional 75+ acres of property, known as the Steigerwald Commerce Center, within the larger Industrial Park. Infrastructure improvements have been completed at the site including underground utilities, roads, and sidewalks. Developable land is available with lots ranging from one to seven acres. The Steigerwald Commerce Center has been designed and planned specifically for professional and manufacturing businesses with an emphasis on diverse enterprises that bring commerce and high paying, family-wage employment to the area. The Steigerwald Commerce Center lies in the Port's Opportunity Zone, which incentivizes private investment in the area through special tax breaks.

At the Steigerwald Commerce Center, a subset of the Industrial Park, Port ownership includes approximately 75 acres of land, and three buildings (Figure 4). Of the Port-owned assets within the commerce center, only 16 lots and 50,000 square feet of building area are currently available for sale or lease.

Figure 4—The Steigerwald Commerce Center



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CAPTAIN WILLIAM CLARK PARK

In 2001, the Port, Clark County, and the cities of Washougal and Camas formed a partnership to create a regional park at Cottonwood Beach, located on the shores of the Columbia River and in the Port's larger Industrial Park. It was subsequently dedicated in 2005 and named Captain William Clark Park at Cottonwood Beach. The park's 85 acres (75 acres of which are under Port ownership) are located between the Columbia River and the levee constructed by the U.S. Army Corps of Engineers (Figure 3). The park includes walking paths, paved parking, picnic tables, covered cooking areas, a recognition plaza, three restroom buildings, and historical commemorative and informational features.



Looking south toward Oregon from Captain William Clark Park

GROVE FIELD AIRPORT

Grove Field Airport is owned and operated by the Port, and it is located three miles north of the City of Camas (Figure 5). Grove Field was founded in 1946 by Ward Grove and began as a grass runway. The Port acquired the airport in 1962, and it is currently home to approximately 100 aircraft. The airport includes 79 hangars, 14 tie-downs, and a self-service fueling facility

Figure 5—Grove Field Airport



PARKER'S LANDING MARINA

Parker's Landing Marina is a recreational boat marina located on the Columbia River at River Mile 121.7 (Figure 6). The marina was originally constructed in 1935 and expanded 1968 and it has been expanded. Today, it provides moorage facilities for over 350 vessels. It features a four-lane launch ramp; an on-the-water restaurant; yacht club; self-service fuel dock; electricity on the breakwater and guest dock; and parking areas for boat trailers and vehicles.

Figure 6—Parker's Landing



MARINA PARK

Located on the Columbia River and adjacent to Parker's Landing Marina, Marina Park offers views of Mt. Hood to the east and evening sunsets to the west (Figure 6). The park features a walking path, picnic tables, shade trees, an open lawn for entertainment, and a deck overlooking the marina. The park's proximity to the marina provides access to water sports such as boating, kayaking, and fishing.



View of the Marina from Marina Park

THE WATERFRONT AT PARKER'S LANDING

The Port owns and is actively seeking to redevelop approximately 30 acres of waterfront property situated directly east of Parker's Landing Marina (Figure 6). Currently, the property is largely vacant except for the Washougal Waterfront Park. In 2019, the Port finalized Phase 1 of the Waterfront Vision and Master Plan, which includes plans for 17 mixed-use buildings for retail, residential and/or commercial use; two principal north-south streets; a small traffic roundabout on the southeast corner; a vendor market; a central plaza; and a main street running east and west along the waterfront's edge. The vision for the Waterfront at Parker's Landing will be a harmonizing, multiuse area for

dining, shopping, errands, family fun, and intergenerational entertainment all of which will be next door to residences with waterfront views of the river and the scenic Columbia River Gorge. Construction of Phase 1 will begin in the summer of 2022 and anticipated occupancy in 2024.



Rendering of the Conceptual Design for Phase 1 of the Waterfront Development

WASHOUGAL WATERFRONT PARK

The Washougal Waterfront Park is located directly to the east of Parker's Landing Marina; the property surrounding the park is part of the Waterfront at Parker's Landing, a Port-led waterfront master planned development (Figure 6). The Washougal Waterfront Park has a picnic shelter, solar powered restrooms, designated parking lot, access to the breakwater fishing and transient moorage dock, compass viewpoint, several benches, and picnic tables. The Park uses a kiosk and wayfinding signage to link adventurers to local downtown districts and trail systems in the area.



Aerial view of the Washougal Waterfront Park

A 12-foot-wide trail wraps completely around the park and is just under one-mile long. Along the trail, there is a non-motorized launch, children's Natural Play Area, viewpoints, interpretive signage, and water access trails.

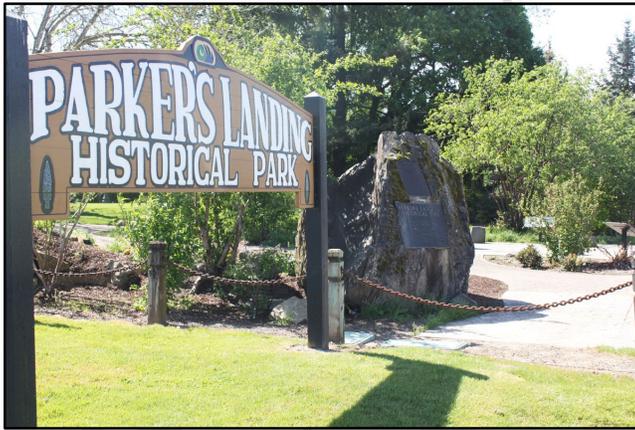
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Natural Play Area in Washougal Waterfront Park

PARKER'S LANDING HISTORICAL PARK

Parker's Landing Historical Park is located adjacent to Marina Park (Figure 6). The park commemorates David C. Parker, on whose Donation Land Claim this site is located. In 1985, the Port formed the Parkersville National Historic Site Advisory Committee to act as an advisory body to the Commission for this historic area's development. The Park includes multiuse paths, a recognition plaza, historical interpretive signage, replicas of Chinook canoes, restrooms, and picnic shelters.



Entrance to Parker's Landing Historical Park

Primary Port Assets Summary

Property Name	Port Acreage	Existing Zoning	Future Land Uses	Number of Parcels	Number of Buildings
Industrial Park	300 Acres	Heavy Industrial	Industrial	39	34
Steigerwald Commerce Center	75 Acres (within the Industrial Park)	Heavy Industrial	Industrial	17	4
Captain William Clark Park	75 Acres (within the Industrial Park)	Parks/Open Space	Open Space/Recreation	1	11
Grove Field Airport	111 Acres	Airport	Aviation	12	13
Parker's Landing Marina	5 Acres	Highway Commercial	Marina	4	7
Marina Park	≈ 1.5 Acres	Public Facilities	Recreation	4	0
The Waterfront at Parker's Landing	30+ Acres owned by the Port	Highway Commercial	Mixed Use	8	2
Washougal Waterfront Park and Trail	2.50 Acres (within the Waterfront at Parker's Landing)	Highway Commercial	Recreation/Mixed Use	1	2
Parker's Landing Historical Park	1.50 Acres	Public Facilities	Recreation	1	0
Port Levee Trail	4 miles	Public Facilities	Recreation	3	0

**Approximate totals based on parcel-specific and non-parcel-specific (right-of-way, critical areas, aquatic land, etc.) areas that comprise each asset.*

Please refer to Appendix A for a detailed list of all properties under Port ownership.

5 CAPITAL IMPROVEMENT PLAN

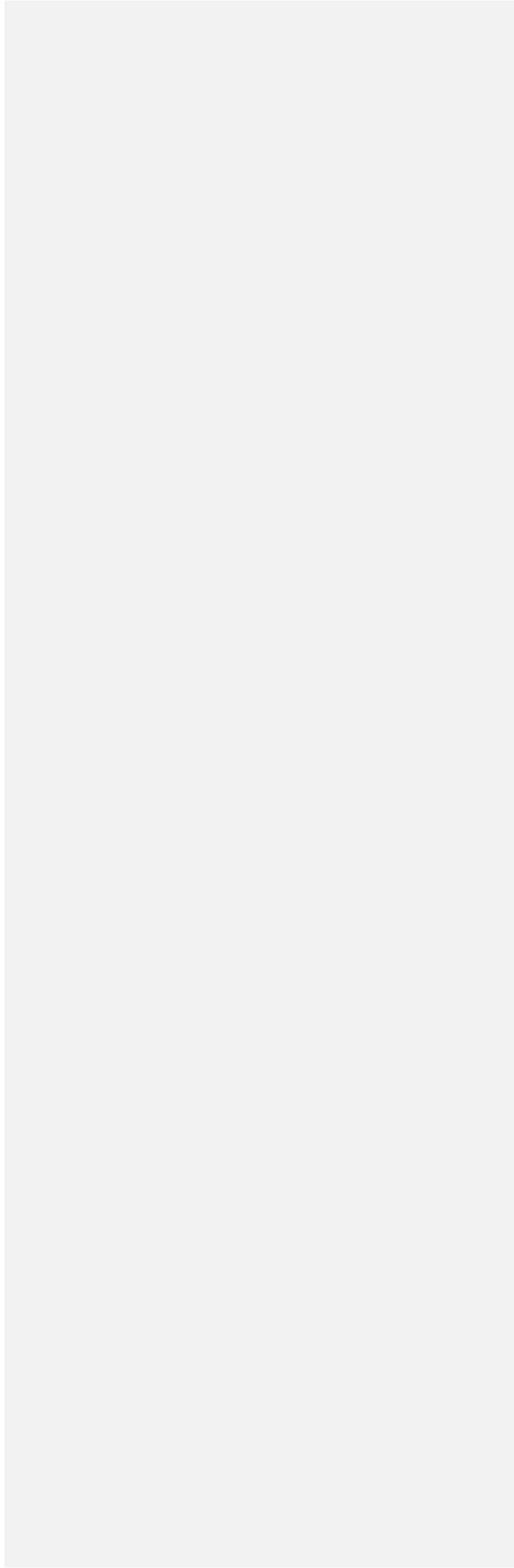
Capital Improvement Plan

The Port's Capital Improvement Plan (CIP) includes any anticipated project that would improve or maintain an asset if the cost to do so would exceed \$5,000. The Port's 2021 annual CIP is summarized below, and a more detailed project-specific CIP is included as Appendix B.

Category/Site	Budget
Marina	\$2,166,788
Airport	\$113,887
Real Estate/Industrial Park	\$6,821,150
Levee	\$25,000
Parks	\$5,000
Administrative Office	\$280,000
Vehicles/Equipment	\$85,000
Total Capital Improvement Projects 2021	\$9,437,938
Carryover Capital Improvement Projects 2020	\$58,887

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APPENDIX A
DETAILED PORT PROPERTY LIST



Industrial Park

Parcel Number	Acres	Number of Buildings per Parcel
71281109	2.01	2
71281124	1.98	1
71069069	0.25	None
71079100	3.31	None
71281157	7.52	None
986029668	4.68	1
71275011	74.74	11
71079005	2.02	1
71281121	10	2
986029669	1.74	None
986029671	2.1	None
986029673	7.96	1
71281154	7	2
71281145	10.63	4
986028319	1.73	1
986028320	1.47	1
986028317	2.15	1
986028318	1.39	1
71281148	7.26	None
71281146	0.3	None
71281147	0.46	None
71281190	1.07	1
71281194	1.45	1
986034708	10.91	None
986028315	2.39	1
986034705	2.74	1
986028316	6.22	1
986034712	5.84	None
986043080	2.69	None
986043081	3.71	None
986043082	3.85	None

986043083	3.91	None
986034704	1.44	None
986034710	1.44	None
986043084	2.41	None
986043085	2.41	None
986043086	5.98	None
986034707	1.62	None
986034709	2.06	None
Total Acres of Asset	212.84	
Total Number of Buildings	34	
Total Number of Parcels	39	

Steigerwald Commerce Center (Within the Industrial Park)

Parcel Number	Acres	Number of Buildings Per Parcel
986034708	10.91	None
986034712	5.84	None
986028316	6.22	1
986043078	3.03	None
986028315	2.39	1
986034709	2.06	None
986034705	2.74	1
986034704	1.44	None
986043079	2.94	None
986043080	2.69	None
986043081	3.71	None
986043082	3.85	None
986043083	3.91	None
986043084	2.41	None
986043085	2.41	None
986043086	5.98	None
986034707	1.62	None
986034710	1.44	None
Total Acres of Asset	65.59	

Total Number of Buildings	3
Total Number of Parcels	18

Captain William Clark Park (Within the Industrial Park)

Parcel Number	Acres	Number of Buildings Per Parcel
71275011	74.74	11
Total Acres of Asset	74.74	
Total Number of Buildings	11	
Total Number of Parcels	1	

Grove Field Airport

Parcel Number	Acres	Number of Buildings Per Parcel
175489000	20.35	8
175495000	0.8	None
175464000	2.42	None
175479000	0.72	3
175534000	1.33	None
175471000	16.02	None
175535000	0.37	None
175050000	31.71	None
175478000	10.07	None
175474000	20.78	2
175503000	1.91	None
175511000	4.02	None
Total Acres of Asset	110.5	
Total Number of Buildings	13	
Total Number of Parcels	12	

Parkers Landing Marina

Parcel Number	Acres	Number of Buildings Per Parcel
73139074	0.14	1
73139079	0.19	None
73139077	0.11	None
73134152	4.33	6
Total Acres of Asset	4.77	
Total Number of Buildings	7	
Total Number of Parcels	4	

Marina Park

Parcel Number	Acres	Number of Buildings Per Parcel
73139110	0.28	0
73139106	1.67	0
73139102	0.64	0
73139104	0.27	0
Total Acres of Asset	2.86	
Total Number of Buildings	0	
Total Number of Parcels	4	

The Waterfront at Parker's Landing

Parcel Number	Acres	Number of Buildings Per Parcel
73134179	10.01	2
73134153	5.47	None
73139042	0.31	None
73139062	9.05	None
75108080	4.35	None
71453000	0.2	None

71791000	1.11	None
73139052	1.54	None
Total Acres of Asset	32.04	
Total Number of Buildings	2	
Total Number of Parcels	8	

Washougal Waterfront Park (Within the Waterfront at Parker's Landing)

Parcel Number	Acres	Number of Buildings Per Parcel
73134179	10.01	2
Total Acres of Asset	10.01	
Total Number of Buildings	2	
Total Number of Parcels	1	

Parker's Landing Historic Park

Parcel Number	Acres	Number of Buildings Per Parcel
73134162	1.41	0
Total Acres of Asset	1.41	
Total Number of Buildings	0	
Total Number of Parcels	1	

APPENDIX B

CAPITAL IMPROVEMENT PLAN

[To be included at the end of the calendar year, following a public hearing, and consisting of the annual (or longer) capital budget]

DRAFT

PROPOSED MODIFICATIONS TO RATES & FEES
January 1, 2022

RATES	Proposed Rate Adjustment
Airport Lease Rate Adjustment	10%
Marina Lease Rate Adjustment	10%

FEES	Current Fee	Proposed Fee
Airport Electric Rates	\$17	\$22
Airport Relocation Fee	\$50	\$75
Marina Non-Metered Electric Rates	\$19/\$21	\$25
Marina Relocation Fee	\$50	\$75
Marina Termination Fee	\$50	\$100
Launch Ramp Permits	\$50/\$35	Eliminate, LR tickets only

SUBLEASE OF MOORAGE (cont.) / TERMINATION / WAITING LIST-GENERAL

SUBLEASE OF MOORAGE (CONT.)

Under a Port Sublease, the sublessee shall complete a sublease agreement with the Port, and is responsible for paying the full normal monthly lease rate.

The Moorage Tenant shall remain the primary lessee of the slip and shall retain continued right to occupy the assigned slip until formal termination of the lease.

TERMINATION OF MOORAGE

Slip Termination: Termination of a Moorage Lease Agreement requires a thirty (30) day written notice by either party.

Upon Death: Upon the death of a Moorage Tenant of record, moorage rights may be passed to an immediate family member, namely the spouse, child, father or mother. Documents defining ownership of the boat and the relationship of the family member to the deceased (birth certificate, marriage certificate, etc.) may be required by Marina Management. Once the relationship has been established, moorage will be reassigned as specified by the Last Will & Testament or by the wishes of the family.

WAITING LIST - GENERAL

It is Port policy to maintain a Waiting List for new moorage for Marina Users and the opportunity to change slips for Moorage Tenants. The Port will satisfy requests and make changes in slip assignments while meeting the operational requirements of the Marina.

The Waiting List is processed by date of application, and moorage is assigned in that order, with consideration given to overall length, beam, draft and operating characteristics of the vessel. **As of July 1, 2021 there is no priority given to Moorage Tenants over Non-Tenants on the waitlist.**

Waiting List members are responsible for keeping the Port Office advised of current **contact information**.

As a courtesy to the Port and to others, it is requested that the Port be notified when you wish to withdraw from the Waiting List. No refunds will be issued.

WAITING LIST-NON-TENANTS / WAITING LIST-TENANTS / WATER

WAITING LIST - NON TENANTS

Non-Tenants wishing to be placed on the Waiting List for moorage (hereafter 'Applicant') must fill out a Waiting List Application **on the Port website or in the Port office.**

Once on the Waiting List, Applicants who need to move to a larger or smaller slip category on the Waiting List due to the purchase of a different boat must contact the Port Office. Their position in the new category will be determined by the date their name was first placed on the Waiting List.

Applicants shall be charged a nonrefundable Waiting List fee with the Application. **This fee is charged annually by calendar year. Regardless of the date on the Waiting List Application, Applicants will be re-billed each December for the next calendar year. Failure to pay by December 31st will result in removal from the Waiting List on January 1st.**

When a slip is offered, Applicant shall have a reasonable amount of time to consider the offer and respond. If Applicant declines, he/she shall be **moved to the end of the Waiting List**

Applicants will be removed from the Waiting List in the case of non-payment of annual Waiting List fee or if Applicant requests to be removed.

WAITING LIST - TENANTS

Moorage Tenants requesting to move to a different slip based on personal preference or who are purchasing a larger or smaller boat which does not meet the Dimensional Criteria of their assigned slip must:

- Contact the Port Office with a description of the boat to be purchased.
- Based on that description, they will be placed on the Waiting List for an appropriate sized slip. (Example: 34' vessel = 35' Waiting List)

A Relocation Fee will be charged upon each slip reassignment. (Does not apply to Tenants relocated at Port's request.)

When a slip is offered, Moorage Tenant shall have a reasonable amount of time to consider the offer and respond. If declined, the Moorage Tenant shall be moved **to the end of the** Waiting List.

WATER

The water supply to the Port area comes from the City of Washougal and is available throughout the Marina area. Moorage Tenants and Marina Users must provide their own hoses.

During the winter months, the water system is shut off and drained. Water can only be obtained at the entrance to Gate 3, near the staging area.


POLICIES & PROCEDURES MANUAL

Section:	EXECUTIVE POLICY & PROCEDURES	Revision Date:	
Subject:	TELEWORK POLICY	Adoption Date:	

A. Purpose

The purpose of this policy is to allow employees to work at alternate work location for all or part of their workweek. Teleworking can improve productivity and job performance as well as promote administrative efficiencies (e.g., reducing office and parking space), reduce traffic congestion and transportation costs, support continuity of operations plans, and sustain the recruitment and retention of a highly qualified workforce by enhancing work/life balance.

Teleworking is a flexibility that may be available to some positions within the Port of Camas-Washougal. Telework is the planned practice of regularly working from a non-organization address. This is most typically the employee's residence.

B. Policy

Teleworking is a voluntary work alternative that is appropriate for some employees and some jobs but not all employees and all positions. No Port of Camas-Washougal employee is entitled to or guaranteed the opportunity to remote work. Certain categories of positions are ineligible for Telework. For positions eligible for Telework (see Section A below), whether a particular employee may Telework is a decision made on a case-by-basis taking into consideration an evaluation of the likelihood of the employee succeeding in a Telework arrangement and an evaluation of the Supervisor's/Manager's ability to manage Teleworkers.

Telework may also be considered on a case by case basis as a reasonable accommodation as provided by the Employee Reasonable Accommodation Policy and Procedure for qualified employees with disabilities.

Employees who are approved for Telework will be required to sign a Telework agreement with the Port of Camas-Washougal consistent with this Policy. Employees are only authorized to perform Port business using Port IT- approved devices.



POLICIES & PROCEDURES MANUAL

Section:	EXECUTIVE POLICY & PROCEDURES	Revision Date:	
Subject:	TELEWORK POLICY	Adoption Date:	

All Teleworking employees perform essentially the same work that they would in the central workplace in accordance with their same performance expectations and other agreed-upon terms. Telework agreements may be established for a long-term or short-term period.

An employee's classification, compensation, and benefits will not change if the employee is either approved or disapproved for teleworking.

The Port of Camas-Washougal may establish Teleworking as a condition of employment, based on the Port of Camas-Washougal's business needs. In such cases, this requirement should be included when the position is advertised and in correspondence offering employment.

C. Eligible Positions and Employees

Supervisors/Managers, in consultation with Human Resources, will analyze the nature of a position and how the work is performed and determine which positions are appropriate to designate or approve for Teleworking. Several factors should be considered in determining the feasibility of Teleworking, including the Port of Camas-Washougal's ability to supervise the employee adequately and whether any duties require use of certain equipment or tools that cannot be replicated at home. Other critical considerations include whether:

- There is a need for face-to-face interaction and coordination of work with other employees.
- In-person interaction with outside colleagues, clients, or customers is necessary.
- The position in question requires the employee to have immediate access to documents or other information located only in the workplace.
- The remote work arrangement will impact quality or Port operations or increase workload for other employees.



POLICIES & PROCEDURES MANUAL

Section:	EXECUTIVE POLICY & PROCEDURES	Revision Date:	
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- The position can be structured to be performed independently of others with minimal need for support and little face-to-face interaction.

Performance can be measured by quantitative or qualitative results-oriented standards, not time spent doing the job.

Typically, a position being designated as Telework eligible indicates that partial rather than full-time remote working is feasible. Human Resources, in consultation with the departments, will also identify broad categories of positions that are not eligible for Teleworking, including but not limited to direct service and place-specific positions such as maintenance workers, receptionist positions. This list of positions is not exclusive, and Human Resources reserves the right to identify other positions that are not eligible for Teleworking.

If an employee in an eligible position requests approval for Teleworking, the Supervisor/Manager, in consultation with the Human Resources, will determine whether the employee is eligible. Generally, the following conditions must be met to approve an employee for Teleworking:

- The employee has been in the position for at least twelve months.
- The employee has no active formal disciplinary actions on file for the current or immediately preceding review period.
- The employee has a demonstrated ability to work productively on his/her own and is self-motivated and flexible; and
- The employee received at least a satisfactory evaluation in the previous evaluation cycle.

Supervisors/Managers must ensure that telecommuting decisions are made for appropriate, non-discriminatory reasons.



POLICIES & PROCEDURES MANUAL

Section:	EXECUTIVE POLICY & PROCEDURES	Revision Date:	
Subject:	TELEWORK POLICY	Adoption Date:	

D. General Expectations and Conditions

- 1. Compliance with Policies:** Employees must agree to comply with Port rules, policies, practices and instructions and understand that violation of such may result in the termination of the remote work arrangement and/or disciplinary action, up to and including dismissal. Employees who Telework will be subject to the same policies as other employees.
- 2. Hours of Work:** The total number of hours that teleworking employees are expected to work will not change, regardless of work location. The Port also expects the same level of productivity from Teleworking employees that is expected from employees at the central workplace. Teleworking employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the Port. Hours worked in excess of those specified in the Teleworking agreement will require the advance approval of the Supervisor/Manager.
Supervisors/Managers may require employees to report to a central workplace as needed for work-related meetings or other events or may meet with employee in the alternate work location as needed to discuss work progress or other work-related issues. Any employee who is Teleworking must be available during established work hours and provide timely response to email, phone calls etc.
- 3. Use of Leave:** Employees cannot use teleworking in place of sick leave, Family and Medical Leave, Workers' Compensation leave, or other types of leave. However, the Port may determine whether it is appropriate to offer Teleworking as an opportunity for partial or full return to work following an injury or illness and the criteria normally applied to decisions regarding the approval of Teleworking.
- 4. Liability:** The Port assumes no responsibility for injuries occurring in the employee's alternate work location outside the agreed upon work hours or for injuries that occur during working hours but do not arise out of and in the course of employment. The Port also assumes no liability for damages to employee's real or personal property resulting from participation in the Telework work program.

Section:	EXECUTIVE POLICY & PROCEDURES	Revision Date:	
Subject:	TELEWORK POLICY	Adoption Date:	

Workers' compensation coverage is limited to designated work areas in employees' homes or alternate work locations. Employees agree to practice the same safety habits they would use at the Port and to maintain safe conditions in their alternate work locations. Employees must follow normal procedures for reporting illness or injury.

- 5. Equipment and Materials:** Employees are expected to be able to set up a remote office and use Port-owned equipment without direct physical help from organization. Normally, the Port will provide equipment and materials needed by employees to effectively perform their duties.

Telework employees may use Port-owned equipment only for legitimate Port purposes. Employees are responsible for protecting Port-owned equipment from theft, damage and unauthorized use. The Port will maintain, service and repair Port-owned equipment used in the normal course of employment.

Employees are responsible for the safe and secure transportation of Port-owned equipment to and from their telework site.

Employees are expected to have sufficient telephone arrangements to perform their work and to participate in telephone conferences during agreed-upon work hours.

Employees are expected to have sufficient Internet access to perform their work and participate in Web/Zoom meetings while working at a Telework worksite.

- 6. Costs of Telecommuting:** The Port assumes no responsibility for operating costs, home maintenance, or other costs incurred by employees in the use of their homes as a Telework alternate work locations.
- 7. Information:** Employees must safeguard Port information used or accessed while Teleworking. Telework employees must agree to follow the Port Network & Computer Use policy and Personally Owned Cell Phone policy to ensure security of confidential or proprietary information. All electronic equipment and correspondence are subject to the Port Public Records Policy.


POLICIES & PROCEDURES MANUAL

Section:	EXECUTIVE POLICY & PROCEDURES	Revision Date:	
Subject:	TELEWORK POLICY	Adoption Date:	

- 8. Separation or Discontinuation:** Upon separation of employment, or discontinuation of a Telework agreement, whichever comes first, all Port property issued to the teleworking employee must be returned.

E. Telework Agreement

All telework agreements require the prior approval of a Supervisor/Manager and may be changed at the discretion of the Supervisor/Manager. Telework may be permissible for some jobs and not all jobs.

Employees are responsible for ensuring a safe work environment when telecommuting or teleworking. Employees are also responsible to meet the expectation of their job regardless of where the job is done. Supervisors are responsible for monitoring compliance with these types of agreements, relevant policies, performance standards, expectations for work product and productivity, and time accountability.

F. Technology Support

The Port IT Department will only provide device support that relates to Port devices and connections.



Telework Agreement

Employee Information

Name: _____

Job title: _____

Department: _____

FLSA status: Exempt Nonexempt

This Telework agreement will begin and end on the following dates:

Start date: _____ End date: _____

Telework work location: _____

Employee schedule:

The employee is scheduled to telework the following days:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

The employee's hours on telework days when they are available to manager and coworkers are:

_____ to _____

In office days will be:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

The employee's hours for office days are:

_____ to _____

The employee agrees to the following conditions:

The employee will remain accessible and productive during scheduled work hours.

Nonexempt employees will record all hours worked and break and meal periods taken in accordance with regular timekeeping practices.



Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.

The employee will report to the employer's work location as necessary upon directive from his or her supervisor.

The employee will communicate regularly with his or her supervisor and co-workers, which includes a weekly written report of activities if required by manager.

The employee will comply with all Port of Camas-Washougal rules, policies, practices and instructions that would apply if the employee were working at the Ports work location.

The employee will maintain satisfactory performance standards.

The employee will make arrangements for regular dependent care and understands that telework is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities.

The employee will always maintain a safe and secure work environment.

Communication

In order to maintain close communication and standards of professionalism while working from a remote location, the telework employee shall:

- Notify their manager, coworkers, and receptionist of any change in the posted telework schedule.
- Be available to manager and coworkers by telephone and email during stated work hours.
- Return calls and emails in a timely manner.
- Any required communication with manager – such as daily contact.
- Have Port calls forwarded to the remote site.
- Answer the telephone professionally during stated work hours.

The telework employee will agree with their manager on a plan for receiving assignments, returning assignments, and reporting to the manager on telework days.

The employee will maintain contact with their work unit and colleagues, including attending meetings on telework days when requested to do so by their manager.



Safety

The employee confirms that they have a suitable place to work at the alternate work location and that to the best of their knowledge the worksite is safe from conditions that could pose a hazard to health and safety or danger to equipment.

The alternate work location is considered an official Port worksite for purposes of worker's compensation. The employee must report any injury to their manager immediately.

Employee acknowledges that workers' compensation coverage is limited to designated work areas in the employee's homes or alternate work locations and that worker's compensation does not cover accidents to family members or other third parties at the telework site.

Employees agree to practice the same safety habits they would use at the Port and to maintain safe conditions in their alternate work locations.

Equipment & Expenses

The employee and manager shall determine the minimum equipment (including furniture) and software necessary for the employee to complete assignments from the remote location in a timely, efficient, and professional manner. In determining which equipment (if any) shall be provided by the Port, the manager may consult other departments within the Port as to appropriateness and availability.

Any equipment provided by the Port must be properly inventoried and listed in this agreement, and this agreement must be kept updated if equipment is returned or if new equipment is assigned. The employee is required to return any Port property upon request.

The employee represents that the telework site has sufficient telephone ability/arrangements to perform their work and to participate in telephone conferences during agreed-upon work hours.

The employee represents they have sufficient Internet access to perform their work and participate in Web/Zoom meetings while working at the Telework worksite.

The Port will maintain all Port-owned equipment. The employee will not perform maintenance or repairs on Port-owned equipment without prior approval. The employee is responsible for all maintenance and repairs of employee-owned equipment, if any is approved for telework use.

The employee is responsible for protecting Port-owned equipment from theft, damage and unauthorized use. The employee is responsible for the safe and secure transportation of Port-owned equipment to and from the telework site.

The employee may be allowed to install Port-owned equipment or software upon approval. Without approval, the employee must schedule installation with the Port IT Department.

Only Port-owned software may be installed in Port-owned equipment. The employee may not install or download any other software without approval.

All software used for teleworking, whether owned by the Port or the employee must properly be licensed by the software manufacturer.

If new software is required for telework, it will be provided by the Port.



The employee is responsible for ongoing operating costs, such as telephone service fees, Internet fees, utility costs, homeowner’s or renter’s insurance and furniture or equipment rental fees unless the Port agrees in writing and in advance to pay for or reimburse such costs.

The Port will normally reimburse travel and cell phone expenses as per the standard reimbursable expenses.

The employee should never purchase or rent equipment, services, or supplies on the assumption that the Port will reimburse the cost. Prior manager approval should be obtained.

The Port of Camas-Washougal or Employee will provide the following equipment:

Equipment	Provided By:		Inventory Number
	Employee	Organization	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

The employee agrees that Port-owned equipment will not be used by anyone other than the employee and only for Port -related work. The employee will not make any changes to security or administrative settings on the Port equipment. The employee understands that all tools and resources provided by the Port shall always remain the property of the Port.

The employee agrees to protect Port tools and resources from theft or damage and to report theft or damage to his or her manager immediately.

The employee agrees to comply with the Port’s policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary Port and customer information accessible from their home offices.



Reimbursement

The Port will reimburse employee for the following expenses:

Employee will submit expense reports with attached receipts in accordance with the Port's expense reimbursement policy.

Use of Leave

The employee understands that teleworking can be used in place of sick leave, Family and Medical Leave, Workers' Compensation leave, or other types of leave.

Liability.

The employee acknowledges that the Port has no responsibility for injuries occurring in the employee's alternate work location outside the agreed upon work hours or for injuries that occur during working hours but do not arise out of and in the course of employment. The Port also assumes no liability for damages to employee's real or personal property resulting from participation in the Telework work program.

Information.

Employee must safeguard Port information used or accessed while Teleworking. Employee agrees to follow the Port Network & Computer Use policy and Personally Owned Cell Phone policy to ensure security of confidential or proprietary information. All electronic equipment and all telework records are subject to the Port Public Records Policy and state Public Records Act.

Termination

The agreement is not a guarantee of employment and can be terminated at any time by either The Port or employee. A telework arrangement may never be allowed to continue uninterrupted if it is detrimental to work quality, customer service, the work unit, or the organization. In such situations the manager will make a good faith effort to work with the employee to resolve the situation, but if the problem cannot be resolved, the manager has a responsibility to terminate the agreement.

The employee agrees to return Port equipment and documents within 24 hours of termination of employment.

Employee

The employee understands that all terms and conditions of employment with the Port remain unchanged, except those specifically addressed in this agreement.



The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

By signing, the employee states they have read, understood, and agree to the terms and conditions of this Telework agreement and Telework Policy:

Check here is this telework is approved by the Port as an opportunity for partial or full return to work following an injury or illness,

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

Human resources signature: _____ Date: _____



POLICIES & PROCEDURES MANUAL

Section:	EMPLOYMENT PRACTICES - PERSONNEL	Revision Date:	2004, 2013
Subject:	WELLNESS PROGRAM	Adoption Date:	1997

BACKGROUND: The Port recognizes the benefits to both employers and employees of workplace programs that promote and support employee health and wellness. Worksite wellness programs have been shown to increase productivity, reduce absenteeism and on-the-job injuries, and improve morale and the quality of life for employees. Wellness programs can also play an important role in containing health care costs for employers and individual employees.

In order for wellness programs to have the greatest impact on reducing health care costs and improving the overall health status of a majority of employees, they need to primarily focus on preventing healthy employees from developing chronic diseases by reducing employee risk factors. This can be done most effectively by changes to policies and work environments that increase opportunities and support for employees to become more physically active, select healthier foods, avoid tobacco and manage stress. Wellness programs can also offer interventions to employees with existing chronic disease conditions to help them better manage those conditions and prevent the further progression of those diseases through early screening and disease management programs.

PURPOSE: Amending Resolution 13-04, 17-00 and 13-97.

1. Raise awareness among employees regarding the importance of lifestyle behaviors that promote good health and provide employees information and resources on how to make changes that reduce their risk for chronic diseases.
2. Promote and support employees in being more physically active, having access to healthier foods, avoiding tobacco and managing stress both at work and outside the workplace.
3. Provide programs and activities at the workplace that offer employees increased opportunities to be physically active, eat healthier foods, stop using tobacco and manage stress.
4. Elicit ongoing employee feedback to plan and implement programs, both at work and outside the workplace, that meet the needs and interests of employees and support the rationale for maintaining a wellness program for Port employees.



POLICIES & PROCEDURES MANUAL

Section:	EMPLOYMENT PRACTICES - PERSONNEL	Revision Date:	2004, 2013
Subject:	WELLNESS PROGRAM	Adoption Date:	1997

POLICY:

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 53.08.170, the Board of Port Commissioners has the authority to establish the benefits for employees of the Port, subject to those conditions as the port commission may provide by resolution.
3. The Port of Camas-Washougal has adopted the health reimbursement arrangement (HRA) plans offered and administered by the Voluntary Employees' Beneficiary Association (VEBA) Trust for Public Employees in the Northwest ("Plan"). The Plan is designed with a variety of coverage options to allow for the maximum benefit permitted by applicable law. Employer agrees to contribute to the Plan on behalf of all employees defined as eligible to participate in the Plan, in accordance with Plan and regulatory limitations. The Plan must receive an enrollment file for each eligible employee to become a participant and become eligible for benefits under the Plan.

Contributions on behalf of each eligible employee shall be based on the following:

Direct Employer Contributions: Eligible employees are Regular Full-Time and Part-Time Employees. Employer contributions shall be equal to \$35.00, which shall be contributed on a monthly basis on behalf of all eligible employees. Employer contributions are tax-free, defined contribution accounts for employees to reimburse qualified medical, dental, vision and tax qualified long-term care premiums and non-covered healthcare expenses of the employees and their qualified dependents.

The Chief Executive Officer, Human Resources Manager or other person or committee is authorized to execute documents and establish procedures and provide direction to any Plan representatives, service providers, and advisors, consistent with Plan and Trust provisions and applicable Employer policies necessary to effect the adoption and administration of the Plan.

4. The Wellness Program's primary focus is on preventing healthy employees from developing a chronic disease by reducing their behavioral risks factors in the following five (5) areas:
 - A. **Physical Activity** - provide workplace opportunities to help employees become more physically active on a daily basis. This can look like:
 1. Advocate workplace activities that promote physical activity such as physical activity breaks during meetings, walking meetings and organized walking groups.
 2. Encourage directors and supervisors to allow employees to use flex-time work schedules and established break and lunch times to engage in physical activity during the workday as long as it does not interfere with their regular work duties.



POLICIES & PROCEDURES MANUAL

Section:	EMPLOYMENT PRACTICES - PERSONNEL	Revision Date:	2004, 2013
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3. Port offices/facilities to offer employees both indoor and safe outdoor opportunities at the workplace for walking and other fitness activities.

B. Healthy Eating - promote employees making food choices based on sound nutrition principles:

1. Offer healthy food options at Port-sponsored events where food is offered.
2. Provide clean drinking water to employees through water filtration systems.
3. Provide practical nutrition information to assist employees in making healthier food choices. These may include optional lunchtime nutrition "lunch and learn" classes and weight management classes that are requested and organized by interested employees.
4. Provide employees with the basic facilities necessary for the hygienic storage and preparation of lunch. This would include a sink, refrigerator and microwave.
5. Provide a break/eating area with tables and chairs for employees.

C. Tobacco Cessation - provide tobacco-free workplace.

1. Definition of tobacco includes cigarettes, chewing tobacco, pipes, cigars and any product w/nicotine in it; except nicotine replacement therapy products.
2. Port facilities prohibit tobacco use in port buildings and within 25 feet of port buildings. Port employees or guests are also prohibited from using tobacco in port vehicles.
3. Port employees are prohibited from using tobacco products while meeting with clients or constituents.
4. Information on tobacco cessation resources should be offered to all Port employees and not just to tobacco users. It is important to avoid targeting tobacco users, as employees with family members or friends who use tobacco would also benefit from receiving tobacco cessation information.

D. Stress Management - provide programs at the worksite that help employees identify the causes of stress in the workplace and assist them in developing and using strategies for reducing and better managing stress.

1. Training for staff on behavioral changes that may help manage individual stress.
2. Environmental changes to help reduce or manage stress for employees.
3. Training for managers/supervisors on management skills to reduce conflict and stress in the workplace.

Section:	EMPLOYMENT PRACTICES - PERSONNEL	Revision Date:	2004, 2013
Subject:	WELLNESS PROGRAM	Adoption Date:	1997

5. Time management, organizational and planning skills.

E. **Ergonomic issues** - provide general education and ergonomic self-assessment tools and work stations.

1. Provide stand up desks to those interested.
2. Shared ergonomic ball chair.
3. Ergonomic computer and phone stations.
5. Mobile equipment that is ergonomically correct.

5. A secondary focus for the Wellness Program is offering assistance to employees with existing health conditions to help them better manage those conditions and providing clinical services for their early detection.

A. Provide professional hearing testing for all employees with the cost paid by the Port.

B. Provide on-site flu clinic or allow an employee to take time off work to get the flu shot with the Port paying the employee's out-of-pocket cost to have this shot administered. If the employee's health plan provides this service at no cost, an employee should use that benefit in order to reduce out-of-pocket costs.

C. Provide safety meetings once every quarter to reduce job-related injuries and address health hazards in the workplace.

D. At-Risk Employees: offer programs for employees who are at increased risk for premature death or who request specific programs to assist them in making positive choices in future health behaviors. Examples include employees with specific physical conditions such as diabetes or hypertension.

E. Preventive Health Screening Services: Provide all interested employees access to preventive health screening services. **Access to health screening services may be on-site or information may be given to employees to access off-site.** This would include blood pressure screening for hypertension and body mass index screening. **Screening might also include** cholesterol and diabetes screening.

6. Employees will not be individually targeted for participation in any health-related program and their participation in any such program shall be kept strictly confidential and not recorded as part of their personnel file.

**LEASE
BUILDING 8**

THIS LEASE is made and entered into this day by and between the PORT OF CAMAS-WASHOUGAL, a municipal corporation organized and existing under the laws of the state of Washington, hereinafter called “Lessor”, and CORROSION COMPANIES, INC, a Washington corporation authorized to engage in business and engaging in business in the State of Washington, hereinafter called “Lessee”.

W I T N E S S E T H:

Section 1. PREMISES LEASED: For and in consideration of the payment by Lessee of the rentals hereinafter specified, and performance by Lessee of the covenants and obligations hereinafter provided to be kept and performed by Lessee, Lessor does hereby lease, demise and let unto Lessee, Lessor’s Industrial Building No. 8 bay 2, 3, 4 and adjoining yard area, located at 3725 South Grant St, Washougal, Clark County, Washington 98671, as shown in Exhibit “A” attached hereto and incorporated by this reference (hereinafter called the premises). Lessee shall, in addition, have a right-of-way in common with others over and across private roads and streets giving access to the leased premises, which right-of-way shall terminate in the event such private roads and streets are dedicated to the public.

Section 2. TERM: The term of this Lease shall commence on July 1, 2021 and shall terminate on June 30, 2024. Upon the commencement of this Lease, the prior lease between Lessor and Lessee shall automatically terminate and this Lease shall be the only lease governing the premises from and after the commencement date of this Lease, provided that any obligations of Lessee that accrued prior to such termination and any obligations that survive termination of the prior lease shall not be terminated and shall survive such termination.

The term of this Lease may be extended for 2 additional period of 1 year upon the following conditions. Each extension shall be subject to the mutual agreement of Lessor and Lessee, each in its sole and absolute discretion. Lessee shall give Lessor written notice ninety (90) days prior to the expiration of the then current term regarding Lessee's intent to extend the Lease. Each extension shall be on the same terms, covenants, and conditions as provided in this Lease. Lessee shall not be entitled to extend if Lessee is in default under any term of this Lease at the time the extension is to commence.

Lessee shall give Lessor written notice ninety (90) days prior to the expiration of the then current term regarding Lessee's intent to extend the Lease or vacate the premises upon expiration of the then current term. The absence of timely notice from Lessee will be deemed to be notice that Lessee intends to vacate the premises upon expiration of the then current term.

If Lessee holds over after the expiration or termination of the term with Lessor's consent, such tenancy shall be deemed to be a holdover tenancy on a month-to-month basis. All other terms, covenants, and conditions of the Lease shall remain in effect, except that rent shall be increased by the same percentage as at the beginning of the last lease year. If Lessee holds over after the expiration or termination of the term without Lessor's consent, then such tenancy shall be deemed a holdover tenancy on a month-to-month basis, on the terms, covenants, and conditions of this Lease in effect at the expiration or termination of the term, except that rent shall be increased to 200% of the rent last payable under this Lease. This section does not grant any right to Lessee to holdover, and Lessee is liable to Lessor for any and all damages and expenses of Lessor as a result of any holdover.

Section 3. POSSESSION: Lessee shall have the right to possession of the premises

pursuant to this Lease commencing on the commencement date of the lease term.

Section 4. RENT: Lessee shall pay to Lessor, without any notice or demand, and without setoff or deduction, in addition to taxes, assessments and other charges required to be paid hereunder by Lessee, rent for the premises in the following monthly rent:

Rent for 7/1/21 to 6/30/22: \$6,162.25 per month
Rent for 7/1/22 to 6/30/23: \$6,648.62 per month
Rent for 7/1/23 to 6/30/24: \$6,848.08 per month

Extension Period:

Rent for 7/1/24 to 6/30/25: \$7,053.52 per month
Rent for 7/1/25 to 6/30/26: \$7,265.12 per month

In addition to the rental amounts specified above, Lessee shall pay to Lessor with each monthly rental payment the Washington State Leasehold Tax on the leased premises, which tax is currently 12.84% of the monthly rental payment. Rental payments are payable in advance on the 1st day of each month during the term of this lease.

Lessee agrees to pay a late charge, in an amount equal to 7% of the monthly rental payment then due with any rental or leasehold tax payment which is not received in full by Lessor by the tenth day of the month.

Section 5. PREPAID RENT AND SECURITY DEPOSIT: Upon execution of this Lease, Lessee shall deposit with Lessor the first month's base rent and leasehold excise tax in the amount of \$6,953.48 and \$0 towards a total security deposit in an amount equal to last month rent and leasehold excise tax. The security deposit shall be held by Lessor upon the following terms and conditions:

A. The security deposit is given to secure Lessee's performance of all obligations under the lease agreement, including without limitation, the payment of rentals under Section 4,

the use requirements of Section 10, and the utility provisions of Section 7.

B. Lessor shall maintain the security deposit as part of its general funds and not in a separate account for this deposit, with all interest attributable to the Lessor only.

C. Upon the expiration or sooner termination of this lease, Lessee shall only be entitled to return of said deposit if all conditions of this lease agreement have been complied with, and the leased premises has been returned to Lessor in its original and sound condition, free of debris, refuse, contamination and other materials. Lessor shall have the right to deduct all costs and damages resulting from Lessee's breach of any portions of this lease from the security deposit, and any interest thereon, to the maximum amount held by Lessor. Lessee shall be entitled to a refund of all or any portion of the security deposit which is not necessary to compensate Lessor for Lessee's breach, ninety (90) days from Lessee's vacation of the premises.

D. Nothing herein shall be construed to limit Lessor's right to seek other remedies, as authorized by law or this lease, for damages to the leased premises or violation of this lease.

Section 6. LEASE BOND: Lessor hereby waives its right to require a lease bond pursuant to RCW 53.08.085.

Section 7. TAXES AND UTILITIES:

Lessee shall pay all charges and assessments for or related to electricity, water, sewer, garbage disposal, phone, cable, and any and all other utilities and services which shall, during the term of this lease, be charged or imposed upon the premises.

Lessee shall pay all taxes, assessments, and other expenses arising from Lessee's possession of the premises, or operation of Lessee's business on the premises, or are required because of Lessee's operations to make the property conform to government regulations, or

which are imposed upon Lessee or Lessor due to the existence of this lease.

Lessee shall pay and discharge promptly, as the same becomes due and before delinquency, the taxes, assessments and other charges as described herein. Lessee shall pay, upon demand, the taxes, assessments and other charges on behalf of Lessor, or if this is not permitted by law, Lessee shall reimburse Lessor for the amount of any such tax, assessment and other charge paid by Lessor, provided that Lessee shall have the right to contest any such tax or assessment at its own expense.

Section 8. LIENS: Lessee shall keep the premises free and clear of all liens, including mechanic's, materialmen's, or other liens for work or labor done, and liens for services, materials, appliances and power performed, contributed, furnished or used or to be used in or about the premises, or in connection with any operations of Lessee, or any alteration, improvement, repair, or addition which Lessee may make, permit, or cause to be made or any work or construction by, for, or permitted by Lessee on or about the premises. Lessor shall not be responsible for liens caused by Lessee's activities on the premises.

Nothing in this lease shall be deemed or construed in any way as constituting the consent or request of Lessor, express or implied, by inference or otherwise, to any contractor, subcontractor, laborer, or materialman, for the performance of any labor or the furnishing of any materials for any specific improvement, alteration to, or repair of the premises or any part thereof, nor as giving Lessee any right, power, or authority to contract for or permit the rendering of any services or the furnishing of any materials that would give rise to the filing of any lien against the premises or any part thereof.

In the event that any lien, charge, or order for the payment of money described as the responsibility of Lessee in this section is filed against Lessor or any portion of the premises,

Lessee shall, at its own cost and expense, cause the same to be discharged of record or bonded within sixty (60) days after notice from Lessor to Lessee, in the manner provided in Section 26, of the filing thereof; and Lessee shall indemnify and save harmless Lessor against and from all costs, liabilities, suits, penalties, claims, and demands, including reasonable counsel fees, resulting therefrom.

Section 9. CONTESTING LIENS AND TAXES: Lessee may contest any lien set forth in Section 8 or any tax, assessment, or other charge which Lessee shall pay under Section 7, provided that Lessee notifies Lessor, in the manner provided in Section 26, of their intention to do so within sixty (60) days of the filing of such lien or within thirty (30) days of receipt of notice of such tax, assessment, or other charge; and provided further that Lessee posts a bond or other security with Lessor, prior to the contest, in an amount equal to the amount of the contested lien or tax, assessment, or other charge.

Within sixty (60) days of the determination of its validity, Lessee shall satisfy and discharge any remaining lien, or pay and discharge any remaining assessment, or other charge, and all penalties, interest, and costs in connection therewith. Satisfaction and discharge shall not be delayed until execution is had on any judgment rendered, nor shall satisfaction, payment and discharge be delayed until sale is made of the whole or any part of the premises on account thereof. Any such delay shall be a default of Lessee under this lease.

In the event of any such contest, Lessee shall protect and indemnify Lessor against all loss, expense, and damage resulting therefrom.

Section 10. USE OF PREMISES: Lessee covenants and agrees as follows:

A. To actively and continuously use the premises throughout the term of this Lease solely for fiberglass and composite parts manufacturing in the course of Lessee's business

and other uses incidental to Lessee's business. Lessee's use and all equipment utilized by Lessee within the premises shall fully comply with all local, State, and/or federal requirements and, in addition, Lessee shall have procured in advance all necessary permits or authorizations for such use from any local, state or federal agency, including, but not limited to, approval for the intended use from the Washougal Fire and Building Department prior to occupancy. Lessee shall not use the premises for other purposes without Lessor's prior written consent.

B. To use the adjoining front yard area for employee and guest parking, and to use the adjoining rear yard area for shipping and receiving of equipment and other goods in the course of Lessee's business, and temporary short-term staging of goods and equipment in connection with such shipping and receiving operations. In addition, Lessee may store up to 3 containers, 2 trailers, 2 storage rack, and oversized material in the rear yard area designated yellow in Exhibit A. Except as expressly permitted in this section, no equipment or other goods shall be stored in the rear yard area beyond the time reasonably necessary for a shipping or receiving operation. Except as expressly permitted in this section, Lessee shall not use any yard area for overnight parking, or storage of any vehicles, campers, boats, or trailers, or containers, sheds, or drums, or any other storage of any other thing whatsoever. Lessee shall at all times keep all yard areas area in good, clean, neat, orderly, and safe condition, free of any debris, and free of any material deemed objectionable by Lessor.

C. Not to use or occupy the premises, or permit the premises to be used or occupied, for other than legal purposes, or in a manner which shall violate any certificate of occupancy in force relating to any building or improvement hereafter erected thereon;

D. To conform to and abide by all lawful rules, laws and regulations in connection with the use of said premises and the operation of Lessee's business thereon, and not

to permit said premises to be used in violation of any lawful rule, law, regulation or other authority; and

E. Not to commit or permit any waste of the leased premises nor commit or permit the maintenance or commission of any nuisance on the premises.

Section 11. **NO REPRESENTATION:** Lessee has leased the premises after an opportunity for examination thereof and of the subsurface conditions beneath the same, and without any representation on the part of Lessor, except that Lessor states that it has no knowledge of any spill of hazardous materials or the presence of any hazardous materials on the leased premises as of the date of the commencement of the lease term. As used in this lease, the term “hazardous substances” or “hazardous materials” means any hazardous or toxic substances, materials or waste, including but not limited to those substances, materials, and wastes listed in the United States Department of Transportation Hazardous Materials Table (49 CFR 172.101) or by the Environmental Protection Agency as hazardous substances (40 CFR Part 302) and amendments thereto, or such substances, materials and wastes as are or become regulated under any applicable local, state or federal law. Subject to Lessor’s obligations under this Lease, Lessee assumes the sole responsibility for the condition, operation, maintenance and management of the leased premises.

Section 12. **IMPROVEMENTS:**

A. Lessee Improvements. Lessee shall not make any changes, alterations, or improvements to the leased premises or surrounding yard area (“Tenant Improvements”) without the written consent of the Lessor being first obtained, which shall not be unreasonably withheld.

All Tenant Improvements shall be performed by Lessee at its cost, and in compliance with all applicable law, including but not limited to all applicable building permit processes.

In the event Lessor consents to a proposed Tenant Improvement, such consent shall include Lessor's written determination as to whether Lessee shall be required to remove said improvement at the expiration or termination of this Lease. In the event no such written determination exists as to any proposed improvement made during the course of the Lease, then at the expiration or other termination of this lease, all improvements, which shall remain upon the Premises, shall upon Lessor's determination, as determined in its sole and absolute discretion, be either (1) removed and the Premises restored by Lessee at its sole cost and expense, or (2) become the property of Lessor.

All machinery, fixtures, portable buildings and equipment installed by Lessee and which are adapted only for the special use of Lessee, shall be considered to be trade fixtures and may be removed at the termination of the Lease by Lessee. Lessee shall at its own expense repair all damage caused by the removal of trade fixtures, and shall restore the Premises to its same condition as immediately prior to such removal.

Section 13. REPAIR AND MAINTENANCE: Lessor shall maintain the roof, outer walls, structural members, exterior plumbing, and landscaping on the premises at its own expense. Lessee shall be responsible for the cost of any repairs made pursuant to this paragraph which are caused by the intentional or negligent acts of its employees, agents or licensees. Lessee shall complete all repairs within 90 days by a Lessor approved contractor or utilize Lessor maintenance staff at the Lessor contract rate. Lessee agrees to reimburse Lessor for said repairs immediately upon demand.

Lessor shall have no liability to Lessee for incidental damages or property damage

suffered by Lessee as a result of its failure to maintain or repair those portions of the premises described above, its only obligation being to maintain or repair such portions of the premises. Lessee agrees to promptly notify Lessor of the need for exterior or structural repairs.

Except as provided above, Lessee agrees to maintain the premises and all improvements in a good state of repair and at the termination of this lease to return the premises and all improvements and adjoining yard area to Lessor in as good state and condition as the same are in at the time Lessee commences occupying same, reasonable wear and tear from the normal use thereof and fire or other casualty being excepted. Lessee agrees to keep all adjoining yard areas at all times in good, clean, neat, orderly, and safe condition, free from any debris, and free from any material deemed objectionable by Lessor.

Section 14. INDEMNITY: Lessee shall indemnify and save harmless Lessor from and against any and all liability, claims, damage, penalties, or judgments arising from any loss, injury, death or damage to person or property sustained by any person in or about the premises resulting from the act or omission of Lessee, Lessee's officers, agents, employees, contractors, and sublessees, or of any occupant, visitor, or user of any part of Lessee's premises. Lessee further covenants and agrees to indemnify and hold Lessor harmless against the claims of all and every person whomsoever arising out of or in any way connected with Lessee's occupation or use of the premises, except for claims by Lessor's employees or agents for injuries sustained during the course of employment through no fault of Lessee. Lessee shall pay all attorney's fees and other expenses incurred by Lessor in defending any and all suits which may be brought against Lessor or in which Lessor may be impleaded with others upon any of the aforementioned matters, except as may result from the acts set forth in the paragraph immediately below.

Lessor shall indemnify and hold harmless Lessee and its directors, officers, employees,

and agents, from and against any and all losses, claims, and damages arising from Lessor's gross negligence or intentional misconduct. Except for the gross negligence or intentional misconduct of Lessor or its agents, or employees, Lessor shall not be responsible for or liable for, and Lessee, notwithstanding that joint or concurrent liability may be imposed upon Lessor by a statute or court decision, hereby waives all claims against Lessor for any damage or injury to any person or to any property on or about the premises subject to this lease, including liability for costs, attorney's fees and reasonable expenses arising out of said claims.

Lessee covenants and agrees to reimburse Lessor for all costs or expenses of repair or replacement of any of Lessor's property damaged or destroyed as a result of Lessee's use or occupation of the premises or use of Port property or facilities. Lessee further covenants and agrees to carry liability insurance protecting itself and Lessor from all liability arising out of this Section 14. The provisions of this section shall survive the expiration or earlier termination of this lease.

Section 15. INSURANCE:

A. Lessee shall procure at its sole cost and expense and keep in effect from the date of this lease and at all times until the end of the term either Comprehensive General Liability insurance or Commercial General Liability insurance applying to the use and occupancy of the premises and the business operated by Lessee (or any other occupant) on the premises and providing coverage against all Lessee's liabilities pursuant to Sections 10-14 of this lease. Such coverage shall have a minimum combined single limit of liability of at least One Million Dollars (\$1,000,000.00) and such limit shall be increased from time to time to such amount as may be mutually acceptable to Lessor and Lessee in their reasonable judgment. All such policies shall be written to apply to all bodily injury, property damage, personal injury and

other covered loss, however occasioned, occurring during the policy term; shall be endorsed to provide that such coverage shall be primary; and that any insurance maintained by Lessor shall be excess insurance only.

B. Lessee shall furnish Lessor with acceptable evidence that the insurance is in effect and in amounts sufficient to satisfy this section. All insurance policies required by this Section shall provide that they shall not be reduced, canceled or substantially amended or modified as to terms without thirty (30) days advance written notice to Lessor. All insurance policies required to be carried under this lease shall be with recognized insurance carriers, having an A rating from A. M. Best Company or like or similar rating from an equally recognized rating company, acceptable to Lessor, and shall name Lessor as an additional insured. All such insurance shall provide for severability of interests; shall provide that an act or omission of one of the named insured shall not reduce or avoid coverage to the other named insureds; and shall afford coverage for all claims based on acts, omissions, injury and damage, which claims occurred or arose (or the onset of which occurred or arose) in whole or in part during the policy period. Such coverage shall be endorsed to waive the insurer's rights of subrogation against Lessor and Lessee if such waiver can be obtained at reasonable cost.

Lessee shall deliver to Lessor on or before the date on which the term commences, and thereafter at least ten (10) days before the expiration dates of expiring policies, certified copies of its insurance policies, or a certificate evidencing the same issued by the insurer thereunder, showing that all premiums have been paid for the full policy period; and in the event Lessee shall fail to procure such insurance, or to deliver such policies or certificates, Lessor may, at its option and in addition to Lessor's other remedies in the event of a default by Lessee hereunder, procure the same for the account of Lessee, and the cost thereof shall be paid to Lessor within ten (10)

days following written demand therefor.

Section 16. HAZARDOUS SUBSTANCES - LESSEE'S OBLIGATIONS: Lessee shall not, without Lessor's prior written consent, keep on or about the leased premises, for use, disposal, treatment, generation, storage or sale, any substances designated as, or containing components designated as hazardous, dangerous, toxic or harmful (collectively referred to as "hazardous substances"), and/or which are subject to regulation by any federal, state or local law, regulation, statute or ordinance. With respect to any hazardous substances, Lessee shall:

A. Comply promptly, timely, and completely with all governmental requirements for reporting, keeping and submitting manifests, and obtaining and keeping current identification numbers;

B. Submit to Lessor true and correct copies of all reports, manifests and identification numbers at the same time as they are required to be and/or submitted to the appropriate governmental authorities;

C. Within five (5) days of Lessor's request, submit written reports to Lessor regarding Lessee's use, storage, treatment, transportation, generation, disposal or sale of hazardous substances and provide evidence satisfactory to Lessor of Lessee's compliance with the applicable governmental regulation;

D. Allow Lessor or Lessor's agents or representatives to come on the leased premises during regular business hours, and after hours with three (3) hours advance notice to Lessee, to check Lessee's compliance with all applicable governmental regulations regarding hazardous substances;

E. Comply with minimum levels, standards or other performance standards or requirements which may be set forth or established for certain hazardous substances (if minimum

standards or levels are applicable to hazardous substances present on the premises, these levels or standards shall be established by an on-site inspection by the appropriate governmental authorities and shall be set forth in an addendum to this lease); and

F. Comply with all governmental rules, regulations and requirements regarding the proper and lawful use, sale, transportation, generation, treatment and disposal of hazardous substances.

Any and all costs incurred by Lessor and associated with Lessor's special or non-routine inspection of Lessee's premises and Lessor's monitoring of Lessee's compliance with this section, and including Lessor's attorneys' fees and costs, shall be additional rent and shall be due and payable to Lessor immediately upon demand by Lessor. However, Lessor shall solely bear the expense of inspections made on a routine basis, without reasonable cause to believe that Lessee is in violation of this section.

Lessee shall be fully and completely liable to Lessor for any and all cleanup costs and any and all other charges, fees, penalties (civil and criminal) imposed by any governmental authority with respect to Lessee's use, disposal, transportation, generation and/or sale of hazardous substances, in or about the leased premises.

Lessee shall indemnify, defend and save Lessor harmless from any and all of the costs, fees, penalties and charges assessed against or imposed upon Lessor (as well as Lessor's attorneys' fees and costs) as a result of Lessee's use, disposal, transportation, generation and/or sale of hazardous substances.

Upon Lessee's default under this section, in addition to the rights and remedies set forth elsewhere in this lease, Lessor shall be entitled to the following rights and remedies:

A. At Lessor's option, to terminate this lease immediately; and

B. To recover any and all damage associated with the default, including, but not limited to cleanup costs and charges, civil and criminal penalties and fees, loss of business and sales by Lessor and other lessees of the leased premises, and any and all damages and claims asserted by third parties and Lessor's attorneys' fees and costs.

The provisions of this section shall survive the expiration or earlier termination of this lease.

Section 17. ASSIGNMENT/SUBLETTING: Lessee shall not assign this lease nor sublet the whole or any part of the premises without the prior written consent of Lessor, in its sole and absolute discretion. Any such assignment or sublease shall not relieve Lessee from the responsibility of paying the rentals accruing under this lease or from keeping and performing all other obligations herein imposed upon and assumed by it. It is understood and agreed that any consent by Lessor to any assignment or subletting by Lessee shall not be considered or construed to be a consent to any subsequent assignment or subletting nor as a waiver of the right of Lessor to refuse to consent to any subsequent assignment or subletting.

Section 18. QUIET ENJOYMENT:

A. Lessee, upon paying the rent and all other sums and charges to be paid by it as herein provided, and observing and keeping all covenants, warranties, agreements, and provisions of this lease on its part to be kept, shall quietly have and enjoy the premises during the lease term, subject to the provisions herein, without hindrance by Lessor.

B. Lessor warrants that it has fee simple title to the premises and the power and authority to execute this lease and to carry out and perform all covenants to be performed by it hereunder.

Section 19. ACCESS: Lessor or Lessor's employees and designees shall have the right

to enter upon the premises at all reasonable times to examine the premises and to exhibit the premises to prospective purchasers and prospective lessees, and Lessor shall at all times be provided a key for independent access to the premises. Any persons other than Lessor or Lessor's employees who need access to the building will at Lessee's request sign a reasonable non-disclosure agreement before entering the building, except in an emergency.

Section 20. CURE BY LESSOR: If Lessee shall default in the performance of any provision under this lease, Lessor, at its option, may perform the same for the account and at the expense of Lessee. Upon notification to Lessee of the cost thereof to Lessor, Lessee shall promptly reimburse Lessor the amount of that cost, plus interest at the rate of twelve (12%) percent per annum from the date of incurring of such cost to the date of repayment. In the event of such default by Lessee, Lessor may enter upon the premises for the purpose of causing such provisions to be fulfilled. Such entry shall not be deemed an eviction of Lessee. Lessor's action hereunder shall not be deemed a waiver of Lessee's default. Lessor, at its option, without relinquishing any remedy or right, may separately commence proceedings against Lessee for reimbursement of Lessor and for any other remedies for breach of this lease.

Section 21. BANKRUPTCY AND INSOLVENCY: If, after the commencement of the lease term:

- A. Lessee then having the title to the leasehold estate created hereunder shall while having such title be adjudicated a bankrupt or adjudged to be insolvent; or
- B. A receiver or trustee shall be appointed for Lessee's property and affairs; or
- C. Lessee shall make an assignment for the benefit of creditors or shall file a petition in bankruptcy or insolvency or for reorganization or shall make application for the appointment of a receiver; or

D. Any execution or attachment shall be issued against Lessee or any of Lessee's property, whereby the premises or any buildings or improvements thereon shall be taken or occupied or attempted to be taken or occupied by someone other than Lessee, except as may herein be permitted, and such adjudication, appointment, assignment, petition, execution, or attachment shall not be set aside, vacated, discharged, or bonded within ninety (90) days after the issuance of the same, then a default hereunder shall be deemed to have occurred so that the provisions of Section 21 hereof shall become effective and Lessor shall have the rights and remedies provided therein. Notwithstanding anything to the contrary hereinabove contained, upon the occurrence of a default pursuant to this Section 21, if the rent due and payable hereunder shall continue to be paid and the other covenants, provisions and agreements of this lease on Lessee's part to be kept and performed shall continue to be kept and performed, no event of default shall have been deemed to have occurred and the provisions of Section 21 hereof shall not become effective.

Section 22. DEFAULT:

A. In the event any one or more of the following events shall have occurred and shall not have been remedied as hereinafter provided:

1. The occurrence of any event set forth in Section 22 hereof, without the curing of same as therein provided; or

2. The filing of a petition by or against Lessee for adjudication as a bankrupt, or for reorganization or agreement, or for any similar relief, under the Bankruptcy Code as now or hereafter amended; or

3. Lessee's failure to pay any installment of rent when the same shall be due and payable and the continuance of such failure for a period of three (3) days after receipt by

Lessee of notice in writing from Lessor, in the manner provided in Section 26; or

4. Lessee's failure to perform any of the other covenants, provisions, and agreements herein contained on Lessee's part to be kept or performed and the continuance of such failure without the curing of same for a period of ten (10) days after receipt by Lessee of notice in writing from Lessor specifying in detail the nature of such failure, or Lessee shall not cure said failure as provided in Paragraph B of this Section 22, then Lessor may, at its option, give to Lessee written notice of election to terminate the lease term upon a date specified in such notice, which date shall not be less than twenty (20) business days (Saturdays, Sundays and legal holidays excluded) after the date of receipt by Lessee of such notice from Lessor. Upon the date specified in said notice, the term and estate hereby vested in Lessee shall cease and any and all other right, title, and interest of Lessee hereunder shall likewise cease without further notice or lapse of time, as fully and with like effect as if the entire lease term had elapsed, but Lessee shall continue to be liable to Lessor as provided herein. Simultaneously with the sending of the notice to Lessee, as hereinabove provided, Lessor shall send a copy of such notice to any sublessee of the premises or portions thereof that Lessor may select, in writing from time to time, and any additional persons or parties having an interest in the premises that Lessor may select, in writing, from time to time. The curing of any default within the above time limits by any of the aforesaid parties or combination thereof, shall constitute a curing of any default hereunder with like effect as if Lessee had cured the same hereunder.

B. In the event that Lessor gives notice of a default of such a nature that it cannot be cured within the period prescribed in Paragraph A4 of this Section 22, then such default shall not be deemed to continue, so long as Lessee, after receiving such notice, proceeds to cure the default as soon as reasonably possible and continues to take all steps necessary to complete the

same within a period of time which, under all prevailing circumstances, shall be reasonable. No default under Paragraph A4 of this Section 22 shall be deemed to continue if and so long as Lessee shall be proceeding to cure the same in good faith.

C. In the event that any default of Lessee shall be cured in any manner hereinabove provided, such default shall be deemed never to have occurred and Lessee's right hereunder shall continue unaffected by such default.

D. Upon any termination of the lease term pursuant to Paragraph A of this Section 22, or at any time thereafter, Lessor may, in addition to and without prejudice to any other rights and remedies Lessor shall have at law or in equity, re-enter the premises and recover possession thereof and dispossess any or all occupants of the premises in the manner prescribed by statute relating to summary proceedings, or similar statutes; but Lessee in such case shall remain liable to Lessor as provided herein.

E. In case of any such default, re-entry, termination and/or disposition by summary proceedings:

1. The rent shall become due thereupon and be paid up to the time of such re-entry, termination and/or disposition;

2. Lessor may re-let the premises or any part thereof, either in the name of Lessor or otherwise, for a term which may, at Lessor's option, be less than or exceed the period which would otherwise have constituted the balance of the term of this lease and may grant concessions or free rent, but such re-letting shall not be construed as an acceptance of a surrender of the leasehold interest; and

3. Lessee or the representatives of Lessee shall also pay Lessor as liquidated damages for the failure of Lessee to observe and perform Lessee's covenants herein

contained any deficiency between the rent hereby collected on account of the lease of the premises for each month of the period which would otherwise have constituted the balance of the lease term. In computing liquidated damages, there shall be added to the said deficiency such reasonable expenses and counsel fees as Lessor may incur in connection with the default and re-letting. Any suit brought to collect the amount of the deficiency for any month shall not prejudice in any way the rights of Lessor to collect the deficiency for any subsequent month by a similar proceeding.

Lessor, at its option, may make such alterations, repairs, replacements, and/or decorations in the premises as Lessor, in Lessor's sole judgment, considers advisable and necessary for the purpose of re-letting the premises; and the making of such alterations, repairs, replacements, and/or decorations shall not operate or be construed to release Lessee from liability hereunder. Lessor agrees to mitigate in good faith all damages and to re-let the premises in the event of any default specified herein.

Section 23. **WAIVERS:** Failure of Lessor to complain of any act or omission on the part of Lessee, no matter how long the same may continue, or the receipt of rent by Lessor with knowledge of any breach or default of this lease by Lessee, shall not be deemed to be a waiver by Lessor of any of its rights herein. No waiver by Lessor at any time, express or implied, of any breach of any provision of this lease shall be deemed a waiver of any subsequent breach of the same or any other provision. Failure of Lessor to insist upon strict performance or to exercise any option herein conferred in any one or more instances in the event of default shall not be construed to be a waiver or relinquishment of any such or any other right herein extended to the Lessor.

Section 24. **GOVERNMENTAL REGULATIONS:** During the lease term, Lessee

shall, at its own cost and expense, promptly observe and comply with all present and future laws, ordinances, requirements, orders, directives, rules and regulations of the federal, state, county, town, and city governments and of all other governmental authorities affecting the premises or appurtenances thereto or any part thereof whether the same are in force at the commencement of the lease term or may in the future be passed, enacted, or directed, and Lessee shall pay all costs, expenses, liabilities, losses, damages, fines, penalties, claims, and demands, including reasonable counsel fees, that may in any manner arise out of or be imposed because of the failure of Lessee to comply with the covenants of this Section 24.

Section 25. NOTICE OF LITIGATION AND COUNSEL FEES:

A. Within ten (10) days of Lessee having knowledge of any litigation or other proceeding that shall be commenced against Lessee or against the premises to secure or recover possession thereof or that may affect the interests of Lessor in the premises, Lessee shall give written notice thereof to Lessor.

B. In the event any party shall bring suit to compel performance of or to recover for any breach of any covenant, agreement or condition of this lease, the prevailing party in said action shall be entitled to recover from the other party costs and reasonable attorney's fees.

C. Notwithstanding anything to the contrary hereinabove contained, in the event that Lessor is made a party to litigation against the Lessee, relating to the premises, or against the premises commenced by a third party, wherein Lessor is not at fault, Lessee shall pay, upon demand, all of Lessor's counsel fees and costs.

Section 26. NOTICES: Every notice, consent or other communication authorized or required by this lease shall be deemed to be sufficient if in writing, and sent postage prepaid by registered or certified mail, return receipt requested, directed to the other party at the address

listed below, or at such other address as the other party may designate by notice given from time to time in accordance with this section. In the event a party notifies the other in writing of a change of address in accordance with this section, said address shall substitute for the address listed below for all subsequent notices. Notices shall be deemed effective when personally served, or upon delivery or refusal of delivery by the addressee if mailed in the manner provided by this section:

Lessor: Port of Camas-Washougal
24 So. "A" Street
Washougal, WA 98671

Lessee: Corrosion Companies, Inc.
Attn: Terry Glenn
PO BOX 1199
Washougal, WA 98671

Section 27. **RIGHTS CUMULATIVE:** The rights, powers, and remedies of Lessor, as provided herein, shall be deemed to be cumulative, and no one of them shall be exclusive of any other, or of any other right, power, or remedy allowed by law.

Section 28. **TIME OF THE ESSENCE:** Time and punctual and exact performance and observation by Lessor and Lessee of the provisions herein are of the essence of this lease.

Section 29. **SEVERABILITY:** In the event that any provision of this lease shall be declared invalid by any court of competent jurisdiction, such provisions shall be severed from this lease, and such declaration shall not affect the remainder of this lease. This lease shall remain in full force and effect for the balance of its lease term.

Section 30. **INTERPRETATION:** Whenever the singular number is used herein, the same shall include the plural, and vice versa, as the context shall require. The section headings used herein are for reference and convenience only. Upon any sale or assignment of the interest

of either Lessor or Lessee herein, their respective successors in interest shall, during the term of this ownership of their respective estates herein, be deemed to be Lessor or Lessee, as the case may be.

Section 31. **SUCCESSORS:** All of the terms, conditions, covenants and agreements of this lease shall extend to and be binding upon Lessor, Lessee, and their respective heirs, personal representatives, successors and assigns, and upon any person coming into ownership or possession of any interest in the premises by operation of law, or otherwise, and shall be construed as covenants running with the land.

Section 32. **ENTIRE AGREEMENT:** This lease constitutes and shall be construed as the entire agreement of the parties. No oral statement shall have any force or effect. This agreement shall not be modified or canceled except by writing subscribed by Lessor and Lessee.

SIGNATURES ARE ON NEXT PAGE

IN WITNESS WHEREOF, the parties have executed this lease in duplicate as of the

11 day of June, 20 21.

LESSOR:

LESSEE:

PORT OF CAMAS-WASHOUGAL

CORROSION COMPANIES, INC.

By: _____
David Ripp, CEO

By: _____
[Signature]

By: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF CLARK)

On this ___ day of _____, 20___, before me personally appeared DAVID RIPP, to me known to be the Chief Executive Officer of the Port of Camas-Washougal, the entity that executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said entity, for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute said instrument.

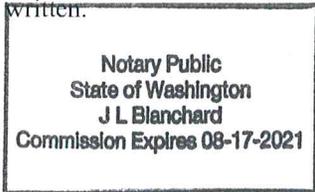
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.

Notary Public in and for the State of
Washington, residing at _____.
My commission expires _____.

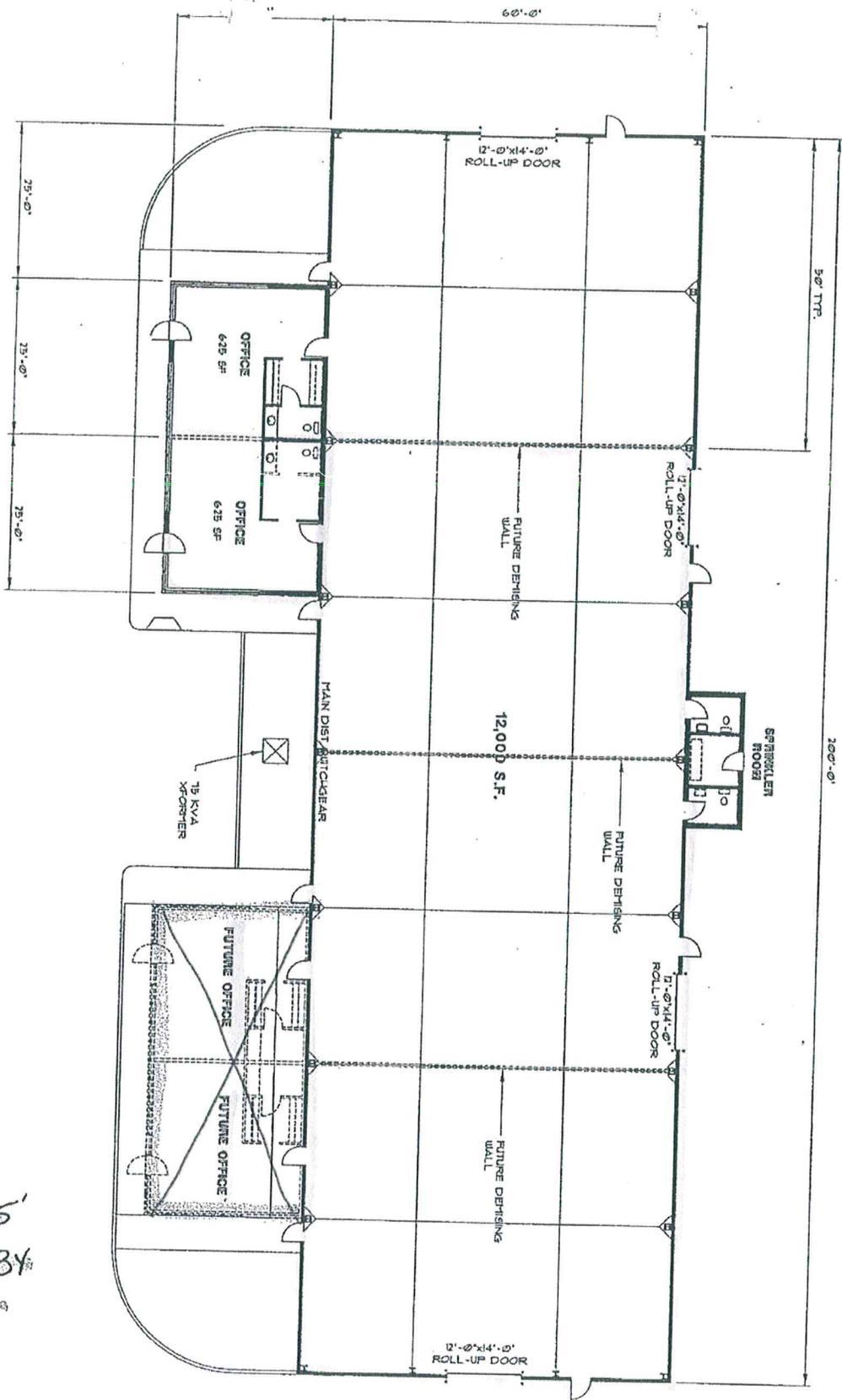
STATE OF WASHINGTON)
) ss.
COUNTY OF CLARK)

On this 11th day of June, 20 21, before me personally appeared Terry Glenn to me known to be the president of Corrosion Companies, Inc., the entity that executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said entity, for the uses and purposes therein mentioned, and on oath stated that he/she was authorized to execute said instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year first above written.



J L Blanchard
Notary Public in and for the State of
Washington, residing at Vancouver.
My commission expires 8/17/21.



FLOOR PLAN
BUILDING #8 (PLAN 'B')
 3726 TRUMANS ST
 WASHOUGAL, WA 98671
 NOT TO SCALE

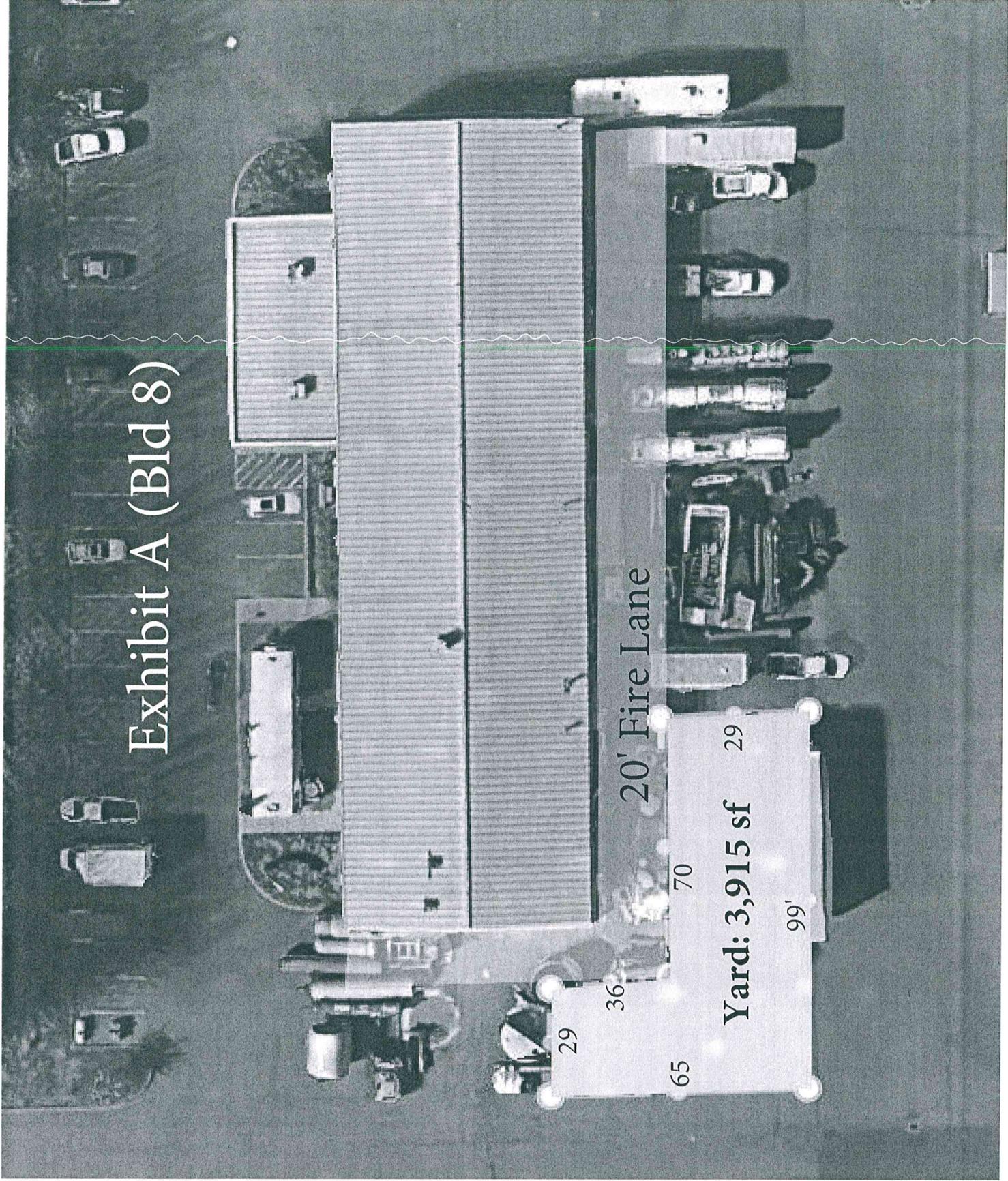
PORTABLE 10'x25'
 TRAILER OWNED BY
 TENANT - USED AS
 OFFICES

CORROSION COMPANIES, INC.

EXHIBIT "A"

 WILSON ASSOCIATES ARCHITECTS & PLANNERS A.I.A. 404 E 15TH ST. #5 VANCOUVER WA 98663 (206) 696-4722	date scale job no. by	PORT OF CAMAS/WASHOUGAL BUILDING # 8	sheet A3 
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Exhibit A (Bld 8)



29

36

65

70

29

20' Fire Lane

Yard: 3,915 sf

99'