

PRELIMINARY AGENDA

SPECIAL MEETING

November 29, 2021

I. OPEN SESSION

5:00 PM

Pledge of Allegiance

CONSENT ITEMS

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

NEW BUSINESS/DISCUSSION ITEMS

- C. Commission Calendar 2022 – David

PUBLIC COMMENT [3 min. apiece]

ACTION ITEMS

- D. Commission Calendar 2022

STAFF REPORTS & COMMENTS

- E. Chief Executive Officer & Directors

COMMISSIONER REPORTS & DISCUSSION

PUBLIC COMMENT [3 min. apiece]

ADJOURN

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

**MINUTES OF THE REGULAR COMMISSION MEETING
PORT OF CAMAS-WASHOUGAL
November 17, 2021**

By: Juli Burnett, Administrative Assistant

A regular meeting of the Commissioners of the Port of Camas-Washougal was held virtually from the Port Offices at 24 South 'A' Street, Washougal WA on Wednesday, November 17, 2021, at 12:00 pm.

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

At 12:00 pm, following the Pledge of Allegiance, Commission President Larry Keister called the Open Session public meeting to order, noting that because of Governor Inslee's Proclamation 20-28, and the Washington State legislature's Resolution SCR 8402, the Commission Meeting is held virtually. This meeting is being video recorded, and the chat function has been disabled.

CONSENT ITEMS

- Minutes
Commissioner Keister presented Minutes from the Regular Meeting on November 3, 2021. Reading of the Minutes were dispensed with; it is noted that copies have been provided previously to all Commissioners. After a brief discussion, a motion was made by Commissioner Keister and seconded by Commissioner Marshall. On November 17, 2021, the Regular Meeting Minutes were carried unanimously.
- Claims / Checks
Assistant Finance Manager, Krista Cagle presented the current payables. After review and a brief discussion, a motion was made by Commissioner Keister and seconded by Commissioner Marshall. The electronic payments and the issuance of general fund checks 7654-7686 in the total amount of \$216,578.97 were carried unanimously.

NEW BUSINESS / DISCUSSION ITEMS

- 3rd Quarter Financials, Capital Projects, and Business Development
Director of Finance, Krista Cagle, presented the 3rd Quarter Financials. In this quarter there is a loss due to a 13.7% increase over 2020 for the Port's annual insurance payment, a total of \$317,000.

Presentation highlights include:

Operating Revenue
Industrial Park 52%
Marina 32%
Airport 16%

Operating Expenses
Industrial Park 34%
Marina 30%
Airport 18%
G&A 15% (and Park at 3%)

The YTD (year to date) NOI (net operating income) is \$320,204 and is above what was projected.

Commissioner Spencer asked if there is a way to reduce our insurance cost and Cagle replied that she will be attending the WPPA conference where Enduris will be giving a presentation. Cagle said she would report back to the Commission.

Director of Business Development & Real Estate, Derek Jaeger, presented the 3rd Quarter Business Development & Real Estate report. The vacancy rate in Clark County 3.4% at \$.89 cents per square foot.

Presentation highlights include:

- 25 potential interested parties have contacted the Port (most wish to lease)
- Increased interest in the Waterfront
- Interested parties are looking for 3,000 to 10,000 square feet
- Industry mix includes warehouse, distribution, and manufacturing

In Q3 there were 4 new leases, 3 renewals, and 2 terminations. An increase of revenue for new leases range between 28% - 42%.

The Columbian published an announcement that the Port supports 2,055 jobs which creates \$457 million in revenue.

Chief Operating Officer, David Ripp, discussed the completed projects in Q3. These projects include:

- Stormwater Outfall
- Seal coating driveway entry of the Port & Westlie Ford
- Taxiway slurry seal & striping
- Airport generator and Marina generator are in place

- Phase 5 Termination & Elwell Corp. Lease

Director of Business Development and Real Estate, Derek Jaeger, presented the update on Building 10. Phase 5 was a startup company and ran into management issues and requested to terminate their lease on November 30th, 2021. Elwell will be the new tenant and their lease will begin December 15th, 2021. Elwell will be manufacturing heating and cooling systems for RVs. They are already current tenants in another space off 28th in the Port's Industrial Park.

The Port will receive an 8% increase in revenue by signing a lease with this new tenant. Approval will be requested during Action Items.

- Breakwater Access Construction Project with Lee Contractors
Chief Operating Officer, David Ripp, presented the Breakwater Access Construction Project. The reference check was excellent for Lee Contractors. The total bid amount is \$1,235,760.00 (this includes sales tax). This is below the budgeted amount of \$1,300,000. Approval will be requested during Action Items.
- Resolution 10-21 Port Staff Compensation
Chief Operating Officer, David Ripp, presented Resolution 10-21 Port Staff Compensation. This compensation would be for employees who were full time beginning January 1, 2021 thru March 1, 2022. The compensation is 1% of their annual salary. Approval will be requested during Action Items.
- Resolution 11-21 Tax Levy
Director of Finance, Krista Cagle, presented Resolution 11-21 Tax Levy. This resolution is a part of the 2022 Budget. 1.29646% is being requested due to a banked amount with the county that the Port is requesting to be included in the tax levy. The total increase is \$35,515.20 over last year. Approval will be requested during Action Items.
- 5 Year Capital Improvement Budget
Chief Operating Officer, David Ripp, presented the 5 Year Capital Improvement Budget. The total budgeted amount for capital improvements for 2022 is \$7,596,496.00. Approval will be requested during Action Items.

PUBLIC COMMENT #1

Rick Andersen, FlyIt Academy, requested that the second bathroom be dedicated to employees and women. It would be very helpful as there are 20 employees now at FlyIt.

CEO Ripp replied that he will setup a meeting with him to discuss this topic.

PUBLIC HEARING (2022 Budget, Tax Levy, & Comprehensive Scheme of Harbor Improvements)

At 12:40 pm Commission President Keister opened the Public Hearing to discuss the 2022 Budget and Comprehensive Scheme of Harbor Improvements.

Commissioner Keister stated, the 2022 budget's estimated revenues and expenditures includes a capital budget that is consistent with the Port's Comprehensive Scheme of Harbor Improvements and enumerated in the Port's vision, mission, goals, and objectives statements. The law also requires a public hearing for the public to comment on the Budget. Proper public notice was given by published notice according to the requirements of RCW 84.55.120 and RCW 53.35.020.

Commissioner Keister asked, is there anyone on Zoom who would like to speak?
No public comments were made.

Commissioner Keister commented, there being no further testimony, I now close the public testimony portion of the Hearing. Is there a motion to adopt the 2022 Budget, Tax Levy and Comprehensive Scheme of Harbor Improvements? Commissioner Spencer moved to approve, and Commissioner Marshall seconded. The 2022 Budget, Tax Levy, and Comprehensive Scheme of Harbor Improvements were adopted, and the Public Hearing was closed.

ACTION ITEMS

- Breakwater Access Construction Project with Lee Contractors
Commissioner Keister requested formal approval of the Breakwater Access Construction Project with Lee Contractors. Upon motion by Commissioner Keister, seconded by Commissioner Spencer and carried unanimously, the approval of the Breakwater Access Construction Project as presented, effective November 17, 2021.
- Resolution 10-21 Port Staff Compensation
Commissioner Keister requested formal approval of Resolution 10-21 Port Staff Compensation. Upon motion by Commissioner Keister, seconded by Commissioner Spencer and carried unanimously, the approval of Resolution 10-21 Port Staff Compensation as presented, effective November 17, 2021.
- Resolution 11-21 Tax Levy
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- 5 Year Capital Improvement Budget
Commissioner Keister requested formal approval of the 5 Year Capital Improvement Budget. Upon motion by Commissioner Keister, seconded by Commissioner Spencer and carried unanimously, the approval of the 5 Year Capital Improvement Budget as presented, effective November 17, 2021.
- Phase 5 Termination & Elwell Lease
Commissioner Keister requested formal approval of Phase 5 Termination & Elwell Lease. Upon motion by Commissioner Keister, seconded by Commissioner Spencer and carried unanimously, the approval of Phase 5 Termination & Elwell Lease as presented, effective November 17, 2021.

STAFF REPORTS & COMMENTS

- Chief Executive Officer David Ripp
Chief Executive Officer, David Ripp, updated the Commission on the following:

Waterfront Development – site plan application timeline

- Port should receive it by November 18, 2021 for a two week review
 - RKm will turn it into the city the 2nd of week of December
 - WDOT approved the Port’s right of way work and realignment of the roundabout entrance into the development
- Director of Business Development & Real Estate
Director of Business Development & Real Estate, Derek Jaeger, thanked the Port staff for all the work being completed maintenance wise and administratively when it comes to the Industrial Park.

COMMISSIONER REPORTS & DISCUSSION

- Commissioner Spencer
Commissioner Spencer commented on Port staff salaries. He is concerned about CPI growth, and he would like to try to protect staff from this impact. CEO Ripp commented that the salary study completed in May of 2021 was intended for the 2022 budget.
- Commissioner Keister
Commissioner Keister thanked the Port staff for all their hard work and looks forward to a successful 2022.
- Commissioner Marshall
Commissioner Marshall commented that the PAC (Parks Advisory Committee) meeting went well and will continue to update the Commission on future meetings.

PUBLIC COMMENT #1

Dr. Martha Martin, Washougal, thanked the Port for emailing the Commission Meeting Link.

The meeting adjourned at 1:06 pm.

PORT OF CAMAS-WASHOUGAL COMMISSION

Commissioners

2022 Commission Meeting Calendar

First and Third Wednesday

Per Resolution 5-10

JANUARY	5th	Wednesday	Open Session	5:00 p.m.
	19th	Wednesday	Open Session	12:00 p.m.
FEBRUARY	2nd	Wednesday	Open Session	5:00 p.m.
	16th	Wednesday	Open Session	12:00 p.m.
MARCH	2nd	Wednesday	Open Session	5:00 p.m.
	16th	Wednesday	Open Session	12:00 p.m.
APRIL	6th	Wednesday	Open Session	5:00 p.m.
	20th	Wednesday	Open Session	12:00 p.m.
MAY	4th	Wednesday	Open Session	5:00 p.m.
	18th	Wednesday	Open Session	12:00 p.m.
JUNE	1st	Wednesday	Open Session	5:00 p.m.
	15th	Wednesday	Open Session	12:00 p.m.
JULY	6th	Wednesday	Open Session	5:00 p.m.
	20th	Wednesday	Open Session	12:00 p.m.
AUGUST	3rd	Wednesday	Open Session	5:00 p.m.
	17th	Wednesday	Open Session	12:00 p.m.
SEPTEMBER	7th	Wednesday	Open Session	5:00 p.m.
	21st	Wednesday	Open Session	12:00 p.m.
OCTOBER	5th	Wednesday	Open Session	5:00 p.m.
	19th	Wednesday	Open Session	12:00 p.m.
NOVEMBER	2nd	Wednesday	Open Session	5:00 p.m.
	16th	Wednesday	Open Session	12:00 p.m.
DECEMBER	7th	Wednesday	Open Session	5:00 p.m.
	21st	Wednesday	Open Session	12:00 p.m.

