

REGULAR MEETING PRELIMINARY AGENDA

August 17, 2022

- I. **SPECIAL MEETING - WORKSHOP** **11:00 AM**
 A. Capital Maintenance Projects
- II. **OPEN SESSION** **12:00 PM**
 Pledge of Allegiance

CONSENT ITEMS

All matters listed under Consent Items have been distributed to each member of the Commission for review, are considered routine, and will be enacted by the motion of the Commission with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Items and placed under Action Items by request.

- A. Approval of Minutes of the Regular Meeting on August 3, 2022
B. Approval of Checks

PUBLIC COMMENT

Speakers are asked to keep their comments to less than 3 minutes. Please feel free to submit comments in writing to the Chief Executive Officer.

NEW BUSINESS/DISCUSSION ITEMS

- C. RKm Site Branding Presentation
D. Building 7 Lease Termination & New Lease – Derek
E. EV Charging Station Rate – David

PUBLIC COMMENT

Speakers are asked to keep their comments to less than 3 minutes. Please feel free to submit comments in writing to the Chief Executive Officer.

ACTION ITEMS

- F. Building 7 Lease Termination & New Lease
G. EV Charging Station Rate

STAFF REPORTS & COMMENTS

- H. Chief Executive Officer & Directors

COMMISSIONER REPORTS & DISCUSSION

ADJOURN

Regular business and meetings that may be attended by members of the Commission:

<u>Date</u>	<u>Meeting</u>
* August 27 th	Wheels and Wings Event – Grove Field
* September 15 th	CERB Steigerwald Commerce Center Tour
* September 22 nd & 23 rd	WPPA Environmental Seminar – Leavenworth

(*Denotes events that in which two (2) or more Commissioners may attend)

Join the meeting on the Conference Call Line: (253) 215-8782 Meeting ID: 977 5197 8968, Password: 091071 or via
this video link: <https://zoom.us/j/97751978968?pwd=RzkzMTZlVWTRwbnU1eW1rOXNWSk5Edz09>

MINUTES OF THE REGULAR COMMISSION MEETING

PORT OF CAMAS-WASHOUGAL

August 3, 2022

By: Juli Burnett, Administrative Assistant

Prior to the Regular Commission Meeting, a Workshop was held at 4:00 pm to recap the Washington Public Ports Association Seminar and discuss the Grove Field Airport Fuel.

A Regular Meeting of the Commissioners of the Port of Camas-Washougal was held in person and virtually at the Port Office at 24 South 'A' Street, Washougal WA on Wednesday, August 3, 2022, at 5:00 pm.

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

At 5:00 pm, following the Pledge of Allegiance, Commission President Cassi Marshall called the Open Session public meeting to order. This meeting is being video recorded, and the chat function has been disabled.

At 5:07 pm, the Zoom video and audio connection were disconnected, and the meeting was stopped until the internet connection could be restored. At 5:09 pm the Regular Commission Meeting was back in session on Zoom and in person at the Port office.

CONSENT ITEMS

- Minutes & Checks

Minutes from the Regular Meeting on July 20, 2022, and electronic payments and the issuance of general fund checks 8183-8220 and 50103-50105 in the total amount of \$275,381.84 were presented for approval. After a brief discussion, a motion was made for unanimous consent by Commissioner Spencer and seconded by Commissioner Keister, the minutes and electronic payments and checks were carried unanimously.

PUBLIC COMMENT #1

Clint Legeyt, marina tenant, commented there have been challenges for people launching their boats at the Port's boat launch primarily due to people using the launch ramp as a staging area. Legeyt asked if a Port staff member could monitor the launch ramp or have more signage out and the Port's Director of Facilities, Eric Plantenberg, replied that the Port pays for security patrol that monitors the parking lot and launch ramp. Plantenberg also mentioned that there is signage at the launch ramp, and he will work with the maintenance staff to have it repainted. Legeyt commented that there are a lot of expired boat tags in the marina and the Port's Director of Finance, Krista Cagle, commented that we are in the process of mailing out tenant update forms to all marina tenants requesting updated registrations. Legeyt also commented on the marina waitlist, mentioning that he does not think it is fair for someone to purchase a boat in

the marina and have the slip transferred to the new owner. Jumping the waitlist line does not seem fair and requested for the Commission to revisit this policy. Commissioner Spencer asked Cagle to explain this policy and Cagle confirmed that if a tenant sells their boat, the new owner is allowed to sign a lease and utilize the slip. Plantenberg commented this policy was established for the slips on A Row, as those are 40-foot boats that do not have trailering capabilities.

Sally Luse, Camas resident, commented that she attended the Camas-Washougal Aviation Association (CWAA) at FlyIt Academy and the pathway to this hangar is not handicap friendly. Luse requested for the pathway to be paved up to the east door.

Dave Steube, Washougal City Council, commented summer is here! Lots of great activity, movie night was great; people seem happy!

NEW BUSINESS / DISCUSSION ITEMS

- Real Carbon Lease

Director of Business Development & Real Estate, Derek Jaeger, presented the Real Carbon Lease. Real Carbon is currently located in Hood River, OR and would like to relocate to our Port in Building 20, Bays 8 & 9 (6,300 square feet). They offer carbon products for the aerospace industry, windsurf industry, and various custom carbon orders. The proposed lease term is 5 years, plus two two-year options. The proposed rate is \$0.89 cents per square foot with a 3% increase each year. The requested deposit amount is \$7,121.03. Approval will be requested during Action Items.

- Elwell Lease

Director of Business Development & Real Estate, Derek Jaeger, presented the Elwell Lease. Elwell Corporation provides heating and cooling systems for the RV and marine industry. They are currently a Port tenant, occupying Building 10 (5,000 square feet) and would also like to occupy Building 4 (12,000 square feet). The proposed lease term is 3 years, plus one two-year option. The proposed rate is \$0.83 cents per square foot with a 3% increase each year. The requested deposit amount is \$12,649.44. Approval will be requested during Action Items.

- Seasonal Employee Sick Leave Policy

Chief Executive Officer, David Ripp, presented the Seasonal Employee Sick Leave Policy. To comply with Washington State's Paid Sick Leave Law, passed in 2016, as part of initiative 1433, employers in Washington State are required to provide paid sick leave to all employees. This includes seasonal and temporary employees. Employees accrue one hour of paid sick leave for every 40 hours worked. Approval will be requested during Action Items.

PUBLIC COMMENT #2 – No comment was made.

ACTION ITEMS

Commissioner Marshall requested formal approval of the Real Carbon Lease. Upon motion by Commissioner Keister, seconded by Commissioner Marshall and carried unanimously, the approval of the Real Carbon Lease effective August 3, 2022.

Commissioner Marshall requested formal approval of the Elwell Lease. Upon motion by Commissioner Keister, seconded by Commissioner Spencer and carried unanimously, the approval of the Elwell Lease effective August 3, 2022.

Commissioner Marshall requested formal approval of the Seasonal Employee Sick Leave Policy. Upon motion by Commissioner Spencer, seconded by Commissioner Keister and carried unanimously, the approval of the Seasonal Employee Sick Leave Policy effective August 3, 2022.

STAFF REPORTS & COMMENTS

- Chief Executive Officer
Chief Executive Officer, David Ripp, commented Steigerwald Wildlife Refuge will be closed from August 8th – September 30th to complete the remaining work on the trail and minor repair work on the levy. The Lower Columbia Estuary team is in the process of obtaining our Levy Certification on our behalf. We now have two levies, our current levy on the west and new levy on the east. It will take approximately one year to receive the certification. Ripp commented that the Community Economic Revitalization Board (CERB) would like to come out to the Port to tour the Steigerwald Commerce Center. This will be on September 15th from 12:00 pm – 5:00 pm and the Commissioners are invited. Also, the Washington Public Ports Association Environmental Seminar will be on September 22nd and 23rd in Leavenworth. All three Commissioners will be attending.
- Director of Facilities
Director of Facilities, Eric Plantenberg, commented that on August 15th the Waterfront Trail will be detoured due to Ninebark Apartment construction. There will be an alternate path to not disrupt foot traffic. Also, a reminder that Wheels and Wings is on August 27th at Grove Field Airport.
- Director of Finance
Director of Finance, Krista Cagle, commented First Friday is this Friday August 5th and hope the Commissioners can join! Cagle asked the Commissioners if they would like to continue to attend and Commissioner Marshall commented that she can commit on a month-to-month basis. Cagle commented that the 2nd Quarter Update will be on September 7th.
- Director of Business Development & Real Estate
Director of Business Development & Real Estate, Derek Jaeger, commented that we are in the process of creating a contract to have an ice machine at the marina. It will be a one-year contract.

COMMISSIONER REPORTS & DISCUSSION

- Commissioner Spencer
Commissioner Spencer commented that the Commissioners Seminar in Walla Walla was excellent. Commissioner Spencer asked Ripp if there could be a joint meeting between the Port and both the Cities of Camas and Washougal. Ripp replied he can investigate this.

Commissioner Spencer commented that it would be nice to start a Speaker's Bureau on government, as this would be an opportunity to promote the Port.

- Commissioner Keister
Commissioner Kiestler had no comment.
- Commissioner Marshall
Commissioner Marshall commented the Camas-Washougal Aviation Association Steak Feed went well and it was a great event! Commissioner Marshall commented she called into the City of Camas Regular Meeting. The statistics presented regarding businesses thriving shows that the City of Camas is doing well. Revenues are being received above what they were pre-pandemic.

At 5:44 pm Commissioner Marshall announced the Commissioners will be recessing into an Executive Session for 1-hour and no decisions will be made afterwards. The Executive Session was called to order to discuss two items relating to Property Disposition.

At 6:51 pm the Regular Commission Meeting was reconvened and adjourned.

PORT OF CAMAS-WASHOUGAL COMMISSION

Commissioners

