

OPEN SESSION

PRELIMINARY AGENDA

REGULAR MEETING

February 16, 2022

I. EXECUTIVE SESSION

10:30 AM

- A. To discuss legal and financial risks of a proposed action, pursuant to RCW 42.30.110(1)(c) Property Disposition. No action is expected in the public session as a result.

II. OPEN SESSION

12:00 PM

Pledge of Allegiance

CONSENT ITEMS

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

PUBLIC COMMENT [3 min. apiece]

NEW BUSINESS/DISCUSSION ITEMS

- C. Recap of 2022 Annual Planning Meeting – David

PUBLIC COMMENT [3 min. apiece]

ANNUAL PUBLIC INDUSTRIAL CORPORATION (PIC) MEETING

- I. Approval of 2021 Minutes – David
II. Election of Officers for 2022 – David

(Close Annual PIC Meeting and Reconvene to Regular Meeting)

STAFF REPORTS & COMMENTS

- D. 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: (253) 215-8782, Meeting ID: 977 5197 8968,

Password: 091071 or via this video link: <https://zoom.us/j/97751978968?pwd=V2o3bTRNOUVkMlhZMVo3cHkzZDhuQT09>

MINUTES OF THE REGULAR COMMISSION MEETING
PORT OF CAMAS-WASHOUGAL
February 2, 2022

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, February 2, 2022, at 5:00 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, Community Relations Specialist Sadie Prodanovich, Administrative Assistant Juli Burnett, Attorney 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 5:00 pm, following the Pledge of Allegiance, Commission President Cassi Marshall 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 Marshall presented Minutes from the Regular Meeting on January 19, 2022. 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 Marshall and seconded by Commissioner Keister. On February 2, 2022, the Regular Meeting Minutes were carried unanimously.
- Claims / Checks
Director of Finance, Krista Cagle presented the current payables. After review and a brief discussion, a motion was made by Commissioner Marshall and seconded by Commissioner Keister. The electronic payments and the issuance of general fund checks 50089-50090 and 7807-7836 in the total amount of \$197,010.82 were carried unanimously.

PUBLIC COMMENT #1

No Comment

NEW BUSINESS / DISCUSSION ITEMS

- Annual Launch Ramp Permits
Chief Executive Officer, David Ripp, presented the Annual Launch Ramp Permit discussion. Ripp commented that Port staff reviewed the marina budget again and the direction we are currently headed in is replacing the floats on the launch ramp docks. Which will be a drastic cost savings versus replacing the docks as well as the floats. Marina expenses have been

outweighing revenues. Over the last 5 years expenses have increased over 35% vs revenue at 24%. Staff is also researching tracking the number of launches per year, as we need to document what is taking place for future RCO (Recreation & Conservation Office) grants. Moving forward, Port staff will do a better job communicating to the public regarding our future rates and fees. We recommend reinstating our Annual Launch Ramp Permits. Approval for Annual Launch Ramp Permits will be requested during Action Items.

Commissioner Spencer asked if we will be reevaluating for 2023 and Ripp replied that we will be looking to keep Annual Launch Ramp Permits reinstated into the future but may look at additional options for this program.

Commissioner Keister asked if daily tickets can be purchased online and the Director of Finance, Krista Cagle, replied that people can buy a daily ticket through the Port website however, the ticket purchaser would need to print out their ticket to put in their vehicle. Cagle commented we are researching various parking phone apps to make the process easier.

Commissioner Marhsall thanked Port staff and the community for the constructive feedback that was received.

PUBLIC COMMENT #2

Tim Meyer, Camas, suggested to increase the daily launch ticket rate and the annual launch permit by 10%. Meyer commented this would give the Port \$2000 more in revenue than what is projected for 2022.

Keith Hyde, NW Steelheaders, thanked Port staff for taking community feedback into consideration. Hyde is ecstatic to hear that the Annual Launch Ramp Permits will be available for 2022.

Harry Barber, Washougal, was disappointed to hear that selling the Annual Launch Ramp Permits take too much staff time and that installing a second ticket machine is not customer service oriented. Hyde suggested that the Commissioners go to the Port at 5:00 AM on a Saturday (during fishing season) to see what is going on. Hyde also suggested for Port staff to look at what the Port of Kalama and Port of Ridgefield are doing.

Tony Bacon, Washougal, commented that he is curious to see how the Port of Camas-Washougal's budget compares to Port of Kalama.

Commissioner Spencer asked Director of Finance, Krista Cagle, if she would like to respond to any of the public comments. Cagle replied that payroll expenses have been retroactively allocated 5 years, and regarding revenues and expenditures, those figures reflect the overall marina and not just the launch ramp.

- Social Media Public Commenting Policy

Community Relations Specialist, Sadie Prodanovich, presented the Social Media Public Commenting Policy. There has been a greater increase in activity on the Port's social media platforms, and there needs to be a policy in place to keep public comments free of hate speech.

The Port reserves the right to hide or remove any content with or without notice to the author, and to deny access to the Port of Camas-Washougal's social media accounts for any individual who violates the Port's Social Media Public Commenting Policy. Approval will be requested during Action Items.

Commissioner Spencer asked if there is a way for a person to appeal a comment removal. Attorney Carolyn Lake replied there will not be an appeal process for comment removal. It is an open forum, but it is at the Port's discretion to remove comments.

Commissioner Keister commented that social media is a nice tool to promote Port news/events and this new policy addresses the Port's rules.

ACTION ITEMS

- Annual Launch Ramp Permits
Commissioner Marshall requested formal approval of the Annual Launch Ramp Permits. Upon motion by Commissioner Marshall, seconded by Commissioner Keister and carried unanimously, the approval of the Annual Launch Ramp Permits effective February 2, 2022.
- Social Media Public Commenting Policy
Commissioner Marshall requested formal approval of the Social Media Commenting Policy. Upon motion by Commissioner Marshall, seconded by Commissioner Spencer and carried unanimously, the approval of the Social Media Public Commenting Policy effective February 2, 2022.

STAFF REPORTS & COMMENTS

- Chief Executive Officer
Chief Executive Officer, David Ripp, commented that the Port's Annual Planning Meeting will be held virtually and not in person on Friday, February 4th from 9:00 AM – 4:00 PM. The link to attend virtually is on the Commission Calendar and everyone is welcome.
- Director of Finance
Director of Finance, Krista Cagle, commented that Community Relations Specialist Sadie Prodanovich has taken a position with the Port of Vancouver. Cagle wished Prodanovich well in her new role!
- Director of Real Estate & Business Development
Director of Real Estate & Business Development, Derek Jaeger, gave well wishes to Prodanovich on her new position at the Port of Vancouver.

COMMISSIONER REPORTS & DISCUSSION

- Commissioner Spencer
Commissioner Spencer congratulated Prodanovich on her new position at the Port of Vancouver. Spencer commented that he had a meeting with James Thompson with WPPA (Washington Public Ports Association) regarding the future of the association. Washington

City Insurance Authority is a communal pool that has been created to combine their funds and liabilities together to reduce the cost. This helps to keep insurance ratings low through their education program, particularly police and fire. Ripp replied we are in a pool with Enduris Insurance and there may not be changes available, however, it can be looked into.

- Commissioner Keister

Commissioner Keister commented that the Port of Vancouver is lucky to have Prodanovich on board! Keister commented at the last Regional Transportation Council (RTC) meeting, the SR-14 bridge (slough bridge) was discussed and it will continue to be an ongoing discussion as it is important for safety reasons. The Senate has introduced planning for funding for a new bridge corridor. However, a House Bill has not yet been presented. RTC will not support this new bridge corridor until the I-5 bridge replacement is underway. The focus right now is the I-5 bridge replacement. We want to send one unified message to our legislators for interstate commerce.

- Commissioner Marshall

Commissioner Marshall commented that House Bill (HB) 1958 is still in the capital budget process. HB 1958 is for additional CERB (Community Economic Revitalization Board) Grants. The Port could take advantage of these funds in the future. Marshall commented that the Downtown Camas Association Plant Fair is on May 7th, and they are looking for sponsors. The Port could be a sponsor at the Plant Fair and set up a booth. It would be great community outreach for the Commissioners and Port Staff. Another option is participating in First Fridays this year and Commissioner Spencer and Commissioner Keister agreed they should put First Fridays on their schedule to attend. Commissioner Marshall commented that Chris Collins, Lower Columbia Estuary Partnership, will give an update on the floodplain restoration at Steigerwald Wildlife Refuge on April 21st (Earth Day) at the Camas-Washougal Rotary Meeting. The Steigerwald Trail will reopen on May 1st, 2022. Commissioner Marshall thanked Prodanovich for all the work over the years and congratulated her on her position at the Port of Vancouver.

PUBLIC COMMENT #3

Dave Steube, Washougal City Councilman, commented that he is happy to help Commissioner Spencer investigate any questions regarding city that he may have.

Tony Bacon, Washougal, commented that Prodanovich has always been very helpful over the years and wishes her well.

The meeting adjourned at 6:02 PM.

PORT OF CAMAS-WASHOUGAL COMMISSION

Commissioners

MINUTES OF THE SPECIAL COMMISSION MEETING
PORT OF CAMAS-WASHOUGAL
February 4, 2022

By: Juli Burnett, Administrative Assistant

A special meeting of the Commissioners of the Port of Camas-Washougal was held at virtually from the Port Offices at 24 South 'A' Street, Washougal WA on Friday, February 4, 2022, at 9:30 AM.

PRESENT: Commissioners Larry Keister, Cassi Marshall and John Spencer; Chief Executive Officer David Ripp; Director of Real Estate & Business Development Derek Jaeger; Director of Finance Krista Cagle, Director of Facilities Eric Plantenberg, Environmental Project Manager Jennifer Taylor, Administrative Assistant Juli Burnett, and members of the press and public.

At 9:30 AM, Commission President Cassi Marshall called the Open Session Special Meeting to order.

COMMISSION GOALS AND PRIORITIES

Commissioner Spencer commented that he feels that all the Commissioners are like minded and have the same goals. Commissioner Spencer feels the biggest issues are where we are taking the development of Grove Field, Environmental Improvements at the Port and Dark Fiber installation in rural areas.

Commissioner Keister commented he is looking forward to hearing an overall update from Port staff and to also identify short-term and long-term plans. Discussion items include:

- Development of the West end of the Waterfront
- Development of the East end of Steigerwald Commerce Center
- Building 21 and will there be a 21A, 21B, 21C?
- Accessibility or the Dike Trail
- Airport Development Plan
- Port Staffing
- Maintaining relationships with citizens for economic and community development

Commissioner Marshall commented that she agrees with the goals that Commissioner Spencer & Commissioner Keister presented. The two key items she would like to discuss are sustainability efforts and airport development. Commissioner Marshall also commented that she is excited to have time with Port staff to discuss various topics.

Public Comment

Ernie Suggs, Washougal City Councilman, commented that annual planning is very important and if the Port does not have a plan, developers will. Also, it is important to implement an internship program for the younger community. Commissioner Keister replied he agrees with Suggs and the Port will need to get approval from the Industrial Park tenant(s) to make sure they are suited to have an internship program through the school district.

Chief Executive Officer Comments

Chief Executive Officer, David Ripp, presented the Action Plan.

Items discussed include:

- Staff Performance & Training
- Cross Training of Staff
- New Financial Software
- Waterfront Development & Future Port Office Location
- Real Estate Development
- Energy Efficiency

Commissioner Keister asked if the Action Plan can be updated at anytime and Ripp replied that it is updated quarterly, as it is a living document.

Environmentally Attentive Programs

Environmental Project Manager, Jennifer Taylor, commented that New Buildings Institute (NBI) is drafting a decarbonization guide that can be used at Port buildings, as well as, utilized by Port tenants. The Environmental Protection Agency (EPA) has a database system to track energy efficiency. This will allow the Port to track how old buildings are, what type of buildings, utilities, etc. The Director of Facilities, Eric Plantenberg, will work with the maintenance staff to identify how we can improve existing assets' energy efficiency.

Taylor presented a Port parking lot map of where an Electric Vehicle (EV) charging station can be installed at the Port. Taylor recommended one to be installed by the ticket machine at the top of the launch ramp or in the parking lot close to the staff office entry. An EV service agreement is approximately 1-5 years, and we are currently waiting on pricing. The cost per kilowatt is .15 cents to .49 cents. The EV station can be set to any price.

Commissioner Marshall suggested we install a level two EV station and Commissioner Keister agreed. Clark Public Utilities (CPU) has a grant available for EV stations and Taylor will meet with CPU to discuss.

The Commission is leaving it up to staff to determine the location of the EV charging station.

Ripp commented that moving forward there will be a budget and plan laid out to accomplish our goals to reduce the Port's carbon footprint.

Financial Software Update

Director of Finance, Krista Cagle, presented the update on Caselle, the Port's new financial software program.

The Caselle modules include:

- General Ledger
- MI-Excel GI
- Accounts Payable
- Purchases & Requisitions
- Utility Management
- Cash Receipting
- Xpress Bill Pay
- Project Accounting
- Document Management
- Asset Management

Cagle commented she and another staff member will fly to the Caselle headquarters in Utah to be trained on the program once our data conversion is completed.

Commissioner Spencer asked if reporting will be easier with this new program and Cagle replied that it is designed with government agencies in mind so reporting will be much more efficient.

Director of Real Estate and Development, Derek Jaeger, commented that it will be great to have our commercial tenants pay their monthly rent via ACH.

Capital Projects

- Breakwater Access – Lee Contractors will be replacing the access ramp down to the dock. The goal for completion is June 2022.
- Fuel Dock Replacement – North Bank Civil & Marine will be replacement the fuel dock at the start of March or early April. This is to be completed by summer 2022.
- Airport Paving – Harper, Houf, Peterson & Righellis (HHPR) submitted a cost estimate for stormwater design support for the fueling area. This project will go out to bid in May and construction will hopefully start late summer 2022.
- Launch Ramp Dock Floats – This project would take place in 2023 as we are waiting on design and pricing.

Waterfront Development

Chief Executive Officer, David Ripp, presented the discussion regarding the Waterfront Development. Commissioner Keister inquired on the status of the lease contract and Ripp replied that the goal is to make the March 16th attorney approval deadline. The lease and MLA need to be revised to tie them together.

A plan will need to be made regarding parking for the summer of 2023, as the overflow parking will not be available. Commissioner Keister asked about security for the overflow parking and Ripp replied that the police intermittently check on Port property.

Commissioner Marshall suggested that we should add parking spaces across from Westlie Ford (where their employees park). Ripp commented that we will look into this.

Steigerwald Commerce Center

Director of Real Estate & Development, Derek Jaeger, updated the Commission on the following:

- Building 20 pre-leasing
- Building 21
- Current Tenants

Public Comment

Bernie Bacon, Washougal, asked if the Dolphin Yacht Club building is a historic building and Ripp replied no it is not. Bacon requested for “no wake” signs to be posted by the Breakwater Dock.

Bonnie Carter, City of Camas, thanked everyone for all the information and it was great listening in on the meeting!

Rick Anderson, FlyIt, commented that if the airport is being further developed, that he would like to be a part of it if possible.

Grove Field – Land Use Development

Three key items discussed include the site constraints, zoning, and existing parcels.

Commissioner Spencer requested to review the original Airport Layout Plan (ALP).

Commissioner Marshall commented that the City of Camas is working diligently on planning the North Shore and this needs to be taken into consideration.

Ripp suggested to schedule a workshop session to further discuss this topic.

Dark Fiber

Funding to install dark fiber in rural Washougal is not currently available. Ripp will be following up on this issue.

Commissioner Keister and Cagle commented that satellite high-speed internet is another option. There is a waitlist to receive this service.

The Commission thanked the staff for another successful planning session and would like to continue these conversations when needed. Ripp suggested having workshops prior to our regularly scheduled meetings and especially after WPPA conferences to allow the Commission to download their take aways from the meeting.

Public Comment

Marty Snell, Camas, commented that the Port has a lot of its plate, and it is great to see staff so involved!

The meeting adjourned at 4:09 p.m.

PORT OF CAMAS-WASHOUGAL COMMISSION

Commissioners

**MINUTES OF THE ANNUAL MEETING OF THE BOARD OF DIRECTORS
of the
PUBLIC INDUSTRIAL CORPORATION
PORT OF CAMAS WASHOUGAL
February 17, 2021**

By: Krista Cagle, Assistant Finance Manager

A meeting of the Board of Directors of the Public Industrial Corporation (PIC) of the Port of Camas-Washougal was held at the Port Offices, 24 South 'A' Street, Washougal WA, on Wednesday, February 17, 2021 at 12:43 p.m., during a recess of the regular meeting of the Commissioners of the Port of Camas-Washougal. It was noted that special notice of the meeting date, time, and purpose had previously been provided at least 24 hours prior to the scheduled meeting and is being held via Zoom per Governor Inslee's Proclamation 20-28.6.

PRESENT: Directors Larry Keister, John Spencer and Cassi Marshall; Port Chief Executive Officer David Ripp; Port Assistant Finance Manager Krista Cagle; Port Director of Planning and Development Mark Miller; Port legal counsel, Port staff members, and members of the press and public. General public has access through a designated conference call line and Zoom video.

The reading of the Minutes of the annual meeting of March 4, 2020 was dispensed with, it being noted that a copy had previously been provided to all Directors. Upon motion by Director Spencer and seconded by Director Marshall it was unanimously declared to be the Order of the Board to adopt the minutes from the March 4, 2020 annual meeting as presented.

It was moved by Director Spencer, seconded by Director Keister and unanimously declared to be the Order of the Board to nominate and elect the following officers for the Public Industrial Corporation of the Port of Camas-Washougal for calendar year 2021:

President:	John Spencer
Vice-President:	Cassi Marshall
Secretary-Treasurer:	Larry Keister

Brief discussion followed on the purpose of PIC.

There being no further business of the Public Industrial Corporation, the meeting was adjourned at 12:47 p.m.

PUBLIC INDUSTRIAL CORPORATION

Directors