

OPEN SESSION

REGULAR MEETING PRELIMINARY AGENDA

October 5, 2022

I. SPECIAL MEETING WORKSHOP 4:30 PM

- A. Discussion: Washington Public Ports Association's
Governance & Management Guidebook – Chapters 3 & 4

II. OPEN SESSION 5:00 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 September 21, 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. 2023 Parks fees revision - Krista
D. 2023 Preliminary Budget Review - Krista
E. Reschedule December 7th Commission Meeting to December 6th at 12:00 pm - Krista

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. 2023 Parks fees revision
G. Reschedule December 7th Commission Meeting to December 6th at 12:00 pm

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>
* October 26 th	Boo Bash – Downtown Camas (3:00 pm – 5:00 pm)
* October 26 th	City of Camas, City of Washougal, Port of Camas-Washougal Meeting – Port conference room (5:30 pm – 7:00 pm)
* October 27 th	Industrial Park Forum – 54-40 Brewing (5:00 pm – 7:00 pm)
* November 4 th	First Friday – Downtown Camas (5:00 pm – 8:00 pm)
* November 17 th	Camas-Washougal Chamber Luncheon – Camas Meadows (11:30 am – 1:00 pm)
* November 29 th	3 Ports Meeting – Port of Vancouver (12:00 pm – 2:30 pm)

(*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: 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

September 21, 2022

By: Juli Burnett, Administrative Assistant

Prior to the Regular Commission Meeting, an Executive Session was held at 11:00 am to discuss potential legal action with the Port's legal counsel and a Special Meeting Workshop was held at 11:30 am to discuss the Washington Public Ports Association's Governance & Management Guidebook.

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, September 21, 2022, 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, 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 12:00 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.

CONSENT ITEMS

- Minutes & Checks

Minutes from the Regular Meeting on September 7, 2022, and electronic payments and the issuance of general fund checks 8293-8314 in the total amount of \$864,459.31 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

David Stuebe, Washougal City Council, reminded everyone of the following events:

- **Coffee with a Cop** is on September 23rd from 9:00 am – 11:00 am at Starbucks located at 291 C Street Washougal, WA 98671.
- **Camas-Washougal Fire Department Open House** is on Saturday, September 24th from 10:00 am – 2:00 pm at the Grass Valley Station #42.
- **Pumpkin Harvest Festival** is on Saturday, October 15th from 12:00 pm – 2:00 pm at Hathaway Park.

NEW BUSINESS / DISCUSSION ITEMS – None to discuss

PUBLIC COMMENT #2 – No comment was made

ACTION ITEMS

Commissioner Marshall made a motion for the Commission to authorize the Port's Legal Counsel, in consultation with the Port Chief Executive Office, to take steps necessary, including legal action as may be necessary and appropriate to protect the integrity and cyber security of the Port and individual Commission members, as allowed by law, and that this authorization is consistent with protection of the Port and Commissioners and arises out of the good faith performance of the Commissioners' duties for the Port. Commissioner Spencer seconded and the motion was carried unanimously.

STAFF REPORTS & COMMENTS

- Chief Executive Officer
Chief Executive Officer, David Ripp, announced the next Broadband Committee meeting is tomorrow, September 22nd at 1:00 pm in the Port conference room. Ripp reminded everyone of the joint City of Camas, City of Washougal, and Port of Camas-Washougal meeting on October 26th in the Port conference room from 5:30 pm – 7:00 pm. Ripp proposed to reschedule the December 7th Commission meeting to December 6th at 12:00 pm (due to the Washington Public Port Association Annual meeting). This will be on the next Commission Meeting agenda for approval. Ripp announced the Port will be sponsoring the November Chamber Luncheon and he will be speaking. Ripp commented the State of the Community was held last week and thought it went very well and was excited about the attendance. The Commissioners discussed the next Workshop on October 5th may be held at 4:00 pm to discuss the Environmental Seminar.
- Director of Business Development & Real Estate
Director of Business Development & Real Estate, Derek Jaeger, commented on the Community Economic Revitalization Board (CERB) tour. It was well received by CERB, and the tenants did a great job presenting. Jaeger commented the Industrial Park Forum will on October 27th at 54-40 Brewing from 5:00 pm – 7:00 pm. Invites will be handed out this week to Port tenants and non-tenants. Jaeger commented he attended the Career and Technical Education (CTE) meeting yesterday. Their food truck called the Shoug Shack will be receiving permitting soon and the students are excited to get on the road in 2023. CTE will hold a Career Pathways Seminar on November 3rd. The Port offered to have students tour businesses in the Industrial Park after the seminar. CTE is utilizing a discovery tool called You Science that will help connect students and businesses together.
- Director of Finance
Director of Finance, Krista Cagle, commented the Port would be attending the Boo Bash downtown Camas on October 26th from 3:00 pm – 5:00 pm. Also, the Port will be attending Frist Friday downtown Camas on November 4th from 5:00 pm – 8:00 pm.
- Director of Facilities
Director of Facilities, Eric Plantenberg, commented Building 4 is complete and the tenant may want to add another restroom as there are 18 employees in the warehouse and approx. 6-10 employees in office. Plantenberg commented the Port will receive our Lawton Creek permit tomorrow for repair on the eastside of levy. The sidewalk at Grove Field by hangar AP-1 is being poured to make it ADA accessible. Plantenberg thanked Susan Tripp with the

Parkersville PAC Group for coordinating with Cascade Tress to donate their time to prune all the heritage trees in the park!

COMMISSIONER REPORTS & DISCUSSION

- Commissioner Keister

Commissioner Keister commented the CERB evening meeting was great to sit at 54-40 and see building 20 in construction. This was an excellent opportunity to have CERB visit the Industrial Park!

- Commissioner Spencer

Commissioner Spencer commented he was impressed by the CERB luncheon/tour and would like to tour the Industrial Park (IP) more with the other commissioners and Port staff if possible. Jaeger commented that he would like to meet with the IP tenants more in person and start the tenant survey again. This could help with the commissioners being more engaged with tenants. Commissioner Keister commented it would be great to have more one-on-one time with the tenants.

- Commissioner Marshall

Commissioner Marshall commented the tenant feedback from the CERB tour was great! The State of the Community was excellent, and the presentations were engaging and informative. Commissioner Marshall commented on long terms goals, and asked the question, what kind of ancestor do you want to be? Commissioner Marshall commented we have important decisions to make for future generations and to set the Port up for success.

At 12:32 pm the meeting adjourned.

PORT OF CAMAS-WASHOUGAL COMMISSION

Commissioners

PROPOSED MODIFICATIONS TO RATES & FEES – Previously adopted June 15, 2022

****REVISED October 5, 2022****

Effective - January 1, 2023

RATES	Proposed Rate Adjustment
Airport Lease Rate Adjustment	6%
Marina Lease Rate Adjustment	Remove 1-month free discount/no 9-month lease option (12 month only)

FEES	Current Fee	Proposed Fee
Transient Tie-Down (overnight)	\$5	\$10
Marina Relocation Fee	\$75	\$150
Moorage Wait List Fee – Tenant	Free	\$40 annually
Dock Box Installation Fee	\$30	\$50
Launch Ramp Permits – Daily	\$7	\$10
Washougal Waterfront Picnic Shelter – weekend full day**	\$175	\$350 plus \$175 refundable deposit
Washougal Waterfront Picnic Shelter – weekend half day**	\$100	\$200 plus \$100 refundable deposit