

OPEN SESSION

PRELIMINARY AGENDA

January 5, 2023

- I. SPECIAL MEETING WORKSHOP** **11:00 AM**
- A. Washington Public Ports Association’s Governance
& Management Guidebook – Chapter 5
- 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 December 21st, 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. CEO Delegation of Authority – David Ripp
D. Resolution 1-23 Surplus of Property – Krista Cagle
E. Resolution 2-23 2024 Budget Schedule – Krista Cagle
F. Building 20 Change Orders 12 & 13 – David Ripp

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

- G. Resolution 1-23 Surplus of Property
H. Resolution 2-23 2024 Budget Schedule
I. Building 20 Change Orders 12 & 13

STAFF REPORTS & COMMENTS

- J. Chief Executive Officer & Directors

COMMISSIONER REPORTS & DISCUSSION

III. EXECUTIVE SESSION

1:00 PM

- A. To discuss one matter related to Personnel Evaluation, pursuant to RCW 42.30.110(1)(g) No action is expected to be taken in the public session as a result.

ADJOURN

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

<u>Date</u>	<u>Meeting</u>
* January 23 rd , 2023 3:00 pm – 5:00 pm	Washington Public Ports Association Meet & Greet New Executive Director at Port of Kalama

(*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: 829 0393 6339, Password: 154722 or via this video link:

<https://us06web.zoom.us/j/82903936339?pwd=U01pdWY1V0tES3dMZWFkNjJNbUNVZz09>

MINUTES OF THE REGULAR COMMISSION MEETING

PORT OF CAMAS-WASHOUGAL

December 21, 2022

By: Juli Burnett, Administrative Assistant

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, December 21, 2022, at 12:00 pm. Prior to the Regular Meeting a Special Meeting Workshop was held at 11:00 am to recap the Annual Washington Public Ports Association Meeting and to discuss the Washington Public Ports Association's Governance & Management Guidebook.

PRESENT: Commissioner Cassi Marshall, Commissioner Larry Keister, Commissioner 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, Environmental/Project Manager Jennifer Taylor, Administrative Assistant Juli Burnett, 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, Commissioner 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 December 6, 2022, and electronic payments and the issuance of general fund checks 8464-8502 in the total amount of \$301,263.71 were presented for approval. After a brief discussion, a unanimous motion was made for unanimous consent by Commissioner Keister and Commissioner Marshall, the minutes and electronic payments and checks were carried unanimously. Commissioner Spencer was not present.

PUBLIC COMMENT #1 – No comment was made.

NEW BUSINESS / DISCUSSION ITEMS

- 2023 Election of Officers

Chief Executive Officer, David Ripp, proposed that Commissioner Spencer will be Commission President, Commissioner Keister will be Commission Vice President, and Commissioner Marshall will be Commission Secretary for 2023. Approval will be requested during Action Items.

- 2023 Representatives

Chief Executive Officer, David Ripp, proposed the following 2023 Representatives:

- Columbia River Economic Development Council – Ripp and Commissioner Keister as alternate
- Regional Transportation Council – Commissioner Keister as alternate for Commissioner

- Burkman (Port of Vancouver)
- Parkersville Advisory Committee – Commissioner Marshall
 - Washington Public Ports Association – Commissioner Spencer and Ripp as alternate
 - City of Camas – Commissioner Marshall and Commissioner Spencer as alternate
 - City of Washougal – Commissioner Keister
 - Community Chest – Commissioner Spencer and Ripp as alternate

Approval will be requested during Action Items.

- 2023 Legislative Agenda

Chief Executive Officer, David Ripp, presented the 2023 Legislative Agenda. The agenda includes the following discussion items: Transportation Improvements, Economic Development, Broadband, Protecting Industrial Lands, Public Works Contracting, Economic Development Tools, and Sustainability. Ripp commented the agenda is a living document that can be revised as needed throughout the year. Commissioner Marshall asked Ripp how he will advocate for our Port's priorities and Ripp replied that he has met with Senator Rivers and Senator Cleveland, to hopefully receive capital funding for new projects. Ripp commented he is also advocating for Community Economic Revitalization Board (CERB) funding and transportation needs regarding I-5 and Slough Bridge. Approval will be requested during Action Items.

- Grove Field Apron Expansion Accept as Complete

Environmental/Project Manager, Jennifer Taylor, presented the Grove Field Apron Expansion Accept as Complete. MacDonald Excavating completed the construction work in October 2022 and recently completed all the follow up items as requested. Approval will be requested during Action Items.

PUBLIC COMMENT #2

Dave Stuebe, Mayor of Washougal, commented he met with legislators Kevin Waters and Paul Harris. The Slough Bridge is a priority on their agenda and 32nd Street. Stuebe commented the City of Camas, City of Washougal, and the Port working together will help to move these projects along with one unified voice.

ACTION ITEMS

- 2023 Election of Officers

Commissioner Marshall requested formal approval of the 2023 Election of Officers. Upon motion by Commissioner Spencer, seconded by Commissioner Keister and carried unanimously, the approval of the 2023 Election of Officers as presented, effective December 21, 2022.

- 2023 Representatives

Commissioner Marshall requested formal approval of the 2023 Representatives. Upon motion by Commissioner Keister, seconded by Commissioner Spencer and carried unanimously, the approval of the 2023 Representatives as presented, effective December 21, 2022.

- 2023 Legislative Agenda
Commissioner Marshall requested formal approval of the 2023 Legislative Agenda along with the option for the Chief Executive Officer to make amendments to the agenda as needed. Upon motion by Commissioner Spencer, seconded by Commissioner Keister and carried unanimously, the approval of the 2023 Legislative Agenda as presented, effective December 21, 2022.
- Grove Field Apron Expansion Accept as Complete
Commissioner Marshall requested formal approval of the Grove Field Apron Expansion Accept as Complete. Upon motion by Commissioner Keister, seconded by Commissioner Spencer and carried unanimously, the approval of the Grove Field Apron Expansion Accept as Complete as presented, effective December 21, 2022.

STAFF REPORTS & COMMENTS

- Chief Executive Officer
Chief Executive Officer, David Ripp, updated the Commission on the Port's broadband grant application being led by Petrichor. The application is due January 17th, 2023. The grant would provide funding for construction in the Spud Mountain and Livingston Mountain area. The construction cost is approx. \$7.9 million with a 10% match in-kind. NocTel Communications or other providers could partner with the Port to potentially tie the Port into their infrastructure.

Ripp requested formal approval to schedule a 2023 monthly Special Meeting Workshop to be held at 11:00 am prior to the first Commission Meeting of each month. Upon motion by Commissioner Keister, seconded by Commissioner Spencer and carried unanimously, a 2023 monthly Special Meeting Workshop will be held at 11:00 am prior to the first Commission Meeting of each month, effective December 21, 2022.

Ripp thanked Port staff and the Commission for another successful year!

- Director of Business Development & Real Estate
Director of Business Development & Real Estate, Derek Jaeger, commented Rick Anderson with FlyIt Academy submitted information to Port staff for review for potential approval to sell unleaded fuel at Grove Field with his fuel truck. Anderson requested Port staff to sign a non-disclosure agreement. The information received cannot be discussed. Jaeger commented, Building 20 currently has 9,900 square feet available for lease. It is a slow time of year so hopefully we will have more potential tenants in the beginning of 2023.
- Director of Facilities
Director of Facilities, Eric Plantenberg, commented the Fire Marshal asked if the Port has any restrictions regarding Anderson selling unleaded fuel at Grove Field with his fuel truck and Plantenberg commented no. The Fire Marshal is currently in process of approving a permit for Anderson.

- Director of Finance
Director of Finance, Krista Cagle, commented 2023 launch ramps permits are available for purchase. Cagle commented the January newsletter is currently being drafted. If anyone has a topic they would like to be included, please let her know.

COMMISSIONER REPORTS & DISCUSSION

- Commissioner Keister
Commissioner Keister thanked Port staff and Commissioner for a great year! Commissioner Keister requested to book the Port conference room for the Community Chest to use on January 16th, 2023, from 4:00 pm – 6:00 pm. Cagle commented it is available.
- Commissioner Spencer
Commissioner Spencer commented on the importance of electrification in the future and making it a priority to receive grants for infrastructure.
- Commissioner Marshall
Commissioner Marshall thanked the Port staff for a great year! Commissioner Marshall shared an article from the Post-Record Newspaper reporting on the Port’s Heritage Trees. This could be included in the Port’s January newsletter.

At 12:37 pm the meeting adjourned.

PORT OF CAMAS-WASHOUGAL COMMISSION

Commissioners

RESOLUTION NO. 1-23

A RESOLUTION of the Commission of the Port of Camas-Washougal, Washington, authorizing the Chief Executive Officer to sell surplus Port non-real property of less than \$19,427.00 value, and directing the procedures for such sales.

BE IT RESOLVED by the Port Commission of the Port of Camas-Washougal as follows:

- Section 1. The Port's Chief Executive Officer is authorized, pursuant to RCW 53.08.090, to sell and convey surplus Port District non-real property having a value of less than Nineteen Thousand Four Hundred Twenty-Seven and No/100 Dollars (\$19,427.00). The Port's Chief Executive Officer shall have this authority for a period of one (1) year from the date of this resolution.
- Section 2. Prior to the sale or conveyance of non-real property pursuant to this resolution, the Port's Chief Executive Officer shall compile an itemized list of the property to be sold, together with the value placed on each item by the Chief Executive Officer. The list shall be submitted to the Port Commission, together with the Chief Executive Officer's written certification that the listed non-real property is no longer needed for the Port District purposes, no later than seven (7) days before the sale.
- Section 3. The Chief Executive Officer shall determine the methods, terms and conditions of sales made pursuant to this resolution. When less than the full purchase price is paid at the time of purchase, the sale shall comply with the limitations of RCW 53.08.091.
- Section 4. Items of non-real property having a value of less than Nineteen Thousand Four Hundred Twenty-Seven and No/100 Dollars (\$19,427.00) may be sold without advertisement and without public competitive bid. The Chief Executive Officer shall notify the Commission in his written certification that he intends to sell non-real property pursuant to this section. The Commissioners, Chief Executive Officer and Port employees may not purchase items sold pursuant to this section.
- Section 5. Except as provided above, all sales made pursuant to this resolution shall be by public competitive sale, either through open auction or sealed bids. The sale shall be advertised by the Chief Executive Officer at least fourteen (14) days prior to its occurrence.

Section 6. Non-real property having a value in excess of Nineteen Thousand Four Hundred Twenty-Seven and No/100 Dollars (\$19,427.00) shall not be divided into components of less than \$19,427.00 and sold pursuant to this resolution, unless the sale is authorized by the Commission and is by public competitive bid.

ADOPTED at the regular meeting of the Commissioners of the Port of Camas-Washougal on January 5, 2023.

PORT OF CAMAS-WASHOUGAL

By: _____

Commissioners

RESOLUTION NO. 2-23

A RESOLUTION of the Commissioners of the Port of Camas-Washougal, establishing alternate dates for filing final budget for calendar year 2024, establishing other alternate dates, and declaring an effective date.

DECLARATIONS

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 53.35.045, the Commissioners of the port district may file with the clerk of the county legislative authority a certified copy of the port district final budget, provided for in RCW 53.35.040, on the first Monday in December, rather than the date established in RCW 53.35.040, and may establish alternate dates relating to the budget process.

3. The Commissioners of the Port of Camas-Washougal desire to use the alternate budget date for filing of its final budget for calendar year 2024, and to establish other dates to conform to that alternate budget process.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE PORT OF CAMAS-WASHOUGAL AS FOLLOWS:

1. Pursuant to RCW 53.35.045, the Commissioners of the Port of Camas-Washougal will file its final budget for calendar year 2024, by December 4, 2023.

2. The following alternate dates will be utilized by the Commissioners of the Port of Camas-Washougal, to conform to the alternate date for final budget filing:

<u>Date</u>	<u>Event</u>
<u>October 18, 2023</u>	Adoption of Preliminary Budget
<u>October 26, 2023</u>	First Publication of Preliminary Budget's Adoption
<u>November 2, 2023</u>	Second Publication of Preliminary Budget's Adoption
<u>November 15, 2023</u>	Public Hearing on Final Budget
<u>November 15, 2023</u>	Adoption of Final Budget

3. This resolution shall take effect upon its adoption by the Commissioners of the Port of Camas-Washougal at a regularly scheduled meeting. In the event of the cancellation or alteration of meetings, the events listed above shall be deemed to have been moved to the nearest meeting at which the Port is authorized to take action, but this resolution need not be amended.

ADOPTED at the regular meeting of the Commissioners of the Port of Camas-Washougal on January 5, 2023.

PORT OF CAMAS-WASHOUGAL

By:
