

**PRELIMINARY AGENDA**

**March 1, 2023**

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|--|-----------------|
| <b>I. <u>SPECIAL MEETING WORKSHOP</u></b>                                  | <b>11:00 AM</b> |
| A. Washington Public Ports Association’s Governance & Management Guidebook |                 |
| <b>II. <u>OPEN SESSION</u></b>   | <b>12:00 PM</b> |
| 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 February 15<sup>th</sup>, 2023 & Special Meeting on February 10<sup>th</sup>, 2023
- 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.

**ANNUAL PUBLIC INDUSTRIAL CORPORATION (PIC) MEETING**

- I. Approval of 2022 Minutes – David
- II. Election of Officers for 2023 – David

(Close Annual PIC Meeting and Reconvene to Regular Meeting)

**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.

**STAFF REPORTS & COMMENTS**

- C. Chief Executive Officer & Directors

**COMMISSIONER REPORTS & DISCUSSION**

**ADJOURN**

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

<b><u>Date</u></b>	<b><u>Meeting</u></b>
➤ March 1 <sup>st</sup> , 2023	Port of Ridgefield Ribbon Cutting
➤ March 2 <sup>nd</sup> , 2023 1:30 pm – 4:30 pm	Commission Annual Planning Workshop Conference Room, Port of Camas-Washougal

(\*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

February 15, 2023

By: Krista Cagle, Director of Finance

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, February 15, 2023, at 12:01 pm.

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, 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 12:01 pm, following the Pledge of Allegiance, Commissioner John Spencer 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 February 1, 2023, and electronic payments and the issuance of general fund checks 8595-8627 and voided checks 8590-8594 in the total amount of \$1,327,971.73 were presented for approval. After a brief discussion, a motion was made by Commissioner Keister and seconded by Commissioner Marshall, the minutes and electronic payments and checks were carried unanimously.

#### PUBLIC COMMENT #1

Commissioner Keister provided public comment on behalf of The City of Washougal, city representatives are currently in Olympia meeting with legislators.

#### NEW BUSINESS / DISCUSSION ITEMS

- DS Fabrication Lease Assignment

Director of Business Development and Real Estate Derek Jaeger presented the DS Fabrication Lease Assignment, DS Fabrication will be purchased by Equipment Repair Services (ERS). Nothing will change regarding current operations. Assignment begins Feb 16, 2023, when the purchase/sale agreement occurs. Per RCW 53.08.085, a security deposit is required from tenants when signing a lease agreement. The Port requires rent to be secured; however, at a lower security amount than required by state law. The Port will be obtaining a deposit amount of \$10,332.15. Approval will be requested during action items.

- Elwell Lease Termination

Director of Business Development and Real Estate Derek Jaeger presented the Elwell Lease Termination for Building 10 as they no longer need it upon consolidating their operations into Building 4. Elwell's lease terminates on February 28, 2023, and NocTel's lease begins March 1, 2023. Approval will be requested during Action Items.

- Recluse Brewing Addendum  
Director of Business Development and Real Estate Derek Jaeger presented the Recluse Brewing Addendum, they would like to amend their lease to add one 5-year option and the first 4 months of rent will be deferred until August 2023. Commissioner Keister commented that the Washougal City Council is questioning if Washougal is becoming brewpub heavy. A conversation ensued regarding breweries signing long-term leases with large tenant improvement needs in industrial buildings. Our local breweries also appreciate having other local breweries nearby, it helps the area become a destination and provides long-term job opportunities. Commission agreed that breweries and brewpubs are an asset to our community. Approval will be requested during Action Items.
- Resolution 3-23 Authorization of Sale of Vessel by Public Auction  
Chief Executive Officer David Ripp presented Resolution 3-23 regarding the authorization of the sale of a vessel by public auction per RCW 53.08.320, a long-time marina tenant is 7 months past due. Jen West has made every effort to locate the tenant. The moorage is 7 months past due with a balance of \$2,224.44. The boat is a 1993 28' Carver, it will take approximately 30 days before the auction will take place. Approval will be requested during Action Items.
- Building 20 Change Order #15 – Water Meters  
Chief Executive Officer David Ripp presented Change Order # 15 for the Building 20 water meters, the original building plan included only one meter with sub-meters for individual tenant spaces. We need to add 6 meters, so tenants can be directly billed by the City of Washougal for their utilities. The total change order is \$115,567.36 before tax. Approval will be requested during Action Items.

## **PUBLIC COMMENT #2**

Bryan Rachel commented that the City of Camas officials are also in Olympia meeting with the legislature.

## **PUBLIC HEARING**

Commissioner Spencer opened the Public Hearing.

The public hearing is held to take public comment on the proposed action to amend the Comprehensive Scheme of Harbor Improvements to add properties.

CEO David Ripp presented Resolution 4-23 regarding adding the Luse Property acquired in 2021 and the Mehrer Property in 2022 to the Port's Comprehensive Scheme of Harbor Improvements.

Commissioner Spencer requested public comment, and after no public comment, Commissioner Spencer closed the public comment portion. After brief discussion, a motion was made by Commissioner Marshall and seconded by Commissioner Keister and carried unanimously the approval of Resolution 4-23.

Resolution 4-23 was adopted, and the public hearing was closed.

## **ACTION ITEMS**

- DS Fabrication Lease Assignment  
Commissioner Spencer requested formal approval of the DS Fabrication Lease Assignment. Upon motion by Commissioner Keister, seconded by Commissioner Marshall and carried unanimously, the approval of the DS Fabrication Lease Assignment as presented, effective February 15, 2023.
- Elwell Lease Termination  
Commissioner Spencer requested formal approval of the Elwell Lease Termination. Upon motion by Commissioner Marshall, seconded by Commissioner Keister and carried unanimously, the approval of the Elwell Lease Termination as presented, effective February 15, 2023.
- Recluse Brewing Addendum  
Commissioner Spencer requested formal approval of the Recluse Brewing Addendum. Upon motion by Commissioner Keister, seconded by Commissioner Marshall and carried unanimously, the approval of the Recluse Brewing Addendum as presented, effective February 15, 2023.
- Resolution 3-23  
Commissioner Spencer requested formal approval of Resolution 3-23. Upon motion by Commissioner Marshall, seconded by Commissioner Keister and carried unanimously, the approval of Resolution 3-23 as presented, effective February 15, 2023.
- Building 20 Change Order #15  
Commissioner Spencer requested formal approval of the Bldg. 20 Change Order # 15. Upon motion by Commissioner Marshall, seconded by Commissioner Keister and carried unanimously, the approval of the Bldg. 20 Change Order as presented, effective February 15, 2023.

## **STAFF REPORTS & COMMENTS**

- Chief Executive Officer  
Chief Executive Officer, David Ripp, met with Marty Snell regarding Camas's annexation of the airport. The WPPA Spring conference begins May 17<sup>th</sup>, Ripp proposed moving the regular commission meeting from May 17<sup>th</sup> at noon to May 16<sup>th</sup> at noon. Upon motion by Commissioner Keister, seconded by Commissioner Marshall, and carried unanimously the May 17<sup>th</sup> regular meeting is rescheduled for May 16<sup>th</sup>, 2023, at noon. Ripp commented on the annual planning meeting, Ripp would like to split it up into 2 days in the future, each day would be a half day 4 hour session. Regarding the topics we were not able to discuss on Friday, he proposed we hold a special meeting workshop, rather than using the existing workshop time. He will follow up with some suggestions for dates and times to hold that special meeting. Ripp testified on Senate Bill 5718 regarding broadband mapping. Our March 1<sup>st</sup> workshop will be on Chapter 6 of the WPPA guidebook. He was approached by several pilots regarding the frequency code at Grove Field, he reached out to WSDOT Aviation.
- Director of Business Development & Real Estate

Director of Business Development & Real Estate, Derek Jaeger commented that the planning session was valuable. We still have the 9,900 square-foot space available in Building 20. American Queen Voyages will be sailing July through December this year, alternating Saturday one week and Wednesday the following week.

- Director of Finance  
Director of Finance, Krista Cagle commented on the successful and informational annual planning meeting.

## COMMISSIONER REPORTS & DISCUSSION

- Commissioner Keister  
Commissioner Keister commented on the Washougal City council meeting regarding lighting on the trail, it is budgeted for 2023. The City of Washougal also suggested that both cities should provide information to NineBark to help “sell the community”, not just the NineBark development. Commissioner Keister and CEO Ripp took David Fitch; Washougal City council; on a tour of the Port, he was impressed by the diversity of the tenants in the industrial park. Commissioner Keister has extended an invitation to Joyce Lindsey to join us when we’re in Bellingham.
- Commissioner Marshall  
Commissioner Marshall commented on the annual planning meeting as well, it was so valuable. The City of Washougal is working on a sister city in Poland, there is a lot of excitement regarding that. She received an email from the Port of Vancouver, regarding events with volunteer opportunities to create Grattix boxes.
- Commissioner Spencer  
Commissioner Spencer commented that the planning workshop was excellent, and he is concerned for the maintenance employees because they have no space for staff or equipment. He also commented on the trip to Olympia to meet with legislators. Commented on the airport frequency, there are 2 very common frequencies used locally. It can be confusing when pilots in other areas are using the common frequency we use at Grove Field. CEO Ripp to follow up with WSDOT Aviation on the process to change the frequency used.

The regular meeting Adjourned at 12:54 pm.

PORT OF CAMAS-WASHOUGAL COMMISSION

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Commissioners

## **MINUTES OF THE SPECIAL COMMISSION MEETING**

### **PORT OF CAMAS-WASHOUGAL**

**February 10, 2023**

By: Krista Cagle, Director of Finance

A special meeting of the Commissioners of the Port of Camas-Washougal was held in person and virtually from the Black Pearl at 56 S 1<sup>st</sup> St, Washougal WA on Friday, February 10, 2023, at 9:00 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, and members of the public.

At 9:00 AM, Commission President John Spencer called the Open Session Special Meeting to order.

#### **CEO Welcome Comments**

Chief Executive Officer David Ripp briefly discussed the Port's Strategic Action Plan update. He asked if the Commission feels this is still informational and if they would like to continue to receive quarterly updates. The Commission agreed, they appreciate the updates and would like to continue to receive them.

There was also a discussion on having Capital Budget meetings in May/June as well as August/September of 2023, those meetings will be scheduled at a later date.

#### **Commission Comments**

Commissioner Keister commented on the value of the Port to our community. We are providing economic benefits to Camas, Washougal, and East Clark County. He commented that one of his main priorities is to continue the Port's history of a strong financial position as well as continue community outreach and partnerships with both cities.

Commissioner Marshall commented on the need to make sure the Port is taking advantage of every opportunity for available grants. There will be many opportunities in the near future, and we need to be prepared.

Commissioner Spencer discussed the future vision and development for the very eastern border of Steigerwald Commerce Center. He also appreciates having this time staff and being able to spend the entire day discussing the future of the Port.

It was advised that participants watch the video created by the City of Washougal and Mayor David Stuebe which highlights the Port's Waterfront Trail and levee. The video can be viewed on the City of Washougal's Facebook page.

#### **5-year Capital Budget**

Director of Finance, Krista Cagle, presented the 5-year Capital Budget as well as a thorough review of the Port's reserve balance and debt profile. The conversation also included a discussion regarding the Port's bond capacity and what our capital budget will look like in 2028-2032. Cagle requested that Commission

prioritize their main goals for the Port for the next 10 years so that we have a better understanding of what our capital expenditures should include.

Also discussed was the need for more space for the Port's entire staff. Maintenance staff is already out of room to add any new employees or equipment, and the administrative building is at capacity. With future growth, come future staffing demands and we must be prepared.

Cagle commented on the transition to the Port's new accounting software, Caselle, the process has been very slow due to employee turnover within Caselle. We are now waiting for the phone call from Caselle that our database is complete, and we can begin the "pre-live" phase of implementation.

### **Marina and Waterfront Development**

CEO Ripp provided an update on RKM's progress regarding the waterfront development, they will be submitting plans to the City of Washougal in late spring with construction to begin late summer or early fall 2023. Ripp is working on the access agreement with the Best Western. Ripp has also submitted a capital request to help RKM remove the organic material on the waterfront.

Director of Real Estate & Business Development, Derek Jaeger shared that the Dolphin Yacht Club (DYC) is interested in being allowed to use the building they lease as an event space and that the Port would increase their lease rate to market or approx. \$3,000 per month. The condition of the building and maintenance items that they need to take care of are in consideration. DYC would need to lease the space out to non-members for events to cover the increase in rent. Bolt at 54-40 is interested in the building. One suggestion was a single-user taproom with food carts. The building could serve as a "brick and mortar" year-round service provider of food/drink. Food carts could be added for summer months to ease the demand and provide additional food options. A taproom and food cart concept could replicate Ashwood Taps and Trucks. A taproom would be easier to set up than a commercial kitchen in the building. The kitchen would have to undergo a tenant improvement to make it a semi-usable commercial kitchen. Bolt also shared the idea of a farmers' market to engage the community. This idea would be similar to the City of Stevenson's. Commissioner Spencer questioned if we should keep the building for our use as a temporary office space. Commission expressed that they aren't interested in giving rental control to the DYC. With the need for future Port office space, the building could become the new conference room and remodel the existing into offices.

Staff will need to develop a plan for future office expansion, conference room, and the Dolphin Yacht Club building.

Director of Facilities, Eric Plantenberg presented an idea for an Air BnB. The Port could retain a moorage slip on the west side of J-row and purchase a prefabricated floating "tiny home" to place in the slip. We could manage the reservations through SportSites. Commissioner Marshall inquired about how we would manage the cleaning. Plantenberg commented that he would have one of our grounds maintenance staff members handle it. Commission requested more information. Cagle commented that she can inquire about the insurance requirements through Enduris.

Jaeger provided an update on cruise ship interest. AQV will run from July through December, their sailing schedule will be released soon. He has received interest from Uncruise to call the Port. The vessel is the



Wilderness Legacy relocating from Alaska. It is 192' and typically has approximately 85 passengers per trip. Their sailing schedule would be Saturdays, September through November. The vessel would arrive in the morning, and passengers disembark and leave on a bus from a staging area. The vessel sits until new passengers load again around 5 pm. Their passenger demographic is younger and interested in more adventurous excursions such as hiking, kayaking, etc. Vehicle parking is a concern as it pertains to cruise ship passengers. This is why the boat-to-bus concept works well while waterfront construction is underway. Commission would like to see a commitment to the environment from any cruise ship line that calls our port.

Jaeger commented on a company called Freedom Boats that is interested in providing their service at the Port in Parker's Landing Marina. The concept is similar to a timeshare where customers buy into membership and Freedom Boats provides a vessel in any of their marked locations. The company would need 4 slips minimum to make it financially feasible. This causes the Port to give up space in the marina but opens up the recreational opportunity to people who can't afford their own boat and permanent moorage. Freedom Boats would have staff employed onsite at the marina at a kiosk or could possibly use the floating kayak storage structure. Commissioner Spencer asked Jaeger to find out if they have electric boats.

Staff presented the need for a parking fee structure in the areas surrounding the Port Office and Washougal Waterfront Park with the new residential units under construction. Commission agreed that we will need to implement parking fees, this will need to be presented to the public through outreach and public hearings. All agreed that we should begin that process this summer with implementation within 18-24 months.

### **Industrial Real Estate**

Jaeger presented the discussion regarding land sales in the Industrial Park, we will continue to consider selling parcels on a case-by-case basis. We need to start planning for a trail connecting the levee trail to the Industrial Park, especially with more breweries coming in. The Commission agreed that they like the idea of a trail from Lincoln Street running parallel along Plastic Forming's east property line and tying into a trail along the Port's wetland buffer.

Also, 54-40 will begin their tenant improvements this year with completion expected this Fall. Improvements to include additional +60 seating, banquet room, commercial kitchen, tasting room, additional dining, and entertainment options.

Jaeger also mentioned the future "Bldg. 21" development potential for smaller buildings on the lot behind Building 18, or multiple buildings could go on lots 8 & 10. The Commission needs to continue planning for what they want to see in the industrial park and weigh the scarcity of industrial land for future Port development.

Environmental/Project Manager, Jennifer Taylor commented that she is currently working with USFW on the land swap at the east side of Steigerwald Commerce Center. She also mentioned that Mackay & Sposito is working on the design for 41<sup>st</sup> St, they will have 30% completion in May, and there is a 2024 construction window.

Plantenberg commented on the lack of IP shop space, they currently have no room for any additional employees or equipment. He would like to build a pole barn-style building behind Building 18, on the east side of the back of the building. He estimates they would need a 30x48 foot building and they would use solar power for electrical needs. The structure would only be used for the storage of equipment. Jaeger commented that we should consider other lots that could be utilized for a storage facility as the lot behind Bldg. 18 is more of a “premium” lot given its desirable location for future development. Conversation continued regarding the Port’s need to plan for the growth of our staff and future needs. Staff has had conversations with Pendleton about selling their property to the west of the IP Shop, but the owner was not interested. Staff will ask again if they would be willing to sell a small portion and complete a Boundary Line Adjustment.

Ripp mentioned the skate park being utilized for a food cart pod. Commissioner Marshall mentioned the land next to the skate park, there could be potential for retail or commercial use adjacent to the park. Ripp will look into a potential CERB Planning Grant to help with a future layout for this project.

**Grove Field**

Ripp requested an update from Marty Snell, Snell commented on the City of Camas’ annexation of the land including Grove Field. Snell mentioned that the annexation of this land is much easier than when trying to annex agricultural or forestry lands. The Port is looking to create jobs from the development of this property. There will be massive public outreach, the county will put out a public participation plan and the first maps should be available spring or summer 2024.

Jaeger provided a brief update on the progress of Flyit providing unleaded aviation fuel. Plantenberg commented that the Fire Marshall is still in the process of permitting and Cagle commented that she contacted Enduris for insurance requirements for allowing a third party to provide fuel at our airport.

After brief discussion regarding the remaining agenda items, the commission, and staff agreed to hold a workshop session in the near future to cover the remaining topics. Ripp will follow up with proposed dates and times for the workshop.

The meeting adjourned at 3:40 p.m.

PORT OF CAMAS-WASHOUGAL COMMISSION

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Commissioners

**MINUTES OF THE ANNUAL MEETING OF THE BOARD OF DIRECTORS  
of the  
PUBLIC INDUSTRIAL CORPORATION  
PORT OF CAMAS WASHOUGAL  
February 16, 2022**

By: Juli Burnett, Administrative Assistant

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 16, 2022 at 12:18 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 Director of Finance Krista Cagle; Port Director of Real Estate & Development Derek Jaeger; Port Administrative Assistant Juli Burnett, Attorney Carolyn Lake, 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 February 17, 2021, was dispensed with, it being noted that a copy had previously been provided to all Directors. Upon motion by Director Keister and seconded by Director Spencer it was unanimously declared to be the Order of the Board to adopt the minutes from the February 17, 2021, annual meeting as presented.

It was moved by Director Keister, seconded by Director Spencer 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 2022:

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

Brief discussion followed on the purpose of PIC.

There being no further business of the Public Industrial Corporation, the meeting was adjourned at 12:20 p.m.

**PUBLIC INDUSTRIAL CORPORATION**

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Directors