

PRELIMINARY AGENDA FOR REGULAR MEETING

November 1, 2023

I. WORKSHOP

11:00 AM

A. Port of Kennewick Presentation by Tim Artzen

II. OPEN SESSION

12:00 PM

Pledge of Allegiance

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.

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 a separate discussion is desired, that item may be removed from the Consent Items and placed under Action Items by request.

B. Approval of Minutes of the Regular Meeting on October 18, 2023 and Special Meeting on October 26, 2023

C. Approval of Checks

NEW BUSINESS/DISCUSSION ITEMS

D. 2024 Preliminary Budget Review- Director of Finance Krista Cagle

E. Resolution 7-23 Commission Per Diem- Chief Executive Officer 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

F. Resolution 7-23 Commission Per Diem

STAFF REPORTS & COMMENTS

COMMISSIONER REPORTS & DISCUSSION

ADJOURN

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

Date

Meeting

***November 9, 2023**

IP Forum- 54-40 (4 pm-6 pm)

***November 16, 2023**

CW Chamber Luncheon (11:30 am-1 pm)

***November 30, 2023**

**3 Port's Meeting- Port of Camas/Washougal
(12 pm-2 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: 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
October 18, 2023**

By: Mackenzey Johnson, 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, October 18, 2023, at 12 p.m. An Executive Session was held prior at 11 a.m. to discuss one matter related to personnel evaluation and no decisions were made.

PRESENT: Commissioner Cassi Marshall, Commissioner Larry Keister, Commissioner 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, Attorney Carolyn Lake, Administrative Assistant Mackenzey Johnson, 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 p.m. following the Pledge of Allegiance, Commissioner Spencer called to open the Regular Session public meeting to order. This meeting is video recorded, and the chat function has been disabled.

PUBLIC COMMENT #1:

No comment.

CONSENT ITEMS

Minutes & Checks

Minutes from the Regular Meeting on October 4, 2023, and electronic payments and the issuance of general fund checks 9103-9133 in the total amount of \$187,288.59 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.

NEW BUSINESS / DISCUSSION ITEMS:

2024 Preliminary Budget- Director of Finance Krista Cagle:

Director of Finance Krista Cagle explained that this would be another opportunity for the commission to ask questions regarding the Port's budget for next year. Cagle stated she removed \$2,500 for the adopt a bench program, per there being no benches left to adopt. Cagle also stated that she added \$2,000 to expenditures for the levy costs per Director of Facilities Eric Plantenberg. Cagle stated this will put the Port's operating income at roughly \$233,000. Cagle explained that there is more information about the Port's budget on our website. Approval will be requested during action items.

5-year Capital Budget- Chief Executive Officer David Ripp:

Chief Executive Officer David Ripp stated that most of this information presented was in Director of Finance Krista Cagle's presentation. Ripp stated the 5-year Capital Plan lays out what those projects may be and when they will potentially happen. The projects spoken about were regarding

the marina, a dredging project based on survey analysis, and the Black Pearl pathway. Ripp spoke about Park projects such as the art fund and the Washougal Waterfront parking lot slurry. Ripp also mentioned upcoming Airport projects such as 2 additional concrete tie-downs done in-house and designing the replacement of the Port sign. The last capital projects spoken about were for Real Estate. The 41st Street project was mentioned, along with energy efficiency projects, and future development of the Port's administration building. The cash reserves should seemingly grow in 2024 and by 2027 we should see a decline due to Architect & Engineering costs for future development as well as the scheduled dredging of the marina.

Dolphin Yacht Club Lease- Director of Business & Real Estate Derek Jaeger:

Director of Business & Real Estate Derek Jaeger stated the Dolphin Yacht Club was pulled from the agenda and will be discussed later.

Resolution 7-23 Commission Per Diem Compensation- Chief Executive Officer David Ripp:

Chief Executive Officer David Ripp stated that this is more of the same discussion that was had at the last Commission Meeting. Carolyn Lake, the Port's lawyer put together a resolution to increase the number of paid meetings for the Commissioners. The Commission is currently at 96 paid meetings per year, and they are looking to have it increased to 120. Lake stated that she is currently waiting for information from the State of Washington about what the cap is for money for each paid meeting. The current amount per meeting they receive is \$128. Lake stated it is best to wait to see what the State comes back with before publishing the resolution.

Goodstein Law Group Professional Services Agreement- Chief Executive Officer David Ripp:

Chief Executive Officer David Ripp stated the Port has a contract made every 3 years for Goodstein Law Group and this new one would begin in January of 2024. Attorney Carolyn Lake stated the current pay increase for the new contract would be a "Cost of Living" increase of 4%. From there, pay would rise between 3-5% gradually after 2024. There would also be 2 one-year extensions as part of this contract. Approval will be requested during action items.

PUBLIC COMMENT #2:

Commissioner Spencer stated that he had recently received a text from Mike Reinhardt regarding the Port's managed levy on his property. Spencer stated that Reinhardt had sent a picture of his concerns along with notes describing them. However, Ripp and Spencer both replied with whether our documents called for all the work on Lawton Creek, which Reinhardt was concerned with. This specific levy is a part of the Port's levy system, it does not need to specifically be called out in documentation because of this.

ACTION ITEMS:

Adopt 2024 Preliminary Budget:

Commissioner Marshall requested formal approval of the Adoption of the 2024 Preliminary Budget as presented during discussion items. Upon motion by Commissioner Marshall seconded by Commissioner Keister and carried unanimously, the approval of the Adoption of the 2024 Preliminary Budget effective October 18, 2023.

Goodstein Law Group Professional Services Agreement:

Commissioner Keister requested formal approval of the Goodstein Law Group Professional Services Agreement as presented during discussion items. Upon motion by Commissioner Keister seconded by Commissioner Marshall and carried unanimously, the approval of the Goodstein Law Group Professional Services Agreement effective October 18, 2023.

STAFF REPORTS & COMMENTS

Chief Executive Officer-

Chief Executive Officer David Ripp stated that he had a meeting with county and city counselors concerning the urban growth boundary for Grove Field. Ripp stated that we will be working our messaging and outreach as well as when we have our first open house with the public in 2024.. Ripp explained that in June of 2025, the plan needs to be updated and approved. Ripp commented that they would work on mapping, outreach, and scheduling more meetings to get the message across.

Director of Finance-

Director of Finance Krista Cagle stated the Port will be helping with the City of Washougal's event this Saturday, October 21st at Hathaway Park. The event will be a Pumpkin Festival. Cagle wanted to thank Commissioner Keister and Port employee Amie Bittle for volunteering their time to participate.

Director of Business & Real Estate-

Director of Business & Real Estate Derek Jaeger stated he attended the Washougal Business Association kick-off meeting last week with Commissioner Marshall. Jaeger said he had met a great contact for a potential partnership. Jaeger mentioned that he has a potentially interested party in the open bay of Building 20. He also touched on his conversation with Freedom Boats and stated they are excited for next season. Jaeger stated there might be a lease addendum for Freedom Boats soon.

COMMISSIONER REPORTS & DISCUSSION

Commissioner Keister

Commissioner Keister shared his excitement to attend the Washington Airport Association conference next week in Leavenworth, Washington.

Commissioner Marshall

Commissioner Marshall stated she attended the CPU meeting and they had opened the sale for residential people on the waitlist and had sold out in 40 minutes. Marshall said that she had stopped and talked with some of the installers for the solar project working at 54-40 and one of the installers was extremely knowledgeable and excited about the program. Marshall mentioned that she had attended the Washougal Business Association meeting and how well it bodes for economic development. Marshall said the meeting had great energy and was exciting. Marshall also stated that she and Port employee Jennifer Taylor attended the CPU Key Accounts meeting and there was some great information about school districts, cities, and governments. She stated they were focused on improving efficiency, grant funding, and power security moving forward.

Commissioner Spencer

Commissioner Spencer stated he had attended the dinner with the Polish Delegation Sister City, and it was neat to hear how organized they were. Spencer stated that for the most part, the people

and their goals were the same as ours here in the United States. Spencer also mentioned that he and David Ripp toured UPC 2 weeks ago and were very impressed with what they are doing for growth potential, technology, and recycling.

The regular meeting adjourned at 12:56 p.m.

PORT OF CAMAS-WASHOUGAL COMMISSION

Commissioners

MINUTES OF THE SPECIAL MEETING

PORT OF CAMAS-WASHOUGAL

October 26, 2023

By: Mackenzey Johnson, Administrative Assistant

A Special 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 Thursday, October 26, 2023, at 10 am.

PRESENT: Commissioner Cassi Marshall, Commissioner Larry Keister, Commissioner 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, Administrative Assistant Mackenzey Johnson, 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 10:00 a.m. following the Pledge of Allegiance, Commissioner Spencer called to open the Special Meeting Session public meeting to order. This meeting is being video recorded, and the chat function has been disabled.

PUBLIC COMMENT #1:

No comment.

NEW BUSINESS / DISCUSSION ITEMS:

Dolphin Yacht Club Lease:

Director of Business & Real Estate Derek Jaeger stated the Dolphin Yacht Club has expressed interest in signing a new lease and continuing occupancy. Jaeger explained that the Port has accessed a higher and better usage of the property due to current rates being severely under market value. Jaeger stated as a part of the negotiations, the Port has authorized Dolphin Yacht Club to rent the space for events for non-club members. Jaeger explained this may help with the significant rate increase that the club will face in the next year. Jaeger also states that the Yacht Club is aware of the Port's potential need to expand and use the building for administrative offices in the future. Jaeger stated the lease is for a 3-year term, with two, one-year options; Either party can terminate with a 6-month notice. Since their rate is significantly under market value, the rate will be adjusted during the 1st year from \$415.24 currently to \$1,500 in the next 6 months. After a year it will go up to \$2,000 and so forth, including Leasehold Tax. Both Commissioner Marshall and Commissioner Keister stated that they were hesitant about continuing this lease due to liability reasons and building maintenance. Jaeger explained that is why there is a 6-month clause in the lease to potentially terminate if necessary. Approval will be requested in action items.

PUBLIC COMMENT #2:

No comment.

ACTION ITEMS:

Approve Dolphin Yacht Club Lease:

Commissioner Marshall requested formal approval of the Dolphin Yacht Club Lease as presented during discussion items. Upon motion by Commissioner Marshall seconded by Commissioner

Spencer and carried unanimously, the approval of the Dolphin Yacht Club Lease is effective October 26, 2023.

The special meeting adjourned at 10:16 a.m.

PORT OF CAMAS-WASHOUGAL COMMISSION

Commissioners

PORT OF CAMAS WASHOUGAL
RESOLUTION NO 7-23

A RESOLUTION of the Port Commission of the Port of Camas Washougal addressing an adjustment to the annual cap on Commissioner Per Diem Compensation.

WHEREAS, RCW 53.12.260 provides for compensation to be paid to Port commissioners, and establishes the rate(s) of compensation according to the Port's gross operating revenues, and provides alternatively that each Port district may establish its commissioner rate of compensation.

WHEREAS the Washington State Constitution, Article XI Section 8, provides that the salary of a Port commissioner cannot be increased or decreased during their term of office, meaning that any adjustment to Port Commissioner compensation shall go into effect only after each existing Commissioner position stands for election and at the first date of the next term of each Commission position.

WHEREAS, the existing per diem compensation for the Port of Camas Washougal Commission position is one hundred twenty-eight (\$128) dollars and is capped per year for ports the size of the Port of Camas Washougal at twelve thousand two hundred eighty-eight dollars in a year.

WHEREAS, based on the active schedules of the Port of Camas Washougal Commissioners performing official duties for the Port or attending official meetings of the Port, the existing annual cap routinely results in no per diem compensation being paid in the last months of the year.

WHEREAS, the Commission of the Port of Camas Washougal deems it likely that that commission schedules, duties and obligations will not decrease but will rather increase over time.

WHEREAS, the Commission believes it timely to consider an adjustment to the annual cap on per diem compensation to be effective for future Commission positions as required by law, and to accept and consider public comments on any proposed adjustment.

NOW THEREFORE BE IT RESOLVED by the Port Commission of the Port of Camas Washougal, Washington, that:

- I. The Port of Camas Washougal Commission invited public comments on its proposal for adjustment to the Commission Per Diem Compensation, and

- II. After consideration of that public comment, the Commission chooses to (1) abide by the state-established per diem rate of compensation, which the Official of Financial Management (“OFM”) is statutorily required to update every five years every five years, beginning January 1, 2024, (2) follow the state salary amount per month as adjusted by OFM and provided for in RCW 53.12.260, and (3) adopt a local commission adjustment to the state-set compensation to allow up to 120 per diem events annually.
- III. The adjustment to the Port Commission’s locally-adopted annual cap shall be effective as to individual commissioners only after each existing commissioner position stands for election and at the first date of the next term of each commission position, as required by law, provided, any commissioner may waive all or a portion of commission compensation owed pursuant to RCW 53.12.265.

ADOPTED by a majority of the members of the Port Commission of the Port of Camas Washougal at a regular meeting held on the 1st day November, 2023, a majority of the members being present and voting on this resolution and signed by its President and attested by its Secretary under the official seal of said Commission in authentication of its passage this 1st day of November, 2023.

President of the Port Commission
of the Port of Camas Washougal

ATTEST:

Secretary of the Port Commission
of the Port of Camas Washougal