

**PRELIMINARY AGENDA FOR REGULAR MEETING**

**November 15, 2023**

**I. 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.

**A.** Approval of Minutes of the Regular Meeting on November 1, 2023.

**B.** Approval of Checks

**NEW BUSINESS/DISCUSSION ITEMS**

**C.** Resolution 9-23 Tax Levy- Director of Finance Krista Cagle

**D.** 5-year Capital Improvement Budget- Director of Finance Krista Cagle

**E.** Breakwater Access Accept as Complete- 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.

**PUBLIC HEARING**

1. Commissioner Opening Remarks

2. Staff Presentation on 2024 Preliminary Budget & Comprehensive Scheme of Harbor Improvements

3. Public Comment

4. Commission Consideration of the 2024 Preliminary Budget & Comprehensive Scheme of Harbor Improvements

**ACTION ITEMS**

**F.** Resolution 9-23 Tax Levy

**G.** 5-year Capital Improvement Budget

**H.** Breakwater Access Accept as Complete

**STAFF REPORTS & COMMENTS**

**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>
<b>*November 16, 2023</b>	<b>CW Chamber Luncheon (11:30 am-1 pm)</b>
<b>*November 30, 2023</b>	<b>3 Port’s Meeting- Port of Camas/Washougal (12 pm-2 pm)</b>
<b>*December 6-8, 2023</b>	<b>Washington Public Ports Association Annual Meeting- Vancouver</b>

(\*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

November 1, 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, November 1, 2023, at 12 p.m. A Workshop was held at 11 a.m. prior to the regular meeting to discuss WPPA Guidebook Chapter 9.

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, 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 18, 2023, and electronic payments and the issuance of general fund checks 9134-9153 and printed checks 50146-501457 in the total amount of \$315,029.64 were presented for approval. After a brief discussion, a motion was made by Commissioner Marshall and seconded by Commissioner Keister, the minutes and electronic payments and checks were carried unanimously.

### **NEW BUSINESS / DISCUSSION ITEMS:**

#### **2024 Preliminary Budget Review- Director of Finance Krista Cagle:**

Director of Finance Krista Cagle stated she wanted to speak about the 2024 budget as it is the last time the Commission will be able to make changes before it's presented at the next meeting. Without question, Cagle stated after the presentation at the next meeting, there will be a public hearing. Cagle also stated one thing had changed since the last time the topic was presented. An additional vehicle was put into the Capital Budget. The vehicle will be a hybrid pickup to replace the Director of Facilities' current van. Commissioner Keister thanked Cagle for the great explanation and presentation surrounding this topic.

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

Chief Executive Officer David Ripp stated even though during the last 3 or 4 meetings the Commission has been having lengthy conversations about Resolution 7-23, it would essentially increase the number of paid meetings from 96 per year to 120. Ripp stated Washington State will also set a rate for hours worked in 2024. Ripp explained that this change for the Commission will

not take effect until the next election cycle. Therefore, Commissioner Keister and Commissioner Spencer will not see this increase for another 2 years if re-elected. Commissioner Marshall will follow suit and defer to the same timeline. Approval will be requested during action items.

**PUBLIC COMMENT #2:**

**Mayor of Washougal David Stuebe-**

Mayor Stuebe stated that he recently took a tour of UPC and noticed a lot of training going on. Stuebe said it was a great facility to tour and was impressed with the amount of activity. Stuebe gave kudos to Director of Business & Real Estate Derek Jaeger for bringing them into the Port. Stuebe also wanted to express his thanks to Commissioner Keister for attending the City of Washougal's City Hall meetings, and Commissioner Spencer for supplying the Christmas Tree for their tree lighting this year (The Tree lighting and parade will be on December 7<sup>th</sup> at 6 p.m.). Stuebe explained that the City of Washougal had received a grant to complete the Shoreline Master Plan Program. His final comments surrounded the Polish Sister City Delegation. He stated it is a great partnership.

**City of Washougal Council Member Ernie Suggs-**

Ernie Suggs stated that the Polish Sister City was extremely impressed with the Port's happenings. Suggs stated that he was recently at Camas-Washougal Muffler and the employees mentioned that they were happy with the partnership with the Port staff members.

**Bob Martilla of Washougal-**

Bob Martilla stated that he noticed the Port was beginning to install LED lights inside of the hangars at the Airport. Martilla stated we may want to notify tenants soon as some leave for the winter. Martilla also asked for a future hangar construction update to which Ripp responded, that the Port is working with Immelman. Ripp stated that the Port needs to construct a lease amendment, but it should be an easy process. Martilla also asked if there was a plan to bring Wi-Fi to the Airport, to which Ripp responded yes. Ripp stated that there is a plan to potentially put Wi-Fi near the fueling station and the Port's blue building.

**ACTION ITEMS:**

**Resolution 7-23 Commission Per Diem-**

Commissioner Marshall requested formal approval of Resolution 7-23 Commission Per Diem as presented during discussion items. Upon motion by Commissioner Marshall seconded by Commissioner Keister and carried unanimously, the approval of Resolution 7-23 Commission Per Diem effective November 1, 2023.

**STAFF REPORTS & COMMENTS**

**Chief Executive Officer-**

Chief Executive Officer David Ripp stated there is a meeting conflict in December. The WPPA Annual meeting is on December 6<sup>th</sup>, so he requested permission from the Commission to move that meeting to Tuesday, December 5<sup>th</sup>. Upon motion by Commissioner Keister seconded by Commissioner Marshall and carried unanimously, the change of this meeting date is approved. Ripp also touched on the Annual Legislative meeting that was held at the Port yesterday. He stated that 5 out of the 9 legislators were in attendance. Ripp explained that it was a great meeting and one of the main topics was a capital request and how to proceed in doing so. Ripp explained that the request would be for the 41<sup>st</sup> Street project since the cost of the project has doubled since the

original budget was developed in 2020/21. Ripp touched on upcoming events such as the Annual planning meeting on January 25 and 26<sup>th</sup> as well as the Annual Port's Meeting in Downtown Vancouver on December 6-8<sup>th</sup>.

**Director of Finance-**

Director of Finance Krista Cagle stated since we are approaching the Holiday season, the Christmas ships will be viewable at the Port on December 2<sup>nd</sup> at 6 p.m. Cagle also mentioned that the tree at Washougal Waterfront Park will not be lit this year. She stated the logistics had been cumbersome and expensive.

**Director of Business & Real Estate-**

Director of Business & Real Estate Derek Jaeger stated that the Industrial Park Forum will be held at 54-40 Brewing on November 9<sup>th</sup> from 4-6 p.m.

**COMMISSIONER REPORTS & DISCUSSION**

**Commissioner Keister**

Commissioner Keister expressed his thank you to Office Assistant Amie Bittle and her family for the help with the booth at the Harvest Festival in Washougal. He stated it was a fun day. Keister also stated that the Legislative meeting was very effective.

**Commissioner Marshall**

Commissioner Marshall stated she had some great information from the Lower Columbia Estuary Partnership. Marshall explained that they are looking to clean up Campen Creek in Washougal. Marshall stated that as part of their cleanup plan, they also are looking to treat the stormwater for the Washougal High School parking lot. They are not losing parking spots due to this. Marshall explained that there will be a tour of this on Saturday the 18<sup>th</sup> starting at 12:30 p.m.

**Commissioner Spencer**

No comment.

The regular meeting adjourned at 12:32 p.m.

PORT OF CAMAS-WASHOUGAL COMMISSION

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Commissioners

RESOLUTION NO. 9-23

**WHEREAS**, the Commissioners of the Port of Camas-Washougal have met and considered its budget for the calendar year 2024; and,

**WHEREAS**, the districts actual levy amount from the previous year was \$2,933,914.38; and,

**WHEREAS**, the population of this district is more than 10,000; and now, therefore,

**BE IT RESOLVED** by the Commissioners of the Port of Camas –Washougal taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$29,339.14 which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

A certified budget request or estimate is filed with the County Legislative Authority, separate from this resolution. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The form for this purpose is title “Levy Certification” and is available through the Assessor’s Office. Certification is made in a manner prescribed by the County Legislative Authority.

Adopted this 15<sup>th</sup> day of November, 2023.

Commissioners:

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**Port of Camas-Washougal  
5 Year Future Capital Improvement Plan**

*Adopted: April 5, 2011; Revised: November 15, 2011; November 20, 2012; November 18, 2013; November 18, 2014; November 16, 2015; November 14, 2016; November 21, 2017; November 19, 2018; November 18, 2019; November 18, 2020; November 17 2021, November 16 2022*

	2024	2025	2026	2027	2028
<b>MARINA (Strategic Investments):</b>					
<b>MARINA (Operational Capital Projects):</b>					
Marina Park Loop Asphalt	\$ 80,000				
Black Pearl pathway	\$ 147,000				
Dredging Hydrographic Survey		\$ 10,000			
Dredge Engineering & Permitting		\$ 100,000			
Marina fuel dock - dispensers		\$ 20,000			
Seal & Paint Riverside Siding		\$ 30,000			
East Fire Access Road				\$ 40,000	
Dredging *waiting for analysis				\$ 750,000	
	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>PARKS (Operational Capital Projects):</b>					
Art Fund	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Waterfront Parking lots slurry seal (east and west)			\$ 15,000		
	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>AIRPORT (Strategic Investments):</b>					
<b>AIRPORT (Operational Capital Projects):</b>					
2 additional tie-downs (concrete) in-house	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Weather station	\$ 15,000				
Design & Replace Port Sign	Discuss				
E Row Roof Seal		\$ 28,000			
Taxiway D, G & H Slurry seal		\$ 65,000			
AP-5 Siding and Paint ( <i>In house</i> )		\$ 15,000			
AP-6 Windows ( <i>In house</i> )		\$ 10,000			
Hangar F Roof Seal & Paint			\$ 63,000		
Taxiway F Slurry Seal			\$ 15,000		
AP-6 Paint Exterior			\$ 6,000		
Airport Parking Lot - paving				\$ 30,000	
Runways/Taxiways - main entrance road @ gate				\$ 10,000	
AP-6 Roof replacement					\$ 15,000
Hangar G Roof Seal & Paint					\$ 63,000

<b>REAL ESTATE/INDUSTRIAL PARK (Strategic Investments):</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
SCC Connector Rd (41st St) - engineering \$200,000 CAPITAL ASK					
SCC Connector Rd (41st St) - 1400' \$2,200,000 construction CAPITAL ASK					
Energy efficiency projects (Based on asset inspections)	\$ 121,200	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Future Development (Admin office/DYC/Courthouse/Bldg 21)	\$ 230,000		\$ 250,000	\$ 700,000	Construction Est?
<b>REAL ESTATE/INDUSTRIAL PARK (Operational Capital Projects):</b>					
Bldg 4 - Windows	\$ 17,000				
Seal & Paint Exterior & Bldg Sign - Bldg 5	\$ 24,000				
Bldg 5 - Windows	\$ 22,000				
Rail Repair	\$ 15,000				
Rail Crossing 28th & Index	\$ 175,000				
HVAC	\$ 50,000				
IP Shop Storage Area - Pendleton	\$ 50,000				
Rail- Switch 6113 rebuild (Kemira)		\$ 7,000			
Courthouse Windows		\$ 60,000			
Seal & Paint Exterior - Bldg 19		\$ 35,000			
Bldg 7- Slurry seal parking lot		\$ 25,000			
Bldg 17 - Seal Coat & Stripe Parking Lot		\$ 30,000			
35th Street Rehabilitation		\$ 150,000			
HVAC Units		\$ 50,000			
Rail - 27th & Index			\$ 115,000		
Seal & Paint Exterior - Bldg 16			\$ 25,000		
Bldg 19 - Slurry seal parking lot			\$ 20,000		
HVAC Units			\$ 50,000		
Bldg 5 HVAC				\$ 25,000	
HVAC Units				\$ 25,000	
Courthouse - courtroom HVAC				\$ 40,000	
Westlie Ford - Overhead doors				\$ 30,000	
Bldg 14- Slurry seal parking lot				\$ 12,000	
Bldg 16- Slurry seal parking lot				\$ 12,000	
IP Streets - Grant/Lincoln/Truman/28th Design Work				\$ 286,000	
IP Rail				\$ 15,000	



Bldg 10 - reseal windows (atrium)					\$ 16,000
Bldg 6- Seal Coat Parking Lot					\$ 15,000
Bldg 16 HVAC					\$ 45,000
Bldg 17 - Seal & Paint Exterior					\$ 40,000
Bldg 18 - parking lot slurry seal					\$ 30,000
Bldg 19 - Roof coating					\$ 220,000
IP Pumphouse (paint)					\$ 15,000
IP Streets - 28th Construction/Ford/Asphalt Survey					\$ 140,000
IP Rail - 35th Crossing Clic (6100 & 6110)					\$ 100,000
	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>LEVEE (Operational Capital Projects):</b>					
Levee Bank Restoration	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>VEHICLES (Operational Capital Projects):</b>					
Landscape Trailer	\$ 20,000				
Vac Trailer	\$ 40,000				
Flatbed trailer for scissor lift/equipment	\$ 25,000				
Ventrac Mower	\$ 43,000				
F-250/350 - Replace Travis' truck	\$ 70,000				
Ford Maverick - replace Eric's van	\$ 35,000				
Extra Cab Truck - electric vehicle (order in 2023)	\$ 80,000				
Main Levee Mower - Kubota Tractor		\$ 65,000			
Backhoe				\$ 80,000	
Crew Cab truck - Hybrid					\$ 60,000
Replace Ventrac - Electric					\$ 10,000
	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>OTHER - RECURRING CAPITAL PROJECTS</b>					
Project Scoping Budget	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Equipment - Capital Projects (small equipment)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
<b>ADMINISTRATION OFFICE (Other Capital Projects):</b>					
Design & Replace Port Sign		Discuss - get estimate			
Slurry Seal Main Parking Lot					\$ 20,000
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS COSTS</b>	<b>\$ 1,334,200</b>	<b>\$ 825,000</b>	<b>\$ 684,000</b>	<b>\$ 2,180,000</b>	<b>\$ 914,000</b>

	2024	2025	2026	2027	2028
<b>TOTAL CONTINGENCY CAPITAL IMPROVEMENT PROJECTS COSTS</b>					
	2024	2025	2026	2027	2028
Cash Reserve Projected Beginning Balance 1/1/24	\$ 4,618,874				
Projected 2023 Operating Net Income for 2024 Contingency Projects and Cash Reserves	\$ 200,000				
2024 Levy Revenue	\$ 3,014,753				
Investment Income/Misc Tax Revenue	\$ 50,000				
Luse Property	\$ (36,667)				
Mehrer Property	\$ (42,036)				
2024 Debt Payment	\$ (1,381,455)				
Total Capital Improvement Project Costs	\$ (1,334,200)				
Total Contingency Capital Project Costs	\$ (200,000)				
CERB Loan Pymts (3)	\$ (208,381)				
Required Reserve per Finance Policy	\$ (2,400,000)				
<b>Cash Reserve Projected Ending Balance 12/31/24</b>	<b>\$ 2,280,889</b>				
	2024	2025	2026	2027	2028
Cash Reserve Projected Beginning Balance 1/1/25		\$ 4,680,889			
Projected 2024 Operating Net Income for 2025 Contingency Projects and Cash Reserves		\$ 200,000			
2025 Levy Revenue		\$ 3,096,401			
Investment Income/Misc Tax Revenue		\$ 52,000			
Luse Property		\$ (36,667)			
Mehrer Property		\$ (42,036)			
2025 Debt Payment		\$ (1,382,425)			
Total Capital Improvement Project Costs		\$ (825,000)			
Total Contingency Capital Project Costs		\$ (200,000)			
CERB Loan Pymts (3)		\$ (207,725)			
Required Reserve per Finance Policy		\$ (2,600,000)			
<b>Cash Reserve Projected Ending Balance 12/31/25</b>		<b>\$ 2,735,436</b>			

Cash Reserve Projected Beginning Balance 1/1/26	\$ 5,335,436	
Projected 2025 Operating Net Income for 2026 Contingency Projects and Cash Reserves	\$ 200,000	
2026 Levy Revenue	\$ 3,178,865	
Investment Income/Misc Tax Revenue	\$ 54,000	
Luse Property	\$ (36,667)	
Mehrer Property	\$ (42,036)	
2026 Debt Payment	\$ (1,382,408)	
Total Capital Improvement Project Costs	\$ (684,000)	
Total Contingency Capital Project Costs	\$ (200,000)	
CERB Loan Pymts (3)	\$ (207,068)	
Required Reserve per Finance Policy	\$ (2,700,000)	
<b>Cash Reserve Projected Ending Balance 12/31/26</b>	<b>\$ 3,516,122</b>	
Cash Reserve Projected Beginning Balance 1/1/27	\$ 6,216,122	
Projected 2026 Operating Net Income for 2027 Contingency Projects and Cash Reserves	\$ 200,000	
2027 Levy Revenue	\$ 3,262,153	
Investment Income/Misc Tax Revenue	\$ 54,000	
Luse Property	\$ (36,667)	
Mehrer Property	\$ (42,036)	
2027 Debt Payment	\$ (1,335,508)	
Total Capital Improvement Project Costs	\$ (2,180,000)	
Total Contingency Capital Project Costs	\$ (200,000)	
CERB Loan Pymts (3)	\$ (206,412)	
Required Reserve per Finance Policy	\$ (2,800,000)	
<b>Cash Reserve Projected Ending Balance 12/31/27</b>	<b>\$ 2,931,653</b>	
Cash Reserve Projected Beginning Balance 1/1/28	\$ 5,731,653	
Projected 2027 Operating Net Income for 2028 Contingency Projects and Cash Reserves	\$ 200,000	
2028 Levy Revenue	\$ 3,346,275	
Investment Income/Misc Tax Revenue	\$ 54,000	
Luse Property	\$ (36,667)	
Mehrer Property	\$ (42,036)	
2028 Debt Payment	\$ (1,347,860)	
Total Capital Improvement Project Costs	\$ (914,000)	
Total Contingency Capital Project Costs	\$ (200,000)	
CERB Loan Pymts (3)	\$ (205,755)	
Required Reserve per Finance Policy	\$ (2,800,000)	
<b>Cash Reserve Projected Ending Balance 12/31/28</b>	<b>\$ 6,585,610</b>	<b>\$ 3,785,610</b>
<b>* Per the Port's Cash Reserve Policy the port should maintain approximately 50% of total annual operating expenses.</b>		