

**PRELIMINARY AGENDA FOR SPECIAL MEETING**

**September 19, 2023**

**I. SPECIAL MEETING WORKSHOP**

**11:00 AM**

A. East County Citizen Alliance

**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 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 September 6, 2023.

C. Approval of Checks

**NEW BUSINESS/DISCUSSION ITEMS**

D. Volunteer Recognition- Susan Tripp from PAC

E. Port Commission Insurance Coverage- 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.

**STAFF REPORTS & COMMENTS**

**COMMISSIONER REPORTS & DISCUSSION**

**ADJOURN**

**EXECUTIVE SESSION**

F. RCW 42.30.110(1)(c)(g) Property Disposition

One matter related to Property Disposition. No decisions are to be made.

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

**Date**

**Meeting**

**September 21-22, 2023**

**2023 WPPA Environmental Seminar**

(\*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

September 6, 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, September 6, 2023, at 12 pm. An Executive Session was held prior to the regular meeting at 11:30 AM to discuss two matters related to property disposition, the executive session was expected to last 30 minutes. No decisions were made.

**PRESENT:** Commissioner Cassi Marshall, Commissioner Larry Keister, Commissioner John Spencer, Director of Finance Krista Cagle, Project Manager Jennifer Taylor, 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. Chief Executive Officer David Ripp's absence is excused for today's meeting.

At 12:00 pm following the Pledge of Allegiance, Commissioner Spencer called to open the Regular Session public meeting to order. This meeting is being video recorded, and the chat function has been disabled.

#### **PUBLIC COMMENT #1:**

Mayor of Washougal David Stuebe stated he really enjoyed the Port's "Wheels and Wings" event on August 26<sup>th</sup> at Grove Field. Stuebe said it was great to see all the Port personnel working at the event.

#### **CONSENT ITEMS**

##### **Minutes & Checks**

Minutes from the Regular Meeting on August 16, 2023, and electronic payments and the issuance of general fund checks 9008-9043 and printed check numbers 50140-50142 in the total amount of \$349,516.65 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:**

##### **2<sup>nd</sup> Quarter Reports- Director of Finance Krista Cagle, Project Manager Jennifer Taylor & Director of Business & Real Estate Derek Jaeger:**

Director of Finance Krista Cagle stated the 2<sup>nd</sup> Quarter financial data determined that the Port's operating net income was \$223, 172. The operating revenue distribution was 60% Real Estate and Industrial Park, 23% from the Marina, 15% for the Grove Field Airport and the other percentages came from parks reservations and sponsorships. Cagle also stated that the Port's cash reserves were down in quarter two due to the new Building 20.

**Parkers Landing Marina-** Cagle explained the Parkers Landing Marina financials for quarter two are right on the allocated budget. Cagle also stated fuel sales and launch ramp tickets are up from years prior. Boat moorage revenue revealed a gaining trend as well.

**Industrial Park/Real Estate-** Cagle stated the budget for the Industrial Park is also right on target. She explained that the Industrial Park distribution of revenue was 83% building leases and 15% land leases. Cagle stated the revenue for the Industrial Park for quarter two was \$805,502 and the expenditures were \$373,708 making the net income \$431,795.

**Parks & Trails-** Cagle stated the total revenue for the Port's Parks and Trails was \$10,175 but the expenditures were \$55,576 making the parks have a net loss. The park's revenues make up for reservations for the picnic shelter at Washougal Waterfront Park, Marina Park & Rose Arbor Park. Cagle stated her slide show is available on the Port of Camas-Washougal's website under "About" and then the "Finances" tab.

**Capital Projects-** Project Manager Jennifer Taylor explained that the 2<sup>nd</sup> quarter capital projects were as follows; the April 1<sup>st</sup> Building 20 grand opening, Building 19 roof repairs, Building 4 seal paint, and Building 10 insulation project. Taylor stated Mackay Sposito and herself are still working on the 41<sup>st</sup> street project. She stated that they are trying to figure out the lowest impact possible to the wetlands surrounding that area. Taylor stated that this project would most likely be completed in 2-3 years. Taylor also touched on the Breakwater access project being completed and the East dock replacement.

**Industrial Trends-** Director of Business & Real Estate Derek Jaeger stated that the market in quarter one showed signs of cooling down but, in quarter two it is showing mixed signals. Jaeger stated that inflation is still a true concern. He stated the demand remains strong, however. Jaeger stated that the industry is showing interest in companies wanting to sublet their spaces. He also stated that start times for proposed properties have been delayed or they are transitioning to build to suit as interest rates impact funding. He explained that in quarter two there have been 22 interested parties in the vacant space in Building 20. Many of those parties wish to lease, while 2 were looking to buy. Most parties have been interested in building spaces from 3,300-6,600 square feet. Jaeger said that this vacant space is being properly marketed via loop.net. He also explained that he follows up with brokers regarding this, making sure it's on their horizon.

#### **PUBLIC COMMENT #2:**

Mayor of Washougal David Stuebe complimented the Port's happenings. Stuebe also stated that tomorrow, September 7<sup>th</sup> is the ribbon-cutting event for the new park, "Eagle View Park". This park is located on the back side of the new Ninebark apartment complex on the trail facing the river. The event starts at 4 pm.

#### **STAFF REPORTS & COMMENTS**

##### **Director of Finance-**

Director of Finance Krista Cagle stated that the Port's audit is complete, and it went phenomenal. Cagle gave a shout-out to Contract Manager Debra Itzen. Cagle also stated that the Wheels and Wings event went fantastically, and the turnout was much greater than in years past. She said that the event has received nothing but positive feedback.

##### **Director of Business & Real Estate-**

Director of Business & Real Estate Derek Jaeger stated that the Wheels and Wings event went extremely well.

##### **Director of Facilities-**

Director of Facilities Eric Plantenberg echoed what everyone else said about how great Wheels and Wings went.

**COMMISSIONER REPORTS & DISCUSSION**

**Commissioner Keister**

Commissioner Keister stated that he attended the RTC meeting, and they are in concurrence with funding for the 32<sup>nd</sup> Street underpass project. Keister stated his congratulations to Mayor Stuebe once again. Keister also stated he will be attending the Eagle View Park ribbon-cutting event tomorrow as well as a Regional Transportation Conference on the 14<sup>th</sup> of September.

**Commissioner Marshall**

Commissioner Marshall stated that she went to the City of Camas Council meeting last night and there was an informative presentation about the grants that have been received for green spaces. Marshall also stated that she attended a large presentation about solid waste. She stated the county is negotiating a new agreement with Waste Connections. Marshall also touched on the Community Solar Project and how 80 plus people are now on the waitlist. She also explained that she attended the Washougal School District “Welcome” event for staff, and it was a great way to connect with East County.

**Commissioner Spencer**

Commissioner Spencer stated that he attended an Aviation meeting where the taxation of fuel was discussed. Spencer stated that typically aviation tax is returned to aviation users however, the state of Washington has not been compliant. Spencer talked about the uproar this has caused. He stated that the states that have been compliant will pass that tax money down to individual airports for infrastructure. He also touched on his interest in creating an Airport Layout Plan for the Grove Field Airport. Spencer stated that he knew there were concerns with the trailer park next to Grove as well as the increase of environmental damage this could create if the airport were to expand.

The regular meeting adjourned at 1:10 pm. After the regular meeting adjourned, staff and the commissioners recessed into an Executive Session regarding property disposition. The additional Executive Session was expected to last no more than 15 minutes. No decisions were made.

PORT OF CAMAS-WASHOUGAL COMMISSION

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Commissioners