

**PRELIMINARY AGENDA FOR REGULAR MEETING**

**December 4, 2024**

**I. EXECUTIVE SESSION**

**11:00 AM**

**RCW 42.30.110 (I) (iii)** Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency. No decisions will be made.

**II. OPEN SESSION**

**12:00 PM**

Pledge of Allegiance

**PUBLIC COMMENT: ITEMS ON THE AGENDA**

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.

**City of Camas/City of Washougal Updates**

**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 20, 2024.

**B.** Approval of Checks

**C.** Electronic & Digital Signature Policy

**NEW BUSINESS/DISCUSSION ITEMS**

**D.** 2025 Election of Officers

**E.** 2025 Election of Representatives

**F.** 2025 Commission Calendar

**G.** Resolution Supporting IBR- CEO Trang Lam

**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**

**H.** 2025 Election of Officers

**I.** 2025 Election of Representatives

**J.** 2025 Commission Calendar

**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>
*December 11-13, 2024	WPPA Annual Meeting in Bellevue, WA
*December 18, 2024	Holiday Chamber Luncheon

(\*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

Passcode: 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 20, 2024

By: Mackenzey Thomason, Administrative Assistant

A Regular Meeting of the Commissioners of the Port of Camas-Washougal was held in person and virtually on Wednesday, November 20, 2024, at 12 p.m. An Executive Session was held before the regular meeting at 11 am to discuss one matter related to a personnel evaluation. No decisions were made. The Executive Session was expected to last 60 minutes and ended at noon when the regular meeting began.

PRESENT: Commissioner Cassi Marshall, Commissioner Larry Keister, Commissioner John Spencer, Chief Executive Officer Trang Lam, Director of Finance Krista Cagle, Director of Business & Real Estate Derek Jaeger, Director of Facilities Eric Plantenberg, Leasing Agent Jessica Warta, Attorney Carolyn Lake, Administrative Assistant Mackenzey Thomason, and members of the press and public. The public has access through a designated Zoom conference call line or video link.

At 12:00 p.m. following the Pledge of Allegiance, Commissioner Keister called to open the Regular Session public meeting to order. The meeting is being recorded and the chat function has been disabled. During the Regular meeting, Port Attorney Carolyn Lake noticed the Zoom link on the agenda was not correct. The Zoom link on the Port's website is correct and was readily available to the public.

### **PUBLIC COMMENT #1 (Items on the Agenda):**

No comments.

### **City Updates:**

#### **City of Camas**

Camas City Council member Bonnie Carter stated the city had approved the transportation benefit and they are still discussing the regional fire authority.

### **CONSENT ITEMS**

#### **Minutes & Checks**

Minutes from the Regular Meeting on November 6, 2024, electronic payments and the issuance of general fund checks 9898-9925 and voided check 9897 in the total amount of \$1,157,625.47 were presented for approval, as well as the Shawn Gray Access Agreement and the Overtime & Compensatory Policy. After a brief discussion, a motion was made by Commissioner Spencer and seconded by Commissioner Marshall, and the consent items were carried unanimously.

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

#### **Resolution 11-24 Tax Levy- Director of Finance Krista Cagle:**

Cagle stated the tax levy is part of the yearly budget process. Cagle stated the tax would increase by one percent over the prior year. Approval will be requested during action items.

#### **5-Year Capital Improvement Budget- Director of Finance Krista Cagle:**

Cagle stated the 5-year budget will cover 2026-2029 and is approved by the commission. Cagle stated the notable upcoming projects will include the dredging survey in the marina and engineering if needed, the Rose Arbor replacement and the slurry seal on the taxiways at the Grove Field Airport. Cagle stated the Port typically sets aside \$50,000 for the industrial park for energy efficiency projects and \$25,000 for the levy bank restoration. Cagle also spoke about planning for unanticipated projects as they come up. Approval will be requested during action items.

### **3<sup>rd</sup> Quarter Report- Director of Finance Krista Cagle & Director of Business & Real Estate Derek Jaeger:**

Cagle went over the Port's operations for the third quarter including the anticipated net loss due to the time of year when the Port pays all its insurance premiums. Cagle stated the Port's net income was \$420,000 and that is made up of the industrial park, marina, the airport, and then the parks usually see a net loss. Cagle also stated the cash reserves are steadily climbing. Cagle stated the Port's assessed value is \$13.2 billion and the Port typically sees \$3 million from the tax levy. Cagle also touched on different areas in the Port.

#### **Grove Field Airport:**

Cagle stated the Airport saw a net loss of \$959. Cagle stated hangar and tie-down revenue is up and the Port has seen an increase in fuel sales due to Fly Its fuel truck being nonoperational for several months.

#### **Marina:**

Cagle stated the marina is true to budget for the third quarter. Cagle explained the launch ramp revenue is down and saw a decrease in annual pass sales.

#### **IP:**

Cagle explained the Industrial Park saw a net income of \$283,000 and the expenditures were a bit high for this time of year. Cagle explained the revenue is over budget due to Building 20 being fully leased earlier than we had forecasted.

#### **Parks:**

Cagle explained the parks always see a net loss. Cagle stated the park reservations do not cover the park's expenditures; however, they are a community benefit for livability.

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

Jaeger stated the Industrial Park Forum was well attended and had a total of 35 attendees and 17 businesses. Jaeger stated the topics included updates on 41<sup>st</sup> Street, paving projects, and a review of the theft survey went out to IP businesses. Jaeger stated they spoke about theft and what tenants can do to protect their businesses. Jaeger explained that Lam had also met with the City of Washougal's chief of police.

Cagle stated all the budget information presented today will appear on the Port's website under the "Finance" tab.

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

#### **Matthew Brown of Washougal:**

Brown requested permission to use the Grove Field parking lot for an event on the evening of November 29<sup>th</sup>. Brown explained the event is called the gambler 500 toboggan run. Brown explained the event would like to use Grove Field as the starting point and that the purpose of the event is an off-road land cleanup. Director of Facilities Plantenberg stated he would get in contact with him.

**PUBLIC HEARING TO APPROVE THE 2025 BUDGET & COMPREHENSIVE SCHEME OF HARBOR IMPROVEMENTS:**

Cagle stated this is something that occurs each year to approve the budget for the upcoming year. Cagle explained there are no current changes to the comprehensive scheme of harbor improvements.

**PUBLIC COMMENT #3 FOR PUBLIC HEARING:**

No comments.

Commissioner Keister requested formal approval of the 2025 Budget and Comprehensive Scheme of Harbor Improvements as presented during the Public Hearing. Upon motion by Commissioner Marshall seconded by Commissioner Spencer and carried unanimously, the approval of the 2025 Budget and Comprehensive Scheme of Harbor Improvements is effective November 20, 2024.

**ACTION ITEMS:**

**Resolution 11-24 Tax Levy**

Commissioner Keister requested formal approval of Resolution 11-24 Tax Levy as presented during discussion items. Upon motion by Commissioner Spencer seconded by Commissioner Marshall and carried unanimously, the approval of Resolution 11-24 Tax Levy effective November 20, 2024.

**5-Year Capital Improvement Budget**

Commissioner Keister requested formal approval of the 5-Year Capital Improvement Budget as presented during discussion items. Upon motion by Commissioner Marshall seconded by Commissioner Spencer and carried unanimously, the approval of the 5-Year Capital Improvement Budget effective November 20, 2024.

**STAFF REPORTS & COMMENTS**

**CEO Trang Lam:**

Lam thanked Commissioner Marshall and Keister for attending the City of Washougal's Comprehensive Plan Carnival. Lam stated the Camas Strategic Planning meeting #3 is tomorrow evening. Lam stated the Port's request for qualifications for the upcoming strategic planning has concluded. Lam explained the Port picked Maul Foster Alongi. Lam stated she would come back to the commission in December and discuss the project scope and contract. Lam also wished everyone a Happy Thanksgiving. Lam stated the inclement weather was approaching fast and told everyone to be careful while using Port property.

**Director of Business & Real Estate Derek Jaeger:**

Jaeger thanked Leasing Administrator Jessica Warta for coordinating the IP Forum event. Jaeger wished everyone a Happy Thanksgiving.

**Director of Facilities Eric Plantenberg:**

Plantenberg stated the Port's maintenance team will be temporarily shutting down one lane of Highway 14 by the wildlife refuge. Plantenberg explained on December 19<sup>th</sup> the Port has a formal inspection of the levy.

**Director of Finance Krista Cagle:**

Cagle wished everyone a happy holiday.

**COMMISSIONER REPORTS & DISCUSSION**

**Commissioner Marshall**

Marshall stated she attended the WPPA Environmental Policy meeting. Marshall stated this was a knowledgeable group and they spoke about big ports getting funding for electrification and de-carbonization. Marshall stated that she attends the City of Camas ‘climate meetings and explained that Lam plans on going to Washougal’s. Marshall explained the City of Camas is mainly focused on greenhouse gas reduction and resilience planning for emergency preparedness. Marshall stated the Parkersville group met this week, and they are looking for ways to reach out to the community. Marshall also spoke about clearer ways to inform the public about consent items and that they have been discussed during prior public meetings.

**Commissioner Keister**

Keister spoke about MOTCA funding. Keister stated there is a transportation issue for funding bridge replacements and no money for it. Keister stated tire dust is affecting marinas. Keister explained people came up to him to ask him questions about the Port at the Washougal Comprehensive Planning Carnival. Keister also informed Plantenberg that the City of Washougal is looking to upgrade Steamboat Landing. Keister explained they would like better signage and ADA complaint pathways. Keister also confirmed the Port will donate \$1,000 out of their Art Fund for the Reflection Plaza project.

The regular meeting adjourned at 12:56 pm.

PORT OF CAMAS-WASHOUGAL COMMISSION

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Commissioners

## **Port of Camas-Washougal Staff Report**

**ITEM TITLE:** Electronic and Digital Signatures Policy

**COMMISSION MEETING DATE:** November 6, 2024

**DEPARTMENT:** Administration

**SUBMITTED BY:** Krista Cagle, Director of Finance

### **STAFF RECOMMENDATION:**

Request Electronic and Digital Signatures Policy move to the Nov 20, 2024 Consent Agenda for Commission Approval

### **SUMMARY:**

Port staff would like to authorize the use of electronic signatures to increase efficiency in the Port's business processes. This will simplify and speed up transaction time. Any business process that requires a signature can be considered for transition to an electronic or digital signature. The Port intends to authorize 3 users with the DocuSign service. This will allow the Port's contracts as well as leases to be routed and signed electronically and increase efficiency in electronic file management.

### **BUDGET IMPACT:**

TBD - waiting on information regarding cost associated with Electronic Notary, cost without Electronic Notary would be \$1,440.00 annually.

### **STRATEGIC PLAN or OTHER PLANS:**

This aligns with the Organization goals of increasing efficiency amongst Port staff.

### **SUSTAINABILITY IMPLICATIONS:**

By routing documents electronically, we anticipate a large decrease in the amount of paper used to run Port operations, which also leads to a significant reduction in per page copier/printer charges from Pacific Office Automation.

### **DIVERSITY, EQUITY & INCLUSION IMPLICATIONS:**

# 2025 Commission Meeting Calendar

*First and Third Wednesday \*exception January 2nd*

Per Resolution 5-10

<b>JANUARY</b>	2nd	*Thursday	Open Session	12:00 p.m.
	15th	Wednesday	Open Session	12:00 p.m.
<b>FEBRUARY</b>	5th	Wednesday	Open Session	12:00 p.m.
	19th	Wednesday	Open Session	12:00 p.m.
<b>MARCH</b>	5th	Wednesday	Open Session	12:00 p.m.
	19th	Wednesday	Open Session	12:00 p.m.
<b>APRIL</b>	2nd	Wednesday	Open Session	12:00 p.m.
	16th	Wednesday	Open Session	12:00 p.m.
<b>MAY</b>	7th	Wednesday	Open Session	12:00 p.m.
	21st	Wednesday	Open Session	12:00 p.m.
<b>JUNE</b>	4th	Wednesday	Open Session	12:00 p.m.
	18th	Wednesday	Open Session	12:00 p.m.
<b>JULY</b>	2nd	Wednesday	Open Session	12:00 p.m.
	16th	Wednesday	Open Session	12:00 p.m.
<b>AUGUST</b>	6th	Wednesday	Open Session	12:00 p.m.
	20th	Wednesday	Open Session	12:00 p.m.
<b>SEPTEMBER</b>	3rd	Wednesday	Open Session	12:00 p.m.
	17th	Wednesday	Open Session	12:00 p.m.
<b>OCTOBER</b>	1st	Wednesday	Open Session	12:00 p.m.
	15th	Wednesday	Open Session	12:00 p.m.
<b>NOVEMBER</b>	5th	Wednesday	Open Session	12:00 p.m.
	19th	Wednesday	Open Session	12:00 p.m.
<b>DECEMBER</b>	3rd	Wednesday	Open Session	12:00 p.m.
	17th	Wednesday	Open Session	12:00 p.m.







**RESOLUTION SUPPORTING REPLACEMENT  
OF THE INTERSTATE 5 BRIDGE  
OVER THE COLUMBIA RIVER**

**A RESOLUTION** supporting the replacement of the Interstate 5 Bridge between the State of Washington and State of Oregon, guided by the principles herein.

**WHEREAS**, Interstate 5 is a corridor of national significance that serves the entire U.S. West Coast, as well as international commerce with Canada, Mexico and all Pacific Rim countries that access U.S. West Coast seaports; and

**WHEREAS**, the Interstate 5 Bridge is a key economic connector to our region's ports and much of the industrial land in the Vancouver-Portland Metropolitan Region; and

**WHEREAS**, Interstate 5 between Vancouver, Washington, and Portland, Oregon, experiences some of the most severe congestion along the entire length of the Interstate 5 corridor, especially during the daily commuting periods, impacting businesses and hindering the efficient movement of people and freight; and

**WHEREAS**, increased traffic congestion is affecting travel time reliability for workers and emergency responders; and

**WHEREAS**, frequent crashes on the corridor and the bridge affect public safety; and

**WHEREAS**, the existing Interstate 5 Bridge is functionally obsolete and does not meet current seismic standards; and

**WHEREAS**, replacement of the Interstate 5 Bridge is needed to support critical trade routes, address congestion, provide transportation choices and improve safety.

**WHEREAS**, high-capacity transit does not currently connect Vancouver and Portland, and high-capacity transit with a dedicated guideway would provide greatly improved transit service with better schedule reliability; and

**WHEREAS**, the ports of Vancouver, Camas-Washougal and Ridgefield in February 2017 and September 2018 passed joint resolutions supporting efforts by the Washington State Legislature to renew bi-state discussions on replacement of the Interstate 5 Bridge; and

**WHEREAS**, the Port of Vancouver passed a resolution in July 2022 for the purpose of endorsing the Modified Locally Preferred Alternative (MLPA) for the Interstate Bridge Replacement Program; and

**WHEREAS**, the twelve conditions of approval in the Port of Vancouver's Resolution 3-2022 endorsing the MLPA have either been satisfied or will be addressed during the next phase of design; and

**WHEREAS**, the ports of Vancouver, Camas-Washougal and Ridgefield rely on the Interstate 5 Bridge to move freight and support the economic vitality of our region, and have long supported advancing the process for replacing the Interstate 5 Bridge;

**NOW, THEREFORE BE IT RESOLVED** that the ports of Vancouver, Camas-Washougal and Ridgefield support advancing the Interstate 5 Bridge Replacement Program, consisting of a replacement bridge and high-capacity transit with a dedicated guideway to a Final Environmental Impact Statement (FEIS) and Record of Decision (ROD);

PORT OF CAMAS-WASHOUGAL  
BOARD OF COMMISSIONERS

PORT OF RIDGEFIELD  
BOARD OF COMMISSIONERS

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

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Larry Keister, President

\_\_\_\_\_  
R. Bruce Wiseman, Chairperson

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Eric LaBrant, President

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Cassi Marshall, Vice President

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Scott Hughes, Secretary

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Jack Burkman, Vice President

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John Spencer, Secretary

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D. Joe Melroy

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Don Orange, Secretary

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Date

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Date

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Date

The following are items specific to the Port of Vancouver's Condition of Approval:

For Reference (12 POV Conditions of MLPA Approval):

1. Study the performance of both one and two auxiliary lanes to identify a final design which maximizes safety and efficiency of freight and general-purpose traffic through the bridge influence area, including but not limited to consideration of High, Wide, and Heavy freight needs.
2. Provide adequate safety shoulders on both sides of the freeway for both Northbound and Southbound lanes to maximize safety, sufficient emergency access, and reliability through the corridor.
3. Accommodate High, Wide, Heavy, and Long (up to 80 meters) freight movements at the Mill Plain Interchange and provide unencumbered connections to key trade routes for the region.
4. Compliment and support the goals and actions listed in the Port of Vancouver's Climate Action Plan Project in Greenhouse Gas (GHG) reduction efforts. Minimize idling of freight and general-purpose traffic.
5. Include a High-Capacity transit station near Terminal 1 with multimodal access and be designed and operated in a manner which maximizes safety and accessibility.
6. Continue to solicit feedback from the port and Terminal 1 stakeholders to ensure the final design compliments and avoids negative impacts to existing and proposed developments on that site.
7. Design elements must encourage and accommodate additional small to mid-size Columbia River cruise activity at or near Terminal 1.
8. The shared use path (SUP) should be designed in a way that allows for convenient access to Terminal 1 and the surrounding waterfront areas.
9. Design and redevelop open spaces that are created or disturbed by the IBR program in consultation with the Port of Vancouver and the City of Vancouver in a manner which emphasizes connectivity with the adjacent developments and uses which complement the character of the surrounding area.
10. Continue to engage the business and freight communities on a regular basis to provide feedback in critical areas such as auxiliary lane configuration, grade, turning radii, and other elements associated with freight and commerce.
11. Maximize workforce development opportunities including but not limited to apprenticeship utilization through collaboration with regional workforce partners.
12. The Port of Vancouver strongly encourages tolling structures and systems that do not disproportionately impact freight or inhibit regional access to jobs on either side of the Columbia River.

## **Port of Camas-Washougal Staff Report**

**ITEM TITLE:**

**COMMISSION MEETING DATE:**

**DEPARTMENT:**

**SUBMITTED BY:**

**STAFF RECOMMENDATION:**

**SUMMARY:**

**BUDGET IMPACT:**

**STRATEGIC PLAN or OTHER PLANS:**

**SUSTAINABILITY IMPLICATIONS:**

**DIVERSITY, EQUITY & INCLUSION IMPLICATIONS:**