

PRELIMINARY AGENDA FOR REGULAR MEETING

June 5th, 2024

I. EXECUTIVE SESSION

11:00 AM

One Matter relating to property disposition

RCW 42.30.110(1)(c)

No action expected as a result of the Executive Session.

II. WORKSHOP

11:15 AM

WPPA Spring Conference Discussion

III. 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 May 14, 2024

B. Approval of Checks

C. Approval of Minutes of the Special Meeting on May 24, 2024

NEW BUSINESS/DISCUSSION ITEMS

D. Resolution 6-24 Surplus Sale Items- Contract Manager Debra Itzen

E. 2025 Rates & Fees- Director of Finance Krista Cagle

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 6-24 Surplus Sale Items

STAFF REPORTS & COMMENTS

COMMISSIONER REPORTS & DISCUSSION

ADJOURN REGULAR MEETING

Regular business and meetings that members of the Commission may attend:

<u>Date</u>	<u>Meeting</u>
June 5, 2024	UGB Open House 5:30-7 PM at the Port
June 26, 2024	Chamber Luncheon

(*Denotes events 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

May 14, 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 Tuesday, May 14, 2024, at 12 p.m.

PRESENT: Commissioner Cassi Marshall, Commissioner Larry Keister, Commissioner John Spencer, Chief Executive Officer David Ripp, Director of Finance Krista Cagle, Director of Business & Real Estate Derek Jaeger, Director of Facilities Eric Plantenberg, Attorney Carolyn Lake, Environmental Project Manager Jennifer Taylor, 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. This meeting is video recorded, and the chat function has been disabled.

PUBLIC COMMENT #1:

Randall Friedman of Camas:

Friedman stated he was in support of the Port's Grove Field's future development. Friedman stated he wanted to see the City of Camas provide trolley options from downtown Camas up Everett Street and to Grove Field. Friedman wants to see Grove Field grow to serve the future community.

Ronald Rocha of Washougal:

Mr. Rocha commented on his various complaints with the Port, which included using language determined to be out of order and disruptive. When Mr. Rocha did not conclude his remarks at the request of the Commission President, the Commission President called the meeting in recess. The meeting reconvened at 12:15 pm when the Port Counsel referenced the OPMA statute "RCW 42.30.050 Interruptions—Procedure" pertaining to procedures when a meeting is interrupted.

CONSENT ITEMS

Minutes & Checks

Minutes from the Regular Meeting on May 1, 2024, electronic payments and the issuance of general fund checks 9532-9559 in the total amount of \$261,405.37, Plastic Forming Services Lease, and the Lifestyle Wake 1st Amendment to assignment assumption of Riverside Marine were presented for approval. 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:

1st Quarter Presentation- Director of Finance Krista Cagle, Director of Business & Real Estate Derek Jaeger, and Environmental Project Manager Jennifer Taylor:

Cagle stated the Port's operating net income for quarter one was \$156,855. Cagle explained that the number is 67% of budgeted net income. Cagle went over the Port's long-term debt obligations which include CERB loans, revenue bonds, and general obligation bonds.

Parkers Landing Marina:

Cagle explained the marina had brought in a net income of \$98,653 in quarter one, \$146,738 out of a \$774,618 total budget had been spent and the occupancy of the marina had stayed consistent at 100%. Cagle stated the Port has seen an average amount of launch ramp revenue based on years past.

Grove Field Airport:

Cagle stated Grove Field had a net income of \$54,781, \$62,931 out of a \$450,978 budget had been spent and the hangars have remained 100% occupied. Cagle explained hangar revenue is up due to a lease pricing increase.

Industrial Park:

Cagle stated the industrial park has a net income of \$479,359 due to building and land leases. Cagle explained there was one vacancy in Building 20, but it has since been filled by Vega Gymnastics. Cagle explained the vacancy had been budgeted for. Cagle also stated that 24% of the Industrial Park's budget had been spent in quarter one.

Parks & Trails:

Cagle stated the Port's parks and trails had a negative net income. Cagle explained this negative number is normal, as the only revenue the parks bring in is parks reservations..

Cagle concluded with this information being available on the Port's website, Portcw.com.

Industrial Trends and Port Business Interest:

Jaeger explained the current industry trends with unemployment being up to 4.4% surpassing the national average of 3.8%. Jaeger stated the market, however, stayed consistent and had a vacancy rate below 5%. Jaeger also explained there were ten total interested parties, nine out of the ten wishing to lease. Jaeger stated the primary interest was six to ten thousand square foot spaces.

Capital Projects:

Taylor explained there are several Port projects in the design and permitting process. Those projects include the Black Pearl pedestrian pathway, SE 41st Street, the IP Shop storage area, removing material in the waterfront property, and the administrative and courthouse building planning. Taylor stated there are also several projects completed. The most recently completed project is the repaving of the marina loop. Taylor also explained there are several projects in which the Port is awaiting equipment. Taylor mentioned the Port is waiting on a floating Airbnb to be completed in Florida.

USFW Land Swap-CEO David Ripp:

Ripp stated the Port is looking into swapping a piece of land with Fish and Wildlife. The Port's land is assessed at \$72,000 and Fish and Wildlife's was assessed at \$242,000. Ripp explained if the Port wanted to move ahead with purchasing this land, the Port would end up having to pay \$170,000. Ripp also explained this piece of land may not have value for future construction but could be a future mitigation site. The Commission advised to continue moving forward with this transaction.

PUBLIC COMMENT #2:

Ron Rocha of Washougal:

Rocha commented that he thought Grove Field was a good investment for the Port as well as the Fish and Wildlife land.

STAFF REPORTS & COMMENTS

Chief Executive Officer-

Ripp stated the Port will hold an open house on June 5th regarding the Urban Growth Boundary. Ripp stated the first 30 minutes will be open for the public to look at the mapped area of the request and at 6:00 pm, the Port will hold a presentation. Ripp also stated as of last week, the weather station at the airport was set up. Fly It had been made aware and Ripp explained the Port is currently working on spreading the message on website affiliations.

Upcoming Events:

May 15-17th WPPA Spring Conference at Skamania Lodge

June 5th Open House for UGB at the Port

Director of Business & Real Estate-

Jaeger stated he was excited to attend the WPPA Spring Conference at Skamania Lodge this week. Jaeger also shared his excitement about Lifestyle Wake moving into Riverside Marine's space as of June 1st.

Director of Facilities:

Plantenberg stated it was great to see Immelman making strides at the Airport. Plantenberg stated the staff at the marina had the FDC lines re-tested and all passed with the fire Marshall. Plantenberg stated the weather station at the airport was now up and running. Plantenberg also mentioned the marina loop being paved and the Port may gain a couple of new parking spots on the lower portion of the loop.

Environmental Project Manager:

Taylor stated the paved area on the marina loop looks great and that the contractors were great to work with.

Director of Finance-

Cagle stated the Port's annual report should be ready to send out by mid-June. Cagle stated this year's report will be digital. Cagle mentioned the first Friday downtown Camas in June. Cagle also mentioned the City of Washougal would like the Port's help at their Pumpkin Harvest Festival on October 19th.

COMMISSIONER REPORTS & DISCUSSION

Commissioner Spencer

Commissioner Spencer stated he was going to the WPPA event tomorrow with staff and the rest of the commission.

Commissioner Marshall

Commissioner Marshall stated she talked with Washougal Councilmember David Fritz and local bike advocate Ed Fischer about bike routes and racks. Marshall stated the general feedback about the racks was to make them less artistic and more practical. Marshall stated it would be nice to get the racks placed at the brew pubs in the industrial park and at the administrative building. Marshall also stated she will be at Parkersville Day on June 1st from 12-3 PM. Marshall mentioned on the 21st of May, volunteers will meet at the Parkersville site to beautify the area.

Commissioner Keister

Commissioner Keister stated he thought functional bike racks were a great idea.

The regular meeting adjourned at 1:07 pm. The commission moved into an executive session that was expected to last 30 minutes, it began at 1:10 pm and adjourned at 1:40 pm. No decisions were made.

PORT OF CAMAS-WASHOUGAL COMMISSION

Commissioners

**MINUTES OF THE SPECIAL COMMISSION MEETING
PORT OF CAMAS-WASHOUGAL
May 24, 2024**

By: Mackenzey Thomason, Administrative Assistant

A Special Meeting of the Commissioners of the Port of Camas-Washougal was held in person and virtually on Friday, May 24, 2024, at 12 p.m.

PRESENT: Commissioner Cassi Marshall, Commissioner Larry Keister, Commissioner John Spencer, Chief Executive Officer David Ripp, Director of Business & Real Estate Derek Jaeger, Port Attorney Carolyn Lake, Port Consultant Jeannie Beckett, 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 Special Session public meeting to order. This meeting is video recorded, and the chat function has been disabled.

**CEO Selection Process Update-
Chair Comments:**

Commissioner Keister stated the Port is in the process of narrowing down the pool of candidates for the CEO position. Keister stated there are legal aspects of the process and that the Port's attorney Carolyn Lake would explain the process.

Port Attorney Carolyn Lake:

Lake stated the Port had conducted interviews for the CEO position in private up until this point. Lake explained these private interviews are called "executive sessions". Lake explained the next step of the process was for the Port to hold a public special meeting to name the top three selected candidates for the position to move forward.

Consultant Jeannie Beckett:

Beckett stated she had been working with the commission and Ripp for the past 5 months to aid the interview process. Beckett explained that the Port is now halfway through the selection process and needed to review where they had been and where they would like to move forward. Beckett stated the ideal attributes of the new Port CEO would be the willingness to commit to the community and port goals, to strive for leverage of local resources, the knowledge of land use, and a strong sense of public service. Beckett explained that her role in the interview process was to aid in bringing candidates forth that she felt should move on. Beckett stated her selections were only a recommendation and that the commission would have the final say. Beckett also explained that these final candidates would have the chance to interact with Port staff, stakeholders, and the community. Beckett went forth to say her recommendations were as follows:

Guy Glenn
Chris Herman
Trang Lam

Discussion:

Commissioner Spencer:

Spencer stated the pool of candidates for the position was excellent and the final six of them could have all done the job successfully. Spencer stated he is on the fence about which of these narrowed-down candidates he felt could become the CEO. Spencer followed up on the prior comment and he felt like the proposed slate is a great choice moving forward. Spencer explained he still has various questions for all three proposed candidates to truly feel comfortable. Spencer stated some of his questions include, do they have a strong finance background, are going to carry forth the Port's mission, and mesh with staff.

Commissioner Marshall:

Marshall stated she agreed with what Commission Spencer stated. Marshall stated she appreciated the depth of the pool that the Port had. Marshall stated the group was extremely talented. Marshall explained that the Port priorities are extremely important moving forward.

Commissioner Keister:

Keister stated he would like the future CEO to have a strong financial background, understand and support the commission and Port staff's vision for the future, and have a leadership mentality.

Public Comment:

No comment.

Commission Vote:

A motion was made by Commissioner Spencer and seconded by Commissioner Marshall, and the recommended candidates were carried unanimously. The motion passed.

Closing Comments:

The commission congratulated all three candidates moving forward.

The special meeting adjourned at 12:13 pm.

PORT OF CAMAS-WASHOUGAL COMMISSION

Commissioners

RESOLUTION NO. 6-24

A Resolution of the Port of Camas-Washougal to declare certain non-real estate property surplus

WHEREAS, the Port of Camas-Washougal owns certain non-real property consisting of equipment, as more particularly described in Exhibit A ("Equipment") which Staff has determined is no longer needed for port purposes, and

WHEREAS, pursuant to RCW 53.08.090, the Port's Chief Executive Officer or designee has made written certification to the Commission that the Equipment is no longer needed for port district purposes.

WHEREAS, the estimated value of the totality of the Property proposed to be declared surplus exceeds \$22,000.00 and therefore requires Commission approval,

NOW, THEREFORE, be it resolved that:

1. The Equipment is hereby found and determined to be no longer needed for Port of Camas- Washougal port district purposes and to be surplus to the Port's needs, and the sale of such Equipment is in the public interest.
2. The Equipment can be disposed of through competitive bids by publicly advertising the sale, contract for a licensed auctioneer to publicly auction property, or consign property to a licensed auction or consignment service for public sale or can be sold individually by public competitive bid pursuant to this Commission authorization.
3. The sale of the surplus Equipment to Port officials or employees will be restricted to public auctions, or consignment for bid, where the process is managed by a third-party vendor and all interested parties have equal opportunity in the

bidding process.

- 4. Following the surplus action, an itemized list of the items sold, their sale prices and the total proceeds will be communicated to the Commission.

ADOPTED this 5th day of June 2024 by the Port of Camas Washougal Commission.

PORT OF CAMAS-WASHOUGAL COMMISSION

Larry Keister

Cassi Marshall

John Spencer

EXHIBIT "A"

SURPLUS EQUIPMENT LIST

ESTIMATED VALUE

**1998 CHEVY 3500 5.7 LITER CHEYENNE
NO BED 100,372 Miles**

\$500

**2018 VENTRAC MOWER 4500Y w/72" ADJUSTABLE HEIGHT FINE
25 hp DIESEL NON-TURBO 678.8 hours**

\$20,000

**1994 KUBOTA TRACTOR L4350 4WD 47 hp
4030 hours - 3 pt hydraulics not working**

\$5,000

**1999 FORD F250 XL TRITON V8
83,228 Miles No A/C Has lifter tick**

\$10,000

**2001 GMC SONOMA 4WD w/Ladder Rack
60,674 Miles Has A/C does not work
Possible Head gasket leak**

\$3,500

VALUE TOTAL \$39,000