

**PRELIMINARY AGENDA FOR REGULAR MEETING**

**November 20, 2024**

**I. EXECUTIVE SESSION**

**11:00 AM**

**A.** One matter related to a Personnel Evaluation of the CEO  
**RCW 42.30.110(1)(c)**

**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.

**B.** Approval of Minutes of the Regular Meeting on November 6, 2024.

**C.** Approval of Checks

**D.** Electronic Signature Policy

**E.** Shawn Gray Access Agreement

**F.** Overtime & Compensatory Policy

**NEW BUSINESS/DISCUSSION ITEMS**

**G.** Resolution 11-24 Tax Levy- Director of Finance Krista Cagle

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

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

**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 2025 Preliminary Budget & Comprehensive Scheme of Harbor Improvements

3. Public Comment

4. Commission Consideration of the 2025 Preliminary Budget & Comprehensive Scheme of Harbor Improvements

**ACTION ITEMS**

J. Resolution 11-24 Tax Levy

K. 5-year Capital Improvement Budget

**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>*December 18, 2024</b>	<b>Holiday Chamber Luncheon</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: 825 1574 8125

Passcode: 896834 or via this video link:

<https://us06web.zoom.us/j/82515748125?pwd=tq4Dq2RrzxXt5PoxDPWhAdpV1EwgTJ.1>

**MINUTES OF THE REGULAR COMMISSION MEETING  
PORT OF CAMAS-WASHOUGAL  
November 6, 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 6, 2024, at 12 p.m. A workshop was held prior to the regular meeting at 11:45 a.m. to discuss agenda consent and action item processes.

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, Leasing Agent Jessica Warta, Contracts Manager Nichole Chambers, Environmental Project Manager Jennifer Taylor, 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.

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

No comments.

**City Updates:**

**City of Washougal**

City of Washougal Mayor Stuebe:

Stuebe stated the ribbon-cutting event for Hyas Point last week was great and thanked Commissioner Spencer for the hot apple cider.

**City of Camas**

City Council Member Bonnie Carter:

Carter stated the City of Camas has a Regional Fire Authority Joint Council Workshop meeting tonight at 4 pm.

**CONSENT ITEMS**

**Minutes & Checks**

Minutes from the Regular Meeting on October 16, 2024, electronic payments and the issuance of general fund checks 9869-9896 and printed checks 50179-50180 in the total amount of \$236,247.54 were presented for approval, as well as the Kevin Kreiter License Agreement and the WCGHS 1<sup>st</sup> Amendment. 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:**

**2025 Preliminary Budget: Director of Finance Krista Cagle**

Cagle stated this is the final opportunity for feedback and or changes to the 2025 Preliminary

Budget. Seeing no questions or comments from the commission, Cagle stated the final 2025 Budget presentation will occur on November 20<sup>th</sup> and there will be a public hearing to adopt the final budget as well as the comprehensive scheme of harbor improvements. The commission stated the budget looked great and they appreciated being included in the conversation.

**Overtime & Compensatory Policy: HR Manager Jen West**

West stated the overtime and compensatory policy needed to be updated to allow compensatory time for exempt employees. West explained this has already been allowed, but the policy has not been updated since 2016 to reflect the change.

**Shawn Gray License Agreement: Director of Business & Real Estate Derek Jaeger**

Jaeger stated the Port entered into an agreement with Shawn Gray on June 1<sup>st</sup>, 2019, for a license agreement to access the Airport runway for the landing and taking off from his personal aircraft from his property at 817 NW Delp Road in Camas. Jaeger explained the current agreement expires on December 31, 2024, and the new agreement would take effect on January 1<sup>st</sup>, 2025, and extend to December 31, 2029. Jaeger stated Gray will pay a monthly fee of \$60.25, which includes rent and a leasehold tax. Jaeger explained that the fee Gray pays is based on the monthly rate of tie-downs at Grove Field.

**Electronic & Digital Signature Policy: Director of Finance Krista Cagle**

Cagle explained Port staff would like to authorize and use electronic signatures to increase efficiency in the Port's business processes. Cagle stated the usage of DocuSign would speed up transaction time and would be used by a total of 3 staff members. Cagle stated this will allow the Port's Leasing Agents and Contracts Manager to increase efficiency in electronic file management. Cagle explained the cost associated with DocuSign is \$1,440.00 annually. Cagle requested the policy be approved during the November 20, 2024, commission meeting.

**PUBLIC COMMENT #2:**

None.

**STAFF REPORTS & COMMENTS**

**CEO Trang Lam:**

Lam said thank you to Mayor Stuebe for attending the Hyas Point ribbon cutting and being a speaker. Lam stated the Port had posted pictures from the event on Facebook and thanked the commission for their attendance. Lam stated the Port has issued an RFQ for the 2026-2030 Strategic Plan, proposals are due Friday, November 8<sup>th</sup>. Lam stated the meeting with the consultants should add a fresh look to the plan. Lam stated prices have gone up so the plan will have to come to the commission for approval. Lam stated she wanted the commission to be involved in the process and asked Commissioner Marshall if she would like to volunteer. Lam mentioned Commissioner Keister and she attended the Clark County Transportation Alliance meeting and reviewed their 2025 policy statement. Lam explained they are currently looking for partners to endorse their statement. Lam explained their main item coalition is advocating for the I-5 bridge replacement, regional maintenance for ODOT, and safety program enhancements. Lam also stated under their category 4, various projects are listed and the replacement of the Camas Slough Bridge is at the top of the list as project A. Lam stated the City of Washougal Comprehensive Plan is coming quickly and they are working on an open house. Lam mentioned the City of Washougal will hold an open house with a carnival theme on November 16<sup>th</sup> at the Port

offices. Lam explained it is important to show our partnership with the City and share our port spaces for public events. Lam stated she is continuing to meet with stakeholders and met with Clark County PUD. Lam stated they discussed long-term planning. Lam stated she will meet with the City of Washougal Storm Water Utilities Supervisor and Police Chief Steinbronn next week before she retires.

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

Jaeger stated the Industrial Park Forum is tomorrow at Recluse Brew Works. Jaeger stated there are 30 confirmed attendees and 16 different businesses. Jaeger mentioned WBA and Impact Washington will be in attendance.

**Director of Finance Krista Cagle:**

Cagle introduced the new Port Contract Manager Nichole Chambers. Chambers stated she is excited to be with the Port and comes from the Clark Regional Wastewater District. Cagle stated Lam signed the contract with Sage Intacct which will be the Port's new accounting software. Cagle stated the software should go live on March 1<sup>st</sup>. Cagle also mentioned that the commission meeting on December 18<sup>th</sup> will need to be moved to December 17<sup>th</sup>. The commission approved.

**Environmental Project Manager Jennifer Taylor:**

Taylor stated the Back Pearl Pathway is now open for foot traffic. Taylor stated a social media post should go out today regarding the completion. Taylor also stated she attended the Clark County Green Business Meeting this morning.

**COMMISSIONER REPORTS & DISCUSSION**

**Commissioner Spencer**

Spencer gave his kudos for the Hyas Point groundbreaking event.

**Commissioner Marshall**

Marshall stated Port Event Coordinator Amie Bittle helped her put together swag bags for her presentation to the local Girl Scouts troop. Marshall stated the kids were mostly interested in the Port's parks and Eegah the Sasquatch. Marshall stated the parents were interested in the Port's happenings and asked great questions. Marshall stated she met with Lam and Matt Ransom and they spoke about a region-wide focus on freight and commuting. Marshall also mentioned the WPPA Strategic Planning process. Marshall stated she attended one of their strategic plan workshops where they were looking for input on their goals and Marshall stated her primary input was having a larger focus on smaller Ports. Marshall mentioned that WPPA has boosted their mission statement and spoke about consolidating different committees. Marshall stated that streamlining and consolidating will allow for new ideas.

**Commissioner Keister**

Keister thanked the cities for being involved in the ribbon-cutting event. Keister stated that his main takeaway from the Clark County Transportation meeting was that they do not have proper funding. Keister stated funding should be a focus the next time they are in Olympia. Keister stated the City of Washougal is upgrading Reflection Plaza and working with the Washougal Arts Association. Keister stated he had asked Cagle if the Port could get involved with the project by contributing a thousand dollars out of the Port's art fund.

The regular meeting adjourned at 12:44 pm.

PORT OF CAMAS-WASHOUGAL COMMISSION

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Commissioners

RESOLUTION NO. 11-24

**WHEREAS**, the Commissioners of the Port of Camas-Washougal have met and considered its budget for the calendar year 2025; and,

**WHEREAS**, the districts actual levy amount from the previous year was \$3,019,041.86; 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 2025 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$30,190.42 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 20<sup>th</sup> day of November, 2024.

Commissioners:

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\_\_\_\_\_  
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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, November 15, 2023*

	2025	2026	2027	2028	2029
<b>MARINA (Strategic Investments):</b>					
<b>MARINA (Operational Capital Projects):</b>					
Marina Park Loop Asphalt					
Black Pearl pathway					
Dredging Hydrographic Survey	\$ 10,000				
Dredge Engineering & Permitting	\$ 100,000				
Marina fuel dock - dispensers	\$ 20,000				
Seal & Paint Lifestyle Wake Siding	\$ 30,000				
Breakwater - concept/planning	\$ 30,000				
East Fire Access Road			\$ 40,000		
Dredging *waiting for analysis			\$ 750,000		
	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
<b>PARKS (Operational Capital Projects):</b>					
Art Fund	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Marina & Historical Park Lights	\$ 15,000				
Large Rose Arbor Replacement	\$ 150,000				
Waterfront Parking lots seal (east and west)		\$ 15,000			
	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
<b>AIRPORT (Operational Capital Projects):</b>					
2 additional tie-downs (concrete) in-house	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Taxiway D, G & H Slurry seal	\$ 75,000				
Survey/Fence - Pike Property Line	\$ 15,000				
AP-5 Siding and Paint ( <i>In house</i> )	\$ 15,000				
AP-6 Windows ( <i>In house</i> )	\$ 10,000				
Hangar F Roof Seal		\$ 30,000			
Taxiway F Slurry Seal		\$ 15,000			
Runway/Run Up Area/Center Taxiway		\$ 500,000			
AP-6 Paint Exterior		\$ 6,000			
Airport Parking Lot -slurry seal			\$ 35,000		
Runways/Taxiways - main entrance road @ gate			\$ 10,000		
AP-6 Roof replacement				\$ 20,000	
Hangar G Roof Seal & Paint				\$ 66,150	
Hangar H Roof Seal & Paint					\$ 69,458



<b>REAL ESTATE/INDUSTRIAL PARK (Strategic Investments):</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</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)	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Grove Field - Level 3 charger (Grant funding - DOC/CPU)					
Future Development (Courthouse) tentative		\$ 250,000	\$ 700,000	Construction Est?	
<b>REAL ESTATE/INDUSTRIAL PARK (Operational Capital Projects):</b>					
Rail- Switch 6113 rebuild (Kemira)	\$ 7,000				
Seal & Paint Exterior - Bldg 19 - tentative (check lease)	\$ 35,000				
Bldg 7- Slurry seal parking lot	\$ 25,000				
Bldg 17 - Seal Coat & Stripe Parking Lot	\$ 30,000				
35th Street Rehabilitation	\$ 162,000				
HVAC Units	\$ 50,000				
Courthouse Windows		\$ 60,000			
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	
Bldg 4 HVAC					\$ 45,000
Bldg 6 - Paint & Sign					\$ 39,000
Bldg 9 - Paint					\$ 25,000
Bldg 11 - Paint & HVAC					\$ 52,000
	2025	2026	2027	2028	2029
<b>LEVEE (Operational Capital Projects):</b>					
Levee Bank Restoration	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
	2025	2026	2027	2028	2029
<b>VEHICLES (Operational Capital Projects):</b>					
Main Levee Mower - Kubota Tractor	\$ 80,000				
Gravelly Mower	\$ 12,000				
Replace Gravelly - Electric		\$ 12,000			
Replace Zach's truck - include snowplow		\$ 90,000			
Backhoe			\$ 80,000		
Crew Cab truck - Hybrid				\$ 60,000	
Replace Ventrac				\$ 40,000	
Replace Mach-E					\$ 50,000

<b>OTHER - RECURRING CAPITAL PROJECTS</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</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	\$ 45,000				
Slurry Seal Main Parking Lot				\$ 20,000	
HVAC					\$ 34,000
New Server/Server location					\$ 25,000
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS COSTS</b>	<b>\$ 1,041,000</b>	<b>\$ 1,313,000</b>	<b>\$ 2,185,000</b>	<b>\$ 952,150</b>	<b>\$ 464,458</b>

	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>

	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
Cash Reserve Projected Beginning Balance 1/1/25	\$ 4,104,943				
Projected 2024 Operating Net Income for 2025 Contingency Projects and Cash Reserves	\$ 387,458				
2025 Levy Revenue	\$ 3,100,963				
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	\$ (1,041,000)				
Total Contingency Capital Project Costs	\$ (200,000)				
CERB Loan Pymts (3)	\$ (207,725)				
Required Reserve per Finance Policy	\$ (2,876,997)				
<b>Cash Reserve Projected Ending Balance 12/31/25*less required reserve per finance policy</b>	<b>\$ 1,858,514</b>				

Cash Reserve Projected Beginning Balance 1/1/26	\$ 4,458,514
Projected 2025 Operating Net Income for 2026 Contingency Projects and Cash Reserves	\$ 495,743
2026 Levy Revenue	\$ 3,183,472
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	\$ (1,313,000)
Total Contingency Capital Project Costs	\$ (200,000)
CERB Loan Pymts (3)	\$ (207,068)
Required Reserve per Finance Policy	\$ (2,979,823)
<b>Cash Reserve Projected Ending Balance 12/31/26*less required reserve per finance policy</b>	<b>\$ 2,030,728</b>

Cash Reserve Projected Beginning Balance 1/1/27	\$ 4,730,728	
Projected 2026 Operating Net Income for 2027 Contingency Projects and Cash Reserves	\$ 616,864	
2027 Levy Revenue	\$ 3,266,807	
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	\$ (2,185,000)	
Total Contingency Capital Project Costs	\$ (200,000)	
CERB Loan Pymts (3)	\$ (206,412)	
Required Reserve per Finance Policy	\$ (3,092,178)	
<b>Cash Reserve Projected Ending Balance 12/31/27*less required reserve per finance policy</b>	<b>\$ 1,570,598</b>	
Cash Reserve Projected Beginning Balance 1/1/28	\$ 4,370,598	
Projected 2027 Operating Net Income for 2028 Contingency Projects and Cash Reserves	\$ 616,668	
2028 Levy Revenue	\$ 3,350,975	
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	\$ (952,150)	
Total Contingency Capital Project Costs	\$ (200,000)	
CERB Loan Pymts (3)	\$ (205,755)	
Required Reserve per Finance Policy	\$ (3,210,430)	
<b>Cash Reserve Projected Ending Balance 12/31/28*less required reserve per finance policy</b>	<b>\$ 2,397,344</b>	
Cash Reserve Projected Beginning Balance 1/1/29	\$ 5,140,039	
Projected 2028 Operating Net Income for 2029 Contingency Projects and Cash Reserves	\$ 611,523	
2029 Levy Revenue	\$ 3,435,985	
Investment Income/Misc Tax Revenue	\$ 54,000	
Luse Property	\$ (36,667)	
Mehrer Property	\$ (42,036)	
2029 Debt Payment	\$ (1,347,335)	
Total Capital Improvement Project Costs	\$ (464,458)	
Total Contingency Capital Project Costs	\$ (200,000)	
CERB Loan Pymts (3)	\$ (205,099)	
Required Reserve per Finance Policy	\$ (3,334,978)	
<b>Cash Reserve Projected Ending Balance 12/31/29*less required reserve per finance policy</b>	<b>\$ 3,610,975</b>	
<b>* Per the Port's Cash Reserve Policy the port should maintain approximately 50% of total annual operating expenses.</b>	<b>\$ 6,945,953</b>	