

PRELIMINARY AGENDA FOR REGULAR MEETING

October 2, 2024

I. EXECUTIVE SESSION

11:00 AM

One matter related to personnel evaluation pursuant to **RCW 42.30.110(1)(c)** & pursuant to **RCW 42.30.110 (1) (i)(iii)** to discuss legal risks of a proposed action that the agency has identified when public discussion of the legal risks is likely to result in an adverse legal or financial consequence to the agency.

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 Special Meeting on September 17, 2024

B. Approval of Checks

C. Approval of the Employee Awards & Team Building Policy

NEW BUSINESS/DISCUSSION ITEMS

D. 2025 Preliminary Budget- Director of Finance Krista Cagle

E. Marina Policy Manual- Director of Finance Krista Cagle

F. Waterfront Soils Project Change Order- Environmental Project Manager Jennifer Taylor

PUBLIC COMMENT #2:

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

G. Marina Policy Manual

H. Approve the CEO's first year's goals and Annual Performance Review form; and amend the CEO Employment Agreement to place Exhibit A with the new Annual Performance Review form

I. Waterfront Soils Project Change Order

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>
October 19, 2024	City of Washougal Harvest Festival

(*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 SPECIAL COMMISSION MEETING

PORT OF CAMAS-WASHOUGAL

September 17, 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 Tuesday, September 17, 2024, at 12 p.m. Before the regular meeting, an Executive Session was held to discuss one matter related to property disposition. The Executive Session started at 10:45 am and ended at 11:00 am. No decisions were made. A workshop in which YBA Architects presented schematic design options, that will inform future strategic planning efforts, for the Port's property at 89 C Street and the Port Administration building was held at 11:00 am. The workshop ended at 12:00 pm when the special meeting began.

PRESENT: Commissioner Cassi Marshall, Commissioner Larry Keister, Commissioner John Spencer via Zoom, Chief Executive Officer Trang Lam, Director of Finance Krista Cagle, Director of Facilities Eric Plantenberg, Director of Business & Real Estate Derek Jaeger, 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 Special 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 comment.

City Updates:

City of Camas

No comment.

City of Washougal

No comment.

CONSENT ITEMS

Minutes & Checks

Minutes from the Regular Meeting on September 4, 2024, electronic payments, and the issuance of general fund checks 9788-9817 and voided checks 9758-9787 in the total amount of \$222,725.07 were presented for approval. After a brief discussion, a motion was made by Commissioner Marshall and seconded by Commissioner Spencer, and the consent items were carried unanimously.

NEW BUSINESS/DISCUSSION ITEMS:

Marina Policy Manual Change- Director of Finance Krista Cagle:

Cagle explained the Port would like to define what is considered a dinghy that would be allowed to use the dinghy storage area in the marina. Cagle stated to avoid abuse of the storage area, the

Port would like to limit how long a dinghy can stay in the designated area. Cagle stated the proposed language in the policy reflects that a tenant can moor their dinghy in the area for 10 days in a 30-day period. Cagle explained that the storage area can fit up to 4 dinghies at once. CEO Lam stated the Port is looking at the community benefits, and equity, and ultimately fine-tuning policies over time to continue to reflect the Port's values, mission and vision. Lam stated the Port is not looking to penalize anyone, but she would like to open this area to all tenants, not just a few, which is better for the long term.

Employee Rewards & Team Building Policy- Director of Finance Krista Cagle:

Cagle stated the Port revised the annual expenditure on employee rewards and team building policy from \$5,000 to \$8,000. Cagle explained the policy was last updated in 2020 and since then, the Port has added 4 employees and overall costs have increased.

PUBLIC COMMENT #2:

Tony Bacon Port Marina Tenant:

Bacon asked what the purpose of the dinghy storage was. Bacon also asked what problem the Port was trying to address by changing the policy. Bacon stated if the Port changes the limitation of time one stays in the storage area to 10 days, he will not use the area anymore. Commissioner Spencer asked Bacon why he thought the 10-day limitation was negative. Bacon replied stating the way he chooses to use his dinghy, is for the weekend when his friends and he go on cruises, and he would need to transfer those people back and forth. Bacon stated that having him launch his dinghy before he cruises and getting the boat provisioned is too time-consuming.

STAFF REPORTS & COMMENTS

CEO Trang Lam:

Lam stated she is planning to attend the City of Camas Comprehensive Plan Downtown Advisory Committee meeting this week. Lam stated the City of Camas' next proposed open house for their comprehensive plan is in October. Lam stated she would like to have discussions on how the Port can participate in some manner because of the Port's UGB request. Lam stated she had also been meeting with the City of Washougal regarding the Waterfront development. Lam stated she would let the commission know if it would be beneficial for them to attend the Camas open house. Lam explained it is important to make sure we are good partners for their entire planning process.

Director of Business & Real Estate Derek Jaeger:

Jaeger stated on September 23rd his new staff member Jessica will join the Port team as a Leasing Administrator. Jaeger explained there is a ton of work for her to dive into. Jaeger stated he had been discussing how to manage the Port's industrial portfolio with CEO Lam. Jaeger stated they will continue to have conversations about how to make operations run smoother. Jaeger also mentioned that he and Lam are re-mapping out compliance for the waterfront leases. Jaeger stated American Cruise Lines had reached out about connecting with the community via onshore excursions. Jaeger explained Cascadia Tech is putting their plans on pause regarding leasing Port industrial space. Jaeger stated they are planning on occupying some space at Excelsior High School for the time being.

Environmental Project Manager Jennifer Taylor:

Taylor stated the Port is moving forward with solar projects. Taylor explained on Thursday, September 19th the Port's administration building will be closed. Taylor stated staff will still have

access to their emails and phone lines and will let the public know of the closure via social media and signage. Taylor stated next Monday the 23rd, solar materials are being delivered to Grove Field. Taylor also explained the EV Charger is out to bid. Taylor stated she had gotten a lot of feedback and questions. Taylor explained the waterfront soils project is moving forward, and the Port is in constant communication with RKM.

Director of Facilities Eric Plantenberg:

Plantenberg stated his staff is getting ready for the Fall and starting to shut some things down for winterization.

Director of Finance Krista Cagle:

Cagle stated Contract Manager Debra Itzen is leaving the Port. Cagle explained Itzen’s last day will be on September 30th. Cagle stated there will be a going away party on September 27th for her. Cagle stated there is a current job opening for the Contract Manager position and it will be open until next Wednesday. Cagle stated that Administrative Assistant Amie Bittle spoke with Rose at the City of Washougal about their request for the Port to volunteer at their Harvest Festival event on October 19th. Cagle stated she would like one commissioner to volunteer their time. Cagle also stated the Port will have a demo with Sage Intact which is a cloud-based accounting software.

COMMISSIONER REPORTS & DISCUSSION

Commissioner Marshall

Marshall stated she was out walking the other day, and she viewed the new solar panels on the Port’s Administrative building roof. Marshall stated she is excited for the panels to start generating.

Commissioner Keister

Keister stated he will be on his way to Walla Walla tomorrow for the WPPA Environmental conference.

The regular meeting adjourned at 12:23 pm.

PORT OF CAMAS-WASHOUGAL COMMISSION

Commissioners

Port of Camas-Washougal Staff Report

DEPARTMENT: Marina

FOR THE AGENDA OF: October 2nd, 2024

RECOMMENDATION: Approval of the Marina Policy Manual revision at the October 2nd, 2024 meeting.

SUMMARY: Staff would like to define what qualifies as a dinghy that would be allowed to be stored in the Dinghy Storage Area.

To encourage equal opportunity, the policy is being revised to allow each tenant to utilize the free dinghy storage area for 10 days per calendar month. Tenants who require storage for more than 10 days per calendar month, can utilize the breakwater dock to store their dinghy. Under the current policy, moorage on the breakwater dock is allowed for 4 days within a 10-day period, the policy has been revised effective January 1, 2025, to allow up to 7 days in a 10-day period.

BUDGET IMPACT: N/A

SUSTAINABILITY IMPLICATIONS (please describe): N/A

DEI IMPLICATIONS (please describe): N/A

CAMPING / CHILDREN / COOKING / DINGHIES

CAMPING

Overnight camping in RVs, vehicles, tents, or otherwise is prohibited on Port property.

CHILDREN IN THE MARINA

Children under 12 years of age are required to wear a Coast Guard-approved personal flotation device when on the Port's dock and breakwater. Children 10 and under are required to be accompanied and supervised by a responsible adult.

Coast Guard-approved life jackets are available to borrow. See storage cupboard located on the west side of Launch Ramp. Please return jackets to cupboard.

COOKING IN THE MARINA

"Open-flame" cooking on the docks, whether in the secured area of the Marina or on the Breakwater, is prohibited.

"Open-flame" cooking on the open deck of a boat in a covered slip inside the Marina with a barbeque (propane or coals), a Coleman stove, or other non-permanent cooking facilities is prohibited.

Use of a propane barbeque that is attached to the boat is allowed on the open deck of a boat while tied in an uncovered slip or while moored on the Breakwater Dock.

Use of a built-in cooking device from the manufacturer is allowed while inside the Marina.

DINGHIES

Moorage Tenants may store personal watercraft (dinghies, jet skis, etc.) on their vessel or in the water ahead of the boat, *provided* that it does not cause the primary vessel to extend an unsafe distance into the fairway. (Port Management shall make that determination.) The Dinghy Storage Area is first-come, first-serve for dinghies with a maximum length of 16'. Owners must register dinghies with the Port office before placing them in the storage area. Tenants are allowed one dinghy per leased slip to be stored in the Dinghy Storage Area, tenants may utilize the dinghy storage area for a maximum of 10 days per calendar month. Dinghies are defined as a small boat, often carried or towed by a larger vessel. A maximum of four dinghies may occupy the Dinghy Storage Area at one time. Wave runners and jet skis are **NOT** permitted to be stored in the Dinghy Storage Area. Please refer to page #6-**Boat Registration/Ownership** section of the Marina Policy Manual for clarification on registering Dinghies with the Port Office. Please refer to page #13- **Insurance** section of the Marina Policy Manual for clarification on insurance requirements for Dinghies. All vessels stored in the water ahead of your boat in your slip are considered "secondary vessels" and must also be registered with the Port Office.

**Port of Camas-Washougal
Waterfront Soils Analysis
Staff Report**

Department: Projects

Date: September 30, 2024

Staff Recommendation: Approval of Change Order #4 for \$764,979.68.

Summary:

Additional excavation and backfill needed to remove unsuitable soils which requires additional quantities to be hauled off to the disposal site and the area backfilled.

Budget Impact:

Change Order #4 will increase the contract dollar amount by \$764,979.68 to a total contract amount of \$1,792,543.58. The increase is within the 2024 Capital project budget.

Sustainability Implications:

None

Diversity Equity and Inclusion Implications:

None