

PRELIMINARY AGENDA FOR SPECIAL MEETING

September 17, 2024

I. EXECUTIVE SESSION

10:45 AM

One matter related to property disposition.
RCW 42.30.110(1)(c)(g)

II. WORKSHOP

City of Camas & City of Washougal Updates
YBA Presentation

11:00 AM

III. OPEN SESSION

Pledge of Allegiance

12:00 PM

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.

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 September 4, 2024

B. Approval of Checks

NEW BUSINESS/DISCUSSION ITEMS

C. Marina Policy Manual Change- Director of Finance Krista Cagle

D. Employee Awards & Team Building Policy- Director of Finance Krista Cagle

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

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>
September 25, 2024	Chamber Luncheon
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 REGULAR COMMISSION MEETING

PORT OF CAMAS-WASHOUGAL

September 4, 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, September 4, 2024, at 12 p.m. Before the regular meeting, a workshop to discuss American Cruise Lines' Sustainability acts was held at 11:00 am. The workshop ended at 12:00 pm when the regular meeting began.

PRESENT: Commissioner Cassi Marshall, Commissioner Larry Keister, Commissioner John Spencer, Chief Executive Officer Trang Lam, Commission Liaison David Ripp, 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 Regular Session public meeting to order. The meeting is being recorded and the chat function has been disabled.

Commissioner Keister stated the Port has welcomed the City of Camas and the City of Washougal to update the Port as well as the public on what is happening with them at the beginning of this Commission meeting and meetings to come. Commissioner Keister stated the Port will still start with the opportunity for public comment regarding items on the agenda, but then will go into city updates.

PUBLIC COMMENT #1 (Items on the Agenda):

No comments.

City of Camas Council Member Bonnie Carter:

Carter stated the City of Camas had a City Council meeting last night where Commissioner Spencer spoke about the Port's request to annex Grove Airport properties into the city's Urban Growth Boundary. Carter stated the City of Camas had a public hearing and passed an ordinance that will make it so that in 18 months the use of re-loadable mortar fireworks will be banned. Carter stated enforcement still may be a challenge.

City of Washougal Council Member Ernie Suggs:

No comment.

CONSENT ITEMS

Minutes & Checks

Minutes from the Regular Meeting on August 21, 2024, electronic payments, and the issuance of general fund checks 9737-9757 and printed checks 50175-50176 in the total amount of \$620,330.48 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:

Waterfront Soil Change Order-Environmental Project Manager Jennifer Taylor:

Taylor stated RKM requested an expansion of the unsuitable soil removal area for Building A. Taylor explained the expansion would cost an additional \$96,000. Taylor stated the additional excavation and backfill may take up to 14 days to complete. Taylor added the completion of the soil removal project should be at the end of September. Approval will be requested during action items.

NineBark Easement Termination- Director of Business & Real Estate Derek Jaeger:

Jaeger stated the Port entered into an agreement with NineBark regarding a temporary construction and grading easement agreement, a temporary stormwater construction easement, and a temporary emergency access and construction easement. Jaeger stated these easements were intended to be limited term during construction and have expired based on the terms stated in the prior recorded easements. Jaeger explained that the termination of the temporary easements will not impair the Port's rights. Approval will be requested during action items.

PUBLIC COMMENT #2:

Mark Terhorst Port Marina Tenant:

Terhorst stated he had heard rumors that the Port was putting in an Airbnb in the marina. Terhorst stated he had safety concerns due to the bigger boats needing to use the proposed area by the fuel dock for starboard tie-ups and pump-outs. Commissioner Keister stated the Port will meet with him to explain the Port's plans for the use of the area.

Bob Martilla Airport Tenant:

Martilla welcomed CEO Lam to the Port's team. Martilla stated he was pleasantly surprised to see how well the rescheduling of the Wheels and Wings event went. Martilla stated there were donations for Cascadia Kids at the event and enough money was raised for five kids. Martilla also mentioned on September 21st "Women in Aviation" will be having an event in Fly It's hangars at the Airport from 12 pm-7:30 pm.

Marty Snell of Mackay Sposito:

Snell thanked former CEO Ripp for all his hard work and dedication over the years. Snell stated he appreciated Ripp's leadership and guidance. Snell welcomed Trang Lam to the team and stated it is great that she knows Camas and Washougal so well. Snell also complimented the commission on how well the transition is going.

David Parker Marina Tenant:

Parker stated he had concerns about the weeds growing in the water in the Port's marina. Parker stated he took his boat out the other day and had to pull over alongside the Breakwater dock to pull a cluster of weeds out of his prop. Parker stated these weeds also clogged his prop and killed his engine. Parker emphasized the difficulty getting in and out of the marina with the weeds being so bad this year and requested the Port look into options to deal with them.

Port Attorney Carolyn Lake:

Lake congratulated Lam on her first commission meeting with the Port. Lake stated she wishes

Ripp the very best and stated it is impossible to measure what Ripp has meant for the Port and to Goodstein Law Group. Lake stated it was bittersweet to say goodbye, but she was very happy for him and his wife, Sue, to kick back and hop on their bikes. Lake stated she is looking forward to starting to work with Lam.

ACTION ITEMS

Waterfront Soil Change Order-

Commissioner Keister requested formal approval of the Waterfront Soil Change Order as presented during discussion items. Upon motion by Commissioner Spencer seconded by Commissioner Marshall and carried unanimously, the Waterfront Soil Change Order was approved effective September 4, 2024.

NineBark Easement Termination-

Commissioner Keister requested formal approval of the NineBark Easement Termination as presented during discussion items. Upon motion by Commissioner Marshall seconded by Commissioner Spencer and carried unanimously, the NineBark Easement Termination was approved effective September 4, 2024.

STAFF REPORTS & COMMENTS

CEO Trang Lam:

Lam thanked everyone for the warm welcome. Lam stated she experienced a great start with the Port. Lam stated it was a great pleasure to work alongside Ripp and she had big shoes to fill. Lam thanked Ripp for the support. Lam stated the Port will be celebrating Ripp this Friday, the 6th of September from 2 pm-5 pm. Lam stated she and Ripp are coordinating a meeting with the 17th district regarding the Port's legislative priorities including 41st Street.

Former CEO, Commission Liaison David Ripp:

Ripp stated he appreciated Snell coming into today's meeting. Ripp stated Camas does plan to have the Port's Urban Growth Boundary request in their comprehensive plan update. Ripp stated he is fortunate to be a part of the Port and community and that leaving his role as CEO was hard because of friendships he had made along the way. Ripp stated he is excited to see what Lam does in the role as Port CEO and stated, "She is going to rock it". Ripp stated RKM had already contacted him about speaking at the Waterfront Development's ribbon-cutting event. Ripp stated he had worked at the Port of Camas-Washougal for 17 years and it had been a pleasure.

Director of Business & Real Estate Derek Jaeger:

Jaeger stated he was looking forward to seeing Ripp off this Friday at this retirement party. Jaeger thanked Admin and Events Coordinator Amie for responding to questions regarding East County Citizens' Alliance. Jaeger stated Freedom Boats will offer training every July to remind boaters to secure their loads properly. Jaeger stated a new leasing administrator will start on September 23rd. Jaeger explained the new leasing agent is a former Washougal School District employee and has some real estate background knowledge.

Environmental Project Manager:

Taylor stated the Waterfront Soil and the Solar project are both moving forward. Taylor stated they broke ground on the Black Pearl Pathway project as of yesterday.

Director of Facilities:

Plantenberg stated this would be the last commission meeting with Ripp. Plantenberg stated the Wheels and Wings event went great and he appreciated the staff's participation. Plantenberg stated he had been meeting with contractors regarding a charging station at the Airport and mentioned his crew would be doing bank restoration soon.

Director of Finance:

Cagle stated she would save her words for Ripp for his party on Friday. Cagle stated that even though Wheels and Wings was rescheduled due to the weather, there was still a great turnout. Cagle also mentioned she is currently knee-deep in budgeting, and she should have a budget packet to the commission by the end of September.

COMMISSIONER REPORTS & DISCUSSION

Commissioner Marshall

Marshall stated the Wheels and Wings event was amazing and she had heard positive feedback. Marshall stated that she, Lam, and Ripp attended a meeting to discuss pedestrian and bike pathways, and it was helpful that the city planners were in attendance. Marshall said thank you to Ripp and stated they had worked together for 5 years. Marshall stated she learned a lot and he was a great community leader.

Commissioner Spencer

Spencer stated he would also share his comments about Ripp on Friday. Spencer welcomed Lam. Spencer stated there was continued misinformation spreading about the Port's Urban Growth Boundary request. Spencer stated it may be a good idea to use Wheels and Wings next year to spread correct information with potential signage or a booth.

Commissioner Keister

Keister stated the commission needed to plan a CEO evaluation with Port Attorney Lake's help. Keister stated they had never evaluated a short-term employee. Keister stated he had seen new electrical chargers at the Port of Bellingham for visiting boats. Keister stated the Port of Bellingham is leading the way in sustainability. Keister stated he had attended the latest RTC meeting, and he spoke about the opportunity to get the Slough Bridge funding back onto the table. Keister stated he had reached out to Kevin Waters, Paul Harris, and City of Washougal Mayor David Stuebe to gain support. Keister stated given the recent accident, the opportunity is now to speak about this. Keister stated this bridge could affect Camas and Washougal's economy. Keister stated he would like to move the upcoming September 18th meeting to September 17th given the WPPA event that week. The commission agreed.

The regular meeting adjourned at 12:46 pm.

PORT OF CAMAS-WASHOUGAL COMMISSION

Commissioners

Port of Camas-Washougal Staff Report

DEPARTMENT: Marina

FOR THE AGENDA OF: September 17th, 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 avoid abuse of the free storage we would like to limit the utilization of the storage area to 10 days per month, as it's currently not specified how long a vessel is allowed to be in the storage area.

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 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 Staff Report

DEPARTMENT: Human Resources

FOR THE AGENDA OF:

RECOMMENDATION: Approve revised Employee awards and team building Policy


SUMMARY:

Revise the annual expenditure on Employee awards and team-building policy from \$5,000 to \$8,000 starting 01/01/2025. The original policy was adopted on 10/21/2020. Since then, the Port has added 4 more employees and costs have increased.

BUDGET IMPACT: Yes

SUSTAINABILITY IMPLICATIONS (please describe): N/A

DEI IMPLICATIONS (please describe): N/A

 POLICIES & PROCEDURES MANUAL		Page:	1 of 2
Section:	EMPLOYMENT PRACTICES-PERSONNEL	Revision Date:	
Subject:	EMPLOYEE AWARDS AND TEAM BUILDING	Adoption Date:	10/21/2020

The Port of Camas-Washougal supports a culture of respect and recognition. Acknowledging employee contributions, commitments and efforts toward Port endeavors and achievements is an important part of the Port’s goal of providing proficient and effective public service. Recognizing employee behaviors that exemplify the Port’s values in action makes sense from a business perspective as it supports positive employee morale and contributes to the high level of employee engagement required to carry out the Port’s work.


The Port acknowledges that state law also recognizes the appropriateness of employee recognition awards and provides safe harbor guidelines, per RCW 41.60.150¹, Recognition Awards.

Therefore, the Port establishes a program of awards/events to stimulate and reward distinguished service of Port employees. The following guidelines are established below.

- 1) Continuous Service Award:** All regular full-time and regular part-time employees are eligible to receive a Port Continuous Service Award upon completion of 10, 15, 20, 25, and 30 years of service. Each employee completing the above service years shall receive an award not to exceed \$200.

Human Resources is responsible for identifying when employees should be honored, notifying the employees, ordering the awards, and helping management to arrange for appropriate announcements and publications of awards. Awards shall be presented as close as possible to the employee’s anniversary date

¹ RCW 41.60.150 Recognition awards. Other than suggestion awards and incentive pay unit awards, agencies shall have the authority to recognize employees, either individually or as a class, for accomplishments including outstanding achievements, safety performance, longevity, outstanding public service, or service as employee suggestion evaluators and implementors. Recognition awards may not **exceed two hundred dollars** in value per award. Such awards may include, but not be limited to, cash or such items as pen and desk sets, plaques, pins, framed certificates, clocks, and calculators. Award costs shall be paid by the agency giving the award. From February 15, 2010, through June 30, 2013, recognition awards may not be given in the form of cash or cash equivalents such as gift certificates or gift cards.

 POLICIES & PROCEDURES MANUAL		Page:	2 of 2
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- 2) Retirement Event:** Retiree contributions to the Port should be acknowledged through an employee recognition event. The total cost of the employee recognition event shall not exceed \$1,000 and shall include, food, beverages (excluding alcoholic beverages), and recognition award.
- 3) Team Building Event:** The Port, as a team building event, shall allow an awards ceremony recognizing any member of the staff for areas of outstanding performance and accomplishments including but not limited to outstanding achievements, safety performance, outstanding public service, or service as employee suggestion evaluators and implementors. The Port shall state why the staff member is being recognized and the amount. The individual award amount shall not exceed \$100. The total annual expenditure for the provision of the team building event/awards shall not exceed ~~\$5,000~~ **\$8,000**.
- 4)** The IRS classifies cash and gift certificate awards as taxable income. Payroll withholds taxes accordingly.