

**PRELIMINARY AGENDA FOR REGULAR MEETING**

**September 4, 2024**

**I. WORKSHOP**

City of Camas & City of Washougal Updates  
ACL Discussion/ Environmental Initiatives

**11:00 AM**

**II. 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 August 21, 2024
- B. Approval of Checks

**NEW BUSINESS/DISCUSSION ITEMS**

- C. Waterfront Soils Removal Change Order- Environmental Project Manager Jennifer Taylor
- D. NineBark Easement Termination- Director of Business & Real Estate Derek Jaeger

**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**

- E. Waterfront Soils Removal Change Order
- F. NineBark Easement Termination

**STAFF REPORTS & COMMENTS**

**COMMISSIONER REPORTS & DISCUSSION**

**ADJOURN REGULAR MEETING**

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

<b><u>Date</u></b>	<b><u>Meeting</u></b>
September 6, 2024	David Ripp's Retirement Party- Port Office 2 PM-5 PM

(\*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

August 21, 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, August 21, 2024, at 12 p.m. Before the regular meeting, a workshop to discuss a waterfront update from RKM was held at 11:00 a.m. The workshop ended at 12:00 p.m. when the regular meeting began.

PRESENT: Commissioner Cassi Marshall, Commissioner Larry Keister, Commissioner John Spencer, Chief Executive Officer 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.

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

No comments.

#### **CONSENT ITEMS**

##### **Minutes & Checks**

Minutes from the Regular Meeting on August 7, 2024, Elevate NW/Hidden River Roasters Assignment and Assumption, Mackay Sposito South 35<sup>th</sup> Street Contract, electronic payments, and the issuance of general fund checks 9709-9736 in the total amount of \$199,220.22 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:**

##### **2<sup>nd</sup> Quarter Presentation- Director of Finance Krista Cagle, Director of Business & Real Estate Derek Jaeger & Environmental Project Manager Jennifer Taylor:**

##### **Director of Finance:**

Cagle shared the Port's operating net income for quarter two was \$364,311. Cagle explained the Industrial Park brings in the most revenue, then the Parkers Landing Marina, the Grove Field Airport, and then the Port's parks. Cagle stated the Port's long-term debt has not changed since the first quarter since payments aren't due until December. Cagle explained the Port's cash reserves also started to climb in quarter two. Cagle shared the Port District's assessed value at 13.2 billion dollars, the 2024 levy tax rate of \$0.228, and the anticipated levy revenue for 2024 will be \$3,019,042.

**Grove Field:**

Cagle stated the Port has only spent 27% of the 2024 budget so far, the total net income in quarter two was \$55,216 and the hangar revenue was up due to last January's rate increase.

**Parkers Landing Marina:**

Cagle stated the net income for the marina is \$152,658 and the marina expenses are slightly below what was projected. Cagle stated the marina is 100% occupied and moorage revenue is up from the year prior. Cagle stated the launch ramp revenue is slightly below and may rebound in the third quarter.

**Industrial Park:**

Cagle stated the net income for the Industrial Park is \$583,889 and that revenue is up due to Building 20 being fully occupied. Cagle explained that the revenue coming from the Industrial Park is made up of building leases and land leases.

**Parks & Trails:**

Cagle stated the parks typically see a net loss and the only revenue they see comes from park reservations. Cagle explained quarter three may see additional revenue due to an October-Fest type of event in September in Marina Park. Cagle stated the park's expenditures are made up of staff payroll.

Cagle shared that her presentation is on the Port's website, portew.com, and is under the Finances tab.

**Director of Business & Real Estate:**

Jaeger stated the industry saw receding demand in quarter two lagging in wage growth to inflation. Jaeger stated Clark County saw high vacancy rates and the metro area is currently 5.6% vacant and that is the highest percentage since 2014. Jaeger explained he has had five total interested parties in Port properties and the primary interest is spaces under 6,000 square feet.

**Environmental Project Manager Jennifer Taylor:**

Taylor spoke about the Port's capital projects such as the removal of waterfront soil, rail crossing at 28th and Index Street, switch stand repair, and Building 5 seal and paint. Taylor also touched on the under-construction projects such as the marina asphalt loop, the weather station at Grove Field, the Breakwater piling plate, the Airport sign upgrade, the Building 4 windows, and the IP shop storage land expansion.

**Immelman Hangars 2<sup>nd</sup> Amendment- Director of Business & Real Estate Derek Jaeger:**

Jaeger stated Immelman Hangars is currently under construction for their phase three hangars. Jaeger explained the amendment updates the legal description for the exhibit and reflects the leased square footage change. Jaeger stated phase three should be completed by next August. Jaeger explained Immelman requested this amendment on short notice due to their bank and construction loan requirements. Approval will be requested during action items.

**PUBLIC COMMENT #2:****Bob Martilla of Washougal:**

Martilla stated he would be patiently waiting for a weather update for Wheels and Wings. Martilla asked for a UPC development update. Jaeger replied and stated he had not gotten an update for a few months, and he thought they were closing on contracts. Martilla stated on Monday night he had heard that the Battle Ground airstrip changed its zoning to light commercial industrial. Martilla stated Battle Ground was hoping to create jobs by their airport and possibly pave the runway.

## **ACTION ITEMS**

### **Immelman Hangars 2<sup>nd</sup> Amendment-**

Commissioner Keister requested formal approval of Immelman Hangars 2<sup>nd</sup> Amendment as presented during discussion items. Upon motion by Commissioner Marshall seconded by Commissioner Spencer and carried unanimously, the Immelman Hangars 2<sup>nd</sup> Amendment was approved effective August 21, 2024.

## **STAFF REPORTS & COMMENTS**

### **CEO David Ripp:**

Ripp stated at the last commission meeting Martilla had mentioned infrared thermal cameras for the marina. Ripp stated that Chinn had done research into the cost and the cameras cost \$3,000 per camera. Ripp determined the price to be too expensive and Chinn suggested looking into pan, tilt, and zoom cameras instead. Ripp mentioned he met with Alan Peters from the City of Camas, and they still plan on including the Port's UGB request with Clark County within their comp plan update. Ripp stated the three Port's meeting will be on December 5<sup>th</sup> this year at the Port of Ridgefield. Ripp shared the Port is receiving the Smart Climate Award through the Governor's Smart Communities Awards program. Ripp stated the tentative date for the awards is September 12<sup>th</sup> from 2:00 pm-2:45 pm at Esther Short Park. Ripp stated ACL is willing to attend the September 4<sup>th</sup> commission meeting to discuss their environmental initiatives. The workshop will be held that day from 11:00 am-12:00 pm. Ripp also mentioned he would like to request Matt Brown with YBA to attend the September 18<sup>th</sup> meeting to present the final Port administrative building rendering. Ripp explained today would be his last meeting as the Port's CEO. Ripp stated Trang Lam's first day is tomorrow, August 22.

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

Jaeger shared he is currently going through the hiring process looking for a new leasing administrator. Jaeger stated the new employee should start by the second week of September. Jaeger mentioned one tenant is currently looking to move out of the Industrial Park and the Washougal School District may want to utilize the open space for a program to support Cascadia Tech. The program would include training electricians and marina-type jobs for high school students.

### **Environmental Project Manager:**

Taylor stated the waterfront soil removal project started a couple of weeks ago. Taylor stated the project should be completed by mid-September. Taylor also mentioned the solar project starts at the administrative building next week as well as the Black Pearl pathway project.

### **Director of Facilities:**

Plantenberg stated he is trying to get ready for the Wheels and Wings event this weekend. Plantenberg stated his crew was busy cleaning up from the storm that happened. Plantenberg also stated the maintenance team was looking to crack-fill the Airport runway in the next week or two before the weather turns. Plantenberg also mentioned they are looking to pave another tiedown before the end of the year if weather and budget allow.

### **Director of Finance:**

Cagle stated Wheels and Wings starts at 11:00 am on Saturday, weather dependent. Cagle also shared that she has been a part of the interviewing process for the new leasing administrator position.

**COMMISSIONER REPORTS & DISCUSSION**

**Commissioner Marshall**

Marshall stated the Rkm presentation during the workshop was great. Marshall stated the information would be great to share. Marshall stated she has her fingers crossed that it will not rain on Saturday for Wheels and Wings. Marshall also stated this is Ripp’s last commission meeting as the Port’s CEO.

**Commissioner Spencer**

Spencer stated it is in the commissioner's contract with Lam to have evaluation criteria by next month. Spencer stated the commission needs to set a time to discuss. Spencer also mentioned the City of Camas has their waterline project coming up this Fall.

**Commissioner Keister**

Keister stated the added land at the IP shop looked nice and he was glad the Port could lease it from Pendleton.

The regular meeting adjourned at 12:50 pm.

PORT OF CAMAS-WASHOUGAL COMMISSION

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Commissioners

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

**Department:** Projects

**Date:** August 29, 2024

**Staff Recommendation:** Approval of the Change Order #2 for \$95,969.33 and 14 working day extension.

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**Summary:**

RKm Development requested an expansion of unsuitable soil removal area for Building A. An exhibit of the expanded area included. The additional excavation and backfill may take up to 14 days to complete.

**Budget Impact:**

Change Order #2 will increase the contract dollar amount by \$95,969.33 to a total contract amount of \$1,022,052.09. The increase is within the 2024 Capital project budget.

**Sustainability Implications:**

None

**Diversity Equity and Inclusion Implications:**

None



**CHANGE ORDER NUMBER 2**

**PROJECT:** Waterfront Soils Removal Project

6/25/2024  
Contract Effective Date

8/23/2024  
Request Date

THE CONTRACT IS CHANGED AS FOLLOWS: (Insert a description of the change and if applicable, attach a reference or specific exhibits. Also include agreed upon adjustments attributable to executed construction change directives.)

Materials and Labor for excavation, disposal and backfill of approximately 2327 additional cubic yards of material within the A Building area per the information provided by Earth Engineers and the attached Change Order Proposal Summary.

**CONTRACT SUM:**

Original Contract Sum:	\$907,971.40
Net Change by Prior approved Change Orders:	\$18,111.36
Contract Sum prior to this Change Order:	\$926,082.76
Contract Sum Increased by this Change Order:	\$95,969.33
New Contract Sum including this Change Order:	\$1,022,052.09

**CONTRACT DURATION:**

Substantial Completion date PRIOR to this Change (including previously approved Change Orders):	<u>8/22/2024</u>
Substantial Completion date AFTER this Change:	<u>9/5/2024</u>
TOTAL CHANGE:	working days + or - <u>plus 14</u>

**APPROVALS:**

CHANGE SUBMITTED BY: Swofford Excavating

APPROVED BY: \_\_\_\_\_

CONTRACTOR: Swofford Excavating

DATE: \_\_\_\_\_

N/A

ENGINEER: \_\_\_\_\_

DATE: \_\_\_\_\_

OWNER: Trang Lam, Chief Executive Officer

DATE: \_\_\_\_\_



# Change Order Proposal Summary

**Project Name:** Waterfront Soils Removal  
**Owner:** Port of Camas-Washougal  
**Contractor:** Swofford Excavating  
**COP No:** 2  
**Date:** 8/23/2024  
**Ref. Documents:** Extra Excavation and Haul off and backfill

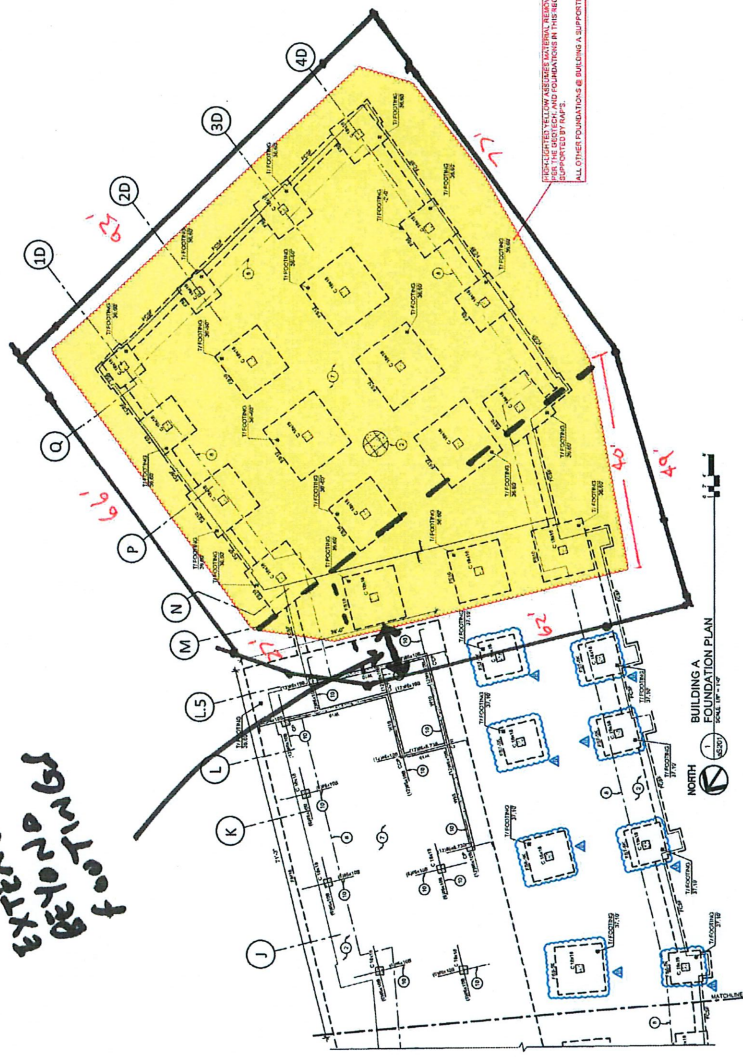
<b>Description:</b>	ROM 2		
1	Labor	\$	5,052.00
2	Materials	\$	68,783.00
	Removal of extra excavation, <a href="#">2327cy@29</a> back fill, and disposal.	\$	67,483.00
	Protective Fence 100 more feet of panels	\$	1,300.00
3	Equipment	\$	6,575.00
4	<b>SUBTOTAL DIRECT COSTS</b>	\$	80,410.00
5	<b>Subcontracts</b>		
	a		
	b	\$	-
	c	\$	-
6	<b>SUBTOTAL SUBCONTRACTS</b>	\$	-
7	<b>SUBTOTAL COSTS</b>	\$	80,410.00
8	<b>FEE (7.5.6)</b>		
	a GC	10%	\$ 8,041.00
	b Subcontractor	5%	\$ -
9	<b>SUBTOTAL COSTS AND FEE</b>	\$	88,451.00
10	<b>TOTAL COST</b>	\$	88,451.00

Proposed By Contractor: Debra Swofford date 8/23/2024  
 Reviewed By Architect: \_\_\_\_\_ date \_\_\_\_\_  
 Reviewed By CM: \_\_\_\_\_ date \_\_\_\_\_  
 Approved By Owner: \_\_\_\_\_ date \_\_\_\_\_

Requested Days                      14 working days



- LEVEL 1 FOUNDATION PLAN KEYNOTES:**
1. CONCRETE SLAB-ON-GROUND THICKNESS IS 2'-0" UNLESS OTHERWISE NOTED. SLABS OVER CONCRETE SHALL BE REINFORCED WITH #4 BARS @ 18" ON CENTER.
  2. ALL WALLS SHALL BE CONCRETE UNLESS OTHERWISE NOTED. WALLS SHALL BE REINFORCED WITH #4 BARS @ 18" ON CENTER.
  3. CONCRETE SLAB-ON-GROUND CONSTRUCTION OR CONSTRUCTION SHALL BE DETAIL 1100N.
  4. CONCRETE WALL CONSTRUCTION SHALL BE DETAIL 1100N.
  5. CONCRETE WALL CONNECTION SHALL BE DETAIL 1100N.
  6. ALL WALLS SHALL BE REINFORCED WITH #4 BARS @ 18" ON CENTER.
  7. CONCRETE WALL CONNECTION SHALL BE DETAIL 1100N.
  8. CONCRETE WALL CONNECTION SHALL BE DETAIL 1100N.
  9. CONCRETE WALL CONNECTION SHALL BE DETAIL 1100N.
  10. CONCRETE WALL CONNECTION SHALL BE DETAIL 1100N.
  11. CONCRETE WALL CONNECTION SHALL BE DETAIL 1100N.
  12. CONCRETE WALL CONNECTION SHALL BE DETAIL 1100N.
  13. CONCRETE WALL CONNECTION SHALL BE DETAIL 1100N.



*10' extend beyond footings*

*\* annotated by Earth Engineers 8/12/24.*

## Port of Camas-Washougal Staff Report

**DEPARTMENT:**

**FOR THE AGENDA OF:**

**RECOMMENDATION:**

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**SUMMARY:**

**BUDGET IMPACT:**

N/A

Yes, describe:

**SUSTAINABILITY IMPLICATIONS:**

N/A

Yes, describe:

**DEI IMPLICATIONS:**

N/A

Yes, describe:

**WHEN RECORDED RETURN TO:**

Port of Camas-Washougal  
245 South A Street  
Washougal, WA 98671

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**TERMINATION OF TEMPORARY CONSTRUCTION & GRADING EASEMENT  
AGREEMENT**

**Grantor:** PORT OF CAMAS-WASHOUGAL,  
a Washington public port district

**Grantee:** NINEBARK APARTMENTS LLC,  
a Washington limited liability company

**Abbreviated Legal  
Description:** J A LECHNER SUB-DIV ADJ LOT 1, 4, 5 BLK 4 & LOTS 1-4 BLK  
5 & LOTS 1-12 BLK 2 & LOTS 1-6 & PTN ADJ 7 BLK 3 & #6  
LOT 2 BLK 6 & #668 & PTN #116A RICHARD OUGH DLC

**Assessor's Property  
Tax Parcel Account  
Number(s):** 075108-088

**Reference Numbers  
of Documents  
Assigned or  
Released:** 5981865

**TERMINATION OF TEMPORARY CONSTRUCTION & GRADING EASEMENT AGREEMENT**

THIS TERMINATION OF TEMPORARY CONSTRUCTION & GRADING EASEMENT AGREEMENT ("Agreement") is entered into as of September 4th, 2024, by and between the PORT OF CAMAS-WASHOUGAL, a Washington public port district ("Grantor"), and NINEBARK APARTMENTS LLC, a Washington limited liability company ("Grantee").

**RECITALS**

A. Grantor and Grantee entered into that certain Temporary Construction & Grading Easement Agreement dated October 22, 2021 and recorded October 28, 2021 as Document No. 5981865 in the Official Records of Clark County, Washington (the "Easement").

B. Grantor and Grantee desire to terminate the Easement.

**AGREEMENT**

NOW, THEREFORE, in consideration of the foregoing, and for other good and valuable consideration, the receipt and sufficiency which are hereby acknowledged, Grantor and Grantee hereby agree as follows:

1. **Termination of Easement.** The Easement is hereby terminated.
2. **Effective Date.** This Agreement shall become effective and binding upon execution by the parties hereto and recording of this Agreement.
3. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of Grantor and Grantee and their successors, heirs and assigns.
4. **Counterparts.** This Agreement may be executed by the parties in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same document.
5. **Authority.** Each of the persons executing this Agreement represent and warranty that they have the lawful authority and authorization to execute this Agreement for and on behalf of the entity executing this Agreement.

[Signatures on following page]

IN WITNESS WHEREOF, Grantor and Grantee have executed this Agreement as of the date and year first above written.

**GRANTOR:**

PORT OF CAMAS-WASHOUGAL,  
a Washington public port district

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**GRANTEE:**

NINEBARK APARTMENTS LLC,  
a Washington limited liability company

By: Killian Pacific LLC,  
a Washington limited liability company,  
its Manager

By: \_\_\_\_\_  
Adam N. Tyler, President

**[Acknowledgments on following pages]**

STATE OF WASHINGTON                    )  
  ) ss.  
COUNTY OF CLARK                    )

I certify that I know or have satisfactory evidence that Trang Lam, is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that (he/she) was authorized to execute the instrument and acknowledged it as the CEO of the PORT OF CAMAS-WASHOUGAL, a Washington public port district, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name  
NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

STATE OF OREGON            )  
  ) ss.  
COUNTY OF MULTNOMAH    )

This document was acknowledged before me on September \_\_\_\_, 2024, by Adam N. Tyler, President on behalf of Killian Pacific LLC, a Washington limited liability company, as Manager of Ninebark Apartments LLC, a Washington limited liability company, on behalf of such limited liability company.

\_\_\_\_\_  
Notary Public for the State of Oregon  
Commission Expiration: \_\_\_\_\_