

PRELIMINARY AGENDA FOR REGULAR MEETING

February 5, 2025

I. WORKSHOP

11:00 AM

Strategic Plan-Project and Process Overview

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 Regular Meeting on January 15, 2025.

B. Approval of Checks

NEW BUSINESS/DISCUSSION ITEMS

C. Holiday, Sick, Annual, & Bereavement Leave Policy- HR Manager Jen West

D. Lease Termination Building 9- Director of Business & Real Estate Derek Jaeger

E. Lease-Building 9 Columbia Marine & Rail- 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.

ACTION ITEMS

STAFF REPORTS & COMMENTS

COMMISSIONER REPORTS & DISCUSSION

ADJOURN

Regular business and meetings that may be attended by members of the Commission:

Date

Meeting

(*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

Passcode: 154722 or via this video link:

<https://us06web.zoom.us/j/82903936339?pwd=U01pdWY1V0tES3dMZWFkNjJNbUNVZz09#success>

MINUTES OF THE REGULAR COMMISSION MEETING
PORT OF CAMAS-WASHOUGAL
January 15, 2025

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, January 15, 2025, at 12 p.m. An Executive Session was held prior to the regular meeting at 11:00 am to discuss one matter relating to litigation or the 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. No decisions were made. The Executive Session was expected to last 60 minutes and ended at noon when the regular meeting began.

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, 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 12:02 p.m. following the Pledge of Allegiance, Commissioner Marshall 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 comment.

City of Camas-

City Council member Bonnie Carter stated she is stepping down from her position as of February 3rd. Carter stated it was a pleasure to be the Port's liaison to the city and hopes for the best for the future.

City of Washougal-

City Council member Ernie Suggs thanked the Port for the invitation to the Hyas Point open house. Suggs stated there were lots of new things happening downtown Washougal.

CONSENT ITEMS

Minutes & Checks

Minutes from the Regular Meeting on January 2, 2025, electronic payments and the issuance of general fund checks 10006-10044 and voided check 9708 in the total amount of \$339,770.44 were presented for approval. After a brief discussion, a motion was made by Commissioner Keister and seconded by Commissioner Spencer, and the consent items were carried unanimously.

NEW BUSINESS/DISCUSSION ITEMS:

Strategic Plan 2024 Accomplishments: CEO Trang Lam-

Lam stated her presentation was to touch on accomplishments from the Port's 2021-2026 Strategic Plan. Lam stated that the Port's mission statement will not change as the Port works on the upcoming Strategic Plan. Lam stated the Port's vision is one of the reasons why she chose to join the team. Lam mentioned the Port will continue to work on being transparent and sustainability goals.

Community Outreach-

Lam stated the Port has partnered with community organizations and hosted events with great turnouts. Lam stated the Port will continue to have a presence via the city's events.

Financial-

Lam stated the Port has received state appropriations for two projects. Lam mentioned the Port's portfolio generated \$250,000 of interest revenue.

Economic Development-

Lam spoke about the active partnerships the Port has created and mentioned the industrial park is one hundred percent occupied.

Tourism-

Lam stated American Cruise Lines completed their first year docking within the Port's marina and the Port's new boathouse short-term rental should be delivered within a month or so.

Real Estate & Industrial Land Development-

Lam stated the Port has completed the 41st Street design and engineering. Lam mentioned the Port sits on numerous city advisory boards and committees.

Waterfront Development-

Lam mentioned the soil project at the waterfront site has been completed and the Hyas Point groundbreaking ceremony took place on October 31st, 2024.

Parks & Public Amenities-

Lam stated the Port's Park revenue has increased 1.5 times over 2023 and Mt. Pleasant School students have an annual field trip to the Port's parks.

Airport-

Lam stated the Port installed a Say Weather system and there are new private hangars under construction. Lam also mentioned the Port participated in the City of Camas' comprehensive plan update in 2024.

Marina-

Lam mentioned the Port plans to evaluate opportunities to expand the marina. Lam stated the boat house will be delivered and available to rent shortly.

2025 Look Ahead-

Lam stated the Port will continue to enhance community engagement and pursue grant opportunities. Lam stated the Port plans on speaking with American Cruise Lines to discuss improvements to the docking facilities and mentioned a focus on workforce development. Lam stated the Port will obtain new accounting and leasing software to increase productivity. Lam stated the Port will also focus on projects like dredging the marina and seeing what improvements the Rose Arbor Park needs. Lam stated at the end of quarter four in 2025, the Port will adopt the 2026 budget as well as the Strategic Plan. Lam stated Port staff as well as the community will be involved in the overall process.

Camas-Washougal Community Chest Fundraiser Presentation: Susan Bennett of Camas

Washougal Community Chest-

Bennett stated the Camas Washougal Community Chest has 15 active members on the board. Bennett explained they are currently wrapping up the grants process and deciding who gets them.

Bennett stated the Community Chest gave out \$134,000 to 34 nonprofits last year. Bennett explained most of the funding comes from the private sector. Bennett explained the Community Chest is putting on its first fundraiser on Valentine's Day at Lacamas Lodge. Bennett stated there will be a silent and live auction and there are only 12 tickets left. Bennett explained the ticket purchase would include a dinner of salmon and steak and a magic show. Bennett explained they are currently looking for donations for items in the auction. Lam mentioned that even if you cannot make it to the event, you can still participate in both auctions on Facebook.

PUBLIC COMMENT #2:

Bob Martilla:

Martilla suggested that staff may want to investigate the trees on the west and south ends of the Airport along the new hangars for potential fire hazards. Martilla stated the Port may be able to receive State funding for this.

Ron Rocha:

Rocha welcomed Lam aboard. Rocha stated he wanted to dive into the Port's financials. Rocha expressed his frustration about the dollar amount the Port will receive from the Waterfront Development land lease. Rocha stated he wanted to know what RKM's projected finances looked like in the coming years. Rocha also questioned what the Port's cash reserves look like. Rocha asked why the Port had five new employees and spoke about employee retention.

STAFF REPORTS & COMMENTS

CEO Trang Lam:

Lam stated she attended the Washougal Onward Comprehensive Plan meeting, and they spoke about community engagement and land use alternatives. Lam stated they plan on having a follow-up conversation later this week. Lam stated she sat in on the GP Mill Citizen Advisory Group and they are planning on submitting an ecology public participation grant. Lam stated they plan on using the same consultant group. Lam stated she attended her first Camas Washougal Community Chest meeting. Lam also mentioned she is attending her first Parkersville Advisory Committee in a week. Lam stated it would be great to talk about parks again. Lam stated she will be attending both the Hyas Point open house tonight as well as the Camas Strategic Plan meeting.

Director of Finance Krista Cagle:

Cagle stated she is currently training with the new accounting software and there is a go-live date of March 3rd. Cagle explained the commissioners will each have a dashboard to view the Port's financials. Cagle stated the Port is starting to schedule events for 2025. Cagle stated July 18th is the summer concert and the band Hit Machine will be playing at 6:30 pm at Marina Park. Cagle stated Wheels and Wings is on August 23rd at Grove Field. Cagle stated the Port will partner with the Shoug Shack for the free hotdog lunch.

Director of Business & Real Estate Derek Jaeger:

Jaeger stated he attended the WBA annual retreat yesterday. Jaeger stated they are looking for input on their strategic plan and narrowing their focus. Jaeger also mentioned he visited Immelman hangars at Grove Field and they are in phase three of construction. Jaeger stated he talked to the owner, Scott Price and he stated they should have occupancy in mid-April. Jaeger stated he will be in Olympia for Port Day in two weeks.

Environmental Project Manager Jennifer Taylor-

Taylor stated she is currently closing out 2024 projects. Taylor stated she will be taking multiple projects to the commission shortly so they can accept them as completed. Taylor mentioned the 2025 projects are going out to bid.

COMMISSIONER REPORTS & DISCUSSION

Commissioner Keister:

Keister thanked Bonnie Carter for her work at the City of Camas. Keister stated he attended the City of Washougal’s meeting and learned about the Pendleton Development agreement. Keister stated it is a mixed-use master plan with light industrial and multi-family housing.

Commissioner Spencer:

Spencer stated Bonnie Carter will be missed.

Commissioner Marshall:

Marshall stated she heard Representative Marie Gluesenkamp Perez speaking about Port funding. Marshall asked if this was an ongoing source of funding for the future. Marshall told everyone to get their tickets for the Community Chest fundraiser on Valentine's Day.

The meeting was Adjourned at 1:08 pm.

Port of Camas-Washougal Staff Report

ITEM TITLE:

COMMISSION MEETING DATE:

DEPARTMENT:

SUBMITTED BY:

STAFF RECOMMENDATION:

SUMMARY:

BUDGET IMPACT:

STRATEGIC PLAN or OTHER PLANS:

SUSTAINABILITY IMPLICATIONS:

DIVERSITY, EQUITY & INCLUSION IMPLICATIONS:



PORT OF CAMAS-WASHOUGAL

Strategic Plan Update – Commission Workshop 1

Feb. 5, 2025



MAUL FOSTER ALONGI



AGENDA

- Ports in perspective
- Strategic planning overview
- Updating your strategic plan
- SWOT analysis primer

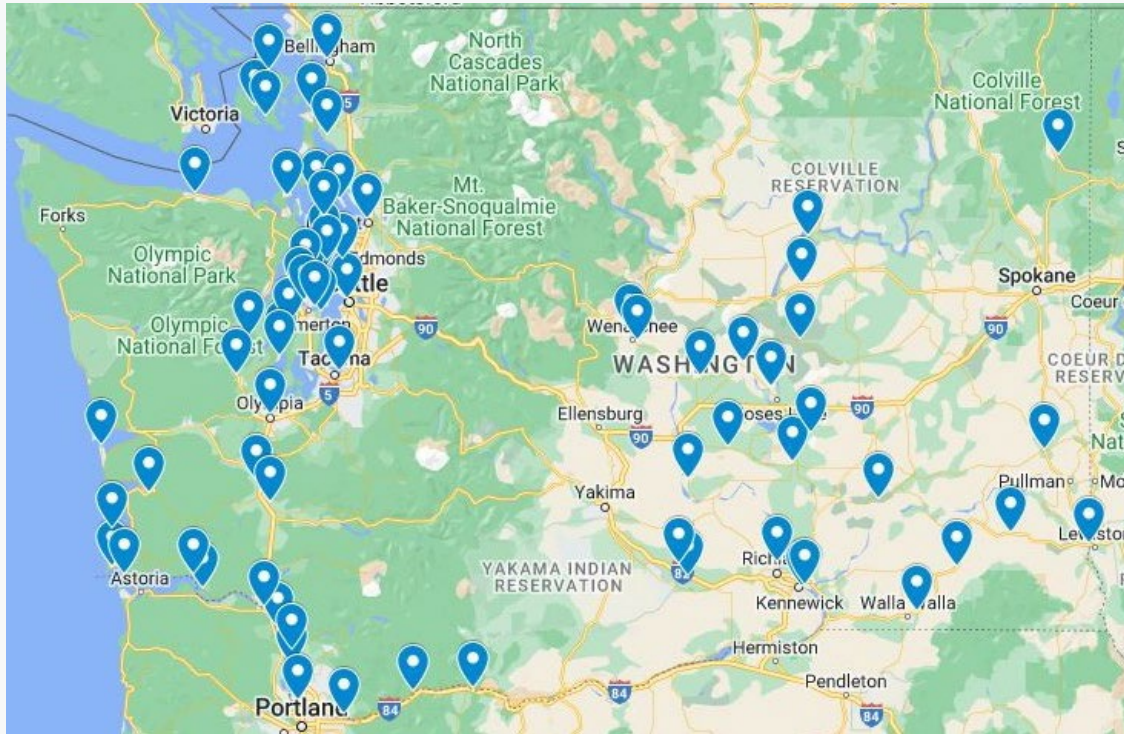


NATIONAL PORTS IN PERSPECTIVE



- About 25% of the nation's ports are in Washington State
- Most are governed by appointed boards, a few states like Washington have elected boards
- 2/3 of these ports are local governments
- 1/3 of these ports are state agencies

WASHINGTON PORTS IN PERSPECTIVE

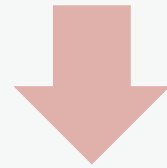


- 75 Washington ports
- 33/39 counties have a port authority
- 15 are county-wide agencies
- 35/140 general aviation airports are operated by ports
- 1/4 of the jobs in Washington State are trade-related
- 40% of the state's small boat moorage slips are in port facilities
- 11 deep draft ports in the state
- 5/9 of the state's larger commercial airports are operated by ports

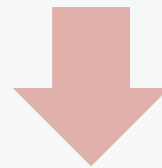
WHERE DO OUR PORTS GET THEIR AUTHORITY?



United States of America

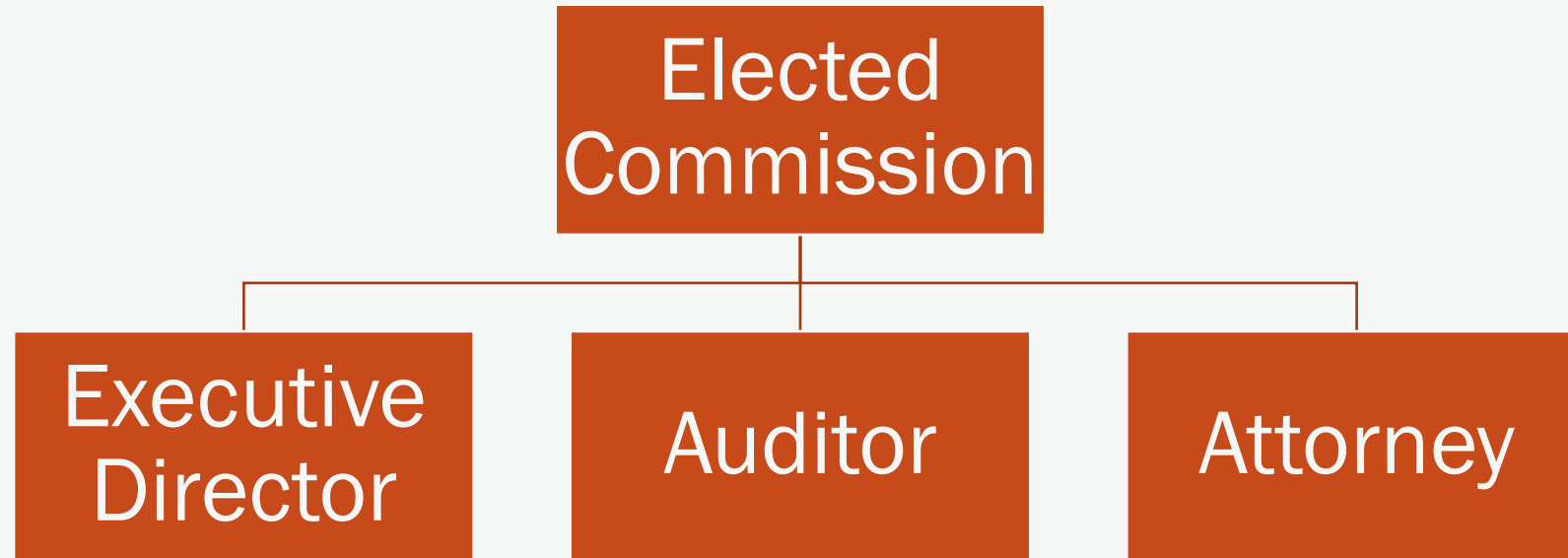


State of Washington



Washington Ports

HOW ARE OUR PORTS ORGANIZED?



WHAT DO WASHINGTON PORTS DO?

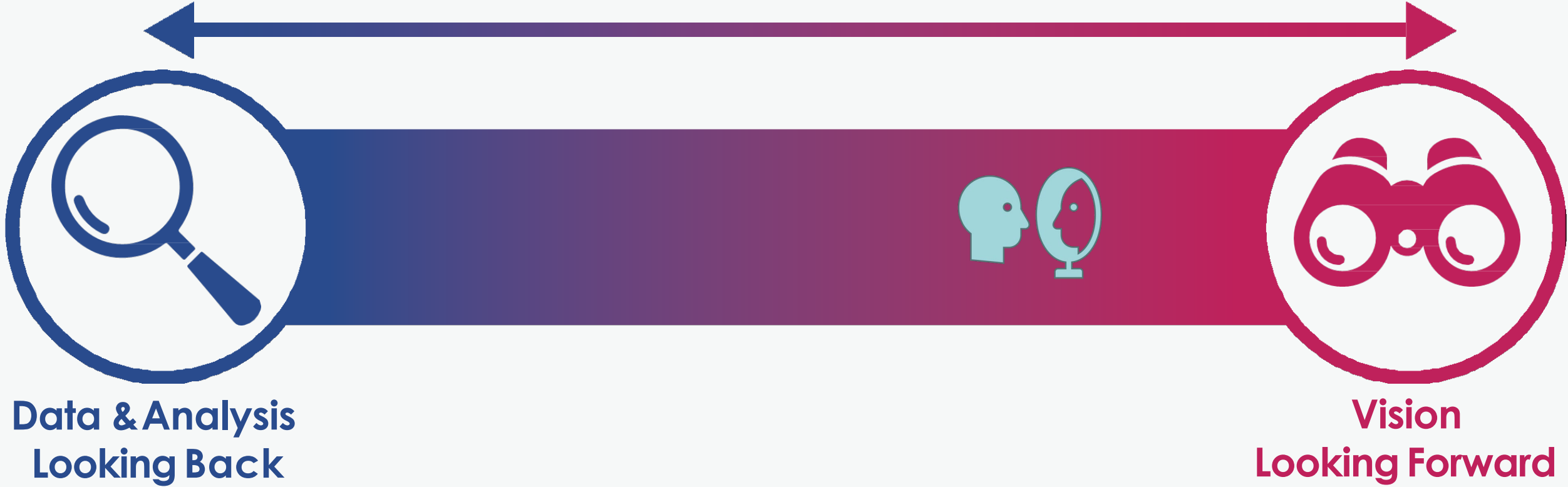




WHAT IS STRATEGIC PLANNING?

Developing alignment on multi-year priorities and effectively embracing them to link the present to the future.

STRATEGIC THINKING



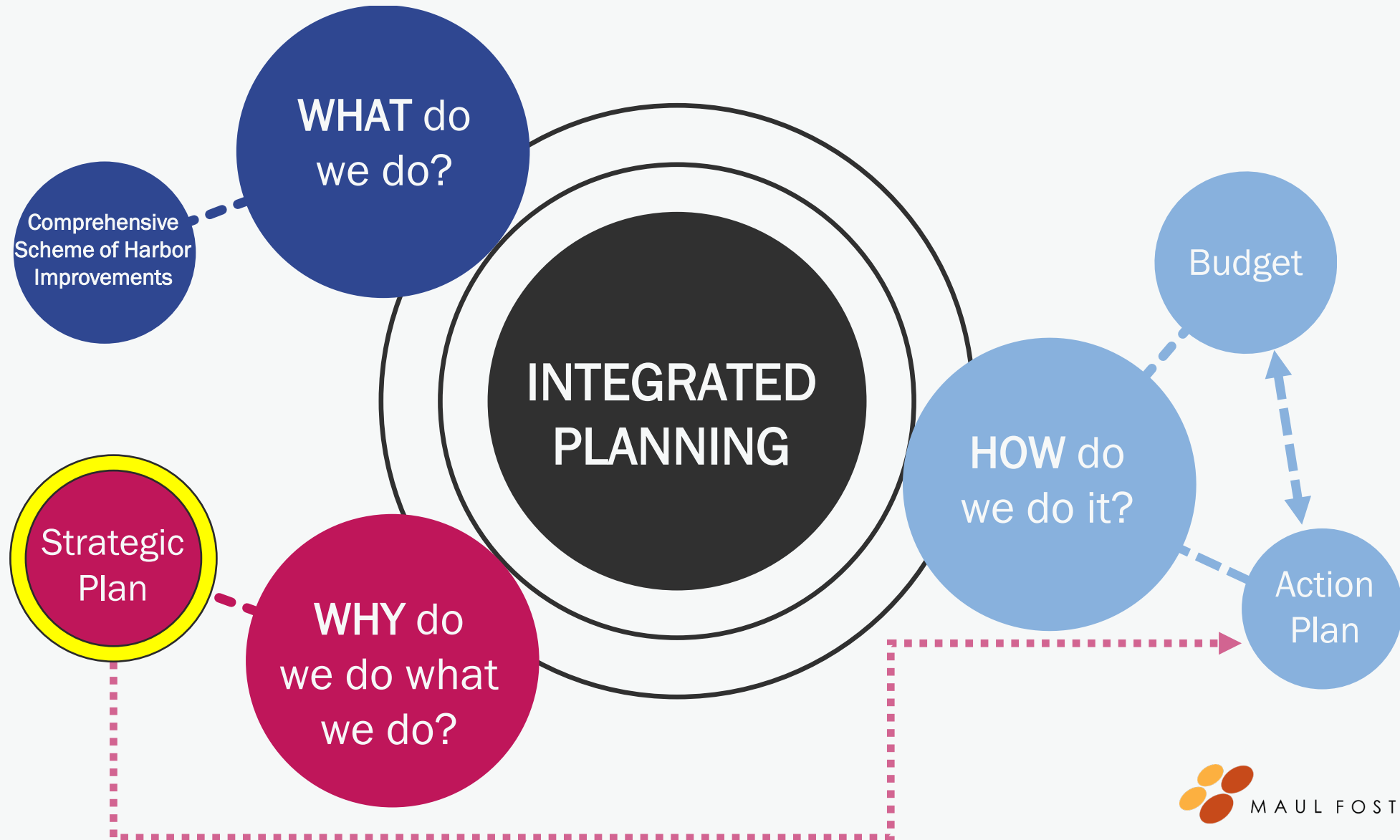
Data & Analysis
Looking Back

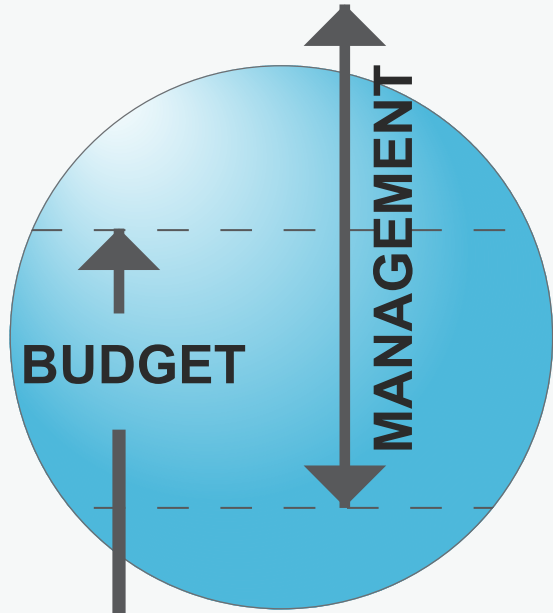
Vision
Looking Forward

GUIDING PRINCIPLES

- Consider the **WHY**, the **WHAT** and **HOW**
- Provide the community and stakeholders with **real content** to which they can respond
- Appreciate that **there will be ‘trade-offs’** in what the Port can accomplish
- **Leave wordsmithing** to later in the process

INTEGRATED PLANNING COMPONENTS





TACTICS

0-1 YR

PLANNED STRATEGIES

(POLICY, OPERATIONAL, FINANCIAL)

0-3 YR

OVERALL GOALS

3-5 YR

VALUES

10-20 YR

MISSION

10-20 YR

ACTION PLAN

GOVERNANCE

WHAT IS THE PORT'S MISSION?

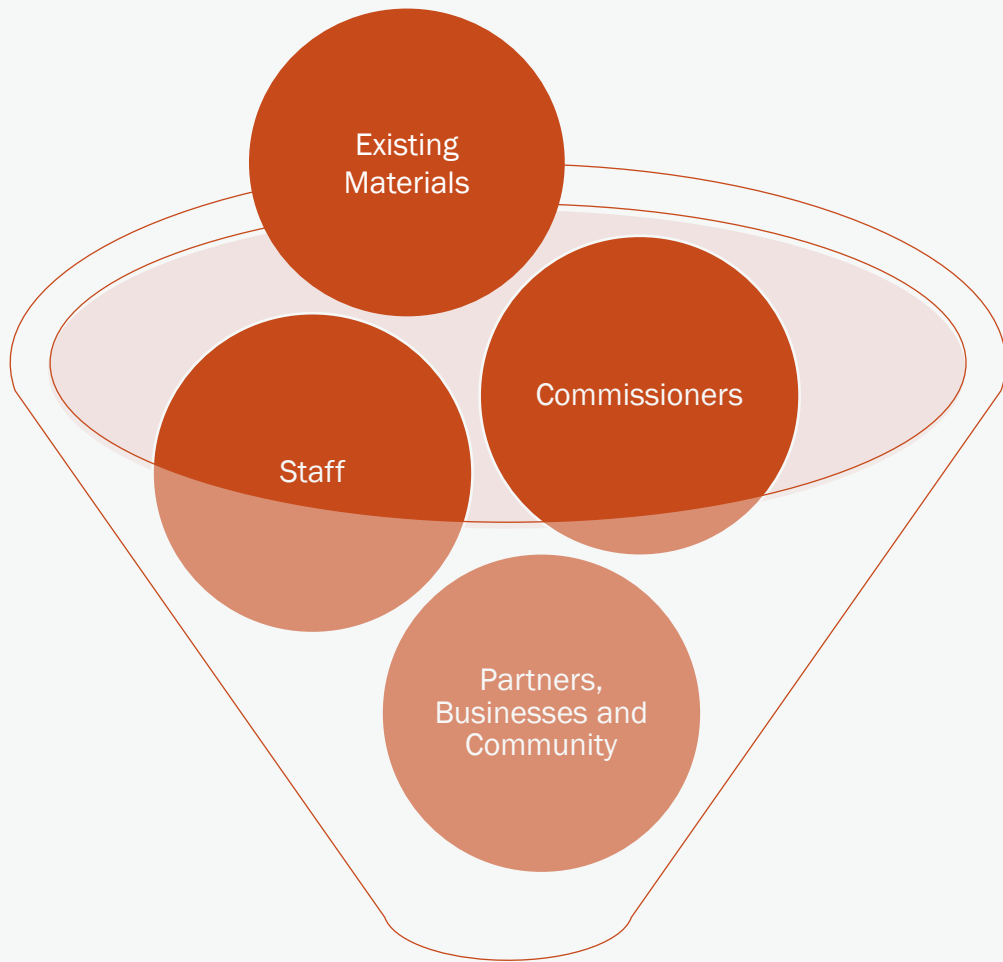
It is the mission of the Port of Camas-Washougal to make **strategic investments** and develop **effective partnerships** that enhance the community's quality of life by bringing **jobs, infrastructure, and recreational opportunities** to East Clark County.

WHAT IS THE PORT'S VISION?

The Port of Camas-Washougal is a **community leader** and collaborator creating **diverse economic opportunities** in an equitable, transparent, and accountable manner. The Port's development projects and operations support family-wage jobs, a thriving regional economy, environmental sustainability, and outstanding recreation.

WHAT ARE THE PORT'S VALUES?

- Port staff will **serve the community** in a respectful and professional manner.
- The Port will be **transparent** in its engagement with the public.
- The Port will take a **collaborative approach** to working with community partners.
- The Port will create an environment that is **equitable and inclusive of all groups**.
- The Port will work towards **economic, environmental, and social sustainability**.



HOW WILL THE PORT UPDATE ITS STRATEGIC PLAN?



DRAFT UPDATED GOALS, STRATEGIES AND TACTICS

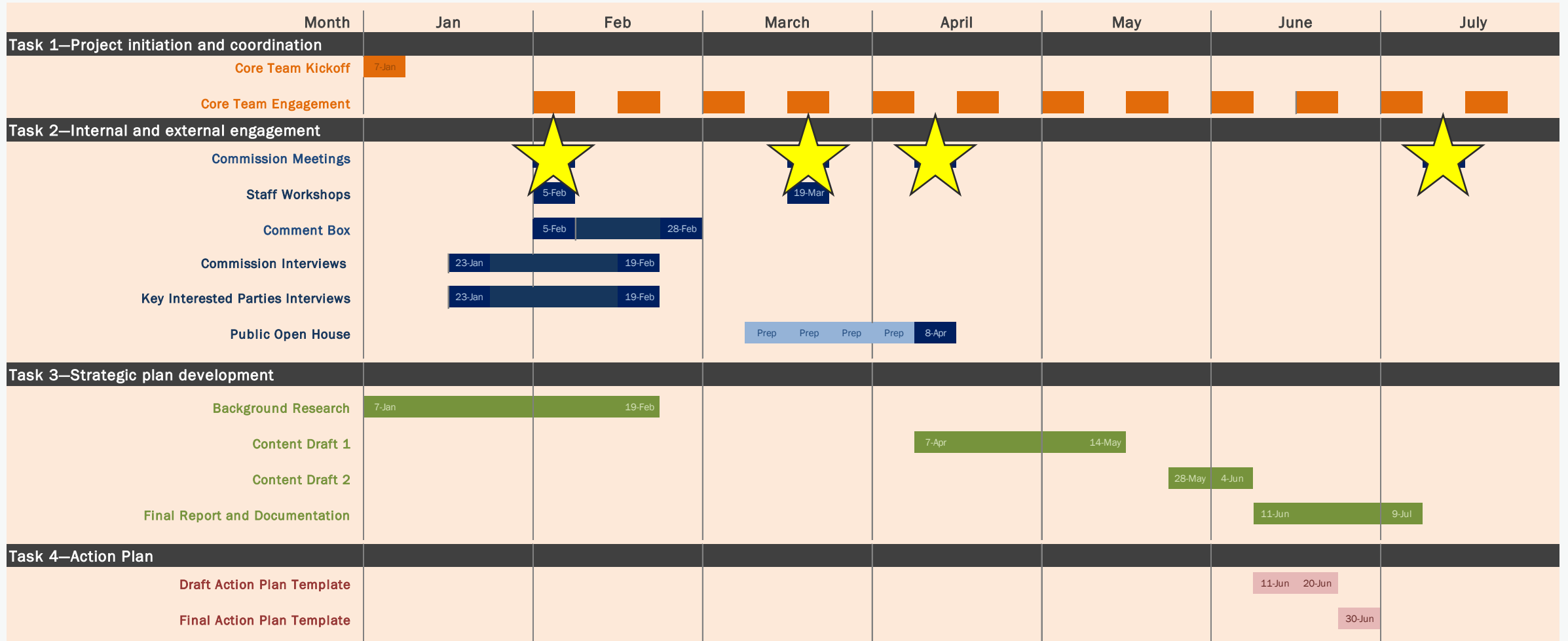


FEEDBACK



FINAL PLAN

TIMELINE



SWOT ANALYSIS: A way to understand where you are and where you could go.

STRENGTHS

What is the Port doing well? What does the Port have that supports the work it's doing well?

WEAKNESSES

Where could the Port improve? What might be preventing the Port from improving?

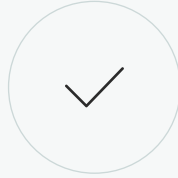
OPPORTUNITIES

What is happening outside of the Port that could help the Port be successful?

THREATS

What is happening outside of the Port that could make it harder for the Port to be successful?

NEXT STEPS.



ENGAGEMENT



SUMMARIZE INPUT



COMMISSION WORKSHOP 2



Port of Camas-Washougal Staff Report

ITEM TITLE: Holiday, Sick, Annual & Bereavement Leave Policy

COMMISSION MEETING DATE: 02/05/2025

DEPARTMENT: Human Resources

SUBMITTED BY: Jen West

STAFF RECOMMENDATION:

Approve policy revisions/additions.

SUMMARY:

Revision: 1

Krista attended a finance meeting and found out the Holiday, Sick, Annual & Bereavement Leave policy needs to have the buy back language for vacation and sick leave revised to be IRS compliant. Employees that qualify for a cash-out must request cash-out by 12/31 of the year before the cash-out payment. Commission approval for revision.

By revising this part of the policy employees and the Port will avoid paying payroll taxes on vacation and sick leave not cashed out but banked. Per IRS section 1.451-2(a) of the Code of Federal Regulations, income is constructively received—and, as such, taxable—in the taxable year during which it is credited to a taxpayer's account, set apart, or otherwise made available so that the taxpayer may draw on it at any time. Without a limitation or restriction on a taxpayer's ability to take cash payments of accrued leave (in lieu of using the amount for leave time), the Internal Revenue Service (IRS) considers the entire leave amount available for such cash-outs as taxable wages—even if the employee doesn't elect or receive any cash-out.

Revision: 2

Vacation leave buy back amount increased from up to 24 hours to up to 40 hours. Vacation leave minimum in leave bank increased from 80 hours to 100 hours to request cash-out..

Revision: 3

Added: Vacation leave is not available for use until earned and posted to the employee's accrued vacation leave following the end of the current pay period.
Added: Sick leave is not available for use until earned and posted to the employee's accrued sick leave following the end of the current pay period.

BUDGET IMPACT:

Revisions to the policy will not result in higher liability amounts.

STRATEGIC PLAN or OTHER PLANS:

Policy revisions meet our Organization and Culture strategies. Keeping our policies updated helps keep our organization competitive with other entities to attract new talent and retain experienced staff.

SUSTAINABILITY IMPLICATIONS:

None

DIVERSITY, EQUITY & INCLUSION IMPLICATIONS:

Policy revisions ensure fairness and equity for all employees.



POLICIES & PROCEDURES MANUAL

Section:	LEAVE & HOLIDAYS	Revision Date:	
Subject:	HOLIDAY, SICK, ANNUAL & BEREAVEMENT LEAVE	Adoption Date:	01/02/1997

PREVIOUS REVISIONS: 02/07/2024, 06/01/2022, 07/24/2000, 08/19/2019, 12/21/2009, 01/02/1997

PURPOSE: A RESOLUTION of the Port of Camas-Washougal to establish Holiday Leave, Sick Leave, Annual Leave, and Bereavement Leave Policy of the port district permanent full-time employees.

WHEREAS, the Port of Camas-Washougal is a Port district organized and existing under RCW Title 53, and is a Municipal Corporation of the State of Washington.

WHEREAS, to RCW 53.08.170, the Board of Port Commissioners has the authority to establish the benefits for employees of the Port, subject to those conditions as the Port Commission may provide by resolution.

WHEREAS, the Board of Commissioners of the Port of Camas-Washougal deem it advisable to replace the Vacation Policy adopted on July 24, 2000, the Sick Leave Policy adopted on January 2, 1997, and the Holiday Schedule adopted on June 01, 2022.

WHEREAS, permanent full-time employees are employees employed for forty (40) hours per week, and 260 days per year by the Port of Camas-Washougal.

WHEREFORE, NOW, THE BOARD OF COMMISSIONERS OF THE PORT OF CAMAS-WASHOUGAL RESOLVE AS FOLLOWS:

HOLIDAY LEAVE

Permanent full-time employees shall be authorized to take the following twelve (12) paid holidays per year. If a paid holiday falls on a Saturday, the Friday before shall be the designated holiday, and when it falls on a Sunday, the Monday after shall be the designated holiday.

1. New Year's Day	2. Labor Day
3. Martin Luther King Jr. Day	4. Veteran's Day
5. President's Day	6. Thanksgiving Day
7. Memorial Day	8. Day after Thanksgiving
9. Juneteenth Day	10. Christmas Eve
11. Independence Day	12. Christmas Day

Floating Holiday Leave:

Each permanent full-time employee is entitled to three (3) additional floating holidays per year, to be used upon the day of the employee's choice. Floating holidays (defined as eight hours) are used during the calendar year. Floating holidays are not considered part of separation pay if they have not been used at the time of termination and do not carry over from year to year.

*Floating holiday hours are pro-rated in the employee's first year of service based on the employee's hire date.



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PREVIOUS REVISIONS: 06/01/2022, 07/24/2000, 08/19/2019, 12/21/2009, 01/02/1997

Employees Required to Work on Holidays:

Any covered employee normally eligible for holiday pay who must work on a day designated as a holiday is paid at two times the employee's hourly rate of pay for the hours worked. In addition, they will also receive an additional day off. Full-time employees receive eight (8) hours, and part-time employees receive prorated hours.

ANNUAL LEAVE

Annual leave for permanent full-time employees accrues from the date of hire and is prorated from the date of hire to the end of the first month.

Vacation is provided at the rate of 8 hours per month and is accounted for at the current rate of pay. This liability is recorded on the books of the Port, and is adjusted monthly, to reflect the unpaid cost of vacation earned but not yet taken.

Vacation leave is not available for use until earned and posted to the employee's accrued vacation leave following the end of the current pay period.

Vacation earned and payable cannot exceed 360-hours (45 days). There is one exception, noted below, where a six-month grace period is allowed at the anniversary date, when bonus vacation earned and awarded may raise the number of hours earned to more than 360-hours.

Employees are eligible for a vacation ~~"buy back" of accrued vacation time~~ **cash-out once a year. To receive a cash-out, an employee must irrevocably elect the cash-out by December 31st of the year BEFORE the cash-out payment. The cash-out is limited to the amount of leave earned by the employee in the year of the payment. Not to include Bonus vacation.** ~~The employee may notify the payroll department to "buy back" the vacation time during the month of October. Up to 40 20 hours may be requested for cash-out "buy back."~~ The employee must maintain a minimum of **100 80** hours of vacation at the time of the **cash-out buy-back** request. ~~The buy back will occur during the last November pay cycle.~~ **To request a vacation leave cash-out, please complete the vacation cash-out form. You can obtain this form by contacting the payroll department.**

Bonus vacation is awarded to permanent full-time employees on their anniversary date of hire, beginning after 1 year of employment, as follows:

<u>Anniversary Date in Years</u>	<u>Bonus Hours</u>
2 and 3	16
4 and 5	24
6 and 7	32
8 and 9	40
10 and 11	48
12 and 13	56
14 and 15	64
16 and 17	72
18 and 19	80
20 and thereafter	96



POLICIES & PROCEDURES MANUAL

Section:	LEAVE & HOLIDAYS	Revision Date:	
Subject:	HOLIDAY, SICK, ANNUAL & BEREAVEMENT LEAVE	Adoption Date:	01/02/1997

PREVIOUS REVISIONS: 02/07/2024, 06/01/2022, 07/24/2000, 08/19/2019, 12/21/2009, 01/02/1997

Bonus vacation days, which are based on length of service, are awarded on the anniversary date each year. For accounting purposes, this means that all bonus days become earned, and therefore a liability payable to the employee, on this date. For long-term employees, this event can cause the employee to suddenly exceed the 360-hour maximum allowed. To simplify the process of managing vacation planning and accounting for both the Port and the employee, the employee shall have six months from the date on which bonus hours are awarded to reduce their account to less than the 360-hour limitation.

Upon termination of employment or at retirement, all earned vacation will be paid at the employee's current rate of pay. Upon the death of an employee, the heir(s) will be paid all unearned vacation at the employee's current rate of pay.

SICK LEAVE

Permanent full-time employees shall accrue one day per month sick leave, with a maximum accrual to 120 days.

Sick leave is not available for use until earned and posted to the employee's accrued sick leave following the end of the current pay period.

Port employees during the course of employment may sell **cash-out** accrued sick leave over 90 days to the Port for additional compensation, at the rate of 4 days sick leave per 1 day compensation, for a maximum allowable **cash-out** each year of 12 days **sick leave**. **To receive a cash-out, an employee must irrevocably elect the cash-out by December 31st of the year BEFORE the cash-out payment. The cash-out is limited to the amount of sick leave earned by the employee in the year of the payment. To request a sick leave cash-out, please complete the sick leave cash-out form. You can obtain this form by contacting the payroll department.**

Upon termination of employment, all unused days will be forfeited, except in the case of death and retirement, where all unused sick leave may be exchanged for compensation at the rate of 2 sick days for 1 day of compensation.

BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate family member should notify their Supervisor or Human Resources Dept. immediately. A maximum of three (3) working days of bereavement leave shall be allowed when there is a death in the employee's immediate family.

Recognizing the need for family support, a maximum of two (2) days of funeral or memorial service leave may be granted at the discretion of the Chief Executive Officer to attend the funeral or memorial service of aunts, uncles, nieces, or nephews. Note: Employees may attend a fellow employee's funeral or memorial service with pay.


POLICIES & PROCEDURES MANUAL

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Subject:	HOLIDAY, SICK, ANNUAL & BEREAVEMENT LEAVE	Adoption Date:	01/02/1997

An additional two (2) days may be added to the foregoing maximum allowed leave but must be taken from sick leave and/or vacation leave or be taken as unpaid leave.

The Port defines "immediate family" as the employee's spouse, children, parents, siblings, grandparents, and grandchildren; and parent in-laws, sister and brother-in-laws, and grandchildren in-laws. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

**POLICIES & PROCEDURES MANUAL**

Section:	LEAVE & HOLIDAYS	Revision Date:	
Subject:	HOLIDAY, SICK, ANNUAL & BEREAVEMENT LEAVE	Adoption Date:	01/02/1997

Port of Camas-Washougal Staff Report

ITEM TITLE: Lease - Building 9 - Columbia Marine and Rail

COMMISSION MEETING DATE: 2/5/2025

DEPARTMENT: Business Development

SUBMITTED BY: Derek Jaeger

STAFF RECOMMENDATION:

Approval

SUMMARY:

Existing tenant Intech is not renewing lease. Columbia Marine and Rail will become the primary tenant and have InTech as a sub-tenant to allow additional time for Intech to transition and complete existing projects.

Lease: approximately 14,250 sf. Term 3 year term with one (1) additional two (2) year option. Effective start date is April 1, 2025, pending delay of existing primary tenants movement into a smaller section of warehouse and removal of items stored in the yard.

Monthly rent: \$11,850.00 (Combined \$/sf \$.083), plus Leasehold tax and has annual increases of 3%. Deposit: \$11,185.87 (which is last months rent \$14,185.87 - \$3,000 for T1 for energy efficient lighting improvement)

Columbia Marine and Rail has been a proven sub-tenant for over 5+ years, who has a history of on-time payments. Columbia Marine and Rail forges, upsets and machines custom products of carbon, alloy and stainless steel for the US Government and other entities. They currently employ approximately 17 employees.

BUDGET IMPACT:

YR1: \$11,850.00/month + LHT (\$.83/SF)

YR 2: \$12,205.50/month + LHT (\$.86/SF)

YR 3: \$12,571.67/month + LHT (\$.88/SF)

OPTION:

YR 4: \$12,948.81/month + LHT (\$.91/SF)

YR 5: \$13,337.28/month + LHT (\$.94/SF)

STRATEGIC PLAN or OTHER PLANS:

SUSTAINABILITY IMPLICATIONS:

In December 2024, Columbia Marine and Rail completed an energy-efficient lighting upgrade in the warehouse with Clark PUD. Additionally, Columbia Marine and Rail plans to relocate all outdoor materials indoors to mitigate stormwater runoff and enhance visual appeal of the industrial park.

DIVERSITY, EQUITY & INCLUSION IMPLICATIONS:

Port of Camas-Washougal Staff Report

ITEM TITLE: Lease Termination - Building 9 - Intech

COMMISSION MEETING DATE: 2/5/2025

DEPARTMENT: Business Development

SUBMITTED BY: Derek Jaeger

STAFF RECOMMENDATION:

Approval of Lease Termination - Building 9 for Intech

SUMMARY:

Intech has been a long-term tenant since 1996 and has experienced industry downcycles, employee theft(s), and other events causing several delayed and missed payments. The Port has worked with Intech by providing payment plans, waiving late fees, and securing personal property or note of guarantee as collateral for payment. Throughout the tenancy, Intech has been able to reach a zero balance but would fall behind a month or two which would accrue a 7% late fee of the total balance due. Most recently (last 12 months), this would equate to \$600 to \$1,400 a month in late fees, which Intech was not able to catch up with and led to a total amount in arrears of approximately \$24k (\$19,690.95 in late fees, and \$4,828.16 in base rent in arrears).

With the upcoming lease expiration date of 2/28 and potential closing of business, Intech will not be able to pay total amount in arrears due. They will also need to occupy the space for an additional month. Rather than seek arbitration which would cost the Port significant amount, the parties sought a solution to terminate and remove all items upon a set date. The parties have discussed and agreed to present draft deal points to the Commission for consideration. Staff will discuss that with the Commission at the meeting and will have an Agreement for Commission discussion and approval on Feb. 19, 2025.

BUDGET IMPACT:

If Intech complies with all Port requirements, they are requesting to waive a portion of their late fees.

STRATEGIC PLAN or OTHER PLANS:

SUSTAINABILITY IMPLICATIONS:

DIVERSITY, EQUITY & INCLUSION IMPLICATIONS: