PRELIMINARY AGENDA

REGULAR MEETING

December 16, 2020

12:00 PM

I. OPEN SESSION
PLEDGE OF ALLEGIANCE

• CONSENT ITEMS
  A. Approval of Minutes – Kim
  B. Approval of Checks – Kim

• NEW BUSINESS/DISCUSSION ITEMS
  C. Ninebark Park Design – Mark
  D. Resolution 11-20 Broadband – David

• PUBLIC COMMENT [3 min. apiece]

• ACTION ITEMS
  E. Adopt Resolution 11-20 Broadband - David

STAFF REPORTS & COMMENTS
F. Chief Executive Officer, Chief Operating Officer and Director of Planning and Development

• COMMISSIONER REPORTS

• PUBLIC COMMENT [3 min. apiece]

• ADJOURN

On March 24, 2020 a new Governor's proclamation went into effect regarding public meetings. By order of Washington State Governor Jay Inslee, Proclamation 20-28.13, the Regular Commission Meeting will be available to the public (only) by conference or video call. This meeting is accessible via conference or video call at: +1 (253) 215-8782, Meeting ID: 977 5197 8968, Password: 091071 or via this video link: https://zoom.us/j/97751978968?pwd=V2o3bTRNOUVkMlhZMVo3cHkzZDhuQT09
MINUTES OF THE REGULAR COMMISSION MEETING
PORT OF CAMAS-WASHOUGAL
December 2, 2020
By: Cynthia Vaznaugh Office Assistant

A regular meeting of the Commissioners of the Port of Camas-Washougal was held at the Port Offices, 24 South 'A' Street, Washougal, WA, on Wednesday, December 2, 2020, at 5:00 pm.

PRESENT: Commissioners Larry Keister, Cassi Marshall, and John Spencer; Chief Executive Officer David Ripp; Chief Operating Officer Kim Noah; Director of Planning and Development Mark Miller; Office Assistant Cynthia Vaznaugh; Legal Counsel; port staff members; and members of the press and public. The general public has access through a designated conference call line and Zoom video.

At 5:01 pm, following the Pledge of Allegiance, Commission President Larry Keister called the Open Session public meeting to order, noting that because of Governor Inslee's Proclamation 20-28.13, the Commission is social distancing and at least 10 feet apart. The Chat function has been disabled.

• CONSENT ITEMS
  • Minutes
    Commissioner Keister presented Minutes from the November 18, 2020 – Regular Meeting. Reading of the Minutes were dispensed with; it is noted that copies had been provided previously to all Commissioners. After a brief discussion, a motion was made by Commissioner Spencer, seconded by Commissioner Marshall. November 18, 2020 - Regular Meeting minutes carried unanimously.

  • Claims / Checks
    Chief Operating Officer Kim Noah presented the current payables. After review and brief discussion, upon motion by Commissioner Marshall, seconded by Commissioner Spencer and carried unanimously, the electronic payments and the issuance of general fund checks 6894-6915 and 50061-50062 in the total amount of $179,942.90 were approved as presented.

• NEW BUSINESS / DISCUSSION ITEMS
  • Commission Meeting Dates for 2021
    Chief Executive Officer David Ripp presented the 2021 Commission Meeting Dates. This calendar reflects the 1st and 3rd Wednesday of the month. 1st Wednesday will be at 5:00 pm, and the 3rd Wednesday will be at noon. David Ripp stated that more people are attending, including staff, are joining the noon meeting. Commission Keister also noted that this time makes the meeting more available to the public. There has been an increase in public attendance, including staff. Request for approval during Actions Items. No decisions were made.
• Strategic Planning Update
Chief Executive Officer David Ripp stated that the strategic plan was last updated in 2010, and amendments had been made since then. He noted that it was time to update the strategic plan, and Maul Foster Alongi Inc. (MFA) was hired as a consultant to assist with the process. Currently, they are interviewing staff, commissioners, and stakeholders.

Lisa Parks, Jim Maul, and Jim Darling of MFA were in attendance to discuss the strategic plan process; where the Port currently is, the direction the Port is going, and the timeline. Jim Darling started with a summary of the main topics the PowerPoint will cover.

- Ports Background
- Strategic Planning Theory/Terms
- Port of Camas Washougal: Keystone documents (structure of the plan)

Lisa Parks provided background on how ports operate and why they operate the way they do.
- where ports get their authority
- how they are organized for a balance of power
  - The Commission is the governance element
  - Executive Director is the management
  - Port Auditor and Attorney are appointed by Commission

Jim Darling presented what ports are doing from a survey Washington Public Ports Association put together this past fall:
- How port uses tax levy
- Water-related port activities
- Landside port activities
- Other activities

Jim Darling presented strategic planning theory/terms and what they mean:
- Developing a true alignment on multi-year priorities and effectively embracing them to link the present to the future.
- First, ask why then ask what and how.
- The architecture of a strategic plan:
  - The mission answers why do the port exists.
  - The values describe how you are going to do the work.
  - Mission and values are built on a vision of what the future looks like.
  - The goals explain what you want to accomplish.
  - Strategies and tactics are the details of how you will achieve those goals. A goal should be measurable, clear, and a little bit of a challenge.
  - The budget is the part of the overlap between the mission and specific tactics.
Lisa Parks then described the Annual Action Plan, which is a tool to use in conjunction with the strategic plan. It is a staff orientated tool that takes goals and objective in the strategic plan and assigns the following:

- Tangible steps on how to reach the goals/objectives.
- Who is responsible/accountable for making sure those necessary steps toward achieving the desired outcomes are taken.
- A timeline to accomplish the steps.
- Prioritizes port's different initiatives.

Jim Darling then discussed the Port of Camas Washougal's Keystone Documents, which are:

- Required by law documents:
  - Annual Operation and Capital Budgets
  - Tax Levy
  - Comprehensive Scheme of Harbor Improvements (CSHI)

- Best management practices documents:
  - Strategic Plan.
  - Multi-year financial forecast for operating and capital budgets
  - Financial guidelines
  - Leasing policies
  - Delegation of powers.
  - Environmental policies
  - Communication plan
  - Marketing plan
  - Personnel policies.

He continued with the strategic planning's current status, taking the CSHI plan, and separating the strategic plan elements. He finished with three recommendations to do yearly:

- Update the CSHI plan when you adopt your annual budget and tax levy.
- Before the budget season, reflect on the port's overall long-term direction.
- Consider your keystone documents the "tools of the trade."

Lisa Parks updated staff on the next steps for MFA:

- Finish interviews
- Review existing documents
- First of the year, will have workshops with Commission to look at goals and strategies.
- Additional advisory workshop.

Comments: Commissioner John Spencer asked if it would help to separate CSHI from the strategic plan now. Jim Darling commented that it would be helpful and more efficient.
Commissioner Keister recommended that the CSHI be separate from the strategic plan because it is updated more. Commissioner Marshall agreed. Commissioner Spencer suggested that the strategic plan be reviewed every four years because of the commissioners' election every four. David Ripp stated that the strategic plan is reviewed during the annual strategic meeting. Lisa Parks also recommends it as well. No decisions were made.

- **Commissioner By-Laws**
  Chief Executive Officer David Ripp presented the Commissioner By-Laws. The development of this document was the result of conversations with Commissioner Spencer and David Ripp. The By-Laws purpose is to layout the process and procedures for the commissioner meetings and ethics guidance and interpretation as we grow and for the future Port commissioners. David stated there was one update to the Commission By-Laws, reflecting the 3rd Wednesday Port meeting at noon. That was the only change reflected on the meeting packet sent earlier to everyone. Request for approval during Action Items. No decisions were made.

- **PUBLIC COMMENT #1**
  No comments.

- **ACTION ITEMS**
  - **Adopt Commission Meeting Dates for 2021**
    Commissioner Keister requested the adoption of Commission Meeting Dates for 2021 as presented. Upon motion by Commissioner Keister, seconded by Commissioner Marshall and carried unanimously, Commission meeting dates were adopted as proposed, effective December 2, 2020, executed January 1, 2021.

  - **Adopt Commissioner By-Laws**
    Commissioner Keister requested the adoption of Commissioner By-Laws as present in the discussion. Upon motion by Commissioner Keister, seconded by Commissioner Spencer and carried unanimously, Commissioner By-Laws was adopted as presented, effective December 2, 2020.

- **STAFF REPORTS & COMMENTS**
  Chief Executive Officer David Ripp reminded Commissioners that the minutes and check information is on the table in his office awaiting Commissioners signatures.

  Director of Planning & Development Mark Miller stated he is working on the waterfront development agreements with the City of Washougal. The agreements are in legal review with the City. In January, he will present them to the Community Development Review Committee and then to Washougal City Council. Dave Ripp is working on the Master Lease Agreement with RKm, so it will be ready to be approved at the same time the Development Agreements are approved.

  Killian Pacific will be presenting the park design at the next meeting.
Attorney Carolyn Lake discussed her approval of separating the CSHI from the strategic plan. She stated that initially, the CSHI plan was a financial document that required a public vote if there were any amendments or adoptions. This was so the public was aware and could approve of any public dollars the port spent. Today, public input on the budget occurs during the budget’s public hearing rather than through the CSHI plan. The CSHI could also be combined with the annual budget public hearings to remain updated and relevant.

Washougal Mayor Coston stated she was recently interviewed by MFA and wanted to attend the meeting to hear the strategic planning process.

City Council Member Michelle Wagner requested to get a copy of the MFA slides presented.

- COMMISSIONER REPORTS
  Commissioner Marshall talked about the excellent presentations at WPPA Annual Conference and the 3-Port Meeting. She commented on staff’s strategic notes that David Ripp sent her; she felt they had a lot of thoughtful and creative responses and many great ideas. Marshall is looking forward to incorporating the staff’s responses in the strategic plan, along with the community’s great ideas of how the port can continuously improve. She stated that she is excited to start this process.

Commissioner Spencer commented that he agreed with what Commissioner Marshall just stated. He noted that David Ripp had sent him the SEPA request from the City of Camas to demolish Georgia Pacific’s woven mill site. Spencer recommended that the Port should keep an eye on it, despite there is no real involvement for the port at this time. He stated that he requested David Ripp to reach out to the mill with the Integrated Planning Grant (IPG) assistance. Stay safe, mask up, and enjoy the holidays!

David Ripp commented that the SEPA document included the non-woven mill and all the science building and other structures. He talked with Robert Maul of the City, but Robert did not have much information at this time. He contacted the mill and found that most of the decisions are directed through Atlanta. At this time, Atlanta is not interested in the IPG.

Commissioner Keister stated that he agrees with Commissioner Spencer and will continue to pay attention to what is developing with the mill and how the port could or could not fit in. He commented that the strategic planning document provides direction, outlines measurable goals, and gives direction for the port’s future.

1. Economic development
   a. Build relationships
   b. Reach out to partners
   c. More staff involvement with Commission
2. Improve local economic opportunities
   a. Retention, expansion, and recruitment of preferred employers
3. Ensure ample supply of land, infrastructure, and facilities
4. Public accessibility to Columbia River waterfront
5. Operate marina and Grove Field in a safe and sustainable manner
6. Enhance cooperation with partners.
• **PUBLIC COMMENT #2**
  
  Bernie Bacon wanted clarification on the landscape design and which park Mark Miller referred to in his comments.

  Mark Miller explained as part of the Killian and Port land swap agreement of 2017, Killian is to provide a one-acre park on their portion of the development. At the next meeting, Killian will present the park design to the Commission for approval.

  The meeting adjourned at 5:54 pm.

  
  PORT OF CAMAS-WASHOUGAL COMMISSION

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  Commissioners
RESOLUTION NO. 11-20

A RESOLUTION of the Port Commission of the Port of Camas-Washougal requesting a feasibility study for improved broadband in Clark County by Clark Public Utilities.

WHEREAS, access to broadband internet service is critical to full participation in society and the modern economy; and

WHEREAS, increasing broadband access to unserved and underserved areas of the county serves a fundamental governmental purpose and function and provides a public benefit by enabling access to health care, education, employment opportunities and essential services, providing economic opportunities, and enhancing public health and safety; and

WHEREAS, achieving affordable and quality broadband access for all will require additional and sustained investment, research, local and community participation, and partnerships between private, public, and nonprofit entities; and

WHEREAS, the federal communications commission has adopted a national broadband plan that includes recommendations directed to federal, state and local governments to ensure efficient allocation and management of assets that the government controls or influences to encourage network upgrades and competitive entry; and reform current universal service mechanisms to support deployment in high-cost areas, ensuring that low-income Americans can afford broadband, and supporting efforts to boost adoption and utilization; and

WHEREAS, sustainable and reliable infrastructure helps build strong economies and equitable communities; and

WHEREAS, the COVID-19 pandemic has only increased the pressing need for countywide equitable high-speed broadband internet infrastructure; and

WHEREAS, reliable broadband bridges the digital divide between urban and rural communities, regardless of neighborhood; and

WHEREAS, new, innovative programs that focus on digital equity and inclusion and target the most underserved residents in our cities is possible; and

WHEREAS, strong cities need protected and improved public authority to provide broadband service; and

WHEREAS, cities can promote greater access to high-quality, affordable internet service by working with public partners, residents, and service providers; and

WHEREAS, the installation of dark fiber optic cables should occur whenever feasible in public works projects to lay the foundation for the region’s future economy
and community; and

WHEREAS, Washington State has set the ambitious broadband expansion goal that by 2026 all Washington businesses and residences would have access to broadband that provides 1 gigabit per second symmetrical (upload and download speeds) broadband service at anchor institutions like schools, hospitals, libraries, and government buildings;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE PORT OF CAMAS-WASHOUGAL THAT:

Section I
The Commission of the Port of Camas-Washougal, formally requests that Clark Public Utilities District conduct a feasibility study to develop a plan that encourages, fosters, develops, and improves affordable, equitable, quality broadband within the county in order to:

1. Drive job creation, promote innovation, improve economic vitality, and expand markets for Clark County businesses;

2. Serve the ongoing and growing needs of Clark County’s education systems, health care systems, public safety systems, industries and business, governmental operations, and citizens; and

3. Improve broadband accessibility for unserved and underserved communities and populations.

ADOPTED by the Port Commission of the Port of Camas-Washougal at a regular meeting thereof held this 16th day of December 2020.

PORT OF CAMAS-WASHOUGAL

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Commissioners