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 Tuesday, December 16, 2014, at 5:00 p.m.

PRESENT: Commissioners Bill Macrae-Smith, Mark Lampton and Bill Ward; Executive Director David Ripp; Finance Director and Auditor Kim Noah; Executive Assistant Mary Murphy; Accounts Payable Manager Debra Itzen; Project Manager Jeramy Wilcox; the Goodstein Law Group; and members of the press and public.

No Executive Session was held.

At 5:00 p.m., following the Pledge of Allegiance, Commission President Macrae-Smith called the Open Session public meeting to order.

- **CONSENT ITEMS**
  - **Minutes**
    Executive Assistant Mary Murphy presented the Minutes from the regular meeting of December 2, 2014. The reading of the Minutes was dispensed with, it being noted that a copy of the Minutes had been provided previously to all Commissioners. Upon motion by Commissioner Lampton, seconded by Commissioner Ward and carried unanimously, the Minutes from the December 2, 2014 regular meeting, as presented, were approved.
  - **Claims/Vouchers**
    Accounts Payable Manager Debra Itzen presented the current payables. After review, upon motion by Commissioner Lampton, seconded by Commissioner Ward and carried unanimously, general fund voucher 25707 was voided; and general fund vouchers 1893-1905, 105777-105779, and 25928-25980 in the total amount of $114,945.74 and the issuance of warrants in payment thereof, were approved.

- **NEW BUSINESS / DISCUSSION ITEMS**
  - **Year-End Project Review**
    Project Manager Jeramy Wilcox gave a PowerPoint Presentation on the major projects undertaken by the Port in 2014, including the Industrial Park Pump Station, Waterfront Cleanup, Marina Security Gate Upgrade, Steigerwald Commerce Center Sign, and Grove Field C-Row Cleanup. Brief discussion followed. No decisions were made.
  - **2014 Strategic Plan Overview**
    Director Ripp stated that the 2010 Strategic Plan (Plan) is a “living document” with goals and strategies reviewed and updated on a regular basis, and which has been instrumental in the successes of the Port. Ripp presented a PowerPoint showing the Plan’s goals and explained how the 2014 projects reflect those objectives:
    - **Goal 1:** Enhance economic development through partnerships to leverage strategic investments.
      - Economic development: Steigerwald Commerce Center, Waterfront development; and Grass Valley development.
      - Partnerships: cities of Camas and Washougal; Killian Pacific on Waterfront development; Friends of the Gorge; and Port of Vancouver and Port of Ridgefield.
      - Leveraging resources: grants and low interest loans; lobbying legislators for funding; EDA grant for Bldg. 17; and Ecology funding for Waterfront Property cleanup, which was completed ahead of schedule and under budget.
Goal 2: Improve local economic opportunities by supporting the retention, expansion and recruitment of preferred employers.
- Purchased Foods In Season building;
- Built Foods In Season a build-to-suit: Bldg. 15; Foods In Season is a successful tenant that continues to grow and expand and add jobs.
- Etec LLC in Bldg. 12 in the Industrial Park is expanding.

Goal 3: Promote sustainable community prosperity by ensuring an ample supply of land, infrastructure, and facilities to meet the needs of potential employers.
- Bldg. 15 completed;
- Industrial Park and Steigerwald Commerce Center have 100% occupancy.
- Bldg. 17 (25,000 sq.ft. building in planning stages) will fill quickly;
- Receive frequent inquiries on leasing and purchasing land; working with CREDC and CWEDA.

Goal 4: Lead a collaborative effort to develop a more vibrant, economically viable, and publicly accessible Columbia River waterfront.
- Waterfront cleanup and development;
- Marketing efforts to promote waterfront.

Goal 5: Operate Grove Field in a safe and economically sustainable manner.
- Paving project was completed;
- 2014 events resulted in planning and design work to replace C-Row hangars and FBO building in 2015.
- Replace runway wiring in 2015.

Goal 6: Increase constituent understanding, sense of ownership, and support of the Port and its initiatives.
- Web site and social media;
- Open houses;
- Wheels & Wings Event;
- Riverside Concerts;
- Lunch w/Dave;
- Constant Contact database for communication: 1431 contacts.

Director Ripp concluded that Port staff is doing a good job utilizing the Strategic Plan. Brief discussion on revenue bonds and strategic planning followed. No decisions were made.

- **Update to Cash Management & Investment Policy**
  Finance Director and Auditor Kim Noah explained that the Port’s Cash Management and Investment Policy needs to be revised to reflect changes resulting from the appointment of the Finance Director as Port Treasurer. Noah stated that approval of a revised Policy will be requested during Action Items. No decisions were made.

- **Off Agenda**: Discussion by Commissioner Ward on the audit exit interview scheduled for December 18 and his request that it be called as a special meeting. Discussion followed. Commissioner Lampton is unavailable. Commissioner Macrae-Smith confirmed with the Port Auditor Kim Noah that the final report will be available to the public and posted to the Port website. There were no changes to the December 18 exit interview arrangements. No decisions were made.

- **PUBLIC COMMENT #1**
  Martha Martin, Washougal, commented on the ECFR audit process and benefits of a public meeting.
Joyce Lindsey, Washougal City Council, commented on the large number of jobs attributed to west coast ports in Washington.
Richard Hamby, Washougal, commented on the benefit of audit exit interviews with Port financial managers.
Larry Keister, Washougal, commented on the benefit of audit exit interviews with Port financial managers.

- **ACTION ITEMS**
- Approve Revised Cash Management & Investment Policy
- Finance Director Noah requested that the commission approve revisions to the Cash Management & Investment Policy presented during Discussion Items. Upon motion by Commissioner Lampton, seconded by Commissioner Ward and carried unanimously, the Port’s Cash Management & Investment Policy was revised as presented, effective December 16, 2014.

- **2015 Officers**
  Director Ripp reviewed the rotation process for Port Commission officers, and requested approval that new officers be appointed for 2015. Upon motion by Commissioner Ward, seconded by Commissioner Lampton and carried unanimously, the following officers were appointed for 2015:
  - Commissioner Lampton – President;
  - Commissioner Ward – Vice-President; and
  - Commissioner Macrae-Smith – Secretary.

- **2015 WPPA Trustee and Alternate**
  Director Ripp stated that Commissioner Ward is currently serving as the Port’s Trustee and Ripp as Alternate to the Washington Public Ports Association (WPPA) and recommended that Port representation remain the same for 2015. Upon motion by Commissioner Lampton, seconded by Commissioner Ward and carried unanimously, Commissioner Ward was appointed as WPPA Trustee for 2015, with Executive Director Ripp acting as Alternate.

- **2015 CREDC Representative and Alternate**
  Director Ripp stated that Commissioner Lampton is currently serving as the Port’s representative and Ripp as Alternate to the Columbia River Economic Development Council (CREDC) and recommended that Port representation remain the same for 2015. Upon motion by Commissioner Ward, seconded by Commissioner Lampton and carried unanimously, Commissioner Lampton was appointed as CREDC Representative for 2015, with Executive Director Ripp acting as Alternate.

- **STAFF REPORTS & COMMENTS**
  Director Ripp’s verbal report included:
  - Update on EDA Grant – Application is under consideration; results by end of January 2015;
  - Update on C-Row hangar fire and FBO Building roof damage at Grove Field;
  - Successful Christmas Ships Parade event on December 6th; and
  - Port Office remodel.

- **COMMISSIONER REPORTS**
  Commissioner Ward reported on the WPPA Annual Meeting; an interest in working with Washougal to seek funding from the Freight Mobility Strategic Investment Board, and possibly BNSF, for a fly-over at 32nd street to reduce congestion from trains, and improved access to Hwy-14 via 27th Street from the Industrial Park; [Director Ripp inserted a comment that the City of Camas and Washougal have made these projects part of their legislative agenda when meeting with legislators about state and federal funding.] Commissioner Ward (continued) commented on the need for a program for local transportation funding efforts and a schematic to support our vision; and the Washington Tourism Alliance.
Commissioner Lampton commented on current partnering with ICC and CREDC on transportation funding package priorities: SR-14 improvements; addressing Industrial Park access at 27th; and grade separated crossings at 32nd, as well as the grade separation for Ridgefield. Lampton added that this is a “bigger voice.” He stated that transportation funding may only cover maintenance for the near future, and advocated a push to fund studies and design of the priority projects. [Director Ripp inserted a comment that the Ports of Ridgefield, Vancouver and Camas-Washougal are working with private partners in Clark County on messaging directly from local businesses to legislators to benefit transportation and economic growth in Clark County. He added that he and the City Administrators from Washougal and Camas are focusing their efforts on local needs and “what we need to be efficient, effective and safe.”] Commissioner Lampton (continued) commented on Seattle development and on the need for a stronger marketing effort for Washougal’s Gateway to the Columbia Gorge. [The commission heard audience comments on public transportation and funding for scenic area.]

- PUBLIC COMMENT #2
  Mariann Guetter, Camas, commented on the office remodel, fire protection and cameras in Marina.
  Neil Cahoon, Camas, commented on keeping communications open; plans for replacing the FBO building; and business opportunities with north side residents.

The meeting adjourned at 6:50 p.m.

PORT OF CAMAS-WASHOUGAL COMMISSION

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Commissioners