

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
PORT OF CAMAS-WASHOUGAL
SEPTEMBER 21, 2010**

By: Mary Murphy, Executive Assistant

OPEN SESSION

The regular meeting of the Board of Commissioners of the Port of Camas-Washougal was held at the Port Offices, 24 South 'A' Street, Washougal WA, on Tuesday, September 21, 2010, at 4:00 p.m.

PRESENT: Commissioners Bill Ward, Mark Lampton, and Bill Macrae-Smith; Executive Director David Ripp; Director of Planning & Development Scot Walstra; Finance Director & Auditor Kim Noah; Executive Assistant Mary Murphy; the Goodstein Law Group; and members of the press and public.

From 4:00 to 5:00 p.m., the Commission recessed into executive session to discuss three matters relating to property disposition and two matters relating to property acquisition. Following executive session, the Commission reconvened into general open session.

Following the Pledge of Allegiance, Commission President Bill Ward called the public meeting to order.

- **CONSENT ITEMS**

- Minutes

The reading of the Minutes of the regular meeting of September 7, 2010, the Special Meeting of September 13, 2010, and the Special Meeting of September 14, 2010 was dispensed with, it being noted that a copy of the Minutes had previously been provided to all Commissioners. After brief discussion, on motion made by Commissioner Lampton, seconded by Commissioner Macrae-Smith and carried unanimously the Minutes from the September 7, 2010 regular meeting, and the September 13, 2010 and September 14, 2010 special meetings were approved as presented.

- Claims /Vouchers

After review, on motion made by Commissioner Lampton, seconded by Commissioner Macrae-Smith and carried unanimously, general fund vouchers 552-562, 105301-105307, and 21366-21405 in the total amount of \$171,336.02 and the issuance of warrants in payment thereof, were approved.

- **NEW BUSINESS/DISCUSSION ITEMS**

- 2011 Expenditures

Finance Director Kim Noah presented the 2011 Budgeted Expenditures report and facilitated discussion, including a line item for the local economic development effort. She added that the 2011 Expenditures will be on the next several agendas for discussion. No decisions were made.

- Setting 2011 Moorage and Hangar Rates

Commissioner Ward stated that the moorage and hangar rates, as well as the proposed changes to the Tariff Schedule would be discussed later in the meeting, during Action Items.

- Personnel Policies

Finance Director Noah presented four employee policies for a second review: (1) Port Vehicles; (2) Attendance & Lateness; (3) On-Call Duty; and (4) Computer and Network Use. She added that these would be presented for formal approval during Action Items. No decisions were made.

- Emergency Response Plan
Finance Director Noah reviewed the information presented to the Board at the June 15, 2010 regular meeting regarding the need to update the Port's current emergency response plan. At that June meeting, the Board directed staff to solicit proposals from firms specializing in safety policies. Four firms responded, and Staff is recommending Select, Inc., a local firm experienced with ports and emergency response plans, and that also proposed the best pricing. She added that a request for formal approval would be presented during Action Items. No decisions were made.

- 2011 Capital Improvement Projects
Finance Director Noah facilitated discussion on the Capital Improvement Projects for 2011, and added that the priority rating would be eliminated since the Port's Comprehensive Plan lays out a 5-year Capital Improvement Plan illustrating the timeline and importance of each project. Director Ripp informed the Board that the Fuel System Upgrade at the Airport will be removed from the 2011 Projects because Staff feels that the current system is preferred over the design previously under consideration, which would have allowed users to pump more fuel out of the tank but could potentially draw particles from the bottom of the tank into the pump. At the end of discussion, Finance Director Noah stated that the 2011 Capital Improvement Projects will be on the next several agendas for discussion. No decisions were made.

- Strategic Planning – Chapter 4 + Appendices
Finance Director Noah introduced the draft Chapter 4 to the Comprehensive Plan - the Financial Plan and two appendices: Financial Policies and Capital Improvement Plan. She indicated that the policy entitled "Cash Reserves Policy" should be adopted at the next board meeting, if feasible, in order to have a reserve policy in place before undergoing the bond refunding. This policy may help in the bond rating agency's determination of a higher bond rating for the Port which means a lower interest rate for the refunded bonds. Finance Director Noah added that she is in the process of adding to each project a reference to the appropriate tactic from Chapter 3, and that Chapter 4 will be on the next several agendas for discussion. No decisions were made.

- T.N.S. Lease
Planning Director Scot Walstra presented the terms of a short-term lease with T.N.S., Inc. (Trendy Not Spendy) for Bldg. 11, Bay 3 at the rate of \$160 + leasehold tax, for the period September 22 through September 26, 2010. He explained that T.N.S. sells new and used children's items and clothing, with a portion of the proceeds donated to a local charity. After discussion, he stated that the lease would be presented for formal approval during Action Items. No decisions were made.

- Permitting Services for H-Dock Project
Director Ripp reported that the design portion of this project has been completed. He then presented a Scope of Work from Rod Orlando Technical Writing & Planning Services for permitting services for the reconfiguration of H-Dock from an uncovered dock to one that has both covered and uncovered slips. He added that this would be presented for formal approval during Action Items. No decisions were made.

- Corrosion Companies Lease
Planning Director Walstra presented the terms of a short-term lease with Industrial Park tenant Corrosion Companies for Bldg. 12, Bay 1 to allow them additional space for temporary overflow of work: \$1500/mo. + leasehold tax, with a 30-day cancellation clause. After discussion, he stated that this would be presented for formal approval during Action Items. No decisions were made.

- WSDOT SR-14 Improvement Project
 Planning Director Scot Walstra introduced Bart Gernhart, Interim Administrator and Chris Tams, Project Engineer, for the Washington State Department of Transportation's southwest region, who gave a presentation on the SR-14 Improvement Project. The presentation covered the project timeline for the four roundabouts, frontage road, underpasses and highway elevation, and included participation by Paul Greenlee, Washougal City Councilman, who talked about the E Street construction project. A question and answer period followed. No decisions were made.

- **PUBLIC COMMENT #1**
 Comments were made on the budget; moorage rates; paver project in the historical park, emergency plan; capital facilities; grant funding; and FBO paving.

- **ACTION ITEMS**
- Resolution 10-10
 Director Ripp reviewed the historical park committee's request that its name be changed from "Parker's Landing Park Advisory Committee" to "Parkersville National Historic Site Advisory Committee." After discussion, upon motion by Commissioner Lampton, seconded by Commissioner Macrae-Smith and carried unanimously, Resolution 10-10 was adopted amending Resolution 6-90 by renaming the Port's Parker's Landing Park Advisory Committee to be now known as "Parkersville National Historic Site Advisory Committee" effective September 21, 2010.

- T.N.S. Lease
 Planning Director Walstra presented for approval the terms of a short-term lease with T.N.S., Inc. (Trendy Not Spendy) for Bldg. 11, Bay 3 at the rate of \$160 + leasehold tax, for the period September 22 through September 26, 2010. After discussion, upon motion by Commissioner Lampton, seconded by Commissioner Macrae-Smith and carried unanimously, the Executive Director was authorized to execute a lease with T.N.S. Inc. for Bldg. 11, Bay 3 under the terms presented.

- Setting 2011 Moorage & Hangar Rates
 Director Ripp stated that Staff is recommending no increase in hangar or moorage rates for 2011. Commissioner Ward stated that he would be more comfortable with a 2% increase. Commissioners Lampton and Macrae-Smith stated that their preference was to hold the rates for another year, and look at ways of cost effectively generating additional revenue. The Board also reviewed changes to the Tariff Schedule recommended by staff:
 - (a) \$5/mo discount for participating in auto-pay program [moorage and hangar leases];
 - (b) a one-month discount for signing a 9-month lease [moorage leases only]; and
 - (c) discontinuation of the up-front-payment-in-full to receive a one-month discount for signing a 12-mo. lease [moorage leases only].
 After discussion, upon motion by Commissioner Lampton, seconded by Commissioner Macrae-Smith and carried unanimously, the hangar and moorage lease rates for 2011 will not be increased from 2010 rates, and the Tariff Schedule was revised per staff's recommended changes, effective January 1, 2011.

- Personnel Policies
 Finance Director Kim Noah presented four employee policies for approval: Port Vehicles; Attendance & Lateness; On-Call Duty; and Computer and Network Use. After discussion, upon motion by Commissioner Lampton, seconded by Commissioner Macrae-Smith and carried unanimously the following personnel policies were approved, effective September 21, 2010: Port Vehicles; Attendance & Lateness; On-Call Duty; and Computer and Network Use.

- Emergency Response Plan
Finance Director Noah presented for approval the proposal from Select, Inc. to update the Port's current emergency response plan. After discussion, upon motion by Commissioner Lampton, seconded by Commissioner Macrae-Smith and carried unanimously, the Executive Director was authorized to execute a contract with Select, Inc. in the amount of \$10,200 for a comprehensive emergency response plan for the Port of Camas-Washougal.

- Bond Refunding
Finance Director Noah reviewed proposals for underwriting services to refund the Port's 1999 and 2001 bonds and requested approval to contract with Martin Nelson & Co., at the rate of \$5.75 per \$1,000 of bonds. After discussion, upon motion by Commissioner Lampton, seconded by Commissioner Macrae-Smith and carried unanimously, the Executive Director was authorized to execute a contract with Martin Nelson & Co. for underwriting services as presented, at the rate of \$5.75 per \$1,000 of bonds.

- Permitting Services for H-Dock Project
Director Ripp presented for approval a Scope of Work from Rod Orlando Technical Writing & Planning Services for professional services to undertake the permitting process for reconfiguring H-Dock in the Marina. After discussion, upon motion by Commissioner Lampton, seconded by Commissioner Macrae-Smith and carried unanimously, the Executive Director was authorized to execute a contract with Rod Orlando Technical Writing & Planning Services to undertake the permitting process for reconfiguring H-Dock from an uncovered dock with 20' slips, to one that has 30' and 35' slips, both covered and uncovered, in an amount not to exceed \$11,030.

- Corrosion Companies Lease
Planning Director Scot Walstra presented for approval the terms of a short-term lease with Industrial Park tenant Corrosion Companies for Bldg. 12, Bay 1 to allow them additional space for temporary overflow of work: \$1500/mo + leasehold tax, with a 30-day cancellation clause. After discussion, upon motion by Commissioner Lampton, seconded by Commissioner Macrae-Smith and carried unanimously, the Executive Director was authorized to execute a 3-month lease with Corrosion Companies, Inc. under the terms presented, effective September 22, 2010.

- **STAFF REPORTS**
Director Ripp's report included:
 - Shoreline Management Update / BergerABAM's report at a future meeting;
 - Clark Public Utilities' presentation at a future meeting;
 - Strategic Planning Process;Communication Manager Jack Hardy's report:
 - Port's 75th Anniversary observance, including an Open House on Friday, November 5th.Director of Planning Walstra's report:
 - Bldg. 10 has been reconfigured and is now fully leased.

- **COMMISSIONER REPORTS**
Commissioner Lampton commented on local economic development efforts, Clark Public Utility District, and Columbia River Crossing.
Commissioner Macrae-Smith commented on local economic development efforts.
Commissioner Ward thanked Commissioner Lampton for representing the Port at the economic development subcommittee meetings; thanked Staff for their work on the 2011 budget; and commented on the 3-Ports meeting.

- **PUBLIC COMMENT #2**
None.

The meeting then adjourned.

PORT OF CAMAS-WASHOUGAL

Commissioners

Executive Director's Report September 21, 2010

Strategic Planning

We had another successful Strategic Planning meeting where the Commissioners finalized the Draft Goals and Strategies (Ch#3) as well as the Introduction (Ch#1) and History and Existing Conditions (Ch#2). There were a few additional public comments which were taken into consideration, and overall the three chapters have been accepted. They will be considered for approval before the end of the year after completing the review of the Financial Policy (Ch#4) along with Capital Improvement Plan appendices.

Other

Shoreline Management Update

In March of 2010, BergerABAM produced a Scope of Work to assist the Ports of Camas-Washougal, Ridgefield and Vancouver with the update of the State Shoreline Management Act. When the scope was developed, there were a lot of unknowns for 2011. Most of these unknowns came to light during the 2010 Shoreline Management update meetings. One of the unknowns not calculated in the original scope for 2011 is the increase in the number of meetings that will take place. There will be a significant increase in time to attend the 2011 meetings compared to 2010 and this is due to more shoreline issues being reviewed, including all the goals, policies, shoreline designation, required mitigation, and shoreline jurisdiction that were not known when this process began. The goals and policies will likely be 150 pages in length and it will be important that the policies permit the type of Port development that is consistent with the Ports' vision. There is a lot of 'devil in the details' to come in 2011.

BergerABAM has stayed in budget for 2010, but has sent an amendment to the original Scope of Work for 2011 to all three ports requesting an increase in their original contract from \$20,000 to \$59,000. I have discussed this with Vancouver and they agree that this is warranted and they are preparing to budget this increase. I have to agree. This is a very important update and we need to be well represented by experts who understand the process, know the inner workings of the staff at the City of Vancouver (the lead agency for all Clark County Cities), and can look out for the best interests of all three Ports. I am not yet ready to present the amendment to the original Scope of Work, but during this budget process I will be adding an additional \$13,000 (our share of the increase) to the 2011 budget and will have the amended Scope for approval to you very soon.