

ASSET MANAGEMENT IMPLEMENTATION

One Small Municipalities Experience

Presented by: Jeramy Wilcox & Darrell Burk

PORT OF CAMAS-WASHOUGAL

4 Areas of Operation



Airport



Marina



Industrial Park



Parks & Trails



GROVE FIELD AIRPORT





GROVE FIELD AIRPORT

- ✓ General Aviation Airport
- ✓ Located in Camas, WA
- ✓ 100 Acres Total
- ✓ Flight Training
- ✓ Wildfire Staging Area
- ✓ CWAA Flying Club

Assets

- 79 Hangars
- 9 Concrete Tie downs pads
- Fueling Station (above ground tank)
- 240,875 sq ft taxiways and runways
- 2 Restrooms
- Lighting System
- Security Camera System
- Security Fencing
- Septic Tanks
- Parking Lot
- 2 Residential Rental Homes

*Not an FAA obligated airport



PORT OF CAMAS- WASHOUGAL MARINA





MARINA

- ✓ Recreational Marina
- ✓ Located in Washougal, WA
- ✓ River Mile 121.7 Columbia River
- ✓ Recreational & Commercial Fishing
- ✓ Recreational Boating
- ✓ DOE Cleanup Trailer
- ✓ Dolphin Yacht Club

Assets

- 326 Marina Slips
- 30 Waverunner Stalls
- 14 Docks & 2 Headwalks
- **1200' Breakwater/Guest Dock**
- Fueling Station (2 underground tanks)
- Pump out Station
- 4 lane Launch Ramp
- Security Camera, Fencing & Gate System
- Floating Restaurant
- 2 Restrooms
- Gravel Parking Lot
- RV Dump
- 1 Residential Rental Homes
- 24,000 sq ft Commercial Bldg



INDUSTRIAL PARK / REAL ESTATE





INDUSTRIAL PARK / REAL ESTATE

- ✓ 350 Acre Industrial Park
- ✓ 28 Acre Waterfront Property
- ✓ Located in Washougal, WA

Assets

- 17 Industrial Buildings (297,700 sq ft)
- Parking lots and landscaping for each building
- 14,900 lft of Rail Track
- 2.7 Miles of Road
- 5.5 Miles of Levee
- Flood Control Pump Station (3 Pumps)
- Stormwater Conveyance System



PARKS & TRAILS





PARKS & TRAILS

- ✓ Washougal Waterfront Park & Trail
- ✓ Marina Park
- ✓ William Clark Park
- ✓ Lewis & Clark Heritage Trail
- ✓ Parkers Landing Historical Park

Assets

- 2 Miles of Paved Trail
- 5 Miles of Gravel Trail
- 88 Acres of Park Space
- 2 Restroom Facilities
- 1 Picnic Shelter
- 1 Rose Arbor
- 4 Parking Lots

IMPLEMENTATION OF ASSET MANAGEMENT

Buy off from Upper Management

- Getting buy off from top management that asset management is an essential and required practice by the agency.
- Desirable but not required to get buy off from top management in Maintenance Department.

STEP 1

Inventory of Staff

- Identify maintenance staff that are qualified and eager to implement an asset management program.
- Staff member should have no **tolerance for a “We are too busy attitude”**.
- Staff member should have leadership qualities; that promotes to other staff the necessity of the program.

STEP 2

Create Asset Mgmt. Working Group

- **Create a “key staff” work group** to collaborate on implementation of the asset management program.
 - Executive Director
 - Facilities Manager
 - Asset Inspector
 - Project Manager
 - Finance Director

STEP 3

Timeline for Phase I

- Create a realistic and achievable timeline on when Phase I – Asset Inspections, will be complete, and stick to it.
- Establish a weekly meeting time and date to discuss work completed to date.

STEP 4

ANNUAL BUILDING INSPECTION CHECKLIST

Building Number _____

Date: _____

Address _____

Building Exterior

Is the building address visible?

Is the building number visible?

Is the MDS placard visible?

Are the exterior lights working?

Are parking lot lights working?

Are all the exits clear from obstructions?

Are all the building sides accessible to emergency equipment?

Does the building appear to be in good repair?

Are the exterior walls free from cracks and other damage?

Is the paint in good condition?

Are the exterior walls clean?

Is there vegetation or other debris near the building?

Are the windows clean and in working order?

Are the paved surfaces in good condition?

What is the condition of the seal coating and traffic paint? (parking lines, curbs etc.)

Are the sidewalks clean and in good repair?

Are stairs, steps or handrails in good condition?

Are all sewer, water, and irrigation caps or lids in place?

Do the doors and closers work correctly?

Heating/cooling systems

Have the units been serviced regularly?

Are the thermostats in good working order?

Are vents, inlets, and return air screens clean?

Is electrical supply or line set damaged?

Are all ducts in good condition and sealed?

Are all ducts free from obstructions?

Are there any combustible objects near electrical heaters?

Have heaters been cleaned and inspected?

Are all ventilation fans working?

Do fans vent to the exterior of the building?

Notes:

Building Interior

Are floor coverings clean and in good condition?

Are warehouse floor clean and in good condition?

Is the drywall and paint in good condition?

Are the ceiling tiles in good condition?

Is any mildew present in closets or above ceilings?

Has any remodeling been done since last inspection?

Notes:

Inspected By _____

IMPLEMENTATION OF ASSET MANAGEMENT

Asset Inspections

- Create an inspection log for assets, tailor form to fit with asset being inspected.
- Acquire any information from staff on assets. Worked with Finance and Proj. Mgmt. to acquire information on history of maintenance and capital improvement work of assets.
- Assess the condition and life span on all aspects of the asset.

STEP 5

Creating an Inspection Summary Report

- Once all inspections are complete (or compile as you go), incorporate data into a summarized spreadsheet.
 - Assign \$ into spreadsheet for maintenance work needing to be performed.
 - Determine what year work will be performed.

STEP 6

Asset Mgmt. Working Group

- Working Group to determine which projects will be performed **"in-house"** and which ones will be contracted out.
Factors to be considered:
 - Budget availability
 - Maint. Staff availability
- Develop a long-term funding strategy.

STEP 7

Assigning Work Orders

- Input maintenance projects into work order system based on level of priority.
- Review work orders monthly to assess progress on projects.

STEP 8

IMPLEMENTATION OF ASSET MANAGEMENT

Collaboration with Finance Dept.

- Annual Inspections needs to be completed by June in order for data to be utilized in budget process.
- Work collaboratively with Finance Department to determine monetary project allocation for upcoming budget.

STEP 9

Next Steps: Phase II – Electronic System

- **Evaluate Port's current Asset Management System** (Intellasset) and how it can be utilized more effectively for the Asset Management process.
- Collaborate with key staff that will utilize this system everyone must have buy off:
 - Maintenance Staff
 - Project Management
 - Finance

STEP 10

Ongoing Improvement

- We recognize our system will need to be improved continuously, as we become better in tuned to our system, the more effective we will be able to make it.
- Moving from a semi-reactive to a proactive maintenance program.

STEP 11

Collaboration not Contention

- Success happens when all departments are working together and agreeing on the process and the information.
- Operating as separate **“department islands”** will only hinder the Asset Management process.

STEP 12

QUESTIONS?

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