



**AGENDA**  
**PORT OF VANCOUVER USA**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING AGENDA**  
**3103 Lower River Road, Vancouver, WA 98660**  
**Tuesday, February 27, 2024**

*In accordance with the Open Public Meetings Act (OPMA), the Port of Vancouver Board of Commissioners meeting will be open to in-person attendance. Options for viewing and/or participating in the meeting to provide virtual oral comment will also be accommodated (see details below). The Board members will be attending this meeting in person.*

*Public testimony will be accepted under Open Forum. **Advance registration will be required for individuals who want to provide virtual oral testimony (see details below).***

*The business meeting and workshop (Items A – L) are recorded and broadcast live on CVTV cable channels 21, 23 / HD 323, and at [www.cvtv.org](http://www.cvtv.org).*

**A) CALL TO ORDER (9:30 a.m.)**

**B) EXECUTIVE SESSION**

None

**C) OPENING REMARKS (9:30 a.m.)**

- 1) Opening Remarks, Pledge of Allegiance
- 2) Approve Minutes of the February 13, 2024, Regular Meeting

**D) OPEN FORUM**

- 1) Public comment -To provide virtual oral comment during the board meeting, you must register no later than 12:00 p.m. Monday, February 26, 2024, by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)\*\*

**E) ACTION ITEMS**

- 1) Approve Lease Agreement between the Port of Vancouver USA and Boise Cascade Building Materials Distribution, LLC

**F) UNFINISHED BUSINESS**

None

- G) **NEW BUSINESS**
- H) **CEO REPORT**
- I) **COMMISSIONERS REPORTS**
- J) **UPCOMING EVENTS**
- K) **WORKSHOP**  
Terminal 1
- L) **SIGN DOCUMENTS**
- M) **ADMINISTRATIVE UPDATE/WORK SESSION**  
None
- N) **ADJOURNMENT**

**\*\*Public comments are welcome during Open Forum. Individuals requesting to provide virtual oral comment must register in advance via email to [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com) no later than 12:00 p.m. on Monday, February 26, 2024. All individuals will have three minutes to read their comments into the record and will be asked to provide their name and city of residence for the record. No public comments will be read into the record by the port. Written comments not intended to be read by the community member and received by 9:30 a.m. Tuesday, February 27, 2024, will become part of the official meeting record and will be provided to the Commission.**

**Further instructions for accessing the virtual meeting (for virtual oral comment) will be provided upon registration. Please call the Port of Vancouver at (360) 693-3611 with questions. Visit the port's website at [www.portvanusa.com](http://www.portvanusa.com) for more information.**

# Agenda Item No. C-2

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REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

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Executive Services Manager

02/27/2024

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Michelle Allan

Title

Date

APPROVED BY:

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Title

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SUBJECT: Minutes of the February 13, 2024, Regular Meeting

## BACKGROUND:

Please see attached minutes.

## Additional Information Attached: Minutes of 02/13/2024 Regular Meeting

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**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the February 13, 2024, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

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Submitted by: Julianne Marler, CEO

Date Action Taken \_\_\_\_\_

Motion By: \_\_\_\_\_

Approved: \_\_\_\_\_

Seconded By: \_\_\_\_\_

Deferred To: \_\_\_\_\_

Unanimous: Yes \_\_\_\_ No \_\_\_\_

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, February 13, 2024**

**CALL TO ORDER**

Commission President LaBrant called a regular meeting of the Port of Vancouver Board of Commissioners to order and open to the public at 9:30 a.m., Tuesday, February 13, 2024, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

**OPENING REMARKS**

Commissioner LaBrant welcomed everyone to the commission meeting. He announced no executive session was held and that the meeting is being recorded. He stated this meeting is a hybrid meeting so that along with everyone present in the meeting, anyone who wants to make virtual oral comment can use Zoom. He then invited guests to participate in the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**Regular Meeting of January 23, 2024**

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the January 23, 2024, regular meeting.

**OPEN FORUM**

Commissioner LaBrant asked if anyone had signed up to speak during open forum. Executive Services Manager Michelle Allan stated no one signed up in advance to provide virtual oral comments and confirmed that there was no one present who signed up to provide comment.

**ACTION ITEMS**

**E-1 Approve Lease Agreement between the Port of Vancouver and 360 Sheet Metal LLC**

Chrissy Lyons, Commercial & Sales Manager presented the action item and discussed it with the Commission.

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners authorize the CEO to sign the lease

agreement between the Port of Vancouver USA and 360 Sheet Metal LLC at BL3300 Section A, NW 32nd Ave.

E-2 Approve Contract Amendment with WSP Consulting Engineers for Terminal Rehabilitation Improvement Program Consultant Design Services

Kent Cash, Chief Operations Officer presented the action item and discussed it with the Commission.

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners authorize the CEO to execute a contract amendment with WSP Consulting Engineers for \$636,588, including applicable Washington State Sales Tax, for a total not-to-exceed amount of \$3,358,588 for design services for the Terminal Rehabilitation Improvement Program.

E-3 Approve Contract with PBS Engineering and Environmental Inc. for Consultant Design Services for Renaissance Trail Segments Four and Five

Josh Pope, Project Manager presented the action item and discussed it with the Commission.

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners authorize the CEO to execute a contract with PBS Engineering and Environmental Inc. for a total not-to-exceed amount of \$405,814.90 for Segment Four and \$405,814.90 for Segment Five to perform design and consulting services for the extension of the Renaissance Trail, Segments Four and Five.

E-4 Approve Public Works Contract for Bid 23-61: Terminal 1 – Bulkhead Wall and Ground Improvements

Greg Westrand, Senior Project Manager presented the action item and discussed it with the Commission.

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners authorize the CEO to execute a public works contract with Advanced American Construction, the lowest responsive and responsible bidder, for Bid 23-61: Terminal 1 – Bulkhead Wall and Ground Improvements, in the amount of \$11,735,292.09 including Washington State sales tax.

E-5 Approve Contract Amendment with KPFF Inc. for Engineering Design & Permitting Services for the Demolition and Replacement of Terminal 1 Dock Structures

Mark Newell, Project Delivery Manager presented the action item and discussed it with the Commission.

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners authorize the CEO to execute a contract amendment of \$636,527 with KPFF Inc., to perform engineering design, and permitting services for the demolition and replacement of Terminal 1 dock structures for a total not-to-exceed amount of \$3,264,885.

## **UNFINISHED BUSINESS**

### **Port Contracts Logs**

The commissioners reviewed the port contracts logs. Executive Services Manager Allan reminded everyone that the contracts logs are provided to the Commission on a monthly basis and are available on the port's website. No questions were asked from the Board.

No additional unfinished business was considered.

## **NEW BUSINESS**

No new business was discussed.

## **ACCOUNTS PAYABLE**

Scott Goodrich, Director of Finance & Accounting presented the action item as contained in the Commission's packet and discussed the recommendation with the Commission.

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of January 2024 Vouchers 117334 – 117885 in the amount of \$7,795,435.24 including Electronic Payments generated between 01/01/2024 – 01/31/2024 in the amount of \$509,484.99 and January 2024 Payroll Direct Deposits 20001 – 20129 and 40001 – 40127 in the amount of \$711,207.09.

## **CEO REPORT**

### **Project Updates**

Patty Boyden, Director of Environmental Services, provided an update on the Swan & Cadet Cleanup project including:

- Final Remedy Approval
- Historical Background
- Treatment Systems
- Next Steps

## Federal Legislative Priorities

Ryan Hart, Chief External Affairs Officer introduced the port's federal lobbyist, Dale Learn with Gordon Thomas Honeywell. Mr. Learn joined the meeting virtually and shared his general thoughts on what is happening in congress. He presented the port's 2024 Draft Federal Legislative Priorities. Mr. Learn also answered questions from the Board.

## **COMMISSIONERS REPORTS**

Commissioner Orange stated he attended the following event and provided a brief summary:

- Washington Public Ports Association Port Day

Commissioner Burkman stated he attended the following events and provided a brief summary:

- Regional Transportation Council Meeting
- Washington Public Ports Association Port Day
- Interstate Bridge Planning Meetings
- Meeting with CEO Marler

Commissioner LaBrant stated he attended the following event and provided a brief summary:

- Columbia River Economic Development Council Annual Investor Event
- Washington Public Ports Association Port Day

## **UPCOMING EVENTS**

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. Executive Services Manager Allan stated the next commission meeting would be held on Tuesday, February 27, 2024, at 9:30 a.m. She also highlighted several other upcoming community events.

In addition, she reminded everyone of the ways they can communicate with the Commission. She stated there is a great deal of information available on the port's website and encouraged everyone to check it out.

## **WORKSHOP**

No workshop was held during this meeting.

## **SIGN DOCUMENTS**

The Board signed documents at 10:47 a.m.

## **ADMINISTRATIVE UPDATE / WORK SESSION**

No administrative work session was held during this meeting.

## **ADJOURNMENT**

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, February 13, 2024, regular meeting was adjourned at 10:56 a.m. by Commissioner LaBrant.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Karla Hiler, Administrative Assistant,  
February 13, 2024, Regular  
Port of Vancouver USA Board of  
Commission Meeting

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Eric LaBrant, President

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Jack Burkman, Vice President

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Don Orange, Secretary



# Agenda Item No. E-1

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**REQUEST FOR COMMISSION ACTION****PORT OF VANCOUVER USA****REVIEWED BY:**

Director of Business  
Development

Mike Schiller

Title

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**APPROVED BY:**

Chief Commercial Officer

02/27/2024

Alex Strogen

Title

Date

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**SUBJECT:**

Approve Lease Agreement between the Port of Vancouver USA and Boise  
Cascade Building Materials Distribution, LLC

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**BACKGROUND:**

This lease agreement supports the port's Strategic Plan goals to support growth and economic opportunities for existing tenants and to pursue opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy.

Boise Cascade Building Materials Distribution, LLC ("Boise") is a division of Boise Cascade, a leading manufacturer and distributor of building materials with 65 locations nationwide. Boise has been a port tenant since 1998. The main port location consists of yard storage, warehousing and office space located on 20 acres. This branch supports regional commercial and residential construction projects.

The purpose of this lease agreement is to provide Boise additional warehouse space in proximity to the main premises to support product diversification and improve operational efficiency. The Premises is 38,886sf of warehouse space in Building 3201 Section I on a site area of 79,500sf. The initial lease term is effective February 27, 2024 through October 31, 2027 with 3 options to extend for 5 years each.

If approved, the value of this lease over the initial term is approximately \$1,130,000 plus additional charges for leasehold excise tax, common area maintenance, building insurance and stormwater recovery fees. In consideration of this lease, the port will deliver the interior space in a clean and operational condition and develop a safe forklift pathway from the main site to Building 3201 for Boise to install a new access gate. There are 100 employees that work at the port location.

A portion of this revenue was included in the 2024 approved budget.


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**Additional Information Attached?** No

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**RECOMMENDATION:** That the Board of Commissioners approve and authorize the CEO to sign the Lease Agreement at 3201 Section I NW Lower River Road between the Port of Vancouver USA and Boise Cascade Building Materials Distribution, LLC.

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**Submitted by:**  , CEO

**Date Action Taken** \_\_\_\_\_

**Motion By:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**Deferred To:** \_\_\_\_\_

**Unanimous:** Yes\_\_\_\_ No\_\_\_\_