



**AGENDA**  
**PORT OF VANCOUVER USA**  
**BOARD OF COMMISSIONERS**  
**REGULAR MEETING AGENDA**  
**3103 Lower River Road, Vancouver, WA 98660**  
**Tuesday, March 12, 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
- 2) Approve Minutes of the February 27, 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, March 11, 2024, by emailing [povcommissioners@portvanusa.com](mailto:povcommissioners@portvanusa.com)\*\*

**E) ACTION ITEMS**

- 1) Approve Amendment to Interagency Agreement for an Energy Services Project with Washington Department of Enterprise Services for Building 3103
- 2) Approve Contract Amendment with Graham Baba for Terminal 1 Architectural, Design & Consulting Services

**F) UNFINISHED BUSINESS**

1) Port Contracts Logs

**G) NEW BUSINESS**

**H) ACCOUNTS PAYABLE**

Voucher Numbers	117800 – 118245	\$ 3,999,709.21
Electronic Payments	02/01/2024 – 02/29/2024	\$ 1,953,831.81
Payroll Voucher Numbers		\$ 739,298.60
Checks		
Direct Deposits	60001 – 60128	
	80001 – 80126	

**I) CEO REPORT**

1) Project Updates

**J) COMMISSIONERS REPORTS**

**K) UPCOMING EVENTS**

**L) WORKSHOP**

None

**M) SIGN DOCUMENTS**

**N) ADMINISTRATIVE UPDATE/WORK SESSION**

None

**O) 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, March 11, 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, March 12, 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

03/12/2024

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Michelle Allan

Title

Date

APPROVED BY:

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Title

SUBJECT:

Minutes of the February 27, 2024, Regular Meeting

## BACKGROUND:

Please see attached minutes.

## Additional Information Attached: Minutes of 02/27/2024 Regular Meeting

**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the February 27, 2024, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: Juliana 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 27, 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 27, 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. 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.

Commissioner LaBrant then called for a moment of silence for Nex Benedict who lost their life in Oklahoma last week.

**APPROVAL OF MINUTES**

**Regular Meeting of February 13, 2024**

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the February 13, 2024, regular meeting.

**OPEN FORUM**

Commissioner LaBrant asked if anyone had signed up to speak during open forum. CEO Marler 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 USA and Boise Cascade Building Materials Distribution, LLC**

Chrissy Lyons, Commercial and Industrial Sales Manager presented the action item and discussed it with the Commission. She also introduced Jared Rebman who is the branch manager of Boise Cascade in Vancouver.

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, 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.

### **UNFINISHED BUSINESS**

No unfinished business was considered.

### **NEW BUSINESS**

No new business was discussed.

### **CEO REPORT**

CEO Marler stated she was unable to attend the last commission meeting because she had a meeting with US Secretary of Transportation, Pete Buttigieg. She indicated the meeting and tour of the I 5 Bridge, Vancouver Landing, and Terminal 1 also included Southwest Washington and Oregon partners. She stated it was a great opportunity to talk about how replacing the I 5 Bridge is so crucial to our region.

### **COMMISSIONERS REPORTS**

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

- Meeting with Sunrise Rotary
- Vancouver Chinese Lunar New Year Celebration Gala

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

- Several Interstate Bridge Planning Meetings
- Freight Forum
- Pacific Northwest Waterways Association Lower Columbia Regional Meeting
- Meeting with CEO Marler
- Labor Roundtable

Commissioner LaBrant stated he attended the following event:

- Vancouver Chinese Lunar New Year Celebration Gala
- Green Tie Gala for the Building Futures Foundation

### **UPCOMING EVENTS**

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. CEO Marler stated the next commission meeting would be

held on Tuesday, March 12, 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.

### **RECESS**

Commissioner LaBrant called a recess from 9:47 a.m. to 9:55 a.m. to prepare for the port's Terminal 1 workshop. He reopened the meeting at 9:57 a.m. due to minor technical difficulties.

### **WORKSHOP**

#### **Terminal 1**

Terminal 1 Executive Sponsor Jonathan Eder provided the Commission with an update on the Terminal 1 project and everything that has occurred so far and what is to come. He answered questions from the Board.

### **SIGN DOCUMENTS**

The Board signed documents at 10:32 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 27, 2024, regular meeting was adjourned at 10:36 a.m. by Commissioner LaBrant.

PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services  
Manager, February 27, 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

REQUEST FOR COMMISSION ACTION		PORT OF VANCOUVER USA	
REVIEWED BY:		Director of Engineering & Project Delivery	
Monty Edberg		Title	
APPROVED BY:			
		Chief Operations Officer	03/12/2024
Kent Cash		Title	Date
SUBJECT:	Approve Amendment to Interagency Agreement for an Energy Services Project with Washington Department of Enterprise Services for Building 3103		

### BACKGROUND:

This project supports the Port's Strategic Plan goals to protect air quality through deliberate and proactive efforts in all aspects of the port's operations and to develop a rolling 20-year comprehensive, maintenance plan to maximize operational capacity, efficiency, and life expectancy of port assets.

The project is contracted and managed through The Washington State Department of Enterprise Services (DES) Energy Program that provides energy project management services as an alternative method of contracting, called Performance Contracting. The program offers cost-effective, professional expertise as well as contract management services for energy and utility conservation. The Energy Savings Performance Contracting (ESPC) program develops a pre-approved list of Energy Service Companies (ESCOs) who are firms with qualifications and experience in completing these projects. A DES Energy Program Manager assigns a DES project manager to work with client public owners.

The project will provide new HVAC units and a new roof for the north administration building. The existing HVAC units are natural gas powered and will be replaced with more efficient electrified units. The existing roof is past its useful life and needs to be replaced. Design of the project will take place through the end of 2024. Construction will occur during the summer of 2025. Commissioning at the end of the project will include testing for the first three years to ensure a guarantee of improved heating and cooling efficiency of the building.

In accordance with Resolution 10-2022, dated January 27, 2022, the port entered into an Interagency Agreement with DES for an Investment Grade Energy Audit of the North Administration Building for \$26,200. On June 24, 2023, an amendment was issued for \$4,000, for a total contract amount of \$30,200, to assess the existing roof. This audit was completed in 2023 by University Mechanical Contractors, a DES pre-qualified contractor that was selected by port staff who considered their prior experience with port projects.

The audit identified two action items: 1) To replace the natural gas HVAC units with electric HVAC units; and 2) To replace the roof and associated insulation. These action items will support additional energy savings measures. Using the information from the audit, DES has provided an amendment to the Interagency Agreement in the amount of \$1,757,531.77 to bring

the project to completion, for a total contract amount of \$1,787,731.77. The scope of this amendment includes design, construction, commissioning, and project management.

Funding for the project is included in the 2024 approved Annual Budget. If unforeseen conditions or scope additions occur, additional funds will be requested in accordance with Resolution 10-2022, Administrative Authority of the CEO and their Designees.

**Additional Information Attached?** No

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**RECOMMENDATION:** That the Board of Commissioners authorize the CEO to amend the Interagency Agreement with the Washington State Department of Enterprise Services for a total contract amount of \$1,787,731.77 to provide design, project management, construction and commissioning for the HVAC and roof replacement for North Administration Building 3103.

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**Submitted by:** Julianne Marler, CEO

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

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

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

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

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

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



# Agenda

## Item No. E-2

**REQUEST FOR COMMISSION ACTION**  
**REVIEWED BY:**

**PORT OF VANCOUVER USA**

Director of Engineering  
& Project Delivery

Monty Edberg

Title

**APPROVED BY:**

Chief Operations Officer

03/12/2024

Kent Cash

Title

Date

**SUBJECT:** Approve Contract Amendment with Graham Baba Architects for Terminal 1  
Architectural Design and Consulting Services

### **BACKGROUND:**

This project supports the port's Strategic Plan goals of implementing the vision of a destination waterfront at Terminal 1 and pursuing opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy.

The work occurring on the port properties at the Vancouver waterfront represents a multi-year re-development program comprised of a series of projects planned to best deliver the buildout of Terminal 1. This included the seismic upgrade of the western dock structure that made possible the new Vancouver Landing which replaced the under-utilized concrete amphitheater from the 1990's.

In September 2022, the port issued a Request for Qualifications, determined Graham Baba Architects of Seattle, Washington to be the most qualified proposer, and awarded the contract for Terminal 1 Architectural Design and Consulting Services.

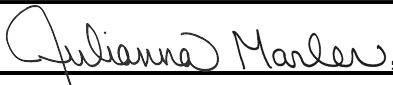
The original Terminal 1 Architectural Services contract amount was \$300,000. Amendment 1 in the amount of \$50,000 was issued on November 7, 2023 by CEO authority in accordance with Resolution 10-2022. Amendment 2 is requested in the amount of \$137,297 which brings the contract total to \$487,297.

Amendment 2 will provide funding to support Site Design Study in addition to LEED design advancement of the Terminal 1 Marketplace. Design of the Terminal 1 Marketplace is anticipated to advance to 40% by the end of 2024.

If contracts reach their dollar limits, additional funds will be requested in accordance with Resolution 10-2022 Administrative Authority of the CEO and Their Designees. Funding for these services are included in the 2024 approved annual budget.

**Additional Information Attached?** No

**RECOMMENDATION:** That the Board of Commissioners authorize the CEO to execute a contract amendment of \$137,297. with Graham Baba Architects, for the Terminal 1 Architectural Design and Consulting Services for a total contract amount of \$487,297.

**Submitted by:**  Julianna Marler, CEO

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

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

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

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

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

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

# Agenda Item No. H-1

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA
REVIEWED BY:	
Accounts Payable	
Title	
APPROVED BY:	
Director of Finance	
& Accounting	
03/12/2024	
Scott D. Goodrich	Title
	Date
SUBJECT: VENDOR CLAIMS APPROVAL	

## BACKGROUND:

February 2024 Vendor Claims:

Voucher Numbers	117800 – 118245	\$ 3,999,709.21
Electronic Payments	02/01/2024 – 02/29/2024	\$ 1,953,831.81
Payroll Voucher Numbers		\$ 739,298.60
Checks		
Direct Deposits	60001 – 60128	
	80001 – 80126	

**RECOMMENDATION:** That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of February 2024 Vouchers 117800 – 118245 in the amount of \$3,999,709.21 including Electronic Payments generated between 02/01/2024 – 02/29/2024 in the amount of \$1,953,831.81 and February 2024 Payroll Direct Deposits 60001 – 60128 and 80001 – 80126 in the amount of \$739,298.60.

Submitted by: <u>Julianne Marler</u> , CEO	
Date Action Taken: _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes____ No____