

**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, July 28, 2015**

- A) CALL TO ORDER (8:30 a.m.)**
- B) EXECUTIVE SESSION**
- C) OPENING REMARKS (9:30 a.m.)**
 - 1) Opening Remarks – Pledge of Allegiance, etc.
 - 2) Approve and Sign Minutes of the July 14, 2015 Regular Meeting
 - 3) Greater Vancouver Chamber of Commerce 125th Anniversary
- D) OPEN FORUM**

(Open to the public for comment on subjects not on the agenda)

Public Hearing: 2015 Supplemental Budget – Action Item E-1
- E) ACTION ITEMS**
 - 1) Approve Resolution 4-2015: Adoption of 2015 Supplemental Budget
 - 2) Approve Personal Services Contract with The Sawicki Group, LLC for Safety and Operations Plan Review Consultant Services
- F) UNFINISHED BUSINESS**
- G) NEW BUSINESS**
- H) EXECUTIVE DIRECTOR REPORT**
- I) COMMISSIONERS REPORTS**
- J) UPCOMING EVENTS**
- K) SIGN DOCUMENTS**
- L) WORKSHOP**
- M) ADJOURNMENT**

Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA
REVIEWED BY:	
<i>Michelle Allan</i>	Executive Services Manager
Michelle Allan	Title
	07/28/2015
	Date
APPROVED BY:	
	Title
SUBJECT:	Minutes of the July 14, 2015 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 07/14/15 Regular Meeting

RECOMMENDATION:

That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the July 14, 2015, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

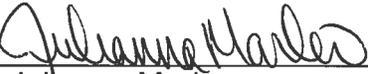
Respectively Submitted by: *Julianne Nordes*, Executive Director

Date Action Taken _____ **Motion By:** _____

Approved: _____ **Seconded By:** _____

Deferred To: _____ **Unanimous:** Yes ___ No ___

Agenda Item No. E-1

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA	
REVIEWED BY: 	Director of Finance & Accounting	
Scott Goodrich	Title	
APPROVED BY: 	Chief Financial & Administrative Officer	07/28/2015
Jullanna Marler	Title	Date
SUBJECT:	Approve Resolution 4-2015: Adoption of 2015 Supplemental Budget	

BACKGROUND:

The 2015 budget reflected the collaborative efforts of the port commission and staff to identify available resources to meet the port's key initiatives.

The budget is a plan of financial operation that involves estimating sources and uses of funding for the annual period of January 1, 2015 through December 31, 2015. As a management tool, the budget provides a guide to the conduct of operations and basis for evaluating actual results. Another important function of the budget is to identify and allocate resources for planned capital projects.

RCW 53.35.050 states that a port commission may adopt by resolution one or more supplemental budgets at any time during the fiscal year.

Port staff has identified components of the 2015 budget, specifically regarding Dedicated Rail Service and related capital projects that have been determined to be material and should be updated through a supplemental budgetary process.

Additional Information Attached? Yes

RECOMMENDATION:

That the Port of Vancouver Board of Commissioners approve and execute Resolution 4-2015, adopting the Supplemental Budget for the year 2015 in the amount of \$80,723,471.

Respectively Submitted by:  **, Executive Director**

Date Action Taken _____ **Motion By:** _____

Approved: _____ **Seconded By:** _____

Deferred To: _____ **Unanimous: Yes** ___ **No** ___

RESOLUTION 4-2015

**A RESOLUTION OF THE PORT OF VANCOUVER
BOARD OF COMMISSIONERS ADOPTING
THE 2015 SUPPLEMENTAL BUDGET**

WHEREAS, the proposed 2015 supplemental budget has been presented to and reviewed by the Port Commission; and

WHEREAS, the proposed 2015 supplemental budget was reviewed at an open public hearing, notice of which was published as required by law.

NOW, THEREFORE, BE IT RESOLVED by the Port of Vancouver Board of Commissioners that the proposed 2015 supplemental budget in the form submitted to the commissioners on this date, a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved.

This Resolution shall become effective immediately upon its adoption.

ADOPTED by the Port of Vancouver Board of Commissioners on the 28th day of July, 2015 and signed in authentication of its adoption.

**PORT OF VANCOUVER, U.S.A
BOARD OF COMMISSIONERS**

President

Vice President

Secretary

EXHIBIT "A"

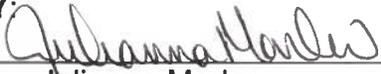


Port of Vancouver USA 2015 Supplemental Budget

	2015 Final Budget	2015 Supplemental Budget
<u>SOURCES</u>		
Operating Revenues		
15-Rail	646,684	646,684
16-Finance	60,000	60,000
20-Facilities	9,872,580	9,872,580
21-Marine Operations	17,868,012	17,868,012
22-Security	389,673	389,673
40-Marine Terminal	9,396,653	9,396,653
41-Rail Services	18,579,292	3,285,181
Total Operating Revenues	<u>\$ 56,812,894</u>	<u>\$ 41,518,783</u>
Nonoperating Revenues		
Ad Valorem Taxes	9,986,858	9,986,858
Interest Income	80,000	80,000
Grants	5,055,863	5,055,863
Proceeds from Sale of Property	6,260,631	4,600,000
Other	3,079,000	3,079,000
Total Nonoperating Revenues	<u>\$ 24,462,352</u>	<u>\$ 22,801,721</u>
Total Revenues	<u>\$ 81,275,246</u>	<u>\$ 64,320,504</u>
Transfer from General Fund/Financing	<u>\$ 17,520,983</u>	<u>\$ 16,402,967</u>
TOTAL SOURCES	<u>\$ 98,796,229</u>	<u>\$ 80,723,471</u>

<u>USES</u>		
Operating Expenses		
05-Executive	1,056,342	1,056,342
10-Administration	1,033,386	1,033,385
11-External Affairs	1,523,695	1,523,695
12-Information Technology	912,296	912,296
13-Contracts	380,378	380,378
14-Human Resources	360,797	360,797
15-Rail	943,414	943,414
16-Finance	1,578,490	1,578,490
17-Sales	1,844,650	1,844,650
20-Facilities	5,200,738	5,200,738
21-Operations	884,256	884,256
22-Security	1,981,383	1,981,383
32-Environmental	1,060,919	1,060,919
40-Terminal	10,052,228	10,052,228
41-Rail Services	16,640,391	3,164,995
Total Operating Expenses	<u>\$ 45,453,362</u>	<u>\$ 31,977,966</u>
Nonoperating Expenses		
Debt Service	6,206,677	6,206,677
Environmental Remediation	795,800	795,800
Other Nonoperating Expenses	1,095,850	1,095,850
Total Nonoperating Expenses	<u>8,098,327</u>	<u>8,098,327</u>
Total Expenses	<u>53,551,689</u>	<u>40,076,293</u>
Capital Projects	45,244,540	40,647,178
TOTAL USES	<u>\$ 98,796,229</u>	<u>\$ 80,723,471</u>

Agenda Item No. E-2

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA	
REVIEWED BY:  Julianna Marler	Chief Financial & Administrative Officer Title	
APPROVED BY:  Kent Cash, PE	Chief Operations Officer Title	07/28/2015 Date
SUBJECT:	Approve Personal Services Contract with The Sawicki Group, LLC for Safety and Operations Plan Review Consultant Services	

BACKGROUND:

This contract supports the Port of Vancouver's strategic goals and mission to provide economic benefit to our community through leadership, stewardship and partnership, maximize marine and industrial business, and to generate and sustain diversified revenues to the port.

The port requires the services of a safety consultant who possesses in-depth knowledge of crude oil terminal safety, security, construction, marine operations, and rail operations for energy related projects at the Port of Vancouver USA.

In March 2015, the port issued a Request for Proposals (RFP) for the purpose of evaluating and selecting the most capable consultant to perform these services. Proposals were received from three consultants: Gary Weimer Consulting, Inc., Navigant, and The Sawicki Group, LLC. Proposals were evaluated by a team of seven port staff and interviews were conducted with all three. The Sawicki Group, LLC of Blaine, WA was selected as the most capable consultant to meet the needs of this contract.

The Sawicki Group, LLC, has assembled a team with over 200 years of experience in international and domestic projects including a wide range of energy facility operations, rail transportation, pipeline, petroleum storage and marine operations. The Sawicki Group, LLC's clients include military, regulatory agencies, tribal, non-governmental organizations and private companies. They are recognized at local, state and international levels for their commitment and expertise.

This project is not included in the 2015 budget. The contract will be issued for one year with the option to extend two additional years. Task orders will be issued as it becomes necessary to execute the scope of services. The Sawicki Group's initial scope of work will include review of Vancouver Energy's facility safety and operations plans & rail safety and operations plans, review of the Energy Facilities Site Evaluation Council's (EFSEC) draft environmental impact statement, and provide support to port legal counsel through the EFSEC adjudication process.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve a personal services contract with The Sawicki Group, LLC for Safety and Operations Plan Review Consultant Services for a not to exceed amount of \$200,000.00 including applicable Washington State Sales Tax.

Respectively Submitted by: Juliana Norder Executive Director

Date Action Taken _____ **Motion By:** _____

Approved: _____ **Seconded By:** _____

Deferred To: _____ **Unanimous: Yes** ___ **No** ___