


**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, February 9, 2016**

- 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, etc.
 - 2) Approve and Sign Minutes of the January 12, 2016 Regular Meeting
 - 3) Fruit Valley Elementary School – Debbie Elliott, Principal
- D) OPEN FORUM**
(Open to the public for comment on subjects not on the agenda)
- E) ACTION ITEMS**
- 1) Approve Lease Amendment between the Port of Vancouver and Cadet Manufacturing Company
 - 2) Approve Lease Amendment between the Port of Vancouver and Tristar Transload PNW, Inc.
 - 3) Approve Lease Amendment between the Port of Vancouver and Andersen Dairy
- F) UNFINISHED BUSINESS**
- 1) Port Contracts Logs
 - 2) Organizational Assignments
- G) NEW BUSINESS**
- H) ACCOUNTS PAYABLE**
December 2015 - January 2016
- | | | |
|-------------------------|-------------------------|-----------------|
| Voucher Numbers | 079379 - 079791 | \$ 5,284,164.43 |
| Electronic Payments | 01/01/2016 – 01/31/2016 | \$ 2,585,004.83 |
| Payroll Voucher Numbers | | \$ 509,115.85 |
| Checks | 55980230 | |
| | 56007701-56007706 | |
| Direct Deposits | 10001-10118 | |
| | 30001-30118 | |

- I) **EXECUTIVE DIRECTOR REPORT**
Project Updates
- J) **COMMISSIONERS REPORTS**
- K) **UPCOMING EVENTS**
- L) **SIGN DOCUMENTS**
- M) **WORKSHOP**
Public Records and Retention
- N) **ADJOURNMENT**

Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA
REVIEWED BY:	
 Betsy Rogers	Administrative Supervisor Title
	02/09/2016 Date
APPROVED BY:	
	Title
SUBJECT:	Minutes of the January 12, 2015 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 01/12/16 Regular Meeting

RECOMMENDATION:

That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the January 12, 2016, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

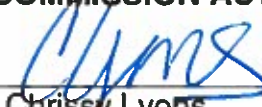
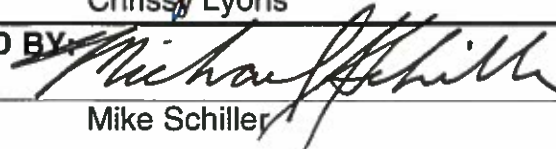
Respectively Submitted by:  Executive Director

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: 	Customer Service Representative		
Chrissy Lyons	Title		
APPROVED BY: 	Director of Business Development		02/09/2016
Mike Schiller	Title		Date
SUBJECT:	Approve Lease Amendment between the Port of Vancouver and Cadet Manufacturing Company		

BACKGROUND:

The port's strategic plan has established a key initiative to encourage and support expansion and new business development by existing and new tenants and customers. Cadet Manufacturing Company has been a valued tenant of the port since June 1, 2006. They manufacture and distribute commercial and residential heating and cooling units and related parts.

Cadet leases 79,800 square feet of warehouse and manufacturing space, including 13,550 square feet of office space on a four acre site. They currently have 111 full time employees.

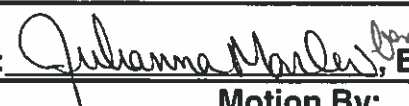
With this amendment, Cadet desires to renew the current term of their lease from October 1, 2015 through September 30, 2020. Also, this amendment adds two additional five year terms beyond this initial term.

Base lease rent has continued to increase and has remained consistent with market rates. With this extension, lease security is increased to \$302,688.99 to reflect the required 9 months of base rent security deposit. Total revenue to the port over the initial five-year term will be \$2,100,274.21.


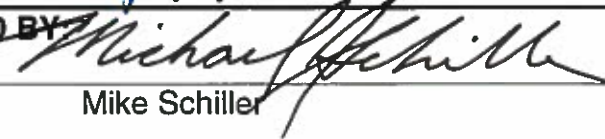
Revenue from this lease was included in the 2016 budget.

Additional Information Attached? No

RECOMMENDATION That the Board of Commissioners approve the Second Amendment to Lease at 2500 W Fourth Plain Blvd between the Port of Vancouver and Cadet Manufacturing Company.

Respectively Submitted by: 	Executive Director		
Date Action Taken _____	Motion By: _____		
Approved: _____	Seconded By: _____		
Deferred To: _____	Unanimous:	Yes ___	No ___

Agenda Item No. E-2

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA	
PREPARED BY:  Chrissy Lyons	Customer Service Representative	
	Title	
APPROVED BY:  Mike Schiller	Director of Business Development	02/09/2016
	Title	Date
SUBJECT:	Approve Lease Amendment between the Port of Vancouver and Tristar Transload PNW, Inc.	

BACKGROUND:

The port's strategic plan has established a key initiative to encourage and support expansion and new business development by existing and new tenants and customers. Tristar Transload has leased space at the Port since April 1, 2004 for the transload of lumber and other products to and from truck and rail. They currently lease approximately 12.38 acres and have recently added a fleet of 7 commercial trucks.

This amendment extends TriStar's current 10 year option to 15 years. In consideration for this additional 5 years, the port has agreed to provide up to \$30,000 of tenant improvements. At the end of year 10 of the lease term the parties will negotiate a new lease which will include a fair market adjustment and implementation of additional charges to include, but not limited to, a rail infrastructure fee.


At the start of this amendment, Tristar will pay a base lease rent of \$22,263.25 per month plus additional rent based on the volume of rail cars handled, providing approximately \$4,906,697.93 in revenue to the port over the initial term plus leasehold excise tax.

This lease also includes a right-of-way acquisition settlement for the rail corridor required through Tristar's leasehold to support the port's West Vancouver Freight Access (WVFA) Rail Project. The required property included 14,852 square feet of permanent rail corridor, 10,078 square feet of construction right-of-way and 8,425 square feet of non-exclusive temporary construction easement areas. These right-of-way parcels were acquired in accordance with all local, state and federal requirements. Tristar's right-of-way settlement amount for these acquisitions is \$51,500.00.

This amendment was included in the approved 2016 budget.

Additional Information Attached? No

RECOMMENDATION That the Board of Commissioners approve the Third Amendment to the Ground Lease at 3702 NW Gateway Avenue between the Port of Vancouver and Tristar Transload PNW, Inc.

Respectively Submitted by: 	Executive Director
Date Action Taken _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes ___ No ___

Agenda Item No. E-3

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA		
REVIEWED BY:	<i>A Blake</i>	Marketing Support Specialist	
	Angela Blake	Title	
APPROVED BY:	<i>Michael Schiller</i>	Director of Business Development	02/09/2016
	Mike Schiller	Title	Date
SUBJECT:	Approve Lease Amendment between the Port of Vancouver and Andersen Dairy		

BACKGROUND:

The port's strategic plan has established a key initiative to encourage and support expansion and new business development by existing and new tenants and customers. Andersen Dairy has been leasing Parcel 3 from the port since April 22, 2003 for agricultural and dairy farming purposes. They lease approximately 375 acres and have approximately 10 to 15 employees working out of this location at the port.

This amendment will extend the term for an additional five years on a year-to-year basis, commencing on January 1, 2016 and ending on December 31, 2020. Rent is \$3,126.90 per month, with annual increases. Revenue to the port for the five-year term will be \$207,337.16 plus leasehold excise tax. The Lease Security Bond will be \$18,761.40 which is six month's rent.


Revenue from this lease was not included in the 2016 budget

Additional Information Attached? No

RECOMMENDATION That the Board of Commissioners approve the Amendment to the Ground Lease for Parcel 3 between the Port of Vancouver and Andersen Dairy.

Respectively Submitted by:	<i>Julianne Marler for</i>	Executive Director
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: _____	<u>Accounts Payable</u> Title
APPROVED BY:  _____	<u>Director of Finance & Accounting</u> Title
Scott Goodrich	<u>02/09/2016</u> Date
SUBJECT:	VENDOR CLAIMS APPROVAL

BACKGROUND:

Please refer to attached listing December 2015 - January 2016 Vendor Claims:


December 2015 - January 2016

Voucher Numbers	079379 - 079791	\$ 5,284,164.43
Electronic Payments	01/01/2016 – 01/31/2016	\$ 2,585,004.83
Payroll Voucher Numbers		\$ 509,115.85
Checks	55980230 56007701-56007706	
Direct Deposits	10001-10118 30001-30118	

Additional Information Attached: December 2015 - January 2016 Payables Listing

RECOMMENDATION:

That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of December 2015 - January 2016 Vouchers 079379 - 079791 in the amount of \$5,284,164.43 including Electronic Payments generated between 01/01/2016 – 01/31/2016 in the amount of \$2,585,004.83 and December 2015 - January 2016 Payroll Checks 55980230 and 56007701-56007706 and Direct Deposits 10001-10118 and 30001-30118 in the amount of \$509,115.85.

Respectively Submitted by:  _____	Executive Director
Date Action Taken _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes ___ No ___