


**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, June 14, 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 May 24, 2016 Regular Meeting
3) Vancouver Farmers Market – Jordan Boldt, Executive Director
- D) OPEN FORUM**
(Open to the public for comment on subjects not on the agenda)
- E) ACTION ITEMS**
1) Approve Second Amendment to Lease between the Port of Vancouver USA and Glacier Northwest, Inc. d/b/a CalPortland
2) Approve Fourth Amendment to the Mooring Permit between the Port of Vancouver USA and Foss Maritime, Inc.
3) Approve Public Works Contract Bid 16-15: Building 3125 Replacement – Phase 1
- F) UNFINISHED BUSINESS**
1) Port Contracts Logs
- G) NEW BUSINESS**
1) June 28, 2016 Regularly Scheduled Meeting
- H) ACCOUNTS PAYABLE**
May 2016
- | | | |
|-------------------------|-------------------------|-----------------|
| Voucher Numbers | 081063 - 081573 | \$ 3,793,920.14 |
| Electronic Payments | 05/01/2016 - 05/31/2016 | \$ 658,218.18 |
| Payroll Voucher Numbers | | \$ 505,346.13 |
| Checks | 56163584 - 56163585 | |
| Direct Deposits | 180001 - 180123 | |
| | 210001 - 210126 | |

- I) **EXECUTIVE DIRECTOR REPORT**
Project Updates
- J) **COMMISSIONERS REPORTS**
- K) **UPCOMING EVENTS**
- L) **SIGN DOCUMENTS**
- M) **WORKSHOP**
None
- N) **ADJOURNMENT**

Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA
REVIEWED BY:	
 Betsy Rogers	Administrative Supervisor Title
	06/14/2016 Date
APPROVED BY:	
	Title
SUBJECT:	Minutes of the May 24, 2016 Regular Meeting


BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 05/24/16 Regular Meeting

RECOMMENDATION:

That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the May 24, 2016, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: 	, CEO/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 Business Development	
Michael Schiller		Title	
APPROVED BY:		Chief Marketing & Sales Officer	06/14/2016
Alastair Smith		Title	Date
SUBJECT:	Approve Second Amendment to Lease between the Port of Vancouver USA and Glacier Northwest, Inc. d/b/a CalPortland		

BACKGROUND:

The port's strategic plan has established a goal to maximize industrial business and development by providing opportunities for new and existing businesses to diversify revenues and become more efficient and sustainable.

Glacier NW ("Glacier") began its current ground lease at 2327 West Mill Plain Blvd effective October 23, 2001 on 3.951 acres. The First Amendment to Lease was effective June 1, 2003, it set the Possessory Rent Commencement Date as March 1, 2003 after site construction was completed, confirmed dates for Permit and Possessory Rents and established the initial ten year term of lease.

The purpose of this Amendment is to formally acknowledge Glacier's unilateral option to extend their Lease, extend its renewal term to ten years from the February 28, 2013 date of expiration to February 28, 2023, and add an additional five-year option. This Lease has been in month to month holdover while Glacier and the port endeavored to relocate Glacier's subsidiary aggregate operations from its long-time site in Terminal 4 when its lease expired on August 31, 2015 in order to expand the Terminal 4 operating area. The success of Glacier's operations is entirely dependent on its subsidiary.

In consideration of the Lease extension, this Amendment includes a Right to Renegotiate its Lease for Glacier if the port has to relocate Glacier-Aggregate's site outside the port. It also updates certain terms and conditions agreed to by both parties, including adding the current Environmental Covenant and No Further Action letter from Ecology, modifying environmental language, agreeing to the premises condition upon eventual Lease termination, updating language and charges for common area maintenance and increasing lease security to \$112,245.48, which is equal to twelve months rent. The effective date of this Amendment is March 1, 2013.

Glacier leases 3.91 acres for operation and distribution of materials related to a concrete batch plant and accessory uses. They currently employ 23 people. The value of this Lease is projected to be approximately \$1,160,000.00 over this ten year extension term.

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 2327 West Mill Plain Boulevard, Vancouver, between the Port of Vancouver USA and Glacier Northwest, Inc. d/b/a CalPortland

Submitted by: Juliana Marler, CEO/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	
REVIEWED BY:		Director of Business Development	
Mike Schiller		Title	
APPROVED BY:		Chief Marketing and Sales Officer	06/14/2016
Alastair Smith		Title	Date
SUBJECT: Approve Fourth Amendment to the Mooring Permit between the Port of Vancouver USA and Foss Maritime, Inc.			

BACKGROUND:

The port's strategic plan has established a goal to maximize marine business and development by providing opportunities for new and existing businesses to diversify revenues and become more efficient and sustainable.

Foss Maritime, Inc. ("Foss") has been a valued marine tenant of the port since October 1, 2004, mooring barges within the Department of Natural Resources ("DNR") aquatic area adjacent to Columbia Gateway that the port manages for DNR under our Port Management Agreement ("PMA"). The first three amendments to the mooring permit approved term extensions and added one new condition that Foss's mooring barges could be relocated to allow for the port's development of Columbia Gateway.

This Fourth Amendment to the Mooring Permit formally acknowledges Foss's last unilateral option extending their permit term from October 1, 2014 until September 30, 2017. It also requires Foss to pay leasehold excise tax on its permit fee and replaces the PMA exhibit with the updated agreement. A new mooring permit agreement will be required in 2017 if Foss would like to continue mooring its equipment at the port.

Foss leases approximately 161,000 square feet within the port's PMA area. Foss's mooring permit allows the company to place three mooring barges for securing transient barges and tugs used in its business. They have no employees on site, but use 4 to 8 during the mooring process. The value of this mooring permit is projected to be approximately \$28,600.00 over this last option term.

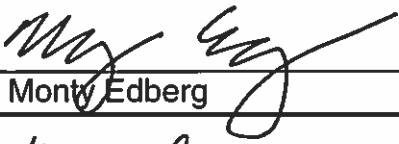

Revenue from this permit was included in the 2016 Budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve the Fourth Amendment to the Mooring Permit located adjacent to Columbia Gateway between the Port of Vancouver USA and Foss Maritime, Inc.

Submitted by: <u>Juliana Mader</u>	CEO/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: 	Director of Engineering & Project Delivery
Monty Edberg	Title
APPROVED BY: 	Chief Operations Officer
Kent Cash	Title
	06/14/2016 Date
SUBJECT:	Approve Public Works Contract Bid 16-15: Building 3125 Replacement – Phase 1

BACKGROUND:

The Building 3125 Replacement project meets the port's strategic plan goals by maximizing marine business and development and generating sustainable diversified revenues. The project also meets the port's long-term capital improvement goals by replacing an existing obsolete facility with an improved higher capacity infrastructure.

Building 3125, also known as the Pole Shed, is located on Terminal 3 and was constructed in the late 1960's. The current building is unable to meet the needs of the organization due to its age and design and will be removed to make way for a new structure with appropriate truck and rail access. Phase 1 will provide for demolition of the existing building, site utility removal/ relocation, placement and subsequent removal of preload fill and crushed rock surfacing over the site. Future phases include truck and rail loading facilities and the erection of a new structure. Phase 1 is expected to be complete in November 2016.

On May 11, 2016, the port issued an invitation to bid for Phase 1 of the project and received the following bids on June 2, 2016:

Bidder	Location	Amount
Keystone Contracting, Inc.	Ridgefield, WA	\$1,338,740.00
Russell Construction, Inc.	Tualatin, OR	\$1,370,349.06
Nutter Corporation	Vancouver, WA	\$1,564,490.22
Anderson Environmental Contracting	Kelso, WA	\$1,608,544.09
Tapani Inc.	Battle Ground, WA	\$1,846,303.49

Staff has reviewed Keystone Contracting Incorporated's bid and concluded it is the lowest responsive and responsive bidder, capable of performing the work. The bid is within the engineer's estimate and the project is included in the approved 2016 budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO/Executive Director to execute a public works contract with Keystone Contracting, Inc., the lowest responsive and responsible bidder, for Bid 16-15: Building 3125 Replacement – Phase 1 in the amount of \$1,338,740.00 including Washington State sales tax.

Submitted by: Juliana Butler ,CEO/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	06/14/2016 Date
SUBJECT:	VENDOR CLAIMS APPROVAL

BACKGROUND:

Please refer to attached listing May 2016 Vendor Claims:

Voucher Numbers	081063 - 081573	\$ 3,793,920.14
Electronic Payments	05/01/2016 - 05/31/2016	\$ 658,218.18
Payroll Voucher Numbers		\$ 505,346.13
Checks	56163584 - 56163585	
Direct Deposits	180001 - 180123	
	210001 - 210126	

Additional Information Attached: May 2016 Payables Listing

RECOMMENDATION:

That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of May 2016 Vouchers 081063 - 081573 in the amount of \$3,793,920.14 including Electronic Payments generated between 05/01/2016 – 05/31/2016 in the amount of \$658,218.18 and May 2016 Payroll Checks 56163584 - 56163585 and Direct Deposits 180001 - 180123 and 210001 - 210126 in the amount of \$505,346.13.

Submitted by: <u>Julianne Morley</u>	CEO/Executive Director
Date Action Taken: _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes _____ No _____