Port of Vancouver USA

AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, February 10, 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 January 27, 2015 Regular Meeting
3) Port Day Update

D) OPEN FORUM

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

E) ACTION ITEMS

1) Approve the Purchase and Sale Agreement between the Port of Vancouver USA and Sunlight Supply, Inc.
2) Approve and Adopt Resolution 1-2015: Sell and Convey Port Property
3) Approve Purchase of a 5 Yard Loader

F) UNFINISHED BUSINESS

Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

January 2015 – February 2015

Voucher Numbers	074256 - 074733	$4,414,787.08
Electronic Payments	01/01/2015 – 01/31/2015	$ 190,059.08
Payroll Voucher Numbers		$ 480,236.16
Check	55274275	
Direct Deposits	20001-20108	
	40001-40109	

I) EXECUTIVE DIRECTOR REPORT

Project Updates

J) **COMMISSIONERS REPORTS**

K) **UPCOMING EVENTS**

L) **SIGN DOCUMENTS**

M) **WORKSHOP**
Employee Recognition

N) **ADJOURNMENT**

Agenda
Item No. C-2

REQUEST FOR COMMISSION ACTION **PORT OF VANCOUVER USA**

REVIEWED BY: Betsy Rogers — Administrative Supervisor — 02/10/2015

Betsy Rogers | Title | Date

APPROVED BY:

Title

SUBJECT: Minutes of the January 27, 2015 Regular Meeting

BACKGROUND:
Please see attached minutes.

Additional Information Attached: Minutes of 01/27/15 Regular Meeting

RECOMMENDATION:
That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the January 27, 2015, 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:		
Kathy Holtby	Real Estate Manager Title	
APPROVED BY:		
Kent Cash	Chief Operations Officer Title	02/10/2015 Date

SUBJECT: Approve the Purchase and Sale Agreement between the Port of Vancouver USA and Sunlight Supply, Inc.

BACKGROUND:

Sunlight Supply Inc. was founded by Craig Hargreaves in 1995. Sunlight has been a tenant of the port since July 2010, leasing 90,000 sf of warehouse space on Kotobuki Way as their national distribution center.

The port and Sunlight Supply Inc. ("Sunlight") entered into a Letter of Intent on October 24, 2014 to explore and negotiate for the potential development of a new corporate headquarters, manufacturing center and distribution facility for Sunlight. This development would allow them to consolidate five separate existing locations into one at the port's Centennial Industrial Park ("CIP"). The new facility is planned to be approximately 285,710 square feet, including 50,400 square feet of office space, and accommodate all of Sunlight's current 284 employees located in SW Washington. The development of the facility calls for the sale of approximately 18.9 acres comprised of Lots 4 and 5, plus portions of Lots 6 and 7 in CIP.

The Board of Commissioners approved an amendment to the port's Comprehensive Scheme of Harbor Improvements in accordance with RCW 53.08.090 and declared the subject 18.9 acres surplus on December 9, 2014 and no longer needed for port district purposes, allowing for the potential sale of the property. Closing is dependent upon satisfaction of all conditions listed in the PSA and final approval from the Washington State Department of Commerce. Sunlight Supply Inc. must maintain minimum requirements on the property or the port shall have the right to re-purchase.

Sunlight's project will provide substantial benefits to the community with its investment of more than $23 million dollars in their planned facility to retain 284 jobs, plus future growth, in Southwest Washington.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve the Purchase and Sale Agreement between the Port of Vancouver USA and Sunlight Supply, Inc. and authorize the Executive Director to execute all documents necessary for closing the transaction and obtain final approval from the Washington State Department of Commerce.

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**

REVIEWED BY:

Scott Goodrich	Director of Finance and Accounting Title

APPROVED BY:

Julianna Marler	Chief Financial and Administrative Officer Title	02/10/2015

SUBJECT: **Approve and Adopt Resolution 1-2015: Sell and Convey Port Property**

BACKGROUND:

RCW 53.08.090 allows a port commission, by resolution, to authorize the managing official of a port district to sell and convey port district property of $10,000 or less in value.

The resolution shall be in force for not more than one calendar year from the date of resolution and may be renewed from year to year.

Additional Information Attached? Yes

RECOMMENDATION: That the Port of Vancouver Board of Commissioners approve and adopt the attached Port of Vancouver USA Resolution 1-2015 authorizing the executive director to sell and convey port district property as adjusted annually per RCW 53.08.090.

Respectively Submitted by: _____, **Executive Director**

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

Approved:_____ **Seconded By:**_____

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

RESOLUTION 1-2015

A RESOLUTION OF THE PORT OF VANCOUVER USA BOARD OF COMISSIONERS AUTHORIZING THE EXECUTIVE DIRECTOR TO SELL AND CONVEY PORT PROPERTY OF $10,000 OR LESS IN VALUE

WHEREAS, from time to time certain items of Port of Vancouver USA property are no longer suitable or necessary for district purposes; and

WHEREAS, such property may have remaining value; and

WHEREAS, RCW. 53.08.090 authorizes the port commission to delegate to the managing official of a port district the authority to sell and convey port district property of $10,000 or less in value, which is not a part of the comprehensive scheme of improvements or modifications thereof.

NOW, THEREFORE, BE IT RESOLVED that the executive director is authorized to sell and convey port district property having a value of $10,000 or less in value which is no longer suitable or necessary for district purposes, and which is not a part of the comprehensive scheme of improvements or modifications thereof.

Prior to any such sale or conveyance, the executive director shall itemize and list the property to be sold and make written certification to the commission that the listed property is no longer needed for district purposes.

This resolution shall be in force for not more than one calendar year from the date of resolution, unless rescinded by commission action.

ADOPTED by the Port of Vancouver, USA Board of Commissioners on the 10th day of February, 2015, and signed in authentication of its adoption.

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

_____
President

_____
Vice President

_____
Secretary

Agenda
Item No. E-3

REQUEST FOR COMMISSION ACTION **PORT OF VANCOUVER USA**

REVIEWED BY:

	Chief Financial and Administrative Officer
Julianna Marler	Title

APPROVED BY:

	Chief Operations Officer	02/10/2015
Kent Cash	Title	Date

SUBJECT: Approve Purchase of a 5 Yard Loader

BACKGROUND:

The purchase of the 5 Yard Loader supports the strategic goals of the organization by ensuring port wide rail and road access is maintained and maximizing marine/industrial business and development. The loader allows port staff to perform regular rail and infrastructure maintenance and upgrades. It will also help reduce timely repairs in the event of unscheduled maintenance preserving multi-modal transportation.

The port will use Washington State Contract #16904 to procure a John Deere 744K 5 Yard loader with a fork attachment. The loader is powered by a 6 cylinder diesel Tier 4 engine meeting State /Federal emission requirements. Pape' Machinery staff will provide assistance in setting up the new equipment, operator training, and technical advice.

Purchase of the John Deere 744K loader with fork attachment has been established at a cost not to exceed $362,000, including delivery and tax. The delivery period is approximately sixty days as the equipment is manufactured upon receipt of order pursuant to port specifications.

The loader is included in the approved 2015 budget.

Additional Information Attached? No

RECOMMENDATION: The Board of Commissioners authorize the Executive Director to execute a purchase contract with Pape' Machinery for a 744K 5 Yard Loader at a cost not to exceed $362,000, including Washington State Sales Tax.

Respectively Submitted by: _____, **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:

_____ Accounts Payable
Title

APPROVED BY:

Scott Goodrich — Director of Finance & Accounting — 02/10/2015
Scott Goodrich — Title — Date

SUBJECT: **VENDOR CLAIMS APPROVAL**

BACKGROUND:
Please refer to attached listing January 2015 – February 2015 Vendor Claims:

January 2015 – February 2015		
Voucher Numbers	074256 - 074733	$4,414,787.08
Electronic Payments	01/01/2015 – 01/31/2015	$ 190,059.08
Payroll Voucher Numbers		$ 480,236.16
Check	55274275	
Direct Deposits	20001-20108 40001-40109	

Additional Information Attached: January 2015 – February 2015 Payables Listing

RECOMMENDATION:
That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of January 2015 – February 2015 Vouchers 074256 - 074733 in the amount of $4,414,787.08 and Electronic Payments generated between 01/01/2015 – 01/31/2015 in the amount of $190,059.08 and January 2015 – February 2015 Payroll Check 55274275 and Direct Deposits 20001-20108 and 40001-40109 in the amount of $480,236.16.

Respectively Submitted by: _____, **Executive Director**

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

Approved: _____ **Seconded By:** _____

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