

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, July 11, 2023**

CALL TO ORDER

Commission President Orange 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, July 11, 2023, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

OPENING REMARKS

Commissioner Orange welcomed everyone to the commission meeting. He announced no executive session was held and that the meeting is being recorded. 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.

APPROVAL OF MINUTES

Regular Meeting of June 27, 2023

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the June 27, 2023, regular meeting.

OPEN FORUM

Commissioner Orange stated that the agenda invited public comment and asked if anyone had signed up to speak. CEO Marler indicated no community members registered in advance to provide virtual oral comments. She confirmed that there was no one present who signed up to provide comment. She also announced that no executive session was held prior to the meeting.

Klineline Kids Fishing Program

Al Jaffe, Director of the Klineline Kids Fishing Program provided an update on the program. He shared his experiences this past year and encouraged the port to participate next year.

ACTION ITEMS

E-1 Approve Change Order 10 for Public Works Contract Bid 22 – 34: Berth 17 Rehabilitation Project

Joel Fairchild, Project Manager presented the action item and discussed it with the Commission. He answered questions from the Board.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners authorize the CEO to execute change order 10 in the amount of \$442,745.04 with Advanced American Construction, Inc. for Public Works Contract Bid 22-34: Berth 17 Rehabilitation Project, revising the total contract amount to \$11,420,619.59 including Washington State Sales Tax.

UNFINISHED BUSINESS

Port Contracts Logs

The commissioners reviewed the port contracts logs. CEO Marler reminded everyone that the contracts logs are provided to the Commission on a monthly basis and are available on the port's website. No questions were asked from the Board.

No additional unfinished business was considered.

NEW BUSINESS

No new business was discussed.

ACCOUNTS PAYABLE

Scott Goodrich, Director of Finance & Accounting presented the action item as contained in the Commission's packet and discussed the recommendation with the Commission. He answered questions from the Board.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of June 2023 Vouchers 114476 – 114912 in the amount of \$8,620,424.02 including Electronic Payments generated between 06/01/2023 – 06/30/2023 in the amount of \$4,019,020.34 and June 2023 Payroll Checks 51880680 – 51880682 and Payroll Direct Deposits 230001 – 230126 and 250001 – 250126 in the amount of \$693,917.51.

CEO REPORT

Project Updates

Matt Harding, Environmental Project Manager discussed the Columbia Land Trust partnership and welcomed Ian Sinks, Stewardship Director and Sanoe Keliinoi, Natural Area Manager. Ms. Keliinoi shared a presentation on the CRANE (Columbia River Alliance for Nurturing the Environment) project.

Commissioner Burkman stated how impressed he is with the project and Columbia Land Trust.

Commissioner Orange thanked Ms. Keliinoi for the work and the partnership.

COMMISSIONERS REPORTS

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

- Pacific Northwest Waterways Association webinar

Commissioner LaBrant stated he attended the following event and provided a brief summary:

- Summer Picnic in the Park

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

- Summer Picnic in the Park
- Juneteenth event
- Pride in the Park event

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 scheduled for Tuesday, July 25, 2023, will either be rescheduled or not held as the board of commissioners have a conference. She highlighted several other upcoming community events.

RECESS

Commissioner Orange called a recess from 10:16 a.m. to 10:25 a.m. to prepare for the port's Procurement/Contracts workshop.

WORKSHOP

Procurement/Contracts

Procurement Services Manager Dawn Egbert lead the Procurement/Contracts workshop. She updated the board on recent legislative changes and what is anticipated in 2024. She introduced Jennifer Brower, Contract Specialist who shared details about her area of

responsibility. Dawn also provided additional information regarding the work her department is doing on the following:

- Advancing Strategic Plan Initiatives
- Apprenticeship Utilization Program
- Procurement – Law, Policy, Procedure
- Procurement – Personal Services Contracts (PSC), Professional Service Agreements (PSA), and Architect and Engineering Contracts (A&E)
- Contract Department Priorities

She answered questions from the Board.

Commissioner LaBrant thanked Dawn for the crafting of the legislation this year and for the presentation she provided for the Washington Public Ports Association for ports throughout the state.

Commissioner Orange thanked Dawn for her presentation and for the work of her team.

SIGN DOCUMENTS

The Board signed documents at 11:05 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, July 11, 2023, regular meeting was adjourned at 11:14 a.m. by Commissioner Orange.

Michelle Allan, Executive Services
Manager, July 11, 2023, Regular
Port of Vancouver USA Board of
Commission Meeting

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS



Don Orange, President



Eric LaBrant, Vice President



Jack Burkman, Secretary