



Port of Vancouver USA

**AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, August 22, 2023**

In accordance with the Open Public Meetings Act (OPMA), the Port of Vancouver Board of Commissioners meeting will be open to in-person attendance. Options for viewing and/or participating in the meeting to provide virtual oral comment will also be accommodated (see details below). The Board members will be attending this meeting in person.

*Public testimony will be accepted under Open Forum. **Advance registration will be required for individuals who want to provide virtual oral testimony (see details below).***

The business meeting and workshop (Items A – L) are recorded and broadcast live on CVTV cable channels 21, 23 / HD 323, and at www.cvtv.org.

- 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
 - 2) Approve Minutes of the August 8, 2023, Regular Meeting
- D) **OPEN FORUM**
 - 1) Public comment -To provide virtual oral comment during the board meeting, you must register no later than 12:00 p.m. Monday, August 21, 2023, by emailing povcommissioners@portvanusa.com**
- E) **ACTION ITEMS**
 - 1) Approve Public Works Contract for Bid 23-28: Terminal 4 Stormwater Pond Solids Removal Project
 - 2) Approve Public Works Contract for Bid 23-24: 2023 Maintenance Dredging Project
- F) **UNFINISHED BUSINESS**
None

- G) **NEW BUSINESS**
- H) **CEO REPORT**
- I) **COMMISSIONERS REPORTS**
- J) **UPCOMING EVENTS**
- K) **WORKSHOP**
 - 1) State and Federal Legislative Update
- L) **SIGN DOCUMENTS**
- M) **ADMINISTRATIVE UPDATE/WORK SESSION**
 - None
- N) **ADJOURNMENT**

****Public comments are welcome during Open Forum. Individuals requesting to provide virtual oral comment must register in advance via email to povcommissioners@portvanusa.com no later than 12:00 p.m. on Monday, August 21, 2023. All individuals will have three minutes to read their comments into the record and will be asked to provide their name and city of residence for the record. No public comments will be read into the record by the port. Written comments not intended to be read by the community member and received by 9:30 a.m. Tuesday, August 22, 2023, will become part of the official meeting record and will be provided to the Commission.**

Further instructions for accessing the virtual meeting (for virtual oral comment) will be provided upon registration. Please call the Port of Vancouver at (360) 693-3611 with questions. Visit the port's website at www.portvanusa.com for more information.

Agenda Item No. C-2

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

REVIEWED BY:

Executive Services Manager 08/22/2023

Michelle Allan Title Date

APPROVED BY:

Title

SUBJECT: Minutes of the August 8, 2023, Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 08/08/2023 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the August 8, 2023, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: *Julianne Marler* , CEO

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

Approved: _____ **Seconded By:** _____

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

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, August 8, 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, August 8, 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 July 11, 2023

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the July 11, 2023, regular meeting.

Maritime Interns Update

CEO Marler announced the Maritime Interns Update presentation was pushed up the agenda from the CEO Report.

Zack Merrill, Sales Account Manager introduced maritime interns Cheyenne Snyder, Lauren O'Malley, and Noah Van Beveren. Zack thanked industry partners and port employees for their support of the program. Lauren, Noah, and Cheyenne shared their experiences with the internship. They acknowledged and thanked all the businesses that supported the port's efforts to expand their insights into operations both inside and outside of the port. The interns thanked the port and Zack in particular for the experience here.

OPEN FORUM

Commissioner Orange asked if anyone had signed up to speak during open forum. CEO Marler stated that there was no one present who signed up to provide comment.

ACTION ITEMS

E-1 Approve Purchase and Sale Agreement for Tax Parcel 152804-000 and 986029-240

Mike Schiller, Director of Business Development presented the action item and discussed it with the Commission. He answered questions from the Board.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant, and carried unanimously, the Board of Commissioners authorize the CEO to sign the Purchase and Sale Agreement between the Port of Vancouver USA and Hickey Family Company.

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. No questions were asked 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 July 2023 Vouchers 114919 – 115278 in the amount of \$6,180,095.87 including Electronic Payments generated between 07/01/2023 – 07/31/2023 in the amount of \$924,384.22 and July 2023 Payroll Checks 51888202 - 51888207 and Payroll Direct Deposits 270001 – 270126 and 290001 – 290131 in the amount of \$684,464.16.

CEO REPORT

Project Updates

Mark Newell, Project Delivery Manager provided an update on several port projects, including:

- Berth 17 Rehabilitation Project
- Parcel 1A – South
- Terminal 2 Pond Storm Water Improvements
- Terminal 1 LPC Zoom Info Bldg. (Not Port Project)

Intern Update

Mike Bomar, Director of Economic Development introduced summer intern Erika Gonzalez. He stated this is the second year the port has partnered with the Future Leaders Project, which is a collaboration between WSUV, the Columbia River Economic Development Council, and Workforce Southwest Washington. These organizations provide first generation students with an internship opportunity, connection with leadership and executives, and provide pathways and tools as intern students prepare to enter the workforce. He then introduced Erika who shared her experiences with the Board. Erika also thanked the Board, port staff, and Mike in particular for the experience here.

COMMISSIONERS REPORTS

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

- Vancouver Business Journal’s 2023 Top Projects Event
- Washington Public Ports Association Commissioners Seminar
- National Night Out
- Port Tours
- Bi-State Legislative Joint Committee

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

- Fruit Valley Movie Night
- Washington Public Ports Association Commissioners Seminar
- Labor Roundtable

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

- Washington Public Ports Association Commissioners Seminar
- Labor Roundtable

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 would be held on Tuesday, August 22 at 9:30 a.m. She also highlighted several other upcoming community events.

SIGN DOCUMENTS

The Board signed documents at 10:22 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, August 8, 2023, regular meeting was adjourned at 10:24 a.m. by Commissioner Orange.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Karla Hiler, Administrative
Assistant, August 8, 2023, Regular
Port of Vancouver USA Board of
Commission Meeting

Don Orange, President

Eric LaBrant, Vice President

Jack Burkman, Secretary

Agenda Item No. E-1

REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA		
REVIEWED BY:	Director of Engineering & Project Delivery		
Monty Edberg	Title		
APPROVED BY:	Chief Operations Officer		08/22/2023
Kent Cash	Title		Date
SUBJECT:	Approve Public Works Contract for Bid 23-28: Terminal 4 Stormwater Pond Solids Removal Project		

BACKGROUND:

This project supports the port Strategic Plan goal to protect air quality, water resources and land managed by the port through deliberate and proactive efforts in all aspects of port operations.

The Terminal 4 stormwater pond is an existing stormwater quality facility that was redesigned in 2010 as part the West Vancouver Freight Access (WVFA) project. The pond has over a 200-acre drainage basin including portions of Terminal 2 and 4 as well as all of Terminal 3 and other industrial areas north of the rail corridor. The stormwater pond discharges to the Columbia River at Berth 9 and plays a vital role in port stormwater management and water quality initiatives.

The purpose of this project is to return the Terminal 4 stormwater pond base back to its original depth and engineered design by removing accumulated stormwater solids that it has generated over the past 13 years. The estimated volume of material to be removed is approximately 4,515 cubic yards which will be hauled to a landfill for proper disposal.

On July 19, 2023, port staff issued Invitation to Bid 23-28: Terminal 4 Stormwater Pond Solids Removal Project. On July 26, 2023, a non-mandatory pre-bid meeting and site visit was held. On August 15, 2023, the following bids were received:

Bidder	Location	Bid Amount
Swofford Excavating, LLC	Washougal, WA	\$636,560.17
McDonald Excavating, Inc.	Washougal, WA	\$699,870.39

Staff has reviewed the Swofford Excavating, LLC responsive bid and concluded they are a responsible contractor. The bid is below the engineer’s estimate range of \$701,480 - \$774,920 and is included in the approved 2023 annual budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a public works contract with Swofford Excavating, LLC, the lowest responsive and responsible bidder, for Bid 23-28: Terminal 4 Stormwater Pond Solids Removal Project in the amount of \$636,560.17 including Washington Sales Tax.

Submitted by: *Juliana Marlon* CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

Agenda Item No. E-2

**REQUEST FOR COMMISSION ACTION
REVIEWED BY:**

PORT OF VANCOUVER USA

Director of Engineering
& Project Delivery

Monty Edberg

Title

APPROVED BY:

Chief Operations
Officer

8/22/2023

Kent Cash

Title

Date

SUBJECT: Approve Public Works Contract for Bid 23-24: 2023 Maintenance Dredging Project

BACKGROUND:

This project supports the port's Strategic Plan goal to pursue opportunities that utilize port property and infrastructure investments to create jobs and support the economy.

This project is part of the port's annual berth maintenance to ensure water depths at the port's berths are properly maintained. This project also performs maintenance dredging of the flushing channel entrance to the Columbia River.

It is estimated that a volume of 19,252 cubic yards of material is to be dredged under this contract. This includes dredging for the UGC Grain Terminal, Berths 1, 2, 4, 5, 7, 8, 9, 13, 14, and the flushing channel entrance. This project will be completed by December 31, 2023, within the allowable in-water work window on the Columbia River.


On July 17, 2023, the Port of Vancouver issued Invitation to Bid 23-24: 2023 Maintenance Dredging Project. On August 10, 2023, the following bid was received:

Bidder	Location	Bid Amount
HME Construction, Inc.	Vancouver, WA	\$908,298.85

Staff has reviewed the HME Construction, Inc. responsive bid and concluded they are a responsible contractor capable of performing the work. The bid is within the engineer's estimate of \$866,490 to \$957,700 and the project is included in the approved 2023 annual budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a public works contract with HME Construction, Inc., the lowest responsive and responsible bidder, for Bid 23-24: 2023 Maintenance Dredging Project in the amount of \$908,298.85 including Washington State sales tax.

Submitted by:  , CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___