

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING
Tuesday, October 22, 2019**

CALL TO ORDER

Commission President Oliver called a regular meeting of the Port of Vancouver Board of Commissioners to order and open to the public at 8:30 a.m., Tuesday, October 22, 2019 at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

OPENING REMARKS

Commissioner Oliver welcomed everyone, announced no executive session was held and invited guests to participate in the Pledge of Allegiance.

Meeting attendees included:

Jerry Oliver	Port Commission President
Don Orange	Port Commission Vice President
Eric LaBrant	Port Commission Secretary
Julianna Marler	Port CEO
Michelle Allan	Port Executive Services Manager
Alicia Lowe	Port Legal Counsel
Elizabeth Gotelli	Port Chief Financial and Administrative Officer
Ryan Hart	Port Chief External Affairs Officer
Scott Goodrich	Port Director of Finance & Accounting
Rachelle Askman	Port Communications Coordinator
Savannah Mitcham	Port Administrative Assistant
Heather Stebbings	Port Director of Communications
Julie Rawls	Port Community Relations Specialist
Randy McCaleb	Port Contracts Manager
Kathy Holtby	Port Real Estate Manager
Mike Schiller	Port Director of Business Development
Casey O'Dell	Port Director of Facilities
Jim Hagar	Port Economic Development Project Manager
Richard Troudt	Port Security Manager
Skip McCann	Industrial Coating Solutions
Peter Swindler	Industrial Coating Solutions
Dennis Buehler	Industrial Coating Solutions
Sean Philbrook	Identity Clark County
Matt Lowe	Industrial Coating Solutions
Jack Burkman	Community Member
Kevin Murphy	Community Member
Ron Morrison	TRPP

Cager Clabaugh
Dan Barnes
Patty Page
Carrie Parks
Ilana Brown

ILWU Local 4
Community Member
ACE
Community Member
Strategies 360

APPROVAL OF MINUTES

Regular Meeting of October 8, 2019

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the October 8, 2019 regular meeting.

Special Meeting/Executive Session of October 15, 2019

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the October 15, 2019 special meeting/executive session.

OPEN FORUM

Commissioner Oliver invited comments from the audience.

Sean Philbrook, Identity Clark County

Mr. Philbrook extended a thank you to the Port of Vancouver and Commissioner LaBrant for their partnership with the Learn Here Project. He also provided an update on the event that took place last week at Warehouse '23 that honored a graduate of the Northwest Renewable Energy Institute.

No further public comments were received.

COMMISSIONER AND CEO COMMENTS

The commissioners thanked Mr. Philbrook for his comments.

Commissioner Oliver reminded everyone of the budget workshop being held following the business meeting and encouraged everyone to stay.

No further comments were provided by the Commissioners or CEO.

ACTION ITEMS

E-1 Approve Lease Between the Port of Vancouver USA and Industrial Coating Solutions, LLC

Real Estate Manager Kathy Holtby presented the action item and discussed the recommendation with the commission. She welcomed the port's newest tenant. Mr. Swindler provided additional details concerning his company. He also introduced his team and answered questions by the board.

Commissioner Oliver asked if anyone in the audience would like to address the commission on this agenda item.

Patty Page, ACE

Ms. Page asked for clarification regarding their business.

All questions were answered, and no additional public comments were received.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approve the lease at 2400 Kotobuki Way, Vancouver between the Port of Vancouver USA and Industrial Coating Solutions, LLC.

E-2 Approve Public Works Contract for Bid 19-36: Shingle/Bituminous Membrane Roof and Gutter Project

Director of Facilities Casey O'Dell presented the action item and discussed the recommendation with the commission. Commissioner Oliver asked questions regarding the process and all questions were answered by Contracts Manager Randy McCaleb.

Commissioner Oliver asked if anyone in the audience would like to address the commission on this agenda item.

Patty Page, ACE

Ms. Page inquired about the product used.

No additional public comments were received.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners authorize the CEO to execute a public works contract for Bid 19-36: Shingle/Bituminous Membrane Roof and Gutter Project in the amount of \$432,481.31 including Washington State sales tax.

E-3 Approve Third Amendment to the Oregon-Washington Ports Agreement

Economic Development Project Manager Jim Hagar presented the action item and discussed the recommendation with the commission and answered questions presented by the board.

Commissioner Oliver asked if anyone in the audience would like to address the commission on this agenda item.

No public comments were received.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners authorize the CEO to sign the Third Amendment to the Oregon-Washington Ports agreement allowing for the equal split of any costs for maintenance to the Vik property, not approved by the US Army Corps of Engineers, to be split equally between the Oregon and Washington Ports.

UNFINISHED BUSINESS

No unfinished business was considered at this time.

NEW BUSINESS

No new business was considered at this time.

CEO REPORT

CEO Marler provided an update on the Pacific Northwest Waterways Association (PNWA) Annual Convention and shared highlights from the event. She also mentioned the Distinguished Service Award Commissioner Oliver received and congratulated him.

COMMISSIONER REPORTS

Commissioner LaBrant reported attending the following:

- PNWA Annual Convention – he thanked Commissioner Oliver for his service in the maritime industry
- Learn Here Project Awards Event
- Labor Roundtable

Commissioner Orange reported attending the following:

- PNWA Annual Convention – he congratulated Commissioner Oliver for his award
- A number of other activities

Commissioner Oliver reported attending the following:

- PNWA Annual Convention – he discussed highlights from the convention
- CREDC Board meeting

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, November 12 at 8:30 a.m. She also highlighted several other events,

including the Booville event presented by the Parks Foundation of Clark County on Saturday, October 26 beginning at 10:00 a.m. and the Holiday Market at the Night Market Vancouver on Friday and Saturday, November 22 and 23 beginning at 5:00 p.m. at Warehouse '23.

RECESS

The regular meeting was recessed at 9:23 a.m. to sign documents and to prepare for the workshop.

WORKSHOP

2020 Budget Workshop

Commissioner Oliver reopened the meeting at 9:39 a.m. for the 2020 Budget Workshop. CEO Julianna Marler welcomed folks and thanked everyone for attending. She provided a high-level overview and discussed matters to consider during the workshop.

Director of Finance & Accounting Scott Goodrich led the workshop. He discussed the thorough process which staff followed to prepare the proposed 2020 budget for review today. Each Department shared its proposed budget and answered questions by the board.

Commissioner Oliver recessed the workshop at 10:34 a.m. for a short break and reopened the workshop at 10:45 a.m.

Commissioner Oliver recessed the workshop for lunch at 11:47 a.m. until 12:20 p.m. He reopened the workshop at 12:21 p.m.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, October 22, 2019 regular meeting was adjourned at 1:43 p.m. by Commissioner Oliver.

Michelle Allan, Executive Services
Manager, October 22, 2019, Regular
Port of Vancouver USA Board of
Commission Meeting

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Jerry Oliver, President

Don Orange, Vice President

Eric LaBrant, Secretary