

**PORT OF VANCOUVER USA  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
Tuesday, October 31, 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, October 31, 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 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 September 26, 2023**

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the September 26, 2023, regular meeting.

**Community Fund Update – Vancouver Public Schools Construction Trades**

Community Relations Manager Julie Rawls reminded the Board that it is part of the port's Community Fund Program to invite fund recipients to come and share the partnerships they have with the port and how their project supports the port's mission of creating economic benefit for the community and beyond. She then introduced Nina Stemm, the CTE Partnerships and Magnet Lead who thanked the Board for the opportunity and for the partnership. She then introduced Eric Gunderson, the teacher who worked directly with the students. Several students attended and shared their individual experiences of being involved with the hands-on projects and the knowledge they learned. The Board shared their enthusiasm with the group and was pleased to hear about the group's successes.

**OPEN FORUM**

Commissioner Orange asked if anyone had signed up to speak during Open Forum. CEO Marler stated that one person signed up in advance to provide virtual comment and one community member was present who signed up to provide comment.

CEO Marler invited Cathryn Chudy to share her testimony virtually via Zoom.

### **Cathryn Chudy**

Ms. Chudy shared her thoughts and concerns about the City of Vancouver's Climate Action Framework, the port's Climate Action Plan, and the city's warehouse moratorium.

CEO Marler invited community member Bob Housley to the podium to share his thoughts with the Commission.

### **Bob Housley**

Mr. Housley shared his appreciation for the presentation by the Vancouver School students this morning and for taking the time to be in attendance today.

Mr. Housley raised his concerns about property taxes and shared his thoughts with the Board. Commissioner Orange asked Mr. Housley to leave his contact information so he can further discuss this matter with him after the meeting.

## **ACTION ITEMS**

### **E-1 Approve Lease Agreement between Port of Vancouver USA and URS Midwest, Inc.**

Chrissy Lyons, Commercial and Industrial Sales Manager presented the action item and discussed it with the Commission.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners approves and authorize the CEO to sign the Lease Agreement at 2480 Kotobuki Way between Port of Vancouver USA and URS Midwest, Inc.

### **E-2 Approve Contracts with LSW Architects, Livermore Architecture & Engineering, Inc. and CISA, Inc. for On-Call Architectural Design Services**

Josh Pope, Project Manager presented the action item and discussed it with the Commission.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman, and carried unanimously, the Board of Commissioners authorize the CEO to execute a contract with LSW Architects for a not-to-exceed amount of \$400,000; a contract with Livermore Architecture & Engineering, Inc., for a not-to-exceed amount of \$400,000; and a contract with CIDA, Inc. for a not-to-exceed amount of \$200,000 to perform on-call architectural services.

## **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 September 2023 Vouchers 115753–116117 in the amount of \$4,985,005.83 including Electronic Payments generated between 09/01/2023 – 09/30/2023 in the amount of \$1,529,608.38 and September 2023 Payroll Checks 51917897 and Payroll Direct Deposits 360001 – 360138 and 380001 – 380001 in the amount of \$716,207.10.

## **CEO REPORT**

CEO Marler provided a report on her attendance and involvement in the recent American Association of Port Authorities Convention.

## **COMMISSIONERS REPORTS**

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

- Vancouver Historic Trust 25<sup>th</sup> Anniversary
- PNWA Annual Conference
- C-Tran Bus Rapid Transit Event
- Booville Fall Event

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

- Learn Here Celebration at WSU-V
- Labor Roundtable
- Booville Fall Event

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

- Booville Fall Event
- PNWA Annual Conference
- Columbia River High School event
- All Staff 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 14, 2023, at 9:30 a.m.

She also reminded everyone of the ways they can communicate with the Commission. She stated there is a great deal of information available on the port's website and encouraged everyone to check it out.

### **WORKSHOP**

No workshop was held during this meeting.

### **SIGN DOCUMENTS**

The Board signed documents at 10:26 a.m.

### **RECESS**

A recess was held from 10:26 a.m. to 10:45 a.m. to prepare for the Administrative Update / Work Session on the 2024 Budget.

### **ADMINISTRATIVE UPDATE / WORK SESSION**

Commissioner Orange called the meeting back to order at 10:45 a.m. into the 2024 budget administrative work session. Director of Finance and Accounting Scott Goodrich lead the work session and shared with the Board the thorough process staff followed to prepare the proposed 2024 budget for review today. He added that the process is an organization-wide

effort, and he appreciates the time of each team member. Department leads then shared their proposed budgets and answered questions from the Board.

### **RECESS**

A recess was called at 11:41 a.m. for a short break and at 11:47 a.m., the meeting reconvened with a continuation of the administrative work session.

Another recess was called at 12:08 p.m. for a short lunch break and at 12:30 p.m., the meeting reconvened with a continuation of the administrative work session.

### **ADJOURNMENT**

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, October 31, 2023, regular meeting was adjourned at 1:55 p.m. by Commissioner Orange.

Michelle Allan, Executive Services  
Manager, October 31, 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