AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, January 12, 2021

A) CALL TO ORDER VIRTUAL MEETING* (8:30 a.m.)

B) EXECUTIVE SESSION
None

C) OPENING REMARKS (8:30 a.m.)
1) Opening Remarks
2) Approve Minutes of the December 7, 2020 Special Meeting/Executive Session
3) Approve Minutes of the December 8, 2020 Regular Meeting

D) OPEN FORUM
1) To provide public comment during the virtual board meeting, you must register no later than 12:00 p.m. Monday, January 11, 2021 by emailing povcommissioners@portvanusa.com**

E) ACTION ITEMS
1) Approve Port of Vancouver USA Board - Election of Officers - 2021
2) Approve Port Organizational Assignments - 2021
3) Approve Contracts with KPFF Consulting Engineers and PBS Engineering & Environmental for On-Call Structural Engineering Services
4) Approve Public Works Contract for Bid 20-39 Terminal 1: Vancouver Landing Site and Infrastructure

F) UNFINISHED BUSINESS
1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE
Voucher Numbers 103486 – 103882 $ 4,346,470.47
Electronic Payments 11/25/2020 – 01/03/2021 $ 710,578.93
Payroll Voucher Numbers
Checks 51434643 $ 578,621.02
Direct Deposits 500001 – 500123
520001 – 520123

I) CEO REPORT
1) Action taken under Resolution 2-2020: Declaration of Local Emergency and
Delegation of Authority of Emergency Powers
2) Project Updates

J) COMMISSIONERS REPORTS

K) WORKSHOP
None

L) ADJOURNMENT

*In compliance with the Governor's Emergency Proclamation 20-28.14, the Port’s Resolution 3-2020, and in the interest of the safety and welfare of the public, the community, port employees, and to limit the spread of the virus, this Board meeting will not be open to in-person attendance. Board members will be attending this meeting remotely via video conference.

To participate in this meeting, please call 1 (253) 215-8782 and enter the Meeting ID number: 922 5816 9913 and Passcode number: 045864 or Join the Zoom Meeting by clicking [here](#). Please call (360) 693-3611 for technical difficulties. Meeting materials are available on the port’s website at [www.portvanusa.com](http://www.portvanusa.com).

**Public comments are welcome during Open Forum by registering in advance via email to povcommissioners@portvanusa.com no later than 12:00 p.m. on Monday, January 11, 2021. Individuals will have three minutes to read their comments into the record and will be called in the order in which the port receives the registration email request. 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 8:30 a.m. Tuesday, January 12, 2021 will become part of the official meeting record and will be provided to the Commission.**
Item No. C-2

REQUEST FOR COMMISSION ACTION
PORT OF VANCOUVER USA

REVIEWED BY:

Executive Services Manager 01/12/2021
Michelle Allan
Title Date

APPROVED BY:

Title

SUBJECT: Minutes of the December 7, 2020 Special Meeting/Executive Session

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 12/07/20 Special Meeting/Executive Session

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the December 7, 2020, Port of Vancouver USA Board of Commissioners Special Meeting/Executive Session as presented.

Submitted by:  
Date Action Taken 
CEO 

Motion By:

Approved: 
Seconded By:

Deferred To: 
Unanimous: Yes No
CALL TO ORDER

CEO Julianna Marler called a special meeting/executive session of the Port of Vancouver USA Board of Commissioners to order at 1:01 p.m., Monday, December 7, 2020, via a Zoom virtual meeting due to the ongoing coronavirus disease (COVID-19) event and pursuant to Washington State Governor’s phased approach with government offices opening in Phase 3 of the Governor’s Return to Work Plan, the Governor’s Safe Start Washington: A Phased Approach to Recovery and Port of Vancouver Resolution 3-2020.

The meeting was held via Zoom, number 1 (253) 215-8782, Meeting ID number: 971 0263 2327 and Passcode number: 516628, The public was invited to join the meeting for the opening and closing only and the opening and closing were recorded.

EXECUTIVE SESSION

The meeting was recessed into executive session by CEO Marler at 1:01 p.m. for the purposes of discussing personnel matters pursuant to RCW 42.30.110(1)(g). She announced that the Port of Vancouver USA Board of Commissioners will take no final action during executive session and the executive session will conclude no later than 2:30 p.m.

All board members met in a virtual breakout meeting room from 1:01 p.m. – 2:30 p.m. and the virtual original meeting room remained opened for community members throughout the executive session.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Commission returned to the virtual original open meeting room and the December 7, 2020 special meeting/executive session
was adjourned at 2:30 p.m. by CEO Marler.

Michelle Allan, Executive Services Manager, December 7, 2020, Special Port of Vancouver USA Board of Commission Meeting/Executive Session

PORT OF VANCOUVER USA BOARD OF COMMISSIONERS

Don Orange, President

Eric LaBrant, Vice President

Jack Burkman, Secretary
REQUEST FOR COMMISSION ACTION
PORT OF VANCOUVER USA

SUBJECT: Minutes of the December 8, 2020 Regular Meeting

BACKGROUND:
Please see attached minutes.

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the December 8, 2020, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: ____________________ CEO ____________________
Date Action Taken ________ Motion By: ____________________
Approved: _______________ Seconded By: _______________
Deferred To: ____________ Unanimous: Yes ___ No ___
CALL TO ORDER

CEO Julianna Marler called a regular meeting of the Port of Vancouver Board of Commissioners to order at 8:30 a.m., Tuesday, December 8, 2020, via teleconference number 1 (253) 215-8782, conference code: 962 3264 4005 and Passcode number: 933415 and by videoconference via Zoom pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event.

CEO Marler confirmed that Commissioners Orange, LaBrant and Burkman were on the line.

OPENING REMARKS

CEO Marler welcomed and reminded everyone that all board members and the public are participating virtually pursuant to Washington State Governor's Proclamation 20-28 in response to the COVID-19 event and the port's Resolution 3-2020. She also stated that no executive session was held this morning and the meeting is being recorded.

Meeting attendees included:

- Don Orange  
  Port Commission President
- Eric LaBrant  
  Port Commission Vice President
- Jack Burkman  
  Port Commission Secretary
- Julianna Marler  
  Port CEO
- Michelle Allan  
  Port Executive Services Manager
- Alicia Lowe  
  Port Legal Counsel
- Betsy Rogers  
  Port Administrative Supervisor
- Tiffany Truckey  
  Port Administrative Assistant
- Angela Blake  
  Port Facilities Program Coordinator
- Callie DeBoer  
  Port Assistant Project Manager
- Casey O'Dell  
  Port Director of Facilities
- Collette Miranda  
  Port Payroll Specialist
- Dawn Egbert  
  Port Procurement Services Manager
- Elizabeth Gotelli  
  Port Chief Financial and Administrative Officer
- Greg Weststrand  
  Port Project Manager
- Jack Flug  
  Port Senior Financial Analyst
- Jennifer Brower  
  Port Procurement & Grant Specialist
- Jonathan Eder  
  Port Director of Human Resources
- Julie Payne  
  Port Revenue Accountant
- Julie Rawls  
  Port Community Relations Manager
- Kathy Holtby  
  Port Real Estate Manager
- Katie Odem  
  Port Marketing Communications Manager
- Kent Cash  
  Port Chief Operations Officer
Additional members of the public participated in the virtual meeting but were not identified by name.

**APPROVAL OF MINUTES**

**Special 3-Ports Meeting of November 19, 2020**

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the November 19, 2020 3-Ports meeting.

**Special Meeting/Executive Session of November 23, 2020**

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the November 23, 2020 Special Meeting/Executive Session.

**Regular Meeting of November 24, 2020**

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the November 24, 2020 regular meeting.
Holiday Card
Ryan Hart, Chief of External Affairs introduced this year’s Holiday Card. He thanked the team for their work on this project and invited everyone to share the card.

OPEN FORUM

CEO Marler stated that the agenda invited public comment on all matters on the agenda and two community members responded and requested to provide comment. She called on each community member based on the order in which the port received their request.

Don Steinke

Mr. Steinke discussed a climate action plan and shared what the city is currently doing. He encouraged the port to hold a workshop on emissions reduction and allow public comment.

Cathryn Chudy

Ms. Chudy also provided an update on recent activities by the City of Vancouver and stated she appreciates the port and its renewable resolution. She encouraged the port to move ahead on its climate action plan.

CEO Marler thanked both Mr. Steinke and Ms. Chudy. She reminded everyone interested in speaking during Open Forum to register in advance no later than noon on Monday, the day prior to the scheduled Commission meeting.

ACTION ITEMS

E-1 Approve Contracts with Olson Engineering Inc., S&F Land Services, LLC and MacKay Sposito, Inc. for On-Call Surveying & Drafting Services

Monty Edberg, Director of Engineering and Project Delivery introduced the action item and discussed it with the Commission. No questions were received from the Board.

On motion by Commissioner LaBrant, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the Contracts with Olson Engineering Inc., S&F Land Services, LLC and MacKay Sposito, Inc. for On-Call Surveying & Drafting Services.

E-2 Approve Contract with PBS Engineering and Environmental Inc. for BC-2 Discharge Replacement Design Services

Greg Westrand, Project Manager introduced the action item and discussed it with the Commission. No questions were received from the Board.

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the Contracts with Olson Engineering Inc., S&F Land Services, LLC and Mackay Sposito, Inc. for On-Call Surveying & Drafting Services.
E-3 Approve Resolution 9-2020: Sell and Convey Port Property

Scott Goodrich, Director of Finance and Accounting introduced this action item and discussed it with the Commission. No questions were received from the Board.

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve Resolution 9-2020: Sell and Convey Port Property.

E-3 Approve 2021 CEO Compensation

Director of Human Resources Manager Jonathan Eder presented the action item and discussed the recommendation with the Board. He explained the process the port went through and then answered questions by the Board.

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners establishes 2021 salary compensation for the CEO as $231,799.68, establishes a monthly automobile allowance of $500.00, and approves the proposed 2021 Agreement and Plan of Deferred Compensation.

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 they are available on the port’s website. No questions were asked by the Board.

No additional unfinished business was considered.

NEW BUSINESS

December 22, 2020 Regular Commission Meeting

CEO Marler stated at this time, there is no business to come before the Board for its second board meeting in December and requested the December 22, 2020 Regular Meeting not be held. No concerns were shared by the Commission.

No additional new business was discussed at this time.

ACCOUNTS PAYABLE

Director of Finance & Accounting Scott Goodrich presented the action item as contained in the Commission’s packet and discussed the recommendation with the Board. No questions were received from the Commission.
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 November 2020 Vouchers 103133 – 103485 in the amount of $12,474,070.38 including Electronic Payments generated between 11/02/2020 – 11/24/2020 in the amount of $9,277,298.66 and November 2020 Payroll Check 51406871 and Payroll Direct Deposits 450001 – 450125 and 480001 – 480125 in the amount of $590,670.23.

CEO REPORT

Action taken under Resolution 2-2020: Declaration of Local Emergency and Delegation of Authority of Emergency Powers

CEO Marler shared the history behind the adoption of Resolution 2-2020 and then advised the commissioners that she has not taken any action provided her under this resolution.

Project Updates

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

- T1 Structural Renovation
- AC Marriott (Not a Port Contractor)
- Booster Station Pump No. 4
- Chlorinator System Improvements
- Maintenance Dredging
- Parcel 3 Berm Landscape
- CIP – Reduced Pressure Backflow Assembly Project
- 2020 Gutter Replacement Project

Mr. Newell answered questions from the Board.

COMMISSIONERS REPORTS

Commissioner Burkman stated over the past two weeks he attended both Interstate Bridge Replacement Program Kick off meetings, the WPPA Annual Conference and the Leadership Clark County Government Affairs session. He also stated he attended the virtual Port of Vancouver Employee Association Winter Event. He thanked the staff for such a great event and added how creative it was to hold a holiday celebration online. He extended his well wishes to everyone for a Happy Holiday season.

Commissioner LaBrant stated he attended the WPPA Annual Conference and indicated that WPPA, as part of its legislative agenda, is in favor of carbon pricing to support transportation. He wished everyone Happy Holidays.

Commissioner Orange stated he also attended the virtual WPPA Annual Conference. He encouraged everyone to stay safe and wished all a Happy Holiday season.
WORKSHOP

No workshop was held during this meeting.

CEO Marler 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.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, December 8, 2020 regular meeting was adjourned at 9:39 a.m. by CEO Julianna Marler.

Michelle Allan, Executive Services Manager, December 8, 2020, 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
REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY: Executive Services Manager 01/12/2021

Michelle Allan Title Date

APPROVED BY:

SUBJECT: Approve Port of Vancouver USA Board - Election of Officers - 2021

BACKGROUND:
Port of Vancouver USA Board of Commission officers are elected annually for the next calendar year.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners elects each of the following officers to serve for the year 2021:

PRESIDENT
VICE PRESIDENT
SECRETARY

Submitted by: , CEO 

Date Action Taken ________ Motion By: ______________

Approved: _____________ Seconded By: ______________

Deferred To: _____________ Unanimous: Yes___ No___
The Port of Vancouver currently holds membership in a number of associations, councils, and committees. The person who represents the port in these agencies also has voting rights on behalf of the Port of Vancouver at each organization's meetings. The attached list represents only those organizations that require approval by the Board of Commissioners.
# 2021 Organizational Assignments

**PROPOSED**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Association of Port Authorities (AAPA)</td>
<td>Marler</td>
</tr>
<tr>
<td></td>
<td>Hart</td>
</tr>
<tr>
<td>Washington Public Ports Assn. (WPPA)</td>
<td>LaBrant</td>
</tr>
<tr>
<td></td>
<td>Burkman</td>
</tr>
<tr>
<td></td>
<td>Orange</td>
</tr>
<tr>
<td></td>
<td>Marler</td>
</tr>
<tr>
<td>Columbia River Economic Development (CREDC)</td>
<td>LaBrant</td>
</tr>
<tr>
<td></td>
<td>Burkman</td>
</tr>
<tr>
<td></td>
<td>Marler</td>
</tr>
<tr>
<td>Regional Transportation Council</td>
<td>Hughes (Port of Ridgefield)</td>
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<tr>
<td></td>
<td>Keister (Port of Camas/Washougal)</td>
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<tr>
<td>Interstate Bridge Replacement Program</td>
<td>Marler</td>
</tr>
<tr>
<td>Executive Steering Group (IBRP ESG)</td>
<td>Burkman</td>
</tr>
</tbody>
</table>
SUBJECT: Approve Contracts with KPFF Consulting Engineers and PBS Engineering & Environmental for On-Call Structural Engineering Services

BACKGROUND:

These contracts support the port’s Strategic Plan goal of pursuing opportunities that utilize the port’s property and infrastructure investments to create jobs and support the economy.

The Port requires structural engineering services for the design, planning, permitting and implementation of capital development initiatives. This contract may involve work on industrial facilities, cargo transload facilities, conveyor systems, docks, piers, piling, bulkheads, dolphins and other port infrastructure and maintenance projects requiring structural engineering-related services for the port and its prospective tenants.

On October 15, 2020 the port issued a Request for Qualifications (RFQ) for On-Call Structural Engineering Services. Interviews were conducted, and the results determined KPFF Consulting Engineers and PBS Engineering & Environmental to be the most qualified consultants to perform the services required by the port.

The contracts will be issued for three years with the option to extend to complete any open task orders. If contracts reach their dollar limits, additional funds will be requested through the CEO/Board of Commission approval process, depending on the amount of the request. The funds used for these contracts are included in the approved annual budgets.

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a contract with KPFF Consulting Engineers for a not-to-exceed amount of $400,000 and a contract with PBS Engineering & Environmental for a not-to-exceed amount of $400,000 to perform on-call structural engineering services.

Submitted by: [Signature]
CEO
Motion By:

Approved: [Signature]
Seconded By:

Deferred To:
Unanimous: Yes No
SUBJECT: Approve Public Works Contract for Bid 20-39: Terminal 1 – Vancouver Landing Site and Infrastructure

BACKGROUND:

This project supports the port's Strategic Plan goals of implementing the vision of a destination waterfront at Terminal 1 and pursuing opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy.

Advancement of the Vancouver Landing Site and Infrastructure project builds upon the recent substructure work and continues the redevelopment of Terminal 1. Originally constructed in the early 1990's, the landing and amphitheater provided a unique waterfront venue for activities at the port's birthplace; however, the facility has become dated and in need of rejuvenation. The redevelopment of the landing represents a key component of the long-term vision for the Terminal 1 development and will provide public amenities as well as connections for the Renaissance Trail.

The long-term vision for the landing includes significant surface improvements and landscaping, including walking paths, historical points of reference, and the use of native plants and trees. This project is the second phase of the landing's renovation and will enhance the upgraded dock substructure.

Construction elements of this project include the installation of utilities for potable water distribution, fire protection, sanitary sewer connections, stormwater control and electrical systems. Aesthetic elements such as the Rotary commemorative monument, wooden walkways, bench seating, planter areas, interpretive elements, and wayfinding signage are provided in this stage of the development, along with the safety guard rail, irrigation system and accentuated lighting.
On November 19, 2020 the Port of Vancouver issued Invitation to Bid 20-39: Terminal 1 – Vancouver Landing Site and Infrastructure. Additive/Alternates were included within the bid. The award is established on the base bid and will include the additive/alternates. On December 30th, 2020 the following base bids were received:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Location</th>
<th>Base Bid Amount</th>
<th>Base Bid + All Additive Alternates</th>
</tr>
</thead>
<tbody>
<tr>
<td>James W. Fowler Co.</td>
<td>Dallas, OR</td>
<td>$2,419,083.67</td>
<td>$2,747,996.91</td>
</tr>
<tr>
<td>Lee Contractors, LLC</td>
<td>Battle Ground, WA</td>
<td>$2,509,944.44</td>
<td>$2,775,821.45</td>
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<tr>
<td>Keystone Inc.</td>
<td>Ridgefield, WA</td>
<td>$2,682,900.00</td>
<td>$3,456,633.18</td>
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<tr>
<td>Tapani Inc.</td>
<td>Battle Ground, WA</td>
<td>$3,132,912.84</td>
<td>$3,600,988.81</td>
</tr>
<tr>
<td>Moore Excavation</td>
<td>Fairview, WA</td>
<td>$3,434,141.81</td>
<td>$3,948,563.77</td>
</tr>
<tr>
<td>McClure &amp; Sons, Inc.</td>
<td>Mill Creek, WA</td>
<td>$3,661,266.64</td>
<td>$4,247,910.09</td>
</tr>
<tr>
<td>Colt Construction</td>
<td>Vancouver, WA</td>
<td>$3,700,429.12</td>
<td>$3,968,635.65</td>
</tr>
<tr>
<td>Brown Contracting, Inc.</td>
<td>Eugene, OR</td>
<td>$3,960,953.34</td>
<td>$4,420,950.90</td>
</tr>
<tr>
<td>Catworks Construction</td>
<td>Vancouver, WA</td>
<td>$3,982,131.45</td>
<td>$4,343,229.20</td>
</tr>
</tbody>
</table>

Staff has reviewed James W. Fowler Company's responsive bid and concluded they are a responsible contractor capable of performing the work.

Staff recommendation is to award the base bid plus all additive alternates. The bid is within the engineer's estimate and the project is included in the approved annual budget. Funding sources for the Vancouver Landing include the WA Department of Commerce and the Vancouver Rotary Club.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a public works contract with James W. Fowler Company, the lowest responsive and responsible bidder, for Bid 20-39 Terminal 1 – Vancouver Landing Site and Infrastructure, in the amount of $2,747,996.91 including Washington State sales tax.

Submitted by:             CEO
Date Action Taken:        Motion By:
Approved:                Seconded By:
Deferred To:              Unanimous: Yes  No
REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

Accounts Payable
Title

APPROVED BY:

Director of Finance
& Accounting
Title
Date

Scott D. Goodrich
01/12/2021

SUBJECT:
VENDOR CLAIMS APPROVAL

BACKGROUND:
December 2020 Vendor Claims:

<table>
<thead>
<tr>
<th>Voucher Numbers</th>
<th>103486 – 103882</th>
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</tr>
</tbody>
</table>

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of December 2020 Vouchers 103486 – 103882 in the amount of $4,346,470.47 including Electronic Payments generated between 11/25/2020 – 01/03/2021 in the amount of $710,578.93 and December 2020 Payroll Check 51434643 and Payroll Direct Deposits 500001 – 500123 and 520001 – 520123 in the amount of $578,621.02.

Submitted by: , CEO

Date Action Taken
Motion By:

Approved: Seconded By:

Deferred To: Unanimous: Yes No