



AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 Lower River Road, Vancouver, WA 98660
Tuesday, January 9, 2024

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
- 2) Approve Minutes of the December 11, 2023, Special Meeting/Executive Session
- 3) Approve Minutes of the December 12, 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, January 8, 2024, by emailing povcommissioners@portvanusa.com**

E) ACTION ITEMS

- 1) Approve Port of Vancouver USA Board - Election of Officers - 2024
- 2) Approve Port Organizational Assignments - 2024
- 3) Approve On Call Rail Consultant Services Contracts with Wisser Rail Engineering and AECOM Corporation

F) UNFINISHED BUSINESS

1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

I) CEO REPORT

1) Project Updates

J) COMMISSIONERS REPORTS

K) UPCOMING EVENTS

L) WORKSHOP

None

M) SIGN DOCUMENTS

N) ADMINISTRATIVE UPDATE/WORK SESSION

None

O) 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, January 8, 2024. 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, January 9, 2024, 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

01/09/2024

Michelle Allan

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the December 11, 2023, Special Meeting/Executive Session

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 12/11/2023 Special Meeting/Executive Session

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the December 11, 2023, Port of Vancouver USA Board of Commissioners Special Meeting/Executive Session as presented.

Submitted by: Juliana Marler, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ____ No ____

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
SPECIAL MEETING/ EXECUTIVE SESSION
December 11, 2023**

CALL TO ORDER

Commission President Don Orange called a special meeting/executive session of the Port of Vancouver USA Board of Commissioners to order at 1:00 p.m., Monday, December 11, 2023, at the Port of Vancouver USA Administrative Office, 3103 N.W. Lower River Road, Vancouver, Washington 98660.

EXECUTIVE SESSION

The meeting was immediately recessed into executive session at 1:00 p.m. to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g). He announced that the Board of Commissioners will take no final action during executive session and the executive session will conclude no later than 2:15 p.m.

REOPENED MEETING

Commissioner Orange reopened the meeting to the public at 2:15 p.m. He announced that the Board of Commissioners will immediately recess back into executive session at 2:16 p.m. to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g). He announced that the Board of Commissioners will take no final action during executive session and the executive session will conclude no later than 2:30 p.m.

REOPENED MEETING AND ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the December 11, 2023, special meeting/executive session is now adjourned at 2:30 p.m.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, December 11, 2023, Special
Port of Vancouver USA Board of
Commission Meeting/Executive Session

Don Orange, President

Eric LaBrant, Vice President

Jack Burkman, Secretary

Agenda Item No. C-3

REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

Executive Services Manager

01/09/2024

Michelle Allan

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the December 12, 2023, Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 12/12/2023 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the December 12, 2023, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: Juliana 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, December 12, 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, December 12, 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 November 28, 2023

On motion by Commissioner Burkman, seconded by Commissioner LaBrant and carried unanimously, the Board of Commissioners approve the minutes of the November 28, 2023, regular meeting.

Special 3-Ports Meeting of November 30, 2023

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried 2-0 (Commissioner Burkman abstained), the Board of Commissioners approve the minutes of the November 30, 2023, special 3-ports meeting.

OPEN FORUM

Commissioner Orange asked if anyone had signed up to speak during open forum. CEO Marler stated no one signed up in advance to provide virtual oral comments and confirmed that there was one individual present who signed up to provide comment.

Jackie Lane

Ms. Lane shared her thoughts about the Freight Rail-Dependent Use (FRDU) overlay and the Port of Vancouver's support of the project.

ACTION ITEMS

E-1 Approve Lease Agreement between the Port of Vancouver USA and Axiom Packaging LLC

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 approve and authorize the CEO to sign the Lease Agreement between the Port of Vancouver USA and Axiom Packaging LLC.

E-2 Approve Resolution 4-2023: Sell and Convey Port Property

Scott Goodrich, Director of Finance & Accounting 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 approve and adopt the attached Resolution 4-2023 authorizing the CEO to sell and convey port district property as adjusted annually per RCW 53.08.090.

E-3 Approve 2024 CEO Compensation

Jonathan Eder, Director of Human Resources 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 establishes the 2024 salary compensation for the CEO as \$274,134.13, establishes a monthly automobile allowance of \$500, approves the proposed 2024 Third Amendment to the 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 are available on the port's website. No questions were asked from the Board.

No additional unfinished business was considered.

NEW BUSINESS

December 26, 2023, Regular Commission Meeting

CEO Marler stated that at this time, the port has no business to come before the board on December 26, 2023, so this meeting will be cancelled.

Swearing in of Commissioner Orange

Michelle Allan, Executive Services Manager performed the swearing in of Commissioner Orange.

No additional 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 Burkman, seconded by Commissioner LaBrant and carried unanimously, the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of November 2023 Vouchers 116393 – 116966 in the amount of \$15,539,608.94 including Electronic Payments generated between 11/01/2023 – 11/30/2023 in the amount of \$9,606,254.88 and November 2023 Payroll Direct Deposits 450001 – 450130 and 470001 – 470129 in the amount of \$722,364.55.

CEO REPORT

Project Updates

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

- 2023 Maintenance Dredging
- 2023 Berth Repairs Project
- Terminal 1 Dock Demolition Project
- Terminal 1 LPC Zoom Info Bldg. (Not Port Project)

COMMISSIONERS REPORTS

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

- I 5 Bridge Press Conference
- Regional Transportation Council Annual Meeting
- Washington Public Ports Association Annual Conference

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

- 3-Ports Meeting
- Washington Public Ports Association Annual Conference
- Columbia River Economic Development Council Board of Directors Meeting
- Washington Public Ports Association Elected Official Training (per statute)

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

- 3-Ports Meeting
- Washington Public Ports Association Annual Conference

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, January 9, 2024, at 9:30 a.m. She also highlighted several other upcoming community events.

WORKSHOP

No workshop was held during this meeting.

SIGN DOCUMENTS

The Board signed documents at 10:13 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, December 12, 2023, regular meeting was adjourned at 10:21 a.m. by Commissioner Orange.

PORT OF VANCOUVER USA BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, December 12, 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:	Executive Services Manager	01/09/2024	
	Michelle Allan	Title	Date

APPROVED BY:

SUBJECT: Approve Port of Vancouver USA Board - Election of Officers - 2024

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

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners elects each of the following officers to serve for the year 2024:

PRESIDENT	_____
VICE PRESIDENT	_____
SECRETARY	_____

Submitted by: Julianne Marler, 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

Executive Services
Manager

01/09/2024

Michelle Allan

Title

Date

APPROVED BY:

Title

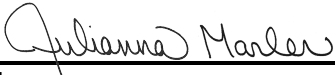
SUBJECT: Approve Port Organizational Assignments - 2024

BACKGROUND:

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.

Additional Information Attached? Proposed 2024 Organizational Assignments

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners reviewed proposed assignments and, based on discussion, approves membership assignments for 2024.

Submitted by:  , CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___



**Port of Vancouver USA
2024 Organizational Assignments
DRAFT**

<u>Organization</u>	<u>Representative</u>
American Association of Port Authorities (AAPA)	Marler Hart
Washington Public Ports Assn. (WPPA)	LaBrant Burkman Orange Marler
Columbia River Economic Development (CREDC)	LaBrant Burkman Marler
Regional Transportation Council	Burkman (Port of Vancouver) Keister (Port of Camas-Washougal)
Interstate Bridge Replacement Program Executive Steering Group (IBRP ESG)	Marler Burkman

Agenda Item No. E-3

REQUEST FOR COMMISSION ACTION
REVIEWED BY:

PORT OF VANCOUVER USA

Director of Engineering
& Project Delivery

Monty Edberg

Title

APPROVED BY:

Chief Operations Officer

01/09/2024

Kent Cash

Title

Date

SUBJECT: Approve On-Call Rail Consultant Services Contracts with Wiser Rail
Engineering and AECOM Corporation

BACKGROUND:

This contract supports the Port of Vancouver's strategic goals to take a leadership role in supporting regional, multimodal transportation and improving freight mobility, and to support growth and economic opportunities for existing tenants and strengthen outreach.

The port requires rail engineering and consulting services to support a wide range of projects, property development, and property management initiatives. Services performed in this contract will include consultation and engineering support for rail infrastructure; participation on the right of way acquisition team; plan reviews; rail strategic and conceptual planning; preparation of rail alignment graphics for new tenants; tenant expansions; and general consulting services associated with the port's rail program. These consultants supplement the port's current rail design abilities and assist staff on key decisions related to rail infrastructure. These consultants will occasionally act as a representative of the port on issues specifically relating to rail engineering.

On November 8, 2023, the port received four proposals in response to a Request for Qualifications (RFQ) for the acquisition of On-Call Rail Consultant Services. The objective was to select up to two consultants to provide services. Port staff performed interviews to determine the most qualified consultants. The evaluation team determined two teams exhibited the qualifications, experience, and demonstrated quality of contract performance necessary to perform these services.

The contracts will be issued for five-year terms with options to extend through completion of project(s). If approved contract amounts are reached on the on-call contract(s) and additional funding is required, amendments will be requested in accordance with Resolution 10-2022: Administrative Authority of the CEO and Their Designees. Funds for these contracts are included in the approved 2024 budget and amounts for subsequent years shall be included annually for budget approval.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute contracts with Wiser Rail Engineering for a not to exceed amount of \$500,000 and AECOM Corporation for a not to exceed amount of \$350,000 for On-Call Rail Consultant Services.

Submitted by: Juliana Marler, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes____ No____

Agenda Item No. H-1

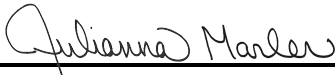
REQUEST FOR COMMISSION ACTION	PORT OF VANCOUVER USA
REVIEWED BY:	
Accounts Payable	
Title	
APPROVED BY:	
Director of Finance	
& Accounting	
01/09/2024	
Scott D. Goodrich	Title
	Date
SUBJECT: VENDOR CLAIMS APPROVAL	

BACKGROUND:

December 2023 Vendor Claims:

Voucher Numbers	117055 – 117333	\$ 4,883,986.29
Electronic Payments	12/01/2023 – 12/31/2023	\$ 788,886.75
Payroll Voucher Numbers		\$ 706,767.45
Checks		
Direct Deposits	490001 – 490129	
	510001 – 510129	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of December 2023 Vouchers 117055 – 117333 in the amount of \$4,883,986.29 including Electronic Payments generated between 12/01/2023 – 12/31/2023 in the amount of \$788,886.75 and December 2023 Payroll Direct Deposits 490001 – 490129 and 510001 – 510129 in the amount of \$706,767.45.

Submitted by: 	, CEO
Date Action Taken _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes____ No____