



AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
3103 NW Lower River Road, Vancouver, WA 98660
Tuesday, January 14, 2025

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 9, 2024, Special Meeting/Executive Session
 - 3) Approve Minutes of the December 10, 2024, 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 13, 2025, by emailing povcommissioners@portvanusa.com**
- E) **ACTION ITEMS**
 - 1) Approve Port of Vancouver USA Board - Election of Officers – 2025
 - 2) Approve Port Organizational Assignments – 2025
 - 3) Approve On Call Structural Engineering Design & Consulting Services
- F) **UNFINISHED BUSINESS**
 - 1) Port Contracts Logs

G) NEW BUSINESS

H) ACCOUNTS PAYABLE

Voucher Numbers	121770 - 122146	\$ 6,747,547.35
Electronic Payments	12/01/2024 – 12/31/2024	\$ 817,930.69
Payroll Voucher Numbers		\$ 735,104.38
Checks	52107119	
Direct Deposits	490001 – 490133	
	510001 – 510133	
	520001 – 520002	

I) CEO REPORT

Environmental Project Update

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 13, 2025. 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 14, 2025, 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 Assistant	01/14/2025
Betsy Rogers	Title	Date

APPROVED BY:

Title

SUBJECT: Minutes of the December 9, 2024, Special Meeting/Executive Session

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 12/09/2024 Special Meeting/Executive Session

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the December 9, 2024, 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
Monday, December 9, 2024**

CALL TO ORDER

Commission Vice President Jack Burkman called a special meeting/executive session of the Port of Vancouver USA Board of Commissioners to order at 1:00 p.m., Monday, December 9, 2024, 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 3:00 p.m.

REOPENED MEETING AND ADJORNMENT

Commissioner Burkman reopened the meeting to the public at 3:00 p.m. He announced that there being no further business to come before the Port of Vancouver USA Board of Commissioners, the December 9, 2024, special meeting/executive session is now adjourned at 3:00 p.m.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Betsy Rogers, Executive Assistant,
December 9, 2024, Special
Port of Vancouver USA Board of
Commission Meeting/Executive Session

Eric LaBrant, President

Jack Burkman, Vice President

Don Orange, Secretary

Agenda Item No. C-3

REQUEST FOR COMMISSION ACTION PORT OF VANCOUVER USA

REVIEWED BY:

	Executive Assistant	01/14/2025
Betsy Rogers	Title	Date

APPROVED BY:

Title

SUBJECT: Minutes of the December 10, 2024, Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 12/10/2024 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the December 10, 2024, 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 10, 2024**

CALL TO ORDER

Commission President LaBrant 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 10, 2024, at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

OPENING REMARKS

Commissioner LaBrant 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

Special Meeting/Executive Session, November 25, 2024

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the November 25, 2024, special meeting/executive session.

Regular Meeting of November 26, 2024

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners approve the minutes of the November 26, 2024, regular meeting.

OPEN FORUM

Commissioner LaBrant 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 no one present who signed up to provide comment.

State Legislative Update

Ryan Hart, Chief External Affairs Officer introduced Amber Carter who provided an update on the state's election results, session dynamics, administration transition and

reorganization, 2025 POV draft legislative priorities, and a preview of what is anticipated during this year's legislative session. She answered questions from the Board.

ACTION ITEMS

E-1 Approve Resolution 7-2024: Sell and Convey Port Property

Scott Goodrich, Chief Financial Officer, presented the action item and discussed it with the Commission.

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve and adopt the attached Resolution 7-2024 authorizing the CEO to sell and convey port district property as adjusted annually per RCW 53.08.090.

E-2 Approve 2025 Chief Executive Officer Compensation

Jonathan Eder, Chief Administrative Officer, presented the action item and discussed it with the Commission.

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously, the Board of Commissioners establishes the 2025 salary compensation for the CEO as \$285,099.60, and establishes a monthly automobile allowance of \$500 per month.

E-3 Approve Public Works Contract for Bid 24-54: EV Chargers

Mark Newell, Project Delivery Manager, presented the action item and discussed it with the Commission. He answered questions from the Board.

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners authorize the CEO to execute a public works contract with Sarkinen Plumbing, the lowest responsive and responsible bidder for Bid 24-54 EV Chargers in the amount of \$417,587.80 plus applicable WA State Sales Tax.

E-4 Approve Resolution Supporting Replacement of the Interstate 5 Bridge over the Columbia River

Mike Bomar, Chief Economic Strategy Officer, presented the action item and discussed it with the Commission. He answered questions from the Board.

On motion by Commissioner Burkman, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve and sign the three-ports joint resolution supporting replacement of the Interstate 5 bridge over the Columbia River.

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 by the Board.

No additional unfinished business was considered.

NEW BUSINESS

CEO Marler stated the second commission meeting for December was scheduled for December 24, 2024. However, she noted there was no business need for the meeting and proposed the meeting be cancelled unless there were any concerns. After discussion, it was decided that the commission meeting on December 24, 2024, would be cancelled.

ACCOUNTS PAYABLE

Scott Goodrich, Chief Financial Officer presented the action item as contained in the Commission's packet and discussed the recommendation with the Commission.

On motion by Commissioner Orange, seconded by Commissioner Burkman and carried unanimously that the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of November 2024 Vouchers 121442-121767 in the amount of \$13,661,783.97 including Electronic Payments generated between 11/01/2024-11/29/2024 in the amount of \$9,446,065.82 and November 2024 Payroll Direct Deposits 450001-450137 and 470001-470138 in the amount of \$777,911.12.

CEO REPORT

Project Updates

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

- Terminal 1 Dock Bulkhead Wall Project
- Terminal 3 Drainage Upgrades
- Building 3209 Office Demo and Warehouse Improvements

CEO Report

Julianna Marler, CEO stated there was a variety of activities she has attended with the commissioners including the Legislative Outlook breakfast and 3-Ports Meeting.

COMMISSIONERS REPORTS

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

- 3-Ports Meeting
- Legislative Outlook Breakfast

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

- Regional Transportation Council Meeting
- 3-Ports Meeting

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

- Tenant Holiday Event
- Columbia Business Trades Holiday lunch
- CREDC Board of Directors Meeting
- Legislative Outlook Breakfast

UPCOMING EVENTS

A list of upcoming events was displayed on the screen for viewers to see staff activities and community meetings. CEO Marler stated this meeting is the last commission meeting of the year as the next commission meeting on Tuesday, December 24, 2024, has been cancelled. She also highlighted several other upcoming community events.

In addition, she 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 10:30 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 10, 2024, regular meeting was adjourned at 10:42 a.m. by Commissioner LaBrant.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Betsy Rogers, Executive Assistant,
December 10, 2024, Regular Port of
Vancouver USA Board of
Commission Meeting

Eric LaBrant, President

Jack Burkman, Vice President

Don Orange, Secretary

Agenda Item No. E-1

REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

Executive Assistant

01/14/2025

Betsy Rogers

Title

Date

APPROVED BY:

SUBJECT:

Approve Port of Vancouver USA Board - Election of Officers - 2025

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 2025:

- 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 Assistant	01/14/2025
Betsy Rogers	Title	Date

APPROVED BY:

Title

SUBJECT: Approve Port Organizational Assignments - 2025

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 2025 Organizational Assignments

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners reviewed proposed assignments and, based on discussion, approves membership assignments for 2025.

Submitted by: *Juliana Marler*, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___



**Port of Vancouver USA
2025 Organizational Assignments
DRAFT**

Organization

Representative

American Association of Port Authorities (AAPA)

Marler
Hart

Washington Public Ports Assn. (WPPA)

Burkman
Orange
LaBrant
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	PORT OF VANCOUVER USA	
REVIEWED BY:	Director of Engineering & Project Delivery	
Monty Edberg	Title	
APPROVED BY:	Chief Operations Officer	01/14/2025
Kent Cash	Title	Date
SUBJECT:	Approve Contracts with WSP USA Inc., OTAK Inc., and KPFF Inc. for On-Call Structural Engineering Design & Consulting 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 the use of structural engineering consultants to provide design services and assistance with pre-construction activities such as constructability and risk management reviews, plan and specifications development for bid purposes, construction cost estimates, and the application for permits to build projects. These services also serve to support marine structure improvements, tenant improvements for cargo storage, maintenance projects on port-owned buildings and structures, and construction of new facilities as needed.

On May 28, 2024, the port issued a Request for Qualifications (RFQ) for On-Call Structural Engineering Design & Consulting Services. A cross-departmental team evaluated proposals, interviews were conducted, and WSP USA Inc., OTAK Inc., and KPFF Inc. were selected as the most qualified consultants to perform the services required by the port.

The contracts will be issued for five years with the option to extend to complete any open task orders. Should a contract reach its dollar threshold, additional funds will be requested in accordance with Resolution 10-22: Administrative Authority of the CEO. Funds for these contracts are included in the approved 2025 budget and will be requested in subsequent annual budgets.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute contracts with WSP USA Inc. for a not-to-exceed amount of \$650,000, OTAK Inc. for a not-to-exceed amount of \$550,000, and KPFF Inc. for a not-to-exceed amount of \$450,000 to perform On-Call Structural Engineering Design & Consulting Services.

Submitted by: *Julianne 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:		
Scott D. Goodrich	Chief Financial Officer	01/14/2025
	Title	Date
SUBJECT: VENDOR CLAIMS APPROVAL		

BACKGROUND:

Please refer to attached listing December 2024 Vendor Claims:

Voucher Numbers	121770 - 122146	\$	6,747,547.35
Electronic Payments	12/01/2024 - 12/31/2024	\$	817,930.69
Payroll Voucher Numbers		\$	735,104.38
Check	52107119		
Direct Deposits	490001 – 490133		
	510001 – 510133		
	520001 – 520002		

Additional Information Attached: December 2024 Payables Listing

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of December 2024 Vouchers 121770-122146 in the amount of \$6,747,547.35 including Electronic Payments generated between 12/01/2024-12/31/2024 in the amount of \$817,930.69 and December 2024 Payroll Check 52107119 and Direct Deposits 490001-490133, 510001-510133, and 520001-520002 in the amount of \$735,104.38.

Submitted by: <u>Juliana Marler, CEO</u>	
Date Action Taken _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes ___ No ___