



Port of Vancouver USA

AGENDA
PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
 3103 Lower River Road, Vancouver, WA 98660
 Tuesday, January 14, 2020

- A) **CALL TO ORDER (8:30 a.m.)**
- B) **EXECUTIVE SESSION**
None
- C) **OPENING REMARKS (8:30 a.m.)**
 - 1) Opening Remarks – Pledge of Allegiance, etc.
 - 2) Approve and Sign Minutes of the December 10, 2019 Regular Meeting
 - 3) Approve and Sign Minutes of the December 19, 2019 Special Meeting
- D) **OPEN FORUM**
 - 1) Public comment, including matters subject to Commission vote at this meeting
- E) **ACTION ITEMS**
 - 1) Approve Port of Vancouver USA Board - Election of Officers - 2020
 - 2) Approve Port Organizational Assignments - 2020
 - 3) Approve Erickson Farm Properties Tidelands Easement
 - 4) Approve Lease Agreement between the Port of Vancouver USA and Vancouver Warehouse and Distribution Co., Inc.
 - 5) Approve Lease Agreement between the Port of Vancouver USA and Mark’s Design and Metalworks, LLC
 - 6) Approve Fuel Supplier Contract with Wilcox & Flegel
- F) **UNFINISHED BUSINESS**
 - 1) Port Contracts Logs
- G) **NEW BUSINESS**
- H) **ACCOUNTS PAYABLE**

Voucher Numbers	098877 - 099260	\$ 2,869,142.54
Electronic Payments	12/02/2019 – 01/01/2020	\$ 714,313.92
Payroll Voucher Numbers		\$ 552,393.80
Checks	51196245	
	51214378	
Direct Deposits	490001 - 490124	
	510001 - 510124	

- I) **CEO REPORT**
 - 1) Project Updates
 - 2) State Legislative Priorities
- J) **COMMISSIONERS REPORTS**
- K) **UPCOMING EVENTS**
- L) **WORKSHOP**
Strategic Plan 2019 Report
- M) **SIGN DOCUMENTS**
- N) **ADMINISTRATIVE UPDATE/WORK SESSION**
None
- O) **ADJOURNMENT**

Agenda Item No. C-2

REQUEST FOR COMMISSION ACTION PORT OF VANCOUVER USA

REVIEWED BY:

Betsy Rogers

Administrative Supervisor

01/14/2020

Betsy Rogers

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the December 10, 2019 Regular Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 12/10/19 Regular Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the December 10, 2019, Port of Vancouver USA Board of Commissioners Regular Meeting as presented.

Submitted by: *Juliana Marko* 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, 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, December 10, 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
Kent Cash	Port Chief Operations Officer
Elizabeth Gotelli	Port Chief Financial and Administrative 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 Manager
Randy McCaleb	Port Contract Manager
Rick Cline	Port Contracts Manager
Kathy Holtby	Port Real Estate Manager
Mike Schiller	Port Director of Business Development
Jonathan Eder	Port Director of Human Resources
Mark Newell	Port Project Delivery Manager
Casey O'Dell	Port Director of Facilities
Mike Bomar	Port Director of Economic Development
Katie Odem	Port Marketing Communications Manager
Page Phillips Strickler	Strategies 360
Jack Burkman	Community Member
Ron Morrison	TRPP
Don Steinke	Community Member
Gary Folkerts	Mackay Sposito

DeAnn Fields
Morningstar Jones
Eric Hale
Patty Page
Cager Clabaugh
Stephanie McClintock
Kathy McDonald

LiUNA
LiUNA
Community Member
ACE
ILWU Local 4
UGC
Community Member

APPROVAL OF MINUTES

Regular Meeting of November 26, 2019

On motion by Commissioner LaBrant, seconded by Commissioner Orange and carried unanimously, the Board of Commissioners approve the minutes of the November 26, 2019 regular meeting.

HOLIDAY CARD

Marketing Communications Manager Katie Odem introduced the port's 2019 Holiday Card. She thanked Strategies 360 for their work on the card and mentioned the port partnered with Rather Severe, a local artist to assist in the artistic elements of the card.

OPEN FORUM

Commissioner Oliver invited comments from the audience.

Don Steinke, Community Member

Mr. Steinke discussed commodities and provided various links based on his discussion points.

Eric Hale, Community Member

Mr. Hale shared his thoughts regarding Vancouver Lake.

Cager Clabaugh, ILWU Local 4

On behalf of Local 4, Mr. Clabaugh thanked Commissioner Oliver for his many years of service.

No further public comments were received.

COMMISSIONER AND CEO COMMENTS

No comments were provided by the Commissioners or the CEO.

ACTION ITEMS

E-1 Approve Resolution 7-2019: Reconvey Vancouver Lake Tidelands

Commissioner Oliver stated port staff published the initial Resolution and after further due diligence, the Resolution was updated to maintain ownership of the tidelands the port currently uses.

CEO Marler shared some additional information and then introduced Real Estate Manager Kathy Holtby who presented the action item and discussed the recommendation with the commission. All questions were answered.

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

Don Steinke, Community Member

Mr. Steinke inquired about the deed. CEO Marler and Legal Counsel Lowe responded to his question.

No additional public comments were received.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners approve Resolution 7-2019 to reconvey Vancouver Lake Tidelands back to the State of Washington and delegate authority to the Port of Vancouver USA's CEO to execute all required documents and Quit Claim Deed.

E-2 Approve Resolution 8-2019: Sell and Convey Port Property

Director of Finance & Accounting Scott Goodrich presented the action item and discussed the recommendation with the commission. All questions were answered.

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 approve and adopt the attached Resolution 8-2019 authorizing the CEO to sell and convey port district property as adjusted annually per RCW 53.08.090.

E-3 Approve 2020 CEO Compensation

Director of Human Resources Jonathan Eder presented the action item and discussed the recommendation with the commission.

Commissioner LaBrant provided some background on the process the port went through.

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 Oliver, seconded by Commissioner Orange, and carried unanimously, the Board of Commissioners establishes 2020 salary compensation for the CEO as \$223,313.79 and establishes a monthly automobile allowance of \$500.00.

UNFINISHED BUSINESS

Port Contracts Logs

The commissioners reviewed the port contracts logs. CEO Marler reminded everyone that the contracts logs are available on the port's website.

No additional unfinished business was considered.

NEW BUSINESS

No new business was considered at this time.

ACCOUNTS PAYABLE

Director of Finance & Accounting Scott Goodrich presented the staff report as contained in the agenda packet and discussed the recommendation with the commission. He answered questions from 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 Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of November 2019 Vouchers 098509 - 098864 in the amount of \$10,886,500.68 including Electronic Payments generated between 11/01/2019 – 12/01/2019 in the amount of \$9,192,202.68 and November 2019 Payroll Check 51169897

and Payroll Direct Deposits 450001 - 450127 and 470001 - 470127 in the amount of \$595,340.19.

CEO REPORT

Project Updates

Project Delivery Manager Mark Newell provided an update on the following projects:

- Terminal 1 – Ground Improvements
- 2019 Berth Repairs
- BL2400 – Tenant Improvements

CEO Marler shared that the December 24th board meeting will not be held. She also shared a couple of comments to show appreciation to Commissioner Oliver.

COMMISSIONER REPORTS

Commissioner Orange reported attending the following:

- Met with a couple of folks including CEO Marler
- Thanked Commissioner Oliver for his service

Commissioner LaBrant reported attending the following:

- Greater Portland Inc. Event
- Our Heroes Place Ribbon Cutting
- Thanked Commissioner Oliver for his service

Commissioner Oliver shared his thoughts on his time with the Port of Vancouver. He stated his role has been one of the most satisfying roles he has served in his life. He shared his thoughts about the climate. He also thanked the port and port team for all the efforts for the good of the community.

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 will be held on January 14, 2020 at 8:30 a.m. She highlighted several upcoming community events and the Port Christmas Ships event on December 19, 2019 from 6-8 p.m. at Warehouse '23. She also mentioned that the port offices will be closed on December 25, 2019 and January 1, 2020.

RECESS

The regular meeting was recessed from 10:04 a.m. until 10:15 a.m. to sign documents and prepare for the workshop.

WORKSHOP

Commissioner Appreciation

Commissioner Oliver reopened the meeting at 10:15 a.m. for the Commissioner Appreciation workshop.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the Tuesday, December 10, 2019 regular meeting was adjourned at 10:46 a.m. by Commissioner Oliver.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, December 10, 2019, Regular
Port of Vancouver USA Board of
Commission Meeting

Jerry Oliver, President

Don Orange, Vice President

Eric LaBrant, Secretary

Agenda Item No. C-3

REQUEST FOR COMMISSION ACTION PORT OF VANCOUVER USA

REVIEWED BY:

Michelle Allan

Executive Services Manager 01/14/2020

Michelle Allan

Title

Date

APPROVED BY:

Title

SUBJECT: Minutes of the December 19, 2019 Special Meeting

BACKGROUND:

Please see attached minutes.

Additional Information Attached: Minutes of 12/19/19 Special Meeting

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners adopts and executes the minutes of the December 19, 2019, Port of Vancouver USA Board of Commissioners Special Meeting as presented.

Submitted by: *Juliana Morales* CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

**PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS
SPECIAL MEETING
Thursday, December 19, 2019**

CALL TO ORDER

Commission Vice President Orange called a special meeting of the Port of Vancouver Board of Commissioners to order at 4:00 p.m., Thursday, December 19, 2019 at the Port of Vancouver USA Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660.

OPENING REMARKS

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

Meeting attendees included:

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
Savannah Mitcham	Port Administrative Assistant
Heather Stebbings	Port Director of Communications
Dawn Egbert	Port Contracts Manager
Mike Schiller	Port Director of Business Development
Jonathan Eder	Port Director of Human Resources
Mark Newell	Port Project Delivery Manager
Mike Bomar	Port Director of Economic Development
Tiffany Truckey	Port Administrative Assistant
Lori Kaylor	Port Administrative Sales Coordinator
Jim Hagar	Port Economic Development Manager
Jack Flug	Port Senior Financial Analyst
Rick Takach	T1 Hotel

ACTION ITEMS

Approve First Amendment to the Payment Agreement Between the Port of Vancouver and T1 Hotel LLC

Director of Business Development Mike Schiller presented the action item and provided a summary of the reasons for the first amendment to the payment agreement with T1 Hotel LLC. He, along with Project Manager Mark Newell answered questions by the board.

Commissioner Orange invited comments from the audience.

No public comments were received.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried 2-0 (Commissioner Oliver was excused), the Board of Commissioners approves the First Amendment to the Payment Agreement Between the Port of Vancouver and T1 Hotel LLC.

Mr. Schiller welcomed Mr. Takach, CEO of Vesta Hospitality and owner of T1 Hotel.

Approve Second Amendment to the Lease Agreement Between the Port of Vancouver and T1 Hotel LLC

Director of Business Development Mike Schiller presented the action item and provided a brief summary and explained the purpose for the second amendment to the lease agreement with T1 Hotel LLC.

Commissioner Orange invited comments from the audience.

No public comments were received.

On motion by Commissioner LaBrant, seconded by Commissioner Orange, and carried 2-0 (Commissioner Oliver was excused), the Board of Commissioners approves the Second Amendment to the Lease Agreement Between the Port of Vancouver and T1 Hotel LLC.

Commissioner LaBrant reminded everyone about the port's Christmas Ships community event tonight at 6:00 p.m. He encouraged folks to attend.

RECESS

The special meeting was recessed at 4:18 p.m. to sign documents.

ADJOURNMENT

There being no further business to come before the Port of Vancouver USA Board of Commissioners, the December 19, 2019 special meeting was adjourned at 4:22 p.m. by Commissioner Orange.

PORT OF VANCOUVER USA
BOARD OF COMMISSIONERS

Michelle Allan, Executive Services
Manager, December 19, 2019, Special
Port of Vancouver USA Board of
Commission Meeting

Jerry Oliver, President

Don Orange, Vice President

Eric LaBrant, Secretary

Agenda Item No. E-1

REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

Michelle Allan

Executive Services
Manager

01/14/2020

Michelle Allan

Title

Date

APPROVED BY:

SUBJECT: Approve Port of Vancouver USA Board - Election of Officers - 2020

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 2020:

PRESIDENT _____

VICE PRESIDENT _____

SECRETARY _____

Submitted by: *Julianne Morley*, 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

Michelle Allan

Executive Services
Manager

01/14/2020

Michelle Allan

Title

Date

APPROVED BY:

Title

SUBJECT: Approve Port Organizational Assignments - 2020

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 2020 Organizational Assignments

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners reviewed proposed assignments and based on discussion approves membership assignments for 2020.

Submitted by: *Juliana Mando*, CEO

Date Action Taken: _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

Port of Vancouver USA
Proposed
2020 Organizational Assignments

Organization

Representative

American Association of Port Authorities (AAPA)

Marler
Hart

Washington Public Ports Assn. (WPPA)

Orange
LaBrant
Burkman
Marler

Columbia River Economic Development (CREDC)

LaBrant
Burkman
Marler

Regional Transportation Council

Hughes (Port of Ridgefield)
Keister (Port of Camas/Washougal)

Agenda Item No. E-3

REQUEST FOR COMMISSION ACTION
REVIEWED BY:

PORT OF VANCOUVER USA



Director of Business
Development

Mike Schiller

Title

APPROVED BY:



Chief Commercial
Officer

01/14/2020

Alex Strogon

Title

Date

SUBJECT: Approve Erickson Farm Properties Tidelands Easement

BACKGROUND:

In the early 1980's, the Port and several state and local agencies were involved in a project to benefit the health of Vancouver Lake referred to as the Vancouver Lake Restoration Project, which included construction of the Flushing Channel (Project). The Project included excavating a direct channel from the Columbia River to Vancouver Lake in an effort to direct fresh water from the river into the lake to improve its water quality, as well as dredging the lake bottom. This Project generated a significant amount of sand and soil materials that needed to be disposed of. The plan was to create two islands in the middle of the lake with the materials. While the construction of the first island was successful, the materials placed to create the second island would not stay in place. The Port selected several alternative placement sites around the lake within the Vancouver Lake tidelands (Tidelands) owned by the Port.

On March 7, 1981 Vinton and Helen Erickson granted the Port of Vancouver (Port) a permit and right of entry to enter upon their property bordering Vancouver Lake (Property) to fill the Port's Tidelands adjacent to their lakefront boundary. By doing so, the Erickson's property would no longer have direct access to the water which was their only way to enter their land. In order for the Ericksons to maintain access to their property, the Port agreed to grant an easement across the Port's Tidelands at the completion of the Project. On June 9, 1981, the Port's Board of Commissioners agreed to grant the necessary easement. The Project was completed in the mid to late 1980's, but inadvertently, the agreed access easement document to the Ericksons was never executed.

In 2019, the Ericksons entered into a transaction with Clark County to exchange their Property for a surplus parcel owned by Clark County. The Ericksons requested the Port execute the agreed easement to allow them access to their Property via the lake. After extensive research and analysis, the Port verified the facts pertaining to this agreement and the Port's commitment to provide a non-exclusive access easement across the Port's Tidelands adjacent to the Erickson's Property on Vancouver Lake.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners Approve the Erickson Farm Properties Tidelands Easement and Delegate Authority to the Port of Vancouver USA's CEO to Execute All Required Documents

Submitted by: Juliana Madon, CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

Agenda Item No. E-4

REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

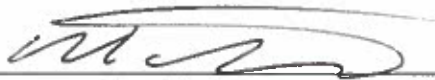


Director of Business
Development

Mike Schiller

Title

APPROVED BY:



Chief Commercial
Officer

Alex Strogon

Title

01/14/2020

Date

SUBJECT:

Approve Lease Agreement between the Port of Vancouver USA and
Vancouver Warehouse and Distribution Co., Inc.

BACKGROUND:

The port's Strategic Plan has a goal to pursue business opportunities that maximize utilization of port assets and achieve revenue goals. This lease agreement is a result of a continued relationship with a local industrial business who wants to continue growing at the port.


Vancouver Warehouse and Distribution Co., Inc. (Vancouver Warehouse) has been leasing 16,800 square feet of warehouse space in building 2701 for product warehousing and distribution since November 2013. The purpose of this Long-Term Lease Agreement with Vancouver Warehouse is to expand the lease area to 36,000 square feet of warehouse space in building 2701 – including the surrounding site area of approximately 1.8 acres. The initial 3-year term will be effective August 1, 2019 through July 31, 2022. Vancouver Warehouse will have two 3-year options to extend following the initial term.

Revenue to the port over the initial lease term is approximately \$492,480 plus leasehold excise tax, insurance, stormwater recovery, common area maintenance fees and rail use fees. Vancouver Warehouse employs 28 full time employees in the community and 2 full time employees at the Port location.

This lease revenue was included in the port's 2020 budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve the Lease Agreement at 2701 NW Lower River Road, Vancouver between the Port of Vancouver USA and Vancouver Warehouse and Distribution Co., Inc.

Submitted by:  , CEO

Date Action Taken _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

Agenda Item No. E-5

REQUEST FOR COMMISSION ACTION

PORT OF VANCOUVER USA

REVIEWED BY:

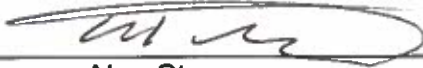


Director of Business
Development

Mike Schiller

Title

APPROVED BY:



Chief Commercial
Officer

Alex Strogen

Title

01/14/2020

Date

SUBJECT:

Approve Lease Agreement between the Port of Vancouver USA and
Mark's Design and Metalworks, LLC

BACKGROUND:

The port's Strategic Plan has a goal to pursue opportunities that utilize the port's property and infrastructure to create jobs and support the economy. This lease agreement is a result of regular outreach to potential companies and partners to support business growth in the metals and machinery industries.

Mark's Design and Metalworks, LLC. (Mark's) Fabricated Products, Inc. started fabricating in Vancouver in 2008. They are focused on designing and fabricating many types of stainless-steel products including pharmaceutical tanks, mixer systems, machine parts, wine vessels, brewery and distillery systems. Mark's is a leader in its industry and has outgrown its current Vancouver facility.

The purpose of this Lease Agreement is to provide Mark's with a lease for approximately 160,000 square feet of warehouse and covered storage in building 2601 on a site area of 6.3 acres. The initial term will be for 15 years, effective January 14, 2020 through January 13, 2035. Mark's also has two 5-year options following the initial term. In consideration for this long-term lease, the port will provide tenant improvements to include: upgrade to the electrical systems, installation of high efficient LED lighting and enlargement of overhead doors to accommodate movement of finished products.

Revenue to the port over the initial lease term is over \$10,000,000 plus leasehold excise tax, insurance, stormwater recovery and common area maintenance fees. Mark's currently employs 65 skilled workers and with the additional space is planning to add an additional 35 fabricators and design engineers over the next 5 years.

This lease revenue was included in the port's 2020 budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners approve the Lease Agreement at 2601 NW Lower River Road, Vancouver between the Port of Vancouver USA and Mark's Design and Metalworks, LLC

Submitted by: Juliana Morales, CEO

Date Action Taken: _____

Motion By: _____

Approved: _____

Seconded By: _____

Deferred To: _____

Unanimous: Yes ___ No ___

Agenda Item No. E-6

**REQUEST FOR COMMISSION ACTION
REVIEWED BY:**

PORT OF VANCOUVER USA

Casey O'Dell

Director of Facilities
Title

APPROVED BY:



Kent Cash

Chief Operations
Officer

Title

01/14/2020

Date

SUBJECT: Approve Fuel Supplier Contract with Wilcox & Flegel

BACKGROUND:

The use of a fuel supplier contract supports the Port of Vancouver Strategic Plan goal to pursue opportunities that utilize the port's property and infrastructure investments to create jobs and support the economy.

The port maintenance crew maintains a fleet of approximately 70 vehicles and various equipment including but not limited to sweepers, dump trucks, excavators, mobile harbor cranes and various rail equipment. To fuel the vehicles and equipment for operational use, the port purchases approximately 70,000 gallons of unleaded, diesel and off-road diesel. The use of this contract allows for the delivery of bulk fuel to the port to replenish the diesel and unleaded fuel necessary for the port fleet.

The port has historically purchased bulk fuel through cooperative contracts. Washington State Department of Enterprise Services contract #00311 (titled "Keep Full & Bulk/Will-Call Contract") is for the on-going replenishment of the state's network of gasoline, heating oil, diesel (including biodiesel), and other fuels. Various vendors operate under this master contract. The port will execute a contract with Wilcox & Flegel, a vendor serving this region. The contract term is through May 20, 2021.

The cost for fuel is included in the approved 2020 budget.

Additional Information Attached? No

RECOMMENDATION: That the Board of Commissioners authorize the CEO to execute a Keep Full & Bulk/Will-Call Contract with Wilcox & Flegel for a not to exceed amount of \$300,000 including all applicable taxes.

Submitted by:  , 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	01/14/2020
Scott D. Goodrich	Title	Date
SUBJECT: VENDOR CLAIMS APPROVAL		

BACKGROUND:

December 2019 Vendor Claims:

Voucher Numbers	098877 - 099260	\$ 2,869,142.54
Electronic Payments	12/02/2019 – 01/01/2020	\$ 714,313.92
Payroll Voucher Numbers		\$ 552,393.80
Checks	51196245 51214378	
Direct Deposits	490001 - 490124 510001 - 510124	

RECOMMENDATION: That the Port of Vancouver USA Board of Commissioners, by motion, ratifies and approves the payment of December 2019 Vouchers 098877 - 099260 in the amount of \$2,869,142.54 including Electronic Payments generated between 12/02/2019 – 01/01/2020 in the amount of \$714,313.92 and November 2019 Payroll Checks 51196245 and 51214378 and Payroll Direct Deposits 490001 - 490124 and 510001 - 510124 in the amount of \$552,393.80.

Submitted by:  CEO	
Date Action Taken _____	Motion By: _____
Approved: _____	Seconded By: _____
Deferred To: _____	Unanimous: Yes___ No___